

# Agenda Report

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

**DATE:** April 28, 2008

**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 2009 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, 2008.

## **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 3.10%.

Most significant this year is the adoption of International Code Council (ICC) building code mandated by the State of California and approved by City Council on December 3, 2007. In July, 2007 the city contracted with Matrix Consulting Group to determine the full cost of providing services under the ICC or California Building Code and to ensure that what the city is charging for a given service bears a relationship to the fee that is charged. The study included all charges for providing

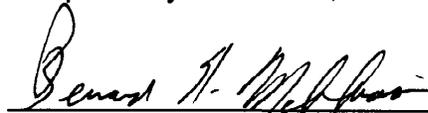
plan check and inspection services which include development project fees that “apply to the filing, acceptance, review, approval or issuance of an application, permit, or entitlement to use”. These fees relate to Planning and Development, Public Works and Fire Department and are included in the Schedule. The proposed fee changes adjust the methodology of the plan check and inspection process cost recovery, but the overall costs will remain the same for the majority of projects. The last significant change to these fees was in fiscal year 1994.

The attached Schedule includes the following: 1) a description of each fee; 2) the current fee, as adopted by the City Council on April 23, 2007 for fiscal year 2008; 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 2009 in the General Fund by approximately, \$269,980. These revenue projections have been factored into the General Fund five year financial plan, as well as the recommended operating budget.

Respectfully submitted,



Bernard K. Melekian,  
City Manager

Prepared by:



Paula Hanson  
Budget Administrator

Approved by:



Steve Mermell  
Director of Finance

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF PASADENA  
APPROVING THE GENERAL FEE SCHEDULE  
FOR FISCAL YEAR 2009**

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

1. The General Fee Schedule entitled "General Fee Schedule Fiscal Year 2009" and dated April, 2008, attached hereto, is hereby approved.
2. The City Manager is directed to begin collecting these fees for Fiscal Year 2009, effective July 1, 2008.

Adopted at the regular meeting of the City Council on the 28<sup>th</sup> day of April, 2008 by the following vote:

**AYES:**

**NOES:**

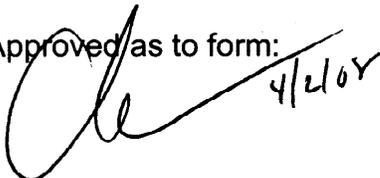
**ABSENT:**

**ABSTAIN:**

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Jane Rodriguez  
City Clerk

Approved/as to form:

A handwritten signature in black ink, appearing to read "Nicholas George Rodriguez", with the date "4/2/08" written next to it.

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:

### Fire, Public Works and Planning and Development Departments

International Code Council (ICC) or California Building Code changes for providing plan check and inspection services include development project fees that "apply to the filing, acceptance, review, approval or issuance of an application, permit, or entitlement to use". These fees have been reviewed and modified based on the recent cost of service study by Matrix Consulting Group. The attached schedule indicates the fees studied by showing an \* in front of fee name.

### Fire Department

The Fire Department is recommending the following fees increase at a rate different than calculated by the CPI based on the County of Los Angeles' guidelines for calculating these fees:

1. Hazardous Materials Permits and Inspections (fee #s 108-119) – proposed fees Level 1 - \$176, Level II - \$352, Level III - \$529, and Level IV - \$705.

In addition the Fire Department is recommending the Fire Inspection and Permit rates (fee #s 126-135) be increased from \$142 to \$166 per hour. These fees have been reviewed and modified to reflect the costs of performing this function which have exceeded prior year and current year CPI increases.

### Human Services and Recreation Department

The Human Services and Recreation Department increased fees in fiscal year 2008 based on a cost study approved by the City Council in April, 2007. The approved changes at that time are included in this schedule and no CPI changes are recommended at this time.

### Planning and Development Department

The Planning and Development Department is recommending the following new fees:

1. Zoning Permit: Fences 6 feet or less in height, Construction and/or Placement of 120 square foot or less accessory structures, signs painted on the wall and front yard paving requests (fee #542). Proposed fee \$34.00. These types of construction applications were previously regulated by an amendment to the Uniform Building Code. The City has eliminated this provision of the Building Code with the adoption of the ICC because these types of construction are non structural and should be regulated under the Zoning Code.
2. Bridge Rental (La Loma, Colorado Street Bridge, Holly and the San Rafael Bridge) daily rental proposed fee for filmmakers of \$6,000 a day (fee #541).
3. Set Up and Take Down for Bridge Rental, \$4,500 per day, per bridge to recover the cost of prepping the bridge for rental and returning it to everyday use (fee #540).

## NOTES TO GENERAL FEE SCHEDULE

The Planning and Development Department is recommending the following corrections to existing fees:

1. Abandoned Shopping Cart Exemption appeared as \$550.00 in the adopted FY08 General Fee Schedule and it should be \$55.00 (fee #497).
2. General Plan Amendment with Additional Zone Change Application (fee #532) was adopted at \$14,051. The cost of adding a Zone Change Application is an additional \$848, thus creating a total fee of \$14,899. The fee is adjusted because much of the work is already completed with the initial amendment request.
3. Planned Development Plan with Additional General Plan Amendment (fee #538) was adopted at \$14,897. The cost of adding a General Plan Amendment is an additional \$654, thus creating a total fee of \$17,088.
4. Tentative Parcel Map, Each Land and/or Air Parcel (fee# 594) was listed in the fee schedule as \$1,269 and should be the same as the Vesting Tentative Map, Each Land and/or Air Parcel (fee #611) which is \$163.90.

The Planning and Development Department also recommends the elimination of the Appeal of Designation of a Landmark District Decision to the City Council (fee #520) and Appeals of Staff/Zoning Administrator/Planning Director Decision (fee #s 516-517). These appeals are included with other appeal fees listed on the General Fee Schedule.

### Public Health Department

The Public Health Department is recommending a new fee for a Certificate of Still Birth (fee #867). The proposed fee of \$20 is set forth in Senate Bill 850 and was effective January 1, 2008.

### Public Works Department

The Public Works Department is recommending the following new fees:

1. City Hall Courtyard Rotunda (Rental four hour minimum) (fee #s 967-977).  
The City Hall Courtyard/Rotunda Rental Fees have been restructured to be consistent with the rental of other City Facilities. Using the approved format for La Casita del Arroyo, in the Human Services Department, the proposed fees were established by comparing the occupancy of La Casita (Maximum 80) with that of the City Hall Courtyard/Rotunda (Maximum 250). This proposed fee structure will be competitive with other facilities within Pasadena and assist with the maintenance of the courtyard, landscaping, fountain, and newly renovated building.

#### Resident/Local Hourly Rates

City sponsored or Co-sponsored event	\$	0
Nonprofit Group/Private Individual		297
Commercial Group		597

#### Non-Resident

City sponsored or Co-sponsored event		0
Nonprofit Group		447
Private Individual		597

## NOTES TO GENERAL FEE SCHEDULE

Commercial Group 906

2. City Hall Courtyard/Rotunda Hourly Set Up/Clean Up (fee #s 978-983).

Resident/Local Hourly Rates

Nonprofit Group/Private Individual	\$	125
Commercial Group		125

Non-Resident

Nonprofit Group/Private Individual	188
Commercial Group	188

3. Refuse Collection Municipal Bins (fee #1134). Required for service level change at Lake and Washington parking lot. Five bins – four pick ups a week, proposed fee is \$1,044.15.