

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Matthew J. Fertal

From: Maria Stipe

Dept: City Manager

Dept: City Manager

Subject: ADJUSTMENT OF CITY FEES

Date: June 22, 2010

OBJECTIVE

To provide proposed changes to the City's fee schedule for the City Council's consideration.

BACKGROUND

The City has traditionally held the philosophy that fees for certain services should be charged to those individuals who use the services and directly benefit from them. The City's philosophy also has been to try to recover most, if not all, of the costs for such services, although it is recognized that this is not always practical or possible. In February 1994, the City Council adopted a Master Fee Schedule, which combined most of the City's fees for service into one document. This Master Fee Schedule has since been updated periodically as needed.

DISCUSSION

All City departments have reviewed the Master Fee Schedule, studied the costs of services being provided, and identified fees which should be added or considered for adjustment. The identified fees are being proposed for addition or adjustment to offset new or increased costs for providing the services or to ensure compliance with applicable laws. A fee resolution that highlights each new or changed fee is attached (Attachment 1). New fees are listed in italics. Fees that have been changed list the old fee, which has been lined out, before the proposed new fee, which is in italics. A listing of the proposed fee changes, including reasons for the changes and dates the fees were last adjusted is also attached (Attachment 2). By separate cover, the City Council has been provided with documentation establishing that the adjusted fees do not exceed the cost of providing the services for which the fees are imposed.

FINANCIAL IMPACT

It is estimated that the proposed fee adjustments will generate approximately \$35,000 per year, depending upon the level and nature of services provided.

ADJUSTMENT OF CITY FEES

June 22, 2010

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RECOMMENDATION

It is recommended that the City Council:

- Adopt the attached Resolution, which contains updated fees for a variety of City services.



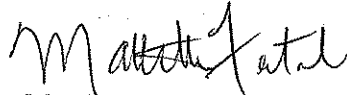
MARIA STIPE

Assistant to the City Manager

Attachment 1 – Proposed Fee Resolution

Attachment 2 – Listing of Proposed Fee Changes

Approved for Agenda Listing



**Matthew Feral
City Manager**

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDEN GROVE
ESTABLISHING AND AMENDING USER FEES FOR VARIOUS CITY SERVICES

WHEREAS, State law authorizes a city to adopt miscellaneous user fees;

WHEREAS, the various departments of the City of Garden Grove have identified certain services provided on request to members of the public and organizations;

WHEREAS, the actual and direct costs of these services to the City have been calculated and analyzed, and where the cost of such services have changed, a revised fee or charge has been determined as set forth in attached Schedule A;

WHEREAS, the actual and direct costs of certain other services have been calculated and analyzed and fees or charges for such other services are set forth in Schedule A;

WHEREAS, the revised fees and charges are based on the actual cost of providing the service, including labor, materials and overhead, and do not exceed such costs;

WHEREAS, the City Council has previously established fees and charges for various City services in Resolution No. 8726-06, as amended by Resolution Nos. 8730-06, 8731-06, 8791-07, 8794-07, 8823-08, 8861-08, 8902-09, and each such established fee and charge is unaffected by this Resolution, unless such fee or charge is superseded by a revised fee or charge in attached Schedule A; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Garden Grove does hereby establish revised fees and charges as set forth in attached Schedule A. The revised fees and charges in Schedule A supersede any fees and charges previously adopted for the same user and development processing fees.

BE IT FURTHER RESOLVED that in order to provide the public an easy-to-understand schedule of fees, the City Clerk is directed to compile and make available upon request an updated schedule of fees and charges for City services that combines: (1) the list of previously-established service fees and charges that are not addressed by this Resolution, with (2) the list of services subject to revised fees and charges attached hereto as Schedule A. The combined list is for public information purposes, and clerical or other errors or omissions in the preparation of the list shall not have the effect of increasing, decreasing, invalidating, or waiving adopted fees or charges.

BE IT FURTHER RESOLVED that the fees attached in Schedule A shall become effective sixty (60) days following the adoption of this Resolution.

Schedule A

User Fees For Various City Services

ITALICS--Indicates proposed new fee or fee change.

~~STRIKETHROUGH~~--Indicates existing fee for which a change is proposed.

SECTION 1 - POLICE SERVICES

Reports and Administrative Services

<i>Copies of Reports/Records</i>		<i>\$0.10 per page</i>
	<u>Resident Fee</u>	<u>Non Resident Fee</u>
Felony Arrest Report.....	\$75.00	\$75.00
Felony Crime Report.....	\$10.00	\$20.00
Misdemeanor Arrest Report.....	\$35.00	\$35.00
Misdemeanor Crime Report.....	\$10.00	\$20.00
Accident Report.....	\$30.00	\$30.00
Non-Crime Report.....	\$10.00	\$20.00
Research Fees		
First 20 minutes.....	\$12.00	\$12.00
Per minute thereafter.....	\$.65	\$.65
Viewing Fees.....	\$ 6.00	\$15.00
8 x 10 Color Photograph.....	\$30.00/1st, \$15.00 each additional	\$30.00/1st, \$15.00/add'l
8 x 10 Color Photograph (<i>reprographic copy</i>).....		<i>\$0.15 per page</i>
Contact Sheet.....	\$30.00	\$30.00
Polaroid Reproductions.....	\$10.00	\$10.00
CD/DVD (<i>data, video, audio, photos</i>).....		\$20.00

Vehicle Release Fee (per vehicle):

Repossession Release Fee.....\$15.00

SECTION 4 - PUBLIC WORKS

Engineering Fee Schedule

Class "B" Permits

Inspection charges for permits shall be \$60.00/hour.....\$100.00/hour (unless otherwise noted below).
 Work will be billed on the number of hours
 expended plus \$50.00 issuance fee.

Overtime Inspection Charge (before and after normal working hours,
 weekends, holidays, etc.).....\$90.00/hour.....\$150.00/hour (minimum four hours)

Miscellaneous Fees

Barricade, Delineator, Traffic Cone ReplacementCurrent cost of replacement.

SECTION 6 - GENERAL SERVICES

Copies of Public Records* and Special Public Services

<i>Black & White Copies</i>	<i>\$0.10 per page</i>
<i>Color Copies</i>	<i>\$0.10 per page</i>
Adult Business Report—1991.....	\$5.00
Amended Redevelopment Plan—Garden Grove Community Project—1992.....	\$10.00

Specific Plans

Brookhurst/Chapman Specific Plan.....	\$0.50
Brookhurst/Chapman Specific Plan Public Hearing (5/9/88).....	\$4.00
Community Center Specific Plan.....	\$3.00
Harbor Corridor Specific Plan.....	\$2.00
Harbor Corridor Design Guidelines.....	\$3.50

Rerecording Audio/Video Tapes, or DVDs of City Meetings or Programming by City Staff.....
 \$20.00/hour plus cost of tape or DVD

Passport Photos \$10.00 (two photos) per picture

Subpoena Fees

(Issued by the City Attorney's office).....	\$5.50/subpoena
Research Fee, in response to subpoena.....	\$16.00/hour
Subpoena Fees	As authorized under State law

**City of Garden Grove
Proposed Fee Changes for 2010-11**

ITALICS--Indicates proposed new fee or fee change.
~~STRIKETHROUGH~~--Indicates existing fee for which a change is proposed.

SECTION 1: POLICE SERVICES

- Adjust fee to comply with California Public Records Act. Change as follows:

<i>Copies of Reports/Records</i>		<i>\$0.10 per page</i>
	<u>Resident Fee</u>	<u>Non-Resident Fee</u>
Felony Arrest Report.....	\$75.00	\$75.00
Felony Crime Report.....	\$10.00	\$20.00
Misdemeanor Arrest Report.....	\$35.00	\$35.00
Misdemeanor Crime Report.....	\$10.00	\$20.00
Accident Report.....	\$30.00	\$30.00
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Research Fees		
First 20 minutes.....	\$12.00	\$12.00
Per minute thereafter.....	\$.65	\$.65
Viewing Fees.....	\$ 6.00	\$15.00
8 x 10 Color Photograph.....	\$30.00/1st, \$15.00 each additional	\$30.00/1st, \$15.00/add'l
8 x 10 Color Photograph (<i>reprographic copy</i>).....		<i>\$0.15 per page</i>

- Delete fee because the listed service is no longer provided. Change as follows:

Contact Sheet	\$30.00	\$30.00
Polaroid Reproductions.....	\$10.00	\$10.00

- Add CD/DVD fee to achieve cost recovery. Change as follows:

<i>CD/DVD (data, video, audio, photos)</i>	<i>\$20.00</i>
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- Add Repossession Release fee to achieve cost recovery. Change as follows:

Vehicle Release Fee (per vehicle):

<i>Repossession Release Fee</i>	<i>\$15.00</i>
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SECTION 4—PUBLIC WORKS

- Increase inspection charges for Class “B” permits to achieve full cost recovery for consultant services – last adjusted: 2003. Change as follows:

Engineering Fee Schedule

Class “B” Permits

Inspection charges for permits shall be~~\$60.00/hour~~.....*\$100.00/hour* (unless otherwise noted below).
Work will be billed on the number of hours
expended plus \$50.00 issuance fee.

Overtime Inspection Charge (before and after normal working hours,
weekends, holidays, etc.) ~~\$90.00/hour~~ \$150.00/hour (minimum four hours)

- Add fee for replacement of lost or damaged barricades, delineators, and traffic cones borrowed from the City:

Miscellaneous Fees

Barricade, Delineator, Traffic Cone Replacement *Current cost of replacement.*

SECTION 6 - GENERAL SERVICES

- Adjust fees to comply with California Public Records Act. Change as follows:

Copies of Public Records* and Special Public Services

<i>Black & White Copies</i>	<i>\$0.10 per page</i>
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Adult Business Report 1991	\$5.00
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Specific Plans	
Brookhurst/Chapman Specific Plan	\$0.50
Brookhurst/Chapman Specific Plan Public Hearing (5/9/88)	\$4.00
Community Center Specific Plan	\$3.00
Harbor Corridor Specific Plan	\$2.00
Harbor Corridor Design Guidelines	\$3.50

- Adjust fee to achieve cost recovery and consistency with established standard. Change as follows:

Rerecording Audio/Video Tapes, or DVDs of City Meetings or Programming by City Staff.....
..... ~~\$20.00/hour plus cost of tape or DVD~~

- Adjust fee description to more accurately reflect service provided. Change as follows:

Passport Photos \$10.00 (*two photos*) ~~per picture~~

- Consolidate subpoena fees into one single category. Change as follows:

Subpoena Fees

(Issued by the City Attorney's office)	\$5.50/subpoena
Research Fee, in response to subpoena	\$16.00/hour
<i>Subpoena Fees</i>	<i>As authorized under State law</i>