



# **CITY COUNCIL AGENDA REPORT**

MEETING DATE: November 18, 2008

ITEM NUMBER:

**VII-1**

**SUBJECT: FISCAL YEAR 2008-2009 USER FEES AND CHARGES**

**DATE: NOVEMBER 6, 2008**

**FROM: FINANCE DEPARTMENT /FINANCIAL PLANNING DIVISION**

**PRESENTATION BY: MARC R. PUCKETT, DIRECTOR OF FINANCE**

**FOR FURTHER INFORMATION CONTACT: BOBBY YOUNG, BUDGET AND RESEARCH OFFICER  
(714) 754-5241**

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## **RECOMMENDED ACTION**

1. Adopt Resolution approving the Fiscal Year 2008-2009 User Fees and Charges (per Exhibit A).

## **BACKGROUND**

User fees and charges are considered “beneficiary charges” which are defined as payments made by consumers in direct exchange for government services received. User fees and charges are payments for publicly-provided services that benefit individuals and exhibit “public good” characteristics. They include fees such as recreational fees (established by the Parks & Recreation Commission), building permits, and public protection false alarm fees.

User fees and charges represent a significant and growing portion of local government revenue. As competition for tax resource allocation increases and interest in privatization of public services grows, fees and charges will continue to assume a larger role in the diversification of municipal revenue sources.

The California Constitution allows municipalities to recover the “costs reasonably borne” for all services provided to the community. The fee schedule, as recommended, was calculated based on current average labor cost to provide the service, including allowable materials or overhead costs. The proposed fees also consider similar fees charged in the municipal marketplace. The City has been updating its user fees and charges on an annual basis. The last update was approved on February 5, 2008.

The attached Exhibit “A” for the Fiscal Year 2008-2009 User Fees and Charges includes all existing fees and charges. It also includes a proposed new fee as follows: Refundable Pool Rental Deposit, in the Administrative Services - Recreation Division page 2. All the proposed new fees are highlighted with bold letters in the attached Exhibit “A”. However, to better identify those fees that have changed, either an asterisk “\*” or a superscript “2” has been placed in the column next to the proposed fee.

It is proposed that all fees take effect January 1, 2009, except Building and Planning fees which are proposed to take effect February 1, 2009 (at least 60 days after adoption).

## **ANALYSIS**

In evaluating and determining the proposed new fees and adjustments to the existing ones, staff considered the following:

- Services and activities appropriate for the user fee structure were identified.
- Cost data was collected using current salary/fringe benefit rates and estimated overhead rates.
- Each department providing that service reviewed how the service is delivered for possible streamlining so that the cost to provide each service could be reduced to the lowest level possible.

The proposed fees reflect all salaries approved by the City Council during the current fiscal year, including changes in benefit rates as applicable.

Using comparative analysis to the adopted fees for Fiscal Year 2007-2008, staff anticipates these fee increases will add approximately \$60,000 to the General Fund revenues. The anticipated increase also depends on the level of participation or usage of the services for which these fees are charged.

## **ALTERNATIVES CONSIDERED**

The City's practice has been to update the user fees and charges on a periodic basis in order to keep pace with the costs of providing services. The City Council could choose not to update the user fees and charges and leave the current rates in place.

## **FISCAL REVIEW**

If Council approves the new user fees and charges, additional revenue may be generated for the General Fund. The potential increase cannot be determined at this time depending on the level of participation by the users of those services, and the degree that City facilities are used by fee-supported events. However, given the total adopted Fiscal Year 2008-2009 estimated revenues for user fees and charges, an increase could result in additional revenue of \$60,000.

**LEGAL REVIEW**

The City Attorney has reviewed and approved the resolution as to form.



MARC R. PUCKETT  
Director of Finance



BOBBY YOUNG  
Budget & Research Officer

Attachment(s): Resolution Fiscal Year 2008-2009 User Fees and Charges  
Exhibit A - Schedule of User Fees and Charges for FY 08-09

Distribution: City Manager  
Department Directors

RESOLUTION NO. 08-\_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, ESTABLISHING AND ADOPTING SCHEDULES OF RATES, FEES, AND CHARGES, FOR FISCAL YEAR 2008-2009 FOR SERVICES PROVIDED BY THE CITY OF COSTA MESA.

THE CITY COUNCIL OF THE CITY OF COSTA MESA DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, the City Council of the City of Costa Mesa has heretofore established various schedules of rates, fees, and charges for services provided by the City including, but not limited to, rates, fees, and charges for the rental of facilities, building permits, public services, and public safety; and

WHEREAS, pursuant to the provisions of the California Constitution and the laws of the State of California, the City of Costa Mesa is authorized to adopt and implement rates, fees, and charges for municipal services; provided, however, that such rates, fees, and/or charges do not exceed the estimated reasonable cost of providing such services; and

WHEREAS, California Government Code Section 66016 requires notice to be given and data made available at specified times prior to the adoption of increases in existing rates, fees, and charges, or the adoption of new rates, fees, and charges for use permits and building inspections sometime hereinafter at a public meeting of this City Council; and

WHEREAS, California Government Code Section 66018 requires notice to be published in accordance with California Government Code Section 6062a and data

made available concerning rates, fees, and charges prior to conducting a public hearing with respect to the adoption of increases in rates, fees, and charges, or the adoption of new rates, fees, and charges for which no other procedure is provided by law; and

WHEREAS, pursuant to California Government Code Section 66016, this City Council has held at least one public hearing and received oral and written presentations thereat with respect to "user fees" prior to the adoption of this Resolution; and

WHEREAS, pursuant to California Government Code Section 66018, this City Council has conducted and concluded a duly noticed public hearing with respect to the rates, fees, and charges prior to the adoption of this Resolution; and

WHEREAS, this City Council desires to adjust the rates, fees and charges, and to implement new rates, fees, and charges for various government services provided by the City of Costa Mesa as set forth herein; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred;

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1: This City Council hereby finds and determines that based upon the data, information, analysis, oral and written documentation presented to this City Council concerning the rates, fees, and charges described in Exhibit "A" attached hereto and by this reference incorporated herein, the rates, fees, and charges set

forth in said Exhibit "A" do not exceed the established reasonable cost of providing the service for which the rates, fees, or charges are levied.

Section 2: The rates, fees, and charges set forth in Exhibit "A" as further described below, are hereby adopted and approved as the rates, fees, and charges for the services identified for each such rate, fee, and/or charge:

Exhibit "A"—Fiscal Year 2008-2009 User Fees and Charges (Citywide)

Section 3: The rates, fees, and charges set forth in Exhibit "A" shall be effective and shall be implemented commencing January 1, 2009, except for Planning and Building fees which will take effect February 1, 2009, which is at least 60 days after Council adoption.

Section 4: Immediately upon the effective date of the rates, fees, and charges set forth in Exhibit "A", any previously established rates, fees, and/or charges shall be, and the same are hereby superseded by the rates, fees, and charges established in said Exhibit "A".

Section 5: The City Clerk shall certify to the adoption of the Resolution.

PASSED AND ADOPTED this 18th day of November, 2008.

\_\_\_\_\_  
Eric R. Bever, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Julie Folcik, City Clerk

\_\_\_\_\_  
Kimberly Hall Barlow, City Attorney

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF COSTA MESA )

I, JULIE FOLCIK, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing is the original of Resolution No. 08-\_\_\_\_\_ and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 18<sup>th</sup> day of November, 2008, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 19<sup>th</sup> day of November, 2008.

\_\_\_\_\_  
JULIE FOLCIK, CITY CLERK

(SEAL)

## **EXHIBIT A**

# **FISCAL YEAR 2008-2009 USER FEES AND CHARGES**

**CITY OF COSTA MESA  
2008-2009 USER FEES AND CHARGES  
ADMINISTRATIVE SERVICES - RECREATION DIVISION**

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	COMMENTS
<b>UTILITY FIELDS</b>			
Non-resident - lights	\$ 40.00	\$ 40.00	Charge per hour per field
Non-resident - without lights	25.00	25.00	Charge per hour per field
Resident - lights	30.00	30.00	Charge per hour per field
Resident - without lights	20.00	20.00	Charge per hour per field
Portable Light Rental - 2 unit minimum	10.00	10.00	Charge per hour
<b>SOFTBALL FIELDS</b>			
Field Preparation	25.00	25.00	Charge per hour per field
Non-resident - lights	40.00	40.00	Charge per hour per field
Non-resident - without lights	25.00	25.00	Charge per hour per field
Resident - lights	30.00	30.00	Charge per hour per field
Resident - without lights	20.00	20.00	Charge per hour per field
<b>BASEBALL FIELDS</b>			
Field Preparation	30.00	30.00	Charge per hour per field
Non-resident - lights	40.00	40.00	Charge per hour per field
Non-resident - without lights	35.00	35.00	Charge per hour per field
Resident - lights	30.00	30.00	Charge per hour per field
Resident - without lights	20.00	20.00	Charge per hour per field
<b>MULTI-FIELD REFUNDABLE DEPOSIT</b>			
	100.00	100.00	Per field per event
<b>REFUNDABLE TOURNAMENT DEPOSIT</b>			
	100.00	100.00	Per field per event

**CITY OF COSTA MESA  
2008-2009 USER FEES AND CHARGES  
ADMINISTRATIVE SERVICES - RECREATION DIVISION**

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE		COMMENTS
<b>DOWNTOWN RECREATION CENTER</b>				
Gymnasium Rental - Resident/Non-profit	35.00	35.00		Charge per hour, 2 hour minimum
Gymnasium Rental - Resident/Private	65.00	65.00		Charge per hour, 2 hour minimum
Gymnasium Rental - Commercial Resident	90.00	90.00		Charge per hour, 2 hour minimum
Gymnasium Rental - Non-resident	75.00	75.00		Charge per hour, 2 hour minimum
Gymnasium Rental - Commercial Non-resident	120.00	120.00		Charge per hour, 2 hour minimum
Multi-Purpose Room - Resident/Non-profit	25.00	25.00		Charge per hour, 2 hour minimum
Multi-Purpose Room - Resident/Private	40.00	40.00		Charge per hour, 2 hour minimum
Multi-Purpose Room - Commercial Resident	90.00	90.00		Charge per hour, 2 hour minimum
Multi-Purpose Room - Non-resident	50.00	50.00		Charge per hour, 2 hour minimum
Multi-Purpose Room - Commercial Non-resident	135.00	135.00		Charge per hour, 2 hour minimum
Pool Rental - Resident/Non-profit	45.00	55.00	*	Charge per hour, 2 hour minimum, plus actual staff time
Pool Rental - Resident/Private	95.00	95.00		Charge per hour, 2 hour minimum, plus actual staff time
Pool Rental - Commercial Resident	110.00	120.00	*	Charge per hour, 2 hour minimum, plus actual staff time
Pool Rental - Non-resident	112.00	120.00	*	Charge per hour, 2 hour minimum, plus actual staff time
Pool Rental - Commercial Non-resident	120.00	150.00	*	Charge per hour, 2 hour minimum, plus actual staff time
Refundable Deposit - Room	250.00	250.00		Per event for Gym and Multi-Purpose Room
<b>Refundable Deposit - Pool</b>	-	<b>500.00</b>	*	<b>Per event for Pool</b>
Cancellation/Transfer of Reservation	20.00	20.00		Per cancellation/transfer <sup>1</sup>

\* - Denotes a change in the fee

<sup>1</sup> - Or forfeiture of reservation fee if under \$20

**CITY OF COSTA MESA  
2008-2009 USER FEES AND CHARGES  
ADMINISTRATIVE SERVICES - RECREATION DIVISION**

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	COMMENTS
<b>BALEARIC COMMUNITY CENTER</b>			
Adobe Room - Resident/Non-profit	\$ 30.00	\$ 30.00	Charge per hour, 2 hour minimum
Adobe Room - Resident/Private	52.00	52.00	Charge per hour, 2 hour minimum
Adobe Room - Resident/Commercial	90.00	90.00	Charge per hour, 2 hour minimum
Adobe Room - Non-resident	80.00	80.00	Charge per hour, 2 hour minimum
Adobe Room - Non-resident/Commercial	135.00	135.00	Charge per hour, 2 hour minimum
Adobe Room Refundable Deposit	250.00	250.00	Per event
Sierra Room - Resident/Non-profit	22.00	22.00	Charge per hour, 2 hour minimum
Sierra Room - Resident/Private	30.00	30.00	Charge per hour, 2 hour minimum
Sierra Room - Resident/Commercial	50.00	50.00	Charge per hour, 2 hour minimum
Sierra Room - Non-resident	50.00	50.00	Charge per hour, 2 hour minimum
Sierra Room - Non-resident/Commercial	75.00	75.00	Charge per hour, 2 hour minimum
Sierra Room Refundable Deposit	100.00	100.00	Per event
<b>Additional fees - Downtown Rec and Balearic</b>			
Easel with Flip Pad	20.00	20.00	Rental fee per item per event
TV - 24"	15.00	15.00	Rental fee per item per event
VCR/DVD	15.00	15.00	Rental fee per item per event
Overhead Projector with Screen	15.00	15.00	Rental fee per item per event
Portable PA System	50.00	50.00	Rental fee per item per event
Cancellation/Transfer of Reservation	20.00	20.00	Per cancellation/transfer*

\* - Or forfeiture of reservation fee if under \$20

**CITY OF COSTA MESA  
2008-2009 USER FEES AND CHARGES  
ADMINISTRATIVE SERVICES - RECREATION DIVISION**

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	COMMENTS
<b>NEIGHBORHOOD COMMUNITY CENTER</b>			
Adams Room - Resident/Non-profit*	\$ 50.00	\$ 50.00	Charge per hour, 2 hour minimum
Adams Room - Resident/Private	105.00	105.00	Charge per hour, 2 hour minimum
Adams Room - Resident Commercial	205.00	205.00	Charge per hour, 2 hour minimum
Adams Room - Non-resident	155.00	155.00	Charge per hour, 2 hour minimum
Adams Room - Non-Resident Commercial	230.00	230.00	
***Alcoves - Resident/Non-profit*	10.00	10.00	Charge per hour, 2 hour minimum
***Alcoves - Resident/Private	15.00	15.00	Charge per hour, 2 hour minimum
***Alcoves - Resident Commercial	35.00	35.00	Charge per hour, 2 hour minimum
***Alcoves - Non-Resident	25.00	25.00	Charge per hour, 2 hour minimum
***Alcoves - Non-Resident Commercial	40.00	40.00	Charge per hour, 2 hour minimum
Baker Room - Resident/Non-profit*	45.00	45.00	Charge per hour, 2 hour minimum
Baker Room - Resident/Private	85.00	85.00	Charge per hour, 2 hour minimum
Baker Room - Resident Commercial	185.00	185.00	Charge per hour, 2 hour minimum
Baker Room - Non-resident	135.00	135.00	Charge per hour, 2 hour minimum
Baker Room - Non-Resident Commercial	205.00	205.00	Charge per hour, 2 hour minimum
Costa Mesa Room - Resident/Non-profit*	75.00	75.00	Charge per hour, 2 hour minimum
Costa Mesa Room - Resident/Private	125.00	125.00	Charge per hour, 2 hour minimum
Costa Mesa Room - Resident Commercial	225.00	225.00	Charge per hour, 2 hour minimum
Costa Mesa Room - Non-resident	175.00	175.00	Charge per hour, 2 hour minimum
Costa Mesa Room - Non-Resident Commercial	250.00	250.00	Charge per hour, 2 hour minimum
<b>* - Weekday Monday - Friday. Weekday rates end Friday at 5:00 PM</b>			
<b>** - Seminar rooms include Fairview, Harper, Poularino, Capri &amp; Dakota *** - Alcoves include Elden &amp; Wilson</b>			

**CITY OF COSTA MESA  
2008-2009 USER FEES AND CHARGES  
ADMINISTRATIVE SERVICES - RECREATION DIVISION**

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE		COMMENTS
<b>NEIGHBORHOOD COMMUNITY CTR. CONT.</b>				
Hamilton Room - Resident/Non-profit*	\$ 20.00	\$ 20.00		Charge per hour, 2 hour minimum
Hamilton Room - Resident/Private	30.00	30.00		Charge per hour, 2 hour minimum
Hamilton Room - Non-resident	55.00	55.00		Charge per hour, 2 hour minimum
Hamilton Room - Commercial	90.00	90.00		Charge per hour, 2 hour minimum
Hamilton Room - Non-Resident/Commercial	105.00	105.00		Charge per hour, 2 hour minimum
<b>**Seminar Rooms - Resident/Non-profit*</b>				
**Seminar Rooms - Resident/Private	15.00	15.00		Charge per hour, 2 hour minimum
**Seminar Rooms - Resident/Private	25.00	25.00		Charge per hour, 2 hour minimum
**Seminar Rooms - Non-resident	50.00	50.00		Charge per hour, 2 hour minimum
**Seminar Rooms - Commercial	85.00	85.00		Charge per hour, 2 hour minimum
**Seminar Rooms - Non-Resident/Commercial	100.00	100.00		Charge per hour, 2 hour minimum
<b>Victoria Room - Resident/Non-profit*</b>				
Victoria Room - Resident/Private	25.00	25.00		Charge per hour, 2 hour minimum
Victoria Room - Resident/Private	35.00	35.00		Charge per hour, 2 hour minimum
Victoria Room - Non-resident	60.00	60.00		Charge per hour, 2 hour minimum
Victoria Room - Commercial	95.00	95.00		Charge per hour, 2 hour minimum
Victoria Room - Non-Resident/Commercial	110.00	110.00		Charge per hour, 2 hour minimum
<b>Additional Fees</b>				
Cancellation/Transfer of Reservation (Seminar/Hamilton)	20.00	20.00		Price is per cancellation/transfer <sup>1</sup>
Cancellation/Transfer of Reservation (AD,BK,CM,VT)	20.00	100.00	<sup>2</sup>	Price is per cancellation/transfer <sup>1</sup>
Full kitchen use - Resident/Non-profit	25.00	25.00		Per hour, 2 hour minimum, during event hours only
Full kitchen use - Resident/Private	30.00	30.00		Per hour, 2 hour minimum, during event hours only
Full kitchen use - Non-resident	35.00	35.00		Per hour, 2 hour minimum, during event hours only
Full kitchen use - Resident&Non-Resident/Commercial	50.00	50.00		Per hour, 2 hour minimum, during event hours only
<b>* - Weekday rates end Friday at 5:00 PM      AD = Adams Room , BK = Baker Room , CM = Costa Mesa Room , VT = Victoria Room</b>				
<b>** - Seminar rooms include Fairview, Harper, Paularino, Capri &amp; Dakota      *** - Alcoves include Elden &amp; Wilson</b>				

<sup>1</sup> - Or forfeiture of reservation fee if under \$20

<sup>2</sup> - Denotes a change in the fee

**CITY OF COSTA MESA  
2008-2009 USER FEES AND CHARGES  
ADMINISTRATIVE SERVICES - RECREATION DIVISION**

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	COMMENTS
<b>NEIGHBORHOOD COMMUNITY CTR. CONT.</b>			
<b>Additional fees cont.</b>			
Partial kitchen use - Resident/Non-profit	\$ 15.00	\$ 15.00	Per hour, 2 hour minimum, during event hours only
Partial kitchen use - Resident/Private	20.00	20.00	Per hour, 2 hour minimum, during event hours only
Partial kitchen use - Non-resident	25.00	25.00	Per hour, 2 hour minimum, during event hours only
Partial kitchen use - Resident&Non-Resident/Commer	40.00	40.00	Per hour, 2 hour minimum, during event hours only
Lobby - Resident/Non-profit*	10.00	10.00	Per hour, 2 hour minimum, during event hours only
Lobby - Resident/Private	15.00	15.00	Per hour, 2 hour minimum, during event hours only
Lobby - Resident/Commercial	50.00	50.00	Per hour, 2 hour minimum, during event hours only
Lobby - Non-resident	20.00	20.00	Per hour, 2 hour minimum, during event hours only
Lobby - Non-Resident/Commercial	60.00	60.00	Per hour, 2 hour minimum, during event hours only
Outdoor Patio - Resident/Non-profit*	10.00	10.00	Per hour, 2 hour minimum, during event hours only
Outdoor Patio - Resident/Private	15.00	15.00	Per hour, 2 hour minimum, during event hours only
Outdoor Patio - Resident/Commercial	50.00	50.00	Charge per hour, 2 hour minimum
Outdoor Patio - Non-resident	20.00	20.00	Charge per hour, 2 hour minimum
Outdoor Patio - Non-Resident/Commercial	60.00	60.00	Charge per hour, 2 hour minimum
Refundable Deposit (Costa Mesa & Adams Room)	500.00	500.00	Deposit per event
Refundable Deposit (Victoria Room)	250.00	250.00	Deposit per event
Refundable Deposit (All Other Rooms)	100.00	100.00	Deposit per event
Refundable Deposit - All Rooms with Alcohol	750.00	750.00	Deposit per event
Transfer of Reservation	20.00	20.00	Price is per each transfer
Unauthorized time	150.00	150.00	Price is per hour
<b>* - Weekday Monday - Friday. Weekday rates end Friday at 5:00 PM</b>			

**CITY OF COSTA MESA  
2008-2009 USER FEES AND CHARGES  
ADMINISTRATIVE SERVICES - RECREATION DIVISION**

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE		COMMENTS
<b>NEIGHBORHOOD COMMUNITY CTR. CONT.</b>				
Additional fees cont.				
Waived Fee Charge (Costa Mesa & Adams Rooms)	\$ 100.00	\$ 100.00		Fee per event per room per Council 100-7 (set-up costs)
Waived Fee Charge (All Other Rooms)	25.00	25.00		Fee per event per room per Council 100-7 (set-up costs)
<b>Additional Items cont.</b>				
Coffee service (100 cups)	25.00	35.00	*	Price per event per number of cups
Coffee service (50 cups)	15.00	25.00	*	Price per event per number of cups
Coffee urn (100 cups)	20.00	20.00		Price per use of each item
Coffee urn (50 cups)	10.00	10.00		Price per use of each item
Easel	5.00	5.00		Price per use of each item
Easel with flip chart	20.00	20.00		Price per use of each item
Lapel Microphone (Deposit)	100.00	100.00		Deposit per event
Lapel Microphone (Use)	25.00	25.00		Price per use of each item
Microphone	10.00	10.00		Price per use of each item
Microphone Stand	5.00	5.00		Price per use of each item
Overhead projector	15.00	15.00		Price per use of item
Portable Bars	25.00	25.00		Price per event
Slide projector	15.00	-	*	No longer available
Video projector Rental	150.00	150.00		Price per event
Video projector (Deposit)	500.00	500.00		Deposit per event
VCR	15.00	15.00		Price per event
TV - 25"	15.00	15.00		Price per event
TV - 32"	30.00	30.00		Price per event
Portable Sound System	50.00	50.00		Price per event

\* - Denotes a change in the fee

**CITY OF COSTA MESA  
2008-2009 USER FEES AND CHARGES  
ADMINISTRATIVE SERVICES - RECREATION DIVISION**

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	COMMENTS
<b>PARK FEES</b>			
Park Utility Fee - Gas or Electric /event	\$ 35.00	\$ 35.00	May only be used within confines of shelter
<b>PARK RESERVATION FEES</b>			
Resident/Private & Non-profit 0 - 50	25.00	25.00	Fee is per use
Resident/Private & Nonprofit 51 - 150	75.00	75.00	Fee is per use
Resident/Private & Non-profit 151 -200	100.00	100.00	Fee is per use
Non-Resident 0 - 50	100.00	100.00	Fee is per use
Non-Resident 51 -150	200.00	200.00	Fee is per use
Non-Resident 151 - 500	300.00	300.00	Fee is per use
Resident & Non-Resident/Commerical 0 - 50	200.00	200.00	Fee is per use
Resident & Non-Resident/Commerical 51 -150	300.00	300.00	Fee is per use
Resident & Non-Resident/Commerical 151 - 500	400.00	400.00	Fee is per use
Basketball/Volleyball Court Rental - WITH SHELTER	10.00	10.00	Charge per event - NOT AVAILABLE SEPARATELY
Refundable Deposit	100.00	100.00	Deposit per event
- for bounce houses <sup>1</sup> , company picnics or weddings			
Cancellation/Transfer of Reservation	20.00	20.00	Per cancellation/transfer
Refundable Security/Cleaning Deposit	100.00	100.00	Deposit for over 50 people

<sup>1</sup> - All other apparatus require special review

**CITY OF COSTA MESA  
2008-2009 USER FEES AND CHARGES  
ADMINISTRATIVE SERVICES - RECREATION DIVISION**

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE	COMMENTS
<b>COMMUNITY GARDENS</b>			
Resident	30.00	30.00	Charge per parcel for one year.
Non-resident	60.00	60.00	Charge per parcel for one year.
Key Deposit/Parcel Clearing	20.00	20.00	Deposit per key/No refund if parcel not cleared
Model Airplane Fly Permit - Learner's Permit	10.00	10.00	For youths ages 6 - 14 years
Model Airplane Fly Permit	20.00	20.00	

**CITY OF COSTA MESA  
2008-2009 USER FEES AND CHARGES  
ADMINISTRATIVE SERVICES - TELECOMMUNICATIONS**

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE		COMMENTS
Public Safety Comm. Tape	\$ 40.00	\$ 40.00		Hourly rate includes audiotape stock \$0.54
Video Tape Duplication	23.00	25.00	*	Rate includes videotape stock \$2.10

\* - Denotes a change in the fee

**CITY OF COSTA MESA  
2008-2009 USER FEES AND CHARGES  
CITY MANAGER - CITY CLERK**

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE		COMMENTS
Certification of Documents	\$ 10.00	\$ 10.00		Charge could be higher depending on the volume of the document certified
Political Reform Act Late Filing Fee	10.00	10.00		Fee is per day set by State Government Code Section 91013. Maximum amount is \$100.
Film Permit	440.00	460.00	*	Name changed from Location Right of Way, fee/day
Municipal Code Book	110.00	130.00	*	Materials cost is \$90 per book
Municipal Code Supplement	35.00	40.00	*	Outside cost is \$24.50 per supplement/annual
Photocopies--Citywide	0.10	0.10		Fee is per page (\$0.50/page for colored pages); if on CD, \$8
Subpoena Fee	15.00	15.00		Flat fee for copies of records.
Special Event Street Banner	105.00	115.00	*	Fee per staff time

\* - Denotes a change in the fee

**CITY OF COSTA MESA  
2008-2009 USER FEES AND CHARGES  
CITYWIDE**

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE		COMMENTS
Rehearing/Appeal - Commission Decision	\$ 1,150.00	\$ 1,220.00	*	
Rehearing/Appeal - Other Staff	670.00	690.00	*	

\* - Denotes a change in the fee

**CITY OF COSTA MESA  
2008-2009 USER FEES AND CHARGES  
DEVELOPMENT SERVICES**

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE		COMMENTS
<b>PLANNING</b>				
Administrative Adjustment	\$ 980.00	\$ 1,035.00	*	
Conditional Use Permit	1,470.00	1,550.00	*	
Conditional Use Permit - Minor	960.00	1,010.00	*	
Continued Public Hearing	490.00	520.00	*	Due to applicant's request or incomplete app.
Density Bonus Review	1,670.00	1,760.00	*	
Design Review	1,570.00	1,650.00	*	
Development Agreement	cost	cost		Minimum deposit is \$5,000
Dev Agrmt - Annual Rev Plan Comm.	1,350.00	1,425.00	*	
Dev Agrmt - Annual Review Council	1,785.00	1,875.00	*	
Development Review	870.00	915.00	*	
Environmental Impact Report	cost	cost		Consultant cost + 10%
Flood Ins/Zoning Confirmation Ltr	35.00	40.00	*	
Gen Plan Amendment - Screening	950.00	1,000.00	*	
General Plan Amendment	3,400.00	3,560.00	*	
Lot Line Adjustment	760.00	800.00	*	
Master Plan and Amend/Plan Comm	1,670.00	1,760.00	*	
Master Plan and Amend/Council	2,150.00	2,265.00	*	
Master Plan Amend/Zoning Adm	910.00	960.00	*	
Minor Design Review	620.00	650.00	*	
Mobile Home Park Conversion	4,150.00	4,255.00	*	
Mobile Home Park Tenant Relocation Report Review	1,450.00	1,450.00	*	
Negative Declaration	965.00	1,010.00	*	Or Consultant + 10%, whichever is greater
Offsite Haz. Waste Fac/Comm	cost	cost		consult cost + 10% (minimum \$1,000 deposit)
Offsite Haz. Waste Fac/Condt'l Use	cost	cost		consult cost + 10% (minimum \$1,000 deposit)
Offsite Haz. Waste Fac/Notice	cost	cost		consult cost + 10% (minimum \$1,000 deposit)
Planned Signing Program	\$ 605.00	\$ 635.00	*	

**CITY OF COSTA MESA  
2008-2009 USER FEES AND CHARGES  
DEVELOPMENT SERVICES**

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE		COMMENTS
Planning Action Time Ext/Renewal	430.00	450.00	*	
Redevelopment Action	2,085.00	2,195.00	*	
Res Common Int Dev. Conversion	1,450.00	1,500.00	*	
Rezone	1,820.00	1,910.00	*	
Specific Plan Amendment	1,985.00	2,090.00	*	
Specific Plan Conformity Review	1,550.00	1,630.00	*	
Tenant Relocation Report Review (3rd Party)	cost	cost		Consult cost + 10% (Adopted August 2003)
Tract and Parcel Map	1,380.00	1,445.00	*	
Variance	1,600.00	1,685.00	*	
Zoning Admin. Time Ext/Renewal	345.00	365.00	*	
All Other Time Ext/Renewals	400.00	400.00		
<b><u>BUILDING &amp; SAFETY</u></b>				
Building Permit	1997 UAC	1997 UAC		UAC = Uniform Administrative Code Including tables 3A, 3B, 3C, 3D, 3G, & 3H
Electrical Permit	1997 UAC	1997 UAC		
Mechanical Permit	1997 UAC	1997 UAC		
Plan Check	1997 UAC	1997 UAC		65% of Building Permit Fee based on valuation
Plumbing Permit	1997 UAC	1997 UAC		
Public Entertainment Permit	610.00	675.00	*	
Res Bldg Inspection (Per Unit)	110.00	115.00	*	
Report of Res Bldg (Per Unit)	35.00	35.00		
Removal of Signs/Public R-O-W	10.00	15.00	*	
Seasonal Agricultural Permit	30.00	30.00		

\* - Denotes a change in the fee

**CITY OF COSTA MESA  
2008-2009 USER FEES AND CHARGES  
FINANCE**

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE		COMMENTS
Bad Check Fee	\$ 25.00	\$ 25.00		Per CA Civil Code Sec 1719 max \$25/ist check; \$35/subseq check
Christmas Tree Lot Permit	205.00	215.00	*	fee plus \$200 deposit for Christmas Tree Lot clean up
Fireworks Stand Permit	305.00	325.00	*	fee plus \$200 deposit for Firework Stand clean up
Fireworks Clean Up Fee	100.00	100.00		Set by Resolution 06-13 and shall be paid at time application is filed
Home Occupation Permit	45.00	50.00	*	One-time permit
Operator Permit	55.00	75.00	*	
Other Miscellaneous Permit	25.00	25.00		
Sidewalk/Parking Lot Sale Permit	45.00	45.00		
Solicitation Permit	150.00	160.00	*	
Special Event Permit	400.00	425.00	*	
Temporary Vendor Permit	25.00	25.00		

\* - Denotes a change in the fee

**CITY OF COSTA MESA  
2008-2009 USER FEES AND CHARGES  
FIRE (TRAINING FACILITY RENT)**

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE		COMMENTS
<b>Hourly Rates:</b>				
Classroom	\$ 25.00	\$ 30.00	*	
Drafting Pit	30.00	30.00		
Drill Grounds Tower	30.00	40.00	*	
Confined Space Rescue Prop	30.00	30.00		
Flashover Training	350.00	250.00	*	per evening - does not include instructor, lumber or dumpster fee
Burn Room with Tower	120.00	40.00	*	does not include instructor or liquid petroleum gas (LPG)
Ventilation Prop	50.00	40.00	*	does not include lumber or dumpster fee
Smoke Machine with Tower	75.00	40.00	*	does not include smoke or CO2

\* - Denotes a change in the fee

**CITY OF COSTA MESA  
2008-2009 USER FEES AND CHARGES  
FIRE**

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE		COMMENTS
False Alarm	\$ 375.00	\$ 405.00	*	1st false alarm in 12 month period is free.
Pre-Inspection - Community Care Licensing complete prior to fire clearance inspection	50.00	50.00		As of 8-14-92 State allowed fee - max \$50 for pre-inspection of facility with a capacity of 25 or fewer persons.
Pre-Inspection - Community Care Licensing complete prior to fire clearance inspection	100.00	100.00		As of 8-14-92 State allowed fee - max \$100 for pre-inspection of facility with a capacity of 26 or more persons.
Fire Incident Report	15.00	15.00		Cover cost of copies.
High-Rise Building Inspection	350.00	360.00	*	Fee is per hour.
EMS - First Responder	260.00	275.00	*	Fee charged to non-resident patients transported by ambulance
EMS - Advance Life Support (ALS)	160.00	185.00	*	Fee charged in addition to EMS - First Responder if ALS is required
Unif Fire Code Permit - Initial	180.00	185.00	*	
Unif Fire Code Permit - Renew	45.00	45.00		
<b># OF HAZARDOUS MATERIALS DISCLOSURE FEES</b>				
1-2	370.00	450.00	*	
3-4	390.00	480.00	*	
5-6	415.00	515.00	*	
7-10	435.00	545.00	*	
11-14	460.00	605.00	*	
15-20	480.00	640.00	*	
21+	505.00	670.00	*	

\* - Denotes a change in the fee

**CITY OF COSTA MESA  
2008-2009 USER FEES AND CHARGES  
POLICE**

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE		COMMENTS
Adult Establishment Permit	\$ 295.00	\$ 315.00	*	
Adult Practitioner Permit	295.00	315.00	*	
Adult Practitioner Renewal	185.00	200.00	*	
Clearance Letter	25.00	30.00	*	
Contract Policing	hrly rate	hrly rate		Rates set annually per Admin Reg. 2.13. (11/17/99).
Dog License	20.00	20.00		
Dog License, Spayed/Neutered	10.00	10.00		Fee set at 1/2 of normal fee based on CCMC 3-102
DUI Emergency Response	1,000.00	1,000.00		Maximum charge \$1,000 per incident by Police and/or Fire (per State Code).
False Alarm - Commercial/Residential	195.00	210.00	*	1st 2 false alarms free in 12 month period.
Fingerprinting	10.00	10.00		\$10 max per recent legislation.
Jail Booking Fee - City	270.00	280.00	*	
Jail Booking Fee - Huntington Beach	125.00	125.00		per contract
Large Party Disturbance	cost	cost		Fee = costs, maximum of \$500/incident set by municode 11-172
Massage Establishment Permit	295.00	315.00	*	
Massage Establishment Renewal	185.00	200.00	*	
Massage Manager Exam	420.00	450.00	*	
Massage Manager Permit	295.00	315.00	*	
Massage Manager Renewal	185.00	200.00	*	
Massage Practitioner Permit	295.00	315.00	*	
Massage Practitioner Renewal	185.00	200.00	*	
Massage Practitioner Test	420.00	450.00	*	
Peddler/Solicitor Permit	70.00	75.00	*	Plus \$32 fingerprint fee paid to DOJ.
Photograph	45.00	50.00	*	\$50 for initial photo; \$6 ea additional 8"x12" and \$3.75 ea additional 4"x6"; \$29.75 per CD; \$29.75 first frame from scanned negatives; \$1 ea additional
Police Report	9.00	9.00		Per Govt Code Section 6253(b)
Vehicle Impound Storage - Private	20.00	20.00		New law limits police involvement in these cases.
Vehicle Impound Storage - Public	185.00	200.00	*	

\* - Denotes a change in the fee

**CITY OF COSTA MESA  
2008-2009 USER FEES AND CHARGES  
PUBLIC SERVICES**

FEE DESCRIPTION	CURRENT FEE	PROPOSED FEE		COMMENTS
Blueprints	\$ 5.00	\$ 5.00		Fee is per page.
Construction Access Permit	230.00	230.00		
Construction Dumpster Permit	40.00	40.00		Per site/2 weeks
Curb and Gutter Permit	365.00	365.00		
Curb Drain	305.00	305.00		
Drainage Fee:				Fee per acre set by MuniCode section 15-65.
Residential: Low	3,141.50	6,283.00	*	As amended by Council on 11/21/06
Medium	3,769.50	7,539.00	*	
High	5,026.00	10,052.00	*	
Commercial/Industrial	5,654.50	11,309.00	*	
Driveway Approach	425.00	425.00		
Encroachment Permit	465.00	465.00		
Final Map Check	90.00/hr	90.00/hr		Avg processing time is 25 hours.
Lane Closure Permit	220.00	220.00		
Oversize Load Permit	16.00	16.00		Max per CVC \$16/single trip fee; annual \$90
Public R/W Inspection	125.00	125.00		Fee is for staff time and starts after 2nd hr.
Sidewalk Permit	380.00	380.00		
Storm Drain Connection	425.00	425.00		
Street Cut - Arterial	390.00	390.00		
Street Cut - Local	300.00	300.00		
Street Improvement Plan Check	90.00/hr	90.00/hr		
Trash Hauler Permit Fee	610.00	610.00		Includes consultant cost & recycling program costs.
Utility Permit	265.00	265.00		
Vacation/Abandonment of R-O-W	150.00	150.00		Nonrefundable \$150 flat fee; Council approved 1/5/04
Wheelchair Ramp	365.00	365.00		

\* - Denotes a change in the fee

# **GLOSSARY**

**(Pages 20-27)**

**CITY OF COSTA MESA  
USER FEES AND CHARGES  
FISCAL YEAR 2008-2009  
GLOSSARY**

**ADMINISTRATIVE ADJUSTMENT** – Processing fee for a request to the Zoning Administrator for administrative adjustment (minor variation from development standards in the Zoning Code).

**ADULT ESTABLISHMENT PERMIT** – Special permit required for the owner of the following types of business: escort bureaus, massage parlors, out-call massage services, model studios, and other related businesses.

**ADULT PRACTITIONER PERMIT** – A permit required for the individual that actually performs the adult entertainment.

**ADULT PRACTITIONER RENEWAL PERMIT** – A required annual renewal of permits for adult establishment and adult entertainment practitioner.

**APPEAL – ALL** – See Rehearing/Appeal All Decisions

**BAD CHECK FEE** -- Fee charged if a check is returned to the City as NSF, payment stopped, closed account, etc. State Government Code sets this fee at a maximum of \$100.

**BLUEPRINTS** -- Fee charged for copies of City blueprint documents for the public.

**BUILDING PERMIT** -- Permit required for the construction or modification of a building, as required by the Uniform Building Code.

**CERTIFICATION OF DOCUMENTS** -- Fee for attesting that a document is an authentic copy of an original document held by the City.

**CHRISTMAS TREE LOT PERMIT** -- Permit plus cleanup deposit required to sell Christmas trees. Cleanup deposit is fully refundable.

**CLEARANCE LETTER** -- Letter written by the Police Department that states the charges against an individual have been cleared.

**COMMUNITY GARDENS** – Fee is for the rental of a garden parcel for the calendar year (Jan – Dec). Gardener is allowed to grow plants, fruits, flowers in the parcel. City supplies parcel and water, gardener provides all material, labor and plants.

**CONDITIONAL USE PERMIT (CUP)** -- Processing fee for a request to Planning Commission for a conditional use permit for a specified use in the Zoning Code.

**CONDITIONAL USE PERMIT (CUP) - MINOR** -- Processing fee for a request to the Zoning Administrator for a minor conditional use permit for specified uses in the Zoning Code.

**CONTINUED PUBLIC HEARING** -- Fee to cover additional processing costs of private development or land use entitlement application incurred as a result of request to continue item beyond originally scheduled public hearing.

**CONTRACT POLICING** -- Police services provided for special events on an hourly basis.

**CONSTRUCTION ACCESS PERMIT** – A permit issued by the Public Services Department to guarantee the clean up and protection of existing improvements within public right-of-way during construction on private property. The permit has a fixed issuance fee and a graduated cash deposit amount based upon the dimensions of the private property fronting the public street.

**CITY OF COSTA MESA  
USER FEES AND CHARGES  
FISCAL YEAR 2008-2009  
GLOSSARY**

**CONSTRUCTION DUMPSTER PERMIT** -- Fee charged to place a construction debris dumpster in the public right-of-way.

**CURB AND GUTTER PERMIT** -- Fee charged for permitting and inspecting construction of curb and gutter.

**CURB DRAIN** -- Fee charged for permitting and inspecting curb drain.

**DENSITY BONUS REVIEW** -- Processing fee for a request to the City Council for a residential density bonus.

**DESIGN REVIEW** -- A review of any residential development, except a planned development, resulting in three or more dwelling units on a lot.

**DEVELOPMENT AGREEMENT** -- Processing fee for a request to the City Council to consider a privately-initiated development agreement.

**DEVELOPMENT AGREEMENT -- ANNUAL REVIEW CITY COUNCIL** -- Processing fee for the City Council to annually review an existing development agreement.

**DEVELOPMENT AGREEMENT -- ANNUAL REVIEW PLANNING COMMISSION** -- Processing fee for the Planning Commission to annually review an existing development agreement.

**DEVELOPMENT REVIEW** -- Processing fee for a request to the Planning Division to review a private development project, which conforms to development standards in multi-family residential, commercial, or industrial zones.

**DOG LICENSE** -- Annual license fee for every person who owns, possesses, keeps or harbors a dog over the age of four months.

**DOG LICENSE, SPAYED / NEUTERED** -- Annual license fee for every person who owns, possesses, keeps, or harbors a dog over the age of four months which has been spayed or neutered.

**DRAINAGE FEE** -- Fee required on a per acre basis of land being developed in accordance with the master drainage plan.

**DRIVEWAY APPROACH (RESIDENTIAL AND COMMERCIAL)** -- Fee charged for permitting and inspecting driveway approaches.

**DRUG / SEX OFFENDER REGISTRATION** -- Persons convicted of drug related or sex crimes that reside within the City of Costa Mesa must register with the Police Department. This is required by law and there is no fee.

**DUI EMERGENCY RESPONSE** -- Fee charged to driver causing DUI (Driving Under the Influence) accident requiring police and/or fire response.

**ELECTION LATE FILING FEE** -- Fee set by Government Code regarding late filing of election materials.

**ELECTRICAL PERMIT** -- Permit required for new or modifications to existing electrical sources.

**EMS – ADVANCE LIFE SUPPORT (ALS)** – Fee charged to all non-resident patients who are transported by ambulance with paramedic escort because their medical condition warrants ALS-level assessment and/or treatment.

**CITY OF COSTA MESA  
USER FEES AND CHARGES  
FISCAL YEAR 2008-2009  
GLOSSARY**

**EMS – FIRST RESPONDER** -- Fee charged to all non-resident patients who are transported by ambulance.

**ENCROACHMENT PERMIT** -- Processing fee for encroachment of private improvements into public right-of-way.

**ENVIRONMENTAL IMPACT REPORT** -- Fees charged for contract administration, review, and processing of a private project environmental impact report as required by the California Environmental Quality Act.

**FACILITY FEES** -- Hourly rental rates for use of the three Community Centers.

**FALSE ALARM** -- Fee charged for the activation of an alarm system through mechanical failure, accidental tripping, malfunction, misuse, or the neglect of the owner or lessee of an alarm system, or of their employees or agents.

**FILM PERMIT** --Written authorization, accompanied by a fee, that a production company or individual(s) shall obtain prior to staging, filming and commercial still photography on any City-owned property, or when filming on private property includes the use of specified items as described in Title 9, Chapter V., Filming Activities, of the Costa Mesa Municipal Code.

**FINAL MAP CHECK** -- Final review of tract and parcel map.

**FINGERPRINTING** -- Fee charged to fingerprint individuals for bonding, insurance purposes, pushcart operators, etc.

**FIRE CLEARANCE INSPECTION** -- Fee for state-mandated inspection of day car centers, drug rehab centers, some in-house convalescent care in which the center is funded by the State Department of Social Services. State allows a fee to be charged as of August 14, 1992.

**FIRE INCIDENT REPORT** -- Fee for providing a copy of Fire Reports.

**FIREWORKS STAND PERMIT** -- Permit plus cleanup deposit required of a non-profit organization to sell fireworks. Cleanup deposit is fully refundable.

**FLOOD INSURANCE / ZONING CONFIRMATION LETTER** -- Fee assessed for preparation of a letter certifying the status of a piece of property in relation to the Federal Flood Insurance Rate Map or the zoning of property relating to the status of building permits, complaints, and non-conforming use status.

**GENERAL PLAN AMENDMENT** -- Processing fee for privately initiated request to the City Council to amend the General Plan.

**GENERAL PLAN AMENDMENT SCREENING** -- Processing fee for a request to the City Council for initial screening of privately-initiated General Plan Amendment.

**HAZARDOUS MATERIALS DISCLOSURE FEE** -- Fee assessed by Fire Prevention to track and record stored hazardous materials.

**HIGH-RISE BUILDING INSPECTION** -- Annual inspection for State high-rise certification for all fire hazard and life safety considerations.

**HOME OCCUPATION PERMIT** -- Permit fee required for a business operating out of a residence.

**JAIL BOOKING FEE - CITY** -- Fee charged to individuals booked at the Costa Mesa jail or charged to other agencies to use the jail facility.

**CITY OF COSTA MESA  
USER FEES AND CHARGES  
FISCAL YEAR 2008-2009  
GLOSSARY**

**JAIL BOOKING FEE – HUNTINGTON BEACH** – Fee charged to female arrestees housed at the Huntington Beach City Jail. Female arrestees are not housed in the Costa Mesa Jail.

**LANE CLOSURE PERMIT** -- Fee assessed for any lane closure of City street(s).

**LARGE PARTY DISTURBANCE** -- Fee charged for the assignment of police officers in response to a return or second call to the same location after the distribution of a written warning that a large party, gathering or event violates the law.

**LATE FEES / PERMIT PROCESSING** -- Fee charged for special event permits not procured in a timely manner.

**LOT LINE ADJUSTMENT** -- Processing fee for a request to the Zoning Administrator for an adjustment between parcel lot lines.

**MESSAGE ESTABLISHMENT EXAM** -- Processing fee assessed by the Police Department to administer the Costa Mesa Massage Establishment Municipal Code Exam and the Massage Professional's Establishment and Manager's Exam.

**MESSAGE ESTABLISHMENT PERMIT** -- Processing fee assessed by the Police Department to regulate and monitor Massage Establishments.

**MESSAGE ESTABLISHMENT RENEWAL** -- Processing fee assessed by the Police Department to renew Massage Establishment Permit.

**MESSAGE MANAGER EXAM** -- Processing fee assessed by the Police Department to administer the Massage Professional's Exam, Establishment and Manager's Exam and the Costa Mesa Municipal Code Massage Practitioner's Exam.

**MESSAGE MANAGER PERMIT** -- Processing fee assessed by the Police Department for background checks and monitoring of Massage Establishment Practitioners.

**MESSAGE MANAGER RENEWAL** -- Processing fee assessed by the Police Department to renew Massage Manager Permit.

**MESSAGE PRACTITIONER PERMIT** -- Processing fee assessed by the Police Department for background checks and monitoring of Massage Establishment Permit.

**MESSAGE PRACTITIONER RENEWAL** -- Processing fee assessed by the Police Department to renew Massage Practitioner Permit.

**MESSAGE PRACTITIONER TEST** -- Processing fee assessed by the Police Department to administer the Massage Professional's Exam and the Costa Mesa Municipal Code Massage Practitioners Exam.

**MASTER PLAN AND AMENDMENT / PLANNING COMMISSION** – Processing fee for a request for a master plan approval or an amendment to an approved master plan in zoning districts where the Planning Commission is specified as the final review authority for a master plan.

**MASTER PLAN AND AMENDMENT / COUNCIL** – Processing fee for a request for a master plan approval or an amendment to an approved master plan in zoning districts where the City Council is specified as the final review authority for a master plan.

**MASTER PLAN AMENDMENT/ZONING ADMINISTRATOR** – Processing fee for a request to amend an approved master plan.

**CITY OF COSTA MESA  
USER FEES AND CHARGES  
FISCAL YEAR 2008-2009  
GLOSSARY**

**MECHANICAL PERMIT** -- Permit required for installation of new or modifications of existing mechanical devices (e.g., heaters, air conditioners, etc.).

**MINOR DESIGN REVIEW** -- Fee for Zoning Administrator review of specified two-story residential development or additions resulting in no more than two dwelling units on a lot.

**MOBILE HOME PARK CONVERSION** -- Processing fee for a request to the Planning Commission to allow the conversion of an existing mobile home park to another type of land use.

**MOBILE HOME PARK TENANT RELOCATION REPORT REVIEW** -- Processing fee for a request to the City Council to review the closure of a mobile home park.

**MUNICIPAL CODE BOOK** -- Fee charged for a copy of the entire Costa Mesa Municipal Code.

**MUNICIPAL CODE SUPPLEMENT** -- Fee charged to obtain an annual update to the Costa Mesa Municipal Code.

**NEGATIVE DECLARATION** -- Fee charged for the preparation of initial study and negative declaration for private development project as required by California Environmental Quality Act.

**NON-RESIDENT** - Private individual that does not have a Costa Mesa address as their primary residence, for purposes of distinguishing between residents and non-residents of Costa Mesa.

**OFF-SITE HAZARDOUS WASTE FACILITY / COMM** -- Fee charged to offset costs of establishing and convening the Local Assessment Committee as required by State law.

**OFF-SITE HAZARDOUS WASTE FACILITY – CONDITIONAL USE** -- Processing fee for request to the City Council for a conditional use permit for an off-site hazardous waste facility.

**OFF-SITE HAZARDOUS WASTE FACILITY - NOTICE OF INTENT** -- Fee charged to process a notice of intent, and carry out all notification requirements as required by State law.

**OPERATOR PERMIT** -- Permit required for the driver of a commercial vehicle who engages in the vending of goods or merchandise from a vehicle.

**OTHER MISCELLANEOUS PERMIT** -- any other permit that are not listed in the fee schedule.

**OVERSIZE LOAD PERMIT** -- Permit required to operate or move a vehicle or combination of vehicles of a size or weight that exceeds the maximum specified in the California Vehicle Code.

**PARKLAND IMPACT FEE** -- Fee assessed to developers for new residential subdivisions in lieu of parkland dedication requirements. The fee helps fund the City's acquisition or improvement of parkland to meet the park and recreational demands of new residential development.

**PARK RESERVATION FEE** -- Fee charged for the reservation of parks, picnic areas, etc.

**CITY OF COSTA MESA  
USER FEES AND CHARGES  
FISCAL YEAR 2008-2009  
GLOSSARY**

**PARK UTILITIES FEE (GAS OR ELECTRIC)** -- Fee charged for the use of park gas grill or electrical outlet.

**PEDDLER / SOLICITOR PERMIT** – Required by businesses who wish to peddle/solicit door-to-door within the City limits.

**PHOTOCOPIES - CITYWIDE** -- Fee charged to make photocopies of documents for the public.

**PHOTOGRAPH** -- Fee charged for sale of photographs taken by the Police Department. Photographs can be requested by attorneys, insurance companies and individuals involved in traffic accidents. Cost recovered is for processing of film only, not the taking of pictures.

**PLAN CHECK** -- Fee for City to review plans and specifications to ensure their compliance with all appropriate codes.

**PLANNED SIGNING PROGRAM** -- Processing fee for a request to the Zoning Administrator for review and approval of a planned signing program.

**PLANNING ACTION TIME EXTENSION/RENEWAL** -- Processing fee for a request for an extension of time or renewal of a variance or conditional use permit.

**PLUMBING PERMIT** -- Permit required for installation of new or modification of existing plumbing.

**POLICE REPORT** -- Fee for providing a copy of Police and Traffic reports.

**PUBLIC ENTERTAINMENT PERMIT** -- Permit required for a single event, a series of events, or an ongoing activity or business in which the public is invited to watch, listen, or participate.

**PUBLIC RIGHT-OF-WAY INSPECTION** -- Fee for inspection of all non-City projects occurring in the public right-of-way.

**PUBLIC SAFETY COMMUNICATIONS TAPE** -- Fee charged to make copies of 9-1-1 calls.

**RECREATION FEES** -- Fees for participation in various City-provided programs.

**REDEVELOPMENT ACTION** -- Processing costs for a request to the Redevelopment Agency for review and approval of a privately-initiated project in the Downtown Redevelopment Project Area.

**REHEARING / APPEAL ALL DECISIONS** -- Processing fee for request for rehearing or an appeal of an action by the Planning Division, Zoning Administrator, Redevelopment Agency or City Council.

**REMOVAL OF SIGNS IN PUBLIC RIGHT-OF-WAY** -- Fee assessed for the removal of signs posted in the public right-of-way, including parkways, medians, and utility and sign poles.

**REPORT OF RESIDENTIAL BUILDING (per unit)** – Fee assessed for all resale transactions to review existing building permit and zoning records.

**RESIDENT COMMERCIAL** – Business having a Costa Mesa address, for purposes of distinguishing between Costa Mesa and non-Costa Mesa businesses.

**CITY OF COSTA MESA  
USER FEES AND CHARGES  
FISCAL YEAR 2008-2009  
GLOSSARY**

**RESIDENT NON-COMMERCIAL** – Business not having a Costa Mesa address, for purposes of distinguishing between Costa Mesa and non-Costa Mesa businesses.

**RESIDENT NON-PROFIT** – Non-profit business or organization having a Costa Mesa address, for purposes of distinguishing between Costa Mesa and non-Costa Mesa non-profit businesses or organizations.

**RESIDENT PRIVATE** – Private individual having a Costa Mesa address as their primary residence, for purposes of distinguishing between residents and non-residents of Costa Mesa.

**RESIDENTIAL BUILDING INSPECTION (per unit)** – Fee assessed for request to physically inspect residential units at the time of resale or in conjunction with a residential common interest development conversion.

**RESIDENTIAL COMMON INTEREST DEVELOPMENT CONVERSION** -- Processing fee for a request to the Planning Commission to allow the conversion of a previously occupied apartment complex to a residential common interest development.

**REZONE** -- Processing fee for a request to the City Council to change zoning of private property.

**SEASONAL AGRICULTURAL PERMIT** -- Fee charged for permitting the sale of a seasonal agricultural (i.e. fruit or vegetable) within the City.

**SHOW WAGON** – a rental of a mobile stage providing a raised platform for events, announcements, concerts and shows. City will deliver and pick up the show wagon within the contiguous (touching) cities.

**SIDEWALK PERMIT (COMMERCIAL AND RESIDENTIAL)** -- Fee charged for permitting and inspecting the construction of a sidewalk.

**SIDEWALK / PARKING LOT SALE** -- Special permit required for a business to conduct a sidewalk or parking lot sale.

**SOLICITATION PERMIT** -- Required when an individual, group, association, firm, organization, etc., solicits donations for charitable purposes.

**SPECIAL EVENT PERMIT** -- Processing fee for review of special events (parades, rallies, or similar activities) sponsored by organizations or businesses.

**SPECIAL EVENT STREET BANNER PERMIT** – Processing fee for requests to install/maintain/remove banners for events held.

**SPECIFIC PLAN AMENDMENT** -- Processing fee for a request to the City Council to amend an adopted specific plan.

**SPECIFIC PLAN CONFORMITY REVIEW** -- Processing fee for a request to the Planning Commission for a Specific Plan Conformity Review.

**STORM DRAIN CONNECTION** -- Fee charged for permitting and inspecting connection to storm drain.

**SPECIAL EVENT STREET BANNER** – Fee charged for processing, reviewing, and approving requests to place street banners for special event.

**STREET CUT (LOCAL AND ARTERIAL)** -- Fee charged for permitting and inspecting a street cut.

**CITY OF COSTA MESA  
USER FEES AND CHARGES  
FISCAL YEAR 2008-2009  
GLOSSARY**

**STREET IMPROVEMENT PLAN CHECK** -- Processing fee to insure improvement plans meet City standards.

**TEMPORARY VENDOR PERMIT** -- Permit required for a temporary sale of merchandise, etc., at a place other than normal place of business (e.g. hotel).

**TENANT RELOCATION REPORT REVIEW** -- Fee assessed to review the tenant relocation report required by the State in conjunction with the City's review for a request to convert and/or close a mobile home park.

**TRACT AND PARCEL MAP** -- Processing and reviewing fee for tract maps and parcel maps for a private development project.

**TRAFFIC IMPACT FEE** -- Fee assessed for new and expanding development within the City to fund the necessary transportation/circulation improvements which are directly related to incremental traffic impacts imposed on the City's transportation system by the development of new and/or changing commercial, industrial, and residential uses permitted by the General Plan; and, to maintain compliance with the eligibility requirements of the Orange County Measure "M" Program.

**TRAINING FACILITY RENT** -- Fee charged to outside agencies requesting to use the facility to meet their training needs. These fees cover the rental, repair and maintenance for the various props located at the facility.

**TRASH HAULER PERMIT** -- Permit required for monitoring of solid waste collected for compliance with AB 939.

**UNIFORM FIRE CODE PERMIT INITIAL / RENEWAL** -- Permit required for various types of activities such as an auto repair business, businesses where people congregate (movie theaters), installation of underground tanks, storage of flammable liquids or hazardous materials, etc.

**UTILITY PERMIT** -- Fee charged for permitting and inspecting utility hook-ups.

**VACATION / ABANDONMENT OF RIGHT-OF-WAY** -- Fee charged to process applications of individuals requesting City to vacate or abandon easements, etc.

**VARIANCE** -- Processing fee for a request to the Planning Commission for a variance from a Zoning Code development standard.

**VEHICLE IMPOUND / STORAGE (PRIVATE PROPERTY)** -- Fee charged to process and track a towed vehicle. Towing initiated by private property owner. This fee is in addition to all applicable towing fees.

**VEHICLE IMPOUND / STORAGE (PUBLIC PROPERTY)** -- Fee charged to process and track a towed vehicle. Towing initiated by Police Department personnel. This fee is in addition to all applicable towing fees.

**VIDEO TAPE DUPLICATION** -- Charges to duplicate a videotaping event by the City.

**WHEELCHAIR RAMP** -- Fee charged for permitting and inspecting construction of a wheelchair ramp.

**ZONING ADMINISTRATOR APPEAL** -- Processing fee for an appeal to the Planning Commission of a decision made by the Zoning Administrator.

**ZONING ADMINISTRATOR TIME EXTENSION/RENEWAL** -- Processing fee for a request to the Zoning Administrator for extension of time or renewal of a previously approved application.