

# Agenda Report

June 21, 2010

**TO:** Honorable Mayor and City Council

**THROUGH:** Finance Committee (June 14, 2010)

**FROM:** City Manager

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

## **RECOMMENDATION:**

1. It is recommended that the City Council adopt by resolution the fiscal year 2011 General Fee Schedule, which contains amended fees based on data gathered during the annual review of the Fees. These amended fees shall take effect on July 1, 2011, except that the collection of the increase in the fees upon development projects shall commence on August 13, 2010.
2. Reject all scheduled rate increases with the exception to fees that are mandatory or must re-coup service costs that will otherwise be an unfunded expense to the City.

## **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, the General Fee Schedule is reviewed to determine if there should be increases or decreases based on the cost of providing services or if new fees for new services are warranted or if certain fees should be eliminated. 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 12 month period ending March 1. For the most recent period the CPI equaled 1.44 percent. Due to the poor economic condition, it is recommended that all fees outlined in the FY2011 general fee schedule be held constant to the FY2010 level with no CPI increases with the exception of fees that are mandatory or must recover service costs that will otherwise

be an unfunded expense to the City. If approved, these fees will be incorporated into the General Fee Schedule.

For presentation purposes the General Fee Schedule (Attachment A) is presented in three parts:

Part 1 – All fees with the exception of those fees charged by Public Works and Human Services

Part 2 – Public Works Fees

Part 3 – Human Services Fees

The general fee schedule includes the current fee as adopted by the City Council on April 27, 2009 for fiscal year 2010 (or as added or amended by City Council during fiscal year 2010) as well as the proposed fiscal year 2011 fee amount recommended by staff.

## **SUMMARY OF NEW FEES FOR FY2011**

### Human Services & Recreation

Application for child Support Services (#1231) of \$6.75 – This fee is required to charge for staff time to fill out the various forms.

### Police

Vehicle Tow Fee (#648) of \$123.00 was approved by City Council per October 5, 2009 Agenda Report.

Vehicle Storage Fee (#649) of \$32.00 per day was approved by City Council per October 5, 2009 Agenda Report.

CD Photograph Reproduction (#645) of \$33.00 – Photographic reproduction fees were eliminated and replaced with CD Photograph Reproduction fees. There is no impact to overall revenues.

### Public Works

Lockable Recycling (#1121) - The monthly fee is calculated by taking the total cost of a recycling container, lock and necessary hardware and dividing it by 60 months, which is the useful life of a recycling container. Each lockable recycling container has a total cost of \$80.56 (the container costs \$50.00 including tax and shipping, and the lock and hardware cost \$30.56 including tax and shipping).  $\$80.56 / 60 = \$1.34$ .

### Public Health

Twenty-one fees in connection with Family PACT (Planning, Access, Care & Treatment). (#812-832). These increases are required by the grantee (Office of Aids

Program and Policy (OAPP) – Los Angeles County Department of Public Health. Medi-Cal rates have to be posted and will be collected for cash paying clients or billed to Medi-Cal, if applicable.

Family PACT		Recommended FY 2011
812	Office Visit, New, Level 1	\$11.41
813	Office Visit, Established, Level 1	\$12.00
814	Office Visit, Established, Level 2	\$11.41
815	Biopsy of Cervix	\$40.54
816	Endocervical Curettage	\$50.67
817	Exam of Cervix w/Scope	\$51.66
818	Bx/Curett of Cervix w/Scope	\$86.14
819	Biopsy of Cervix w/ Scope	\$79.55
820	Endocerv Curettage w/ Scope	\$74.99
821	Destruction, Penis Lesion(s)	\$60.66
822	Destruction, Penis Lesion(s) Complex	\$126.95
823	Cryosurgery, Penis Lesion(s)	\$69.62
824	Biopsy of Penis	\$92.70
825	Biopsy of Penis (Complex)	\$162.31
826	Destroy Vulva Lesions, Simple	\$80.06
827	Destroy Vaginal Lesions, Simple	\$58.78
828	Urine Pregnancy Test	\$4.34
829	Penicillin G Benzathine 2,400 u	\$33.84
830	Depoprovera C 150 mgm	\$87.33
831	Oral Contraceptive Meds	\$12.00
832	Plan B Emergency Contraceptive	\$20.86

**Menved Meningococcal Vaccine (11-55 years old). (#786)**

Fee #	Description	Recommended FY 2011
786	Menved Meningococcal Vaccine (11-55 years old)	\$118.00

Gives clients an additional option to the existing vaccine, Meningococcal & Diphtheria (Conjugate) Vaccine (up to 18 years old). Both vaccines are equal in cost and age-specific – clients will choose one vaccine or the other.

**Cervarix (HPV vaccine). (#791)**

Fee #	Description	Recommended FY 2011
791	Cervarix (HPV vaccine)	\$150.00

Gives clients an additional option to the existing vaccine, Gardasil Vaccine. Both vaccines are equal in cost – clients will choose one vaccine or the other.

**Breath Alcohol Test. (#845)**

Fee #	Description	Recommended FY 2011
845	Breath Alcohol Test	\$15.00

Previously charged at the same rate under existing Fee #844 (Oral Alcohol Swab Test). This separation makes the two fees more accurate for grant-claiming purposes.

### Planning and Development

Duplicate Building Permit Inspection Card (#236) of \$16.75 is re-instated. In previous years, a duplication fee on the fee schedule was dropped out. This fee needs to be reinstated due to the staff time involved in researching the inspection history on a project to document the information on a duplicate inspection card for a permit applicant.

Preparation of Ownership List & Mailing Labels fee (#456) of \$300.62. The proposed new, optional, fee service is to cover the cost of generating the notification mailings through the current internal automate GIS process. The applicants have the choice of selecting the City or an outside vendor to identify property owners and produce the required address labels. The proposed rates are competitive with or significantly lower, per the following research:

GC Mapping, South Pasadena: \$300-600 (depending on size)  
Continental Mapping, Van Nuys: \$575  
Quality Mapping, Van Nuys: \$775

Filming Monitoring Fee & Filming Monitoring Spot Check Fee (#601) of \$67.00 per hour. The filming monitoring fee will be paid by the film companies with no impact to resident tax. The fee covers staff time for film permit code compliance in the field by ensuring the film companies do not violate the file permit conditions, special restrictions and parking plans. This fee also provides reimbursement for staff time to address neighbors concerns in the field and discuss with the neighbors any special accommodations. The filming compliance fee will also apply to small still or hand held video shoots to ensure they do not violate City codes or permit conditions

### **INCREASES OR DECREASES TO EXISTING FEES**

#### Fire Department – General Fund

Intraosseous Infusion (#101) – Increased from \$51 to \$100 to cover actual cost of infusion.

Hazardous Material Fees (#109-120) decreased due to lower labor cost (Please refer to the summary on the following page). State Law requires that program fees may only be used to offset program costs. The Hazardous Materials Inspector position was changed from a Fire Engineer (Safety) personnel classification to a Senior Code Enforcement Officer (non-Safety) resulting in a cost savings for that position of roughly 30%.

Operating Permit and Required Inspection fee (#195) will increase from \$240.00 to \$284.00 due to increased complexity of inspections as a result of State requirements for the regulation of underground storage tanks. The fee is being increased to recover the additional inspection costs.

Aboveground Tank Permit and Inspection fee (197): This is a correction item that was inadvertently excluded in the FY2010 fee schedule. This item should be the same as fee#195 & #127 as it is done by the same person. The fee will increase from \$166.00 to \$196.79

Risk Management Program fee (198): This fee will increase from \$461 to \$464 to recover hazardous material risk management program costs.

Fee #	Description	Adopted FY 2010	Recommended FY 2011
	<b>Hazardous Materials Permits/Inspections</b>		
	<b>Level I</b>		
109	0-499 Pounds - Solids	\$176.00	\$139.00
110	0-54 Gallons - Liquids	\$176.00	\$139.00
111	0-199 Cubic Feet - Gases	\$176.00	\$139.00
	<b>Level II</b>		
112	500-5,000 Pounds - Solids	\$352.00	\$279.00
113	55-550 Gallons - Liquids	\$352.00	\$279.00
114	200-2,000 Cubic Feet - Gases	\$352.00	\$279.00
	<b>Level III</b>		
115	5,001-25,000 Pounds - Solids	\$529.00	\$419.00
116	551-2,750 Gallons - Liquids	\$529.00	\$419.00
117	2,001-10,000 Cubic Feet - Gases	\$529.00	\$419.00
	<b>Level IV</b>		
118	25,000 Pounds & Over - Solids	\$705.00	\$558.00
119	2,751 Gallons & Over - Liquids	\$705.00	\$558.00
120	10,001 Cubic Feet & Over - Gases	\$705.00	\$558.00
	<b>Underground Storage Tanks</b>		
195	Operating Permit and Required Inspection (per tank)	\$240.00	\$284.00
197	Aboveground Tank Permit and Inspection (per tank)	\$166.00 per hour	\$196.79 per hour
198	Risk Management Program (per site)	\$461.00	\$464.00

Finance

Overtime Parking (#60) – Expired Meter fee increase from \$39.50 to \$42.50. The State of California and Los Angeles County mandated a \$4.50 increase to the parking surcharge. This action increases the total mandate per violation from \$5.00 to \$9.50. The City previously approved a \$1.50 fee increase. The balance of \$3.00 is requested in this fee schedule update to be consistent with State and County Mandates.

Illegal parking in preferential parking district (#61) – Illegal parking fee increase from \$39.50 to \$42.50. The State of California and Los Angeles County mandated a \$4.50 increase to the parking surcharge. This action increases the total mandate per violation from \$5.00 to \$9.50. The City previously approved a \$1.50 fee increase. The balance

of \$3.00 is requested in this fee schedule update to be consistent with State and County Mandates.

Public Health

Due to reductions in State, Federal and county funding, a variety of Environmental Health fees (32 total fees) were amended in FY 2009 to ensure cost recovery of all expenses as well as to maintain market-competitiveness (approved by City Council per January 26, 2009 Agenda Report). These fees will be implemented in two phases. FY 2011 represents the second and final phase of implementation. (#661, 663-669, 677-688, 690-697, 705-706, 708, 710, 842).

Fee #	Description	Adopted FY 2010	Recommended FY 2011
661	6,000 or More Square Feet	\$650.87	\$799.00
663	2,000 - 5,999 Square Feet	\$649.59	\$799.00
664	Greater Than 6,000 Square Feet	\$965.88	\$1,173.00
665	Food Warehouse (Commissaries included)	\$337.10	\$365.00
667	Food Vehicle	\$337.10	\$340.00
668	0 - 60 Seats	\$651.36	\$757.00
669	61 Seats or Larger	\$808.25	\$1,136.00
677	0-10 Seats	\$522.75	\$553.00
678	11-30 Seats	\$634.50	\$707.00
679	31-60 Seats	\$760.45	\$817.00
680	61-100 Seats	\$809.45	\$915.00
681	101-150 Seats	\$931.95	\$1,160.00
682	151-200 Seats	\$924.50	\$1,180.00
683	201-400 Seats	\$1,017.75	\$1,294.00
684	More Than 400 Seats	\$1,104.50	\$1,468.00
685	1-1,999 Square Feet	\$434.50	\$553.00
686	2,000 - 5,999 Square Feet	\$444.45	\$553.00
687	More Than 5,999 Square Feet	\$472.00	\$553.00
688	Food Warehouse	\$356.75	\$487.00
690	Fruit and Vegetable Market	\$265.20	\$553.00
691	11-50 Square Feet	\$207.45	\$223.00
692	51-1,999 Square Feet	\$443.40	\$553.00
693	2,000-5,999 Square Feet	\$528.45	\$710.00
694	6,000 or More Square Feet	\$549.41	\$1,044.00
695	1-1,999 Square Feet	\$500.78	\$944.00
696	2,000-5,999 Square Feet	\$501.67	\$1,632.00
697	More Than 5,999 Square Feet	\$502.32	\$2,456.00
705	Food Vehicles - Retail	\$252.06	\$297.00
706	Food Salvager	\$67.75	\$464.00
708	Mobile Restaurant Vehicles	\$254.08	\$695.00
710	Special Event Food Stand	\$332.25	\$419.00
842	Urine Drug Test - Random	\$20.00	\$25.00

The Public Health Department has three fees related to Hepatitis vaccines that are increased as a result vender (Glaxo Smith Kline) price increases.

Fee #	Description	Adopted FY 2010	Recommended FY 2011
772	Hepatitis A (Inj. each, 2 in series)	\$69.00	\$69.95
774	Hepatitis B (Inj. each, 3 in series)	\$53.00	\$53.75
793	Twinrix Vaccine	\$95.00	\$96.35

Transportation

Playhouse Parking Lot daily rate (#883) increased from \$5 maximum or \$1.00 per hour to \$7.50 maximum or \$1.50 per hour. This fee change is to encourage turnover to accommodate the high demand of transient parkers.

Playhouse Parking Lot monthly rate (#884) increased from \$65.00 to \$70.00. This fee change is to encourage turnover to accommodate the high demand of transient parkers.

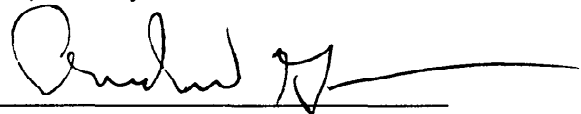
**COUNCIL POLICY CONSIDERATION:**

The City Council's strategic planning goal of maintaining fiscal responsibility and stability will be advanced through the review and updating of the General Fee Schedule on an annual basis and ensuring that, where appropriate, the City is reimbursed for the cost of providing selected services.

**FISCAL IMPACT:**

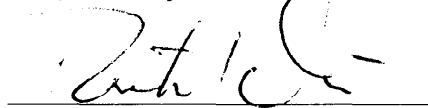
New and adjusted fees are projected to increase revenues by approximately \$240,000. Since these fees are intended to recoup City costs, there should be no net fiscal impact.

Respectfully submitted,



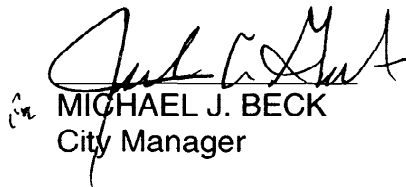
ANDREW GREEN  
Director of Finance  
Department of Finance

Prepared by:



Richard Davis  
Budget Administrator  
Department of Finance

Approved by:



MICHAEL J. BECK  
City Manager

Attachments:

Attachment A – Recommended Fiscal Year 2011 General Fee Schedule

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF PASADENA  
APPROVING THE GENERAL FEE SCHEDULE  
FOR FISCAL YEAR 2011**

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

1. The General Fee Schedule entitled "General Fee Schedule Fiscal Year 2011" and dated May 10, 2010 and modified on June 14, 2010, attached hereto, is hereby approved.
2. The City Manager is directed to begin collecting these fees for Fiscal Year 2011, effective July 1, 2010 except those fees in development projects for which the effective date of the increase fees shall be August 13, 2010.

Adopted at the regular meeting of the City Council on the 21<sup>st</sup> day of June, 2010  
by the following vote:

**AYES:**

**NOES:**

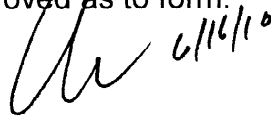
**ABSENT:**

**ABSTAIN:**

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Mark Jomsky  
City Clerk

Approved as to form:



Nicholas George Rodriguez  
Chief Assistant City Attorney