



BOARD MEETING AGENDA SUBMITTAL

TO: GCSO Board of Directors

FROM: Peter Kampa, General Manager

DATE: November 10, 2020

SUBJECT: Agenda Item 6C. Adoption of a Resolution Approving an Updated and Amended Miscellaneous Fee Schedule Adding Fees and Deposits Related to the District Encroachment Permit Process

RECOMMENDED ACTION:

Staff recommends the following action:

I move to adopt Resolution 50-2020 approving an updated and amended Miscellaneous Fee Schedule adding Fees and Deposits related to the District Encroachment Permit process.

BACKGROUND:

The District is required by state law to appropriately charge for its services provided based on a reasonable nexus between the fee charged and the benefit or service received. There are many discretionary services requested and or received by customers at the effort and cost of District staff. These services are not received by all customers universally as a condition of property ownership and are truly available at the discretion of the customer, therefore the procedural requirements of Proposition 218 do not apply.

In 2018, we adopted a miscellaneous fee schedule and began charging customers directly for discretionary services they receive from the District. We have found that several additional services are regularly requested such as encroachment permits and easement abandonments involving dedication of new easement, which require significant staff and engineering effort to complete. Also, contained in our 2010 development policies are deposit and application fee amounts that were not included in the prior adopted fee schedule.

The attached fee schedule includes the proposed new and amended fees, deposits and also the changes in monthly rates and charges previously adopted by separate resolution. Changes are shown in underline and strikeout text for clarity.

ATTACHMENTS:

1. Proposed Fee Schedule
2. Resolution 50-2020

FINANCIAL IMPACT:

None

GROVELAND COMMUNITY SERVICES DISTRICT

Fee Schedule for Fiscal Year ~~2018-2019~~2020-2021

WATER AND SEWER MONTHLY CHARGES

Water Monthly Fixed Rate Service Charges		
Meter Size	EMU Ratio	Monthly Charge
5/8-3/4-inch	1.0	\$39.64
1.0 inch	1.6	\$63.43
1.5 inch	2.6	\$103.07
2.0 inch	3.5	\$138.74
3.0 inch	5.5	\$218.02
4.0 inch	7.8	\$309.19

Water Usage Variable Rate Charges		
Gallons Used per Month	Usage Charge per Gallon	Usage Rate Category
0 to 3300	.00765	Baseline Usage Rate
>3300	.01514	Peak Demand Usage Rate

Sewer Monthly Fixed Rate Service Charges	
Residential	Commercial
\$83.59	\$83.59

Sewer Usage Variable Rate Charges per Gallon	
Residential	Commercial
.01099	.01765

ADMINISTRATIVE SERVICE FEES

Establishment of Tenant Account	Charged to account per tenant agreement. Property owner must sign agreement with District to send bills to tenant of property. Owner is ultimately responsible for payment of water and/or sewer service to property.	\$40
Reestablishing Account in Owner's Name	Transfer of account back into owner's name once tenant vacates property	\$40
Overpayment Refund Request	Charged to account for each overpayment refund request. This charge is deducted from the credit for the fees associated with processing the refund check.	\$30

Customer Payment Processing Error	Processing fee for transfer of payment to correct account.	\$10
Meter re-read/Re-inspection Fee	Charged to account for customer generated re-read of meter at service address. This charge is per service address. If at any time a re-read is a District error, the account will not be charged a re-read fee.	\$30
Meter Test Fee	Charged to account for customer generated meter test. If meter is found to be reading inaccurately, the account will not be charged a test fee.	\$30
Meter Final/Closing Read Fee	Charged to account for request of a final/closing read of meter at service address.	\$30
Meter Shut Off Fee	Charged to account when customer requests District turn meter off due to maintenance or other reasons	\$35
Meter Turn On Fee	Charged to account when customer requests meter be turned back on after maintenance complete or other reasons	\$35
New Water/Sewer Service Application	Charge for processing application to establish new water <u>and/or sewer</u> service connection	\$40
Engineering Request Processing Fee	Charge for processing engineering request documents	\$40
Copies	Public Records Requests	.25 per page or \$3.00 per disk
Agenda Mailing Fee (Annual)	Required if requested, includes postage and envelope, assumes 12 monthly mailings	Actual Costs (Envelope and Postage)

COLLECTIONS PROCESSING FEES

Payment Returns/Chargebacks	Charged to account for each returned payment from the bank reasons such as process errors, invalid account number, closed account, fraudulent transactions, or non-sufficient funds (NSF).	\$35
Reconnection Fee during normal business hours	Charged to account for processing each service connection reconnection after shut off.	\$50
Reconnection Fee After Normal Business Hours	Charged to account for processing each after hour service connection reconnection after shut off.	\$150
Cut Lock/Removal Fee	Charged to account for each cut lock/removal	\$75
Denial Access Fee	Charged to account when access is intentionally denied to perform proper operation and maintenance to system, to enforce disconnection of service for non-payment and for the protection of public health. This includes locked gates, placement of vicious animals,	\$200

	placement of objects obstructing access, etc.	
Placement of Lien Fee	Charged to account for processing each Notice of Lien on service connection property for non-payment	\$65
Satisfaction of Lien Fee	Charged to account for processing each Satisfaction of Lien on service connection property	\$65
Late Payment Interest Penalty Fee	Charged on past due account balances not paid by due date	10%
Continued Interest on Past Due Balances	Charged on account balances over two billing cycles past due	.5%

FIELD SERVICE WORK BY DISTRICT STAFF

Hourly Charges	Per Employee
Regular Work Hours	\$45.07
*After Hours/Weekend	\$51.83
*Holiday	\$58.59

*Total fees will be based on a minimum of two (2) hours compensation.

DISTRICT EQUIPMENT RATES

Vehicle Type	Hourly Rate
Flush Truck	\$34
Vac Truck	\$34
Boom Truck	\$75
Service Truck	\$25
Bobcat Skid Steer	\$40
Backhoe	\$70
Excavator	\$80
Sole Air Compressor	\$20

FIRE HYDRANT TEMPORARY USE

Non-Refundable Service Charge for Flow Meter	\$100
Daily Hydrant Use Charge	\$5
Rental Deposit	Current Meter Replacement Cost
Charge per 100 Gallons	\$1.39
Flow Meter Relocation Charge	\$65.00

UNAUTHORIZED USE OF DISTRICT FIRE HYDRANTS

Charge for Unauthorized Use of District Fire Hydrants (per occurrence, includes estimated water usage fees)	\$1000
---	--------

DAMAGE TO DISTRICT FACILITIES (INCLUDING VANDALISM)

Facility/Infrastructure Repair, Replacement, Restoration or Clean Up Cost (Contracted or District labor)	Actual Cost + 15% Admin Fee
---	--------------------------------

CROSS CONNECTION CONTROL BACKFLOW PREVENTION FEES

Installation of Backflow Device	Charged for the installation of backflow prevention device	Actual device cost and labor charges
Annual Inspection Fee	Charged for annual backflow device inspection	\$160
Repair/Replace Backflow Device	Charge for the repair or replacement of failed backflow device	Actual material/device cost and labor charges
Annual Backflow Administration Fee	Charged to monitor, report, notify customers of testing needed, and associated recordkeeping	\$40

NEW METER CHARGES AND WATER SYSTEM PARTICIPATION FEES

Meter Size	EMU Multiplier	Participation Fees	Meter Install Charge
5/8-inch	1.0	\$1,827	Actual Device and Labor Charges
¾ inch	1.0	\$1,827	Actual Device and Labor Charges
1.0 inch	1.7	\$3,106	Actual Device and Labor Charges
1.5 inch	3.3	\$6,029	Actual Device and Labor Charges
2.0 inch	5.3	\$9,684	Actual Device and Labor Charges
3.0 inch	11.7	\$21,377	Actual Device and Labor Charges
4.0 inch	20.0	\$36,542	Actual Device and Labor Charges

SEWER SERVICE PARTICIPATION FEES

Participation/Connection Fee	\$7,000
------------------------------	---------

WATER/SEWER MAIN EXTENSION FEES

Subject to Development Agreement (Contracted Cost or District labor)	Actual cost + 15% Admin Fee
--	-----------------------------

ENGINEERING FEES

District Engineer Fee (Applicant/Customer requests requiring engineering review; contract hourly rate +15%)		\$143.75/hr
Easement Abandonment Requests (site inspection, records research, documentation)	<u>Non-Refundable Application Fee</u>	\$240 + District Engineer Fees
	<u>Actual District Engineer Fees</u>	At District Engineer Hourly Rate (Deducted from \$575 Refundable Deposit)
Easement Acceptance Requests (as a Condition of PUE Abandonment)	<u>Application Fee</u>	\$100
	<u>Title Report and County Recording Fees</u>	Actual Cost
Encroachment Permit	<u>Non-Refundable Application Fee</u>	\$240
	<u>Non-Refundable Administration Fee</u>	\$100
	<u>County Recording Fees</u>	Actual Recording Cost
	<u>Actual District Engineer Fees</u>	At District Engineer Hourly Rate (Deducted from \$575 Refundable Deposit)
Service Application for New Development Projects	<u>Non-Refundable Application Fee</u>	\$200
	<u>Non-Refundable Administration Fee</u>	\$500
	<u>Actual District Engineer Fees</u>	At District Engineer Hourly Rate (Deducted from \$2500 Refundable Deposit)

Formatted Table

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

PARK FEES

PARK DAY USE FEES	
0-100 People	\$35/day
101-300 People	\$50/day
301-500 People	\$150/day
500 or more "Large Event or PSPS Community Resource Center Fee"	\$500/day
JANITORIAL SERVICES	
0-100 Janitorial Services (minimum two (2) hours)	\$60
101-300 Janitorial Services (minimum three (3) hours)	\$90
301-500 Janitorial Services (minimum four (4) hours)	\$120
500 or more "Large Event" (Required)	\$200

DISTRICT PROPERTY USE FEES	
District Chairs	\$35/day
District Tables	\$35/day
P.A. System	\$45/day
Concession Stand	\$50/day
Lost Key Fee	\$25
Damaged Chair Fee	\$25/chair
Damaged Table Fee	\$50/table
DOG PARK USE FEES	
1-2 Dogs	\$25/calendar year
3 or more	\$35/calendar year

RESOLUTION 50-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT APPROVING AN UPDATED AND AMENDED MISCELLANEOUS FEE SCHEDULE ADDING FEES AND DEPOSITS RELATED TO THE DISTRICT ENCROACHMENT PERMIT PROCESS

WHEREAS, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, in 2018, the District adopted a miscellaneous fee schedule and began charging customers directly for discretionary services they receive from the District; and

WHEREAS, the District has found that several additional services are regularly requested such as encroachment permits and easement abandonments involving dedication of new easement, which require significant staff and engineering effort to complete; and

WHEREAS, District staff has amended the fee schedule to include fees to cover costs associated with these aforementioned processes.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES approve an updated and amended Miscellaneous Fee Schedule adding Fees and Deposits related to the District Encroachment Permit process.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on November 10, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Jennifer L. Flores, Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Jennifer Flores, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on November 10, 2020.

DATED: _____