



Agenda Report

May 11, 2015

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Director of Finance

**SUBJECT: FISCAL YEAR 2016 RECOMMENDED GENERAL FEE SCHEDULE
PUBLIC HEARING**

RECOMMENDATION:

It is recommended that the City Council:

1. Open the public hearing on the Fiscal Year (FY) 2016 Recommended General Fee Schedule;
2. Continue this public hearing to each subsequent regular meeting of the City Council at 7:00 p.m., until June 22, 2015 or such other date as the City Council may determine, and at which time the City Council will be asked to close the public hearing and formally adopt the Fiscal Year 2016 General Fee Schedule.

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 services, use, action or item for which the fee is charged. Moreover, a written schedule of fees, designated as 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.

Per government code section 6063, an announcement of the FY 2016 Recommended General Fee Schedule public hearing was published in the Star News March 27, 2015 and in the Pasadena Journal for two successive weeks beginning on April 2, 2015. The FY 2016 Recommended General Fee Schedule was made available on the City's website for public review and comment on April 24, 2015. The fee schedule (Attachment A) presented for adoption includes all fees. In addition, a separate list of new fees is included (Attachment B) and a list of deleted fees is included (Attachment C).

New Fees

There are 13 new fees including three fees for Human Services and Recreation staff time needed to complete the Deferred Action for Childhood Arrivals (DACA) and Deferred Action for Parents of Americans (DAPA) forms. This is as a result of the recently instituted federal policy. There is one new fee for staff time to complete Immigration forms as policy in the immigration field is evolving and new forms may be developed during the course of the year. There is one new Environmental Health fee for failure to notify the City of Pasadena of change of business ownership. When notification is not provided, staff has to investigate and research to determine if any on-going cases need to be addressed with the new owner. There is another new Environmental Health fee for after hour's inspections. This requires overtime wages for staff to provide unplanned call for services and inspections during evenings, weekends, and holidays. There is one new fee for bulky item pick up charge for items exceeding the current parkway threshold as some residents pile items beyond the 12 feet wide, 15 feet long, and 4 feet high limit. There are two new fees for overtime for fire inspections done in the evenings and when City offices are closed. There are two new fees for public art and outdoor sign reviews and subterranean garage ramp slope variance reviews which are needed to recover staff time due to increased number of reviews, and two fees that were inadvertently omitted in FY 2015.

The *General Fee Schedule* is reviewed annually 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 1st, where applicable. For the most recent period, the CPI adjustment equaled 0.0987%. Some fees are held constant due to various Government Code provisions related to the respective departments. The calculation of the fees was rounded down to the nearest dollar, with some exceptions where the fee amounts have to be more precise. The new fees will be effective on July 1, 2015. Development related fees will be effective August 22, 2015. Pursuant to Government Code Section 66017 (a), changes to development fees shall be effective no sooner than 60 days following the final fee schedule adoption.

The *FY 2016 Recommended General Fee Schedule (Attachment A)* is attached and is posted to the City's website for public review.

The Public Health Department fees include adjustments to immunization fees which were approved by City Council and adopted on February 2, 2015.

COUNCIL POLICY CONSIDERATION:

The City Council's strategic planning goal of maintaining fiscal responsibility and stability will be advanced through annual review and updating of the *General Fee Schedule* and by ensuring that, where appropriate, the City is reimbursed for the cost of providing selected services.

FISCAL IMPACT:

When adopted, the amendments to the *General Fee Schedule* are expected to have a negligible impact due to the fact that the CPI increase was only 0.0987%. In addition to the CPI adjustment, these revenues will also be impacted by changes in volume.

Respectfully submitted,



JULIE GUTIERREZ
Acting Director of Finance
Department of Finance

Prepared by:



Michele Logan
Management Analyst
Department of Finance

Approved by:



MICHAEL J. BECK
City Manager

Attachments: 3

Attachment A – *Fiscal Year 2016 Recommended General Fee Schedule (all fees)*

Attachment B – *New Fees (only)*

Attachment C – *Deleted Fees (only)*