

Agenda Report

June 20, 2016

TO: Honorable Mayor and City Council
THROUGH: Finance Committee (May 9, 2016)
FROM: Director of Finance
SUBJECT: ADOPTION OF FISCAL YEAR 2017 RECOMMENDED GENERAL FEE SCHEDULE

RECOMMENDATION:

It is recommended that the City Council close the public hearing and adopt the Fiscal Year (FY) 2017 Recommended *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 2017 Recommended *General Fee Schedule* public hearing was published in the *Pasadena Journal* for three successive weeks beginning on March 24, 2016. The FY 2017 Recommended *General Fee Schedule* was made available on the City's website for public review and comment on March 24, 2016. The fee schedule (Attachment A) presented for adoption includes all fees. Additionally, new fees included in Attachment A are highlighted in Attachment B. There were no deleted fees. The FY 2017 Recommended *General Fee Schedule* was submitted to City Council on May 9, 2016 pursuant to Pasadena Municipal Code section 1.08.060 (C).

The City of Pasadena's *General Fee Schedule* contains over 1,800 fees administered by all departments of the City. 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 2.4103 percent. Some fees are required to be 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 by using cents.

There are numerous increases and decreases to the fees that are being recommended; however, there are also fees with no recommended increase. This information is detailed in Attachment A. Examples include Tenant Monthly Parking Fee at the Paseo Parking Structure increased from \$81 to \$90 to keep consistent with Parking Operation Management Agreement and Public Pool Inspection was \$266 now \$330 to better align costs with staff time. In all, 1,095 fees are recommended for increase and 733 fees are recommended to stay at current levels. There are also 12 new fees being recommended or have already been implemented.

Changes to FY 2017 *General Fee Schedule* Originally Posted (May 9, 2016)

There were changes since the originally recommended *General Fee Schedule* was published on the City's website on April 25, 2016. The changes include three new fees for the Sidewalk Improvement Program shown below:

Fee #1461 - Sidewalk Repair to be Completed under City Contract - Standard Sidewalk (4-inch Section) \$12 per square foot.

Fee #1462 - Sidewalk Repair to be Completed under City Contract - Sidewalk Behind Drive Approach (6-inch Section) \$16 per square foot.

Fee#1463 - Sidewalk Repair to be Completed under City Contract - Special sidewalk – 4-inch section (colored, exposed aggregate finish, etc.) \$14 per square foot.

These changes are posted to the City's website and are reflected in the attached FY 2017 Recommended *General Fee Schedule* (Attachment A).

The recommended *General Fee Schedule* will be effective on July 1, 2016. Development-related fees will be effective August 19, 2016. 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.

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:

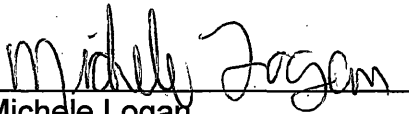
Once adopted, the amendments to the *General Fee Schedule* are expected to increase revenues in FY 2017 in the General Fund by approximately \$370,600 and other funds by \$430,200. In addition to the 2.4103 percent CPI adjustment, these revenues will also be impacted by changes in volume.

Respectfully submitted,



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Approved by:



STEVE MERMELL
Interim City Manager

Attachments: 2

Attachment A – *Fiscal Year 2017 Recommended General Fee Schedule (all fees)*
Attachment B – *New Fees (only)*