

**COST DOCUMENTATION FOR
PROPOSED FEE CHANGES FY 2019-2020**

Cost Documentation for Proposed Fee Changes

| COMMUNITY & ECONOMIC DEVELOPMENT Planning Division | Current Fee | Proposed Fee/Change |
|---|--------------------|----------------------------|
| Public Noticing Fee (with Legal Ad) | N/A | \$ 345.00 |

Justification: A Legal Notice Advertisement in the local newspaper is required for all Planning entitlement cases. In addition, businesses and/or residences within a specific radius of a project location must be given written notice of the entitlement details and public hearing date before the Planning Commission meeting.

The proposed fee is needed to recover the direct costs incurred by the City to run the legal notice in the newspaper, and for postage and printed materials. These costs are not already included in the entitlement fee.

Actual City Costs

| Title | Total |
|---|--------------|
| Legal Ad/Notice (average cost per notice) | \$ 229.14 |
| Postage (average cost per distribution) | \$ 109.43 |
| Printed Materials (average cost per distribution) | \$ 7.91 |

Total Cost \$ 346.49

| COMMUNITY & ECONOMIC DEVELOPMENT Planning Division | Current Fee | Proposed Fee/Change |
|---|--------------------|----------------------------|
| Neighborhood/Community Meeting Fee | N/A | \$450.00 |

Justification: Certain proposed planning entitlement projects necessitate communication with and feedback from the neighborhood/community. Such meetings require staff coordination and noticing of businesses and/or residences within a certain radius of the project. The costs for these meetings are not included in the entitlement fee. Meetings are not mandatory.

The proposed fee is needed to recover the costs for the staff hours required to prepare the public notices and to attend/facilitate the evening meeting, and for the cost of postage and materials.

Actual City Costs

| Title | Hourly Rate | Estimated Hours | Total Cost |
|---|--------------------|------------------------|-------------------|
| Planner | \$ 91.09 | 4.00 | \$ 95.09 |
| Planning Services Manager | \$ 138.00 | 2.00 | \$ 276.00 |
| Postage (average cost per distribution) | | | \$ 109.43 |
| Printed Materials (average cost per distribution) | | | \$ 7.91 |

Total Cost \$ 488.44

Cost Documentation for Proposed Fee Changes

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|---|--------------------|---|
| POLICE SERVICES Other Police Fees/Services Other Police Services | Current Fee | Proposed Fee /Change |
| Pool Room Permit | N/A | \$ 350.00 |
| Pawnbroker Permit | N/A | \$ 350.00 |
| Secondhand Dealer/Solicitor Permits | \$34.50 | Change to: Secondhand Dealer Permit \$350.00 |

Justification: GGMC requires a regulatory permit (along with a business license) for the operation of pool rooms, pawnshops and secondhand dealer businesses. While the permit requirement has been in the GGMC for many years, the City has not established a fee to recover the costs for its administration by the police and finance departments.

The proposed fee is needed to recover costs for the number of staff hours required to verify and review information on applications and livescans, research and/or inspect locations, and generate permit renewal notifications. Staff plans to propose incremental fee increases during the next two years to achieve full cost recovery.

Staff recommends updating the description of the Secondhand Dealer/Solicitor Permit fee to "Secondhand Dealer Permit," as the Solicitor permit is separately listed in the Fees Schedule.

Actual City Costs

| Title | Base Hourly | Estimated Hours | Total Cost |
|---------------------------|-------------|-----------------|------------|
| Senior Account Specialist | \$ 54.29 | 0.75 | \$ 40.72 |
| Police Sergeant | \$ 151.69 | 2.00 | \$ 303.38 |
| Police Records Specialist | \$ 55.95 | 2.00 | \$ 111.90 |
| Police Chief | 274.89 | 0.50 | \$ 137.45 |

Total Cost \$ 593.44

| | | |
|---|--------------------|-----------------------------|
| POLICE SERVICES Other Police Fees/Services Other Police Services | Current Fee | Proposed Fee /Change |
| Massage Operator Permits | \$290.00 | \$625.00 |

Justification: GGMC requires a regulatory permit for all businesses that offer full body massage to the public.

The proposed fee is needed to achieve cost recovery for the number of staff hours required to verify and review information on applications and livescans, research and/or inspect locations, and generate permit renewal notifications.

Actual City Costs

| Title | Base Hourly | Estimated Hours | Total Cost |
|---------------------------|-------------|-----------------|------------|
| Senior Account Specialist | \$ 54.29 | 2.00 | \$ 108.58 |
| Police Officer (Sworn) | \$ 151.69 | 2.00 | \$ 303.38 |
| Police Records Specialist | \$ 55.95 | 2.00 | \$ 111.90 |
| Police Chief | 274.89 | 0.50 | \$ 137.45 |

Total Cost \$ 661.31