

# Agenda Report

**TO:** CITY COUNCIL

**DATE:** April 27, 2009

**THROUGH:** FINANCE COMMITTEE

**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 2010 General Fee Schedule, which contains amended fees based on data gathered during the annual review of the Cost of Service. These amended fees shall take effect on July 1, 2009.

## **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; 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 zero percent. Because there is no change in the CPI for this period the fees are recommended to remain at the same level as previously adopted.

Recommended changes to residential refuse collection and solid waste franchise fees are addressed in a separate report on the Council's agenda for April 27, 2009. These fees will be incorporated into the General Fee Schedule if approved. Also

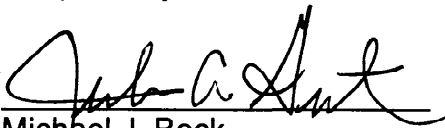
under a separate agenda report, parking violation fees are being adjusted to reflect mandates made by the State of California.

The attached schedule includes a description of each fee; the current fee as adopted by the City Council on April 28 2008 for fiscal year 2009; and 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 justifying these changes is attached in the Notes to General Fee Schedule.

**FISCAL IMPACT:**

Adoption of the staff recommendation is expected to increase revenues in fiscal year 2010 in the General Fund by approximately \$136,000. These revenue projections have been factored into the General Fund five year financial plan, as well as the fiscal year 2010 recommended operating budget.

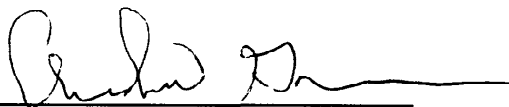
Respectfully submitted,

  
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Michael J. Beck,  
City Manager

Prepared by:

  
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Approved by:

  
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Andrew Green  
Director of Finance

## NOTES TO GENERAL FEE SCHEDULE A

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

### City Attorney/Prosecutor Office

1. Government Tort Claim Filing Fee (fee #16) – proposed \$25. The City Attorney Office proposes to implement a \$25 filing fee for each Government Tort Claim filed with the City. The State of California charges \$25.00 for each tort claim filed against the State. As with the State's program, there would be a waiver process for those who establish that they cannot pay the fee.
2. Restitution Handling Fee (fee #17) – proposed \$15.00. The City Prosecutor Office proposes that in each case where a victim has suffered a loss the Prosecutor's Office seeks an award of restitution for the victim. If an award is given and the amount is not paid in full at the restitution hearing the Deputy Prosecutor sets up a payment plan for the defendant setting a certain amount due each month to be made payable to the victim. The City Prosecutor's Office receives the payments and then forwards the amounts to the victim protecting the victim from direct contact with the perpetrator. This fee will cover the cost of this process.

### Fire Department

Overall, the Fire Department is recommending the following fee changes to allow the department's fees to be consistent with the County of Los Angeles Department of Health Services fee schedule:

#### New fees:

Special Charges – Paramedic Ambulance - the following fees (fee #s 102 – 111) are in accordance with the County of L. A. Department of Health Services established fee schedule and recover cost of providing the materials:

1. Oxygen Cannula/Mask – proposed fee \$23.00
2. Service Request after 7:00 p.m. and before 7:00 a.m. of the next day – proposed fee \$74.00.
3. Backboard, Splints, KED – proposed fee \$43.00.
4. Traction Splints – proposed fee \$77.25.
5. Ice Packs – proposed fee \$23.00
6. Bandages, Dressing – proposed fee \$23.00
7. Cervical Collar – proposed fee \$38.75
8. Obstetrical Kit – proposed fee \$42.00
9. Burn Kit – proposed fee \$42.00
10. Pulse Oximeter – proposed fee \$74.50
11. Paramedic Ambulance Service Code 3 Transport (fee #92) proposed fee \$109.75. The fee is charged if a Code 3 is used during response or transport, per incident. The fee is set to match the rate set by Los Angeles County.
12. Rental Type 1 Water Tender plus cost of personnel (fee #209) –

## NOTES TO GENERAL FEE SCHEDULE A

proposed fee \$95.00 per hour. To establish a rental rate for recently acquired equipment. The hourly rates for water tender are based on the State Office of Emergency Service contract. This is the rate that the State allows for fire agencies to recoup costs for this classification of equipment.

### Deleted fees:

The following fees were deleted (fee #s 87-90, 93-94, 96-100 and 112). These fees were removed to match Los Angeles County's fee schedule and keep City fees in line with Los Angeles County:

#### Base Rates Paramedic Ambulance Services:

1. Advanced Life Support (ALS) resident
2. Advanced Life Support (ALS) non-resident (NR)
3. Advanced Life Support (ALS) resident (BLS Transport)
4. Advanced Life Support (ALS) non-resident (BLS Transport)

#### Specialized Services – Paramedic Ambulance:

5. Basic Life Support non-resident transport
6. Mileage Basic Life Support Ambulances per mile or fraction
7. Basic Life Support Ambulance Supplies
8. Advanced Life Support Ambulance Supplies
9. Defibrillation
10. Intubation
11. IV Administer/Monitor
12. Extra Attendant

### Fees revised by other than the CPI:

These fees are adjusted to match rates set by Los Angeles County:

13. Advanced Life Support Response (ALS) (fee #86) – proposed fee increase from \$983.00 to \$1,146.50.
14. Basic Life Support Response (fee #91) –proposed fee decrease from \$872.00 to \$803.25.
15. Mileage Advanced Life Support Ambulances per mile or fraction (fee #95) – proposed fee decrease from \$17.00 to \$15.75.
16. Oxygen Paramedic Ambulance (fee #102) – proposed fee increase from \$55.00 to \$57.00.
17. Underground Storage Tank activities other than obtaining the operating permit and required inspections per tank (fee #211) – proposed fee increase from \$166.00 per hour to \$194.00 per hour.
18. The Fire Inspection and Permit rates (fee #s 140-149) be increased from \$166 to \$194 per hour. These fees have been reviewed and modified to reflect the costs of performing this function which have exceeded prior year CPI increases. At the time of the initial fee study in fiscal year 2007 the increase was too large to apply in one year and since then the department has used a phased increase process to bring these fees to the full cost of these services.

## NOTES TO GENERAL FEE SCHEDULE A

### Planning and Development Department

#### New fees:

1. Record Management Maintenance cost (fee #451) – proposed fee to reinstate the 3% Records Management fee for General Fund land use related applications and documents. The fee was unintentionally omitted for General Fund applications when the fiscal year 2009 Building Fee Analysis incorporated the fee into the rates applied to building fees. The purpose of the fee is to cover the cost of maintaining legally required construction related plans, applications and documents.
2. Appeal of Planning Director/Zoning Administrator/Environmental Administrator/or Design Commission Decision when the original application fee was >\$1000 < \$3000, exclusive of waivers. (fee #473) - proposed fee \$736. The work provided by the Zoning Administrator is separated from other fees because the workload for these decisions is significantly different to charge accordingly.
3. Copy of Environmental Impact Report, Initial Environmental Study, Environmental Guidelines, Design guidelines, Zoning Interpretations, and other documents – proposed fee At Cost (fee #481).
4. Application for Mills Act Contract (fee #579). (See Planning Division Administrative Procedure No. 2008-003 regarding eligible waivers) – proposed fee \$2,000.
5. Historic Properties contract (fee #580) - proposed fee \$760. On October 14, 2002 City Council authorized a Historic Property Contract (Mills Act) program to support reinvestment in designated historic buildings (individual landmarks or those in historic districts) through property tax reductions. The program has grown from 10 single family contracts and 3 multi-family, commercial or industrial contracts per year to 20 singles family contracts and 6 multi family, commercial or industrial contacts per year. There is considerable staff time in both preparing to issue the application materials and processing each individual application. This fee will cover only the initial screening and review of the applications. The fee is based upon a workload analysis associated with preparing the Historic Properties contract. Pursuant to Planning Division Administrative procedure No. 2008-003, the fee is reduced by 50% for single family residential and historic properties.
6. Historic Properties Contract Execution (fee #581) – proposed fee \$1,005. Cost of processing the final contracts for those properties selected by City Council to be considered eligible for this designation. The fee is based upon

## NOTES TO GENERAL FEE SCHEDULE A

an updated workload analysis and the provisions of Planning Division Administrative procedure No. 2008-003.

7. State Authorized Fish & Game Fees: California Environmental Quality Act document fees will increase effective January 1, 2009, pursuant to Fish and Game Codes § 711.4, 711.4(e) and 713, as follows:
  - County Clerk Processing Fee (fee #608) - proposed fee \$75.00
  - Negative Declarations and Mitigated Negative Declarations (fee #613) – proposed fee \$1,993.00.
  - Environmental Impact Reports (fee #614) –proposed fee \$2,768.00.
  - Environmental documents prepared pursuant to a certified regulatory programs (fee #615) –proposed fee \$941.00.
  
8. Building Standards Administration Special Revolving Fund Special  
Notes: Effective January 1, 2009 this State mandated surcharge on both residential and nonresidential building permits (SB1473) will be used by the State of California for the development, adoption, publication, updating, and educational efforts associated with green building standards.

The Bill requires that the City collect a fee from building permit applicants, assessed at a rate of \$4.00 per \$100,000 valuation, with appropriate fractions thereof, but not less than \$1. "Appropriate fractions thereof" is interpreted to be \$1 per every \$25,000 in valuation as per table below.

Permit Valuation	Fee
\$1-25,000 (fee# 624)	\$1.00
\$25,001- 50,000 (fee #625)	\$2.00
\$50,001 – 75,000 (fee#626)	\$3.00
\$75,001 -100,000 (fee#627)	\$4.00
Every \$25,000 or fraction thereof above \$100,000 (fee #628)	Add \$1.00

9. Filming and Special Events Coordination (fee #631) – proposed fee \$63.00 per hour. The Department has been devoting staff resources to assisting event promoters with all City logistics in organizing their activities in Pasadena. This includes multi-departmental coordination, outside agency assistance, permitting and fee collection issues. This fee will allow staff time to be recouped for these efforts.

### Fees revised by other than the CPI:

1. Appeals of Planning Director/Zoning Administrator/Environmental Design Commission Decision when the original application fee was \$0 to \$1,000 exclusive of waivers (fee #472). This fee has been restructured to replace fee #471.

## NOTES TO GENERAL FEE SCHEDULE A

2. Appeals of Planning Director/Zoning Administrator/Environmental Administrator or Design Commission when the original application fee was > \$3,000, exclusive of waivers (fee #475). This fee has been restructured to replace fee #474).
3. Appeals of Commission (except Design Commission and Hearing Officer) Decisions (fee# 478) – This fee replaces fee # 477.
4. Planning Commission Agendas, Courtesy Mailing, annual rate (fee #482) – proposed fee \$55.00 for FY 2010 and replaces At Cost in FY 2009.
5. Zoning Permit as defined in Planning Admin Policy 2005-001 (fee #563). Proposed fee \$69.00 from \$34.00.
6. Demolition – Primary Structure (fee #572) – This fee replaces fee # 571.
7. Alteration or Relocation- Category 1 Review, (fee #570) – This fee replaces fee # 569
8. Variance Historic Resources, fee #583 (See Planning Division Administrative Procedure No. 2008-003 regarding eligible waivers) – This fee replaces fee #582
9. Individual Landmark and Historic Designation Application, fee #585 (See Planning Division Administrative Procedure No. 2008-003 regarding eligible waivers) – This fee replaces fee # 584.

### Fees deleted:

1. Fee is 50% of the current application fee if Tree Retention Request is accompanied by a Certified Arborist's report (fee #552).
2. Fee is 50% of the current application fee if Tree Retention Request is for single family residential or designated historic resources, as defined in the Zoning Code (fee # 553).

### **Public Health Department**

#### New fees:

The following new fees are to recover the cost of purchasing immunizations and tests which are provided to clients:

1. IMOGAM (Rabies Immune Globulin-fee # 819) – proposed fee \$230.00 to recover the cost for Rabies vaccine for treatment of dog bites.
2. Pregnancy Testing Walk-in (fee #829) – proposed fee \$15.00. Patient friendly testing modality for pregnancy.

## NOTES TO GENERAL FEE SCHEDULE A

3. Urine Drug Screening Walk-in (fee #830) – proposed fee \$30.00. Patient friendly testing modality for drug testing.
4. Saliva Alcohol Test Walk-in (fee #831) – proposed fee \$25.00. Patient friendly testing modality - alcohol specific.
5. Breath Alcohol Test (BAT) Walk-in (fee #832) – proposed fee \$25.00. Patient friendly testing modality - alcohol specific.
6. CT/GC PCR Testing (Probe Tech) (fee #833) – proposed \$38.00. Chlamydia and Gonorrhea testing specific lab diagnostic.
7. Urine Drug Screening Private Sector (fee #834) proposed fee \$42.00. Test for new client base/patient friendly testing modality.
8. Oral Alcohol Swab Test (fee # 846) – proposed fee \$15.00. New testing modality for alcohol detection for Recovery clients.
9. DUI Nine Month Program (fee #838) – proposed fee \$1,200.00. Newly required 9 month DUI court ordered classes.

### Public Works Department

#### New fees:

1. Electrician Fee (for Non-Resident/Non-Local –Hourly SetUp/Rate) (fee # 995) – proposed fee \$116.00. Recovers cost of a City Electrician to meet with users to ensure sufficient electricity is available for events and for installation of electric boxes in the City Hall Courtyard.
2. Trash & Recycle Fees (for Non-Resident/Non-Local –Hourly SetUp/Rate) (fee #996) – proposed fee \$280. Recovers costs of supplying trash and recycle containers for use in the City Hall Courtyard. Currently, no large trash or recycle bins are available for use after hours.
3. Saddle Charge for Sewer Laterals (fee#1046)– proposed fee \$74.03.

#### Deleted fees:

1. The City Hall Banner Installation and Removal Fee (fee # 974) be deleted and the section of the schedule related to courtyard rental be named City Hall Courtyard and Rotunda Rental for clarification of the fees listed beneath this heading.



## NOTES TO GENERAL FEE SCHEDULE A

### Transportation

#### New Fees:

1. Pasadena ARTS Inter-Agency Transfer for Senior and Disabled (fee #870) - proposed fare is \$0.10 for seniors and people with disabilities): This will allow Pasadena's fare structure to be consistent with Federal regulations that fares for seniors and people with disabilities be 1/2 the rate charged to full fare passengers. The base inter-agency transfer rate is \$0.25.
2. Pasadena Dial-A-Ride Fare (fee #871) – proposed fare \$0.75: The current fare of \$0.50 for Dial-A-Ride services has not previously been included in the Fee Schedule. The Department recommends adding the fee to the schedule and increasing the fare amount to \$0.75. Operating costs for service have been increasing and this adjustment will help to off-set expenses.
3. Traffic Control Monitoring and Management (fee #893). Proposed fee – At Cost. This fee covers staff time to monitor and manage traffic control and devices related to private and public construction in the public right-of-way.
4. Transient Parking – South Lake Lots (fee #884): Proposed fee is \$1/hour, \$6 daily max. This fee has concurrence by the South Lake Parking Place Commission and it allows these fees to be consistent with the market parking rates.

#### Fees revised by other than the CPI:

1. Area Rapid Transit System Base Fare (fee #863) – proposed fare \$0.75. Current fare of \$.50 has been in place since July 2003. Operating costs for service have been increasing and this adjustment will help to off-set expenses. Additionally, as Pasadena pursues becoming a transit operator that is eligible for Federal Transit Administration and/or State Transit Assistance funds, the operating characteristics of the ARTS are being brought into closer conformance with FTA/STA requirements. This fare increase will bring the ARTS fare box recovery ratio closer to the 33% required by Metro.
2. Area Rapid Transit System Senior and Disabled Fare (fee #864) – proposed fare \$0.35. The current fare of \$.25 has been in place since July 2003. Operating costs for service have been increasing and this adjustment will help to off-set expenses. To make Pasadena's fare structure consistent with Federal regulations that fares for Seniors and people with disabilities be 1/2 the rate charged to full fare passengers.
3. Area Rapid Transit System Youth fare (Grades K-12) Youths in grades 8-12 student I.D. required (fee #868) - proposed \$.50. The current fare of \$.25 has been in place since July 2003. Operating costs for service have been increasing and this adjustment will help to off-set expenses.

## **NOTES TO GENERAL FEE SCHEDULE A**

4. Holly Street Parking Garage General Public Monthly (fee #877) – proposed fee from \$70.00 to \$75.00 to meet market rate.
5. Holly Street Parking Garage for Residents of Brookmore and Centennial Square Apartments Monthly Rate (fee #878) – proposed fee from \$45.00 to \$50.00 for inflationary adjustment.
6. Street Usage Fee (8AM - 8PM) - Per Space (fee #908) – proposed fee from \$.50/hour to \$1.00/hour to match meter rates.