

Agenda Report

June 1, 2020

TO: Honorable Mayor and City Council

FROM: Director of Finance

SUBJECT: ADOPTION OF FISCAL YEAR 2021 RECOMMENDED GENERAL FEE SCHEDULE

RECOMMENDATION:

It is recommended that the City Council adopt a resolution approving the Fiscal Year (FY) 2021 General Fee Schedule.

BACKGROUND:

Each year, as part of the annual budget adoption process, the City Council adopts a resolution approving the General Fee Schedule. Consistent with California law, Pasadena Municipal Code Section 1.08.070 states that the amount of any fee established by resolution of the City Council shall not exceed the cost incurred by the City in providing the service, use, action, or item for which the fee is charged. Examples of cost of service-based fees include processing land use approvals, building permits, and entrepreneurial type services. The General Fee Schedule also includes non-cost of service based fees such as facility rentals and fees to participate in recreation programs.

Pursuant to Pasadena Municipal Code Section 1.08.060, the Director of Finance shall adjust all applicable taxes, fees, and charges annually, based on changes in the Consumer Price Index (CPI). The CPI for All Urban Consumers in the Los Angeles, Long Beach, and Anaheim metropolitan areas increased by 3.3564% between March 1, 2019 and March 1, 2020.

Given the unprecedented challenges facing the City, its residents, and business community, the Department of Finance recommends keeping the schedule unchanged for FY 2021. As proposed, the schedule will not increase nor add new fees in FY 2021.

Attachment A shows a complete list of fees that comprise the FY 2021 Recommended General Fee Schedule presented for adoption by resolution.

Deleted Fees

There are 11 fees recommended for deletion in FY 2021 (Attachment B). These fees are duplicative of other fees in the schedule and not being collected.

Summary

If the City Council adopts a resolution approving the FY 2021 Recommended General Fee Schedule, the fees will become effective on July 1, 2020. 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. If the FY 2021 Recommended General Fee Schedule is approved on June 1, 2020, development related fees will be effective July 30, 2020.

The FY 2021 Recommended General Fee Schedule (Attachment A) is attached and is posted on the City's website for public review.

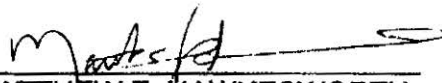
COUNCIL POLICY CONSIDERATION:

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

FISCAL IMPACT:

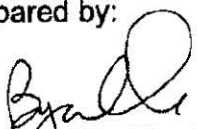
Upon adoption of the resolution, the General Fee Schedule revenues are expected to remain flat, as in Fiscal Year 2020. There are no additional changes necessary to the current FY 2021 Recommended Operating Budget.

Respectfully submitted,



MATTHEW E. HAWKESWORTH
Director of Finance
Department of Finance

Prepared by:



Bianca Banaga
Administrative Analyst
Department of Finance

Approved by:



STEVE MERMELL
City Manager

Attachments: (2)

- 1) Attachment A – Fiscal Year 2021 Recommended General Fee Schedule
- 2) Attachment B – Deleted Fees