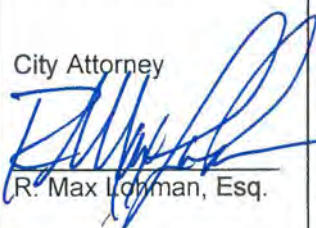
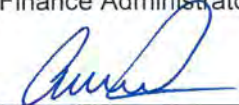

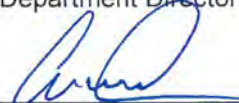



**CITY OF PALM BEACH GARDENS
CITY COUNCIL
Agenda Cover Memorandum**

**Meeting Date: July 14, 2022
Resolution 32, 2022**

Subject/Agenda Item: Adopting the Fiscal Year 2022/2023 Fees and Charges Schedule.

- Recommendation to APPROVE**
 Recommendation to DENY

<p>Reviewed by:</p> <p>City Attorney  R. Max Lohman, Esq.</p> <p>Finance Administrator  Allan Owens</p>	<p>Originating Dept.: Finance</p> <p> Sean O'Brien Deputy Finance Administrator</p> <p>Advertised: N/A</p> <p>Date:</p> <p>Paper:</p> <p><input checked="" type="checkbox"/> Not Required</p>	<p>Costs: \$ <u>0</u> (Total)</p> <p>\$ _____ Current FY</p> <p>Funding Source:</p> <p><input type="checkbox"/> Operating</p> <p><input checked="" type="checkbox"/> Other</p> <p>-----</p> <p>Contract/Agreement:</p> <p>Effective Date: N/A</p> <p>-----</p> <p>Expiration Date: N/A</p> <p>-----</p> <p>Budget Acct.#:</p> <p>N/A</p>	<p>Council Action:</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/ Conditions</p> <p><input type="checkbox"/> Denied</p> <p><input type="checkbox"/> Continued to:</p> <p>Attachments:</p> <ul style="list-style-type: none"> • Resolution 32, 2022 - Exhibit "A": Master Fees and Charges Schedule
<p>Submitted by:</p> <p>Department Director  Allan Owens Finance Administrator</p>	<p>Affected parties</p> <p><input type="checkbox"/> Notified</p> <p><input checked="" type="checkbox"/> Not required</p>		
<p>Approved by:</p> <p>City Manager  Ronald M. Ferris</p>			

BACKGROUND: Each year the City reviews its Master Fees and Charges Schedule and adopts adjustments or revisions to the schedule by resolution. Resolution 32, 2022 approves modifications to the FY 2022/2023 City of Palm Beach Gardens' Master Fees and Charges Schedule. This schedule includes recommended changes from departments to ensure that fees charged are sufficient to cover the costs of providing services.

Amendments to this schedule can be made when necessary via a resolution of the City Council. However, those fees that are set by ordinance can only be amended by ordinance (these fees will be annotated on the schedule to avoid confusion).

The following changes are proposed to the Fees and Charges Schedule for FY 2022/2023:

City Clerk

- Eliminated the individual "Special City Council Meeting Application Fee" and "Special City Council Meeting Fee" and combined them into one "Special City Council Meeting Fee" to streamline the administration of the fees for a Special City Council Meeting and eliminate the unnecessary requirement for submitting an application for a "Special City Council Meeting Application."
- Changed language to say that scheduling the Council Chambers for use by outside agencies will be at the discretion of the City Manager.

Police

- Extra Duty Detail Rates:
 - All extra duty detail rates have been increased per the proposed Collective Bargaining Agreement. As for the Captain and Major's detail rate, the increase from \$65 to \$75 is a direct result of the proposed increase to both the Officer and Sergeant rates.
- Extra Duty Detail Holiday Rates:
 - The list of holidays has been updated to include all City holidays, per the proposed Collective Bargaining Agreement, in addition to the already specified holidays.
- Vehicle:
 - Cost increased by \$1 to offset some of the maintenance and gas costs.

Fire

- Re-inspections/Extra Inspections:
 - Eliminate the unproductive inspection trips category and include with other existing category fees.

- Inspections by special request, same day, after hours, or weekend increase from \$75/hour to \$125/hour reflects the inspectors overtime rate, vehicle use and increases in vehicle fuel and maintenance costs.
- False Alarm Fees Commercial:
 - 1-3 False Alarms during a calendar year, no charge (remains the same).
 - 4-6 False Alarms during a calendar year, increased from \$250 to \$350 per occurrence.
 - 7-9 False Alarms during a calendar year, increased from \$500 to \$750 per occurrence.
 - 10+ False Alarms during a calendar year, increased from \$1,000 to \$1,500 per occurrence.

These fee increases more adequately reflect the recovery of the costs to the City and the community for these unwarranted emergency responses. False alarm responses decrease the availability of emergency units for other calls and diminishes Fire Rescue's effectiveness for true emergencies. The increase in false alarm fees is supported by the City's legal team.

- Outdoor Fireworks Display Permit
 - Language has been changed from Engine to Suppression Unit, which can be an Engine with a crew of three personnel, or a Brush Truck with a crew of two personnel. This more specifically reflects the deployment to specific events and circumstances and is tied directly to the revised Special Detail Personnel and Equipment Fee Schedules.
- Equipment
 - The increase of our apparatus fees is due to the rise in fuel and maintenance costs.

Parks and Recreation

- Modifications as follows:
 - Modified language under camps, training, clinics, or similar activity to clarify the purpose of the fee.
 - Aquatic private rental increased capacity from 35 to 50 people.
 - Multi-purpose field rate – separated fees for facilities in high demand.
 - Eliminated section on affiliated group sports fees as these fees are outlined by individual agreements.
 - Modified language to agree to the Palm Beach Gardens Youth Athletic Association agreement.
 - General Fees Sport Instruction Registration reduced concurrent renewal by \$100 per year.

- Increased fees as follows to offset cost recovery and the increase cost of staffing:
 - General Fees staffing as deemed necessary increased to \$40 from \$35 per staff and \$100 from \$85 for holidays.
 - Aquatic entry fee will increase from \$4.25R/\$8NR to \$6R/\$10NR.
 - Lap swimming fee will remain \$3.50R/\$7NR.
 - Aquatic training lanes increased from \$25R/\$50NR to \$50R/\$100NR.
 - Aquatic Pool Corral Rental increased from \$120R/\$156NR to \$150R/\$195NR and reduced time from 3 to 2 hours.
 - Public assembly/event increased from \$400R/\$800NR to \$800R/\$1,000NR.
 - Field prep – Ball field drag & chalk increased from \$30 to \$40. Multi-purpose field prep increased from \$80 to \$125 and field re-line increased from \$30 to \$50.
 - Light fee per field/court increased from \$20 to \$25.
 - Organized tournament fee increased from \$300 to \$350 per field. High demand facilities fee is \$550 per field. Baseball showcase field increased from \$350 to \$525.

- New Fees
 - General Fees – Group Fitness Instructor Registration - \$1,000 for the first year and \$850 for concurrent renewal. This fee is based on the increase in the use of parks for group fitness and will help set controls in place to assist in monitoring and scheduling activities.
 - Aquatics added a 3-month lap swimming pass and eliminated the lane rental fee.
 - Aquatics private rental for main pool is \$600R/\$780NR.
 - Rental of new facilities
 - Tennis & Pickleball Center – Room rental for field view room \$30R/\$39NR and large room \$125R/\$162NR.
 - Gardens North County District Park Pavilions – Ranges from \$60R/\$72NR to \$100R/\$120NR depending on the pavilion.

The above changes would be effective October 1, 2022.

Please refer to Exhibit "A" for a comprehensive listing of the proposed changes by department.

Copies of the Master Fees and Charges Schedule will be available to the public free of charge through the City Clerk's office, and it will also be made available on the City's website.

STAFF RECOMMENDATION: Staff recommends approval of Resolution 32, 2022 as presented.

PASSED AND ADOPTED this ____ day of _____, 2022.

CITY OF PALM BEACH GARDENS, FLORIDA

BY: _____
Chelsea Reed, Mayor

ATTEST:

BY: _____
Patricia Snider, CMC, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: _____
R. Max Lohman, City Attorney

VOTE:

AYE NAY ABSENT

MAYOR REED

VICE MAYOR LITT

COUNCILMEMBER WOODS

COUNCILMEMBER MARCIANO

COUNCILMEMBER TINSLEY

EXHIBIT "A"

**FY 2022/2023
Master Fees and Charges Schedule**

CITY OF PALM BEACH GARDENS MASTER FEES AND CHARGES SCHEDULE

Effective October 1, ~~2021~~**2022**
Adopted by Resolution ~~3432~~, ~~2021~~**2022**



PALM BEACH
Gardens

City Hall Reception	(561) 799-4100
Building	(561) 799-4201
Planning and Zoning	(561) 799-4243
Engineering	(561) 799-4288
Neighborhood Services	(561) 799-4245
Community Services	(561) 804-7000
Finance	(561) 799-4160
City Clerk	(561) 799-4122
Police	(561) 799-4400
Fire Rescue	(561) 799-4300
Parks and Recreation	(561) 630-1100

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MASTER FEES AND CHARGES SCHEDULE

BUILDING DIVISION

Review Fees

Plan Review Surcharge	Contract >\$500, 10% permit fee. If contract <\$500, 10% permit fee, \$25 min. Additional mandatory penalty fees per FS 553
Expedited or out-of-sequence review fee (in addition to Plan Review Surcharge)	10% of Building Permit Fee, and/or Revision Fee \$100 minimum

Permit Fees

Based on current fair market value of proposed improvement, executed contract, or cost of construction using nationally recognized sources such as ICC Building Valuation Data, RS Means Cost Data, Marshall Swift, or similar publications. A copy of the contract may be required.

In addition, applicable Fire Department, CPTED, Engineering, Impact, and Processing Fees will be assessed.

Percentage of Valuation:	Unit Value:
1.80	The first \$100,000 (Minimum \$75), plus
1.30	The remainder over \$100,000, plus
.98	The remainder over \$1,000,000
Sub-Permit Administrative Fee (applicable to all sub-permits that are issued over the counter and do not require an independent review)	\$30
Annual Facility Permit	\$150
Temporary Structure	\$75 plus plan review and fire department fees
Penalty for commencing work without first securing a permit or written approval from the Building Official	100% of the usual permit fee

MASTER FEES AND CHARGES SCHEDULE

BUILDING DIVISION

Permit Fees (continued)

Inspections by special request, same day, after hours, or weekend (subject to staffing availability and as subject to review by the Building Official)	\$75/hour, 3-hour minimum
Re-inspection Fee	\$75 for first re-inspection, \$300 for any subsequent re-inspection per FS 553

Revision Fees

(Additional valuation charges may apply after original permit approval)

Major (exterior modifications, involves other department's review, involves valuation changes, multiple product changes)	Prior to plan review being completed: no charge. After plan review is complete: \$75 plus \$10 per sheet reviewed
Minor (interior changes only, single product changes)	Prior to plan review being completed: no charge. After plan review is complete: \$25 plus \$10 per sheet reviewed
Shop Drawings	\$75

Registration Fees

Effective October 1 through September 30 (not pro-rated)

Annual Sub-Permit Program	\$300 annually (not pro-rated)
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MASTER FEES AND CHARGES SCHEDULE

BUILDING DIVISION

Extension and Renewal Fees

Application or Permit Extension or Renewal Fee	1st extension \$50, 2nd \$75, 3rd \$100. each extension is 90 days
Permit Reissuance Fee (after 180 days of original expiration date, must meet current code and may require new submittal)	30% of original Building Permit Fee \$100 minimum. Plus, additional Plan Review Fee as determined by the Building Official

Administrative Fees

Address Change (applicant requesting physical relocation of address and/or suite; after review and approval by Address Committee; in addition to Address Change application fee)	\$30 per permit to be updated
Address Correction after permit issuance (to correct permits submitted and issued with incorrect address)	\$30 per primary permit issued with incorrect address \$15 per sub-permit issued with incorrect address as result of primary
Change of contractor after permit issuance	\$50 regardless of permit type
Open Permit Status Request (per tax parcel identification) Effective 7/1/2019 per FS 166.222	10-day turnaround: \$100 minimum plus \$40 per hour after the first 30 minutes 2-day expedited turnaround: \$200 plus \$40 per hour after the first 30 minutes (subject to staffing availability)
Other Administrative Services (i.e., permit estimates, plan correction inserts, etc.)	\$30/hour or a portion thereof
Other Professional Services (i.e., permit research, due diligence reports, etc.)	\$50/hour or a portion thereof
Notarization Fees	\$10 per Paper Notarization \$25 per Digital Notarization
Scanning Fees	\$0.15 per scan no larger than 8.5" x 14" \$0.30 per scan for 11" x 17" \$1.50 per scan for 24" x 36"



MASTER FEES AND CHARGES SCHEDULE

BUILDING DIVISION

Administrative Fees (continued)

Building Code Administration & Inspectors Fund FS 468.631 (DEO)	1% of Building Permit Fee (\$2 Min. per FS 468)
DBPR Surcharge	1.5% of Building Permit Fee (\$2 minimum per FS 553)
Stocking/Training consent subject to approval of the Building Official and the Fire Marshal	<5000sqft = \$300 >5000sqft = \$750
Training Surcharge	1% of the Building Permit Fee and/or Revision Fee (\$2 minimum)

** Requests for refunds will be as reviewed and approved per Administrative Policy.*

MASTER FEES AND CHARGES SCHEDULE

ENGINEERING

Residential/Non-Residential Security Deposit

	Hourly Rates
City Engineer	\$150
Deputy City Engineer	\$100
Engineering Inspector	\$80
Engineering Administrative Support	\$50

Infrastructure, Land Clearing, or Miscellaneous Engineering Permit Fees *

ROW Permit	5% of Valuation, \$75 minimum ****
ROW Permit with Master Permit	No Fee
Percentage of Valuation:	Unit Value:
3%	The first \$20,000 (minimum \$150), plus
2.5%	The amount greater than \$20,000 and less than or equal to \$100,000, plus
2%	The remainder (over \$100,000)

NOTE: All cost estimates shall be reviewed and approved by the City Engineer prior to final fee determination.

* 25% of the total permit fee (based on the Applicant's submitted cost estimate) shall be due at the time of permit submittal (amount to be deducted from final determined Permit Fee). Remaining amount shall be due at time of permit pickup and will be based on the approved cost estimate.

Other Fees

Expedited permit review	\$2,000, plus applicable engineering escrow and hourly rates as shown herein. Fee is not applicable to Targeted Expedited Permitting Program (TEPP) certified projects
Pre-Application infrastructure review (for petitions seeking review of engineering plans prior to obtaining site plan approval)	\$2,000, plus applicable engineering escrow and hourly rates as shown herein

MASTER FEES AND CHARGES SCHEDULE

ENGINEERING

Other Fees (continued)

Commencing work without permit	Triple permit fee, at the discretion of the City Engineer
Commencing work without pre-construction meeting, if applicable	\$500 plus applicable hourly rates as shown herein, at the discretion of the City Engineer.
Overtime, weekend, or holiday inspections	One and a half (1.5) times the hourly rates as shown herein, minimum 2 hours. Subject to staffing availability and review and approval by the City Engineer
Permits requiring other Engineering review, inspections, or services (NPDES, code cases, Maintenance of Traffic, project feasibility, annual reports, build-out determination, plats, sureties, site plans, other required permits or petitions, etc.) **	Hourly rates as shown herein, plus \$1,000 engineering escrow***

*** All invoices for engineering services must be paid within thirty (30) days from invoice date. Otherwise, services may discontinue until all invoices are current.*

**** Engineering escrow amount is required at petition submittal and will be returned only after project is completed to the satisfaction of the City Engineer and/or all related outstanding invoices have been paid. Request for return of engineering escrow must be made in writing for the City's review and approval.*

NOTE: Permits or petitions requiring the professional review of consultants may incur additional costs by the Applicant, including, but not limited to, plats, boundary surveys, traffic impact analysis and reports, vegetation and environmental assessments, other engineering studies or reports, legal, etc. Additional costs are based on the consultants' hourly rates, which can be different from the ones shown herein and can change without notice.

MASTER FEES AND CHARGES SCHEDULE

LEGAL

Legal Review Security Deposit for Development Applications	\$1,000
Ad valorem Tax Exemption Application	\$1,000

The remainder of this page is intentionally left blank.

MASTER FEES AND CHARGES SCHEDULE

PLANNING & ZONING

- After an application has been reviewed and approved for sufficiency, any permit application that is voluntarily withdrawn shall be refunded up to a maximum of 50% of the application fee.
- All requests for refund must be made in writing to the Director of Planning and Zoning at the time the withdrawal is submitted. Security deposits will be returned only after all related outstanding invoice items have been billed and outstanding monies received. Request for return of security deposit must be made in writing.

Application Fees

Abandonment of Right-of-Way	\$825
Abandonment of Easement	\$330
Administrative Application	\$550
Administrative Approval; Minor Revision to Application	\$50
Administrative Variance	\$150
Appeal of an Administrative Determination	\$400 Single-Family Residence (non-commercial) \$1,000 All Other Uses
Art in Public Places Application	\$550
Build-Out Time Extensions	\$750
Build-Out Determinations	\$2,750
Comprehensive Plan Land Use Map Amendment	\$2,500
Comprehensive Plan "Small Scale" Land Use Map Amendment	\$1,500
Comprehensive Plan Text Amendment	\$2,500
Concurrency Certificate	\$550

MASTER FEES AND CHARGES SCHEDULE

PLANNING & ZONING

Application Fees (continued)

Conditional Use – Major	\$1,650
Conditional Use – Minor	\$550
Miscellaneous Petitions	\$1,650
Planning & Zoning or City Council Special Workshop	\$1,000
Notice of Proposed Change (NOPC) (substantial deviation under Chapter 380 of Florida Statutes)	\$5,500
NOPC (non-substantial deviation)	\$3,000
Planned Community District (PCD)	\$3,500
Planned Unit Development (PUD)	\$3,000
PUD or PCD fee in conjunction with Rezoning for same project	\$500
PCD or PUD Amendment	\$2,000
Plat Application	\$750
Plat Exemption	\$550 \$250 Single-Family Residential
Rezoning Fee (PUD/PCD/Zoning District)	\$2,500
Site Plan Review (Major) & Site Plan Amendment	\$2,000
Site Plan Review (Major) & Site Plan Amendment in conjunction with Rezoning for same project	\$250
Site Plan Review (Minor)	\$1,650
Subdivision	\$1,650
Text Amendment of Land Development Regulations	\$1,650
Variance - Single-Family Residences	\$440
Variance - All other land uses	\$1,100

MASTER FEES AND CHARGES SCHEDULE

PLANNING & ZONING

Review Fees

Surety Bond Review and Release	\$170
Non-Compliance Stop Work Review and Action	\$500
Annual Report Review Fee	\$350

Re-Submittal Fees

Administrative Approval Re-Submittal Fee	\$150
NOPC Re-Submittal Fee	\$1,000
PCD or PUD Re-Submittal Fee	\$825
Site Plan Re-Submittal Fee	\$825

Security Deposit Fees

Advertising Security Deposit	\$1,000
Consultants/Other Security Deposit	\$1,000
Environmental Review Security Deposit	\$1,000

Other Fees

Advertising	Actual Costs to City
Plat Recordation	\$30 first page \$15 each additional page
Applicant Postponement Fee (each occurrence)	\$250
Zoning Confirmation Letters (Additional \$25 per research hour if research exceeds two (2) hours)	\$250
Code of Ordinances (binder included)	\$150
Zoning Book (binder included)	\$65

MASTER FEES AND CHARGES SCHEDULE

PLANNING & ZONING

Miscellaneous Meeting Fees

Administrative Pre-Application Meeting	\$75
DRC No-Show Fee	\$170
Pre-Application Meeting (prior to submittal)	\$200
Compliance Status Meetings (per meeting)	\$200

Permit Fees

Liquor License Review	New liquor license review \$100/ Name change of ownership for existing business \$50
Boat/RV Decals	\$25
Special Event Permits that require Council Approval	\$550 + \$50 Code Inspection Fee
Special Event Permit Application (Non-Profit Organizations and block parties exempt from Application Fee and Code Inspection Fee)	\$110 + \$50 Code Inspection Fee
Special Events Appeal (non-refundable)	\$55
Expedited Special Events	\$100

Inspection Fees

Landscape Inspection	\$170
Landscape Re-Inspections	\$170 x number of re-inspections
Compliance Review-Building Permit	\$42 Single Residence (non-commercial) \$170 All Others.
Compliance C/O Inspection- First	\$170
Compliance C/O Re-Inspections	\$170 x number of re-inspections
Temporary Signs	\$75 + \$25 Code Inspection Fee
Temporary Signs – Commercial Annual Leasing and For Sale Permit	\$35 + \$25 Code Inspection Fee
Temporary Signs – Residential	\$25 Code Inspection Fee

MASTER FEES AND CHARGES SCHEDULE

PLANNING & ZONING

Map Fees

8.5" x 11"	\$4
11" x 17"	\$7
17" x 24"	\$10
24" x 36"	\$13
Black and White Engineering Prints (24" x 36")	\$5 per page
Comprehensive Plan with Paper Maps	\$39

GIS Fees

Address Change	\$100 per address change other fees may apply
Subdivision Name Approval	\$100
Subdivision Name Change	\$250
Review of Residential Addressing Plan	\$200
Review of Commercial Addressing Plan	\$200
Open Space CAD Review	\$300 Major Site Plan review

MASTER FEES AND CHARGES SCHEDULE

NEIGHBORHOOD SERVICES

Release of Lien	\$175
Estoppel Letters	\$175
Filing Fee	Actual Cost
Code Case Research	\$100 (10-day turnaround) \$200 (2-day expedited turnaround)
Advertising, Recording, & Other Costs	Actual Costs to City
Off-Duty Code Officer Rate	\$36.45/hour
Payoff Letter	\$75

Business Tax Receipt and Application Fees

Residential	\$25
Commercial	\$35
Professional	\$15
Research Fee (Application)	\$20
Renewal Administrative Fee	\$10 per license
Retail Affidavit	\$10 each
Dog-Friendly Dining Application	\$175 initial
Dog-Friendly Dining Annual Renewal/Inspection	\$50
Expedited Business Tax Receipt	\$100
Live Entertainment Permit	\$175
Live Entertainment Permit Annual Renewal/Inspection	\$50
Live Entertainment Surety	\$500
Building Occupancy Inspection (if required)	\$75
Temporary Dumpster/Storage Unit Registration (Residential)	\$20
Out-of-Town Registration	\$30
Printed Business Tax Receipt	\$5



MASTER FEES AND CHARGES SCHEDULE

COMMUNITY SERVICES

Sign Shop: Sign Production	<p>\$100 per Street/Regulatory Sign \$150 per Stop/Warning Sign Material costs plus labor: Other Signs \$25/hour labor rate for design development \$50/hour labor rate for sign installation plus materials</p>
Fleet Services (based upon resource availability, open only to other governmental jurisdictions through Interlocal Agreement)	<p>\$110/hour shop rate (Per Chilton Labor Guide, current ed.)</p>
Labor Assistance	<p>\$45/hour (2-hour min. during regular business hours, 3-hour min. callback)</p>
Equipment Charge	<p>\$50/hour equipment charge (paired with duration of operator)</p>
Small Vehicle	<p>\$10/hour vehicle charge</p>
Traffic Control (2 staff with vehicle)	<p>\$90/hour (2-hour minimum during regular business hours, 3-hour minimum call back) \$45/hour for each additional staff member</p>
Maintenance of Traffic (MOT) Equipment	<p>As per FEMA 44 CFR § 206.228 Allowable Cost</p>
Mosquito Spraying Fee: Includes labor, equipment, and chemicals	<p>\$95/hour (2-hour minimum after hours).</p>
Pressure Cleaning/Graffiti Removal	<p>\$90/hour (2-hour minimum) during regular business hours with 3-hour min call back) \$45/hour for each additional staff member</p>

MASTER FEES AND CHARGES SCHEDULE

FINANCE

Franchise Filing Fee *	\$1,000
Franchise Renewal Fee *	\$1,000
Transfer or Assignment of Franchise	\$500
Copy of Budget or Proposed Budget	\$40
Copy of Comprehensive Annual Financial Report	\$25
Returned Check Fee	\$25
Amendments to Code	\$1,650
Convenience Fee	\$0.30 Per Transaction Plus 2.2 % Total Transaction Convenience Charge to each PayPal payment made. (PayPal accepts Visa, MasterCard, American Express and Discover. Debit cards with the Visa or MasterCard logo are also accepted)
**Private Activity Bond Issuance	Amount issued: Less than or equal to \$10 million = .3% of total issuance amount Issuances greater than \$10 million = \$30,000 plus .15% of issuance amount greater than \$10 million Minimum fee for any bond issue = \$7,500
**Private-Activity Bond Public Approval Fee (TEFRA approval)	\$7,500 (This fee is not in addition to bond issuance fees; it is only applicable where the City is granting TEFRA approval only)
**Maximum Fees	There are no caps or maximum fees
**Other Fees	Private-Activity Bonds are also subject to City's legal costs for time spent on the transaction.

**This fee is set by Ordinance. If a conflict exists between this document and said Ordinance, the Ordinance shall prevail.*

***This fee was set by Resolution 83, 2018*

MASTER FEES AND CHARGES SCHEDULE

CITY CLERK

Facility Rental

- ~~Certificate of Insurance must be provided naming the City of Palm Beach Gardens as Additional Insured with respect to General Liability minimum limit of \$500,000.~~
- ~~Rental Hours: 8:00 a.m. – 5:00 p.m., excluding weekends and holidays.~~
- ~~After 5:00 p.m., may require approval from City Manager or designee (as per Administrative Order CC: ADM 1).~~

Photocopies	\$0.15 for one-sided copy no larger than 8.5" x 14" \$0.20 for two-sided copy \$0.30 for 11" x 17" \$1.50 for 24" x 36" (normal quality)
Certified Photocopies	\$1 per page
Flash Drives	Actual cost of USB Drive. Sizes vary from 4GB to 32GB. Prices vary from \$5.00 to \$15.00.
For All other Copies	Actual cost of duplication of the public record
Council Chambers (per meeting)	\$150/hour (2-hour minimum) <u>At the discretion of the City Manager</u>
Special City Council Meeting Application (application to be reviewed and approved in accordance with City Policy)	\$1,000 (50% refund will be issued if application is not approved)
Special City Council Meeting Fee (upon approval, meeting fee is additional)	\$4,000
<u>Special City Council Meeting Fee</u>	<u>\$5,000.00</u>
Electronic Equipment Staff Support	\$25
Set Up Fee over basic set up	\$50
Storage Fee (depending on availability)	\$350 up to 5 days, \$50 each additional day
Refundable Security Deposit	\$200
Cancellation and/or Re-Scheduling Fee	\$25

MASTER FEES AND CHARGES SCHEDULE

POLICE

- Extra-duty hourly rates are subject to the prevailing rates as approved by the City Council through the current Police Department's collective bargaining agreement.
- The City's administrative fee of \$10.00 per hour is included in the following hourly rates for the purpose of determining total billable charges:
- Extra-duty details scheduled on the following days will include an **additional Ten Dollar (\$10.00) fee per hour**: Any City holiday, as well as St. Patrick's Day, Labor Day, Halloween, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, Super Bowl Sunday, and Easter, Memorial Day, and Independence Day.

Personnel

5 - 9 Officers	One (1) Sergeant
10 - 14 Officers	Two (2) Sergeants
15 - 20 Officers	Three (3) Sergeants or Two (2) Sergeants and One (1) Captain or Major
Police Officer	\$5060/hour
Emergency Communications Operator	\$4750/hour
Emergency Communications Supervisor	\$5255/hour
Sergeant	\$5565/hour
Captain or Major (A Captain or Major may be required when 2 or more Sergeants are working)	\$6575/hour

Equipment

Vehicle	\$45/hour
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New Construction

Crime Prevention Through Environmental Design (CPTED) Inspection & Plans Review Fee	\$1.50 per \$1,000 improvement cost (\$50 minimum)
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MASTER FEES AND CHARGES SCHEDULE

POLICE

Re-inspections/Extra Inspections

First	No additional charge.
Second	\$100
Third	\$150
Fourth and subsequent	\$200

Alarm Registration Fees: Commercial

New Construction	\$50
Renewals	\$10

False Alarm Fees: Residential

4 - 6 False Alarms (per occurrence)	\$50
7 - 9 False Alarms (per occurrence)	\$75
10+ False Alarms (per occurrence)	\$100

False Alarm Fees: Commercial

4 - 6 False Alarms (per occurrence)	\$50
7 - 9 False Alarms (per occurrence)	\$75
10+ False Alarms (per occurrence)	\$100
Misuse of 911 or Emergency Call System	\$250

Additional Fees

Fingerprinting	\$5 Resident \$15 Non-Resident
Community Room Usage	\$30 per use \$100 Security deposit
Violations of Article III, excluding Section 70-63	\$25
Violations of Section 70-63	\$250
Violation Payment Late Fee (<30 Days)	\$10
Administrative Hearing Fee	\$50

MASTER FEES AND CHARGES SCHEDULE

FIRE RESCUE

- Special event hourly rates are subject to the prevailing rates as approved by the City Council through the current Fire Rescue Department's collective bargaining agreement.
- The City's Fee per hour will be added for the purpose of total compensation.
- Equipment rates apply to hourly rates only for the specified equipment and do not include personnel costs, which are in addition to the equipment rates.

New Construction

Inspection & Plans Review Fee	\$2.25 per \$1,000 improvement cost (\$75 minimum).
Civil Drawing Review Fee	\$50

Re-inspections/Extra Inspections

First	No additional charge.
Second	\$100
Third	\$150
Fourth and subsequent	\$200
Any unproductive inspector trips (Work not ready, locked out, plans absent, etc.)	\$75
Hood (Excluding fire suppression system)	\$100
Inspections by special request, same day, after hours, or weekend (subject to staffing availability and as subject to review by the Fire Marshal)	\$ 75 125/hour, 3-hour minimum

New and Existing Occupancies, Buildings, and Structures (To be paid annually with the City Business Tax)

Assembly

Occupancy:	
50 - 299	\$50
300 - 999	\$75
1,000 - 4,999	\$150
5,000 persons or greater	\$250

MASTER FEES AND CHARGES SCHEDULE

FIRE RESCUE

Healthcare/Institutional/Educational

5,000 sq. ft. and under	\$50
5,001-15,000 sq. ft.	\$100
15,001-30,000 sq. ft.	\$150
30,001-100,000 sq. ft.	\$200
100,001-200,000 sq. ft.	\$250
200,001-500,000 sq. ft.	\$300
500,001 sq. ft. and greater	\$350

Transient Lodging, Apartments, Residential Board & Care, and Adult Living Facilities

24 units and under	\$50
25-100 units	\$75
101-500 units	\$150
501 units and greater	\$250

Mercantile, Office, Storage, Industrial, and Manufacturing

5,000 sq. ft. and under	\$50
5,001-15,000 sq. ft.	\$100
15,001-30,000 sq. ft.	\$150
30,001-100,000 sq. ft.	\$200
100,001-200,000 sq. ft.	\$250
200,001-500,000 sq. ft.	\$300
500,001 sq. ft. and greater	\$350

Marinas and Boat Storage Buildings

50 boat slips and under	\$50
51-100 boat slips	\$150
101-250 boat slips	\$200
251 boat slips and greater	\$300

Temporary Structures

Tents	\$50 First Tent \$20.00 each additional tent
All other occupancies not listed subject to Fire Safety Inspection	\$50

MASTER FEES AND CHARGES SCHEDULE

FIRE RESCUE

Special Details

Personnel:

Special Event hourly rates	\$5/hour
Firefighter/Fire Inspector	\$35/hour
Driver Engineer/Fire Medics	\$40/hour
Lieutenants, Captains, District Captain, Battalion Chief, and Assistant Fire Marshal	\$45/hour

Equipment:

Fire Engine Suppression Unit	\$85 100/hour
Ladder Truck	\$150 /hour
Brush Truck	\$4550/hour
Utility Truck (Generator/Breathing Air Supply)	\$4850/hour
Rescue Truck	\$32.5 075/hour
Specialty EMS Vehicle	\$25/hour

EMS Transport Fees

Basic Life Support Emergency Transport	\$700
Advanced Life Support Emergency Transport Level 1	\$750
Advanced Life Support Emergency Transport Level 2	\$800
Specialty Care Emergency Transport	\$850
Oxygen	\$30
Mileage	\$12/transport mile

**Contingent upon approved State of Florida legislation for cost recovery*

MASTER FEES AND CHARGES SCHEDULE

FIRE RESCUE

Alarm Registration Fees: Commercial

New Construction	\$50
Renewals/ Changes of Ownership/Updates	\$10

False Alarm Fees: Residential

4-6 False Alarms (per occurrence)	\$100
7-9 False Alarms (per occurrence)	\$200
10+ Alarms (per occurrence)	\$300

False Alarm Fees: Commercial

4-6 False Alarms (per occurrence)	\$250 350
7-9 False Alarms (per occurrence)	\$500 750
10+ False Alarms (per occurrence)	\$1,000 1,500
Misuse of 911 or Emergency Call System	\$250

Additional Fees

Emergency/Safety Plan Review	\$75 100
Water Flow Test	\$150 200
Community Room Rental (Minimum 2-hour rental) Certificate of Insurance must be provided naming the City of Palm Beach Gardens as Additional Insured with respect to Liability with a minimum limit of \$500,000	\$50/hour Fire EOC \$65/hour \$200 Security Deposit
EMS Lab (1 instructor required)	\$50/hour
Instructor Rate for EMS Lab	\$45/hour
METIMAN Instructor	\$65/hour
Additional Instructor	\$35/hour
Pyrotechnics Permit (If required by Fire Marshal, a Fire Inspector will be placed on stand-by during event)	\$150 plus (if applicable 3-hour minimum stand-by at \$40 per hour)
Outdoor Fireworks Display Permit (Includes inspection of site and mandatory fire engine-suppression unit or brush truck stand-by with full crew)	\$175 plus 3-hour minimum, of a Fire Engine-Suppression Unit stand-by with a crew of three personnel (\$190 per hour) <u>Brush Truck with a crew of two personnel</u>

MASTER FEES AND CHARGES SCHEDULE

All applicable fees do not include tax

MASTER FEES AND CHARGES SCHEDULE

PARKS AND RECREATION

General Information

- Non-residents are assessed a higher fee on individual programs and services.
- Fees charged for programs and services are established based on cost recovery to sustain the special revenue budget. *(Fees that are not listed will be posted on the department's web page.)*
- Memberships and Passes will be established based upon cost recovery and market comparison. Residents receive a discounted rate.
- Tax will be added to all fees as required at the current tax rate.
- Fees will be modified for resident participants who met scholarship criteria.
- Res. = Resident
- NR = Non-Resident
- GNCDP = Gardens North County District Park, RAC = Joseph R. Russo Athletic Complex

Facility Use Permits

- Use of certain facilities and any organized activities on City property require a permit and the entity to pay the applicable fees prior to use.
- Certain permits require multiple fees to cover costs of the event to the City.
- Depending on the event and location, a Public Assembly/Event Permit ~~City Special Event Permit~~ may be required ~~in addition to a Facility Use Permit~~.
- Insurance Requirements:
 - a) Certificate of Insurance may be required naming the City of Palm Beach Gardens as Additional Insured with respect to General Liability minimum limit of \$1,000,000.
 - b) All vendors for programs/events held on City property will be required to provide the insurance deemed necessary by the City.
- All fees are an hourly rate unless otherwise stated. Some rates require a minimum of 2-hour rental. Set up and tear down time by the permit holder is charged at the hourly rate.

MASTER FEES AND CHARGES SCHEDULE

PARKS AND RECREATION

General Fees

NR Rate – Level One (General Programs)	10% - 30%
NR Rate – Level Two (High Demand or Heavy Impact)	25%-50%
NR Rate – Level Three (memberships, passes, highly attended programs)	Market Trend
Staffing as deemed necessary by the City	\$3540 /per staff \$85-100 per staff/Holiday
PBGYAA Participant Recognized Provider Fee per sport session/ <u>annual fees – per agreement</u>	\$2 Res \$55 NR GNCDP 20% As per PBGYAA or other agreement.
PBGYAA Sports Annual Sports Fee – per agreement	\$60,000
Sport Instruction Registration (City business tax receipt required)	\$500 annually for first <u>year/</u> member (plus permit fees), <u>\$400 concurrent renewal (\$100 late fee)</u> \$300 each additional Instructor
<u>Group Fitness Instructor Registration (City business tax receipt required)</u>	<u>Individual: \$1,000 year one, \$850 concurrent renewal (\$150 late fee)</u> <u>Organization: \$1,250 first instructor, \$1,000 concurrent renewal (\$250 late fee), \$250 each additional instructor</u>
Non-Peak Use/Promotional/Marketing Programs & Affiliated Groups	10%-50% discount
Event Permit Application plus facility & staff charges; non- refundable	\$50R/\$100NR N/C for Recognized Youth Sports Providers
Camps, Training, Clinics, or similar activity <u>when revenue based and/or registration fees are charged. Does not include staffing and prep.</u>	50% when the camp is revenue based or registrations are charged <u>Three times the applicable facility rate.</u>

MASTER FEES AND CHARGES SCHEDULE

MASTER FEES AND CHARGES SCHEDULE

PARKS AND RECREATION

Aquatic Facilities

Aquatic Entry Fee – All Persons Entering the Pool (baby in arms NC)	\$3.50R/\$710NR \$4.25R/\$8NR upon re-opening Spring of 2022 \$3.50R/\$7NR Lap Swimming Only Each Entry <u>\$108R/\$135NR 3-month lap pass</u>
Lane Rental, plus entry fee	\$12R/\$16NR
Training Lanes per lane per day <u>two hours</u> (4-hr max per day, minimum rental 4 lanes), <u>does not include staffing.</u>	\$25R <u>\$50R/\$50NR100NR</u>
Pool Corral Rental 32 -hours includes up to 20 admissions	\$120R <u>\$150R/\$156NR195NR</u>
Splash Playground <u>Private Rental</u> 2-hours for up to 35 <u>50</u> people (each additional person at entry rate, plus staffing)	<u>Splash Playground: \$400R/\$520NR</u> <u>Main Pool: \$600R/\$780NR</u>

Indoor Facilities

BRCC Small Dance Room	\$20R/\$26NR
BRCC Large Dance/Art Rooms	\$50R/\$65NR
BRCC Auditorium	\$100R/\$130NR
Lakeside Center	\$100R/\$130NR
BRCC Gymnasium	\$50R/\$65NR
BRCC Gymnasium Tournament/Event 10-hours	\$1,000R/\$1,300NR
BRCC Kitchen Use (in conjunction with room or gym rental)	\$50
<u>Tennis & Pickleball Center</u>	<u>Field View Room: \$30R/\$39NR</u> <u>Large Room: \$125R/\$162NR</u>

MASTER FEES AND CHARGES SCHEDULE

Outdoor Facilities

Small Park Pavilion (daily sunrise to sunset)	\$45R/\$90NR Weekdays \$64R/\$128NR Weekends and Holidays
Large Park Pavilion (daily rental sunrise to sunset, staffing and other fees might apply depending on event)	\$500R/\$650NR \$50 for each hour after sunset
<u>GNCDP Pavilions (4 hours)</u>	<u>#2 - \$100R/\$120NR</u> <u>#3 & #4 - \$60R/\$72NR</u> <u>#5 & #6 - \$75R/\$90NR</u>
Veterans Plaza Amphitheater 4-hours	\$750R/\$1,500NR \$100 each additional hour
Skate Park	\$100R/\$130NR
<u>City Property Use 4 hours for areas not outlined or Special Events Public Assembly/Event Permitting for Public Property per day (does not include staffing and other fees)</u>	<u>\$400R</u> <u>800R</u> / <u>\$800NR</u> <u>1,000NR</u>
Single Outdoor Basketball Court	\$10R/\$13NR
Single Outdoor Tennis/Pickleball Court (excludes PBG Tennis and Pickleball Facility)	\$10R/\$13NR
Multi-Purpose Field, No Prep	\$56R/\$73NR <u>GNCDP & RAC: \$75R/\$90NR</u>
Baseball/Softball Field, No Prep	\$34R/\$45NR
Baseball/Softball Showcase Field No Prep	\$75R/\$98NR
Field Prep per field	\$30 <u>40</u> ball field including drag & chalk \$80 <u>125</u> multi-purpose field including anchoring equip/painting \$30 <u>50</u> multi-purpose field reline
Miracle League Artificial Turf Field	\$75R/\$98NR
Light Fee per field/court	\$20 <u>25</u>
Covered Mound or Cage	\$20R/\$26NR
Open Air Batting Cage	\$5R/\$7NR
Organized Tournament Daily fee includes light fee; does not include staffing/prep and/or other fees determined applicable	\$300 <u>350</u> per multi-purpose field <u>\$550 GNCDP/RAC per multipurpose field</u> \$250 per baseball/softball field \$350 <u>525</u> per showcase field
Concession Stand Use	\$250/event up to 3 days \$50/day exceeding 3 days

MASTER FEES AND CHARGES SCHEDULE

	\$100 cleaning fee \$250 damage deposit
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MASTER FEES AND CHARGES SCHEDULE

PARKS AND RECREATION

Affiliated Group Sports Fees

<p>Affiliated Group providing core recreation programs/services for youth under the age of 18 conducted within City's operating hours. As determined by City</p>	<p>Fee per participant, per sport</p>
<p>Affiliated Group providing core recreation programs for youth under the age of 18 conducted outside of City's operating hours. As determined by City</p>	<p>Fee = Support Staff and park maintenance staff as determined by City and consumables</p>
<p>Affiliated Group tournaments or special events</p>	<p>Fee = Support Staff and park maintenance staff as determined by City and consumables</p>
<p>Affiliated Group, specialized non-recreation team, camps/clinics, and other business entities programming outside of core recreation concepts as determined by City</p>	<p>Fee = City's fee and charges policy. Includes field permit fees, support staff, park maintenance staff and consumables as determined by City</p>