

CITY OF COSTA MESA, CALIFORNIA



# USER FEES AND CHARGES



FISCAL YEAR 2007-2008

**TABLE OF CONTENTS**

	<u>PAGE</u>
City Council Agenda Report dated February 5, 2008.....	i
Resolution No. 08-12.....	iv
<b>Exhibit A – User Fees &amp; Charges</b>	
Administrative Services Department	
Recreation .....	1
Telecommunications .....	10
City Manager – City Clerk Department.....	11
Citywide Fees .....	12
Development Services Department .....	13
Finance Department .....	15
Fire Department	
Fire (Training Facility Rent).....	16
Fire .....	17
Police Department .....	18
Public Services Department .....	19
<b>Glossary .....</b>	<b>20</b>
<b>Park in-Lieu Impact Fees .....</b>	<b>28</b>
<b>Traffic Impact Fees .....</b>	<b>36</b>



# *CITY COUNCIL AGENDA REPORT*

---

MEETING DATE: February 5, 2008

ITEM NUMBER:

**SUBJECT: FISCAL YEAR 2007-2008 USER FEES AND CHARGES**

**DATE: JANUARY 28, 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**

---

## **RECOMMENDED ACTION**

1. Adopt Resolution approving the Fiscal Year 2007-2008 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 attached Exhibit “A” for the Fiscal Year 2007-2008 User Fees and Charges includes all existing fees and charges. It also includes proposed new fees as follows: refundable pool rental deposit, refundable deposit for the Victoria Room at NCC, refundable deposit for all rooms with alcohol, and different fees for Commercial Resident and Commercial Non-Resident as proposed by the Administrative Services Department – Recreation Division. All the proposed new fees are highlighted with bold letters in the attached Exhibit “A”.

The City has been updating its user fees and charges on an annual basis. The last update was approved on January 16, 2007.

## **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 2006-2007, staff anticipates these fee increases will add approximately \$75,000 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 2007-2008 estimated revenues for user fees and charges, an increase could result in additional revenue of \$75,000.

**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 2007-2008 User Fees and Charges  
Exhibit A - Schedule of User Fees and Charges for FY 07-08

Distribution: City Manager  
Department Heads

RESOLUTION NO. 08-12

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 2007-2008 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:

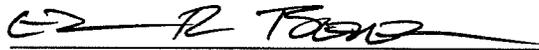
Exhibit "A"—Fiscal Year 2007-2008 User Fees and Charges (Citywide)

Section 3: The rates, fees, and charges set forth in Exhibit "A" shall be effective and shall be implemented commencing March 1, 2008, except for Planning and Building fees which will take effect 60 days after Council adoption.

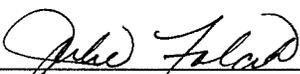
Section 4: Immediately upon the effective date of the rates, fees, and charges set forth in Exhibit "A", any previously established rates, fees, and/or charges shall be, and the same are hereby superseded by the rates, fees, and charges established in said Exhibit "A".

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

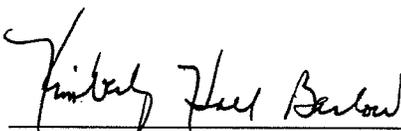
PASSED AND ADOPTED this 5th day of February, 2008.

  
Eric R. Bever, Mayor

ATTEST:

  
Julie Folcik, City Clerk

APPROVED AS TO FORM:

  
Kimberly Hall Barlow, City Attorney

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

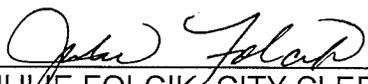
I, JULIE FOLCIK, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing is the original of Resolution No. 08-12 and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 5<sup>th</sup> day of February, 2008, by the following roll call vote, to wit:

AYES:       BEVER, MANSOOR, DIXON, FOLEY, LEECE.

NOES:       NONE.

ABSENT:     NONE.

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 6<sup>th</sup> day of February, 2008.

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

(SEAL)

**CITY OF COSTA MESA  
2007-2008 USER FEES AND CHARGES  
ADMINISTRATIVE SERVICES - RECREATION DIVISION**

FEE DESCRIPTION	CURRENT FEE	ADOPTED FEE Effective 3/1/08	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	Reinstate refundable deposit
<b>REFUNDABLE TOURNAMENT DEPOSIT</b>			
	100.00	100.00	Per field per event

**CITY OF COSTA MESA  
2007-2008 USER FEES AND CHARGES  
ADMINISTRATIVE SERVICES - RECREATION DIVISION**

FEE DESCRIPTION	CURRENT FEE	ADOPTED FEE Effective 3/1/08	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
<b>Gymnasium Rental - Commercial Resident</b>	-	<b>90.00</b>	Charge per hour, 2 hour minimum
Gymnasium Rental - Non-resident	75.00	75.00	Charge per hour, 2 hour minimum
<b>Gymnasium Rental - Commercial Non-resident</b>	-	<b>120.00</b>	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
<b>Multi-Purpose Room - Commercial Resident</b>	-	<b>90.00</b>	Charge per hour, 2 hour minimum
Multi-Purpose Room - Non-resident	50.00	50.00	Charge per hour, 2 hour minimum
<b>Multi-Purpose Room - Commercial Non-resident</b>	-	<b>135.00</b>	Charge per hour, 2 hour minimum
Pool Rental - Resident/Non-profit	35.00	45.00	Charge per hour, 2 hour minimum, plus actual staff time
Pool Rental - Resident/Private	50.00	95.00	Charge per hour, 2 hour minimum, plus actual staff time
<b>Pool Rental - Commercial Resident</b>	-	<b>110.00</b>	Charge per hour, 2 hour minimum, plus actual staff time
Pool Rental - Non-resident	60.00	112.00	Charge per hour, 2 hour minimum, plus actual staff time
<b>Pool Rental - Commercial Non-resident</b>	-	<b>120.00</b>	Charge per hour, 2 hour minimum, plus actual staff time
Refundable Deposit	150.00	250.00	Per event for Gym and Multi-Purpose Room
Cancellation/Transfer of Reservation	20.00	20.00	Per cancellation/transfer*

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

**CITY OF COSTA MESA  
2007-2008 USER FEES AND CHARGES  
ADMINISTRATIVE SERVICES - RECREATION DIVISION**

FEE DESCRIPTION	CURRENT FEE	ADOPTED FEE Effective 3/1/08	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"	25.00	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	10.00	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  
2007-2008 USER FEES AND CHARGES  
ADMINISTRATIVE SERVICES - RECREATION DIVISION**

FEE DESCRIPTION	CURRENT FEE	ADOPTED FEE Effective 3/1/08	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
<b>Adams Room - Non-Resident Commercial</b>	205.00	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
<b>***Alcoves - Non-Resident Commercial</b>	35.00	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
<b>Baker Room - Non-Resident Commercial</b>	185.00	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
<b>Costa Mesa Room - Non-Resident Commercial</b>	225.00	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, Paularino, Capri &amp; Dakota *** Alcoves include Elden &amp; Wilson</b>			

**CITY OF COSTA MESA  
2007-2008 USER FEES AND CHARGES  
ADMINISTRATIVE SERVICES - RECREATION DIVISION**

FEE DESCRIPTION	CURRENT FEE	ADOPTED FEE Effective 3/1/08	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
<b>Hamilton Room - Non-Resident/Commercial</b>	<b>90.00</b>	<b>105.00</b>	Charge per hour, 2 hour minimum
**Seminar Rooms - Resident/Non-profit*	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
<b>**Seminar Rooms - Non-Resident/Commercial</b>	<b>85.00</b>	<b>100.00</b>	Charge per hour, 2 hour minimum
Victoria Room - Resident/Non-profit*	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
<b>Victoria Room - Non-Resident/Commercial</b>	<b>95.00</b>	<b>110.00</b>	Charge per hour, 2 hour minimum
<b>Additional Fees</b>			
Cancellation/transfer of Reservation	20.00	20.00	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</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

**CITY OF COSTA MESA  
2007-2008 USER FEES AND CHARGES  
ADMINISTRATIVE SERVICES - RECREATION DIVISION**

FEE DESCRIPTION	CURRENT FEE	ADOPTED FEE Effective 3/1/08	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
<b>Partial kitchen use - Resident&amp;Non-Resident/Comm</b>	-	<b>40.00</b>	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
<b>Lobby - Non-Resident/Commercial</b>	<b>50.00</b>	<b>60.00</b>	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
<b>Outdoor Patio - Non-Resident/Commercial</b>	<b>50.00</b>	<b>60.00</b>	Charge per hour, 2 hour minimum
Refundable Deposit (Costa Mesa & Adams Room)	500.00	500.00	Deposit per event
<b>Refundable Deposit (Victoria Room)</b>	-	<b>250.00</b>	Deposit per event
Refundable Deposit (All Other Rooms)	100.00	100.00	Deposit per event
<b>Refundable Deposit - All Rooms with Alcohol</b>	-	<b>750.00</b>	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  
2007-2008 USER FEES AND CHARGES  
ADMINISTRATIVE SERVICES - RECREATION DIVISION**

FEE DESCRIPTION	CURRENT FEE	ADOPTED FEE Effective 3/1/08	COMMENTS
<b>NEIGHBORHOOD COMMUNITY CTR. CONT.</b>			
<b>Additional fees cont.</b>			
<b>Waived Fee Charge (Costa Mesa &amp; Adams Rooms)</b>	\$ -	\$ 100.00	Fee per event per room per Council 100-7 (set-up costs)
<b>Waived Fee Charge (All Other Rooms)</b>	-	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	\$ 25.00	Price per event per number of cups
Coffee service (50 cups)	15.00	15.00	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	15.00	Price per use of each item
Video projector Rental	150.00	150.00	Price per event
Video projector (Deposit)	1,000.00	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
<b>*Weekday Monday - Friday. Weekday rates end Friday at 5:00 PM</b>			

**CITY OF COSTA MESA  
2007-2008 USER FEES AND CHARGES  
ADMINISTRATIVE SERVICES - RECREATION DIVISION**

FEE DESCRIPTION	CURRENT FEE	ADOPTED FEE Effective 3/1/08	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	100.00	200.00	Fee is per use
Resident & Non-Resident/Commerical 51 -150	200.00	300.00	Fee is per use
Resident & Non-Resident/Commerical 151 - 500	300.00	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  
2007-2008 USER FEES AND CHARGES  
ADMINISTRATIVE SERVICES - RECREATION DIVISION**

FEE DESCRIPTION	CURRENT FEE	ADOPTED FEE Effective 3/1/08	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	20.00	20.00	Deposit per key

**CITY OF COSTA MESA  
2007-2008 USER FEES AND CHARGES  
ADMINISTRATIVE SERVICES - TELECOMMUNICATIONS**

<b>FEE DESCRIPTION</b>	<b>CURRENT FEE</b>	<b>ADOPTED FEE</b> Effective 3/1/08	<b>COMMENTS</b>
Public Safety Comm. Tape	\$ 38.00	\$ 40.00	Hourly rate includes audiotape stock \$0.54
Video Tape Duplication	21.00	23.00	Rate includes videotape stock \$2.10

**CITY OF COSTA MESA  
2007-2008 USER FEES AND CHARGES  
CITY MANAGER - CITY CLERK**

<b>FEE DESCRIPTION</b>	<b>CURRENT FEE</b>	<b>ADOPTED FEE</b> Effective 3/1/08	<b>COMMENTS</b>
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	335.00	440.00	Name changed from Location Right of Way, fee/day
Municipal Code Book	105.00	110.00	Materials cost is \$70 per book
Municipal Code Supplement	33.00	35.00	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	100.00	105.00	Fee per staff time

**CITY OF COSTA MESA  
2007-2008 USER FEES AND CHARGES  
CITYWIDE**

<b>FEE DESCRIPTION</b>	<b>CURRENT FEE</b>	<b>ADOPTED FEE</b> Effective 3/1/08	<b>COMMENTS</b>
Rehearing/Appeal - Commission Decision	\$ 1,085.00	\$ 1,150.00	
Rehearing/Appeal - Other Staff	670.00	670.00	

**CITY OF COSTA MESA  
2007-2008 USER FEES AND CHARGES  
DEVELOPMENT SERVICES**

FEE DESCRIPTION	CURRENT FEE	ADOPTED FEE Effective 4/15/08	COMMENTS
<b><u>PLANNING</u></b>			
Administrative Adjustment	\$ 910.00	\$ 980.00	
Conditional Use Permit	1,450.00	1,470.00	
Conditional Use Permit - Minor	900.00	960.00	
Continued Public Hearing	465.00	490.00	Due to applicant's request or incomplete app.
Density Bonus Review	1,570.00	1,670.00	
Design Review	1,465.00	1,570.00	
Development Agreement	cost	cost	Minimum deposit is \$5,000
Dev Agrmt - Annual Rev Plan Comm.	1,280.00	1,350.00	
Dev Agrmt - Annual Review Council	1,690.00	1,785.00	
Development Review	810.00	870.00	
Environmental Impact Report	cost	cost	Consultant cost + 10%
Flood Ins/Zoning Confirmation Ltr	35.00	35.00	
Gen Plan Amendment - Screening	900.00	950.00	
General Plan Amendment	3,245.00	3,400.00	
Lot Line Adjustment	705.00	760.00	
Master Plan and Amend/Plan Comm	1,555.00	1,670.00	
Master Plan and Amend/Council	2,020.00	2,150.00	
Master Plan Amend/Zoning Adm	900.00	910.00	
Minor Design Review	580.00	620.00	
Mobile Home Park Conversion	4,000.00	4,150.00	
Mobile Home Park Tenant Relocation Report Review	1,450.00	1,450.00	
Negative Declaration	910.00	965.00	Or Consultant + 10%, whichever is greater
Offsite Haz. Waste Fac/Comm	cost	cost	consult cost + 10% (minimum \$1,000 deposit)
Offsite Haz. Waste Fac/Cond'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)

**CITY OF COSTA MESA  
2007-2008 USER FEES AND CHARGES  
DEVELOPMENT SERVICES**

FEE DESCRIPTION	CURRENT FEE	ADOPTED FEE Effective 4/15/08	COMMENTS
Planned Signing Program	\$ 570.00	\$ 605.00	
Planning Action Time Ext/Renewal	400.00	430.00	
Redevelopment Action	1,960.00	2,085.00	
Res Common Int Dev. Conversion	1,450.00	1,450.00	
Rezone	1,720.00	1,820.00	
Specific Plan Amendment	1,920.00	1,985.00	
Specific Plan Conformity Review	1,450.00	1,550.00	
Tenant Relocation Report Review (3rd Party)	cost	cost	Consult cost + 10% (Adopted August 2003)
Tract and Parcel Map	1,300.00	1,380.00	
Variance	1,495.00	1,600.00	
Zoning Admin. Time Ext/Renewal	320.00	345.00	
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	595.00	610.00	
Res Bldg Inspection (Per Unit)	100.00	110.00	
Report of Res Bldg (Per Unit)	30.00	35.00	
Removal of Signs/Public R-O-W	10.00	10.00	
Seasonal Agricultural Permit	30.00	30.00	

**CITY OF COSTA MESA  
2007-2008 USER FEES AND CHARGES  
FINANCE**

FEE DESCRIPTION	CURRENT FEE	ADOPTED FEE Effective 3/1/08	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	190.00	205.00	fee plus \$200 deposit for Christmas Tree Lot clean up
Fireworks Stand Permit	265.00	305.00	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 fi
Home Occupation Permit	45.00	45.00	One-time permit
Operator Permit	50.00	55.00	
Other Miscellaneous Permit	25.00	25.00	
Sidewalk/Parking Lot Sale Permit	45.00	45.00	
Solicitation Permit	140.00	150.00	
Special Event Permit	400.00	400.00	
Temporary Vendor Permit	25.00	25.00	

**CITY OF COSTA MESA  
2007-2008 USER FEES AND CHARGES  
FIRE (TRAINING FACILITY RENT)**

FEE DESCRIPTION	CURRENT FEE	ADOPTED FEE Effective 3/1/08	COMMENTS
<b>Hourly Rates:</b>			
Classroom	\$ 25.00	\$ 25.00	
Drafting Pit	30.00	30.00	
Drill Grounds Tower	30.00	30.00	
Confined Space Rescue Prop	30.00	30.00	
Burn Room with Tower	120.00	120.00	with instructor; includes liquid petroleum gas (LPG)
Ventilation Prop	50.00	50.00	plus lumber
Smoke Machine with Tower	75.00	75.00	includes smoke
<b>Daily Rates:</b>			
Classroom	150.00	150.00	
Drafting Pit	180.00	180.00	
Drill Grounds Tower	180.00	180.00	
Confined Space Rescue Prop	180.00	180.00	
Flashover Training	150.00	150.00	per evening - no instructor; plus lumber
Flashover Training	350.00	350.00	per evening - with instructor; plus lumber
Burn Room with Tower	720.00	720.00	with instructor; includes liquid petroleum gas (LPG)
Ventilation Prop	300.00	300.00	plus lumber
Smoke Machine with Tower	450.00	450.00	includes smoke

**CITY OF COSTA MESA  
2007-2008 USER FEES AND CHARGES  
FIRE**

FEE DESCRIPTION	CURRENT FEE	ADOPTED FEE Effective 3/1/08	COMMENTS
False Alarm	\$ 355.00	\$ 375.00	1st false alarm in 12 month period is free.
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.
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	325.00	350.00	Fee is per hour.
Paramedic, Non-Res - Adv	405.00	420.00	
Paramedic, Non-Res - Basic	250.00	260.00	
Unif Fire Code Permit - Initial	165.00	180.00	
Unif Fire Code Permit - Renew	40.00	45.00	
<b># OF HAZARDOUS MATERIALS DISCLOSURE FEES</b>			
1-2	370.00	370.00	
3-4	390.00	390.00	
5-6	415.00	415.00	
7-10	435.00	435.00	
11-14	460.00	460.00	
15-20	480.00	480.00	
21+	505.00	505.00	

**CITY OF COSTA MESA  
2007-2008 USER FEES AND CHARGES  
POLICE**

FEE DESCRIPTION	CURRENT FEE	ADOPTED FEE Effective 3/1/08	COMMENTS
Adult Establishment Permit	\$ 270.00	\$ 295.00	
Adult Practitioner Permit	270.00	295.00	
Adult Practitioner Renewal	170.00	185.00	
Clearance Letter	25.00	25.00	
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	180.00	195.00	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	270.00	
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	270.00	295.00	
Massage Establishment Renewal	170.00	185.00	
Massage Manager Exam	410.00	420.00	
Massage Manager Permit	270.00	295.00	
Massage Manager Renewal	170.00	185.00	
Massage Practitioner Permit	270.00	295.00	
Massage Practitioner Renewal	170.00	185.00	
Massage Practitioner Test	385.00	420.00	
Peddler/Solicitor Permit	65.00	70.00	Plus \$32 fingerprint fee paid to DOJ.
Photograph	45.00	45.00	\$35 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	170.00	185.00	

**CITY OF COSTA MESA  
2007-2008 USER FEES AND CHARGES  
PUBLIC SERVICES**

FEE DESCRIPTION	CURRENT FEE	ADOPTED FEE Effective 3/1/08	COMMENTS
Blueprints	\$ 5.00	\$ 5.00	Fee is per page.
Construction Access Permit	210.00	230.00	
Construction Dumpster Permit	40.00	40.00	Per site/2 weeks
Curb and Gutter Permit	340.00	365.00	
Curb Drain	280.00	305.00	
Drainage Fee:			Fee per acre set by MuniCode section 15-65.
Residential: Low	3,141.50	3,141.50	As amended by Council on 11/21/06
Medium	3,769.50	3,769.50	
High	5,026.00	5,026.00	
Commercial/Industrial	5,654.50	5,654.50	
Driveway Approach	400.00	425.00	
Encroachment Permit	430.00	465.00	
Final Map Check	85.00/hr	90.00/hr	Avg processing time is 25 hours.
Lane Closure Permit	205.00	220.00	
Oversize Load Permit	16.00	16.00	Max per CVC \$16/single trip fee; annual \$90
Public R/W Inspection	120.00	125.00	Fee is for staff time and starts after 2nd hr.
Sidewalk Permit	355.00	380.00	
Storm Drain Connection	395.00	425.00	
Street Cut - Arterial	360.00	390.00	
Street Cut - Local	275.00	300.00	
Street Improvement Plan Check	85.00/hr	90.00/hr	
Trash Hauler Permit Fee	585.00	610.00	Includes consultant cost & recycling program costs.
Utility Permit	245.00	265.00	
Vacation/Abandonment of R-O-W	150.00	150.00	Nonrefundable \$150 flat fee; Council approved 1/5/04
Wheelchair Ramp	340.00	365.00	

**CITY OF COSTA MESA  
USER FEES AND CHARGES  
FISCAL YEAR 2007-2008  
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 2007-2008  
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.

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

**CITY OF COSTA MESA  
USER FEES AND CHARGES  
FISCAL YEAR 2007-2008  
GLOSSARY**

**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.

**JAIL BOOKING FEE – HUNTINGTON BEACH** – Fee charged to female arrestees housed – 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).

**CITY OF COSTA MESA  
USER FEES AND CHARGES  
FISCAL YEAR 2007-2008  
GLOSSARY**

**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.

**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.

**CITY OF COSTA MESA  
USER FEES AND CHARGES  
FISCAL YEAR 2007-2008  
GLOSSARY**

**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.

**PARAMEDIC FEE - NON-RESIDENT (BASIC AND ADVANCED)** -- Fee charged for paramedic services to non-residents.

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

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

**CITY OF COSTA MESA  
USER FEES AND CHARGES  
FISCAL YEAR 2007-2008  
GLOSSARY**

**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.

**RESIDENT NON-COMMERCIAL** – Business not 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 2007-2008  
GLOSSARY**

**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.

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

**CITY OF COSTA MESA  
USER FEES AND CHARGES  
FISCAL YEAR 2007-2008  
GLOSSARY**

**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.



# CITY COUNCIL AGENDA REPORT

---

MEETING DATE: MAY 17, 2005

ITEM NUMBER:

**SUBJECT: PARK IN-LIEU IMPACT FEE ADJUSTMENTS**

**DATE: MAY 5, 2005**

**FROM: DEVELOPMENT SERVICES DEPARTMENT/PLANNING DIVISION**

**PRESENTATION BY: CLAIRE L. FLYNN, AICP, SENIOR PLANNER**

**FOR FURTHER INFORMATION CONTACT: CLAIRE L. FLYNN, AICP, SENIOR PLANNER  
(714) 754-5278**

---

## **RECOMMENDATION**

Adopt attached resolution to:

- 1) Find and determine the population density standard for single- and multiple-family dwelling units.
- 2) Adjust park impact fees over a three-year period, as shown in the table below.

	<b>July 16, 2005</b>	<b>July 16, 2006</b>	<b>July 16, 2007</b>
Single-Family Dwelling Unit	\$8,178	\$10,875	\$13,572
Multi-family Dwelling Unit	\$7,829	\$10,829	\$13,829

- 3) Apply adjusted park impact fees to residential subdivisions filed with the City on or after July 16, 2005.

## **BACKGROUND**

On April 12, 2005, City Council conducted a study session on the adjustment of park impact fees. The item was continued from the March 15, 2005 City Council meeting, (Staff report, Attachment 2). Supplemental information based on comments received at the study session is provided in the "Analysis" section of this report. As requested by Council, this report also includes a staff recommended approach to adjusting park impact fees.

## **ANALYSIS**

### **SUPPLEMENTAL INFORMATION REQUESTED AT STUDY SESSION**

#### ***Current Park Impact Fees of Orange County Cities***

The following table indicates park impact fees of other Orange County cities. Because cities vary in their approach to calculating park impact fees, and demographic and housing characteristics also differ from city to city, the following table is not a direct comparison of park impact fees.

<b>City</b>	<b>2005 Park Fee* (Per Unit)</b>
City of Santa Ana	Varies, up to \$4,823
City of Fullerton	\$6,510
City of Newport Beach	\$6,894
City of San Clemente	\$6,823
City of Brea	\$6,945
City of Laguna Hills	\$7,700
City of Orange	\$8,894
City of Seal Beach	\$10,000
City of Huntington Beach	\$11,400
City of San Juan Capistrano	\$11,600
City of Irvine	Fee varies based on acreage value of land to be dedicated. May be as low as \$1,150 per acre of land dedication.

*\*All fees shown have been in effect for at least two years, excluding Fullerton and Seal Beach for which the fees have been in effect for about a year. Thus, park fees for most of these cities may need to be updated in the short-term future (next 1-2 years).*

#### ***Appraisal of TeWinkle Park***

Council questioned the validity of using Heller Park as a representative neighborhood park. The M.A.I. certified appraiser has indicated that the appraisal of other neighborhood parks would likely result in comparable appraisal value per acre given that the same methodology would be used. On the other hand, TeWinkle Park was not evaluated because it is considered as a “community park” similar to Fairview Park. The appraiser will be present at the May 17<sup>th</sup> City Council meeting to answer any Council inquiries regarding his appraisal methodology.

#### ***Developments Subject to Park Impact Fees***

The following table describes residential projects that would be required to pay park impact fees:

<b>SUBJECT to Park Impact Fees</b>	<b>NOT SUBJECT to Park Impact Fees</b>
<ul style="list-style-type: none"> <li>• New common-interest condominium subdivisions</li> <li>• New single-family “detached” subdivisions</li> <li>• New townhouse “attached” subdivisions</li> <li>• New Live/Work Units</li> <li>• New condominiums in mixed-use developments</li> </ul>	<ul style="list-style-type: none"> <li>• New apartments</li> <li>• Conversion of apartments to condominiums (unless new additional units are added)</li> <li>• Granny units and accessory apartments</li> <li>• Single-family home remodels or additions</li> </ul>

***Determination of a “Pending Project”***

When adjusting park impact fees, Council shall also determine ***when*** the fees will be applied. Park impact fees may be applied to “pending projects,” or projects that have been filed with the City but have not been approved by Planning Commission. As an alternative, Council may wish to apply the adjusted park impact fees to residential subdivision applications which have been filed with the City on or after July 16, 2005.

***ALTERNATIVE METHODOLOGIES CONSIDERED***

Presented below are three alternatives to calculate the adjusted park impact fees.

<b>Methodology</b>	<b>Single-Family Residential</b>	<b>Multi-Family Residential</b>	<b>Estimated Effective Date</b>
Current Park Impact Fees	\$5,481.72	\$4,829.09	
<u>Methodology #1: Staff Recommendation</u> Use current methodology to apply adjusted Park Fees over a three year period	\$13,572	\$13,829	July 16, 2005
<u>Methodology #2: GPA/Code Amendments</u> Initiate a General Plan & Zoning Code Amendment to parkland per population ratio of 3.78 acres per 1,000 persons ratio, based on 2000 Census data.	\$12,043	\$12,271	January 13, 2006

Analysis of each methodology is provided below.

1. **Methodology #1 – Use current methodology to adjust park fees.** The City Attorney’s Office has determined that this methodology complies with State Law. Once the parkland per population ratio was adopted by City Council in the early 1990s, State Law does not require that this ratio be updated to incorporate subsequent U.S. Census data. Therefore, this methodology is consistent with State Law and would not require a General Plan or Zoning Code amendment.

Staff recommends implementation of Methodology #1, as follows:

- (a) Adjusted park fees shall be implemented over a 3-year period; and,
- (b) Adjusted park fees shall be applied to residential subdivision applications filed with the City on or after July 16, 2005.

Justification for this methodology is as follows:

- City Attorney’s Office has deemed the current methodology described in the Zoning Code is in compliance with State Law.
  - Application of current methodology would be consistent the City’s parkland per population ratio established in 1992.
  - Adjusted fees will become effective 60 days after final Council action (July 16, 2005).
  - Proposed phasing of impact fees over three years would allow a gradual increase in fees over a period of time. This would result in comparable park fees that are within the range of other Cities’ park fees.
2. **Methodology #2 – Initiate a General Plan and Zoning Code amendment to reduce parkland-to-population standard to 3.78 acres per 1,000 persons to reflect 2000 Census.** As requested at the Council study session, another methodology would involve reducing the parkland per population ratio (currently 4.26 acres per 1,000 persons). While State Law does not require the City to update the parkland per population ratio at this time, Council may wish to reduce this variable based on the 2000 Census and acreage of new parks added since the last update (e.g. Ketchum-Liebolt, Shalimar, and Hamilton Community Garden). This process would require a General Plan amendment and Zoning Code amendment to reflect the new rate. If a General Plan amendment were processed in November, the park fees would be effective in January, 2006.
  3. **Methodology #3 - Initiate General Plan Amendment and Zoning Code amendment to reduce parkland-to-population standard to 3.0 acres per 1,000 persons.** The Quimby Act establishes a maximum parkland-to-population ratio of 3 acres per 1,000 population, “unless the amount of neighborhood and community parkland within a community already exceeds that number.” Since the City’s actual parkland per population ratio is higher than this State standard, this methodology would not

maintain the City's current parkland ratio as new residential development occurs. As with Methodology #2, park fees would be effective in January, 2006.

### **ALTERNATIVES CONSIDERED**

Council has the following alternatives available for consideration of adjusting park fees.

1. Phasing the adjusted park impact fees over three years allowing the City's park impact fees to be within the range of other cities' fees. If Council agrees with this approach, staff recommends the following implementation schedule.

	<b>July 16, 2005</b>	<b>July 16, 2006</b>	<b>July 16, 2007</b>
Single-Family Dwelling Unit	\$8,178	\$10,875	\$13,572
Multi-family Dwelling Unit	\$7,829	\$10,829	\$13,829

2. Immediately increase to maximum allowable park fees of \$13,572 for single-family dwelling units and \$13,829 for multi-family dwelling units.
3. Retain the current fee schedule. State Law legislates a methodology capping the maximum fee a city may impose. While the City must conduct periodic review of the park impact fees, we are not required to increase the fee nor even impose a fee.

### **FISCAL REVIEW**

The fee adjustments would update the dedication and fee requirements to reflect 2000 Census data on population density standards and the 2005 Appraisal Report. Park in-lieu fees may only be spent on capital improvements in parks directly serving needs of the subdivision's residents.

### **LEGAL REVIEW**

Legal review is not required at this time.

### **CONCLUSION**

Changes to the park impact fee requirements reflect the following: (1) current average park land acquisition costs of residential land for neighborhood and community parks; and, (2) 2000 Census population density standards. Pursuant to State law and the Municipal Code, the City may increase its park impact fees to: \$13,572 per single-family residence and \$13,829 per multi-family residence. The methodology used in calculating these fees is based on the Quimby Act provisions of the State Subdivision Map Act, and the park fees only apply to new residential subdivisions. Park impact fees are not applicable to home remodeling, new home construction on an existing lot, or construction of apartments (excluding Sakioka Lot #1 pursuant to a development agreement), unless a subdivision map is needed.

---

CLAIRE L. FLYNN, AICP  
Senior Planner

---

KIMBERLY BRANDT, AICP  
Principal Planner

---

R. MICHAEL ROBINSON, AICP  
Asst. Dev. Svcs. Director

---

DONALD D. LAMM, AICP  
Deputy City Mgr. – Dev. Svcs. Director

Attachments:           1. Draft Resolution  
                              2. 3/15/05 City Council Report

cc:    City Manager  
       Assistant City Manager  
       City Attorney  
       Assistant City Attorney  
       Public Services Director  
       City Clerk  
       Staff (4)  
       File (2)

**RESOLUTION NO. 05-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, FINDING AND DETERMINING THE POPULATION DENSITY STANDARD FOR SINGLE- AND MULTIPLE-FAMILY DWELLING UNITS, AND AMENDING THE CURRENT PARK IMPACT FEE FOR NEW RESIDENTIAL SUBDIVISIONS WITHIN THE CITY OF COSTA MESA.**

THE CITY COUNCIL OF THE CITY OF COSTA MESA FINDS AND DECLARES AS FOLLOWS:

WHEREAS, California Government Code Section 66477 authorizes the legislative body of a City to require by ordinance the payment of fees in-lieu of the dedication of land for park and recreation purposes by residential subdividers;

WHEREAS, Objective OSR-1A.1 of the Costa Mesa 2000 General Plan establishes the park land-to-population ratio of 4.26 acres for every 1,000 residents;

WHEREAS, Chapter IX, Subdivisions, of Title 13 of the Costa Mesa Municipal Code sets forth provisions relating to the dedication of land and collection of park impact fees for park and recreation purposes by residential subdividers;

WHEREAS, the City Council is required to find and determine the population density standard for single- and multiple-family dwelling units for park fee and dedication purposes as set forth in Article 5, Park and Recreation Dedications, Section 13-254 of the Costa Mesa Municipal Code;

WHEREAS, the City Council reviewed the methodology related to calculating the park impact fees and establishing the required population density standards and park dedication and park impact fee requirements;

WHEREAS, the City Council shall establish park impact fees which reflect the average value of community and neighborhood park land within the community as set forth in Article 5, Park and Recreation Dedications, Section 13-256 of the Costa Mesa Municipal Code;

WHEREAS, a duly noticed public hearing was held by the City Council on May 17, 2005 where public testimony was received for and against the amended park impact fees;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Costa Mesa that the population density standards for single-family and multi-family dwelling units shall be set based on the 2000 U.S. Census Bureau data, as follows:

TYPE OF UNIT	POPULATION DENSITY STANDARD
Single-family residence	2.66 persons per unit
Multi-family residence	2.71 persons per unit

BE IT FURTHER RESOLVED that the adjusted park impact fees shall apply to residential subdivision applications filed with the City on or after July 16, 2005;

BE IT FURTHER RESOLVED that the park impact fee schedule for single-family and multi-family dwelling units shall be implemented on the following dates over the next three years, as follows:

	July 16, 2005	July 16, 2006	July 16, 2007
Single-Family Dwelling Unit	\$8,178	\$10,875	\$13,572
Multi-family Dwelling Unit	\$7,829	\$10,829	\$13,829

BE IT FURTHER RESOLVED that pursuant to State Law the above-fees shall go into effect no sooner than **60 days** after the Council action is final.

**PASSED AND ADOPTED this 17<sup>th</sup> day of May, 2005**

---

Mayor of the City of Costa Mesa



# **CITY COUNCIL AGENDA REPORT**

---

MEETING DATE: SEPTEMBER 20, 2005

ITEM NUMBER:

**SUBJECT: ANNUAL REVIEW OF THE TRAFFIC IMPACT FEE PROGRAM**

**DATE: SEPTEMBER 2, 2005**

**FROM: PUBLIC SERVICES DEPARTMENT - TRANSPORTATION SERVICES DIVISION**

**PRESENTATION BY: PETER NAGHAVI, TRANSPORTATION SERVICES MANAGER**

**FOR FURTHER INFORMATION CONTACT: PETER NAGHAVI, TRANSPORTATION SERVICES MANAGER, 714-754-5182**

---

## **RECOMMENDATION:**

Adopt the resolution (Attachment 1), and approve the following staff and Traffic Impact Fee Ad Hoc Committee recommendations:

1. Approve the updated traffic impact fee study recommending a citywide traffic impact fees of \$181 per Average Daily Trip (ADT);
2. Continue the incentive program for new developments by assessing traffic impact fees on an incremental basis for the first 100 trips; and
3. Approve the annual accounting of the citywide traffic impact fee program.

## **BACKGROUND:**

Pursuant to California Government Code Section 66000 et seq. and the Costa Mesa Municipal Code, a traffic impact fee study is required by the City to establish a basis for the imposition of citywide traffic impact fees on new and expanding developments within the City. The purpose of the fee is to fund the necessary transportation/circulation improvements which are related directly to the incremental traffic impacts imposed on the City's transportation system by the development of new and/or changing commercial, industrial, and residential uses as permitted by the General Plan, and to maintain compliance with the eligibility requirements of the Orange County Measure "M" Program (Measure "M").

The City Council has reviewed the citywide traffic impact fee program each year since the fee program was first adopted in 1993. The City Council, in July 1993 also approved the formation of an Ad Hoc Committee consisting of representatives from various stakeholders to work with staff on all aspects related to the revision and updating of traffic impact fees.

In January 1997, the City Council through resolution 97-15, approved an incentive program with reduced traffic impact fees for developments in the Newport Boulevard Specific Plan area that meet certain criteria. This incentive program was initially

approved for a 5-year term that expired in January 2002. However, during subsequent annual reviews, this incentive program was continued beyond the initial 5-year term.

In January 1999, the City Council approved a recommendation by the Traffic Impact Fee Ad Hoc Committee to establish an incentive for all new residential, commercial, and industrial developments in Costa Mesa. The incentive was based upon the assessment of traffic impact fees on an incremental basis for the first 100 trips generated by new developments.

The last **major update** of the traffic impact fee study was completed in April 2002. The update took into account the most recent land use and circulation information contained in the 2002 General Plan update. On April 15, 2002, the City Council adopted Resolution 02-27, approving a traffic impact fee of \$177 per Average Daily Trip (ADT). The City Council also approved a modified incentive program for new developments.

The most recent annual review of the traffic impact fee program was conducted by City Council in 2004, where the \$177 per ADT traffic impact fee was continued. The City Council and the Traffic Impact Fee Ad Hoc Committee at that time recognized that major review of the trip fee program should be initiated in the near future due to the following reasons:

- The Costa Mesa Transportation Model has been updated to be consistent with the Orange County Transportation Analysis Model (OCTAM) 3.1. This has resulted in changes to circulation needs that should be considered in the trip fee update.
- The City's request to downgrade Red Hill Avenue, and Arlington Drive have been approved by the Orange County Transportation Authority Board of Directors. Staff will be processing an amendment of the General Plan Circulation Element through the Planning Commission on September 26, 2005, and through the City Council on October 18, 2005, to recognize the downgrades of Red Hill Avenue and Arlington Drive.
- City staff is actively working with the City of Newport Beach and OCTA on the downgrade of East 17<sup>th</sup> Street. In addition, the possible future downgrade of the SR-55 Freeway extension needs to be considered in the traffic impact fee update.
- Several major transportation projects with significant City participation, including the I-405/SR-55 Transitway and the I-405/SR-73 Confluence project, are nearing completion.

A chronology of actions taken by the City Council on the traffic impact fee between the years of 1993 and 2004 is included in Attachment 2.

The City Council appointed an Ad-Hoc Committee consisting of members representing large and small developers, the Chamber of Commerce, citizens-at-large, as well as members representing the City Council and the Planning Commission to assist staff in the development and review of the traffic impact fee. The current Ad Hoc Committee members and their representation are:

Gary Monahan  
Bruce Garlich  
Ed Fawcett  
George Sakioka  
Kerry Smith  
Teresa McQueen  
Walter Davenport

City Council Liaison  
Planning Commission Representative  
Chamber of Commerce  
Major Developers Representative  
Small Developers Representative  
At-large member representing Costa Mesa residents  
At-large member representing Costa Mesa residents

## **ANALYSIS:**

A number of City arterials are now downgraded on the County's MPAH, and others are in process of being downgraded on the City's MPH and County MPAH. These include Arlington Drive, Red Hill Avenue, East 17<sup>th</sup> Street and the possible extension of the SR-55 Freeway south of 19<sup>th</sup> Street. Once adopted, these downgrades will affect the amount of traffic impact fees to be charged. Similarly, certain intersection improvements, based on the updated transportation model, could also affect the amount of traffic impact fee to be collected. Accordingly, the Ad Hoc Committee, together with staff, have reviewed all conditions and analyzed different trip fee scenarios.

The proposed General Plan circulation improvements identified in the new transportation model are included in Attachment 3, and form the basis for the traffic impact fee update.

The members of the Ad Hoc Committee and staff have met on a monthly basis since March 2005 to discuss the study methodology, assumptions, and results. The traffic impact fee study incorporated the following methodology based on discussions by the Ad Hoc Committee is included in Attachment 4.

Upon completion of operational needs studies it was determined that certain improvements that provide only marginal benefits, such as additional turn lanes, could be excluded from the traffic impact fee program. The revised list of improvements that were recommended for potential inclusion in the traffic impact fee program by the staff and approved by the Ad Hoc Committee are provided in Attachment 5.

Six variations of the traffic impact fee analysis were conducted. The resultant traffic impact fee for the six options ranged from \$164 to \$300 per Average Daily Trip (ADT) depending on the improvements included. The calculations for these options are provided in Attachment 6.

Based on review of all options, the Ad Hoc Committee with staff concurrence recommended that Option 5, which excludes the Del Mar Avenue and Wilson Street widenings, should be the basis of the traffic impact fee. This option will result in a traffic impact fee of \$181 per Average Daily Trip as the City's traffic impact fee.

The Ad Hoc Committee further recommended continuation of the current incentive program for the first 100 trips of new developments.

California Government Code Section 66001(d) requires an annual review, findings, and accounting of the citywide traffic impact fee program. Attachment 7 depicts the opening balance, the ending balance on June 30, 2005, interest earned, revenues, expenditures, and unexpended funds from the citywide traffic impact fee account. This exhibit also

shows that there are no funds unexpended or uncommitted in the account five or more years after deposit and that no administrative costs have been charged to the fee account.

As required by the Government Code, the updated Capital Improvement Plan (CIP) is contained in the 2005 traffic impact fee study. The traffic impact fee account information including the interest earned, shown in Attachment 6, is available for public review.

### **ALTERNATIVES CONSIDERED:**

The City Council has the option to choose a traffic impact fee rate anywhere in the range of \$164 per ADT to \$300 per ADT, based on the most recent traffic impact fee analysis. An additional alternative is to not have a traffic impact fee program at all. This alternative, however, would make the City ineligible to receive funds from any of the competitive grant programs processed through the Orange County Transportation Authority's Combined Transportation Funding Programs. The City would, however, continue to receive Measure 'M' turnback funds.

The City Council also has the option of modifying or suspending the incentive program for new developments.

### **FISCAL REVIEW:**

Adoption of the recommended "Option 5" would result in elimination of the Del Mar Avenue widening and Wilson Street widening, west of Harbor Boulevard, from the traffic impact fee program. In addition, the traffic impact fees fund only a portion of the required citywide improvements and alternative funding sources such as Measure M, federal funds and other City funds may be needed to fully fund the transportation improvements as required in the General Plan Circulation Element.

The continuation of incentives for new development projects will result in a decrease in traffic impact fee revenues. The total amount of incentives in any year would be difficult to estimate. However, based on development projects approved over the past several years, staff has estimated that on an annual basis the total amount of incentives would be approximately \$75,000. Given that the proposed incentive program may be effective until the next annual update, and that it is unlikely that new development projects will trigger the need for circulation improvements based on existing traffic conditions, it is not necessary to identify an alternate funding source at this time. The "incentive" shortfall will be added to the City-funded portion. If the incentive program is made permanent in the future, further analysis may be necessary to identify a funding source, other than Measure 'M' funds, to complete circulation improvements attributed to new development projects.

### **LEGAL REVIEW:**

The City Attorney's Office has reviewed and approved the draft resolution (Attachment 1) for establishing the City's traffic impact fee, and for continuing the incentive program for all new developments in Costa Mesa by assessment of traffic impact fees on an incremental basis.

## **CONCLUSION:**

The Citywide Traffic Impact Fee was last updated in April 2002, taking into account the land uses contained in the updated General Plan. In 2003, the City of Costa Mesa initiated and completed an update of the City's transportation model to be consistent with the OCTA regional model OCTAM 3.1. In addition, several major transportation improvement projects are near completion and significant changes to arterial classifications are either approved or under consideration for downgrade. These changes are addressed in the traffic impact fee update conducted in 2005. Staff has worked with the Ad Hoc Committee over the past few months and has developed several options for traffic impact fee. Based on the analysis, staff and Committee recommend a traffic impact fee of \$181 per ADT as the new Citywide Traffic Impact Fee. Staff requests approval of the attached resolution confirming the Ad Hoc Committee recommendation for the traffic impact fees, and the annual accounting of the traffic impact fee funds.

---

**PETER NAGHAVI**

Transportation Services Manager

---

**WILLIAM J. MORRIS**

Director of Public Services

---

**MARC PUCKETT**

Director of Finance

DISTRIBUTION: City Manager  
Deputy City Clerk  
Deputy City Manager – Dev. Svcs.  
Director of Public Services  
Staff  
File

ATTACHMENTS: 1 [Traffic Impact Fee Resolution](#)  
2 [Chronology of City Council Actions](#)  
3 [Proposed General Plan Circulation Improvements](#)  
4 [Ad Hoc Committee Methodology](#)  
5 [Improvements to be Included in the Traffic Impact Fee Program](#)  
6 [Traffic Impact Fee Calculation](#)  
7 [Traffic Impact Fee Accounting Summary](#)



*City of Costa Mesa Building Division*  
**PERMIT PROCESSING CENTER**  
**PUBLIC SERVICES-TRANSPORTATION**  
**TRAFFIC IMPACT FEE SCHEDULE**

All new or expanded residential, commercial, and industrial developments in Costa Mesa are required to pay one or more of the traffic impact fees for the purpose of the construction of needed transportation improvement projects. These “one-time” fees are assessed based on the location and the trip generation characteristics of the development project. The traffic impact fee calculation is based on the net increase in traffic resulting from an approved development or expansion.

Two transportation improvement fee programs applicable to development projects in Costa Mesa are as follows:

- **Citywide Traffic Impact Fee**
- **San Joaquin Hills Transportation Corridor Fee**

Each of the programs are described in more detail below.

**CITYWIDE TRAFFIC IMPACT FEE**

The Citywide Traffic Impact Fee is assessed on an incremental basis. The fee is based on the net increase in traffic generation as shown in the table below.

<b>AVERAGE DAILY TRIP ENDS (ADT)</b>	<b>TRAFFIC IMPACT FEE</b>
0 to 25 ADT	\$0/ADT
26 to 50 ADT	\$50/ADT for incremental trips exceeding 25 ADT
51 to 75 ADT	\$75/ADT for incremental trips exceeding 50 ADT
76 to 100 ADT	\$100/ADT for incremental trips exceeding 75 ADT
101 ADT or more	\$181.00 per average daily trip

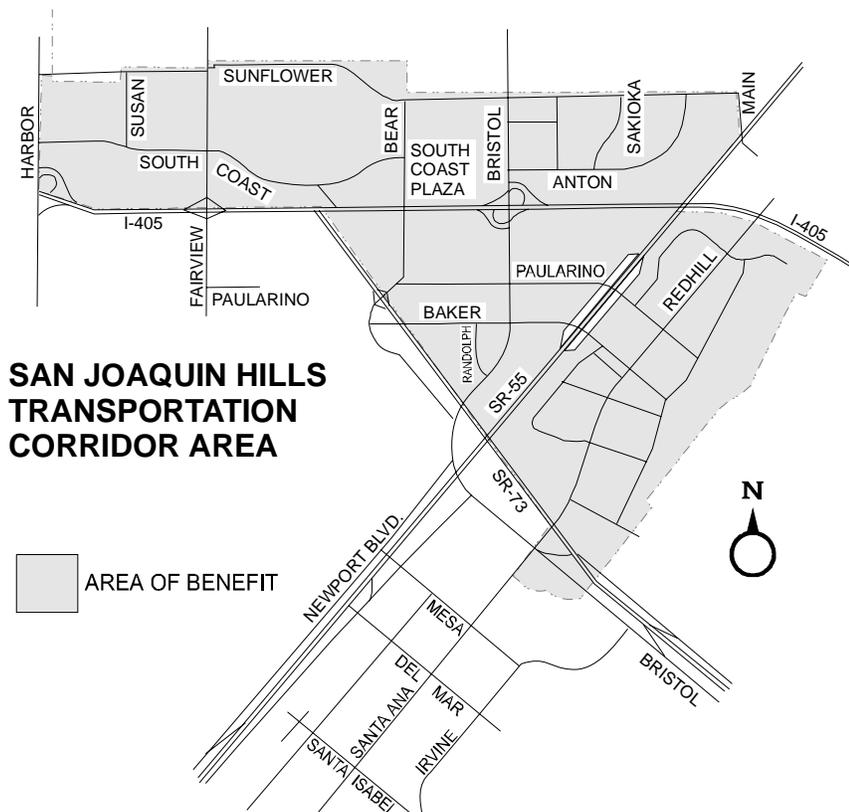
For the determination of the appropriate incremental traffic impact fee rate, the existing ADT (if applicable) plus the proposed new ADT are combined together. The traffic impact fee is assessed on the increased number of average daily trips generated by the proposed project.

The above fee schedule is effective November 21, 2005 and is subject to annual review and adjustment.

This fee is applicable to all new or expanded residential, commercial, and industrial developments in Costa Mesa and is due prior to the issuance of Certificate of Occupancy or other applicable permit. For additional information regarding traffic generation rates for various land uses, applicable credits, and fee payment plan, contact the Transportation Services Division at (714) 754-5185.

# SAN JOAQUIN HILLS TRANSPORTATION CORRIDOR FEE

The San Joaquin Hills Transportation Corridor Agency assesses a fee for all new developments within a defined Area of Benefit to meet the cost of construction of the SR-73 San Joaquin Hills Toll Road. The City acts as the collection agent and forwards this fee to the Transportation Corridor Agency. The following map depicts that portion of the City located within the Area of Benefit.



The San Joaquin Hills Transportation Corridor Fee is assessed based upon the following schedule.

Single Family Residential	\$ 3,242.00	per dwelling unit
Multi-Family Residential	\$ 1,892.00	per dwelling unit
Non-Residential	\$ 4.14	per square foot

The above fees becomes **EFFECTIVE JULY 1, 2007-JUNE 30, 2008** and is due and payable upon issuance of building permits. This fee cannot be deferred until issuance of the certificate of occupancy as is done with the City Traffic Impact fee. Further, **the fee cannot be prepaid.** The amount due must be calculated at the rate in effect on the day when the building permit is issued, and must accurately reflect the square footage or number of dwelling units associated with the permit. The attached map identifies the portion of the City where the San Joaquin Hills Transportation Corridor fee is applicable. For additional information contact the Transportation Services Division at (714) 754-5185