

Agenda Report

TO: CITY COUNCIL **DATE:** June 22, 1998

FROM: ACTING 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 1998-99 General Fee Schedule, which contains amended fees using data gathered during an annual review of Cost of Service.

This action, taken annually by the City Council, sets the fees charged by the City for the coming fiscal year. This action also implements an on-going policy of the City Council to recover the full cost of specific services rendered by the City; the fees charged do not exceed the reasonable cost of providing services, facilities, or regulatory activity for which the fees are charged. Subsidies from general tax revenue should be held to a minimum, so that only those individuals requesting specific services bear the cost of those services. Those fees increased by the C.P.I. of 1.2% were proposed by the administering departments.

BACKGROUND

The primary purpose of the General Fee Schedule is to catalog city fees and ensure an annual review to determine whether fees should be adjusted for full cost recovery, and if so, by how much. Past practice of the City Council has been to raise fees by the Consumer Price Index (C.P.I.) to reflect the increase in the cost of doing business.

Many of the fees contained in the attached General Fee Schedule have been raised to reflect the increase in the Consumer Price Index (C.P.I.) for the year ending February 28, 1998. Each adjusted fee was then rounded up or down to the closest dollar, or half-dollar, for ease of collection and to facilitate administration and accounting. Any exception to this rounding was the result of a recommendation by the administering department.

Recommended changes to the General Fee Schedule, over and above the C.P.I. are documented by the Department of Finance's approved Cost of Service methodology and analysis.

The Department of Finance has the responsibility to ensure that the General Fee Schedule is updated annually. Each department which has fees listed on the fee schedule participates in the update process. The proposed fees are distributed to all departments which then work with Finance Department staff to analyze and review services and fees. Recommendations are made by the administering departments, with the technical and analytical assistance of the Finance Department. This collaborative effort ensures that the fees reflect costs reasonably borne. Collection methods of the fees are determined by the originating department, and may allow for payment of a large fee to be made in installments.

Due to modifications to processes and procedures, analysis of modified processes and procedures, distinctions between levels of service, and refinement of service definition and identification, staff has determined that certain fees should be increased over and above the C.P.I. Any fee modified by other than the C.P.I. is explained below. Also detailed below are descriptions of other fee changes. Deletions of fees may be due to re-evaluation and modification of service provision, refinement of service definition, the listing of the fee on the Schedule of Taxes, Fees and Charges, or the inability to collect fees. 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 1.2% than to keep it the same. A "NEW" fee is either truly new, or merely new to the General Fee Schedule, having been listed elsewhere or omitted in the past. The Fee Schedule presents fees by department in order to allow for easy location. To facilitate administration and collection, some fees have been moved between departments; however, unless noted below, no change in these fee amounts are proposed for Council approval.

CITY MANAGER'S OFFICE

No Changes

CITY CLERK'S OFFICE

No Changes

FINANCE DEPARTMENT

No Changes

FIRE DEPARTMENT

Fees are proposed to be listed in four categories of the accepted charge structures for emergency medical services, Base Rates, Mileage, Specialized Services and Supplies, and Medications. In addition, fees have been revised to comply with Medicare and Medi-Cal billing code structures. According to the Medicare fiscal intermediary, the current 75th percentile Advanced Life Support service base rate charge in Los Angeles County is \$413.50. Rounded up to the nearest dollar, the fee is proposed to be \$414.00.

Insurance plans use specific billing codes, most based on the Medicare Health Care Financing Administration (HCFA) Common Procedure Coding System (HCPCS), or the modified version used by Medi-Cal, to determine if a charge is considered "allowable". To maximize insurance reimbursement and limit the patient's out-of-pocket expenses, it is proposed to re-structure the Emergency Medical Aid Response Fees to comply with the HCFA and HCPCS.

Based on the above referenced billing codes, the Non-Resident Surcharge, \$290, Page 7, Line #22, has been combined with the fees for Advanced Life Support (ALS) non-resident Services, \$414, for a total fee of \$704; Advanced Life Support (ALS) non-resident (BLS transport), \$414, for a total fee of \$704; and Basic Life Support non-resident transport, \$339, for a total fee of \$629. The Basic Life Support non-resident transport fee was increased from \$264.50, to \$339 (rounded off to the nearest dollar), to stay within the 75th percentile of rates charged in L. A. County.

The following fees were deleted, and revised, as they are not currently billable to Medicare and Medi-Cal:

Newborn Infant, Page 6, \$100;
Cardiac Arrest, Page 6, \$75;
Backboard, Page 6, KED, Line 13; Splints, Line 14, all \$29.25 each;
Traction Splints, Page 7, \$52
Bandages, Dressings, Page 7, \$15.75
Cervical Collar, Page 7, \$26.
Obstetrical Kit, Page 7, and Burn Kit, both \$50;
Exam Gloves (Per Pair), Page 7, \$1.50;
and Bio-Medical Radio Voice/Telemetry use to base station hospital (including ECG Monitor with disposable electrodes), \$70

The following fees were revised according to the Medicare and Medi-Cal billable codes as:

FIRE DEPARTMENT - CONTINUED

Basic Life Support Ambulance Supplies, Page 6, Line #9, and Advanced Life Support Ambulance Supplies, Line #10, \$25 each;
Defibrillation, Page 6 Line #11, \$50;
Intubation, Page 6, Line #12, \$60, and
Cost Recovery for Apparatus and Personnel, DUI, Page 6, Line #17, \$200.
(The cost of this process, or service, can now be billed to the driver's insurance company).

The fees for IV Administer/Monitor, \$50; Oxygen, \$50; Extra Attendant, \$50; and Response Only - No Transport, \$90; Page 6, Lines 13, 14, 15, and 16 remain the same.

Fees were not increased by the CPI, and there were no proposed changes to the Hazardous Materials fees.

HUMAN SERVICES, RECREATION, AND NEIGHBORHOODS DEPARTMENT

With the reorganization of Parks and Recreation, those Program-related fees formerly provided under Recreation, have now been moved to the Human Services Division, Pages 12 and 13. As information on these programs and rates has already been published for the coming summer, there are no proposed changes to any of these fees.

The remainder of the fees were increased by the CPI, and rounded off to the nearest \$0.50.

INFORMATION SERVICES DEPARTMENT

No Changes

PLANNING AND PERMITTING

As a result of council action and streamlined work flow processing New, and/or reduced fees are proposed for:

Cultural Planning, Page 31, Line #1, New Private Development, Excluding Downtown and Old Pasadena Redevelopment Areas, Subject to the Public Art Ordinance #6420 and Resolution #7449. (20% of 1% building permit valuation or \$1,200, whichever is highest);
Design Review, Page 35, Line #5, Mitigation Monitoring \$77; Line #6, Final Zoning Inspection, \$81; and Consolidated Review, Page 36, Line #3, Wireless Antenna, \$107.

PLANNING AND PERMITTING - CONTINUED

The fee for Vacant Building and Lot Registration, Page 29, \$356, is new to the fee schedule, but not a new fee imposed by the City. This fee was approved by Council 11/24/97.

Planning, Appeal Filing Fee, Page 30, Lines #1, 2, and 3 are revised to be 65% of original application fee due to streamlined work flow.

As the Department no longer has a lease for the Arts Space Gallery, Fees for the Arts Space Gallery Use, Page 31, Lines #1 through 4 are deleted.

The fee for Certificate of Appropriateness, Page 34, Line #1, Demolition - Insignificant, was decreased from \$221 to \$107 as it does not require a public hearing, staff level review only.

Fees were increased by the CPI, except for those under Building Services, State Fish and Game Fees which are set by the State, and the Environmental Review Filing fee for L. A. County which is set by the County.

POLICE DEPARTMENT

No Changes other than the CPI increase.

PUBLIC HEALTH DEPARTMENT

Environmental Health

No new fees. Fees deleted under Food Sanitation Inspections and Permits, Restaurants were, Page 41, Line #9, 1-2,000 Sq. Ft., Lines #1 through 8 were increased by 10% to recover costs associated with the implementation of the California Health and Safety Codes new health inspection mandates which will significantly increase the time to complete a restaurant inspection.

The following fees were deleted and moved to Planning and Permitting: Inspections and Permits, Page 44, Multiple Dwelling Units, Lines #19 through 23.

All other Environmental Health fees were increased by the CPI.

PUBLIC HEALTH - CONTINUED

Nursing

A new fee is proposed under Alcohol and Drug Recovery Program, Page 45, Line #2, Community Prevention and Recovery Program, Sliding Scale, based on income and number of dependents, \$0 to \$60.

Those fees deleted are:

Immunizations, Page 45, Line #4 Hepatitis B Single Dose (13-18 years old), and Line #3, Hepatitis B Single Dose (0-3 years old) was revised to read (0-18 years old). Immunizations for Travel, Page 46, Lines #17, Typhoid (Injectable, one dose) and Line #18, Yellow Fever (single vial use) were deleted as they appeared on the fee schedule twice (Line #1 Yellow Fever (Includes Official Validation), and Line #4, Typhoid, Injectable).

Fees listed under Vital Statistics, Page 47, Lines #1 through 3, were each reduced by \$1.00. The State Office of Vital Records and Statistics sets the rate for these services, and the reduction was by State-mandate.

Nursing fees for immunizations are based on cost of vaccines, and are not increased by CPI.

PUBLIC WORKS & TRANSPORTATION DEPARTMENT

The fees for Parks and Natural Resources, Field Rental, Pages #55 through 60 were transferred from Parks and Recreation. The fee for Non-Resident Surcharge for Field Rentals was used to make improvements to city parks. It is being deleted, as the department is now receiving Proposition A funds, which specifically exclude charging non-resident surcharges.

New fees were proposed for:

Athletic Field Lighting, Page 55, \$20 per hour, in order to recover the electrical costs for lights on athletic fields;

Temporary Street Closure/Special Events, Page 53, Line 2, Non profit organizations \$70; Traffic Control Plan Review, Line #1, Deposit \$200, Processing, At Cost. This fee is proposed to recover costs for review of traffic control plans that are required for construction projects and special events and/or street closures. Quality traffic control plans are essential to maintain the safe and orderly movement of traffic during these types of activities;

PUBLIC WORKS & TRANSPORTATION DEPARTMENT - CONTINUED

City Hall Banner Installation and Removal Fee, Page 48, \$320. The purpose of this fee is to recover costs associated with the installation and removal of banners on City Hall for special events.

Increased fees are proposed for:

Valet Parking, Page 54, Line #6, Sign Installation Fee. This fee recovers costs for staff time to install valet parking signs. This fee, along with the fees for Limited Time Parking Signage & Curb Marking Requests, Page 50, Lines #1 and 2, and Utility Excavation Permit, Page 54, Line #9, are increased by 2%, instead of the 1.2% CPI increase, to insure full cost recovery.

Street Trees, Page 53, Line #2, Trees planted by City Crews, the current fee is \$350 and does not cover both the cost of a tree, and the maintenance associated with that tree to ensure its viability. Tree replacement includes the cost of the tree and maintenance for three (3) years. The fee for Miscellaneous Tree Inspection, Line #3, \$200 Deposit, is being proposed to cover staff costs for review and inspection for house moves, filming, and other miscellaneous street tree projects. Staff currently performs this work; however, no fees are collected to cover the cost of providing this service.

Street Vacation, Summary Vacation, and Closing a Street Without Vacation, Page 52, Line #1, is proposed to increase from \$2,600 to \$3,200. Staff hours have been charged to the general fund. Planning and Permitting provides staff support to Public Works for this service, and as the work involved is specific to the applicant, the Planning and Permitting Department proposes to recover their costs from the applicant, rather than the General Fund. This deposit is subject to refund or additional billing, depending on actual costs.

Fees, other than those four referenced above (increased by 2% to recover cost of service) were increased by the CPI, except for City Hall Courtyard and Rotunda Rental, Page 48, Line #5, Security Guard, up to 4 hours; and Line #6, Security Guard, for each additional hour over 4 hours. These fees are set by the Security Company.

HUMANE SOCIETY/CITY OF PASADENA

No Changes

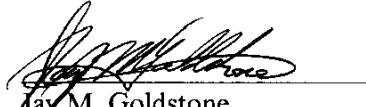
FISCAL IMPACT STATEMENT

Fees new to the General Fee Schedule this year, and those increased by the 1.2% C.P.I., will have no significant impact on General Fund revenues. The Fire Department's revised fees for Emergency Medical Aid Response, which are now within Los Angeles County rate guidelines, and are in compliance with insurance billing codes, are estimated to increase the FY 98/99 General Fund revenue by approximately \$175,000.

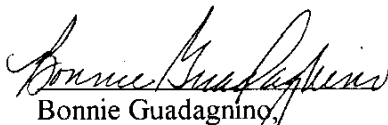
Respectfully submitted,


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