



Agenda Report

June 22, 2015

TO: Honorable Mayor and City Council

THROUGH: Finance Committee (May 11, 2015)

FROM: Director of Finance

**SUBJECT: ANNUAL AMENDMENTS TO THE FISCAL YEAR 2016
RECOMMENDED GENERAL FEE SCHEDULE - REVISED**

RECOMMENDATION:

It is recommended that the City Council close the public hearing and adopt the Fiscal Year (FY) 2016 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 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. Additionally, new fees included in Attachment A and deleted fees excluded from Attachment A have been highlighted in Attachment B and Attachment C, respectively, for information. The FY 2016 Recommended General Fee Schedule was submitted to City Council on May 11, 2015 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 0.0987 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.

There are numerous increases and decreases to the fees that are being recommended, however, there are also fees with no recommended increase. This is all detailed in Attachment A. Examples include Tenant Monthly Parking Fee at the Paseo Parking Structure increased from \$72 to \$81 to keep consistent with Parking Operation Management Agreement and Immigration and Naturalization Services increased 50%-67% to better align costs with staff time. In all, 382 fees are recommended for increase; 8 fees are recommended for decrease; and 1,425 fees are recommended to stay at current levels. There are also 13 new fees being recommended or have already been implemented. Additionally, there are 5 fees that are being recommended for deletion.

Changes to Originally Posted (May 11, 2015) FY 2016 General Fee Schedule

There were a couple changes that have occurred since the originally recommended General Fee Schedule was made available on the City's website for public review and comment on April 24, 2015. The changes include Shopper's Lane Parking Lots Fee Daily Maximum was \$5, now \$6 and Hourly Rate was \$1, now \$2 and the first 2 hours were free, now the first 90 minutes are free (Fee #'s 1282 and 1283). These changes are posted to the City's website and are reflected in the attached FY 2016 Recommended General Fee Schedule (Attachment A).

The recommended general fee schedule 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.

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 percent. In addition to the CPI adjustment, these revenues will also be impacted by changes in volume.

Respectfully submitted,



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Approved by:



MICHAEL J. BECK
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Attachments: 3

Attachment A – *Fiscal Year 2016 Recommended General Fee Schedule (all fees)*
Attachment B – *New Fees (only)*
Attachment C – *Deleted Fees (only)*