



CITY OF

Richmond CALIFORNIA

Master Fee Schedule Update

City Council Meeting - June 27, 2023

Nickie Mastay, Deputy City Manager - Internal Services

LaShonda White, Deputy City Manager - Community Services

Mubeen Qader, Deputy Director of Finance

Antonio Bañuelos, Accounting Manager

Ranjana Maharaj, Deputy Director for Community Services - Recreation

Hope Lattell, Finance Manager

Agenda

- Recommended Action
- Updated Fees
- Community Services - Recreation Fees
- Next Steps
- Questions

Recommended Action

ADOPT a resolution adjusting the dollar amount for current fees except for Recreation fees which will remain as is; and **PROVIDE DIRECTION** to staff on how to proceed with an analysis of Recreation rental fees and staff will return in the first half of Fiscal Year 2023-2024 to review the analysis and make recommendations regarding new proposed Recreation fees.

Updated Fees

- Most increasing by Employment Cost Index
- Other fees were analyzed to determine the actual cost for the City to provide that particular service
- Recreation fees left as is

Fee Updates - 6.4% and 9.1%

| Appendix A: Employment Cost Index | | | | |
|---|--|-------------------|-------------|-------|
| from: http://www.bls.gov/data/ | | | | |
| Series Id: | CIU30100000000001 | | | |
| Not seasonally adjusted | | | | |
| Series Title: | Total compensation for State and local government workers in All industries and occupations, Index | | | |
| Ownership: | State and local government workers | | | |
| Component: | Total compensation | | | |
| Occupation: | All workers | | | |
| Industry: | All workers | | | |
| Subcategory: | All workers | | | |
| Area: | United States (National) | | | |
| Periodicity: | Index number | | | |
| NOT SEASONALLY ADJUSTED | | | | |
| Year | Qtr1 | Qtr2 | Qtr3 | Qtr4 |
| 2005 | 96.9 | 97.2 | 99.1 | 100.0 |
| 2006 | 100.5 | 100.9 | 103.2 | 104.1 |
| 2007 | 105.1 | 105.7 | 107.6 | 108.4 |
| 2008 | 108.9 | 109.4 | 111.3 | 111.6 |
| 2009 | 113.2 | 112.8 | 113.9 | 114.2 |
| 2010 | 114.5 | 114.7 | 115.9 | 116.2 |
| 2011 | 117.2 | 117.1 | 117.2 | 117.7 |
| 2012 | 118.3 | 118.6 | 119.7 | 119.9 |
| 2013 | 120.5 | 120.7 | 121.7 | 122.2 |
| 2014 | 122.8 | 123.1 | 124.2 | 124.7 |
| 2015 | 125.4 | 125.7 | 126.8 | 127.8 |
| 2016 | 128.5 | 128.8 | 129.9 | 130.9 |
| 2017 | 131.6 | 131.9 | 133.0 | 134.2 |
| 2018 | 134.6 | 134.9 | 136.0 | 137.7 |
| 2019 | 138.3 | 138.6 | 139.7 | 141.7 |
| 2020 | 142.2 | 142.5 | 143.6 | 144.9 |
| 2021 | 145.4 | 145.8 | 146.9 | 148.6 |
| 2022 | 150.0 | 150.7 | 154.4 | 155.8 |
| 2023 | 157.3 | 157.9 | 160.3 | |
| User Fees Updated in 2022 | | Difference | 13.4 | |
| | | % Change | 9.1% | |
| User Fees From Fee Study Approved in 2022 | | Difference | 9.6 | |
| | | % Change | 6.4% | |

Fee Updates - 6.4%

| City of Richmond | | | | | | | | | |
|--------------------------------------|-----------------------------|--|---------------------------------|------------|-------------|---|------------------------------|--------|------------------------------|
| MASTER FEE SCHEDULE | | | | | | | | | |
| Last increase implemented | ECI Index for last increase | Index Effective date for proposed increase | ECI Index for proposed increase | ECI Factor | Description | | CURRENT FEE | Factor | PROPOSED FEE |
| CODE ENFORCEMENT | | | | | | | | | |
| N/A | N/A | N/A | N/A | N/A | 2 | Videodisks -- charged at cost for time and materials. Average approximate cost begins at \$25 for one tape, \$40 for two tapes (same footage) (materials and man hours) | Actual Cost | N/A | Actual Cost |
| 1-May-2022 | 150.70 | 1-Jul-2023 | 160.30 | 1.064 | 3 | Inspection Warrant | 1,064.00 | 1.064 | 1,132.00 |
| 1-May-2022 | 150.70 | 1-Jul-2023 | 160.30 | 1.064 | 4 | Appeal to Hearing Officer | Cost of Citation | N/A | Cost of Citation |
| 1-May-2022 | 150.70 | 1-Jul-2023 | 160.30 | 1.064 | 5 | Administrative fee for site clean-up | 705.00 | 1.064 | 750.00 |
| 1-May-2022 | 150.70 | 1-Jul-2023 | 160.30 | 1.064 | 6 | Administrative fee for board up | 705.00 | 1.064 | 750.00 |
| 1-May-2022 | 150.70 | 1-Jul-2023 | 160.30 | 1.064 | 7 | Re-inspection | 143.00 | 1.064 | 152.00 |
| 1-May-2022 | 150.70 | 1-Jul-2023 | 160.30 | 1.064 | 8 | Abatement Warrant | 1,250.00 | 1.064 | 1,330.00 |
| 1-May-2022 | 150.70 | 1-Jul-2023 | 160.30 | 1.064 | 9 | Lien and Special Assessment | 2,500.00 | 1.064 | 2,659.00 |
| 1-May-2022 | 150.70 | 1-Jul-2023 | 160.30 | 1.064 | 10 | Release of Recordation Processing Fee | 439.00 | 1.064 | 467.00 |
| Vacant Dwellings or Buildings | | | | | | | | | |
| 1-May-2022 | 150.70 | 1-Jul-2023 | 160.30 | 1.064 | 12 | Vacant Property Registration | 214.00 | 1.064 | 228.00 |
| N/A | N/A | N/A | N/A | N/A | 13 | Permit to secure the building, calculated based on building valuation and square footage | Calculate based on valuation | N/A | Calculate based on valuation |
| 1-May-2022 | 150.70 | 1-Jul-2023 | 160.30 | 1.064 | 14 | Per month fee to cover the staff time and cost to monitor our chronically vacant property inventory | 574.00 | 1.064 | 611.00 |

Fee Updates - 9.1%

| | | | | | City of Richmond | | | |
|---------------------------|-----------------------------|--|---------------------------------|------------|---|-------------|--------|--------------|
| | | | | | MASTER FEE SCHEDULE | | | |
| Last increase implemented | ECI Index for last increase | Index Effective date for proposed increase | ECI Index for proposed increase | ECI Factor | Description | CURRENT FEE | Factor | PROPOSED FEE |
| | | | | | STORMWATER | | | |
| | | | | | Stormwater Collection System Service Fee, Stormwater Collection System Collection Fee (See Building Regulations, this fee is collected by Building Regulations) | | | |
| | | | | | Commercial Stormwater Annual Permit Fee | | | |
| 1-Jul-2021 | 146.90 | 1-Jul-2023 | 160.30 | 1.091 | Commercial Stormwater Annual Permit Fee | 739.00 | 1.091 | 806.00 |
| | | | | | Industrial Stormwater Annual Permit Fee | | | |
| 1-Jul-2021 | 146.90 | 1-Jul-2023 | 160.30 | 1.091 | Industrial Stormwater Annual Permit Fee | 1,341.00 | 1.091 | 1,463.00 |
| | | | | | Site Inspection Fee | | | |
| 1-Jul-2021 | 146.90 | 1-Jul-2023 | 160.30 | 1.091 | Follow Up Inspection | 604.00 | 1.091 | 659.00 |
| 1-Jul-2021 | 146.90 | 1-Jul-2023 | 160.30 | 1.091 | One time discharge inspection | 604.00 | 1.091 | 659.00 |
| 1-Jul-2021 | 146.90 | 1-Jul-2023 | 160.30 | 1.091 | Monitoring, sampling or testing fee | 753.00 | 1.091 | 822.00 |
| not applicable | na | not applicable | na | na | Laboratory analysis cost and rental equipment charges, cost plus 10%, as needed | cost + 10% | na | cost + 10% |

Fee Updates - Other

| Last increase implemented | ECI Index for last increase | Index Effective date for proposed increase | ECI Index for proposed increase | ECI Factor | City of Richmond | | | |
|---------------------------|-----------------------------|--|---------------------------------|------------|---|-------------|--------|--------------|
| | | | | | MASTER FEE SCHEDULE | | | |
| | | | | | Description | CURRENT FEE | Factor | PROPOSED FEE |
| | | | | | BUILDING REGULATIONS -- Developer Impact Fees | | | |
| | | | | | UBC Regulations used to factor fee amounts. | | | |
| | | | | | RMC 5.12.050, 5.12.070, 6.02.180, 6.36.080 and 12.44.220 | | | |
| | | | | | STMP, CBSC and SMIP FEES are collected by, but not set by the City. | | | |
| N/A | N/A | N/A | N/A | N/A | Single family residential, fee per dwelling unit | 6,458.00 | 1.071 | 6,916.00 |
| N/A | N/A | N/A | N/A | N/A | Multi-family Residential, fee per dwelling unit | 3,181.00 | 1.071 | 3,407.00 |
| N/A | N/A | N/A | N/A | N/A | Senior Housing, fee per dwelling unit | 1,744.00 | 1.071 | 1,868.00 |
| N/A | N/A | N/A | N/A | N/A | Commercial hotel per room | 4,133.00 | 1.071 | 4,426.00 |
| N/A | N/A | N/A | N/A | N/A | Commercial Retail, fee per square feet | 7.82 | 1.072 | 8.38 |
| N/A | N/A | N/A | N/A | N/A | Office, fee per square feet | 10.35 | 1.071 | 11.09 |
| N/A | N/A | N/A | N/A | N/A | Industrial, fee per square feet | 6.60 | 1.071 | 7.07 |
| N/A | N/A | N/A | N/A | N/A | Mini Storage Space, fee per square fee | 0.90 | 1.078 | 0.97 |
| N/A | N/A | N/A | N/A | N/A | Other Fee per dwelling unit (Per AM pk hr trip) | 8,727.00 | 1.071 | 9,346.00 |

Fiscal Impact of New Fees and Fee Update

| Departments | Estimated Revenue Generated |
|--------------------------------|--------------------------------|
| CITY MANAGER | 27,275 |
| COMMUNITY DEVELOPMENT | 525,495 |
| POLICE | 8,484 |
| FIRE | 35,625 |
| WATER RESOURCE RECOVERY | 47,015 |
| PUBLIC WORK & ENGINEERING SVCS | 105,586 |
| LIBRARY & CULTURAL SERVICES | 5,808 |
| COMMUNITY SERVICES-RECREATION | 0 |
| INFORMATION TECHNOLOGY | 33,754 |
| HOUSING DEPARTMENT-COR | 21,680 |
| TRANSPORTATION OPERATION | 4,710 |
| GRAND TOTAL | 815,432 |

Community Services Recreation Fees

Current Comparison of Discount Policy for Rental Fees for Indoor Facilities/Parks

| City of Richmond Rental Discounts | Local Cities Rental Discounts |
|--|---|
| <ul style="list-style-type: none"> ▪ Governmental Agencies such as Contra Costa County, WCCUSD - 50% discount ▪ Nonprofit Organizations – 25% discount | <ul style="list-style-type: none"> ▪ For local City users, discounts are offered in the below categories: <ul style="list-style-type: none"> ▪ Resident rate ▪ Nonprofit Organization rate ▪ For profit Organization rate ▪ For Outside of local City users: <ul style="list-style-type: none"> ▪ Nonresident rate ▪ Nonprofit organization rate ▪ For-profit organization rate |

Fee Waivers Approved in FY2022/2023

| TOTAL NUMBER OF FEE WAIVER APPLICATIONS SUBMITTED | TOTAL NUMBER OF FEE WAIVER REQUESTS APPROVED* | TOTAL AMOUNT OF REVENUE WAIVED |
|--|--|---|
| 20 | 20 | \$10,199 |

*NOTE: To-date, all fee waiver applications have been approved

**The Fee Waiver and Partnership Policies were approved by
City Council in July 2022.**

Fee Waiver Process

WHO CAN APPLY?

- Government agencies, Non-profit organizations, official City of Richmond Partners (per approved Partnership Policy), and City of Richmond Co-Sponsored Events
- Events free to the public
- Benefit and open to the entire City

ELIGIBLE USES:

- Application fees, certain permit fees and/or facility use/rental fees up to \$5,000 per 12-month period.

FEES THAT CANNOT BE WAIVED:

- Staffing or labor costs, and other applicable department costs
- Insurance or other fees as required by the City and/or ordinance
- Liquor license, food permits and health permits
- City of Richmond business license fees

FEE WAIVER REPORT FOR 2022

| Organization/ Individual Name | Date of Event | Event Site | Event Type | Amount Waived |
|---|------------------|-----------------------------------|---|-------------------|
| The Watershed Project | 8/12/2022 | Shimada Park | Coastal Cleanup | \$759.00 |
| The Watershed Project | 10/26/2022 | Shimada Park | Bioswale Maintenance Day | \$174.00 |
| Peacemakers, Inc. | 7/15/2022 | Nicholl Park | Soulful Softball Sunday | \$953.00 |
| Richmond Police Activities League (RPAL)/Employment and Training | 8/8/2022 | Civic Center Plaza | Resource Fair | \$1,594.00 |
| Richmond Police Activities League (RPAL) | 8/16/2022 | Nicholl Park | Free Baseball Clinic | \$638.00 |
| Reset Richmond | 8/30/2022 | Nicholl Park | Black Family Day | \$830.00 |
| Ground Works | 9/12/2022 | JFK Park | Arbor Day | \$491.00 |
| Britnie Steward | 10/15/2022 | Sidewalk on 409 S. 16th Street | Love Your Block Project - Clean up and installation of Little Library | \$50.00 |
| Public Works/Greenway Gap Group | 11/22/2022 | Greenway | Community Event | \$516.00 |
| YES Nature to Neighborhoods | 12/27/2022 | Nicholl Park | Love Your Block Project - Garden expansion/beautification project | \$298.00 |
| | | | TOTAL WAIVED IN 2022 | \$6,303.00 |

FEE WAIVER REPORT FOR 2023

| Organization/ Individual Name | Date of Event | Event Site | Event Type | Amount Waived |
|---|---|-----------------------------|--|--------------------|
| Rosie the Riveter Trust | 1/20/2023 | Unity Park | Love Your Block park cleanup | \$859.00 |
| Rosie the Riveter Trust | 4/26/2023 | Parchester Village | Love Your Block Parchester Village beautification | \$286.00 |
| West Coast Chess Alliance | 2/6/2023 | Richmond Recreation Complex | Chess Tournament | \$1,235.00 |
| Greenbriar Neighborhood Council | 1/21/2023 | Kipling Court in Richmond | Love Your Block Program - beautification program | \$50.00 |
| Ground Works | 2/1/2023 | Nicholl Park | Love Your Block Program - meet and greet at Skate Park for beautification of space | \$255.00 |
| Friends of Dirt World | 2/13/2023; 3/18/23; 4/15/23; 5/13/23 | Dirt World space | Park Cleanup through Adopt a Spot Agreement | \$100.00 |
| Mendocino Park Pollinator Gardening Group | 3/14/23; 4/24/23 | Mendocino Park | Love Your Block Program - gardening work party | \$479.00 |
| Richmond LAND | 3/29/2023 | Parkway at Vernon | Love Your Block Program - Fenceline public art installation | \$100.00 |
| Community Housing Development Corporation | 4/3/2023 | North Richmond Ballfield | Earth Day Celebrations | \$432.00 |
| Iron Triangle Neighborhood Council | 5/10/2023 | Nevin Avenue | Love Your Block Event-road closure | \$100.00 |
| | | | TOTAL WAIVED IN 2023 | \$3,896.00 |
| | | | GRAND TOTAL WAIVED 2022 AND 2023 | \$10,199.00 |

Partnerships FY22/23

| Organization/ Individual Name | Type | Annual Amount Waived | Cost of Program |
|----------------------------------|---|----------------------|--------------------|
| APROVED 2023 Partnerships | | | |
| West Coast Chess Alliance | Free Chess Program/Tournaments | \$55,388.00 | \$23,600.00 |
| R & R Hospitality | Free culinary training for youth and free meals for seniors | \$19,928.00 | \$60,500.00 |
| | TOTAL WAIVED IN 2023 | \$75,316.00 | \$84,100.00 |

Partnerships In Progress

| Organization | Type of Program |
|---------------------------------------|-------------------------------|
| 18 Reasons | Cooking program |
| Ice Man | Snow Day for kids |
| West County Adult School | Various adult programs |
| Youth Tennis Advantage | Tennis program |
| RPAL/Little League | Baseball program |
| Richmond Tennis Association (RTA) | Tennis program |
| Richmond Friends of Recreation (RFOR) | Fiscal Sponsor |
| Teen Eco with EBRPD | Teen program |
| Jaguar Speed Inc. | Track and Field |
| RSOL | Soccer program |
| Weigh of Life | Zumba, fitness, and nutrition |
| Richmond Swims | Swimming program |
| Youth Tennis Advantage | Youth Tennis program |

Future Considerations & Actions

- Complete partnerships in-progress with organizations
- Increase outreach regarding fee waiver and partnership policy
- Revise and simplify the fee waiver and partnership policy applications
 - Remove the requirement that you need non-profit status to apply for fee waiver
 - Streamline questions
- Support the increase of neighborhood council-sponsored events

Recommended Next Steps

1. Approve all but Community Services – Recreation Master Fee Schedule updates.
2. Provide direction to staff on how to proceed regarding Recreation fees.
3. Staff to return in FY23/24 with an update regarding Recreation fees after receiving Council direction.
4. Staff will return in FY23/24 with proposed changes to the Impact Fees

Recommended Action

ADOPT a resolution adjusting the dollar amount for current fees except for Recreation fees which will remain as is; and PROVIDE DIRECTION to staff on how to proceed with an analysis of Recreation rental fees. Staff will return in the first half of Fiscal Year 2023-2024 to review the analysis and make recommendations regarding new proposed Recreation fees.

Thank you

Questions/Comments?