

# Agenda Report

**TO:** CITY COUNCIL  
**Through:** FINANCE COMMITTEE

**DATE:** April 23, 2007

**FROM:** CITY MANAGER

**SUBJECT:** ANNUAL AMENDMENTS TO THE GENERAL FEE SCHEDULE

## **RECOMMENDATION**

It is recommended that the City Council adopt by resolution the fiscal year 2008 General Fee Schedule, which contains amended fees using data gathered during the annual review of Cost of Service. These amended fees shall take effect on July 1, 2007.

## **BACKGROUND**

Pursuant to Pasadena Municipal Code section 1.08.070, the amount of any fee established by resolution of the City Council shall not exceed the cost incurred by the city in providing the service, use, action or item for which the fee is charged. Moreover, a written schedule of fees, designated the General Fee Schedule, adopted by resolution of the City Council shall be filed with the City Clerk and shall be available for public inspection during regular business hours.

Annually these fees are reviewed in order to: determine whether or not there should be increases or decreases based on the cost of providing services; determine whether new fees for new services are warranted, as well as to determine whether some fees should be eliminated. Short of these types of changes, fees may also be held constant or increased by an amount equal to the change in the consumer price index (CPI) for the Los Angeles-Orange-Riverside counties for the preceding twelve-month period ending March 1, which for the most recent period equaled 3.50%.

On April 9, 2007 the City Council approved changes in the fees related to Use of Parks and Recreation Facilities and Programs which will become effective on July 1, 2007. The approved changes are included in this schedule and no other changes are recommended at this time.

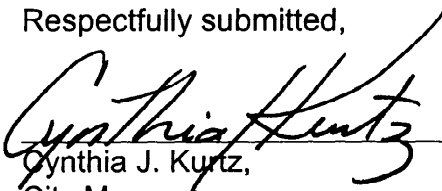
The attached Schedule includes the following: 1) a description of each fee; 2) the current fee, as adopted by the City Council on April 24, 2006 for fiscal year 2007;

and, 3) the fee amount recommended by staff. Additionally, where staff is recommending new fees, deleting fees or adopting fees that exceed the change in CPI additional information supporting such recommendations follows the Fiscal Impact portion in the Notes to General Fee Schedule.


**FISCAL IMPACT**

Adoption of the staff recommendation is expected to increase revenues in fiscal year 2008 in the General Fund by approximately, \$294,000, and in the Refuse Fund by \$43,000. These revenue projections have been factored into the General Fund five year financial plan as well as the recommended operating budget.


Respectfully submitted,

  
Cynthia J. Kurtz,  
City Manager

Prepared by:

  
Paula Hanson  
Management Analyst V

Approved by:

  
Steve Stark  
Director of Finance

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF PASADENA  
APPROVING THE GENERAL FEE SCHEDULE  
FOR FISCAL YEAR 2008**

**The City Council of the City of Pasadena resolves as follows:**

1. The General Fee Schedule entitled "General Fee Schedule Fiscal Year 2008" and dated April, 2007, attached hereto, is hereby approved.
2. The City Manager is directed to begin collecting these fees for Fiscal Year 2008, effective July 1, 2007.

Adopted at the regular meeting of the City Council on the 23<sup>rd</sup> day of April, 2007 by the following vote:

**AYES:**

**NOES:**

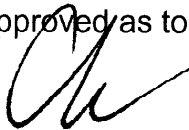
**ABSENT:**

**ABSTAIN:**

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Jane Rodriguez  
City Clerk

Approved as to form:

 4/3/07

Nicholas George Rodriguez  
Assistant City Attorney

## NOTES TO GENERAL FEE SCHEDULE

Following is an explanation and/or justification for each **NEW** or **DELETED** fee and any fee **REVISED** by other than the CPI, listed by Department:

### City Clerk

Absentee Voter Data Fee (fee #14) proposed fee \$25.00. Staff is recommending a new fee to recover Staff costs associated with the service to provide absentee voter data during City election cycle.

### Fire Department

Staff is recommending an increase above CPI for the following fees:

1. Rental of reserve fire engine (fee #135) proposed fee \$56.00 per hour. These fees are increased based on the Office of Emergency Service reimbursement rate for the apparatus.
2. Rental of reserve ambulance (fee #136) proposed fee \$73.00 per hour. These fees are increased based on the Office of Emergency Service reimbursement rate for the apparatus.

### Human Services and Recreation Department

Staff is recommending elimination of the \$6.60 fee (fee #1012) for assisting with the completion of Home Owners Rental Assistance forms. The Franchise Tax Board has indicated that if a fee is charged to the public for providing this service, the State will not provide free forms and literature, free paid postage, free technical support, free training, protection from legal responsibility for claims, or volunteer services during tax season. This service directly benefits the elderly and disabled, low income clients.

### Planning and Development Department

Staff is recommending that all Building Permit fees (fee #179 to #288) based on project valuation remain constant with no increase in the CPI because these permits are calculated using current cost of construction. The current fee structure is recovering all costs.

Staff is recommending the elimination of the following fees which will be combined into two new fees under Certificate of Appropriateness (see below). Staff has determined that the specificity of these fees is unnecessary and the workload can be divided into two categories rather than seven with no fiscal impact:

1. Demolition, Category 3 Review, Staff Review (fee #434)
2. Replacement Building Permit Relief, Commission Review (fee #435)
3. Alteration/Relocation Category 2 and 3 Review, Staff Review (fee #436)
4. Demolition, Category 3 Building, Commission Review (fee #437)
5. Alteration/Relocation Category 2 and 3 Review, Commission Review (fee #438)
6. Demolition, Category 1 or 2 Building (fee #439)
7. Demolition, Insignificant Building (fee #441)

## NOTES TO GENERAL FEE SCHEDULE

The following are new proposed fees:

1. Affordable Housing Concession Permit (fee #341 & #342) – proposed fee \$3,110 with a deposit of \$5,000 to cover consultant costs. This fee recovers the cost of a consultant to analyze project information, as provided by the applicant, to determine if a concession and/or waiver is necessary in order to ensure the provision of affordable units in residential or mixed use projects.
2. Floor Area Ratio Increase (fee #346) – proposed fee \$4,237. This fee covers applicant's request to increase the floor area ratio for a project versus the size of the lot.
3. City Hall Filming – (fee #357 to fee #360) - proposed fees \$9,000 a day for rentals, \$4,000 for productions under 20 cast and crew, \$5,000 a day for prep and \$2,000 a day for prep smaller productions. These fees are entrepreneurial in nature and market driven.
4. Film fee for Hand Held Productions (crew up to 10) (fee #361) – proposed fee \$350. This fee is entrepreneurial in nature and market driven.
5. Filming Location Library Fee (fee #362) – proposed fee \$40. The fee recovers cost of adding new locations to the City's Filming Location Library.
6. Minor change to a subdivision approval (fee #409) – proposed fee \$499. This fee recovers cost of staff review only, for a change to an approved subdivision.
7. Zoning Letter Request, Minor (fee #425) – proposed fee \$102. Recovers cost of researching and preparing a response to minor requests for Zoning information from the public.
8. Certificates of Appropriateness/Replacement Building Relief – Staff Review – (fee #428) proposed fee \$344. To recover costs of processing Certificates of Appropriateness with Staff review.
9. Certificates of Appropriateness/Replacement Building Relief – Commission Review – (fee #429) proposed fee \$1,068. To recover costs of processing Certificates of Appropriateness with Commission review.

The following are revisions to fees:

1. Enterprise Zone (fee #329) – proposed fee \$99 (includes \$10 State fee). Recovers the cost of time to process Enterprise Zone vouchers.
2. Appeals of Staff/Zoning Administrator/Planning Director Decisions (fee #331) – The fee has been restructured to add the following: original application fee from 0 to \$1,000 then fee is \$650, if original application fee more than \$1,001 then fee is \$1,364.
3. Appeal of Landmark District Decision to City Council (fee #334) – free if original application fee was waived. If original fee not waived refer to regular appeal fees.
4. State law required fees (fees #471 to 473) – County processing fee \$50, Notice of Determination (EIR) \$2,500, Notice of Determination (Negative Declaration) \$1,800 and Notice of Exemptions \$50. These fees are mandated by the State and are collected and paid to the State as required.

### Public Health Department

The following fees have been deleted because the service has been discontinued, the clinic has closed, or the vaccine has been included in a new vaccine:

## NOTES TO GENERAL FEE SCHEDULE

1. Prenatal Care – Sliding Scale Based on 200% Poverty Level (fee #616)
2. Childhood Immunizations - Hepatitis B Single Dose (fee #620)
3. Childhood Immunizations - Varivax (Chicken Pox Vaccine) (fee #622)
4. STD Clinic - Clinic Visits with Exam (fee #657)
5. STD Clinic - Herpes Simplex (fee #658)
6. Well Child Health Program - MD Exam – Comprehensive (fee #663)
7. Well Child Health Program - MD Exam – Partial (fee #664)
8. Well Child Health Program - Record Replacement (fee #665)
9. Well Child Health Program - Laboratory Tests (fee #666)

Staff is recommending one new fee. Prenatal Care – Urine Pregnancy Test (fee #617) – proposed fee \$15.00.

### Public Works Department

Staff is recommending one new fee. Refuse 5 Bins – 4 Pick-up per week – Commercial (fee #967) – proposed fee \$1,025. This fee covers the cost of picking up five bins four times per week. This new service has been requested by customers.

Staff is recommending the elimination of the following Refuse Collection fees because services are charged under other fees or there are no longer customers in these classifications:

1. Refuse Commercial Fees – 100 Gallon Mixed Waste (fee #919)
2. Refuse Commercial Fees – 32 Gallon Mixed Waste (fee #920)
3. Refuse Commercial Fees – 60 Gallon Mixed Waste (fee #921)
4. Refuse Commercial Fees – 100 Gallon Additional – Mixed Waste (fee #922)
5. Refuse Commercial Fees – 32 Gallon Additional – Mixed Waste (fee #923)
6. Refuse Commercial Fees – 60 Gallon Additional – Mixed Waste (fee #924)
7. Municipal Bins – 2 Bins – 1 pick-up per week City account 35% (fee #941)
8. Municipal Bins – 2 Bins – 1 pick-up per week City account 65% (fee #942)
9. Municipal Bins – 4 Bins – 2 pick-ups per week City account 35% (fee #943)
10. Municipal Bins – 4 Bins – 2 pick-ups per week City account 65% (fee #944)

### Transportation Department

Staff is recommending the following new fee:

1. Green/Yellow/White/Other Special Curb Marking – Renewal (fee #706) – proposed fee \$97. To recover costs of any additional engineer work required from green/yellow/white/other special curb markings.