



Agenda Report

May 17, 2021

TO: Honorable Mayor and City Council
FROM: Department of Finance
SUBJECT: ADOPTION OF FISCAL YEAR 2022 RECOMMENDED 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 approving the Fiscal Year (FY) 2022 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 0.9653% between March 1, 2020 and March 1, 2021.

Various departments have completed individual cost of service studies to adjust rates as appropriate. Additional studies will continue to be completed as necessary.

Attachment A is a complete list of fees that comprise the FY 2022 Recommended General Fee Schedule presented for adoption by resolution.

New Fees

In addition to annual adjustments, there are 50 new fees proposed for FY 2022 (detailed in Attachment B). Below is a summary of the new fees by department.

City Attorney/City Prosecutor Department – 2 New Fees *(Attachment B, pg. 1)*

- 2 new fees for flash drives for California Privacy Rights Act (CPRA) response or subpoena documents.

Finance Department – 1 New Fee *(Attachment B, pg. 1)*

- 1 Tax Equity and Fiscal Responsibility Act (TEFRA) Hearing Fee to cover the City's cost associated with the hearing and resolution costs of bond counsel, as required by the IRS.

Fire Department – 1 New Fee *(Attachment B, pg. 1)*

- 1 fee for the cost of service for an electrocardiogram (EKG), this fee will match the MediCal managed care plan amount.

Planning Department – 2 New Fees *(Attachment B, pg. 1)*

- 2 new fees to break out the Horsepower ranges related to Installing and/or relocating a boiler or compressor and dual package (heating and cooling) units.

Water and Power Department – 32 New Fees *(Attachment B, pg. 1-6)*

- The Pasadena Municipal Code ("PMC") Chapter 13.04, Power Rates and Regulations requires that customers pay for infrastructure improvements required to provide electric service. PWP currently has a number of fees in compliance with PMC 13.04, Regulation 17, Regulation 21, or Regulation 23 that are either outdated and/or not included in the General Fee Schedule. In order to provide customers with centralized pre-determined fees for common construction activities and eliminate the need for reconciliation and/or cost recovery after work is completed, providing uniform and time-saving application of the PMC, PWP

recommends updating and including said fees in the General Fee Schedule. Of the 32 New Fees, 25 are existing fees and currently are not included in the General Fee Schedule.

Public Works Department – 5 New Fees
(Attachment B, pg. 7)

- 2 new fees related to 60 and 100 gallon mixed waste bear proof containers; and
- 3 new fees related to public tree trimming – small, medium and large trees (tree size determined by diameter at the breast height max).
 - The new fees proposed are intended to cover the costs of staff, and vehicle and equipment for trimming considered special maintenance, which is typically performed as a request related to a construction project. Per the PMC Section 8.52.076, special maintenance to public trees is not covered under the General Fund and fees may be set forth by the City Council.
 - Prior to the proposal of these fees, costs for special maintenance was paid for by applicants through temporary sundry deposits. The use of sundry deposits is not administratively effective; therefore, the proposed flat fees for special maintenance trimming will streamline this process for applicants and staff.

Parks, Recreation and Community Services Department – 7 New Fees
(Attachment B, pg. 8)

- 1 new semester fee for the After School Adventures Program;
- 1 new fee for adult water aerobics (daily rate);
- 1 new fee for a 30 min lap swim;
- 2 new fees related to parking lot (rate per space) reservations for nonprofit groups and commercial groups;
- 1 new fee for reserving entire parking lots used for film basecamps; and
- 1 new fee for reserving sheltered picnic areas

Revised Fees

Attachment C is a detailed listing of the 17 existing fees that are recommended to be revised. Revisions include revised language and fees that are increasing by more than the 0.9653 percent CPI adjustment. These recommended increases are based upon cost of service analysis and market rate adjustments. Additionally, the Department of Parks, Recreation and Community Services is recommending that City Council reinstate fees that were temporarily suspended in September of 2020.

Deleted Fees

The Department of Libraries and Information Services is recommending the elimination of 3 fees related to adult overdue fines for library materials (Attachment D).

Summary

If the City Council adopts a resolution approving the FY 2022 Recommended General Fee Schedule, the fees will become effective on July 1, 2021. 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 2022 Recommended General Fee Schedule is approved on May 17, 2021, development related fees will be effective July 16, 2021.

The FY 2022 Recommended General Fee Schedule (Attachment A) is attached and is posted on the City's website for public review.

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 General Fund for FY 2022 by approximately \$95,500 and in other funds by \$330,800. These revenue projections have not been factored into the General Fund Five-Year Plan or the FY 2022 Recommended Operating Budget.

Respectfully submitted,


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Approved by:


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Attachments: (4)

- 1) Attachment A – Fiscal Year 2022 Recommended General Fee Schedule
- 2) Attachment B – New Fees
- 3) Attachment C – Revised Fees
- 4) Attachment D – Deleted Fees