

Agenda Report

June 5, 2023

TO: Honorable Mayor and City Council

FROM: Department of Finance

SUBJECT: ADOPTION OF FISCAL YEAR 2024 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) 2024 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 5.0989% between March 1, 2022 and March 1, 2023.

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 2024 Recommended General Fee Schedule presented for adoption by resolution.

New Fees

In addition to annual adjustments, there are 12 new fees proposed for FY 2024 (detailed in Attachment B). Below is a summary of the new fees by department.

Planning and Community Development Department – 4 New Fees *(Attachment B, pg. 1)*

- **Electric Vehicle Charging Equipment:** to ensure compliance and safety related to installing electric vehicle charging equipment (per California Electrical Code, Article 625). Four (4) fees will segment the various types of installations that differ by location and occupancy and help recover the costs of inspection staff.

Public Health Department – 5 New Fees *(Attachment B, pg. 1)*

- **New Food Facility Category:** two (2) fees proposed for a new food facility category, Compact Mobile Food Operation (CMFO), that will align with updates to the California Retail Food Code/Senate Bill 972. A CMFO is a mobile food facility that operates from an individual or from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other non-motorized conveyance. The Environmental Health fees proposed are for CMFO's that sell prepackaged food and those that conduct limited food preparation. These fees were previously organized under the Mobile Food Vehicle category.
- **Backflow Prevention:** to help support the full cost of operating the Cross Connections program, two (2) fees based on the number of backflow prevention devices at a property. All properties (commercial, multi-unit housing, industrial, government, institutional) require a base level of field survey in addition to oversight of the annual testing of each device, resulting in a base fee and per device fee.
- **QuantiFERON (QFT) Gold Blood Testing Fee:** to cover the cost of the blood test for TB screening – draw fees, reports, provider's review time, nurse processing, education, and registration.

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

- **Parked while Selling - Prohibited Fee:** to cite mobile food preparation units that are parked while selling and in violation of the time limits per section 10.40.200 of the Pasadena Municipal Code. The citation amount is equal to the fine for commercial vehicles parked in a residential neighborhood.

- **Parking Garage Keycard Activation Fee:** to cover the cost of purchasing keycards and the staff costs associated with activating the keycards. Previously, a customer paid a deposit when a keycard was issued, and the deposit was refunded when the keycard was returned. By only requiring a deposit for the keycards, and not an activation fee, the City did not recapture costs since most keycards were not reusable when returned and the deposit did not cover any staff expenses for activation.

Parks, Recreation and Community Services Department – 1 New Fee
(Attachment B, pg. 2)

- **Parks Maintenance Worker Fee:** to cover cost of Parks Maintenance Workers (PMW) assigned to park reservations/special events to maintain cleanliness of park and/or park restrooms. The new fee will pass on the costs of the PMW to the customer.

Revised Fees

Attachment C is a detailed listing of the 16 existing fees that are recommended to be revised. Revisions include revised language, simplification and standardization of fee structures, reductions to fee amounts to comply with government code, and fees that are increasing by more than the 5.0989 percent CPI adjustment.

Deleted Fees

Attachment D provides a summary of the 12 fees recommended for deletion from the General Fee Schedule. The deletions proposed are due to the respective departments no longer offering a particular service or the simplification and consolidation of fees.

Summary

If the City Council adopts a resolution approving the FY 2024 Recommended General Fee Schedule, the fees will become effective on July 1, 2023. 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 2024 Recommended General Fee Schedule is approved on June 5, 2023, development related fees will be effective August 5, 2023.

The FY 2024 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:

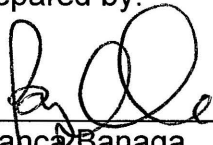
Upon adoption of the resolution, the amendments to the General Fee Schedule are expected to increase revenues in the General Fund for FY 2024 by approximately \$874,000 and in other funds by \$230,600.

Respectfully submitted,



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Miguel Márquez
City Manager

Attachments: (4)

- 1) Attachment A – Fiscal Year 2024 Recommended General Fee Schedule
- 2) Attachment B – New Fees
- 3) Attachment C – Revised Fees
- 4) Attachment D – Deleted Fees