

Agenda Report

June 13, 2022

TO: Honorable Mayor and City Council

FROM: Department of Finance

SUBJECT: ADOPTION OF FISCAL YEAR 2023 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) 2023 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 7.3990% between March 1, 2021 and March 1, 2022.

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 2023 Recommended General Fee Schedule presented for adoption by resolution.

New Fees

In addition to annual adjustments, there are 27 new fees proposed for FY 2023 (detailed in Attachment B). Below is a summary of the new fees by department.

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

- **Paramedic Subscription Fee:** annual subscription program for households and business to utilize ambulance services as need throughout the year, with no out of pocket costs for services that are not fully covered by insurance.
- **Fire Inspection Billing Fee:** The Fire Department will begin utilizing a third party company for fire inspection billing services. The vendor will charge a processing fee for each invoice that is collected successfully.

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

- **AB 717 Training Fee:** to recover costs for complying with Assembly Bill 717 that requires building department staff to have 45 hours of technical training in a three-year period.
- **Accessibility Review Fee:** to recover staff costs related to plan check and inspection verification for accessibility compliance, specifically.

Public Health Department – 3 New Fees *(Attachment B, pg. 1-2)*

- **Community Event Organizer Annual Site Specific Fee:** to be used for year-round, site-specific events where there are more than one temporary food facilities in operation and a health permit is required.
- **Operating without a Food Facility Health Permit:** applies to permanent, mobile, or temporary food vendors.
- **Mumps Vaccination Fee:** to prepare and administer the Mumps AB IGG vaccination.

Transportation Department – 16 New Fees
(Attachment B, pg. 2-3)

- 11 fees to cover costs associated with the plan check that the Transportation Department performs for various project types. Costs include staff time and the annual maintenance of EnerGov, which tracks updates and comments on plan reviews.
- **24 hour Reserved Monthly Parking Space Fee:** to memorialize 24 hour reserved monthly parking in any City owned parking garage in order to prevent revenue loss due to 24/7 reserved spaces.
- **Daily Parking Rates for Rose Parade and Other Special Events:** to memorialize the practice of raising daily parking rates (not to exceed \$40.00) at all City parking garages for the Rose Parade and other special events.
- **Overnight Garage Parking Rate:** to offer an overnight rate with in/out privileges to guests parking in all City garages (unless otherwise specified in the fee schedule).
- 2 fees related to valet service (banquet/event versus hotel) at the Plaza Las Fuentes Parking Garage.

Public Works – 3 New Fees
(Attachment B, pg. 3)

- The City is proposing three new outdoor dining permit rental fees to address occupancy within the public right-of-way (sidewalk, alley, on-street); and reimbursement to the Department of Transportation as partial recovery on parking meter revenue and traffic barriers procurement. All fees for the permitted area are per square foot per year. The proposed base rates on occupancy are categorized by business improvement districts (BID) and the rest of the City as non-BID. The On-Street base rate is a flat fee of \$7.75 (BID) and \$4.00 (non-BID) that includes an estimated recovery asset cost for traffic barriers at \$1.50 per square foot per year. The On-Street rates for locations along the Rose Parade route will be prorated by 11/12 months due to event-related removal of enclosures. The Metered Parking Recovery fee accounts for partial parking revenue loss to the City due to metered parking spaces removal within the Old Pasadena Management and South Lake BIDs. The City will apply an additional \$2.25 per square foot per year for locations where metered parking spaces are removed due to outdoor dining. This item was presented to the Economic Development and Technology Committee on June 1, 2022.

Parks, Recreation and Community Services Department – 1 New Fee
(Attachment B, pg. 3)

- **Passport Picture Fee:** to provide full passport services at the Jackie Robinson and Villa Parke Community Center.

Revised Fees

Attachment C is a detailed listing of the 34 existing fees that are recommended to be revised. Revisions include revised language and fees that are increasing by more than the 7.3990 percent CPI adjustment. In addition, the Department recommends simplifying the 38 existing Sidewalk/Alley fees in conjunction with the new On-Street Dining program. All fees for the permitted area are a flat fee of \$12 per square foot per year and are categorized by BIDs and the rest of the City as non-BID with a flat fee of \$4.25. These recommended increases are based upon cost of service analysis and market rate adjustments.

Deleted Fees

Attachment D provides a summary of the 66 fees recommended for deletion from the General Fee Schedule. The deletions proposed are due to the respective department no longer offering a particular service or the simplification and consolidation of fees.

Summary

If the City Council adopts a resolution approving the FY 2023 Recommended General Fee Schedule, the fees will become effective on July 1, 2022. 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 2023 Recommended General Fee Schedule is approved on June 13, 2022, development related fees will be effective August 12, 2022.

The FY 2023 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.

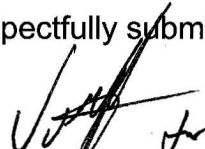
ENVIRONMENTAL ANALYSIS:

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:

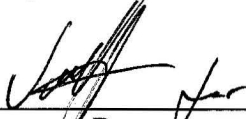
Upon adoption of the resolution, the amendments to the General Fee Schedule are expected to increase the revenues in the General Fund for FY 2023 by approximately \$1,233,000 and in other funds by \$514,400. These revenue projections have not been factored into the General Fund Five-Year Plan or the FY 2023 Recommended Operating Budget.

Respectfully submitted,



MATTHEW E. HAWKESWORTH
Director of Finance

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Approved by:



CYNTHIA J. KURTZ
Interim City Manager

Attachments: (4)

- 1) Attachment A – Fiscal Year 2023 Recommended General Fee Schedule
- 2) Attachment B – New Fees
- 3) Attachment C – Revised Fees
- 4) Attachment D – Deleted Fees