

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To:	Scott C. Stiles	From:	William E. Murray
Dept.:	City Manager	Dept.:	Public Works
Subject:	CONSIDERATION OF IMPLEMENTING A RESIDENTIAL PERMIT PARKING PROGRAM STUDY	Date:	December 8, 2015

**OBJECTIVE**

To provide a study and analysis on the cost and feasibility of implementing a Residential Permit Parking Program.

**BACKGROUND**

In the past, staff has received requests from residents to form a residential permit parking program in their neighborhood. The most recent was a request and petition from the residents on Jetty Circle, Laux Circle, Heather Circle, Twinleaf Circle, and Sandalwood Circle to install residential permit parking because they were experiencing vandalism, illegal activity, and on-street parking problems with tenants from the nearby Fairlane Estates Mobile Home Park parking in their neighborhood.

The request was taken to the Traffic Commission, and, since the City does not have a residential permit parking program, a recommendation was made to implement time restricted parking between the hours of 12 a.m. to 6 a.m. to help alleviate the problems the residents were experiencing. The residents were not in favor of this because it would prevent them from parking on the streets during those times as well, therefore, the Traffic Commission did not approve staff's recommendation. As a result, a resident requested the Council to reconsider and implement a Residential Permit Parking Program in his neighborhood.

**DISCUSSION**

City Council requested staff to provide a study including the cost and feasibility for implementing a Residential Permit Parking Program. Staff has conducted a study for implementing a permit parking program in the city. The study was based on a hypothetical, 15-parcel, single block Permit Parking District, used to determine a baseline district cost. As part of the study, a cost analysis was done to account for all administrative procedures and labor costs. Additionally, the study included self-sustaining measures (full cost recovery), initial staffing requirements, outsourcing options, legal matters, solutions currently offered, and potential on-going policy issues.

RESIDENTIAL PERMIT PARKING PROGRAM STUDY

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The "Residential Permit Parking Study" done by staff is "Attachment No. 1". It includes the items mentioned above. "Attachment No. 2" is a more detailed list of the cost analysis with each subtask, and corresponding staff hours and labor costs. "Attachment No. 3" is a summary of the neighboring cities' permit parking programs.

As identified in the Study, the formation of permit parking districts does not resolve the problem, instead, districts will continue growing in surrounding streets, as it has been occurring in neighboring cities. Additionally, a self-sustaining, full-cost recovery program would have a financial impact on residents.

FINANCIAL IMPACT

For full-cost recovery, it would cost a resident approximately \$500 the first year and \$700 every year thereafter. There will be an impact to the General Fund if the City does not fully recover these costs. The level of the fiscal impact would depend on the amount of General Fund subsidy.

SUMMARY

At this time, staff has concerns about how effective a residential permit parking program would be due to the associated costs, potential for displacing the problem to surrounding streets, and enforcement challenges. Presently staff will continue offering solutions mentioned in the study for residential parking concerns on a case by case basis.

  
WILLIAM E. MURRAY, P.E.  
Public Works Director

  
By: Tony Aquino, P.E.  
City Traffic Engineer

Attachment No. 1: Residential Permit Parking Study  
Attachment No. 2: Residential Permit Parking Costs  
Attachment No. 3: Residential Permit Parking Survey

Recommended for Approval



Scott C. Stiles  
City Manager

## RESIDENTIAL PERMIT PARKING STUDY

### INTRODUCTION

In recent years, Staff has received various requests from residents to form residential permit parking programs in their neighborhoods.

In response, City Council has requested staff to provide a residential permit parking study addressing the following matters:

- *Cost and Feasibility to Implement a Self-Sustaining Program*
- *Program Staffing Levels*
- *Program Outsourcing Options*
- *Legal Challenges*
- *Review of Other Orange County Cities' Programs*

### ANALYSIS

Various California and Orange County cities were researched for information on their Residential Permit Parking Programs. A summary of neighboring cities' programs, titled "Residential Permit Parking Survey" is included as Attachment No. 3.

Staff analyzed a number of permit parking policies, selected common program elements from different agencies, and formulated a hypothetical, 15-parcel-block district to estimate staffing levels, operational costs and options for a self-sustaining program.

The following is a program outline based on a hypothetical, 15-parcel, single block Permit Parking District, used to determine a baseline district cost. It accounts for all the administrative procedures and labor costs to: (1) form a single-block district and (2) operate a single-block district. A more detailed list with each subtask, corresponding staff hours and labor rates, titled "Residential Permit Parking Costs" has been included as Attachment No. 2.

### ONE-TIME DISTRICT FORMATION COSTS

I. PERMIT PARKING INITIAL APPLICATION		
No.	Administrative Task	Estimated Cost
1.	<p><b>Initial Request By Resident(s)</b> Resident submits request to City and deposits an initial non-reimbursable fee of \$1,000.</p> <p><i>Note: Initial fee will be used to defray initial investigation and neighborhood meeting costs below, and if district proceeds with formation, fee will be deducted from total district formation costs charged to residents.</i></p> <p><b>Initial Request by Resident Total: \$0</b></p>	N/A
2.	<b>Initial Traffic Investigation</b>	\$2,379

	<p>A. Traffic Engineering and the Police Department (PD) conduct investigation to assess parking capacity at requesting neighborhood(s), review license plates to determine if residents are able to use the street for parking, and set preliminary district boundaries and parking times.</p> <p>Note: Traffic Engineering and PD will visit site on three separate weekdays and one weeknight/day to accurately determine parking spillover patterns and other potential issues.</p>	
	<p>B. Code Enforcement reviews parking facilities at properties identified as generating spillover parking to further assess problem and possible solutions.</p>	\$395
<b>Initial Traffic Investigation Total: \$2,774</b>		
3.	<b>Neighborhood &amp; Stakeholder Meeting</b>	
	<p>A. Traffic staff prepares/sends out meeting notices to affected property owners/tenants/apt. and mobile home park managers.</p>	\$106
	<p>B. Traffic Engineering, PD and Code Enforcement conduct an open forum-neighborhood meeting to discuss investigation findings, refine parking problems, finalize boundaries and district parking hours.</p>	\$1,174
<b>Neighborhood &amp; Stakeholder Meeting Total: \$1,280</b>		
<b>PERMIT PARKING INITIAL APPLICATION GRAND TOTAL: \$4,054</b>		

<b>II. FORMAL RESIDENTIAL BALLOT</b>		
<b>No.</b>	<b>Administrative Task</b>	<b>Estimated Cost</b>
1.	<p><b>Formal Ballot Processing</b> If significant support is shown at neighborhood meeting (general attendance and consensus), Traffic staff will prepare/mail out ballots to property owners, verify and count returned ballots (one property = one vote), and verify that <u>at least 75% of returned ballots are in favor to proceed with district formation</u></p>	\$553
<b>Formal Ballot Processing Total: \$600</b>		
2.	<p><b>Traffic Commission</b> Traffic Engineering takes District formation to Traffic Commission for recommendation to City Council (Public Hearing)</p>	\$511
<b>Total Traffic Commission Cost: \$511</b>		
<b>FORMAL RESIDENTIAL BALLOT GRAND TOTAL: \$1,064</b>		

<b>III. CITY COUNCIL DISTRICT FORMATION</b>		
<b>No.</b>	<b>Administrative Task</b>	<b>Estimated Cost</b>
1.	<b>Council Resolution</b> City Staff drafts Resolution, defining district boundaries & restricted parking times, drafts Staff Report and submits agenda item for City Council approval	<b>\$977</b>
<b>CITY COUNCIL DISTRICT FORMATION GRAND TOTAL: \$977</b>		

<b>IV. PROGRAM IMPLEMENTATION</b>		
<b>No.</b>	<b>Administrative Task</b>	<b>Estimated Cost</b>
1.	<b>Sign Installation</b> Issue traffic signage work order and install signs at newly-formed district (\$150 per sign x 5 signs)	<b>\$1,196</b>
<b>Sign Installation Total: \$1,196</b>		
2.	<b>Permit Issuance</b> Verify vehicle registration and residency, process fees, issue resident and guest parking permits  <i>Note: There would be a maximum of three (3) residential permits per household for this 15-parcel block at full participation.</i>	<b>\$212</b>
<b>Permit Issuance Total: \$212</b>		
<b>SINGLE-BLOCK PROGRAM IMPLEMENTATION GRAND TOTAL: \$1,408</b>		

## **ANNUAL PROGRAM OPERATIONAL COSTS**

<b>I. PERMIT PARKING DISTRICT ANNUAL OPERATIONS</b>		
<b>No.</b>	<b>Administrative Task</b>	<b>Annual Cost</b>
1.	<b>Parking Enforcement Program &amp; Citation Processing</b> 20 minute shift per block, twice weekly ( <i>shift times depend on district enforcement hours</i> )  Notes: 1. <i>At a minimum, one patrol officer will be needed to cover the first block. As more Districts are formed, more police staffing will be required to fully enforce Districts.</i> 2. <i>Citation Processing Fee is based on estimated 30 annual citations @ \$0.85 per citation (\$26).</i>	<b>\$3,403</b>
<b>Annual Enforcement Cost: \$3,403</b>		

2.	<b>Administration</b>	<b>\$8,832</b>
	Annual Permit Renewals Issuance of Temporary Permits (Special Events) On-going District Map(s) Revision Customer Service Calls Database & Record Keeping	
<b>Annual Operations Cost: \$8,832</b>		
<b>SINGLE-BLOCK DISTRICT ANNUAL OPERATIONS GRAND TOTAL: \$12,235</b>		

## FINANCIAL IMPACT

### Self-Sustaining Measures (Full-Cost Recovery)

From the previous administrative task table, total expenditures for forming and operating a 15-parcel, one-block district are summarized below, along with potential revenues and full-cost recovery measures.

<b>Program Expenditures Summary</b>	
<b>One-Time District Formation Costs</b>	<b>Amount (Rounded to Nearest Hundred)</b>
Initial Request by Resident(s)	\$0
Initial Traffic Investigation	\$2,800
Neighborhood & Stakeholder Mtg.	\$1,300
Formal Ballot Processing	\$600
Traffic Commission Meeting	\$500
Council Resolution Meeting	\$1,000
Sign Installation	\$1,200
Permit Issuance	\$200
<b><i>District Formation Total</i></b>	<b>\$7,600</b>
<b>Annual Operational Costs</b>	<b>Amount (Rounded to Nearest Hundred)</b>
Parking Enforcement Program	\$3,400
Administration	\$8,900
<b><i>Annual Operations Total</i></b>	<b>\$12,300</b>

<b>Program Revenue Summary</b>	
<b>Annual Citation Revenue</b>	<b>Amount</b>
Estimated First-Year Citation Revenue <i>Note: Citation amount is based on \$51 (current street sweeping fine) X 30 annual citations (comparable citations from Anaheim Convention Center District Permit Parking Area for Garden Grove)</i>  <i>Note: County/State's citation revenue sharing statues require the city to contribute a percentage of its revenues. For street sweeping fines, the deduction is \$12.50 per citation. This deduction is reflected in the estimated revenue.</i>	\$1,155
<b>Annual Citation Revenue Total</b>	<b>\$1,155</b>

<b>Full-Cost Recovery Measures (With Full Residential Participation)</b>	
<b>First-Year Cost to Each Property Owner</b>	<b>Amount</b>
First-Year District Formation Cost to Property Owners <i>Note: one-time district formation total of \$7,600 is divided by the number of properties requesting such District - in this case fifteen (15) properties. The cost per property owner would be \$506 or \$500 (rounded to nearest hundred).</i>	<b>\$500</b>
<b>Annual Operational Cost to Each Property Owner</b>	<b>Amount</b>
Annual Operational Cost to City	\$12,300
Subtracted Citation Revenue	\$1,155
Annual Operational Cost Balance	\$11,145
Annual Operational Cost to Each Property Owner <i>Note: operational cost balance of \$11,145 is divided by fifteen (15) properties. The cost per property owner would be \$743 or \$700 (rounded to nearest hundred)</i>	<b>\$700</b>

The estimated self-sustaining, full-cost recovery charge per residency would be **\$500** for the first year and **\$700** every year thereafter, until costs are revised to account for inflation and program changes. The above scenario is based on full residential participation, therefore it assumes all property owners are willing to pay for a permit parking district. Any level of non-participation would increase the costs for those paying for a District, and parking permit fees would have to be reviewed on a case-by-case basis.

## **STAFFING NEEDS**

### **Current Staffing Levels & Initial Staffing Required**

Currently, Public Works Traffic Engineering, the division to be responsible for developing and implementing the program, is limited to three full-time traffic engineers: one (1) City Traffic Engineer and two (2) Associate Engineers. This Division is responsible for: investigating and processing citizens' traffic requests and inquiries, reviewing traffic control plans for private development and capital projects, operating the Traffic Management Center, planning and applying for traffic signal synchronization and other transportation grants, conducting Traffic Commission meetings, and complying with federal and state regulations, among other duties.

At the early stages of a Parking District Program, the Public Works Department and Police Department may be able to absorb some of the new workload demands of such Program, for example the initial traffic investigation and neighborhood meetings; however, at a very minimum, two new employees - one part-time permit parking specialist and one part-time enforcement officer, will need to be hired to administer the day-to-day program operations and fully enforce the initial Parking Districts.

Therefore, additional staffing required for the initial stages of the program are:

One (1) Part-Time Permit Parking Specialist *Annual Cost: \$68,900\**

One (1) Part-Time Parking Enforcement Officer *Annual Cost: \$126,100\**

*\*Based on 1,300 production hours, benefited positions*

### **Level of Service Provided with Initial Staffing**

With existing staffing and the two additional positions discussed above, the level of service for a new Permit Parking District Program would include the following:

- *It would take staff 6-8 months to process/form one District*
- *Any new District applications would be placed in a queue and wait times would depend on the number of applications received*
- *Districts would be proactively enforced until the number of Districts surpasses the staffing capacity for one Part-Time Parking Enforcement Officer*
- *Program administration, the issuance of residential & guest permits, annual renewals, customer service calls, etc. - will be responsive to residents until the accumulation of more districts requires additional staff*

As new Districts are added and to achieve optimal level of service, i.e. faster district formation times, minimal backlogged requests, adequate parking enforcement, additional Public Works and Police staff would become a necessity.



## **OUTSOURCING OPTIONS**

Staff contacted Turbo Data Systems, Inc. (TDS) to obtain estimates for processing permits and processing citations. The firm has over thirty (30) years of experience in Parking Citation Processing, serving numerous California cities, agencies, and educational institutions. In fact, TDS provides the City with citation processing services for Public Works services (street sweeping violations) and the Police Department (general parking violations).

For a Permit Parking District Program, the following services and their respective fees are available:

### **Permit Management Automated System:**

Online Permit Registration

Online Permit Application

Online Permit Purchasing

Summary Reporting

One-Time Startup

On-Site Training for Staff

***Total Monthly Service Fee: \$500 (\$6,000 per year)***

***Cost Per Permit Application Processing: \$2.00***

These services are optional, and if included, they would add to the one-time district formation and annual operational costs accordingly.

## **POTENTIAL POLICY ISSUES**

Our research of other Orange County cities found common problems with the implementation of Residential Permit Parking Districts. Some of the most prevalent are:

- Permit Parking Districts do not address the source of the problem, and they will continue growing – permit parking shifts problem to next surrounding streets.
- Due to limited fiscal resources, parking enforcement is very limited, prompting residents to complain about the program and the fees they are required to pay. If there is no robust enforcement program, permits are ineffective.
- Residents oppose paying for parking on their own streets and they may insist on free permits – added costs are hardship on low/fixed income families.
- Residents in multi-family areas are squeezed when surrounding streets implement permit parking and are forced to park further away.

- City streets are public, not private.
- Apartment complexes rarely build more parking, and pushing the problem back to the generator has limited effectiveness.

## **LEGAL MATTERS**

California Vehicle Code 22507(b) – This statute enables local jurisdictions to authorize preferential parking permits by adopting an ordinance or resolution.

California Vehicle Code 22507.2 – This statute enables local jurisdictions to charge a nonrefundable fee to defray the costs of issuing and administering the preferential parking permits.

General Law City Limitations to Use Contracts for Parking Enforcement - Per Attorney General's Bill Lockyer's Opinion No. 01-1103, dated April 23, 2002, a general law city may not enter into a contract with a private security company authorizing the company's employees to issue citations for Vehicle Code parking violations.

## **SOLUTIONS CURRENTLY OFFERED**

The City of Garden Grove currently offers the following solutions for residential parking:

- Residential Parking Only – "Violators will be Towed Away/Cited" signs used in neighborhoods throughout the city. It is mainly used to discourage tenants from nearby facilities generating overspill parking from parking in the neighborhood. It is not enforceable, but it has been effective.
- 72-Hour Parking Ordinance – Vehicles cannot be parked at the same location on the street for more than 72 hours (3 days).
- Time-Restricted Parking - Residents will also be affected by the time restricted parking in their neighborhood. However, it will help in alleviating vandalism and illegal activities.
- Code Enforcement reviews parking facilities at: apartments, condos, town homes, mobile home parks identified as generating spillover parking. They also ensure the available on-site parking is being used to park vehicles, and not as a storage place or trash area.

## **CONCLUSIONS**

The formation of a Residential Permit Parking Program may, at first, alleviate current parking problems facing residents, such as limiting non-district residents from parking on permitted streets, but the program would not constitute guaranteed parking for permit holders.

As districts form their boundaries, spillover parking is pushed to neighboring streets, incentivizing the creation of new Permit Parking Districts to preempt displaced vehicles from coming onto their streets. Thus the problem will persist and promote new districts to form and expand. These are just some examples of the policy issues the City would encounter.

As shown before, a self-sustaining, full-cost recovery program would cost each resident approximately \$500 the first year and \$700 every year thereafter, and as more districts are formed, operational costs will go up, depending on actual workloads and the level of service to be provided.

## RESIDENTIAL PERMIT PARKING COSTS

(BASED ON A 15-PARCEL BLOCK)

### ONE-TIME DISTRICT FORMATION COSTS

I. PERMIT PARKING INITIAL APPLICATION				
1	<b>INITIAL REQUEST BY RESIDENT(S)</b>			
	Resident submits Request Letter to City for Permit Parking and deposits an Initial Fee of \$1,000			
	A.	<b>Personnel</b>	<b>Hours Per Task</b>	<b>Hourly Rate</b>
		N/A	N/A	N/A
				\$ -
		<b>Initial Request by Resident(s) Total: N/A</b>		\$ -
2	<b>INITIAL TRAFFIC INVESTIGATION</b>			
	A.	<b>Traffic Engineering and Police Department Conduct Investigation</b>		
		<b>Personnel</b>	<b>Hours Per Task</b>	<b>Hourly Rate</b>
		Associate Engineer	16	\$ 100
		Police Officer	8	\$ 97
		<b>Subtotal</b>		<b>\$ 2,379</b>
	B.	<b>Code Enforcement Investigation</b>		
		<b>Personnel</b>	<b>Hours Per Task</b>	<b>Hourly Rate</b>
		Code Enforcement Officer	6	\$ 66
		<b>Subtotal</b>		<b>\$ 395</b>
		<b>Initial Traffic Investigation Total:</b>		<b>\$ 2,774</b>
3	<b>NEIGHBORHOOD &amp; STAKEHOLDER MEETING</b>			
	A.	<b>Prepare/Send out Meeting Notices to All Affected Parties</b>		
		<b>Personnel</b>	<b>Hours Per Task</b>	<b>Hourly Rate</b>
		PT Permit Parking Aide/Clerical	2	\$ 53
		<b>Subtotal</b>		<b>\$ 106</b>
	B.	<b>Traffic Engineering, Police Department and Code Enforcement Conduct Open forum - Neighborhood Meeting</b>		
		<b>Personnel</b>	<b>Hours Per Task</b>	<b>Hourly Rate</b>
		City Traffic Engineer	2	\$ 117
		PT Permit Parking Aide/Clerical	2	\$ 53
		Police Captain	2	\$ 188
		Police Lieutenant	2	\$ 163
		Code Enforcement Officer	2	\$ 66
		<b>Subtotal</b>		<b>\$ 1,174</b>
		<b>Neighborhood &amp; Stakeholder Meeting Total:</b>		<b>\$ 1,280</b>
		<b>PERMIT PARKING INITIAL APPLICATION GRAND TOTAL</b>		<b>\$ 4,054</b>

**ONE-TIME DISTRICT FORMATION COSTS - Continued**

<b>II. FORMAL RESIDENTIAL BALLOT</b>					
<b>1 PREPARE/MAIL OUT FORMAL BALLOTS</b>					
	A.	<b>Formal Ballot Processing</b>			
		<b>Personnel</b>	<b>Hours Per Task</b>	<b>Hourly Rate</b>	<b>Hourly Cost</b>
		City Traffic Engineer	2	\$ 117	\$ 235
		PT Permit Parking Aide/Clerical	6	\$ 53	\$ 318
		<b>Subtotal:</b>			<b>\$ 553</b>
<b>2 TRAFFIC COMMISSION MEETING</b>					
	A.	<b>Conduct Traffic Commission Mtg.</b>			
		<b>Personnel</b>	<b>Hours Per Task</b>	<b>Hourly Rate</b>	<b>Hourly Cost</b>
		PT Permit Parking Aide/ Clerical	3	\$ 53	\$ 159
		City Traffic Engineer	3	\$ 117	\$ 352
		<b>Subtotal:</b>			<b>\$ 511</b>
<b>FORMAL RESIDENTIAL BALLOT GRAND TOTAL:</b>				<b>\$ 1,064</b>	

<b>III. CITY COUNCIL DISTRICT FORMATION</b>					
<b>1 CITY COUNCIL ADOPTS RESOLUTION</b>					
	A.	<b>Draft/Prepare Resolution &amp; Staff Report</b>			
		<b>Personnel</b>	<b>Hours Per Task</b>	<b>Hourly Rate</b>	<b>Hourly Cost</b>
		City Traffic Engineer	4	\$ 117	\$ 469
		City Attorney	2	\$ 201	\$ 402
		PT Permit Parking Aide/Clerical	2	\$ 53	\$ 106
		<b>Subtotal</b>		<b>\$ 977</b>	
<b>CITY COUNCIL DISTRICT FORMATION GRAND TOTAL:</b>				<b>\$ 977</b>	

<b>IV. PROGRAM IMPLEMENTATION</b>					
<b>1 CITY SIGN INSTALLATION</b>					
	A.	<b>Issue Workorder &amp; Install City Signs</b>			
		<b>Personnel</b>	<b>Hours Per Task</b>	<b>Hourly Rate</b>	<b>Hourly Cost</b>
		Associate Engineer	2	\$ 100	\$ 200
		Sr. Maintenance Worker	4	\$ 62	\$ 246
		Signs (\$150 per sign x 5 signs)	N/A	\$ -	\$ 750
		<b>Subtotal</b>			<b>\$ 1,196</b>
		<b>City Sign Installation Total</b>			
<b>2 PERMIT ISSUANCE</b>					
	A.	<b>Issue Residential Permits (There will a maximum of three permits issued per household)</b>			
		<b>Personnel</b>	<b>Hours Per Task</b>	<b>Hourly Rate</b>	<b>Hourly Cost</b>
		PT Permit Parking Aide/Clerical	4	\$ 53	\$ 212
		<b>Subtotal</b>			<b>\$ 212</b>
<b>Permit Issuance Total</b>				<b>\$ 212</b>	
<b>PROGRAM IMPLEMENTATION GRAND TOTAL:</b>				<b>\$ 1,408</b>	

**SINGLE-BLOCK, ONE-TIME DISTRICT FORMATION TOTAL: \$7,503**

## ANNUAL OPERATIONAL COSTS

<b>I. PERMIT PARKING DISTRICT ANNUAL OPERATIONS</b>				
<b>1</b>	<b>PARKING ENFORCEMENT PROGRAM</b>			
	<b>A.</b>	<b>Program Enforcement &amp; Citation Processing</b>		
		<b>Personnel</b>	<b>Hours Per Task</b>	<b>Hourly Rate</b>
		Patrol Officer (20 min. shift per block/twice weekly)	34.67	\$ 97
		Citation Processing Fees (0.85 cents per citation)		
		<i>City estimates processing 30 annual citations for a 15-parcel block district.</i>		\$ 26
		<b>Estimated Annual Enforcement &amp; Citation Processing Cost</b>		<b>\$ 3,403</b>
<b>2</b>	<b>ANNUAL ADMINISTRATION</b>			
	<b>A.</b>	<b>Annual Administration</b>		
		<b>Personnel</b>	<b>Hours Per Task</b>	<b>Hourly Rate</b>
		Annual Permit Renewals (Permit Aide)	20	\$ 53
		Issuance of Temporary/Special Event Permits (Permit Aide)	20	\$ 53
		On-Going District Map Revisions (Permit Aide)	10	\$ 53
		General Customer Service Calls (Permit Aide)	30	\$ 53
		Database Record-Keeping (Permit Aide)	30	\$ 53
		District Engineering (Associate Engineer)	30	\$ 100
		<b>Annual Administration Cost</b>		<b>\$ 8,832</b>
<b>SINGLE-BLOCK DISTRICT ANNUAL OPERATIONS GRAND TOTAL:</b>				<b>\$ 12,235</b>

<b>EXPENDITURE SUMMARY</b>	
<b>SINGLE-BLOCK DISTRICT ONE-TIME FORMATION COST:</b>	<b>\$ 7,600</b>
<b>SINGLE-BLOCK DISTRICT ANNUAL OPERATIONS COST:</b>	<b>\$ 12,300</b>

**Note:**

The PT Permit Parking Aide/Clerical Position is one of the two positions that would need to be recruited for this Program. The hourly rate for this position was based on the "Principal Office Assistant" classification rate.

RESIDENTIAL PERMIT PARKING SURVEY

CITY	PERMIT PARKING PROCESS	NO. OF DISTRICTS	NO. OF PERMITS ALLOWED PER RESIDENCY	ANNUAL RESIDENT PERMIT FEE	NO. OF GUEST PERMITS ALLOWED PER RESIDENCY	GUEST PERMIT FEE	Citation Fee	FT/PT PROGRAM STAFF
ANAHEIM	<ul style="list-style-type: none"> <li>-Resident Petition (\$500 Fee)</li> <li>-First Neighborhood Mtg.</li> <li>-PD Field Investigation</li> <li>-Code Enfor. Investigation</li> <li>-Second Neighborhood Mtg.</li> <li>-Review Alternative Options</li> <li>-Residential Approval</li> <li>-Council Resolution Mtg.</li> </ul>	40	Up to 5	\$ 15.00	Booklets of 25	\$ 25.00	\$ 72.00	Full-Time Engineers & Clerical Staff Code Enforcement Police Department
ORANGE	<ul style="list-style-type: none"> <li>-Resident Petition: Currently: \$625 (\$1,000 Proposed Fee)</li> <li>-Field Investigation (\$1,500 Proposed Fee)</li> <li>-75% Residential Approval</li> <li>-Traffic Commission Mtg.</li> <li>-Council Resolution Mtg.</li> </ul>	21	Up to 7 (including guest permits)	\$8 (for owners) \$9 (for renters)	N/A	N/A	\$ 50.00	Unknown
SANTA ANA	<ul style="list-style-type: none"> <li>-Resident Petition</li> <li>-Field Investigation</li> <li>-Residential Approval</li> <li>-Council Resolution</li> </ul>	27	Up to 3	\$ 31.40	Up to 75 per yr.	Free	\$ 48.00	1 Sr. Engineer 2 Part-time Permit Parking Aides 1 Full-time Counter Specialist Police Department
FOUNTAIN VALLEY	<ul style="list-style-type: none"> <li>-Resident Petition</li> <li>-Field Investigation</li> <li>-75% Residential Approval</li> <li>-Resident/City Consultations</li> <li>-Traffic Advisory Committee Approval</li> <li>-Council Resolution</li> </ul>	10	Up to 4	Free	Up to 4	Free	Unknown	Unknown