



MEMO

TO: Steve Potter, City Manager
FROM: Brian Cochran, Finance Director
DATE: January 7, 2019
SUBJECT: Update to the Master Fee Schedule

The City Council passed R2018-047 on May 1, 2018, updating the Master Schedule of City Fees, Fines, and Charges. Exhibit "A" for the resolution identified only the fees to be updated, with the "Proposed Fee" amounts to be effective on July 2, 2018.

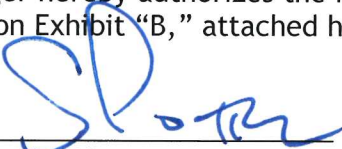
Section 5.b. of R2018-047 authorized the City Manager and Finance Director to perform a second update of Exhibit "A" fees based on CPI. The resolution specifically listed fees in categories 1, 2, and 3 as eligible for the administrative update.

CPI for the San Francisco-Oakland-Hayward area, October 2017 to October 2018, was 4.4%. New fee amounts were calculated by multiplying the current fee by 1.044, and then rounding down to the nearest whole dollar. Not all eligible fees will be updated; City departments opted to keep some fees at their current, lower amount.

R2018-047 specified that the administrative update could go into effect no earlier than January 1, 2019, and that the new fees are to be posted on the City's website 30 days prior to the effective date. The fees will be published on the City's website by January 18, 2019.

The attached Exhibit "A" for this memo lists only the fees that are proposed to be updated with the CPI increase. Section 7 of R2018-047 authorizes the City Manager and Finance Director to organize and publish all City Fees in a Master Fee Schedule, as shown in Exhibit "B".

The City Manager hereby approves the Proposed Fees identified on Exhibit "A," attached hereto and incorporated by reference, to be effective on February 19, 2019; and the City Manager hereby authorizes the Proposed Fees to be published in a Master Fee Schedule (as set forth on Exhibit "B," attached hereto and incorporated by reference.



City Manager



Date