

# Agenda Report

**TO:** CITY COUNCIL  
Through FINANCE COMMITTEE

**DATE:** April 21, 2003

**FROM:** CITY MANAGER

**SUBJECT:** Amendments to the General Fee Schedule (Cost of Service Study Annual Adjustments)

## RECOMMENDATIONS

It is recommended that the City Council approve a resolution adopting the FY 2003-2004 General Fee Schedule, which contains amended fees using data gathered during the annual review of Cost of Service. Pursuant to California Government Code Section 66018 development project fees that "apply to the filing, acceptance, review, approval or issuance of an application, permit, or entitlement to use" shall be effective no sooner than 60 days following the final action on adoption of the fee or charge or increase in the fee or charge, therefore all fees shall take effect on July 1, 2003.

## BACKGROUND

This action will set the fees charged by the City for the upcoming fiscal year, as well as maintain an on-going policy of the City Council to recover the full cost of specific services rendered by the City; and will ensure that the fees charged do not exceed the reasonable cost of providing services, facilities, or regulatory activity for which they are charged.

In May of 1982, staff presented the City Council with a document that sought to bring together all the City's non-tax fees and charges, except those charged by enterprise activities. That General Fee Schedule was adopted by the Council and has subsequently been updated on a yearly basis. The Fiscal Year 2002/2003 General Fee Schedule was adopted, with Council approval, to incorporate the Rose Bowl Fee Schedule in order that any proposed fee increases recommended by the Rose Bowl Operating Company, will be presented to the City Council at the same time as other proposed City fee adjustment recommendations.

The primary purpose of the General Fee Schedule is to catalog fees and ensure an annual review to determine whether fees should be adjusted, and if so, by how much.

Annually, each department, with the assistance of Department of Finance staff, conducts a review of services and associated fees, makes recommendations for fees for new services, and recommends fee increases or decreases, to ensure that fees charged fully and accurately reflect the cost of providing the service. The administering departments make recommendations with the technical and analytical assistance of the Department of Finance. This collaborative effort ensures that the fees reflect costs reasonably borne.

Due to modifications to processes and procedures, analysis of costs associated with these modified processes and procedures, staff has determined that certain fees should be increased over and above the Consumer Price Index (CPI), 3.55%.

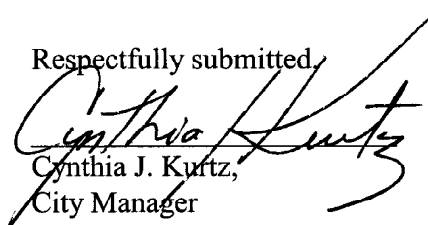
Any fees modified by other than the CPI, are explained in Appendix A, along with detailed descriptions of other fee changes. Deletion of fees may be due to re-evaluation and modification of service provision, refinement of service definition, or the listing of the fee on the Schedule of Taxes, Fees and Charges. A number of fees have been designated "No Change" due to the need to remain competitive. In addition, it is often more costly administratively to increase a fee by the small percentage of the CPI than to keep it the same.

Those fees not adjusted by the CPI, are new fees, fees established by contract, or those fees currently determined to be sufficient to cover cost of service.

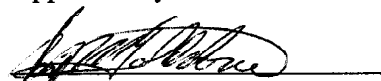
### **FISCAL IMPACT STATEMENT**

The fees new to the General Fee Schedule this year, and those increased by the CPI, will generate a total of approximately \$1,019,571 in revenue; Building Services Fund, \$237,216; Public Health fund, \$40,000; Transportation Fund, \$612,000; and General Fund, \$130,355. This revenue has been included in the estimated revenue portion of the proposed budget for FY2004.

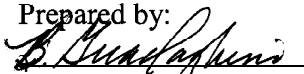
Respectfully submitted,

  
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City Manager

Approved by:

  
Jay M. Goldstone  
Director of Finance

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**CITY OF PASADENA  
General Fee Schedule  
Fiscal Year 2003/2004**

**APPENDIX A**



Following is an explanation and/or justification for each NEW, INCREASED, REVISED or DELETED fee, listed by Department and Section:

**FIRE DEPARTMENT  
INCREASED FEE**

Building Services Plan Check Fees (charge is a percentage of Building Permit Fee Levied – Item #5 – Fire Department Plan Check. This Fire Department Plan Check fee is collected by Planning and Development. The fee is proposed to increase from 5% to 24.33% of the Building Permit Fee. Permit Fees are based on the valuation of the project and range from \$21.30, (project valuation from \$1.00 to \$500), to \$1,201 for the first \$100,000 valuation, plus \$6.10 for each additional \$1,000 over \$100,000. Currently a project valued at \$100,000 would pay \$60, the proposed increase would bring that fee to \$292. The current fee covers 60% of one Senior Plans Examiner's time. The general fund has subsidized the other 40% along with 50% of a Fire Engineer's time, one percent of a Hazardous Materials Specialist time, and outside consultant costs. Council action of March 10 directed that 100% of the costs be to be funded by the Building Services Fund. The outside consultant costs have been reduced from \$75,000 to \$25,000 this fiscal year through increased use of additional staff to provide the fire plan check service. This proposed increase recovers cost of service for two Senior Plan Checkers, and will enable the Department to provide quality fire plan check services.

**PLANNING AND DEVELOPMENT DEPARTMENT  
NEW FEES**

**Building Services**

Hillside Grading Plan Check & Inspections – Item #3 Performance Bond/Cash, Per Parcel, \$5,000. This fee will cover the cost of any work the City may be required to perform if the applicant fails to finish the work for which the permit was issued. Any unused portion of this fee is returned to the applicant.

**Community Planning**

Master Development Plan Review – Item #2, Additional Zone Change Application, \$853; and Item #3, Additional General Plan Amendment \$475. Planned Developments – Item #2 – Additional General Plan Amendment \$475. General Plan Amendment, Item #2, Additional Zone Change Application, \$853.

These proposed new fees enable the Department to recover the cost of service for any combined requests associated with a General Plan Amendment, Master Development Plan Review, or a Planned Development application.

Application Fee for Relocation Permit (Per PMC 12.16.120), Items 1 through 4, not new fees but new to the Fee Schedule for FY 2004.

1. Per Building (including garage) within the city, \$39. or,
2. Each dwelling unit, separate store or tenancy, within the city whichever is greater \$16
3. Building outside the city moved into city – Per Building, \$155.

4. Relocation Bond – shall be at least 10% more than the city’s building officials estimated cost of the work required under terms and conditions imposed by the City Manager [PMC 12.16.120 D,1.], 10% of estimated cost.

Inclusionary Housing Program, In-Lieu Fee Schedule – These fees are not NEW fees, but new to the Fee Schedule. On July 16, 2001, the City Council adopted the Inclusionary Housing Ordinance requiring residential and mixed-use projects of ten or more units provide that 15 percent of all newly constructed units be affordable to low and moderate-income households. On September 10, 2001, the Council adopted a resolution setting the amount and schedule for in-lieu fee payments as an alternative to the construction of inclusionary units. Fees are per square foot:

	Rental Units <sup>1</sup>	Per Sq Ft	Per Sq Ft
Sub Areas	Number of Units		
	<10	10 – 49 <sup>3</sup>	50+ <sup>4</sup>
A	Exempt	TBD <sup>5</sup>	TBD <sup>5</sup>
B	Exempt	\$0	\$0
C	Exempt	\$7	\$10
D	Exempt	\$10	\$15

	For Sale Units <sup>2</sup>	Per Sq Ft	Per Sq Ft
Sub Areas	Number of Units		
	<10	10 – 49 <sup>3</sup>	50+ <sup>4</sup>
A	Exempt	\$10	\$14
B	Exempt	\$0	\$0
C	Exempt	\$1	\$2
D	Exempt	\$5	\$7

<sup>1</sup> Assumes Average rental unit is 900 square feet

<sup>2</sup> Assumes average ownership unit is 1500 square feet

<sup>3</sup> Based on supplementary analysis prepared on June 4, 2001 using 25% land value impact

<sup>4</sup> Based on original study prepared on April 2, 2001 using 75% cost recovery.

<sup>5</sup> Fee to be determined upon application for discretionary approval of 10+ unit residential development

**Current Planning**

Minor Variance/Sign Exception, Item #3 - Transfer of Development Rights \$1,461 –

This fee was called for in the adoption of the West Gateway Specific Plan, and the costs involved are the same as for a Sign Exception as it requires the same amount of work.

Sign Review Fees – Item #1 Temporary Sign Permit, \$20; Item #2, Creative Sign Permit, \$390; Item # 3, Master Sign Plan – Twelve or Fewer Signs, \$563; and Item #4 Master

Sign Plan, \$1,546. City Council adopted the Sign ordinance on July 22, 2002. These fees recover the cost of implementing the actions that are part of the approved Sign Ordinance.

**Design Review**

Consolidated Design Review – Item #2 Alterations/storefronts-existing buildings, \$727. This proposed NEW fee will enable the Department to graduate levels of consolidated design review according to the size and complexity of the project.

**DELETED FEES**

**Building Services**

Plumbing Permits – Item #9 – Each Plumbing Fixture or Trap or set of Fixtures on one Trap in a Relocated building. As there is no charge for this service, it is being deleted from the Fee Schedule.

Grading Permits and Plan Check Fees Item #10 – Grading Plan Check, At Cost; and under Hillside Grading Plan Check & Inspections, Item #1, Hillside Grading Plan Check, \$5,000 Deposit and Fee at cost; these fees will be recovered under the Building Plan Check fee.

Hillside Grading Plan Check and Inspections – Item #3 Hillside Grading Inspections, at cost; cost will be recovered under the Building Permit Fee.

Zoning Administrator Legal Interpretation, \$72 – This fee is a duplicate of the Zoning Administrator's fee for a zoning conformance letter, therefore it is proposed to be deleted.

**INCREASED FEES**

**Economic Development**

Filming and Public Events Coordination – Instructions and Regulations for Conducting Filming, videotaping, and Still Photography Activities, Item #7, Removal of Crew Directional Signs, 1 or 2 locations (each) \$35, and Removal from two (2) or more locations, \$35, both increased to \$55. Fees for sign removal are proposed to increase based upon the actual cost of sign removal service and follow up inspections provided by the Maintenance and Assistance to Services (MASH) crews.

**Current Planning**

Tree Protection Plan Review, Per Tree, \$100, proposed to increase to \$200; and Tree Removal Review, Per Tree at \$150, proposed to increase to \$300. These costs were estimated when the City Council adopted the Tree Protection Ordinance on April 15, 2002; the proposed increases will recover actual cost.

**DECREASED FEES**

Consolidated Design Review – Item #1 New Construction from \$1,502 to \$988. This proposed decrease is based upon the Principle Planner's most recent analysis, which resulted in a streamlining of the processes involved in providing this service.

## **REVISED FEES**

### **Neighborhood Revitalization**

Occupancy Inspections – Rental Units - Item #3 Initial Inspection (per dwelling unit) \$30.

This fee is covered under Single Family and Duplex, Item #1 Initial Inspection – per dwelling unit \$106.

Quadrennial Inspections – Fee for 3 or more rental units \$112 – Finance, Building Services and Neighborhood Revitalization staff conducted an analysis of the billing and inspection process of the City’s residential inspection programs. As a result of this intensive analysis, and a streamlining of the Inspection process, the proposed fee of \$64 per unit, for 3 or more units will enable a consolidation of the billing process, maintenance of current revenue levels and continued cost recovery for residential inspections. This program has been re-titled Multi-Family Rental Inspection Program, 3 or more units.

### **Community Planning**

Master Development Plan Review – Master Development Plan Amendment \$6,600, combined with Item #1 – Master Development Plan Review Fee/Plan Amendments, now one fee, \$6,834 (includes CPI).

State Fish and Game Fees, which are set by the State; the Environmental Review Filing Fee for Los Angeles County, which is set by the County; Property Based Code Violations and Prohibited Land Use Violations which are set by the State; and Fees listed under Building Services, that currently are adequate to recover cost, and meet the Department’s goal of keeping the cost of service affordable, are not increased by the CPI.

## **PUBLIC HEALTH DEPARTMENT**

### **NEW FEES**

#### **Nursing**

Immunizations for Travel – The fee (\$60) for Measles, Mumps, Rubella immunization is being listed in two places on the Fee Schedule. This fee has historically been listed only under the Child Health Clinic portion of the Fee Schedule.

The Travel Clinic receives requests daily for Malaria Consultation and Prescription. While the consultation is always provided, clients are referred to their personal physician for the malaria prescription. Adoption of this fee (\$30) will allow the Department to recover the cost of the consultation and to provide the prescription to clients, resulting in one-stop service.

#### **Health Promotion**

##### Alcohol and Drug Recovery Program

Fees for the DUI – Wet & Reckless, \$236.50 (fee includes State and County Fees), and DUI – Six Month Program – \$607.20 (fee includes State and County fees) have been added based upon a cost of service study. These fees are being implemented to recover costs of providing these DUI classes. The fees must be approved by the State. The Department received an approval letter from the State on January 13, 2003.

exhibitors and food vendors, processing registration, maintaining related records and renting equipment.

Vital Statistics Fees – Item #6 Express Delivery – Birth Certificate, \$20, and Item #7 Special Handling – Birth Certificate, fee of \$25 are proposed to recover the cost of acquiring and providing a birth certificate in advance of the standard 30-day processing period following a birth.

## **INCREASED FEES**

### **Environmental Health**

Food Sanitation Inspections and Permits – An increase of 8% is proposed based upon a cost of service study performed by staff to ensure that all costs related to the retail food inspection program are recovered. Fees are based on restaurant seating capacity. The fee for a restaurant with a seating capacity of 101-150 seats is currently \$617; with this proposed 8% increase, the fee would be \$666.

### **Nursing**

Immunizations – Fees for immunizations for children age 0-18 Item #1 (DPT, Polio, MMR, HIB, Item #2 Hepatitis B Single Dose, and Item #3 Varivax (Chicken Pox) are proposed to increase from \$2 each to \$5; Sexually Transmitted Disease Clinic – Fees for Item #2, Herpes Simplex exam and treatment, are proposed to increase to \$40; and

Tuberculosis Clinic – fee for Record Replacement, is proposed to increase from \$5 to \$10.

While the proposed increase in these fees does not enable the Department to fully recover costs in providing these services, it will keep the cost affordable to the community serviced by the Clinic.

Immunizations for Travel – The 25 fees for immunizations for travel range from \$31 to \$103, and are proposed to increase by 36% to \$42 to \$140. This increase is based upon market survey and a cost of service analysis. In this category of service, the City is acting as an entrepreneur and may charge what the market will bear. This fee increase will align the Travel Clinic charges with those of other providers, bringing it closer to, but still below market rates. The proposed fee increases will also cover increased operational costs.

Vital Statistics - Proposed fee increases for Item #1 Birth Certificate-General Public, from \$9 to \$11; Item #2, Birth Certificate-Governmental Agency, from \$16 to \$18; and Item #3 Death Certificate, from \$11 to \$13; and Item # 5 Burial Permit, from \$7 to \$13. These increases are mandated by the State and must be implemented by the local agency.

## **DECREASED FEES**

### **Health Promotion**

DUI – First Offender Program (fee includes State and County Fees) Item #1 is proposed to decrease from \$471 to \$431.20. These fees are reviewed by the State. The Department received a letter from the State on January 13, 2003 disallowing any increase in the fee and setting it back to the 2001 rate of \$431.20.



## DELETED FEES

### Nursing

Immunizations – Item #1 – TD, MMR, etc. (19years and over) \$15, this fee was erroneously listed in this section of the fee schedule. Immunizations for Travel, Item #3 – Cholera (\$21) – Immunization is no longer provided as the Cholera vaccine is not currently available (manufactured) in the United States.

## PUBLIC WORKS DEPARTMENT

### NEW FEES

Sidewalk Dining Occupancy Permit – Three new areas of Sidewalk Dining have been approved. Fees are per square foot. Item # 29 Colorado Boulevard from Arroyo Parkway to Los Robles Avenue, \$8; Item #30, Colorado Boulevard from Sierra Madre Boulevard to Altadena Drive, \$4.00; and Item # 31, Chester Avenue from Colorado Boulevard to Walnut Street, \$1.90.

Urban Storm Water Mitigation Plan Check Fees - Items #1 through 18 – The City is a co-permittee of the National Pollutant Discharge Elimination System (NPDES) permit issued by the Regional Water Quality Control Board (Board). The board adopted a Standard Urban Storm Water Mitigation Plan (SUSMP), which addresses issues of development planning and construction. Per the requirements of the permit, the City Council adopted an Ordinance in September 2000 requiring developers and contractors to conform to specific requirements in the planning and construction of certain types of projects. The fees proposed for this new work will cover the cost of these reviews.

1	100 + residential dwelling units	\$1,450.00
2	50-99 residential dwelling units	\$975.00
3	10-49 residential dwelling units	\$675.00
4	1 acre or more industrial/commercial project	\$630.00
5	Auto Repair Facility	\$395.00
6	Retail Gasoline Outlet	\$340.00
7	Restaurant	\$310.00
8	Outdoor animal care, confinement or slaughter	\$395.00
9	Parking lots with 25 spaces or 5,000 square fee	\$310.00
10	Hillside Projects	
	a) Less than one Acre	\$160.00
	b) One Acre or Greater	\$310.00
11	Vehicle or equipment maintenance, washing, repair or fueling areas (not classified above)	\$395.00
12	Commercial or industrial waste handling (not classified above)	\$630.00
13	Outdoor handling or storage of hazardous materials (not classified above)	\$630.00
14	Outdoor manufacturing areas (not classified above)	\$470.00
15	Outdoor food handling or processing (not classified above)	\$470.00
16	Outdoor horticulture activities (not classified above)	\$335.00
17	Redevelopment projects of any category above	50% of that category fee

18	Projects over 2,500 sq. ft. and located in, adjacent to, or discharging directly to an Environmentally Sensitive Area (ESA) and not classified above:	
	a) Single Family Home	\$160.00
	b) All Others	\$385.00

Construction Storm Water Pollution Prevention Plan Check – Sites with disturbed areas over one acre - \$870 plus \$0.154 per 100 square feet over one acre.

**INCREASED FEES**

City Hall Courtyard and Rotunda Rental – Items #5 Security Guard fee up to 4 hours from \$48 to \$50.28 per hour; and #6, Security Guard each additional hour over 4 hours, from \$12 to \$12.57 per hour. This proposed fee increase will recover cost of service.

**TRANSPORTATION DEPARTMENT**

**NEW FEES**

Area Rapid Transit System – Bus Fares

1. Base Fare	NEW	.50
2. Senior and Disable Fare	NEW	.25
3. Up to two children 5 years & younger free when accompanied by a fare paying adult	NEW	No Charge
4. Local (ARTS bus to ARTS bus) Transfers	NEW	No Charge
5. Inter-Agency (ARTS to MTA or Foothill)	NEW	.25
6. Youth Fare (Grades K-12) – Youths in grades 8-12, student I.D. required	NEW	.35

Seniors and persons with disabilities who have a membership in Access Service and Pasadena Dial-A-Ride to ride for free when a membership card is shown to the bus operator.

ARTS Bus Fares – Items #1 through 5 are new to the Fee Schedule, and Item #6 Youth Fare (Grades K-12), \$.35, is proposed as a NEW fee. As the Department no longer subsidizes bus passes for students this proposed fee is less than that of the base or adult fare.

**REVISED FEES**

Traffic Impact Review – The Department monitored the staff review time, and as a result, determined that the current fee structure does not accurately reflect staff costs. The proposed revision to the structure of these fees, will allow the Department to more accurately recover costs associated with specific reviews. All Deposits are subject to refund or additional billing.

Existing Fees:

<b>Traffic Impact Review</b>	<b>Deposit</b>	<b>Processing</b>
1. Residential Development w/less than 20 units and/or Commercial Development less than 5,000 Sq. Ft.		\$3,500
2. All Others	\$4,000	At Cost

Proposed Revision:

<b>Traffic Impact Review</b>	<b>Deposit</b>	<b>Processing</b>
1. Residential Development w/less than 20 units and Commercial Developments less than 5,000 sq. ft.	\$800.00	At Cost
2. Residential Development w/more than 21 units and less than 50 units; and Commercial Development w/more than 5,000 sq. ft. and less than 25,000 sq. ft.	\$2,400.00	At Cost
3. Residential Development w/more than 50 units and Commercial Development over 25,000 sq. ft.	4,000.00	At Cost