



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and City Council **DATE:** May 21, 2018

FROM: Matthew Bronson, City Manager

PREPARED BY: John Peters, Chief of Police
Gayla Chapman, Administrative Services Director

SUBJECT: Update of Master Fee Schedule for Commercial Cannabis Background Investigations

RECOMMENDATION

Adopt the Resolution amending the Master Fee Schedule reducing the costs for Commercial Cannabis background investigations for an owner and employee of such businesses.

BACKGROUND

During the development of the City’s Commercial Cannabis business program staff worked with our consultants, HdL Companies, to identify the time estimates and costs associated with conducting background investigations on Commercial Cannabis business owners and employees. The costs associated were estimated to be \$750.00 per background investigation, not including the \$75.00 State of California Live Scan fee. The cost estimate was based on ten (10) hours of staff time to conduct each background investigation plus the cost of materials needed for completing the background investigations.

Since inception of the Commercial Cannabis business program staff has conducted over thirty (30) background investigations. Staff has been able to refine the process and create a more efficient method thereby reducing the amount of time it takes to complete these investigations. A review of the process has determined the average time to conduct a background investigation on a Commercial Cannabis business owner is about eight (8) hours and for an employee it is about five (5) hours. Additionally, staff estimates the background investigation renewal process will take less time than the initial background investigation. The estimated time for a renewal of a Commercial Cannabis business owner background is about four (4) hours and for an employee it is about three (3) hours.

As a result of this review, staff is recommending a reduction in the fees associated with completing the background investigations for Commercial Cannabis business owners and employees. The table below identifies the recommended fees:

Background Type	Owner	Employee
Initial	\$650.00	\$460.00
Renewal	\$325.00	\$255.00

FISCAL IMPACT

The impact will be a minimal reduction to the program revenue projections for FY 2018-19.

ALTERNATIVES

The City Council has the following alternatives to consider:

1. Adopt the Resolution amending the Master Fee Schedule reducing the costs for Commercial Cannabis background investigations for an owner and employee of such businesses; or
2. Provide direction to staff.

PUBLIC NOTIFICATION

The agenda was posted in accordance with the Brown Act.

ATTACHMENTS

1. Resolution No. 18-XX

RESOLUTION NO. 18-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA, AMENDING THE MASTER FEE SCHEDULE TO DECREASE CANNABIS BACKGROUND FEES

WHEREAS, the City Council of the City of Grover Beach has created a Master Fee Schedule by adopting Resolution No. 03-61; and

WHEREAS, on May 21, 2018, the City Council conducted a public meeting that included the opportunity to receive public comment, and approved recommendations regarding adjustments to the Master Fee Schedule for any commercial cannabis related backgrounds.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF GROVER BEACH:

THAT the Master Fee Schedule be amended as set forth in Exhibit "A" attached to this Resolution; and

THAT the fees listed in Exhibit "A" of this Resolution shall become effective immediately.

On motion by Council Member, seconded by Council Member, and on the following roll-call vote, to wit:

AYES:	Council Members –
NOES:	Council Members –
ABSENT:	Council Members –
ABSTAIN:	Council Members –

the foregoing Resolution was **PASSED, APPROVED** and **ADOPTED** at a Regular Meeting of the City Council of the City of Grover Beach, California, this 21st day of May, 2018.

**** D R A F T ****

JOHN P. SHOALS, MAYOR

ATTEST:

DONNA L. McMAHON, CITY CLERK

CITY OF GROVER BEACH
 MASTER FEE SCHEDULE

Police Department

Fee Description & Unit/Time	Proposed Fee	Effective 7/1/18
Adult Business Permit (Ord. 04-02)		\$ 761.00
Arrest Booking Fees		
City		\$ 135.00
Bicycle License		
Bike License (3 years)		\$ 8.00
Cannabis Background Fee + DOJ Fee		
Owner	\$ 650.00	\$ 750.00
Employee	\$ 460.00	\$ 750.00
Cannabis Background Renewal Fee + DOJ Fee		
Owner	\$ 325.00	\$ 375.00
Employee	\$ 255.00	\$ 375.00
Department of Justice (DOJ) Fee		
	<i>As set by the Department of Justice. Currently \$75.00</i>	<i>As set by the Department of Justice. Currently \$75.00</i>
Card Club Security Plan		
New Security Plan and annual review of Security Plan (Ord. No. 04-05)		Actual cost for review and approval which includes 30% Administrative Fee
Annual Review of Security Plan		Fee
Citation Sign Off		\$ 27.00
Concealed Weapons (Maximum Fees set by Penal		
License Application		As Set by Penal Code
Renewal		As Set by Penal Code
Amendment		As Set by Penal Code
Copy cost (per page)		
8 1/2" x 11" or 8 1/2" x 14"		\$ 0.20
11" x 17"		\$ 0.21
DUI Cost Recovery		\$ 260.00
Livescan + DOJ Fee		\$ 20.00
Department of Justice (DOJ) Fee		As set by the Department of Justice. Currently \$75.00
Impound Fees		\$ 127.00
Massage Permits: Massage Technician and Massage Establishment		
Massage Establishment Permit Application Fee (GBMC Section 3903)		\$ 387.00
Massage Establishment Renewal Permit Fee		\$ 52.00
Massage Technician Permit Application Fee		
Off-Site Massage Permit		
One Page Reports (i.e.: from CAD) (See Copy Costs)		\$ 6.25

CITY OF GROVER BEACH
MASTER FEE SCHEDULE

Police Department

Fee Description & Unit/Time	Proposed Fee	Effective 7/1/18
Parking Fines		
Late Fee - All fines that are \$53	\$	19.00
Late Fee - All fines that are \$148	\$	42.00
Late Fee - All fines that are \$371 (disabled parking)	\$	68.00
Photographs		
Booking Photos	\$	18.00
Digital Photos	\$	21.00
Crime Scene Photos	\$	21.00
Scanned Photos		No longer doing this
Reports - Investigation		
Crime		See Copy Costs
Traffic Accident, Full Investigation		See Copy Costs
TC and PDO Insurance, public (Set by Statute, California Vehicle Code Section 20012)	\$	1.15
Archival Search (2 or more years)		See Copy Costs
Repossession Fees (Set by Statute, California Vehicle Code Section 26751)		
	\$	15.00
Secondhand Dealer & License Permit & Renewal		
Permit	\$	300.00
Renewal	\$	156.00
+ DOJ and City Livescan fee		
Subpoena Fee Deposit (Per Day) - (Set by Statute, Government Code 68093-68097.2)		
		No Change
Taxicab Driver Permit (GBMC Section 3405)		
Application Fee and Identification Card Fee	\$	366.00
Annual Renewal Application Fee (GBMC Section + Department of Justice Fees	\$	106.00
Taxi Public Hearing Fee		
	\$	212.00
Tobacco Ordinance License Annual Fee		
County Health Officer Fee		No Change
Change of Location Fee (GBMC Section 2908)	\$	163.00
+ Business Tax Certificate and Fire Inspection Fees		
Sale or Transfer Fee (GBMC Section 3915)		No Change
<i>Vehicle Inspection Fee</i>		<i>No Longer Handling/Done by CHP</i>
<i>VIN Verification</i>		<i>No Longer Handling/Done by CHP</i>

Any requested services not covered by Master Fee Schedule will be charged actual costs based on time and materials. A deposit may be required by the City.