

City Council

**Item #5. Public Hearing:
Action on the Adoption
of the FY 2025/26
Municipal Fee Schedule
(RTC 25-131)**

April 29, 2025

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Agenda

- Overview
- Municipal Fee Schedule Update
- Fees Proposed to Increase Higher than Cost-of-Living Factors
- New Proposed Fees by Department
- Fees Proposed to be Eliminated by Department
- Recommendation



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POST MEETING MATERIAL

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Overview

- City Council Budget Principle Related to Cost Recovery for Fees

“With limited exceptions, establish fees based on full cost recovery where individuals/businesses rather than the community at-large are benefitting from City services.

This preserves limited unrestricted resources for providing services that benefit the community as a whole.”

Overview (cont'd)

- Public hearing provides opportunity to comment or request clarification regarding proposed fees
- Most recent comprehensive fee study completed in calendar year 2023 for FY 2024/25; in years between studies, fees are generally adjusted to reflect inflationary changes
 - Inflationary change for FY 2025/26 fee schedule is 3.5% for most fees; this represents the change in regional cost inflation
 - Some fees use alternate inflators as determined by enacting legislation or previously adopted phase-in patterns
- Limited number of new, restructured, or deleted fees
- Recovering costs helps preserve services

Municipal Fee Schedule Update

- Given this is an interim year between studies, most of the fees are adjusted by a COLA, are unchanged, or reflect a phase-in or adjustment to bring to cost recovery

Summary of FY 2025/26 Proposed Fee Changes

Proposed Changes	Fee Count	%
Cost of Living Adjustments	868	70%
Fees Unchanged	196	16%
Decreased Fees	73	6%
Eliminated Fees	57	4%
Phase-in Fees/Bring Fees to Cost Recovery	26	2%
New Fees	16	1%
Restructured Fees	4	1%
Total	1,240	100%

Municipal Fee Schedule Update (cont'd)

- 92% of fees have minor and/or no adjustments or decreases
 - 70% of fees proposed to reflect cost-of-living adjustments
 - 16% of fees proposed remain unchanged from the last Municipal Fee Schedule
 - 6% of fees proposed to decrease based on updated valuations for in-lieu fees and updated costs of providing service
- 4% of fees are proposed to be eliminated (57 fees)
- 2% of fees proposed to increase higher than cost-of-living factors
 - Increase in the cost of materials/supplies/service time required to provide the service
 - Multi-year phase-in approach introduced as part of the FY 2022/23 Municipal Fee Schedule

Municipal Fee Schedule Update (cont'd)

- 1% of fees proposed are new (16 fees)
 - Recover the cost of providing the service
- 1% of fees are proposed to be restructured
 - To reflect different scopes of the Planning – Use Permit Fees
 - To reflect different scopes of the Fire – Construction Permit Building Plans

Fees Proposed to Increase Higher than Cost-of-Living Factors

- Fire Construction Permit – service times have increased for the following fees:
 - Community Development Department Referrals
 - Access Controlled Egress
- Fire Certified United Program Agency (CUPA) Fees – all reflect the **final year of the approved phase-in approach**:
 - Hazardous Waste Generator Fees (five tiers)
 - California Accidental Release Program Fees (four tiers)
 - Onsite Treatment of Hazardous Waste Fees (three tiers)
 - Aboveground Petroleum Storage Tank Program Fees (four tiers)
 - Underground Hazardous Materials Tank Fees (two tiers)
 - Hazardous Materials Business Plan (six tiers)

New Proposed Fees by Department

Department	Action	Fee Description	Proposed Fee	Targeted Cost Recovery
Community Development – Building	New Fee	Expedited Plan Review	Additional 50% of Plan Review Fee	100%
Community Development – Housing	New Fee	Late Payment Penalty for Multi-Family Monitoring Fee	25% of Monitoring Fee	Penalty
Community Development – Planning	New Fee	Mailed Notices – Beginning of Project	Actual Cost	100%
Community Development – Planning	New Fee	Mailed Notices – Prior to Completion	Actual Cost	100%
Community Development – Planning	New Fee	Mills Act Plaque – Small	Actual Cost	100%
Community Development – Planning	New Fee	Mills Act Plaque – Large	Actual Cost	100%
Community Development – Planning	New Fee	Short Term Rental Permit - New	\$385	100%
Community Development – Planning	New Fee	Short Term Rental Permit - Renewal	\$385	100%
Community Development – Planning	New Fee	Transportation Demand Management Fee	\$2,992	100%

New Proposed Fees by Department (cont'd)

Department	Action	Fee Description	Proposed Fee	Targeted Cost Recovery
Fire – Construction Permit	New Fee	Building Plans – Fire Expedite	50% of Building Permit Fee	100%
Fire – Construction Permit	New Fee	Building Plans – CUPA Expedite	50% of Building Permit Fee	100%
Fire – Construction Permit	New Fee	Energy Storage System Commercial Decommissioning	\$1,171	100%
Fire – Construction Permit	New Fee	Hourly Rate for Miscellaneous Services – Regular	\$292	100%
Fire – Construction Permit	New Fee	Hourly Rate for Miscellaneous Services – Overtime	\$351	100%
Library	New Fee	Cleaning Fee	\$50	100%
Police	New Fee	Tow Drivers – Permit Renewal	\$47	100%

Fees Proposed to be Eliminated by Department

Department	Action	Fee Description	Current Fee
Community Development – Planning	Delete Fee	Tree Removal Replacement – Offsite	\$653
Community Development – Planning	Delete Fee	Non-Historical Referral to Historical and Landmarks Commission – Standard	\$523
Community Development – Planning	Delete Fee	Non-Historical Referral to Historical and Landmarks Commission – Comprehensive	\$980
Community Development – Planning	Delete Fee	Processing Time Extension	25% of Application Fee
Fire – Operational Permit	Delete Fee	Public Safety Emergency Information	\$28
Library	Delete Fee	Fitbit Zip Replacement Fee	\$59.95
Library	Delete Fee	Fitbit Zip Lost Sleeve	\$20
Library	Delete Fee	Fitbit Zip Lost Clear Case Box	\$2
Parks – Cemetery	Delete Fee	Casket Burial, Pre-Installed Companion Vault, Double Depth Grave	\$3,659
Parks – Cemetery	Delete Fee	Casket - One casket Burial in a grave, with existing cremation(s)	\$3,888



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Fees Proposed to be Eliminated by Department (cont'd)

Department	Action	Fee Description	Current Fee
Parks – Cemetery	Delete Fee	City to repurchase Interment rights	\$221
Parks – Cemetery	Delete Fee	Dig single depth grave to double depth (Grave, casket)	\$685
Parks and Recreation	Delete Fee	Racquet Court Reservation Fee - resident, non-prime time	\$7 per hour
Parks and Recreation	Delete Fee	Racquet Court Reservation Fee - non-resident, non-prime time	\$10 per hour
Police – SVACA	Delete Fee	Dog License Fee – Altered	\$25 (one year) \$37 (two years) \$50 (three years)
Police – SVACA	Delete Fee	Dog License Fee – Unaltered	\$100 (one year)
Police – SVACA	Delete Fee	Cat License Fee – Altered	\$15 (one year) \$23 (two years) \$30 (three years)
Police – SVACA	Delete Fee	Cat License Fee – Unaltered	\$50 (one year)
Police – SVACA	Delete Fee	Replacement Tag	\$5
Police – SVACA	Delete Fee	Late (Delinquent Fee) – Licensing	\$35



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Fees Proposed to be Eliminated by Department (cont'd)

Department	Action	Fee Description	Current Fee
Police – SVACA	Delete Fee	Courtesy Fee	\$2
Police – SVACA	Delete Fee	Impound / Redemption Fees (dogs and cats) – 1 st Offense	\$35 (altered) \$100 (unaltered)
Police – SVACA	Delete Fee	Impound / Redemption Fees (dogs and cats) – 2 nd Offense	\$125
Police – SVACA	Delete Fee	Impound / Redemption Fees (dogs and cats) – 3 rd Offense	\$175
Police – SVACA	Delete Fee	Impound / Redemption Fees (dogs and cats) – 4 th Offense	\$205
Police – SVACA	Delete Fee	Impound / Redemption Fees (other large animals)	\$76
Police – SVACA	Delete Fee	Impound / Redemption Fees (other small animals)	\$28
Police – SVACA	Delete Fee	Boarding Fees (dogs and cats) – per day	\$22
Police – SVACA	Delete Fee	Boarding Fees (all other animals) – per day	\$11
Police – SVACA	Delete Fee	Adoption Fee – dog	\$150
Police – SVACA	Delete Fee	Adoption Fee – cat	\$100
Police – SVACA	Delete Fee	Adoption Fee – kitten (less than six months)	\$150



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Fees Proposed to be Eliminated by Department (cont'd)

Department	Action	Fee Description	Current Fee
Police – SVACA	Delete Fee	Adoption Fee – rabbit	\$30
Police – SVACA	Delete Fee	Adoption Fee – small animal	\$20
Police – SVACA	Delete Fee	Adoption Fee – bird	\$20
Police – SVACA	Delete Fee	Dog Behavior Training Deposit	\$100
Police – SVACA	Delete Fee	Animal Surrender – dog / cat	\$150
Police – SVACA	Delete Fee	Animal Surrender – other	\$40
Police – SVACA	Delete Fee	Disposal – small animal	\$25
Police – SVACA	Delete Fee	Disposal – dog / cat / rabbit	\$50
Police – SVACA	Delete Fee	Disposal – dogs and others over 150 pounds	\$125
Police – SVACA	Delete Fee	Trap Fee (refundable deposit)	\$100
Police – SVACA	Delete Fee	Animal Establishment Fee	\$200
Police – SVACA	Delete Fee	Animal Rescue Registration	\$25



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Fees Proposed to be Eliminated by Department (cont'd)


Department	Action	Fee Description	Current Fee
Police – SVACA	Delete Fee	Keeping of Animal or Fowl permit	\$50
Police – SVACA	Delete Fee	Dangerous Dog Fee	\$200
Police – SVACA	Delete Fee	Field Service Charge, per trip	\$50
Police – SVACA	Delete Fee	Home Quarantine Fee	\$50
Police – SVACA	Delete Fee	Returned Check Charge	\$50
Police – SVACA	Delete Fee	Lab Processing Fee	\$100
Police – SVACA	Delete Fee	Volunteer Materials Fee	\$35
Police – SVACA	Delete Fee	Records Request Fee	\$0.20 per page

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Recommendation

1. Adopt a resolution for the "City of Santa Clara 2025/26 Municipal Fee Schedule" which (a) sets new fees, rates and charges (collectively "fees"); (b) amends existing fees; and (c) deletes certain fees; for various City departments effective on July 1, 2025, all in the form and at the rates presented and attached hereto, modified as necessary to accommodate Council action on field and turf use fees (April 29, 2025, Agenda Report 25-377).
 2. Authorize the consolidation of fire operational permit fees for facilities with multiple operational permits as allowable under the California Fire Code.
- **Revised fees go into effect July 1, 2025**

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