

**NEW FEES****FISCAL YEAR 2019 RECOMMENDED GENERAL FEE SCHEDULE**

FY 2019 Fee #	Description	FY 2019 Recommended Fee	Notes
<b>LIBRARIES AND INFORMATION SERVICES</b>			
152	Library Equipment Use and Technical Assistance Charges (includes data/video projection equipment), set-up and take down, per hour	\$40.00	Adding this new fee provides department flexibility in recouping staff time and costs associated with increase in technical set-up requests by patrons in use of meeting room spaces at the Library. DoIT staff are no longer embedded at the Library and tech set-ups are library staff reliant.
<b>HUMAN SERVICES AND RECREATION DEPARTMENT</b>			
1299	Passport Acceptance Fee	\$35.00	The United States Department of State sets the passport execution fee at \$35.00 for United States passport applicants. As a part of the application process, staff will verify the identity of the applicant and will complete the passport forms with the appropriate documentation.
<b>PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT</b>			
522	Building Permit Extension Fee	\$1,000 or 2% of permit valuation whichever is greater	Pasadena Municipal Code section 14.04.020 was revised by Ordinance 7289 (12/12/2016) to establish time limits on building permits of 24 months (single family/duplex) and 36 months (multi-family and non-residential). The Building Official can extend permits six months with approval. The code specifies the fee for a building permit extension is \$1,000 or 2% of the permit valuation whichever is greater.
523	Planned Development Attorney Review Fee	At Cost	Use of outside legal counsel for review of planned development applications and environmental impact reports. Bill at the cost for service based on estimate of hours and hourly rate for service.
524	Development Agreement Attorney Review Fee	At Cost	Use of outside legal counsel for review of development agreements. Bill at the cost for service based on estimate of hours and hourly rate for service.
525	Low Impact Development Review and Inspection Fee	At Cost	SUSMP/NPDES permit requirements for the City. Cost for consultant time and materials. Expertise not available with in-house City staff. Bill at the cost for service based on estimate of hours and hourly rate for service.
526	Arborist Plan Review	At Cost	Cost for arborist time and materials. Arborist will review landscape plans, tree protection plans, and conduct site visits to make sure tree removal applications comply with the City's Tree Protection Ordinance. This expertise is not available with in-house City staff. Bill at the cost for service based on estimate of hours and hourly rate for service.
<b>PUBLIC HEALTH DEPARTMENT</b>			
769	Business Name Change Fee	\$45.00	The purpose of this request is to add a processing fee for a permitted facility to change their business name. A name change must be updated in both the Environmental Health inspection software system Envision Connect and the permitting financial system Tyler Munis. After both systems are updated a new health permit must be generated and an inspector assigned to replace the inspection placard in the facility's window. The fee amount is comparable to the amount the Department of Finance charges (\$43.16) for a Business License transfer. Environmental Health is currently doing the name changes without collecting a fee.
770	Immunization Miscellaneous Fee	Varies	The Immunization Miscellaneous Fee would be used to charge for vaccines that are not currently on the fee schedule. The price will vary and will be based upon what the Health department pays for the vaccine itself. For example, there are new vaccines that come on the market that are not yet on the fee schedule and the Health department would like to be able to stock and charge for these vaccines as they are available.
771	Seasonal Prepackaged Facility (<180 days)	\$110.00	The purpose of this request is to create a health permitting category for seasonal food operators that sell prepackaged food only at site specific location for a time period not to exceed 180 days. Examples of this type of activity include food vendors that operate at the seasonal concerts in the park and movies in the park events. Environmental Health currently charges each vendor an annual fee because a seasonal fee does not exist.

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772	Seasonal Prepackaged with Samples Facility (<180 days)	\$160.00	The purpose of this request is to create a health permitting category for seasonal food operators that sell prepackaged food and sample the food at site specific location for a time period not to exceed 180 days. Examples of this type of activity include food vendors that operate at the seasonal concerts in the park and movies in the park events. Environmental Health currently charges each vendor an annual fee because a seasonal fee does not exist.
773	Tuberculosis (TB) Risk Assessment Form Completion	\$20.00	Clients present to the immunization clinic with a TB risk assessment form. The form is reviewed by licensed staff and must be signed by a registered nurse (RN). The purpose of the form is to assess whether or not the client needs a TB (mantoux) test, depending on their risk factors. If a TB (mantoux) test is needed, they are charged for the TB (mantoux) Skin Test fee. If no test is needed, a client is to be charged this new fee as proposed. This fee is to account for the licensed staff time reviewing the document and interviewing the client.
774	Tdap	\$50.00	The price of the Tdap vaccine is based on the price the health department pays from the manufacturer.
<b>PUBLIC WORKS DEPARTMENT</b>			
1285	Public Tree Removal Application Fee (Up to 10 Public Trees)	\$306.37	This proposed fee equals the staff cost incurred by the City to review requests to remove public trees. Per the Tree Protection Ordinance, public tree removal requests are reviewed by staff and presented to the Urban Forestry Advisory Committee (UFAC). To this end, staff prepare UFAC reports and presentations which includes reviewing hazard evaluations by a certified arborist, site plans, engineering drawings and consulting arborist reports, as well as verifying alignment with General Plan and Master Street Tree Plan.
1237	Tonnage - 5 tons or more	At Cost	Current Fee Schedule delineates tonnage up to 5 tons but does not include one for 5 tons or more.
1197	Damaged or Lost BIN - Residential	At Cost	This fee fills a gap as there is a Damanged or Lost BIN-Residential fee.
1234	Damaged or Lost Container - Commercial	At Cost	This fee fills a gap as there is a Damaged or Lost Container-Commercial fee.
1286	Sewer CCTV Review	\$85.00	This fee is the costs associated with an Engineer reviewing sewer video to assess capacity or the condition of the house sewer pipe. For private developments in addition to single family residences or change of use of occupancy in tenant improvements, the condition of the existing house sewer, usually built in the 1920s or 1930s, needs to be evaluated. A staff Engineer reviews the video of the sewer to determine how to proceed. The method of correction of the defects shall be subject to the approval of the City Engineer, and may include partial or total replacement of the house sewer, or installation of a structural or non-structural pipe liner. When a property owner needs to reline the sewer, a staff Engineer reviews the sewer video to determine the condition of the sewer lining and, if new lining is installed, confirm that it was installed correctly.
<b>TRANSPORTATION DEPARTMENT</b>			
918	Bus - Temporary Stop Closure/Re-Route (Each additional day)	\$62.50	Fee per re-evaluation of costs to provide service.
919	Bus - Temporary Stop Closure/Re-Route (Each additional day for more than one stop)	\$31.25	Fee per re-evaluation of costs to provide service.