



Fees and Charges Report

Date: March 23, 2023

To: Audit, Finance, and Enterprise Committee

Through: Michael Kennington, Deputy City Manager

From: Brian A. Ritschel, Office of Management & Budget Director

Subject: Citywide Administrative Updates to Schedule of Fees and Charges

Purpose and Recommendation

The Office of Management & Budget recommends administrative updates to various department Fee & Charges schedules to remove fees no longer applicable, clean up verbiage, and align the intention of a fee.

Background

The Office of Management & Budget gathers information from all departments on desired updates to Fees & Charges Schedules on an annual basis. Departments recommend these updates in their own report. There are a number of clean up items/adjustments that need to be made that the department would like to present as a whole for review.

Discussion

Departments that have minor updates to fee schedules, with no fiscal impact, include:

- Business Services Revenue Collection Operations
 - Mobile Food Vendor requires an investigation fee of \$25 per license. The double asterisk was mistakenly missed when updating the final schedule for FY 2022/23.

- Removal of the Renewal late fee under Massage/Body Work Establishments. If businesses do not renew on time, they must reapply.
- City Clerk
 - Replace “CD” with “digital media” (currently thumb drive, likely to change with technology).
- Police Department (as listed under the Police, City Prosecutor’s Office & Animal Control Division Schedule of Fees & Charges):
 - Remove all alarm fees related to alarm companies. Municipalities have been preempted by the State from regulating alarms companies for several years (HB2546 2014).
 - Removal of all printed photo options (not offered by Records or Photo Safety). Digital copies are provided for photographs as a CD/DVD.

Alternatives

Taking no action will result in no fiscal impact, as the departments have been operating in this capacity.

Fiscal Impact

There is no fiscal impact to make these administrative updates and corrections to the applicable schedules.

Coordinated With

Updates were requested by and coordinated with the City Clerk, Business Services, and the Police Department.

Fees & Charges Schedule – Key

Heading Configuration

<u>Schedule of Fees & Charges</u>
Department
Contact Information
HEADING 1
HEADING 2
<i>Heading 3</i>
Description of Fee
Description of Fee 2

Font Indications

Font	Font Indications
Regular Font	Existing fee or language
Strikethrough	Fee or language will be deleted from the Fee Schedule
BOLD CAPS	Language is being added to Fee Schedule
Bold	New or increased Fee Amount

Schedule of Fees & Charges
Exhibit A – Revenue Collection Operations
Department: Business Services

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Revenue Source Code	Total Fiscal Impact	Notes
<u>MOBILE FOOD VENDOR**</u>						** Added, indicating a required Investigation Fee of \$25.00 per license. All fees are non-refundable and are not prorated.
<u>MASSAGE/BODYWORK ESTABLISHMENTS</u>						
Renewal Late Fee (Massage Establishment Only)	\$25.00					Not applicable. If a business does not renew on time, they must reapply.

Estimated Total Annual Fiscal Impact: \$0

Schedule of Fees & Charges

Exhibit B – City Clerk

Department: City Clerk

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Revenue Source Code	Total Fiscal Impact	Notes
<i>Documents</i>						
CD Digital Media	\$5.00		Each			Replace CD with Digital Media

Estimated Total Annual Fiscal Impact: \$0

Schedule of Fees & Charges

Exhibit C – Police, City Prosecutor’s Office & Animal Control Division

Department: Police Department

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Revenue Source Code	Total Fiscal Impact	Notes
<i>PHOTO</i>						
4 x 5 Color	\$2.50		Each			Remove, no longer offered
8 x 10 Black and White	\$5.00		Each			Remove, no longer offered
8 x 10 Color	\$5.00		Each			Remove, no longer offered
Polaroid	\$5.00		Each			Remove, no longer offered
Photograph, 5 x 7, (photo radar requests)	\$5.00		Each			Remove, no longer offered
<i>ALARM FINES, FEES AND ASSESSMENTS</i>						
Alarm Company Licensing – Initial License Fees:						Remove, no longer offered
Primary Alarm Business	\$200.00					Remove, no longer offered
Reciprocal Alarm Business	\$75.00					Remove, no longer offered
Alarm Agent	\$70.00					Remove, no longer offered
Criminal History Investigation – Cost determined by DPS	Current Cost					Remove, no longer offered
Alarm Company Licensing – Renewal License Fees:						Remove, no longer offered
Primary Alarm Business	\$20.00					Remove, no longer offered
Reciprocal Alarm Business	\$10.00					Remove, no longer offered
Alarm Agent	\$20.00					Remove, no longer offered
Criminal History Investigation – Cost determined by DPS	Current Cost					Remove, no longer offered
Duplicate License Fee	\$10.00					Remove, no longer offered
Alarm Company Assessments						Remove, no longer offered
Failure to ECV (civil litigation)	\$50.00					Remove, no longer offered
Failure to provide permit number when asking for police response	\$15.00					Remove, no longer offered
Request Dispatch to a location in error	\$75.00					Remove, no longer offered
Failure to Provide Cancel/New Subscriber Lists as required	\$50.00					Remove, no longer offered

Estimated Total Annual Fiscal Impact: \$0