

## City of Alexandria, Virginia

## MEMORANDUM

DATE: APRIL 8, 2010

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER *J*

SUBJECT: RESOLUTION FOR ADOPTION OF PLAN REVIEW FEES FOR REVIEW OF PLANS FOR AQUATIC FACILITIES, REINSPECTION FEES FOR PREOPERATIONAL INSPECTIONS BEYOND THE FIRST ONE, AND PERMIT FEES FOR POOL MANAGEMENT COMPANIES

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**ISSUE:** City Council consideration of a Resolution: 1) establishing fees for the review of plans and construction inspections for aquatic facilities by the Health Department; 2) establishing a re-inspection fee where more than one annual pre-operational inspection is required; and 3) establishing the permit fee for pool management companies that manage aquatic facilities within the City.

**RECOMMENDATION:** That City Council adopt the proposed Resolution which 1) imposes a \$750 plan review and construction inspection fee on swimming pool owners submitting plans for new swimming pools or swimming pools undergoing major remodeling; 2) imposes a \$375 plan review and construction inspection fee on spa pool owners submitting plans for new spa pools or spa pools undergoing major renovation; 3) imposes a \$150 plan review and construction inspection fee on the owners of swimming pools or spa pools undergoing minor renovations; 4) imposes a \$100 re-inspection fee for each preoperational inspection required beyond the first one; and 5) imposes a \$25 annual license fee for pool management companies.

**DISCUSSION:** New plan review and construction inspection fees for swimming pools and spas are proposed. The proposed fees are based on the actual cost of providing these services. Salary, benefits and overhead for an environmental health specialist is approximately \$80 per hour.

A typical swimming pool requires 3-6 hours of plan review time and 2-4 construction inspections each lasting 1-2 hours. Thus, depending on the circumstances, we typically spend 5-14 man hours (\$400-\$1120) approving a new pool. The proposed \$750 fee is slightly less than the average cost to approve a pool.

A typical spa requires 2-4 hours of plan review time and 1-3 construction inspections each lasting 60-90 minutes. Thus, depending on the circumstances, we typically spend 3-

8.5 man hours (\$240-\$680) approving a new spa. The proposed \$375 fee is slightly less than the average.

A typical minor pool or spa renovation requires 0.5-1.5 hours of plan review time and 1 construction inspection lasting 30-90 minutes. Thus, depending on the circumstances, we typically spend 1-3 staff hours (\$80-\$240) approving minor renovations at a pool or spa. The proposed \$150 fee is slightly less than the average.

During the month of May the Health Department conducts pre-operational inspections on the approximately 120 seasonal swimming pools before they open on Memorial Day weekend. Most pool management companies do a good job and require only one preoperational inspection before opening. However, there have been a number of cases when a preoperational inspection was requested before a pool was properly prepared for opening and the environmental health specialist's inspection was essentially used as a punch list of what needed to be done. This is an inappropriate use of the Health Department's services. Pool management companies should provide their own internal quality assurance. Adoption of the proposed \$100 re-inspection fee enabled by the recent adoption of the Aquatic Health Ordinance will encourage pool companies to utilize the Health Department's preoperational inspection process appropriately. Fairfax County charges a similar \$100 re-inspection fee.

The new Aquatic Health Ordinance provides for licensing of pool management companies operating in the City of Alexandria. This proposed resolution sets the application fee for the license at \$25 annually, just enough to cover the Health Department's administrative costs. The other local jurisdiction that licenses pool management companies, Montgomery County (MD), charges a fee of \$50 for every pool under the management of the pool management company

**FISCAL IMPACT:** It is estimated that on average plan review and construction inspection fees will bring in approximately \$3,750 in revenue annually.

Over the last four years we have reviewed plans for an average of 4.25 new or extensively remodeled pools and 2.0 new or extensively remodeled spas annually. Data on minor pool renovations has been highly skewed over the last several years due to the adoption of the federal Virginia Graeme Baker Act. The above revenue projection is based on 4 pools and 2 spas annually. These projected revenues are included in the FY11 budget.

<b>Plan Review for Pools and Spas in Alexandria</b>					
	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>Average</b>
<b>Pools</b>	<b>7</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>4.25</b>
<b>Spas</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>2.00</b>

We expect that approximately 10% of the approximately 120 seasonal pools will require preoperational re-inspections. The anticipated annual revenue is \$1,200. This projected revenue is not included in the FY11 budget.

There are currently 17 pool management companies operating in Alexandria. The anticipated annual revenue is \$425. This projected revenue is not included in the FY11 budget.

**ATTACHMENTS:**

Attachment 1: Proposed Resolution

Attachment 2: Plan Review Fees in Nearby Jurisdictions

**STAFF:**

David M. Wilder, DO, MPH, Interim Health Director, Alexandria Health Department

Bob Custard, Environmental Health Division Chief, Alexandria Health Department

Mary Elliott O'Donnell, Assistant City Attorney

RESOLUTION NO. \_\_\_\_\_

**WHEREAS**, under § 2.07 of the City Charter, City Council has the authority to establish fees to be charged for services provided by the City; and

**WHEREAS**, on March 13, 2010, city council enacted a new Aquatic Health Ordinance governing aquatic facilities including swimming pools, spa pools, waterparks, and interactive water features; and

**WHEREAS**, under Section 11-11-25 of the Code of the City of Alexandria (Aquatic Health Ordinance), City Council is required, from time to time, to set by resolution the fees for plan review and construction inspections, preoperational reinspections, and license fees for pool management companies; and

**WHEREAS**, City Council has now determined that it is necessary and desirable to set these fees required by the Aquatic Health Ordinance;

**NOW, THEREFORE, BE IT RESOLVED  
BY THE CITY COUNCIL OF ALEXANDRIA**

1. That the plan review and construction inspection fee for new or extensively remodeled swimming pools, water parks and interactive water features required by Subsection 11-11-6(D) of the Aquatic Health Ordinance shall be \$750.
2. That the plan review and construction inspection fee for new or extensively remodeled spa pools required by Subsection 11-11-6(D) of the Aquatic Health Ordinance shall be \$375.
3. That the plan review and construction inspection fee for minor modifications or renovations to aquatic facilities, including swimming pools, spa pools, water parks and interactive water features, required by Subsection 11-11-6(D) of the Aquatic Health Ordinance shall be \$150.
4. That the preoperational reinspection fee required by Subsection 11-11-6(G) of the Aquatic Health Ordinance shall be \$100 per reinspection.
5. That the annual license fee for pool management companies as required by Subsection 11-11-11(B) of the Aquatic Health Ordinance shall be \$25.
6. That the annual permit fee established in Section 5 above shall apply to annual pool management company licenses issued in 2010 and, unless and until revised by the City Council, to such annual licenses issued during subsequent years.



**FEEES FOR REVIEW OF PLANS**  
**FOR AQUATIC FACILITIES IN ADJACENT JURISDICTIONS**

<b>Arlington County</b>	<b>\$160 plan review – any plans</b>
<b>Fairfax County</b>	<b>\$250 plan review – any plans, \$50 for each resubmission</b>
<b>Fauquier County</b>	<b>\$500 plan review – new facility</b>
<b>Loudoun County</b>	<b>\$0 (fees have not changed in 15 years)</b>
<b>Montgomery County (MD)</b>	<b>\$230 plan review – new facility</b> <b>\$115 plan review - equipment replacement</b>
<b>Prince George’s County (MD)</b>	<b>\$200 plan review - new pool or spa</b> <b>\$150 plan review - remodeling</b>

**RESOLUTION NO. 2393**

**WHEREAS**, under § 2.07 of the City Charter, City Council has the authority to establish fees to be charged for services provided by the City; and

**WHEREAS**, on March 13, 2010, city council enacted a new Aquatic Health Ordinance governing aquatic facilities including swimming pools, spa pools, waterparks, and interactive water features; and

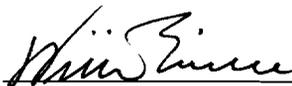
**WHEREAS**, under Section 11-11-25 of the Aquatic Health Ordinance, City Council is required, from time to time, to set by resolution the fees for plan review and construction inspections, preoperational reinspections, and license fees for pool management companies ; and

**WHEREAS**, City Council has now determined that it is necessary and desirable to set these fees required by the Aquatic Health Ordinance;

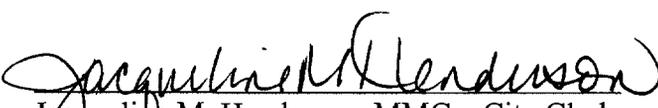
**NOW, THEREFORE, BE IT RESOLVED  
BY THE CITY COUNCIL OF ALEXANDRIA**

1. That the plan review and construction inspection fee for new or extensively remodeled swimming pools, water parks and interactive water features required by Subsection 11-11-6(D) of the Aquatic Health Ordinance shall be \$750.
2. That the plan review and construction inspection fee for new or extensively remodeled spa pools required by Subsection 11-11-6(D) of the Aquatic Health Ordinance shall be \$375.
3. That the plan review and construction inspection fee for minor modifications or renovations to aquatic facilities, including swimming pools, spa pools, water parks and interactive water features, required by Subsection 11-11-6(D) of the Aquatic Health Ordinance shall be \$150.
4. That the preoperational reinspection fee required by Subsection 11-11-6(G) of the Aquatic Health Ordinance shall be \$100 per reinspection.
5. That the annual license fee for pool management companies as required by Subsection 11-11-11(B) of the Aquatic Health Ordinance shall be \$25.
6. That the annual permit fee established in Section 5 above shall apply to annual pool management company licenses issued in 2010 and, unless and until revised by the City Council, to such annual licenses issued during subsequent years.
7. That this resolution shall be effective at the time of passage.

ADOPTED: April 13, 2010

  
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**WILLIAM D. EULLE      MAYOR**

ATTEST:

  
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Jacqueline M. Henderson, MMC    City Clerk