

**Summary of FY 2021-2022
Proposed Miscellaneous Fees Schedule Changes**



Proposal to Delete Miscellaneous Fees FY 2021-22



Proposals to Delete Fees FY 2021-22

Library Services Agency

	Fee		Existing Fee	Proposed Fee
1	Compact Discs—Overdue/Loss of Use Fee - -	Per Day Maximum	0.25 15.00	DELETE DELETE
2	Audio books—Overdue/Loss of Use Fee - -	Per Day Maximum	0.25 15.00	DELETE DELETE
3	Video Cassettes / DVDs—Overdue/Loss of Use Fee *Not to exceed \$15	Per Day Maximum	1.50 Actual Cost*	DELETE DELETE
4	Regular Books & Multi-Media Kits—Overdue/Loss of Use Fee (Includes adult books and children books) *Not to exceed \$15	Per Day Maximum -	0.25 Actual Cost* -	DELETE DELETE
5	Magazines—Overdue/Loss of Use Fee - -	Per Day Maximum	0.25 Actual Cost	DELETE DELETE
6	Paperbacks—Overdue/Loss of Use Fee (\$10 or Actual Cost whichever is less)	Per Day Maximum	0.25 -	DELETE
7	Jetpacks (Hotspots)—Overdue/Loss of Use Fee (\$100 or Actual Cost whichever is less)	Per Day Maximum	2.00 -	DELETE
8	Compact Discs/Rental —————Children's	Per 2-Week Per 2-Week	0.50 0.25	DELETE DELETE
9	DVD/Video Cassettes / Rental - Entertainment - Instructional & Non-Fiction - Children's Entertainment	- Per 2-Weeks Per 2-Weeks Per 2-Weeks	- 2.00 No-Charge 1.00	DELETE DELETE DELETE
10	Lost/Damaged Catalogued Materials Process Fee Replacement Cost Plus overdue charges if incurred	 Each 	 10.00 Actual Cost	 DELETE Actual Cost
11	Lost/Damaged Uncatalogued Materials Process Fee Replacement Cost Plus overdue charges if incurred	 Each 	 7.00 Actual Cost	 DELETE Actual Cost

20	<p>Nonresident Library Card for Employees of Santa Ana Businesses To be consistent with Resolution 63-204: Fixed Charge for Nonresidents. One Day Library Pass</p> <p>Digital Services Photograph Request—Non-Commercial Use jpeg images from online catalog for personal use Tiff files/prints from existing scan Image from previously unscanned material Image for Commercial Use Compact Disc Fee</p>	<p>Per Card/Year</p> <p>Per Day</p> <p>Per Image Per Image Per Image Per Image Per Disc</p>	<p>0.00</p> <p>15.00</p> <p>Free 5.00 15.00 25.00 1.00</p>	<p>DELETE</p> <p>DELETE</p> <p>DELETE DELETE DELETE DELETE DELETE</p>
21	Interlibrary Loan Fee	Per Request	5.00	DELETE

Proposed New Miscellaneous Fees FY 2021-22



Proposed New Miscellaneous Fees FY 2021-22

Library Services Agency

1. **Digital Services Photograph Request**

Existing Fee: None
Proposed Fee: \$10.00

This fee will be charged to the public for providing digital images

2. **Intellectual Property Rights of the Library**

Existing Fee: None
Proposed Fee: Commercial Use \$75.00 / Non-Profit Use \$10.00

This fee will be charged to the commercial/non-profit groups for providing use of intellectual property managed by the Library.

Planning and Building Agency

1. Historic Property Listing Qualification Review

Existing Fee: None
Proposed Fee: \$283.03

The Historic Property Listing Pre-Application fee will reimburse the City for staff time currently spent researching properties to determine if a property is eligible for listing on the historic register before the formal application is accepted for processing. This fee will be a non-refundable deposit toward the Historic Register Categorization/Application fee.

2. Public Hearing Notice Re-Publication Fee

Existing Fee: None
Proposed Fee: \$216.41

This fee will cover the cost of publication for development projects that go to City Council. Publications can include the OC Reporter, OC Register, and La Opinion.

3. Electronic Plan Submittal Fee

Existing Fee: None
Proposed Fee: \$25.00

This fee will be a one-time charge at initial plan submittal for the use of our electronic plan review system.

Police Department

1. Vehicle Report of Repossession Fee

Existing Fee: None

Proposed Fee: \$15.00

This fee will cover the cost of processing the receipt and filing of the report of vehicle repossession, pursuant to Section 28 of the Vehicle Code before the vehicle may be redeemed by the debtor. This report and fee is necessary so that there is a record of when a lending institution has had a vehicle repossessed and there is a record that distinguishes it from a stolen vehicle. Government Code Section 41612 caps this fee at \$15.00.

Proposals to Modify Existing Fees FY 2021-22



Proposals to Modify Existing Fees FY 2021-22

Clerk of the Council

1. Postage Charges [All Dept.]

Existing Fee: None
Proposed Fee: At cost

This fee will be charged for any requests to mail out parcels and letters.

2. City Charter (Over the Counter and Mailed Requested)

Existing Fee: \$16.05
Proposed Fee: At cost

This fee will be charged for the City Charter per Government Code 6253(B) Except with respect to public records exempt from disclosure by express provisions of law, each state or local agency, upon a request for a copy of records that reasonably describes an identifiable record or records, shall make the records promptly available to any person upon payment of fees covering direct costs of duplication, or a statutory fee if applicable. Upon request, an exact copy shall be provided unless impracticable to do so.

3. Fair Political Practice Commission (FPPC) Statements

Retrieval Fee for Statements 5 years of age or over

Existing Fee: \$5.39
Proposed Fee: \$5.00

Copy Charge for Statements

Existing Fee: \$.11
Proposed Fee: \$.10

These fees will be charged to retrieve statements which are 5 years or over; and/or for current statements per FPPC (<http://www.fppc.ca.gov/learn/guidance-for-filing-officers-/guidance-for-filing-officers.html>)

Providing Public Access and Reproduction Charges

All campaign statements filed pursuant to the Act are public documents and must be available for public inspection and reproduction during regular business hours no later than the second business day after they were received.

No conditions may be imposed on persons desiring to inspect or reproduce campaign statements, and no information or identification may be required from such persons. A filing officer should provide copies of statements for viewing purposes rather than the originals. When a copy of a statement is requested, an unredacted copy must be provided.

Copies must be provided at a charge not to exceed 10 cents per page. In addition, filing officers may charge a retrieval fee of up to \$5 per request for copies of statements that are five years or older. A single request for more than one report or statement is subject to one retrieval fee. Copies may be provided free of charge.

4. DVD of Council Meetings

Existing Fee: \$6.17

Proposed Fee: At cost

This fee will be charged for DVDs of Council Meetings. Per Government Code 6253(B) Except with respect to public records exempt from disclosure by express provisions of law, each state or local agency, upon a request for a copy of records that reasonably describes an identifiable record or records, shall make the records promptly available to any person upon payment of fees covering direct costs of duplication, or a statutory fee if applicable. Upon request, an exact copy shall be provided unless impracticable to do so.

Finance & Management Services Agency

1. Dog License Fees

Existing Fee:

Regular (Unaltered)	Each Dog	\$111.91
Puppy (Between 4-6 MOS)	Each Dog	\$30.22
Spayed/Neutered*	Each Dog	\$30.22
Senior Citizen**	Each Dog	\$15.10
Replacement Tag	Each Dog	\$3.36
Late Fee***	Each Dog	\$39.18

* To receive a discount rate for a spayed or neutered dog, customer must provide a copy of the sterility certificate or signed statement of sterility from a licensed veterinarian.

** To receive the senior citizen discount rate, customer must be 65 years of age or older (proof of age is required). Dog must be spayed/neutered.

*** Dog licenses and rabies vaccination should be obtained within (15) fifteen days after the dog reaches the age of (4) four months or after moving into the City of Santa Ana. Otherwise, a LATE FEE will be assessed.

Proposed Fee:

Regular (Unaltered)	Each Dog	\$159.00
Puppy (Between 4-6 MOS)	Each Dog	\$28.00
Spayed/Neutered*	Each Dog	\$28.00
Senior Citizen**	Each Dog	\$14.00
Replacement Tag	Each Dog	\$9.00
Late Fee***	Each Dog	\$48.00

* To receive a discount rate for a spayed or neutered dog, customer must provide a copy of the sterility certificate or signed statement of sterility from a licensed veterinarian.

** To receive the senior citizen discount rate, customer must be 65 years of age or older (proof of age is required). Dog must be spayed/neutered.

*** Dog licenses and rabies vaccination should be obtained within (15) fifteen days after the dog reaches the age of (4) four months or after moving into the City of Santa Ana. Otherwise, a LATE FEE will be assessed.

These fees are charged for dog licenses. There are no proposed increases or decreases, Dog License Fees in the Miscellaneous Fee Schedule need to be amended to coincide with the County

of Orange dog licensing rates, as the City is contractually required to follow the dog licensing rates set by the Orange County Board of Supervisors.

2. Return Payment Service Fee

Existing Fee: \$25.92 1st Returned Item
\$36.28 Each Subsequent Item

Proposed Fee: \$25.00 1st Returned Item
\$35.00 Each Subsequent Item

These fees are charged for return payment services. There are no proposed increases or decreases, under California Civil Code Section 1719, the drawer will be required to pay the payee (1) the amount indicated on the check and (2) a statutory service charge for an amount not exceeding \$25 for the first check, and for an amount not exceeding \$35 for each subsequent check.

Library Services Agency

1. Newspaper Search Fee

Existing Name: Newspaper Search Fee
Proposed Name: Newspaper Microfilm/Historical Research

Fee name updated to reflect a more accurate description of service.

Existing Fee: \$20.00 per search
Proposed Fee: \$30.00 2 hour minimum / \$15.00 each additional hour

Due to varying types of requests, staff determined the that proposed rate structure better reflects the time commitment needed for fulfilling these requests.

Parks, Recreation and Community Services Agency

1. Roosevelt/Walker Community Center [All Dept. B]

		<u>ADOPTED 20/21</u>	<u>PROPOSED 21/22</u>
		FEE	FEE
Group 1-City Sponsored		0	0
Group 2-Resident/ Non-Profit	Per Hour	20	20
Group 3-Non-Resident/ Non-Profit	Per Hour	41	20
Group 4-Resident/ Profit	Per Hour	31	31
Group 5-Non-Resident/ Profit	Per Hour	62	31

Due to funding source used for construction of the facility, fees for this location cannot be different based on residency. Reducing non-resident fees to equal resident fees.

2. Willard Intermediate Sports Field

		<u>ADOPTED 20/21</u>	<u>PROPOSED 21/22</u>
		FEE	FEE
Non-Resident/Profit	Per Hour	50	16
Non-Resident/Non-Profit	Per Hour	34	8
Resident/Profit	Per Hour	16	16
Resident/Non-Profit	Per Hour	8	8

Due to funding source used for construction of the facility, fees for this location cannot be different based on residency. Reducing non-resident fees to equal resident fees.

Planning and Building Agency

1. Project and Environmental Contract Administration

Existing Name: 10% of Consultant Fee (for Environmental Impact Report and Negative Declaration)

Existing Fee: 10%

Proposed Fee: 15%

Account: 05316002-53607 Project and Environmental Contracts – Consultant (At Cost)

01116002-53607 Project and Environmental Contracts Administration (15% of Consultant Fee)

For planning projects that require consultant services, the City current charges a 10-percent environmental contract administration fee, which is 10% of the consultant's full contract price for development projects. The proposed Project and Environmental Contract Administration Fee would replace the current fee with a 15-percent fee, which is the percentage of staff time to process these services and is more consistent with other large jurisdictions and would broaden the scope of the fee to cover other contractual services, such as legal services hired by the City for specific development projects. The average development project amount is \$30,000. In-house fees would remain the same and will not be affected.

2. Microfilm Records

Existing Account: 51601

Proposed Account: 57770

This modification is to change the account for Microfilm Records to 57770 (sale of maps/documents) to better track revenue collected for copies and sales of documents.

Public Works Agency

Revenue Account Changes

CURRENT REVENUE ACCOUNT	PROPOSED FY 21/22 REVENUE ACCOUNT	DEPARTMENT/MISCELLANEOUS FEE OR SERVICE	UNIT	FEEES
01117002-53741	10117002-53740	Small Cell Application Fee for City Facilities	Per application/location	1,741.79
TBD	05317002-51708	CIP Construction Permit Deposit		\$349.19 + up to 8.75% of Contract Amount
08617002-57770	10117002-57770	City Street Map (22"X29") First Map Additional	Each Each	4.44 4.44
08617002-57770	10117002-57770	Water System Map (62"X78")	Each	12.94
08617002-57770	10117002-57770	Sewer System Map (62"X78")	Each	12.94
08617002-56305	10117002-56305	Telecommunications Facility Application	Each	1,196.63
08617002-56305	10117002-56305	Accelerated Plan Check for Public Improvements	Per Hour	278.02
08617002-56305	10117002-56305	Traffic Analysis/Studies Plan Check	Per Hour	256.95
08617002-56305	10117002-56305	Improvement Plan Check NOTE: Street, Storm Drain, Traffic, Grading, Sewer And Water Plan Check and Storm Drain, Sewer, Water And Related Studies.	Per Hour	208.20
08617002-56305	10117002-56305	Surface Drainage Plan Check	Per Hour	205.20

CURRENT REVENUE ACCOUNT	PROPOSED FY 21/22 REVENUE ACCOUNT	DEPARTMENT/MISCELLANEOUS FEE OR SERVICE	UNIT	FEES
08617002-56305	10117002-56305	Improvement Standard Plans/Specifications Storm Drains Street Improvements Sanitary Sewers Water Improvements Revision within 1 year	Set Set Set Set	15.08 19.39 15.08 25.84
08617002-56305	10117002-56305	Tract Map – Final	Per Hour	208.20
08617002-56305	10117002-56305	Parcel Map – Final	Per Hour	208.20
08617002-56305	10117002-56305	Lot Line Adjustment/Lot Merger	Per Hour	208.20
08617002-56305	10117002-56305	Certificate of Compliance	Per Hour	208.20
08617002-56305	10117002-56305	Certificate of Correction	Per Hour	208.20
08617002-56305	10117002-56305	Covenants, Conditions, & Restrictions; Agreements and Miscellaneous Checking	Per Hour	208.20
08617002-57790	10117002-57790	Abandonment Processing Summary Non-Summary	Per Application Per Application	2,083.19 6,249.58
08617002-57006	10117002-57006	Citywide Bicycle Locker Program Application Processing Security Deposit Key Replacement Lock Replacement Damage/Repair Fee	Per Fiscal Year One-time, Refundable Per Key Per Lock Each	9.73 97.21 29.18 155.55 58.32

All Departments – Public Works Agency

Miscellaneous Fee Name Changes [All Dept. B]

REVENUE ACCOUNT	FY 2020 – 2021 DEPARTMENT/MISCELLANEOUS FEE OR SERVICE	NEW FY 2021-2022 DEPARTMENT/MISCELLANEOUS FEE OR SERVICE
06717002-57960	Lobby Cleaning Deposit	SARTC Lobby Cleaning Deposit
06717002-57960	Courtyard Cleaning Deposit	SARTC Courtyard Cleaning Deposit