

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 28, 2011

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. Since then, fees have 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 and/or related text are listed in italics. Fees that have been changed list the old fee, which has been lined out, before the proposed new fee or new fee text, 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. This documentation is available for review in the City Clerk's Office.

FINANCIAL IMPACT

It is estimated that the proposed fee adjustments will generate approximately \$90,000 per year, depending upon the level and nature of services provided.

ADJUSTMENT OF CITY FEES

June 28, 2011

Page 2

RECOMMENDATION

It is recommended that the City Council:

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



MARIA STIPE

Deputy City Manager

Attachment 1 – Proposed Fee Resolution

Attachment 2 – Listing of Proposed Fee Changes

Approved for Agenda Listing



Matthew Fertil
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, 8999-10 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

Cost Reimbursement for ~~Orange County~~ Jail Inmate Booking

A fee for actual costs shall be assessed to each arrestee booked into the Orange County Jail, *or alternate jail facility under contract with the City to provide booking and detention services*, for lawful arrest. Said fee shall be based upon the amount the Orange County Board of Supervisors has authorized the County of Orange to charge municipal police departments for booking arrestees at the Orange County Jail, *or fees agreed upon in the contract between the City and alternate jail facility*. The arrestee shall be presumed to be liable for the cost incurred for the County of Orange *or contract jail facility* Jail Inmate Booking Fee.

A fee also shall be imposed for extraordinary costs associated with a booking, such as blood and/or breath testing for narcotics and/or alcohol, as required by law for any person lawfully arrested and detained for narcotic and/or alcohol violation(s) and for cost recovery collection by private law firm.

These fees shall be due, owing, and payable by the arrestee after release from custody, whether said arrest results in formal charges or not.

Note: Any person or entity contesting the above fees shall be entitled to a hearing before the Chief of Police or his designee upon filing an appeal. Hearing shall be held in the manner set forth in the Police Department manual. Bills for these fees shall contain a notice of the right to a hearing. In the event of an appeal, a copy of the procedure shall be made available to the party filing the appeal.

City Blood Test Cost Recovery (on Conviction)\$79.00 \$105.00

Other Police Fees/Services

Massage Technician Application Fee (*unless licensed by the State*) \$290.00

SECTION 3 – COMMUNITY DEVELOPMENT

Building Permit Fees

Administrative Fees (Applicable to all permit types)

Issuance Fee for Single Permit. \$35.00
Issuance Fee for Combination Permit. \$70.00
Plan Retention Fee. \$4.00/sheet

Building Permit/Plan Review

Plan Review fee 65% of Permit Fee (\$60.00 min.)
NOTE: Increase fee by 10 percent if the project is subject to the state green building standards.
Supplemental Plan Review (one hour minimum) \$85.00 \$135.00/hour
Commercial Photovoltaic Energy Systems Plan Check (based on specific review time) \$135.00/hour
Commercial Photovoltaic Energy Systems Permit (based on specific inspection time) \$80.00/hour

SECTION 4 - PUBLIC WORKS

Engineering Fee Schedule

Class "A" Permits

Minor Excavation	\$85.00	\$100.00
Minor Excavation with Boring	\$105.00	\$200.00
Residential Sidewalk	\$85.00	\$100.00/lot
Residential Driveway	\$85.00	\$100.00/driveway
Commercial Driveway	\$125.00	\$200.00/driveway

Class "B" Permits

Engineering Plan Check for Public Improvements (Tracts & Non-Tracts)..... \$90.00 \$100.00/hour, deposit of
3% of construction cost, as determined
by Engineering Division, required

Final Map Check

Lot line Adjustment	\$90.00	\$100.00/hour
Parcel	\$90.00	\$100.00/hour
Tract	\$90.00	\$100.00/hour

Grading Permit Fees

Grading Inspection Fee..... \$70.00 \$100.00/hour

Grading Plan Check Fees

Plan Check..... \$90.00 \$100.00/hour

SECTION 5 - COMMUNITY SERVICES

Summary of Classifications for Community Meeting Center, Courtyard Center and Senior Center

Classification I – City Co-Sponsored Events

Classification II – Non-Profit Organizations, Government Agencies, GGUSD

Classification III – Resident of Garden Grove

Classification IV – Non-Resident of Garden Grove

Classification V – Business/Commercial

General Booking Fees for Community Meeting Center, Courtyard Center and Senior Center

Application Fee \$50.00
(This fee applies to Classifications II through V and will be credited to the balance of the total booking fee charge.
It is non-refundable for all bookings that are fully processed.)

Past Due Fee \$25.00
(This fee will be charged per booking on invoices or fees not paid on time. A 7-day grace period from the date the invoice was due will be given, after that date, the past due fee will be applied.)

Garden Grove Community Meeting Center (CMC)

Classification I

Deposits	None	\$250.00
Use Fees	None	
(No fees charged Monday-Friday 8:00 a.m. – 5:00 p.m.)		
	<u>Weekdays</u>	<u>Weekends</u>
Staff Fee Extended Hours Fee:	\$25.00/hour/staff.....	\$35.00/hour/staff.....
(These fees apply when hours are before 8:00 a.m. and after 5:00 p.m Monday through Friday)		

Classification II

FEES

<u>Room</u>	<u>Weekdays</u>	<u>Weekends</u>	<u>Set-up Fee</u>
Butterfield Rooms A and B	\$150.00 \$126.00/hour.....	\$882.00/event.....	\$75.00
Constitution Room.....	\$42.00/hour.....	\$42.00/hour...\$35.00	\$30.00 for change
Heritage/Founders	\$42.00/hour.....	\$42.00/hour...\$35.00	\$30.00 for change

~~Classification III~~

FEES

<u>Room</u>	<u>Weekdays</u>	<u>Weekends</u>	<u>Set-up Fee</u>
Butterfield Rooms A and B	\$126.00 \$150.00/hour.....	\$975.00/event.....	\$75.00

Buena Clinton Community Center

~~All Classifications~~

.....	<u>Weekdays</u>
Extended Hours Fee	\$15.00/hour/staff

~~Classification I. City-sponsored event~~

<u>Weekdays</u>	<u>Deposit</u>
No Charge	\$100.00

~~Classification II. Resident Private and Resident Nonprofit Organizations, GGUSD, Garden Grove Chamber of Commerce, and other government agencies~~

<u>Weekdays</u>	<u>Deposit</u>
\$20.00/hour	\$100.00

Classification III- Non resident individuals or organizations

<u>Weekdays</u>	<u>Deposit</u>
\$30.00/hour	\$100.00

Classification IV- Commercial (Garden Grove businesses pay 10% less on room fee only)

<u>Weekdays</u>	<u>Deposit</u>
\$35.00/hour	\$100.00

Rental of Small Picnic Shelters

Fees for Exclusive Use

Classification II	\$35.00/day	\$75.00 refundable cleanup deposit
Classification III	\$60.00/day	\$75.00 refundable cleanup deposit
Classification IV	\$75.00/day	\$75.00 refundable cleanup deposit

Rental of Sports Facilities

*Restroom Maintenance**

<i>League</i>	<i>\$15.00/day</i>
<i>Team</i>	<i>\$7.50/day</i>

**Applies to Classifications II through VI, which includes all non-City initiated or conducted activities*

City of Garden Grove
Proposed Fee Changes for 2011-12

ITALICS--Indicates proposed new fee or fee change.

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

SECTION 1 - POLICE SERVICES

- Amend text to allow cost reimbursement for jail inmate bookings at alternate jail facilities under contract with the City in addition to the Orange County Jail. Change as follows:

Cost Reimbursement for ~~Orange County Jail~~ Inmate Booking

A fee for actual costs shall be assessed to each arrestee booked into the Orange County Jail, *or alternate jail facility under contract with the City to provide booking and detention services*, for lawful arrest. Said fee shall be based upon the amount the Orange County Board of Supervisors has authorized the County of Orange to charge municipal police departments for booking arrestees at the Orange County Jail, *or fees agreed upon in the contract between the City and alternate jail facility*. The arrestee shall be presumed to be liable for the cost incurred for the County of Orange *or contract jail facility* Jail Inmate Booking Fee.

A fee also shall be imposed for extraordinary costs associated with a booking, such as blood and/or breath testing for narcotics and/or alcohol, as required by law for any person lawfully arrested and detained for narcotic and/or alcohol violation(s) and for cost recovery collection by private law firm.

These fees shall be ~~due, owing~~, and payable by the arrestee ~~after~~ release from custody, whether said arrest results in formal charges or not.

Note: Any person or entity contesting the above fees shall be entitled to a hearing before the Chief of Police or his designee upon filing an appeal. Hearing shall be held in the manner set forth in the Police Department manual. Bills for these fees shall contain a notice of the right to a hearing. In the event of an appeal, a copy of the procedure shall be made available to the party filing the appeal.

- Increase fees for blood testing associated with jail bookings to improve cost recovery for contract services and related staff time-- last adjusted: 2006. Change as follows:

City Blood Test Cost Recovery (on Conviction) ~~\$79.00~~ *\$105.00*

- Provide fee exemption for massage technicians certified by the State to comply with changes in the State Business and Professions Code. Change as follows:

Other Police Fees/Services

Massage Technician Application Fee (*unless licensed by the State*) \$290.00

SECTION 3 – COMMUNITY DEVELOPMENT

- Create separate fee categories to differentiate between single permits (permits involving one type of work) and combination permits (permits involving two or more types of work: building, electrical, mechanical and plumbing) to enhance cost recovery.
- Add fee to recover costs related to plan retention.

Change as follows:

Building Permit Fees

Administrative Fees (Applicable to all permit types)

Issuance Fee for Single Permit	\$35.00
Issuance Fee for Combination Permit	\$70.00
Plan Retention Fee	\$4.00/sheet

- Add additional charge for plan review for projects subject to green building standards, which became effective in January 2011, to enhance cost recovery.
- Increase charge for Supplemental Plan Review to achieve full cost recovery for consultant services and City staff costs—last adjusted 1998.
- Add specific Commercial Photovoltaic Energy Systems (Solar Energy) Plan Check and Permit fees to achieve cost recovery.

Change as follows:

Building Permit/Plan Review

Plan Review fee	65% of Permit Fee (\$60.00 min.)
NOTE: Increase fee by 10 percent if the project is subject to the state green building standards.	
Supplemental Plan Review (one hour minimum)	\$85.00 \$135.00/hour
Commercial Photovoltaic Energy Systems Plan Check (based on specific review time)	\$135.00/hour
Commercial Photovoltaic Energy Systems Permit (based on specific inspection time)	\$80.00/hour

SECTION 4 - PUBLIC WORKS

- Increase charge for Class “A” permits to enhance cost recovery for staff hours required to inspect permits and ensure permit conditions are met in the field—last adjusted 1998. Change as follows:

Engineering Fee Schedule

Class "A" Permits

Minor Excavation	\$85.00	\$100.00
Minor Excavation with Boring	\$105.00	\$200.00
Residential Sidewalk	\$85.00	\$100.00/lot
Residential Driveway	\$85.00	\$100.00/driveway
Commercial Driveway	\$125.00	\$200.00/driveway

- Increase plan check, final map check, grading permit and grading plan check fees to enhance cost recovery for consultant services and staff hours required to perform related work—last adjusted 2004. Change as follows:

Class "B" Permits

Engineering Plan Check for Public Improvements (Tracts & Non-Tracts)..... \$90.00 \$100.00/hour, deposit of 3% of construction cost, as determined by Engineering Division, required

Final Map Check

Lot line Adjustment.....	\$90.00	\$100.00/hour
Parcel.....	\$90.00	\$100.00/hour
Tract.....	\$90.00	\$100.00/hour

Grading Permit Fees

Grading Inspection Fee.....\$70.00 \$100.00/hour

Grading Plan Check Fees

Plan Check.....\$90.00 \$100.00/hour

~~SECTION 5 - COMMUNITY SERVICES~~

- Add Summary of Classifications to clarify fee categories.

Summary of Classifications for Community Meeting Center, Courtyard Center and Senior Center

Classification I – City Co-Sponsored Events

Classification II – Non-Profit Organizations, Government Agencies, GGUSD

Classification III – Resident of Garden Grove

Classification IV – Non-Resident of Garden Grove

Classification V – Business/Commercial

- Add application fee and past due fees to achieve cost recovery for staff time associated with processing booking applications and invoices for fees not paid on time.

General Booking Fees for Community Meeting Center, Courtyard Center and Senior Center

Application Fee \$50.00
(This fee applies to Classifications II through V and will be credited to the balance of the total booking fee charge. It is non-refundable for all bookings that are fully processed.)

Past Due Fee \$25.00
(This fee will be charged per booking on invoices or fees not paid on time. A 7-day grace period from the date the invoice was due will be given, after that date, the past due fee will be applied.)

- Add refundable deposit to achieve consistency with other classification categories and provide cost recovery in the case of damage that may occur.
- Add text to clarify when fees will not be charged (i.e., regular business hours).
- Change Extended Hours Fee title to Staff Fee and add text clarifying when these fees apply (i.e., after regular business hours).

Change as follows:

Garden Grove Community Meeting Center (CMC)

Classification I

Deposits None \$250.00

Use Fees None
(No fees charged Monday-Friday 8:00 a.m. – 5:00 p.m.)

		<u>Weekdays</u>	<u>Weekends</u>
Staff Fee	Extended Hours Fee:	\$25.00/hour/staff	\$35.00/hour/staff
(These fees apply when hours are before 8:00 a.m. and after 5:00 p.m. Monday through Friday)			

- Butterfield Rooms A and B Weekday Rate should be \$126.00/hour instead of \$150/hour; this was a typo that is being corrected.
- Set-up fees for the Constitution Room and Heritage/Founders Room should be \$30.00 for a change to achieve consistency with other classifications.

Change as follows:

Classification II

FEES

<u>Room</u>		<u>Weekdays</u>	<u>Weekends</u>	<u>Set-up Fee</u>
Butterfield Rooms A and B	\$150.00	\$126.00/hour	\$882.00/event	\$75.00
Constitution Room		\$42.00/hour	\$42.00/hour	\$35.00 \$30.00 for change
Heritage/Founders		\$42.00/hour	\$42.00/hour	\$35.00 \$30.00 for change

- Butterfield Rooms A and B Weekday Rate should be \$150.00/hour instead of \$126/hour; this was a typo that is being corrected. Change as follows:

Classification III

FEES

<u>Room</u>		<u>Weekdays</u>	<u>Weekends</u>	<u>Set-up Fee</u>
Butterfield Rooms A and B	\$126.00	\$150.00/hour	\$975.00/event	\$75.00

- All fees associated with the old Buena Clinton Community Center are being deleted since they are no longer applicable. New fees will be established for the New Buena Clinton Youth and Family Center and will be presented for City Council consideration at a future date.

~~Buena Clinton Community Center~~

All Classifications

Weekdays

Extended Hours Fee.....\$15.00/hour/staff

Classification I. City sponsored event

Weekdays.....Deposit

No Charge.....\$100.00

Classification II. Resident Private and Resident Nonprofit Organizations, GGUSD, Garden Grove Chamber of Commerce, and other government agencies

Weekdays.....Deposit

\$20.00/hour.....\$100.00

Classification III. Non resident individuals or organizations

Weekdays.....Deposit

\$30.00/hour.....\$100.00

Classification IV. Commercial (Garden Grove businesses pay 10% less on room fee only)

Weekdays.....Deposit

\$35.00/hour.....\$100.00

- Add refundable cleanup deposit to achieve consistency with rental of the picnic pavilion at Garden Grove Park and encourage greater accountability for cleanup following use. Change as follows.

Rental of Small Picnic Shelters

Fees for Exclusive Use

Classification II\$35.00/day.....\$75.00 refundable cleanup deposit

Classification III.....\$60.00/day.....\$75.00 refundable cleanup deposit

Classification IV.....\$75.00/day.....\$75.00 refundable cleanup deposit

- Add fees to achieve cost recovery for contract restroom maintenance. Sport teams and leagues will still have the option to perform their own maintenance in lieu of paying this fee. Change as follows:

Rental of Sports Facilities

Restroom Maintenance*

League.....\$15.00/day

Team.....\$7.50/day

**Applies to Classifications II through VI, which includes all non-City initiated or conducted activities*