

# Agenda Report

June 6, 2011

**TO:** Honorable Mayor and City Council  
**THROUGH:** Finance Committee (June 6, 2011)  
**FROM:** City Manager  
**SUBJECT: ANNUAL AMENDMENTS TO THE GENERAL FEE SCHEDULE**

## **RECOMMENDATION:**

It is recommended that the City Council adopt by resolution the Fiscal Year (FY) 2012 General Fee Schedule. These amended fees shall take effect on July 1, 2011 except Planning Department fees for which the effective date of the increases shall be August 8, 2011.

## **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 service, use, action or item for which the fee is charged. Moreover, a written schedule of fees, designated 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.

The FY 2012 Recommended General Fee Schedule was previously submitted to City Council on May 9, 2011 Pursuant to Pasadena Municipal Code section 1.08.060 (C). Since the original submission, staff identified some fees that should have been increased by the rate of inflation as well as some corrections. The fee schedule presented for adoption includes the corrected fees. Fees that have been revised are identified by “\*\*\*\*” in the fee description. In addition, a list of the deleted fees is included as (Attachment B).

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 1 where applicable. For the most recent period, the CPI equaled 2.3 percent. Some fees are held constant due to various government codes 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. With the exception of development related fees, the new fees will be effective on July 1, 2011. Development related fees will be effective August 8, 2011. Pursuant to government code 66017 (A), changes to development fees shall be effective no sooner than 60 days following the final fee schedule adoption.

The *(FY) 2012 Recommended General Fee Schedule (Attachment A)* is attached and is posted to the City's website for public review.

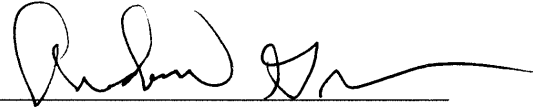
**COUNCIL POLICY CONSIDERATION:**

The City Council's strategic planning goal of maintaining fiscal responsibility and stability will be advanced 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:**

Adoption of the amendments to the *General Fee Schedule* is expected to increase revenues in FY 2012 in the General Fund by approximately \$65,000 and other funds by \$210,000. These revenue projections have been factored into the General Fund five year plan, as well as the FY 2012 recommended operating budget.

Respectfully submitted,



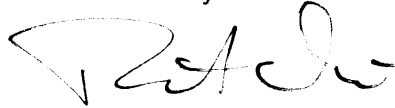
ANDREW GREEN  
Director of Finance  
Department of Finance

Prepared by:



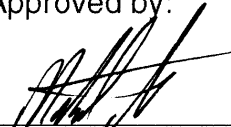
Richard Lam  
Management Analyst  
Department of Finance

Concurred by:



Richard Davis  
Budget Administrator  
Department of Finance

Approved by:



MICHAEL J. BECK  
City Manager

Attachments: Attachment A – *Recommended Fiscal Year 2011 General Fee Schedule*  
Attachments: Attachment B – *Deleted Fees*

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF PASADENA  
APPROVING THE GENERAL  
FEE SCHEDULE FOR FISCAL YEAR 2012**

**The City Council of the City of Pasadena hereby resolves as follows:**

1. The General Fee Schedule entitled "General Fee Schedule Fiscal Year 2012," and dated June 6, 2011, attached hereto, is hereby approved.
2. The City Manager is directed to begin collecting these fees for Fiscal Year 2012, effective July 1, 2011, except for the increases in development project fees, for which the effective date of those increases shall be August 8, 2011.

Adopted at the regular meeting of the City Council on the 6<sup>th</sup> day of June, 2011  
by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Mark Jomsky  
City Clerk

Approved as to form:

 5/25/11

Nicholas George Rodriguez  
Chief Assistant City Attorney