



Agenda Report

September 23, 2024

TO: Honorable Mayor and City Council
THROUGH: Finance Committee
FROM: Finance Department
SUBJECT: AMENDMENTS TO THE FISCAL YEAR 2025 GENERAL FEE SCHEDULE

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein is statutorily exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15273 (Rates, Tolls, Fares, and Charges); and
2. Adopt a resolution amending the Fiscal Year (FY) 2025 General Fee Schedule.

BACKGROUND:

The FY 2025 General Fee Schedule was adopted by the City Council on June 3, 2024. While the General Fee Schedule is typically reviewed and updated annually, revisions are made periodically throughout the year as needed. The proposed amendments include the discontinuation of three existing fees and the addition of three new fees.

Proposed Fee Amendments

The Libraries and Information Services Department recommends discontinuing the three existing fees listed below on account of phasing out its use of fax machines.

FEE	DESCRIPTION	FY 2025 ADOPTED FEE
	Photocopies And Telefacsimilies By Library-	
161	Per Title	\$7.50
162	Per Page	\$0.30
163	Third Party Materials, Plus Cost Of Document	\$7.50

In place of the discontinued fees, the Department proposes three new fees in connection with its new multi-function copiers/printers under a section re-titled, "Public Printing Concessions."

- **Black and White Printouts/Copies – \$0.10** (Proposed Fee #161)
To offer patrons black and white printing services at a cost of \$0.10 per page. Consistent with other libraries in the county, this fee will cover the costs of maintaining and operating the printers, including supplies and technical support.
- **Color Printouts/Copies – \$0.50** (Proposed Fee #162)
To offer patrons color printing services at a cost of \$0.50 per page. In step with other libraries in the county, this fee will cover the costs of maintaining and operating the printers, including supplies and technical support.
- **Scan-to-USB, email, Google Drive, and QR code – \$0.05** (Proposed Fee #163)
To offer patrons the service of scanning to USB, email, Google Drive, and QR code at a cost of \$0.05 per transaction (page). This new service is distinct from copying by providing a digital solution for patrons who need to digitize documents for personal, educational, and/or professional purposes. The fee will cover the costs associated with maintaining and operating the scanning equipment, ensuring the sustainability and quality of service while offering patrons modern and convenient ways to manage their documents.

COUNCIL POLICY CONSIDERATION:

This proposed action supports the City Council's strategic planning goal of maintaining fiscal responsibility and stability through the periodic review and update of the General Fee Schedule and by ensuring that, where appropriate, the City is reimbursed for the cost of providing selected services.

ENVIRONMENTAL ANALYSIS:

The modification of the City's FY 2025 Adopted General Fee Schedule is statutorily exempt from CEQA pursuant to State CEQA Guidelines Section 15273 (Rates, Tolls, Fares, and Charges), which provides a statutory exemption for the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, or other charges by public agencies, which the public agency finds are for the purpose of:

- (1) Meeting operating expenses, including employee wage rates and fringe benefits;
- (2) Purchasing or leasing supplies, equipment, or materials;
- (3) Meeting financial reserve needs and requirements;
- (4) Obtaining funds for capital projects, necessary to maintain service within existing service areas; or
- (5) Obtaining funds necessary to maintain such intra-city transfers as are authorized by City Charter.

FISCAL IMPACT:

Upon adoption of the resolution, the amendments to the General Fee Schedule are expected to increase annual revenue in the Library Services Fund (212) by approximately \$11,500.

Respectfully submitted,



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Director of Finance

Prepared by:



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Approved by:



MIGUEL MÁRQUEZ
City Manager

Attachments: (1)

1) Attachment A – Amendments to the Fiscal Year 2025 General Fee Schedule