

# Agenda Report

July 31, 2023

**TO:** Honorable Mayor and City Council

**THROUGH:** Finance Committee

**FROM:** Department of Finance

**SUBJECT: AMENDMENTS TO THE FISCAL YEAR 2024 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) 2024 General Fee Schedule.

**BACKGROUND:**

The (FY) 2024 General Fee Schedule was adopted by the City Council on June 5, 2023. While the General Fee Schedule is typically reviewed and updated annually, revisions are made periodically throughout the year as needed. The Finance Department is proposing to increase by the Consumer Price Index (CPI), nine (9) existing Fire Department fees that were inadvertently omitted from CPI increase during the June adoption process. The CPI for All Urban Consumers in the Los Angeles, Long Beach, and Anaheim metropolitan areas increased by 5.0989% between March 1, 2022 and March 1, 2023.

Amendments to the Fiscal Year 2024 General Fee Schedule

July 31, 2023

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Fee #	Description	FY 2024 Adopted Fee	FY 2024 Revised Fee
	<b>Hazardous Materials Permits/Inspections</b>		
	<b>Level I</b>		
65	0-499 Pounds - Solids; 0-54 Gallons - Liquids; 0-199 Cubic Feet - Gases	\$131.00	\$137.00
	<b>Level II</b>		
66	500-5,000 Pounds - Solids; 55-550 Gallons - Liquids; 200-2,000 Cubic Feet - Gases	\$262.00	\$275.00
	<b>Level III</b>		
67	5,001-25,000 Pounds - Solids; 551-2,750 Gallons - Liquids; 2,001-10,000 Cubic Feet - Gases	\$394.00	\$414.00
	<b>Level IV</b>		
68	Over 25,00 Pounds – Solids; Over 2,750 Gallons - Liquids; Over 10,000 Cubic Feet - Gases	\$525.00	\$551.00
	<b>Surcharges (More Than One May Apply)</b>		
72	All Other Hazardous Materials Handling Activities (per hour)	\$151.50	\$159.00
	<b>Underground Storage Tanks</b>		
145	Annual Operating Permit and Required Inspection (per tank)	\$338.00	\$355.00
146	All Other Underground Tank Activities (per hour rate, 1 hour minimum, 15 minute increments)	\$151.50	\$159.00
147	Aboveground Tank Permit and Inspection (per tank)-Per Hr charge	\$151.50	\$159.00
148	Risk Management Program (per unit)	\$467.00	\$490.00

These fees fall under the Hazardous Materials Business Plan (HMBP) program and have not been increased since 2018. The program was established by the state in 1986 and is implemented within Pasadena by the Fire Department. Its purpose is to prevent or minimize damage to public health, safety, and the environment from a release or threatened release of hazardous materials. The program also ensures compliance with community right-to-know laws by requiring businesses that handle hazardous materials to inventory hazardous materials, develop a site map and an emergency plan, and implement a training program for employees.

Fee amounts established for the HMBP program follow methodology provided by the California Environmental Protection Agency (CalEPA) to ensure consistency throughout the state regarding administrative requirements, permits, inspections, and enforcement.

CalEPA oversees 81 certified local government agencies including Pasadena, known as Certified Unified Program Agencies (CUPAs), which apply regulatory standards established by five different state agencies. Each CUPA maintains a fee accountability program, which is annually reviewed, audited, and updated.

**COUNCIL POLICY CONSIDERATION:**

The proposed action is consistent with the City Council's Strategic Plan 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:**

The action proposed herein is not subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The proposed action is the modification of a tax or fee, which is a government fiscal activity that does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

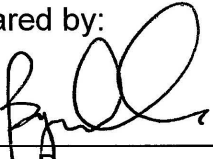
**FISCAL IMPACT:**

There is no anticipated material fiscal impact to the General Fund as a result of this action.


Respectfully submitted,

  
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MATTHEW E. HAWKESWORTH  
Director of Finance

Prepared by:

  
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Byanca Banaga  
Administrative Analyst (C)

Approved by:

  
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Miguel Marquez  
City Manager

Attachments: (1)

1) Attachment A – Amendments to the Fiscal Year 2024 General Fee Schedule