



3

DEPARTMENT OF  
FINANCE  
  
REVENUE DIVISION

CITY OF SACRAMENTO  
CALIFORNIA

CITY HALL  
ROOM 104  
915 I STREET  
SACRAMENTO, CA  
95814-2696

June 15, 1989  
RA891139:MLM:ldm

916-449-5454

Budget and Finance Committee  
Sacramento, California

Honorable Members in Session:

**SUBJECT: USER FEE INCREASES**

SUMMARY

This report provides the Committee with information regarding the Proposed Budget General Fund adjustment of \$500,000 for user fee increases and requests that the Committee recommend City Council approval of the City Clerk and Department of Police proposed new fees and user fee increases.

BACKGROUND

During FY 1988/89 the City Council adopted new fees and user fee increases as a result of the recommendations of the Arthur Young & Company Final Report on a Fee and Charge Cost Analysis dated May 23, 1988 for services provided by the Departments Planning & Development, Public Works, and Parks & Community Services. New fees and user fee increases for services provided by the General Government departments (City Clerk, Finance, Fire, and Police) recommended by Arthur Young & Company were not presented for City Council approval.

DISCUSSION

The City Clerk and Department of Police have concluded their analysis of the new fees and user fee increases recommended by Arthur Young & Company. This report transmits to the Committee the recommendations of new fees and user fee increases proposed by the Office of the City Clerk and Department of Police. Department of Finance and Department of Fire new fees and user fee increases recommended by Arthur Young & Company are being reviewed and will be presented prior to the FY 1989/90 Midyear Review.

The Arthur Young & Company report did not include recommendations for new fees and user fee increases for the Office of the City Attorney, Office of the City Treasurer, Department of Data Management, Department of General Services, Library, and Department of Personnel. These departments were not included in

the scope of services that Arthur Young & Company agreed to perform. However, each of these departments provides services that should be reviewed to determine if new fees should be charged or the present fees should be adjusted to recover all costs. The review should be presented prior to the FY 1989/90 Midyear Review.

#### FINANCIAL DATA

In May 1989, the City Council approved a recommendation by the Department of General Services to charge a pay telephone fee which will result in \$38,000 additional General Fund revenue. The recommendations of the City Clerk and Department of Police will increase annual General Fund revenues by \$235,000. The additional revenue totals \$273,000 which is \$227,000 less than the Proposed Budget General Fund adjustment of \$500,000 in user fee increases.

Staff projects additional revenues will result from the following sources.

1. New fees and user fee increases that will be recommended for the Office of the City Attorney, Office of the City Treasurer, Department of Data Management, Department of Finance, Department of Fire, Department of General Services, Library, and Department of Personnel prior to the FY 1989/90 Midyear Review;
2. Adjustments to user fees previously adopted to reflect service cost increases (salaries and operating costs)

However, it would not be prudent to adopt a budget that assumes additional revenue from an undetermined source. Therefore, the administrative contingency must be reduced by \$227,000 from \$1.5 million to \$1.273 million. It is anticipated that the administrative contingency can be replenished at midyear assuming implementation of new and increased user fees.

#### POLICY CONSIDERATIONS

Imposing user fees to recover service costs is consistent with present City Council policy.

#### MBE/WBE EFFORTS

Not applicable.


June 15, 1989

RECOMMENDATION

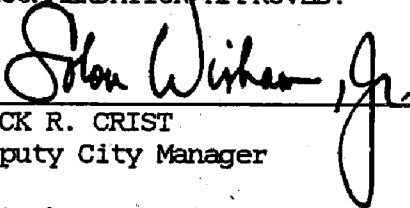
It is requested that the Budget and Finance Committee recommend the City Council approve the City Clerk and Department of Police new fees and user fee increases as proposed in the attached reports.

In order to maintain a balanced General Fund budget it is further recommended that the 1989-90 Administrative Contingency be reduced by \$227,000 and that this change be incorporated into the Approved Budget.

Respectfully submitted,

  
Michael L. Medema  
Revenue Manager

RECOMMENDATION APPROVED:

  
Per: JACK R. CRIST  
Deputy City Manager

Attachments

CONTACT PERSON: Michael L. Medema, Revenue Manager, 449-5724

June 20, 1989  
All Districts



3

OFFICE OF THE  
CITY CLERK .

CITY OF SACRAMENTO  
CALIFORNIA

CITY HALL  
ROOM 301  
915 I STREET  
SACRAMENTO, CA  
95814-2671

SPECIALIZED SERVICES

May 23, 1989

916-449-8200

Budget and Finance Committee  
Sacramento, CA 95814

Honorable Members in Session:

**SUBJECT:** New and Increased Fees for Various City Clerk Related  
Services, Documents and Facilities

SUMMARY

Arthur Young & Company recently prepared a cost analysis of the fees and charges for the City of Sacramento. The Office of the City Clerk has undertaken an in-depth review of the Arthur Young & Company Fee and Charge Cost Analysis Report regarding the costs and revenues that apply to our office. An analysis of each item is listed separately below with our recommendation and/or comments either concurring with Arthur Young's proposal or justifying changes.

BACKGROUND

Listed below is the analysis and recommended fees to be charged.

1. COPIES OF CAMPAIGN STATEMENTS

Currently, Government Code Section 81008 allows for a maximum charge of ten cents per page for copying campaign statements and conflict of interest statements. This charge barely covers costs for paper and copying equipment and does not allow for staff time spent retrieving documents, preparing for copying, and refileing when completed. Legislation is being proposed by the California City Clerk's Association that would allow for a higher fee to recover actual costs incurred.

Effective January 1, 1989, recently enacted SB 2537 provides for a fee not to exceed five dollars per request for retrieving statements which are five or more years old. A request for more than one statement at the same time will be considered to be a single request.

1. COPIES OF CAMPAIGN STATEMENTS (Continued)

ARTHUR YOUNG RECOMMENDATION: 0.09 cents per page.

MANAGEMENT RECOMMENDATION: a) 0.10 cents per page.  
b) \$5 retrieval fee for statements 5 or more years old.

2. XEROX COPIES

Staff time spent retrieving documents, preparing for copying and refiling after completion is structured into the current .25 cents per page charge. Because there is no proposed retrieval fee for documents located on-site in the Office of the City Clerk, retention of the current .25 cents per page charge is recommended. We do not charge for agenda materials during the week in which the item is to be transmitted to City Council.

ARTHUR YOUNG RECOMMENDATION: 0.09 cents per page.

MANAGEMENT RECOMMENDATION: 0.25 cents per page.

3. DOCUMENT EXTRACTION

Due to a space shortage, the Office of the City Clerk has documents stored on-site and off-site. Because of the varying amounts of time required for retrieving and filing documents that are stored directly within the Office of the City Clerk and off-site, it is recommended that a tiered rate schedule be adopted for this service. A request for more than one document at the same time in the same location shall be considered a single request.

a) If the current .25 cents per page copying fee is maintained, it is recommended that there be no charge for retrieving documents located on-site in the vault and files of the Office of the City Clerk.

b) Presently, documents are located in the basement area of City Hall. We are proposing a \$10 per hour retrieval fee, with a \$2.50 minimum. It is anticipated that most documents will take approximately 15 minutes to retrieve and refile, therefore, the charge for this service will most generally be \$2.50.

3. DOCUMENT EXTRACTION (Continued)

c) Inactive records (archival documents over 3 years old) are stored in an off-site location in the 13th and I Streets Parking Garage. Because of future space shortages, documents will be stored in many off-site locations. Time expended to retrieve documents from these locations will always result in a measurable disruption of our normal work and may require overtime to compensate for this. Due to the amount of the time involved in retrieving off-site documents, it is recommended that a fee of \$35 per hour be charged with no minimum fee.

ARTHUR YOUNG RECOMMENDATION: \$1.39 per hour.

MANAGEMENT RECOMMENDATION:

- a) No charge for on-site retrieval.
- b) \$10 per hour, \$2.50 minimum fee for basement retrieval.
- c) \$35 per hour, no minimum fee for off-site retrieval.

4. CERTIFYING DOCUMENTS

The Arthur Young Report states that there should be no charge for certifying documents. This suggestion was based on the fact that there was no evidence of a charge for document certification during the past year. Although certification is done on a sporadic basis, we feel it is necessary to preserve this service within our fee structure since this validates documents for court proceedings. It is our recommendation that the current charge of \$4.00 per document be maintained because of the actual time incurred in preparing the document for certification, signing and sealing the document.

ARTHUR YOUNG RECOMMENDATION: No charge.

MANAGEMENT RECOMMENDATION: \$4.00 per document.

5. SEARCH TIME FOR INACTIVE RECORDS

Inactive records (archival documents over 3 years old) are stored in an off-site location in the 13th and I Streets Parking Garage. Because of future space shortages, documents will be stored in many off-site locations. Time expended to retrieve documents from these locations will always result in a measurable disruption of our normal work and may require overtime to compensate for this. Due to the amount of the time involved in retrieving off-site documents, it is recommended that a fee of \$35 per hour be charged with no minimum fee. A request for more than one document at the same time in the same location shall be considered a single request.

5. SEARCH TIME FOR INACTIVE RECORDS (Continued)

ARTHUR YOUNG RECOMMENDATION: \$36.48 per hour.

MANAGEMENT RECOMMENDATION: \$35 per hour.

6. SET UP TAPE FOR LISTENING

The Arthur Young Study recommends a fee based on the cost of locating the desired tape and searching the tape for the desired agenda item. We feel that this is an unfair assessment of charges for an individual who wants to listen to an entire tape or simply purchase a copy of a tape. Therefore, a tiered rate schedule is recommended for this service as outlined below:

- a) Staff will retrieve the tape, set it up for listening, and demonstrate use of the equipment. The recommended cost for this service will be \$10 per hour. Under this fee, the tape will not be searched for the desired agenda item. It will be the responsibility of the individual to monitor the tape during the entire session.
- b) If an individual wants to purchase a copy of the tape, the charge will be \$10 per hour for staff to duplicate the tape, plus \$1.50 to cover the cost of each tape if not furnished by the requestor.
- c) When individuals prefer to have staff retrieve the desired tape and locate a particular agenda item, the cost should be \$35, the same fee as retrieval of an inactive record.

ARTHUR YOUNG RECOMMENDATION: \$33.94

MANAGEMENT RECOMMENDATION:

- a) \$10 per hour, no minimum.
- b) \$10 per hour, no minimum; \$1.50 per tape furnished by City Clerk's Office.
- c) \$35 per hour.

7. SET UP TAPE FOR TRANSCRIPTION

When private citizens request transcription of City Council tape recordings, tapes are made and sent out to a certified transcription service. It has always been our policy to charge the actual cost of preparation of the transcription, with a deposit of one-half the estimated cost payable in advance. It is not feasible to standardize the actual cost of outside transcription services, because they charge a fee per transcribed page rather than an hourly rate. Therefore, it is recommended that the fee include \$10 per hour for making the tapes, \$1.50 to cover the cost of each tape, and the actual cost incurred by the Office of the City Clerk for the certified transcription.

7. SET UP TAPE FOR TRANSCRIPTION (Continued)

ARTHUR YOUNG RECOMMENDATION: \$41.56 per hour

MANAGEMENT RECOMMENDATION: \$10 per hour for making tapes; \$1.50 per tape to be sent to transcriber; actual cost of preparing transcription with one-half of estimated cost payable in advance.

8. COUNCIL AGENDA PACKETS

We concur with Arthur Young's recommendation on this item. New cost estimates were provided by the City Clerk's Office because costs for labor and materials have increased since the fee for this service was instituted in 1981. Arthur Young's recommended fee has been rounded off for easier record keeping.

ARTHUR YOUNG RECOMMENDATION: \$3,151.21 per year

MANAGEMENT RECOMMENDATION: \$3,150.00 per year

9. AGENDA & SYNOPSIS

We concur with Arthur Young's recommendation on this item. New cost estimates were provided by the City Clerk's Office because costs for labor, materials and mailing have increased since the fee for this service was instituted in 1981. Arthur Young's recommended fee has been rounded off for easier record keeping and prorating of fee.

ARTHUR YOUNG RECOMMENDATION: \$122.10

MANAGEMENT RECOMMENDATION: \$120.00

10. BOARDS & COMMISSIONS NOTICE OF VACANCY

We concur with Arthur Young's recommendation on this item. New cost estimates were provided by the City Clerk's Office because costs for labor, materials and mailing have increased since the fee for this service was originally instituted. Arthur Young's recommended fee has been rounded off for easier record keeping and prorating of fee.

ARTHUR YOUNG RECOMMENDATION: \$51.41 per year

MANAGEMENT RECOMMENDATION: \$50.00 per year



11. BOARDS & COMMISSIONS MANUAL UPKEEP PACKAGES

Although the Arthur Young report lists "Boards and Commissions Manual" twice on their Summary Costs and Revenues, we will concur with their recommendation to charge the same fee for the upkeep services and the Manuals. We feel that this charge is justified because every attempt is made to keep the Boards and Commissions Manual current on a quarterly basis and changes are made to nearly every board included in the Manual each year. Arthur Young's recommended fee has been rounded off for easier record keeping.

ARTHUR YOUNG RECOMMENDATION: \$73.10 per year

MANAGEMENT RECOMMENDATION: \$75.00 per year

12. MUNICIPAL CODE UPKEEP PACKAGES

It is assumed that Arthur Young's recommended fee is made on a quarterly basis, since a yearly charge would be much less than our present fee. We are recommending a higher fee of \$75 quarterly due to the increased cost of labor, materials and mailing to maintain the current level of service.

ARTHUR YOUNG RECOMMENDATION: \$54.14 quarterly

MANAGEMENT RECOMMENDATION: \$65.00 quarterly; \$250.00 per year

13. CITY CHARTER UPKEEP PACKAGES

We concur with Arthur Young's recommendation on this item. The costs for labor, materials and mailing have increased since the fee for this service was instituted in 1981 and new cost estimates were provided by the City Clerk's Office. Arthur Young's recommended fee has been rounded off for easier record keeping.

ARTHUR YOUNG RECOMMENDATION: \$8.72 per year

MANAGEMENT RECOMMENDATION: \$9.00 per year

14. APPEALS

Chapter 2, Article XIX, of the Sacramento City Code provides for the procedure for appeals to City Council. The code specifies that the City Council may appoint a hearing examiner to hear an appeal in lieu of the City Council. Arthur Young's proposed fee did not take into consideration the amount of money paid by City departments to McGeorge School of Law for hearing administrative appeal cases. Their fee was calculated on the internal cost of staff time expended by applicable departments, City Attorney's Office and City Clerk's Office in preparing for the appeal.

14. APPEALS (Continued)

A more accurate cost for this service was achieved by averaging the charge for administrative appeals from McGeorge School of Law for the years of 1987 and 1988. This \$450 average fee was then added to Arthur Young's recommendation to arrive at the recommended \$775 fee. Even with this increased fee, total cost recovery will not be realized for unusually involved appeal cases. For example, the 1987 Arthur Haarmeyer appeal case regarding suspension of a license to operate a horse drawn carriage in Old Sacramento cost over \$3,000. This case was purposely excluded when we averaged appeal fees.

We did an appeal fee cost analysis for the years of 1987 and 1988 by multiplying Arthur Young's recommended \$336 for staff time by the total number of hearings for a particular year. This figure was then added to the total amount of fees paid to McGeorge School of Law for hearing examiner services. Finally, our current \$75 appeal fee, Arthur Young's proposed \$336 and our \$775 recommended fee was subtracted from this total to arrive at the results set forth below:

	<u>1987</u>	<u>1988</u>	<u>City Deficit</u>	
			<u>1987</u>	<u>1988</u>
Number of hearings	8	10		
Accrued McGeorge Cost	\$3120	\$5900		
Total Revenue at \$75	\$ 600	\$ 750	\$<5208>	\$<8510>
Total Revenue at \$336	\$2688	\$3360	\$<3120>	\$<5900>
Total Revenue at \$775	\$6200	\$7750	\$ 392	\$<1510>

As the analysis indicates, even with the recommended \$775 appeal fee, the City would have netted a profit of only \$392 in 1987 and would have incurred a loss in 1988 of \$1,510.

Pursuant to City Code Section 2.329, appeal fees can be waived for individuals who are not financially capable of paying the fees if they meet specified criteria required by the code. The appellant must apply for the waiver at the same time as the appeal is filed.

- ARTHUR YOUNG RECOMMENDATION:** \$336.53
- MANAGEMENT RECOMMENDATION:** \$775.00

15. MUNICIPAL CODE MANUALS

We concur with Arthur Young's recommendation on this item. The costs for labor, materials and mailing have increased since the fee for this service was instituted in 1981 and new cost estimates were provided by the City Clerk's Office. Arthur Young's recommended fee has been rounded off for easier record keeping.

ARTHUR YOUNG RECOMMENDATION: \$247.64

MANAGEMENT RECOMMENDATION: \$250.00

16. BOARDS & COMMISSIONS MANUALS

Fees were originally imposed to discourage frivolous requests for Boards and Commissions Manuals. The recommended fee will recover the costs for staff time revising the manual, reproduction costs and distribution costs.

ARTHUR YOUNG RECOMMENDATION: \$76.00

MANAGEMENT RECOMMENDATION: \$75.00

There are additional services provided by the Office of the City Clerk that were excluded from the Arthur Young Report that are delineated below along with the recommended fees:

17. DOCUMENTS IN STOCK AND PRINTED

This fee was originally included in the Fee and Charge Manual to cover the cost of printing documents such as Council Rules and Procedures, the smoking ordinances, settlement agreements, etc. that are periodically requested by citizens.

MANAGEMENT RECOMMENDATION: Actual cost of printing.

18. SPECIAL REPORTS PREPARED BY CONSULTANTS OR CITY

This fee was originally included in the fee and charge report to cover the cost of printing documents such as environmental impact reports, special reports commissioned by the City, etc. that are periodically requested by citizens.

MANAGEMENT RECOMMENDATION: Pro-rata cost of publication or reissuance.

Budget and Finance Committee  
May 23, 1989  
Page Nine

19. COUNCIL DISTRICT MAP

The cost of preparing and updating the City Council district maps has increased, therefore, we are recommending a fee increase for this service.

MANAGEMENT RECOMMENDATION: \$15.00

20. INITIATIVE FILING FEE

Resolution 88-967 was adopted by the Sacramento City Council on November 9, 1988 establishing a \$200 filing fee for initiatives pursuant to California Elections Code Section 4002. If within one year of the date of filing the notice of intent, the City Clerk certifies the sufficiency of the petition, the entire amount of the fee will be refunded to the filer.

MANAGEMENT RECOMMENDATION: \$200 (refunded if sufficiency of petition is certified within one year of filing notice of intent)

FINANCIAL DATA

Currently, the average revenue from fees charged in the City Clerk's Office is approximately \$20,000 per year. It is anticipated that the recommended fee and charge increases will total between \$10,000 to \$15,000 in additional general fund revenues per year.

POLICY MATTERS

The Office of the City Clerk has complied with noticing requirements set forth in the Government Code concerning the proposed fee increases.

MBE/WBE

Contracts for bids related to Office of the City Clerk services, documents and facilities will be awarded according to established practices for Minority/Women Business Enterprises.

Budget and Finance Committee  
May 23, 1989  
Page Ten

RECOMMENDATION

It is recommended that the Budget and Finance Committee approve the attached resolution imposing new and increased fees for various City Clerk related services, documents and facilities and forward this report to the City Council for adoption.

Respectfully submitted,

*Anne J. Mason*

Anne J. Mason  
Acting City Clerk

Contact person to answer questions:

Anne J. Mason  
Acting City Clerk  
449-5799

All Districts  
June 20, 1989

# RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

RESOLUTION AMENDING RESOLUTION 80-427  
AND CONSOLIDATING RESOLUTIONS 81-447 AND 88-967  
AMENDING FEES AND CHARGES FOR VARIOUS CITY CLERK  
RELATED SERVICES AND FACILITIES

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

Section 1.

Resolution 80-427, which established fees and charges for various City licenses, permits, services and facilities, is hereby consolidated with Resolutions 81-447 and 88-967 and amended to reflect City Clerk related fees and charges as set forth in Exhibit A, attached hereto and incorporated herein by reference.

Section 2.

The City of Sacramento Fee and Charge Report is hereby amended to reflect the City Clerk related fees and charges as set forth in Exhibit A attached hereto.

Section 3.

Based upon the information presented to it and upon all information in the public record, and in compliance with Public Resources Code Section 21080(b)(8), the City Council finds that the proposed increased fees are due to meeting operating expenses, including employee wage rates and fringe benefits.

Section 4.

This resolution will take effect on July 1, 1989.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
ACTING CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

EXHIBIT A

CITY CLERK FEES

UNIT

OLD RATE

NEW RATE

CHANGE

I. GENERAL FEES

Certifying Existing Documents	Document	\$ 4.00	\$ 4.00	None
Document Extraction	On-site	None	None	None
	Basement (pro-rata)	6.00	10.00	+\$4.00
			(2.50 minimum)	
	Off-site	14.00	35.00	+\$21.00
Documents in Stock & Printed	Document .50 (1st pg.) .20 (add'l pgs.)		Actual Cost	Varies
Preparation of Transcript	Document	16.00	Actual Cost	Varies
from Tape	(Plus costs for duplication, etc. as listed below)			
Set up for listening, monitoring and duplicating of tapes	Hour (self-monitored)	4.00	10.00	+\$6.00
	Hour (staff-assisted)	4.00	35.00	+\$31.00
	Purchase of cassette tape	-	1.50	+\$1.50
Search Time for Inactive Records	Hour	14.00	35.00	+\$21.00
Special Reports Prepared by Consultants or City	Report	Pro-rata	Same	None
Xerox Copies	Page	.25	.25	None

II. OPERATIONS DIVISION FEES

City Charter	Charter with Binder	23.00	50.00	+\$27.00
City Charter Upkeep Packages	Year	8.00	9.00	+\$1.00
City Council Agenda Packets	Year (pro-rata)	2,000.00	3,150.00	+\$1,150.00
City Council Agenda & Synopsis	Year (pro-rata)	60.00	120.00	+\$60.00
Municipal Code Manuals	Code with Binders	150.00	250.00	+\$100.00
Municipal Code Upkeep Packages	Year (pro-rata)	75.00	250.00	+\$175.00
	Quarterly	-	65.00	New
Plans & Specifications	Document		Fee Approved by City Council	

III. SPECIALIZED SERVICES DIVISION FEES

Administrative Appeals	Each	\$ 75.00	\$ 775.00	+\$700.00
Boards & Commissions Manuals	Paperback	15.00	75.00	+\$60.00
Boards & Commissions Manual Upkeep Packages	Year (pro-rata)	15.00	75.00	+\$60.00
Boards & Commissions Notice of Vacancy	Year (pro-rata)	12.00	50.00	+\$38.00
Copies of Campaign Statements and Conflict of Interest Statements	Page	.10	.10	None (State Law)
Campaign Statement Retrieval Fee (Statements 5 or more years old)	Request	-	5.00	New (State Law)
Council District Map	Each	6.00	15.00	+\$9.00
Initiative Filing Fee (Refunded if sufficiency of petition is certified within one year of filing notice of intent)	Each	200.00	200.00	None (State Law)



DEPARTMENT OF  
POLICE

CITY OF SACRAMENTO  
CALIFORNIA

HALL OF JUSTICE  
813 SIXTH STREET  
SACRAMENTO, CA  
95814-2495

May 9, 1989

916-449-5121

JOHN P. KEARNS  
CHIEF OF POLICE

Budget & Finance Committee  
Sacramento, California

Honorable Members in Session:

SUBJECT: AMENDMENT OF THE CITY OF SACRAMENTO FEE AND CHARGE REPORT

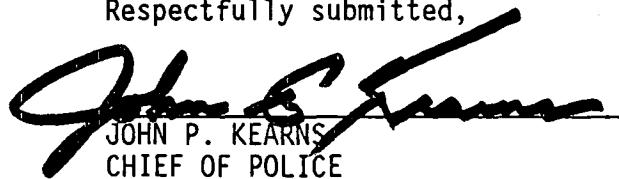
SUMMARY

Attached for your consideration and approval is a report to City Council requesting approval to amend the City of Sacramento Fee and Charge Report by increasing fees and charges for user services provided by the Police Department. Also attached is a copy of the resolution authorizing the fee increases and a copy of the required Public Notice, in accordance with Government Code 54994.1, indicating the time and place of the hearing with a general explanation of the fee proposal to be considered at the Budget and Finance hearing.

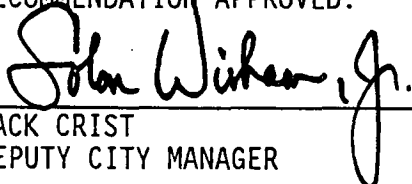
RECOMMENDATION

It is recommended that the Budget and Finance Committee approve the proposed fee increases and refer the request to the City Council for action.

Respectfully submitted,

  
JOHN P. KEARNS  
CHIEF OF POLICE

RECOMMENDATION APPROVED:



For: JACK CRIST  
DEPUTY CITY MANAGER

Contact Person to Answer Questions:  
Lt. Matt Powers  
449-5491

May 30, 1989  
All Districts

JPK/ck  
Ref: 5-18



**RESOLUTION No.**

**Adopted by The Sacramento City Council on date of**

RESOLUTION AMENDING THE CITY OF SACRAMENTO  
FEE AND CHARGE MANUAL FOR POLICE DEPARTMENT  
RELATED SERVICES, LICENSES AND PERMITS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

That the City of Sacramento Fee and Charge Report is hereby amended to reflect the Police Department related service, license, and permit charges detailed on Exhibit I attached hereto and by this reference is incorporated in this resolution as if set forth in full at this place.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

EXHIBIT I

	<u>Current</u>	<u>Proposed</u>
Crime/Traffic Report	\$ 6.00	\$ 10.00
Fingerprint Processing: City (Licenses/Permits/ Applications)	12.50	22.50
Amusement/Arcade (New)	200.00 (1a+b)	550.00 (1a+b)
Antique, 2nd Hand, Pawn (Rnw)	-0-	25.00
Billiards/Pool Parlors	125.00	550.00
Card Room	125.00 (1a+b)	1,000.00 (1a+b)
Card Room Employee (New)	25.00 (1a+b)	40.50 (1a+b)
Card Room Employee (Rnw)	15.00	25.00
Canvassing, Solicit., Peddl.	20.00 (1a)	45.00 (1a)
Concealed Weapon: (Annually)		
Application - City	10.00	35.00
Approval - City	13.25 (1a+b)(2)	60.00 (1a+b)(2)
Renewal - City	10.00 (2)	35.00 (2)
Dance/Concert	200.00 (1a+b)	550.00 (1a+b)
Adult Bus. (New)	220.00 (1a+b)	4,000.00 (1a+b)
Mass, Escort, Model (New)	65.00 (1a=b)	300.00 (1a+b)
Mass, Escort, Model (Rnw)	25.00 (1a+b)	300.00 (1a+b)
Private Patrol Service	25.00 (1a+b)	250.00 (1a+b)
Refuse Collector (New)	50.00 (1a+b)	61.00 (1a+b)

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(1) In addition to this charge, the applicant or owner will be charged for required fingerprint processing fees.  
a) City; b) DOJ; c) FBI

(2) In addition to this charge, the applicant or owner will be charged for the required Department of Justice application processing fee.

EXHIBIT I (Page 2)

Refuse Collector (Rnw1)	40.00	57.00
Taxicab Driver (New)	20.00 (1a+b)	34.50 (1a+b)
Astrology (New)	25.00 (1a+b)	50.00 (1a+b)
Bail Bond	10.00 (1a)	37.00 (1a)
Burglar Alarm Permit	25.00	40.00
Burglar Alarm Permit - Reinst.	10.00	20.00
Imposing new fees for:		
Gun Dealer (New)	-0-	550.00 (1a+b)
Gun Dealer (Rnw1)	-0-	75.00
Cancelling fees for:		
Amusement Dev. Loc (Rnw1)	30.00	-0-
Adult Business (Trf. Loc)	220.00	-0-
Adult Business (Rnw1)	55.00	-0-
Astrology (Rnw1)	25.00	-0-

- 
- (1) In addition to this charge, the applicant or owner will be charged for required fingerprint processing fees.  
a) City; b) DOJ; c) FBI
  - (2) In addition to this charge, the applicant or owner will be charged for the required Department of Justice application processing fee.

Notice is hereby given that hearings will be held by the Sacramento City Budget and Finance Committee on May 30, 1989 at 3:00 P.M. and the Sacramento City Council on June 13, 1989 at 7:00 P.M., in the City Council Chambers, 915 I Street, Sacramento, to consider a resolution increasing fees for:

	<u>Current</u>	<u>Proposed</u>
Crime/Traffic Report	\$ 6.00	\$ 10.00
Fingerprint Processing: City (Licenses/Permits/ Applications)	12.50	22.50
Amusement/Arcade (New)	200.00 (1a+b)	550.00 (1a+b)
Antique, 2nd Hand, Pawn (Rnw)	-0-	25.00
Billiards/Pool Parlors	125.00	550.00
Card Room	125.00 (1a+b)	1,000.00 (1a+b)
Card Room Employee (New)	25.00 (1a+b)	40.50 (1a+b)
Card Room Employee (Rnw)	15.00	25.00
Canvassing, Solicit., Peddl.	20.00 (1a)	45.00 (1a)
Concealed Weapon: (Annually)		
Application - City	10.00	35.00
Approval - City	13.25 (1a+b)(2)	60.00 (1a+b)(2)
Renewal - City	10.00 (2)	35.00 (2)
Dance/Concert	200.00 (1a+b)	550.00 (1a+b)
Adult Bus. (New)	220.00 (1a+b)	4,000.00 (1a+b)
Mass, Escort, Model (New)	65.00 (1a=b)	300.00 (1a+b)
Mass, Escort, Model (Rnw)	25.00 (1a+b)	300.00 (1a+b)
Private Patrol Service	25.00 (1a+b)	250.00 (1a+b)
Refuse Collector (New)	50.00 (1a+b)	61.00 (1a+b)

- 
- (1) In addition to this charge, the applicant or owner will be charged for required fingerprint processing fees.  
a) City; b) DOJ; c) FBI
  - (2) In addition to this charge, the applicant or owner will be charged for the required Department of Justice application processing fee.

Refuse Collector (RnwI)	40.00	57.00
Taxicab Driver (New)	20.00 (1a+b)	34.50 (1a+b)
Astrology (New)	25.00 (1a+b)	50.00 (1a+b)
Bail Bond	10.00 (1a)	37.00 (1a)
Burglar Alarm Permit	25.00	40.00
Burglar Alarm Permit - Reinst.	10.00	20.00
Imposing new fees for:		
Gun Dealer (New)	-0-	550.00 (1a+b)
Gun Dealer (RnwI)	-0-	75.00
Cancelling fees for:		
Amusement Dev. Loc (RnwI)	30.00	-0-
Adult Business (Trf. Loc)	220.00	-0-
Adult Business (RnwI)	55.00	-0-
Astrology (RnwI)	25.00	-0-

- 
- (1) In addition to this charge, the applicant or owner will be charged for required fingerprint processing fees.  
a) City; b) DOJ; c) FBI
  - (2) In addition to this charge, the applicant or owner will be charged for the required Department of Justice application processing fee.



DEPARTMENT OF  
POLICE

CITY OF SACRAMENTO  
CALIFORNIA

HALL OF JUSTICE  
813 SIXTH STREET  
SACRAMENTO, CA  
95814-2495

916-449-5121

May 9, 1989

JOHN P. KEARNS  
CHIEF OF POLICE

City Council  
Sacramento, California

Honorable Members in Session:

SUBJECT: AMENDMENT OF THE CITY OF SACRAMENTO FEE AND CHARGE REPORT

SUMMARY

The City of Sacramento contracted with the consulting firm of Arthur Young and Company to conduct a fee and charge cost analysis of user services provided by the City. The analysis revealed that the Police Department subsidizes the cost of several services. The proposed fee increases more accurately reflect the actual costs of services provided by the Police Department. It is recommended that the proposed fee increases be approved to assess the individuals or groups of individuals who benefit most from the services provided.

BACKGROUND

The consulting firm of Arthur Young and Company was contracted with the City of Sacramento to conduct a fee and charge cost analysis of user services provided by the City. The analysis was intended to determine the full cost of City services for which a user fee is currently assessed; identify services offered that could be but presently are not assessed a fee; and compare specific Sacramento fees with comparable fees of other jurisdictions. The report revealed that the fees charged by the Police Department for many of the services it provided are far below actual costs. The Police Department must take the position of recovering its costs for the special services it provides. It is recommended that the Police Department revise its fee schedule to more accurately reflect the costs incurred. In addition, these services benefit individuals or groups of individuals more than the public at large and they should be paid for by those who benefit the most.

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Memorandum to City Council  
Page Two  
May 9, 1989

FINANCIAL DATA

Based on the projected number of occurrences reported in the Arthur Young study, the projected revenue increase from the proposed changes in fees and charges will be approximately \$225,000.

POLICY CONSIDERATIONS

State law requires that specific public notice be given before the City Council adopts a new fee or approves an increase in an existing fee. In accordance with Government Code 54994.1, notice of the time and place of the hearing and a general explanation of the matter to be considered will be published twice before the Budget and Finance hearing on fee proposal. The notice has been prepared and submitted to the City Clerk for publication.

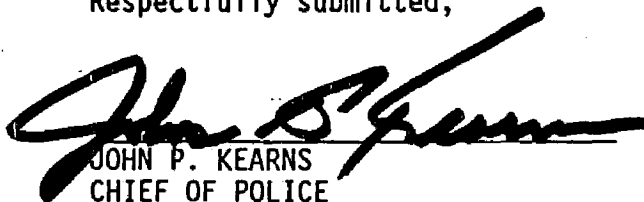
MBE/WBE EFFORTS

No Impact.

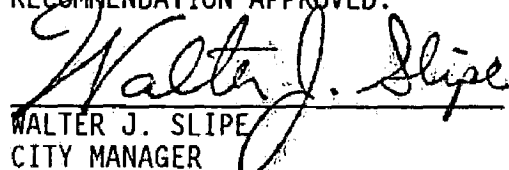
RECOMMENDATION

It is recommended that the City Council approve the proposed fee increases and amend the City of Sacramento Fee and Charge Report.

Respectfully submitted,

  
JOHN P. KEARNS  
CHIEF OF POLICE

RECOMMENDATION APPROVED:

  
WALTER J. SLIPE  
CITY MANAGER

Contact Person to Answer Questions:

Lt. Matt Powers  
Planning & Fiscal Section  
449-5491

June 13, 1989  
All Districts

JPK/ck  
Ref: 5-17