

NEW FEES

FISCAL YEAR 2019 RECOMMENDED GENERAL FEE SCHEDULE

FY 2019 Fee #	Description	FY 2019 Recommended Fee	Notes
LIBRARIES AND INFORMATION SERVICES			
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.
HUMAN SERVICES AND RECREATION DEPARTMENT			
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.
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT			
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.
PUBLIC HEALTH DEPARTMENT			
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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FY 2019 Fee #	Description	FY 2019 Recommended Fee	Notes
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.
PUBLIC WORKS DEPARTMENT			
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 Damaged 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.
TRANSPORTATION DEPARTMENT			
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.

**FEE HIGHER THAN CPI
FISCAL YEAR 2019 RECOMMENDED GENERAL FEE SCHEDULE**

FY 2018 Fee #	FY 2019 Fee #	Description	FY 2018 Revised Fee	FY 2019 Recommended Fee	Validation of FY18 to FY19 Fees	Change from Adopted Fee	Notes
FIRE DEPARTMENT							
54	34	EMS Transport	\$2,108.00	\$2,282.00	7.6249%	\$174.00	The Department recommends amending its transport fees to match the allowable County of Los Angeles General Public Ambulance rates. The fee recovers costs utilized for patient transports to hospitals on medical incidents. LA county assesses their rates annually and modifies the amount by multiplying 75% of the base rate amount by percentage change of minimum wage change in LA County, and 25% of the base by percentage change of the Medical Care line item of the CPI. The current FY 2018 fee amount is \$2,108 and LA County's FY2019 rate will be \$2,282.
LIBRARIES AND INFORMATION SERVICES							
169	149	Donald R. Wright Auditorium, Per Hour	\$72.10	\$75.00	3.8667%	\$2.90	For ease of use in collecting fee, round up to nearest whole dollar, with slight increase to fee.
TRANSPORTATION DEPARTMENT							
860	854	Del Mar Station Parking Structure - Monthly Parking	\$65.00	\$70.00	7.1429%	\$5.00	This fee is charged for monthly parkers at the Del Mar Station garage. The fee is being increased to bring it to market rate in line with the other City owned garages.
PUBLIC WORKS DEPARTMENT							
1021	1017	Single Family Residential New Construction (per unit)	\$193.24	\$300.95	35.7900%	\$107.71	Fee increased to 290.43 plus CPI. Division staff analysis indicates that the same amount of staff time is necessary to process C&D plan for any type of project as a "Multifamily Residential New Construction" project. Therefore it is proposed that the fee for all the types of projects be equal to that for the "Multifamily Residential New Construction."
1022	1018	Tenant Improvements (includes residential additions) (per unit)	\$66.66	\$300.95	77.8501%	\$234.29	
1023	1019	Processing Fee-Residential Alterations and Remodels	\$66.66	\$300.95	77.8501%	\$234.29	
1024	1020	Processing Fee-Demolition Only Projects	\$66.66	\$300.95	77.8501%	\$234.29	
HUMAN SERVICES AND RECREATION DEPARTMENT							
1310	1311	Application for Lost Cards (I-90) Resident	\$50.00	\$75.00	33.3333%	\$25.00	The United States Department of Citizenship and Immigration Services lengthened the application to replace permanent resident cards (I-90). Due to additional forms that need to be translated, staff spends more time per appointment.
1312	1313	Non-Resident Packet # 3 (Consular Pre-Approve) Resident Non-Resident	\$100.00 \$75.00 \$100.00	\$125.00 \$100.00 \$125.00	20.00000% 25.00000% 20.00000%	\$25.00 \$25.00	The United States Embassy lengthened the appointment process for issuing immigrant visas. Visa applicants are required to establish an online profile, complete additional forms, and have an appointment with the Embassy before the application can be reviewed. This proposed fee increase captures staff's time spent on these tasks in
1317	1318	N-400 Citizenship Application Resident Non-Resident	\$75.00 \$100.00	\$85.00 \$110.00	11.7647% 9.0909%	\$10.00 \$10.00	The United States Department of Citizenship and Immigration Services lengthened the application for naturalization (N-400). Due to additional forms that need to be translated, staff spends more time per appointment.
1337	1338	After School Program Fee	\$25.00	\$30.00	16.6667%	\$5.00	Fee increased; This is a correction to the existing fee schedule. The revised fee accurately represents the weekly fee charged to After School participants.

DELETED FEES FISCAL YEAR 2019 RECOMMENDED GENERAL FEE SCHEDULE

FY 2018 Fee #	FY 2019 Fee #	Description	FY 2018 Revised Fee	Notes
HUMAN SERVICES AND RECREATION				
1440	N/A	Event Insurance Premium Rates (Mandatory coverage for all groups unless provided by other vendor) CLASS I (1-100 in Attendance) up to CLASS III (5000+ in Attendance) - Starting Cost Amount Per Event	\$83.32	This fee is obsolete and should be deleted as the Department no longer provides event insurance.
PUBLIC HEALTH DEPARTMENT				
694	N/A	Immunization Office Visit	\$17.00	This fee has not been used for several years since the closure of the child health clinic.
697	N/A	Blood Lead Level****	\$36.00	Fee has not been used since the closure of the child health clinic.
699	N/A	Flu (Purchased Vaccine)	\$25.00	The clinic no longer buys vaccine directly from the manufacturer. The clinic receives State funded flu vaccine that is received free of charge and no fee is charged for the vaccine itself.
700	N/A	Intranasal Flu Vaccine (Purchased Vaccine)	\$25.00	Fee is not being used. The clinic no longer buys intranasal vaccine directly from the manufacturer.
701	N/A	State Subsidized Vaccines, Admin. Fee - Voluntary	\$15.00	This is a duplicative fee.
710	N/A	Hepatitis A (Injectable) for Child	\$39.00	Fee is not being used.
712	N/A	Hepatitis B (Group Rate)	\$39.00	Fee is not being used.
722	N/A	Meningococcal & Diphtheria (Conjugate) Vaccine (up to 18 years old)	\$127.00	The Health Department does not stock this vaccine in the immunization clinic.
723	N/A	Menveo Meningococcal Vaccine (11-55 years old)	\$127.00	The Health Department does not stock this vaccine in the immunization clinic.
727	N/A	Cervarix (HPV vaccine)	\$174.00	The Health Department does not stock this vaccine in the immunization clinic.
730	N/A	Flu Vaccine - Purchased for Insured	\$59.00	The clinic no longer buys vaccine directly from the manufacturer. The clinic receives State funded flu vaccine that is received free of charge and no fee is charged for the vaccine itself.
732	N/A	Rabies Vaccine	\$219.00	Previously there were separate vaccines for pre- and post-exposure to the rabies virus. Currently, the vaccine is the same, whether give before or after exposure to the rabies virus.
738	N/A	RPR Test -- Negative	\$4.00	Fee has not been used since the closure of the laboratory in 2015.
739	N/A	RPR Test -- Confirmatory	\$15.00	Fee has not been used since the closure of the laboratory in 2015.
741	N/A	Oral Alcohol Swab Test (Walk-In)	\$25.00	Fee has not been used since the closure of the laboratory in 2015.
742	N/A	CT/GC PCR Testing (Probe Tech) *Tests are independent and cost \$38 each	\$39.00	Fee has not been used since the closure of the laboratory in 2015.
743	N/A	Urine Drug Screening (Private Sector)	\$44.00	Fee has not been used since the closure of the laboratory in 2015.
744	N/A	Quantiferon TB Testing	\$79.00	Fee has not been used since the closure of the laboratory in 2015.
PUBLIC WORKS DEPARTMENT				
1272	N/A	24" Box Tree (includes labor, equipment, tree and material cost)	\$280.52	This service is no longer available as grant funding for the base service is no longer available
1273	N/A	36" Box Tree (includes labor, equipment, tree and material cost)	\$685.20	This service is no longer available as grant funding for the base service is no longer available

**REVISED FEES (FEES LOWER THAN CPI and/or NAME CHANGE)
FISCAL YEAR 2019 RECOMMENDED GENERAL FEE SCHEDULE**

FY 2018 Fee #	FY 2019 Fee #	Description	FY 2018 Revised Fee	FY 2019 Recommended Fee	Change from Adopted Fee	Notes
HUMAN SERVICES AND RECREATION DEPARTMENT						
1289	1289	Small Claims Court Applications Small Claims Court Assistance with applications, collection judgments, and any related form preparation.				The revised fee title and proposed fee scale accurately captures the small claims services provided to the community by city staff.
		Resident	\$25.00	\$10.00 - \$25.00	Range	
		Non-Resident	\$50.00	\$15.00 - \$50.00	Range	
1295	1295	(TRO) Serve to Prevent Harassment (TRO) Civil Harrassment Including Renewals, Removals, and Changes				The revised fee title accurately captures the civil harassment (temporary restraining order) services provided to the community by city staff.
		Resident	\$25.00	\$25.00	\$0.00	
		Non-Resident	\$50.00	\$50.00	\$0.00	
1296	1296	(TRO) Domestic Violence (TRO) Domestic Violence Including Renewals, Removals, and Changes				The revised fee title accurately captures the domestic violence (temporary restraining order) services provided to the community by city staff.
		Resident	\$25.00	\$25.00	\$0.00	
		Non-Resident	\$50.00	\$50.00	\$0.00	
1410	1411	City-sponsored or Co-sponsored event City Sponsored Event	N/A	N/A	N/A	Name changed from City sponsored or Co-sponsored event
LIBRARIES AND INFORMATION SERVICES						
168	148	Branch Library Meeting Room, Per Hour	\$29.80	\$30.00	\$0.20	For ease of use in collecting fee, round up to the nearest whole dollar.
170	150	Set Up and Breakdown Assistance, Per Event	\$29.80	\$30.00	\$0.20	Fee increased; For ease of use in collecting fee, round up to nearest whole dollar.
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT						
536	520	For Eligible Projects Outside of the Downtown and Old Pasadena Areas and the Northwest Boundary Area: Outside of the Downtown and Old Pasadena Areas and the Northwest Boundary Area. Projects subject to the Public Art Requirement include commercial, industrial and mixed-use developments with 25,000 or more square feet of gross floor area.	20% of the 1% of the Building Valuation, or \$1,200, whichever is higher	20% of 1% of the Building Permit Valuation, with a minimum fee of \$1,200	\$0.00	Fee Amount Description & Name Chaged from "For Eligible Projects Outside of the Downtown and Old Pasadena Areas and the Northwest Boundary Area."
537	521	For Eligible Projects Within the Downtown and Old Pasadena Areas and the Northwest Boundary Area: Within the Downtown and Old Pasadena Areas and the Northwest Boundary Area. Projects subject to the Public Art Requirement include commercial, mixed-use and multi-family developments (and industrial in the Northwest Program Area) with a Building Permit Valuation of \$500,000.	25% of the 1% of the Building Valuation	25% of 1% of the Building Permit Valuation	\$0.00	Fee Amount Description & Name Changed from "For Eligible Projects Within the Downtown and Old Pasadena Areas and the Northwest Boundary Area."
PUBLIC HEALTH DEPARTMENT						
651	657	Seasonal Food Facility (<180 days) Seasonal Food Preparation Facility	\$261.00	\$270.00	\$9.00	Name changed from Seasonal Food Facility (<180 days)
695	700	DPT, Polio, MMR, HepB, Hib, Pneumococcal, HAV, Flu, Combination Vaccines: DPT, Polio, MMR, HepB, Hib, Pneumococcal, HAV, Combination Vaccines (ages 0-18 years)	\$26.00	\$26.00	\$0.00	Removed "Flu"; Added (ages 0-18 years)
696	701	Vaccine Record Replacement Record Replacement	\$20.00	\$20.00	\$0.00	Removed "Vaccine"

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FY 2018 Fee #	FY 2019 Fee #	Description	FY 2018 Revised Fee	FY 2019 Recommended Fee	Change from Adopted Fee	Notes
703	704	Typhus VI (Injectable) Typhim VI (Injectable)	\$99.00	\$102.00	\$3.00	Typhus to Typhim
706	707	Meningococcal Vaccine (Adults only up to age 55)	\$132.00	\$136.00	\$4.00	Removed age range "(Adults only up to age 55)"
707	708	Diphtheria-Tetanus	\$60.00	\$62.00	\$2.00	Name change from Diphtheria-Tetanus
708	709	Chicken Pox (Injectable)	\$126.00	\$130.00	\$4.00	Name change from Chicken Pox (Injectable)
709	710	Hepatitis A (Inj, each, 2 in series)	\$95.00	\$98.00	\$3.00	Name change from Hepatitis A (Inj), each, 2 in series)
711	711	Hepatitis B (Inj, each, 3 in series)	\$76.00	\$78.00	\$2.00	Name change from Hepatitis B (Inj), each, 3 in series)
718	717	Medical Document Review for Overseas Travel Clinic Fee	\$50.00	\$51.00	\$1.00	Name change from Medical Document Review for Overseas Travel
733	727	Rabies Pre-Exposure Rabies Vaccine	\$289.00	\$299.00	\$10.00	Name change from Rabies Pre-Exposure
PUBLIC WORKS DEPARTMENT						
1025	1021	Construction Staging Plan Review And Monitoring	At Cost	\$365.00	N/A	Proposing to change from "at cost" (where costs are tabulated for each individual service) to an established dollar figure based on analysis of staff time required. Therefore deposit is no longer needed. "At Cost" to \$365.
1026	1022	Standard Easement	At Cost	\$1,700.00	N/A	Proposing to change from "at cost" (where costs are tabulated for each individual service) to an established dollar figure based on analysis of staff time required. Therefore deposit is no longer needed "At Cost" to \$1700.
1027	1023	Quitclaim of Easement	At Cost	\$1,700.00	N/A	Proposing to change from "at cost" (where costs are tabulated for each individual service) to an established dollar figure based on analysis of staff time required. Therefore deposit is no longer needed "At Cost" to \$1700.
1038	1034	Final Parcel Map Review Subdivision Final Map Processing Review and Processing Final Parcel Map Processing - without dedication	At Cost	\$1,175.00	N/A	Name changed from "Final Parcel Map Review"
1039	1035	Review and Processing Final Tract Map or Parcel Map (with dedication) Processing	At Cost	\$2,290.00	N/A	Name changed from "Review and Processing." Proposing to change from "at cost" (where costs are tabulated for each individual service) to an established dollar figure based on analysis of staff time required. Therefore deposit is no longer needed.
1197	1196	Damaged Container - Residential Damaged or Lost Container Residential	\$76.73	\$76.73	\$0.00	Name changed from "Damaged Container - Residential" Add language to make it "Damaged or Lost Container - Residential"; This change clarifies the language as in both instances the container needs to be replaced.
1267	1269	Assessed Value of Removed Tree Assessed Value of Public Tree	TBD by City Crews based on ISA guide	TBD by City Crews based on ISA guide	N/A	Name changed from "Assessed Value of Removed Tree" This name change clarifies that the fee applies to all public trees, not solely removed public trees. Note that "Public" was added also for clarification as it doesn't apply to private trees.
TRANSPORTATION DEPARTMENT						
787	781	Note: Seniors and persons with disabilities who have a membership in Access Services or Pasadena Dial-A-Ride to ride for free when membership card is shown to the bus operator. Seniors and persons with disabilities who have a membership in Access Services or Pasadena Dial-A-Ride to ride for free when membership card is verified by TAP validators on the bus	No Charge	No Charge	N/A	Note changed from Note: Seniors and persons with disabilities who have a membership in Access Services or Pasadena Dial-A-Ride to ride for free when membership card is shown to the bus operator.