

# Capitola City Council

## Agenda Report



**Meeting:** June 22, 2023  
**From:** Finance Department  
**Subject:** Fiscal Year 2023-24 Fee Schedule

**Recommended Action:** Conduct the duly noticed public hearing on the proposed Fee Schedule for FY 2023-24 and adopt a resolution amending the current fee schedule.

**Background:** The annual budget process includes a review of the City's Fee Schedule. Capitola's current fee schedule is based on the comprehensive fee study adopted on November 24, 2015. The consultant recommended the City review the fee schedule on a yearly basis and implement a Consumer Price Index (CPI) adjustment. The fee schedule has been reviewed annually every year since 2015.

State law requires the City conduct a public hearing where testimony can be taken before any fees are added or existing fees are altered.

**Discussion:** Best management practices recommend conducting a comprehensive fee study every five years. In January 2020, staff began the process of performing a comprehensive fee study with City Council review tentatively planned for late April, to allow for approved fee adjustments beginning in July 2020. Due to the pandemic, these plans were put on hold. Staff intends to do a comprehensive fee study in the first half of FY 23-24.

The CPI adjustment applied to the fee schedule is 5.6%.

### Police Department Fees:

- Addition of Firearm Dealer License City application fee, based on estimated staff time

<i>Employee</i>	<i>Staffing Cost per Hour</i>	<i>Time Used</i>	<i>Fee</i>
1 x Admin Records Analyst	\$154.64	40 minutes	\$100

- Addition of Carrying a Concealed Weapon (CCW) permit City application fee, based on estimated staff time

<i>Employee</i>	<i>Staffing Cost per Hour</i>	<i>Time Used</i>	<i>Fee</i>
1 x Admin Records Analyst	\$154.64	45 minutes	\$115

- Removal of Animal Services Fees imposed and collected by Santa Cruz County

### Recreation Fees:

- Addition of Parks & Recreation Drop-In and Workshop registration fee – based on staff time for building set up and use.

<i>Employee</i>	<i>Staffing Cost per Hour</i>	<i>Time Used</i>	<i>Fee</i>
1 x Rec. Coordinator	\$98.35	30 minutes	\$10

- Addition of July Parks & Recreation Month Drop-In activity fee – Existing activity fee prorated for special circumstances, such as health withdrawal.
- Addition of Parent’s Night Out new program fee – Calculated based on estimated program size of 24 kids per event, staff time, and supplies.

<i>Employee</i>	<i>Staffing Cost per Hour</i>	<i>Time Used</i>	<i>Fee</i>
1 x Recreation Coordinator	\$98.35	2 hrs per event	\$25
2 x Seasonal Staff	\$22.00	4 hrs per event	\$31

- Addition of Daily rate used only to calculate program fee – daily rate for new school break camps based on existing weekly rate.

<i>Camp Length</i>	<i>FY22/23 CPI Adjusted Rate Resident/Non-Resident</i>
2 Week Session	\$336 / \$420
1 Week Session	\$170 / \$210
Daily Rate for School Break Camps	\$34 / \$42

- Addition of staffing required to prepare for or supervise Recreation activities fee – original fee recovered cost of field preparation by seasonal staff at \$13/hour, this fee did not increase with CPI or wage increases; the new fee is designed to recover cost of staff time based on which staff performs duties.
- Addition of Art & Cultural Merchandise fee - cost plus 50% administration fee.
- Addition of Art & Cultural Plein Air Artist application fee – Calculated to recover service fees for online management of applications and part of staff time spent on event.

<i>Employee</i>	<i>Staffing Cost per Hour</i>	<i>Time Used</i>	<i>Fee</i>
1 x Rec. Manager	\$98.35	25 minutes	\$50

- Addition of Art & Cultural Plein Air Art Exhibition service fee based on contractual agreement with participating artist (30% retained by City, 70% paid to Artist).

Fiscal Impact: The Fiscal Year 2023-24 Budget will incorporate the amended fees and the amended Fee Schedule will go into effect July 1, 2023.

Attachments:

1. Resolution
2. FY 2023-2024 Fee Schedule

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Reviewed By: Jim Malberg, Finance Director; Julia Moss, City Clerk

Approved By: Jamie Goldstein, City Manager