



Agenda Report

August 26, 2019

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Department of Finance

SUBJECT: AMENDMENTS TO THE FISCAL YEAR 2020 GENERAL FEE SCHEDULE

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA"), pursuant to State CEQA Guidelines per Section 15061(b)(3), the "General Rule" that CEQA only applies to projects that may have an effect on the environment; and,
2. Adopt a resolution amending the Fiscal Year 2020 General Fee Schedule as detailed in the "Proposed New Fees" and "Proposed Revisions to Existing Fees" sections of this report.

BACKGROUND:

The Fiscal Year (FY) 2020 General Fee Schedule was adopted by the City Council on May 20, 2019. While the General Fee Schedule is typically reviewed and updated annually, revisions are made periodically throughout the year as needed. Since adoption, there are four new fees proposed by departments – two from the Public Works Department and two from the Public Health Department. In addition, staff recommends a variety of changes to existing fees that include fee description edits and fee amount modifications in order to comply with state and city statutes/policies.

Proposed New Fees:

Annual Sidewalk Vending Permit Fee (Proposed Fee #1107) – The Public Works Department proposes a new sidewalk vending permit fee to help recover costs associated with reviewing permit applications and insurance documentation, processing and issuing permits, and providing any necessary monitoring and enforcement. This fee proposal is in conjunction with Ordinance No. 7348 which was adopted by the City

Council on June 10, 2019 to provide additional revisions to the Pasadena Municipal Code in order to align with Senate Bill 946 relating to sidewalk vendors. The proposed new fee of \$142 is based on the estimated costs and time required by staff to administer the permitting and enforcement process. The staff include an Administrative Specialist, Insurance Claims Specialist, Public Works Inspector, and a Principal Engineer.

Public Works Utility Map Request Fee (Proposed Fee #1062) – The Public Works Department proposes a new fee to help recover costs in connection with researching and providing maps for sewer lines, storm drains, signals, and street lights. The number and frequency of requests has been increasing. The proposed new fee of \$35 per City block is based on the estimated costs and time required by an Engineering Technician to provide the requested maps. The Water and Power Department currently collects a similar fee for Water Utility Map Requests for inquiries related to existing water lines per map address.

Record Transcription Fee (Proposed Fee #745) – The Public Health Department proposes a new record transcription fee to transcribe immunization record documentation from other languages and countries onto the proper form for clients. The proposed new fee of \$52 is based on the hourly rate (plus benefits and indirect costs) of a Licensed Vocational Nurse, who will provide the translation service. The process for delivering this service is estimated at 1.25 hours (0.5 hours to transcribe; 0.5 hours to upload immunization records to the system; and 0.25 hours for customer service).

Shingrix Vaccine Fee (Proposed Fee #744) – The Public Health Department proposes a new vaccination fee for Shingrix which is an FDA-approved vaccine for the prevention of shingles in adults 50 years and older. The vaccine will be offered at a per dosage rate of \$142 per unit. The proposed new fee of \$158 includes staff time for administering the vaccine.

Proposed Revisions to Existing Fees:

Fee Description Changes

Fee #	Fee Description
Finance Department	
<i>Burglar Alarm Permits [P.M.C. Sec. 5.24.100]</i>	
16	Registration Fee (4 Year Permit) - transferable to new location, one permit per location non-transferable
Public Works Department	
<i>Street Occupancy Inspection Per Week (occupancy 1-500 sq. ft.)</i>	
1280	Per Each Additional Square Foot over 500 Square Feet of Street Occupied - Amount per Square Foot per month week

Fee #16 – The fee description is incorrect and needs to be revised because the alarm permit is not transferable and is specific to the location and time period indicated on the certificate.

Fee #1280 – The fee description incorrectly reads “per month” and should be revised to “per week.” Fee #1280 supplements Fee #1279, “Street Occupancy Inspection Per Week or portion thereof” for areas of occupancy 1-500 square feet. This revision will correct the time period so that both fees are “per week.”

Fee Amount Changes

Fee #	Fee Description	FY 2020 Adopted Fee	FY 2020 Revised Fee
Finance Department			
29	Returned Check Charge	\$45.63	\$25 for first check; \$35 for each subsequent check
Planning and Community Development Department			
<i>Property Based Code Violations</i>			
514	Fourth Offense & each additional offense-same citation within one year (SB 567 - 7/14/03)	\$1,196	\$1,000
<i>Prohibited Land Use Violations</i>			
518	Fourth Offense	\$1,196	\$1,000
Human Services and Recreation Department			
1365	Day Camp, Non-Resident - Weekly Rate	\$102.50 - \$147.50	\$102.50 - \$200.00
1367	Day Camp (Speciality), Non-Resident - per session	\$114 - \$215	\$114 - \$300
1370	Neighborhood Park Camp (La Pintoresca and Washington Parks), Non-Resident	\$37 - \$62	\$37 - \$75

Fee #29 – Per California Civil Code Section 1719, the City can recover an amount not to exceed \$25 for the first check returned for insufficient funds and \$35 for each subsequent check. Over the years, the General Fee Schedule has been updated to increase the fee, consistent with cost of living increases. Nonetheless, during that time, staff has been charging amounts consistent with the Civil Code.

Fee #514 and #518 – Per Pasadena Municipal Code Section 2.355.050(B), administrative fines should not exceed \$1,000 (consistent with California Government Code 36901). The fees associated with these “fourth offenses” should be revised to \$1,000 as these offenses are related to code compliance matters that are more administrative in nature, and are not violations of local building and safety codes, which could warrant higher fines.

Fee #1365, #1367 and #1370 – The proposed changes align with the Human Services and Recreation Department’s pricing policy for summer camps, whereby non-resident fees should be priced twice as much as resident fees.

Fee Description and Amount Changes

Fee #	Fee Description	FY 2020 Adopted Fee	FY 2020 Revised Fee
Fire Department			
47	Record Search & Copy Fee Medical Record Authorizations Pursuant to Evidence Code Section 1158	\$22.00	Per Statute

Fee #47 is proposed to be revised to limit the amounts that can be charged for specific costs relating to medical record authorizations, as set forth by California Evidence Code Section 1158. This statute limits, for example, copy charge fees to ten cents per page, and staff time in locating records to \$16 per hour per person.

COUNCIL POLICY CONSIDERATION:

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

ENVIRONMENTAL ANALYSIS:

The recommended action is exempt from CEQA pursuant to State CEQA Guidelines per Section 15061(b)(3), the "General Rule" that CEQA only applies to projects that may have an effect on the environment.

FISCAL IMPACT:

The proposed new fees to the General Fee Schedule may result in approximately \$4,500 in annual revenue to the General Fund and \$1,300 to the Public Health Fund.

It is anticipated that the proposed revisions to existing fees will net approximately \$1,250 annually to the General Fund, largely due to changing the medical record authorizations fee to follow state statutes.

Respectfully submitted,



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