

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To: Allan L. Roeder  
Dept: Interim City Manager  
Subject: PUBLIC HEARING – ADOPTION OF A RESOLUTION ESTABLISHING AND AMENDING USER FEES FOR VARIOUS CITY SERVICES

From: Kingsley Okereke  
Dept: Finance  
Date: June 23, 2015

OBJECTIVE

For the City Council to hold a Public Hearing to consider the adoption of the attached Resolution (attachment 1) establishing and amending user fees for various City services as set forth in Schedule A (attachment 2).

BACKGROUND

In 1994, the City Council adopted a Master Fee Schedule, which combined the City's fees for service into one document. The City strives to recover most, if not all, of the costs for such services, although it is recognized that this is not always practical or possible. This document has been updated periodically as needed.

DISCUSSION

All City departments have reviewed the City's fee schedule, studied the costs of services being provided, and identified fees that should be added, deleted, or considered for adjustment. The identified fees are being proposed for addition or adjustment to offset new or increased costs for providing the services. Schedule A provides a list of the proposed changes, which includes the addition of a fire flow testing fee, deposits for construction water meters, and various facility rental charges. In addition, fees for passport services and hazardous materials disclosure will be deleted as the City will no longer provide these services. Cost documentation supporting each proposed change is included (attachment 3).

A Public Hearing is required for the establishment and amendment of user fees. A Public Hearing Notice was published in accordance with Government Code Section 6062(a). The proposed fee changes and documentation were made available for the ten day public review period at the City clerk's Office since June 10, 2015. If approved, the new fees will become effective on July 1, 2015.

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AMENDING USER FEES FOR VARIOUS CITY SERVICES

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FINANCIAL IMPACT

It is estimated that the addition of the proposed fees will recover approximately \$9,500 per year, depending upon the level and nature of services provided.

RECOMMENDATION

It is recommended that the City Council:

- Conduct the public hearing; and
- Adopt the attached Resolution establishing and amending user fees for various City services.

  
KINGSLEY OKEREKE  
Finance Director

  
By: Ann Eifert  
Senior Administrative Analyst

Attachment 1 – Fee Resolution

Attachment 2 – Schedule A: Listing of Fee Changes

Attachment 3 – Cost Documentation for Proposed Fee Changes

Approved for Agenda listing

  
Allan L. Roeder  
Interim City Manager

GARDEN GROVE CITY COUNCIL

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDEN GROVE  
ESTABLISHING AND AMENDING USER FEES FOR VARIOUS CITY SERVICES

WHEREAS, State law authorizes a city to adopt and implement fees, rates, and charges for municipal services, provided that such fees, rates, and charges do not exceed the estimated reasonable cost of providing such services;

WHEREAS, the various departments of the City of Garden Grove have identified certain services provided on request to members of the public and organizations;

WHEREAS, the actual and direct costs to the City to provide these services have been calculated and analyzed, and where the cost of such services have changed, a revised fee or charge has been determined as set forth in Schedule A attached hereto;

WHEREAS, the actual and direct costs to the City to provide certain other services have been calculated and analyzed and fees or charges for such other services are set forth in Schedule A;

WHEREAS, the revised fees and charges are based on the actual or estimated reasonable cost of providing the services, including labor, materials, and overhead, and do not exceed such costs;

WHEREAS, the City Council has previously established fees and charges for various City services in Resolution No. 8726-06, as amended by Resolution Nos. 8730-06, 8731-06, 8791-07, 8794-07, 8823-08, 8861-08, 8902-09, 8999-10, 9064-11, 9073-11, 9137-12, 9171-13, 9175-13, 9216-14 and each such established fee and charge is unaffected by this Resolution, unless such fee or charge is superseded by a revised fee or charge in Schedule A;

WHEREAS, pursuant to legal notice, a Public Hearing was held by the City Council on June 23, 2015, and all interested persons were given an opportunity to be heard; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Garden Grove does hereby establish revised fees and charges as set forth in Schedule A attached hereto. The revised fees and charges in Schedule A supersede any fees and charges previously adopted for the same user and development processing fees.

BE IT FURTHER RESOLVED that in order to provide the public an easy-to-understand schedule of fees, the City Clerk is directed to compile and make available upon request an updated schedule of fees and charges for City services that combines: (1) the list of previously-established service fees and charges that are not addressed by this Resolution, with (2) the list of services subject to revised fees and charges attached hereto as Schedule A. The combined list is for public information purposes, and clerical or other errors or omissions in the preparation of the list shall not have the effect of increasing, decreasing, invalidating, or waiving adopted fees or charges.

BE IT FURTHER RESOLVED that the fees attached in Schedule A shall become effective July 1, 2015.

**SCHEDULE A  
PROPOSED FEE CHANGES**

**SCHEDULE A  
PROPOSED FEE CHANGES**

<b>FEE DESCRIPTION</b>	<b>CURRENT FEE</b>	<b>PROPOSED FEE</b>
<b>COMMUNITY SERVICES</b>		
<p><b>COURTYARD CENTER SPECIAL PACKAGE</b></p> <ul style="list-style-type: none"> <li>• Weekday and weekend rental of the CYC as available.</li> <li>• Event must be held within 12 months of booking.</li> <li>• Four (4) hour total event time.</li> <li>• Maximum attendees: 75</li> <li>• No alcohol allowed.</li> <li>• No Security required.</li> <li>• Includes 1 hour prior to, and 1 hour after event, for set-up and clean-up.</li> <li>• Up to one pre-event Extra Set-Up Hour may be purchased as outlined under General Fees.</li> </ul>	N/A	<p>\$557.00 - 4 Hour Event (Includes 1 hour prior for set-up and 1 hour post event for cleanup)</p> <p>Deposit with or without food: \$250.00</p>
<p><b>MEMORIAL PACKAGE</b></p> <ul style="list-style-type: none"> <li>• Weekend or weekday rental of CMC, CYC or SC, as available.</li> <li>• Event must be held within 6 weeks of booking.</li> <li>• Three (3) hour total event time.</li> <li>• Maximum attendance: Based on room capacity, up to 300 maximum.</li> <li>• No alcohol allowed.</li> <li>• No Security required.</li> <li>• Includes 1 hour prior to, and 1 hour after event, for set-up and clean-up.</li> <li>• Complimentary LCD projector included in Memorial Package.</li> <li>• Up to one pre-event Extra Set-Up Hour may be purchased as outlined under General Fees.</li> </ul>	N/A	<p>\$591.00 - 3 Hour Event (Includes 1.5 hours prior for set-up and 1 hour post event for cleanup)</p> <p>Deposit with or without food: \$250.00</p>
<p><b>NO-SHOW FEE</b> (These fees apply to Classifications I-V, and all sub-categories.)</p>	N/A	\$100.00

**SCHEDULE A  
PROPOSED FEE CHANGES**

<b>FEE DESCRIPTION</b>	<b>CURRENT FEE</b>	<b>PROPOSED FEE</b>
<b>EXTENDED SET-UP PRE-EVENT HOURS</b> (These hours are beyond the provided 1.5 pre-event set-up hours AND two purchased Extra Set-Up Hours.)		
Class II - CMC	N/A	\$154.00/hour
Class II - CYC	N/A	\$117.00/hour
Class II - SC	N/A	\$97.00/hour
Class III - CMC	N/A	\$171.00/hour
Class III - CYC	N/A	\$120.00/hour
Class III - SC	N/A	\$98.00/hour
Class IV - CMC	N/A	\$255.00/hour
Class IV - CYC	N/A	\$179.00/hour
Class IV - SC	N/A	\$154.00/hour
Class V - CMC	N/A	\$267.00/hour
Class V - CYC	N/A	\$202.00/hour
Class V - SC	N/A	\$172.00/hour
<b>LCD Projector - Ceiling Mounted</b>	\$200.00 each	\$100.00 each
<b>LCD Projector - Portable</b>	N/A	\$30.00 each
<b>Beverages For Purchase</b> (includes bowl of ice, cups, napkins)		
Soda Variety	N/A	\$1.00 each
Bottled Water	N/A	\$1.00 each
Coffee (includes tea bag variety, hot water, condiments, cups, stir sticks, and napkins)	N/A	
15 cups	N/A	\$10.00
35 cups	N/A	\$25.00
55 cups	N/A	\$35.00
100 cups	N/A	\$60.00
<b>PUBLIC WORKS</b>		
<b>FIRE FLOW TESTING</b>	N/A	\$200.00
<b>CONSTRUCTION METER DEPOSIT</b>		
Construction Meter - Deposit	N/A	\$1,200.00
Construction Meter with Backflow Device - Deposit	N/A	\$2,800.00

**SCHEDULE A  
PROPOSED FEE CHANGES**

<b>FEE DESCRIPTION</b>	<b>CURRENT FEE</b>	<b>PROPOSED FEE</b>
<b>FIRE</b>		
<b>HAZARDOUS MATERIALS DISCLOSURE</b>		
Unlimited number of employees, 1 to 2 chemicals, less than 10,000 gallons or less than 1000 lbs. or less than 1000 cubic feet of compressed gas	\$ 225.00	Delete
1-10 Employees, 1-15 chemicals, less than 10,000 gallons or less than 1000 lbs. or less than 1000 cubic feet of compressed gas	\$ 225.00	Delete
11-20 Employees, 1-15 chemicals, less than 20,000 gallons or less than 2000 lbs. or less than 2000 cubic feet of compressed gas	\$ 325.00	Delete
21-30 Employees, 1-15 chemicals, less than 30,000 gallons or less than 3000 lbs. or less than 3000 cubic feet of compressed gas	\$ 425.00	Delete
31+ Employees, 1-15 chemicals, more than 30,000 gallons or more than 3000 lbs. or more than 2000 cubic feet of compressed gas	\$ 525.00	Delete
1+ Employees, 16-30 chemicals, any reportable amount	\$ 775.00	Delete
1+ Employees, 31 or more chemicals, any reportable amount	\$ 1,025.00	Delete
Late Charge of 25% of the hazardous materials disclosure fees due shall be charged on any payments not made within 32 days of the due date		Delete
<b>GENERAL SERVICES</b>		
Passport Processing Fee	\$ 25.00	Delete
Passport Photos	\$ 10.00	Delete



**COST DOCUMENTATION FOR  
PROPOSED FEE CHANGES**

## Cost Documentation for Proposed Fee Changes

COMMUNITY SERVICES	CURRENT FEE	PROPOSED FEE	JUSTIFICATION
<b>DESCRIPTION PACKAGE</b> <ul style="list-style-type: none"> <li>• Weekday and weekend rental of the CYC as available.</li> <li>• Event must be held within 12 months of booking.</li> <li>• Four (4) hour total event time.</li> <li>• Maximum attendees: 75</li> <li>• No alcohol allowed.</li> <li>• No Security required.</li> <li>• Includes 1 hour prior to, and 1 hour after event, for set-up and clean-up.</li> <li>• Up to one pre-event Extra Set-Up Hour may be purchased as outlined under General Fees.</li> </ul>	<p style="text-align: center;">N/A</p>	<p>\$557.00 - 4 Hour Event (Includes 1 hour prior for set-up and 1 hour post event for cleanup)</p> <p>Deposit with or without food: \$250.00</p>	<p>To improve customer service by providing additional room rental options, Staff is proposing the option to rent facilities for a 4-hour event. Currently, the City only provides for 6 hour rentals during the weekend starting at \$717.00 with a set up fee of \$79.00.</p> <p>This package will be provided to all classifications and only if rooms are available. Courtyard Center Current Weekend Rate: \$717.00 / 6 hours = \$119.50 per hour \$119.50 x 4 hours + Set Up Fee of \$79.00 = \$557.00</p>
<b>MEMORIAL PACKAGE</b> <ul style="list-style-type: none"> <li>• Weekend or weekday rental of CMC, CYC or SC, as available.</li> <li>• Event must be held within 6 weeks of booking.</li> <li>• Three (3) hour total event time.</li> <li>• Maximum attendance: Based on room capacity, up to 300 maximum.</li> <li>• No alcohol allowed.</li> <li>• No Security required.</li> <li>• Includes 1 hour prior to, and 1 hour after event, for set-up and clean-up.</li> <li>• Complimentary LCD projector included in Memorial Package.</li> <li>• Up to one pre-event Extra Set-Up Hour may be purchased as outlined under General Fees.</li> </ul>	<p style="text-align: center;">N/A</p>	<p>\$591.00 - 3 Hour Event (Includes 1.5 hours prior for set-up and 1 hour post event for cleanup)</p> <p>Deposit with or without food: \$250.00</p>	<p>To improve customer service by providing additional room rental options, Staff is proposing the option to rent facilities for a 3-hour event. Currently, the City only provides for 6 hour rentals during the weekend starting at \$1,024.00 with a set up fee of \$79.00.</p> <p>This package will be provided to all classifications and only if rooms are available. Current CMC Weekend Rate: \$1,024 / 6 hour = \$170.67 (Class II) \$170.67 x 3 hours + Set Up Fee of \$79.00 = \$591.01</p>
<p><b>No Show Fee -</b> (These fees apply to Classifications I-V, and all sub-categories.)</p>	<p style="text-align: center;">N/A</p>	<p style="text-align: right;">\$100.00</p>	<p>Staff must be scheduled and meeting rooms are set up to prepare for any event that is booked at City facilities. This fee is to be imposed to achieve cost recovery for staff time spent drafting, processing and executing contracts, coordinating and scheduling set-up crews, beverage service, room preparation, etc. The fee is to be charged for those meetings/events that are not cancelled within 24 hours. Fees may be withheld from contracted Room Use fees, from deposit, or via inter-departmental charge.</p> <p>Office Assistant: 2 Hours @ \$25.72 = \$51.44 Event Specialist: 2 Hours @ \$15.30 = \$30.60 Set-up Crew: 2 Hours @ \$13.20 = \$26.40 Total Cost: \$108.44</p>
<p><b>EXTENDED SET-UP PRE-EVENT HOURS</b> (These hours are beyond the provided 1.5 pre-event set-up hours AND two purchased Extra Set-Up Hours.)</p>	<p style="text-align: center;">N/A</p>	<p style="text-align: right;">\$100.00</p>	<p>When a room is reserved for an event at the Community Meeting Center, Courtyard Center, and/or Senior Center, the room rate for the event includes 1.5 hours of "pre-event" set-up time, 6 hours of event time, and 1 hour for clean-up, for a total of 8.5 hours. Clients have the option to purchase up to two additional hours of set-up time for \$45.00/hour; however, it is often requested by clients that the City provide additional pre-event (in addition to the optional two set up hours) set up time to accommodate the time needed for clients to decorate, set up equipment, etc. In order to provide better customer service and to accommodate clients' needs, Staff is proposing the option to purchase two additional set-up hours, extending the total room rental hours.</p> <p>The cost of the two additional hours is based on the current base hourly rate of each facility for each classification.</p>

## Cost Documentation for Proposed Fee Changes

DESCRIPTION	CURRENT FEE	PROPOSED FEE	JUSTIFICATION
Class II - CMC	N/A	\$154.00/hour	Base Rate: \$926.00 / 6 hours = \$154.33 per additional hour
Class II - CYC	N/A	\$117.00/hour	Base Rate: \$704.00 / 6 hours = \$117.33 per additional hour
Class III - SC	N/A	\$97.00/hour	Base Rate: \$579.00 / 6 hours = \$96.50 per additional hour
Class III - CMC	N/A	\$171.00/hour	Base Rate: \$1,024.00 / 6 hours = \$170.67 per additional hour
Class III - CYC	N/A	\$120.00/hour	Base Rate: \$717.00 / 6 hours = \$119.50 per additional hour
Class IV - SC	N/A	\$98.00/hour	Base Rate: \$590.00 / 6 hours = \$98.33 per additional hour
Class IV - CMC	N/A	\$255.00/hour	Base Rate: \$1,528.00 / 6 hours = \$254.67 per additional hour
Class IV - CYC	N/A	\$179.00/hour	Base Rate: \$1,076.00 / 6 hours = \$179.33 per additional hour
Class V - SC	N/A	\$154.00/hour	Base Rate: \$926.00 / 6 hours = \$154.33 per additional hour
Class V - CMC	N/A	\$267.00/hour	Base Rate: \$1,599.00 / 6 hours = \$266.50 per additional hour
Class V - CYC	N/A	\$202.00/hour	Base Rate: \$1,213.00 / 6 hours = \$202.17 per additional hour
Class V - SC	N/A	\$172.00/hour	Base Rate: \$1,031.00 / 6 hours = \$171.84 per additional hour
<b>LCD Projector - Ceiling Mounted</b>	\$200.00 each	\$100.00 each	To improve customer service, Staff is proposing to lower the cost to enable more clients to use the unit.
<b>LCD Projector - Portable</b>		\$30.00 each	Rental of City equipment is provided for various events at City facilities. A fee of \$200 for the LCD projector is needed to achieve cost recovery for the service. Fee includes 20 minutes of Rec III labor and fringe at \$16.53/hr for the placement and removal per event as well as the amortized cost of equipment.
<b>Beverages For Purchase</b> (includes bowl of ice, cups, napkins)			
Soda Variety		\$1.00 each	Fee is based on purchase cost to the City
Bottled Water		\$1.00 each	Fee is based on purchase cost to the City
Coffee (includes tea bag variety, hot water, condiments, cups, stir sticks, and napkins)			
15 cups		\$10.00	Fee is based on purchase cost to the City
35 cups		\$25.00	Fee is based on purchase cost to the City
55 cups		\$35.00	Fee is based on purchase cost to the City
100 cups		\$60.00	Fee is based on purchase cost to the City

**Cost Documentation for Proposed Fee Changes**

<b>Construction Meter Deposit</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
Construction Meter	\$ -	\$ 1,200.00
Construction Meter with Backflow Device	\$ -	\$ 2,800.00

**Justification**

The proposed deposit is needed to replace the construction meter if stolen or lost by the user. The deposit will be refunded when the meter is returned.

**Actual City Costs**

<b>Item</b>	<b>Total Cost</b>
Construction Meter	\$ 1,440.65
Construction Meter with Backflow Device	\$ 2,805.30

## Cost Documentation for Proposed Fee Changes

Fire Flow Testing Fee	Current Fee	Proposed Fee
Fire Flow Testing	\$ -	\$ 200.00

### Justification

Fire flow testing is required to ensure that fire protection (i.e. fire sprinkler systems) design will meet the demand criteria of the fire department. The test determines the water flow rate/pressure available in the water main for a fire emergency situation. This test is required for all new development.

The proposed fee is needed to achieve cost recovery for the number of staff hours and vehicle usage required to perform a fire flow test for developers/contractors. The number of requests for this type of test has increased in the last couple of years. The City does not currently have any method of recovering the costs associated with this type of test.

### Actual City Costs

Title	Base Hourly	Estimated Hours	Total Cost
Principal Engineering Technician	44.90	2.00	\$ 89.80
Water Service Worker	23.20	2.00	\$ 46.40
Utility Truck	52.00	2.00	\$ 104.00
<b>Total</b>		<b>Total</b>	<b>\$ 240.20</b>

## Cost Documentation for Proposed Fee Changes

FIRE	CURRENT FEE	PROPOSED FEE	JUSTIFICATION
<b>HAZARDOUS MATERIALS DISCLOSURE</b>			
Unlimited number of employees, 1 to 2 chemicals, less than 10,000 gallons or less than 1000 lbs. or less than 1000 cubic feet of compressed gas	\$ 225.00	Delete	Program is no longer provided by the City and is now provided by the County of Orange
1-10 Employees, 1-15 chemicals, less than 10,000 gallons or less than 1000 lbs. or less than 1000 cubic feet of compressed gas	\$ 225.00	Delete	Program is no longer provided by the City and is now provided by the County of Orange
11-20 Employees, 1-15 chemicals, less than 20,000 gallons or less than 2000 lbs. or less than 2000 cubic feet of compressed gas	\$ 325.00	Delete	Program is no longer provided by the City and is now provided by the County of Orange
21-30 Employees, 1-15 chemicals, less than 30,000 gallons or less than 3000 lbs. or less than 3000 cubic feet of compressed gas	\$ 425.00	Delete	Program is no longer provided by the City and is now provided by the County of Orange
31+ Employees, 1-15 chemicals, more than 30,000 gallons or more than 3000 lbs. or more than 2000 cubic feet of compressed gas	\$ 525.00	Delete	Program is no longer provided by the City and is now provided by the County of Orange
1+ Employees, 16-30 chemicals, any reportable amount	\$ 775.00	Delete	Program is no longer provided by the City and is now provided by the County of Orange
1+ Employees, 31 or more chemicals, any reportable amount	\$ 1,025.00	Delete	Program is no longer provided by the City and is now provided by the County of Orange
Late Charge of 25% of the hazardous materials disclosure fees due shall be charged on any payments not made within 32 days of the due date		Delete	Program is no longer provided by the City and is now provided by the County of Orange
<b>GENERAL SERVICES</b>			
Passport Processing Fee	\$ 25.00	Delete	Effective July 1, 2015, service will no longer be provided.
Passport Photos	\$ 10.00	Delete	Effective July 1, 2015, service will no longer be provided.