




DEPARTMENT OF FINANCE

December 10, 2021

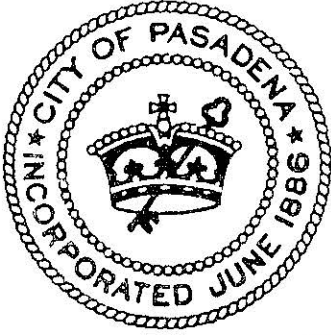
TO: Honorable Mayor and City Council

FROM: Matthew E. Hawkesworth, Director of Finance 

SUBJECT: **Supplemental Amendment to Fiscal Year 2022 General Fee Schedule**

The State of California notified the City after the agenda for the December 13, 2021 City Council Meeting was posted that the fees for Birth and Death Certificates will be increased by \$4.00 and \$3.00 respectively. A revised staff report has been amended and re-posted as the original staff report stated that both fees would increase by \$2.00.

12/13/2021
Item 8



REVISED

Agenda Report

December 13, 2021

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Department of Finance

SUBJECT: AMENDMENTS TO THE FISCAL YEAR 2022 GENERAL FEE SCHEDULE

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060(c)(2), 15060(c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required; and
2. It is recommended that the City Council adopt a Resolution amending the Fiscal Year (FY) 2022 General Fee Schedule relating to fees for birth and death certificates.

BACKGROUND:

The FY 2022 General Fee Schedule was adopted by the City Council on May 17, 2021. While the General Fee Schedule is typically reviewed and updated annually, revisions are made periodically throughout the year as needed.

REVISED FEES:

The Pasadena Public Health Department (PPHD) requests an amendment to birth and death certificate fees (#770-772) in the General Fee Schedule. These fees apply to the issuance of birth and death certificates for births and deaths that occur within the City of Pasadena. The PPHD and the County have historically matched the fees set by the State. The State's fees, which were last updated in FY 2018, are based on cost of service study. Effective January 1, 2022, the State of California is increasing birth certificate fees by \$4.00 and death certificates by \$3.00 per certificate. This action increases our fees to match the State and County fee for birth and death certificates, and is supported by their cost of service study.

Fee Number	Fee Title	FY 2022 Adopted Fee	FY 2022 Recommended Fee
770	General Public - Birth Certificate	\$28.00	\$32.00
771	Death Certificates	\$21.00	\$24.00
772	Death Certificates (Fetal)	\$18.00	\$21.00

COUNCIL POLICY CONSIDERATION:

This proposed action supports the City Council's strategic planning goal of maintaining fiscal responsibility and stability through the periodic review and update of the General Fee Schedule and by ensuring that, where appropriate, the City is reimbursed for the cost of providing selected services.

ENVIRONMENTAL ANALYSIS:

This action is exempt from CEQA pursuant to State CEQA Guidelines Section 15061(b)(3), the common sense exemption. The common sense exemption can be applied when it can be seen with certainty that the activity will not have a significant effect on the environment. The proposed action is the modification of a tax or fee, and will not result in any new development or physical changes.

FISCAL IMPACT:

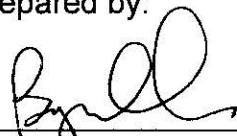
Upon adoption of the resolution, the amendments to the General Fee Schedule are expected to increase the revenues in the Public Health Fund by approximately \$23,500 annually.

Respectfully submitted,



MATTHEW E. HAWKESWORTH
Director of Finance

Prepared by:



Byanca Banaga
Administrative Analyst
Department of Finance

Approved by:



CYNTHIA J. KURTZ
Interim City Manager

Attachments: (1)

1) Attachment A – Amendments to the Fiscal Year 2022 General Fee Schedule