



Agenda Report

December 8, 2025

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Department of Finance

SUBJECT: AMENDMENT TO THE FISCAL YEAR 2026 GENERAL FEE SCHEDULE

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein is statutorily exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15273 (Rates, Tolls, Fares, and Charges); and
2. Adopt a resolution amending the Fiscal Year (FY) 2026 General Fee Schedule by revising the Public Health Department Vital Statistics fees (Fee Numbers 801 through 803) related to birth and death certificates as set by the State.

BACKGROUND:

The FY 2026 General Fee Schedule was adopted by the City Council on June 16, 2025. While the General Fee Schedule is typically reviewed and updated annually, revisions are made periodically throughout the year as needed.

The Pasadena Public Health Department (PPHD) requests an amendment to three (3) existing Vital Statistics fees related to birth and death certificates. The PPHD and the County have historically matched the fees set by the State. The State's fees were last updated in FY 2022. Effective January 1, 2026, the State of California is increasing general public birth and death certificate fees by \$2.00.

Fee	Description	FY 2026 Adopted Fee	FY 2026 Revised Fee
	Vital Statistic Fees		
801	General Public - Birth Certificates	\$32.00	\$34.00
802	Death Certificates	\$24.00	\$26.00
803	Death Certificates (Fetal)	\$21.00	\$23.00

The resulting fee increases will have a net neutral impact on the Public Health Fund as the rate adjustments are a pass through to State fee collection services.

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 modification of the City's FY 2026 Adopted General Fee Schedule is statutorily exempt from CEQA pursuant to State CEQA Guidelines Section 15273 (Rates, Tolls, Fares, and Charges), which states that: CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, or other charges by public agencies, which the public agency finds are for the purpose of:

- (1) Meeting operating expenses, including employee wage rates and fringe benefits;
- (2) Purchasing or leasing supplies, equipment, or materials;
- (3) Meeting financial reserve needs and requirements;
- (4) Obtaining funds for capital projects, necessary to maintain service within existing service areas; or
- (5) Obtaining funds necessary to maintain such intra-city transfers as are authorized by City Charter.

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 (Fund 203) by approximately \$16,650 annually. There is no impact to the General Fund as a result of this action.

Respectfully submitted,


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Director of Finance

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Approved by:


MIGUEL MÁRQUEZ
City Manager

Attachment: (1)

- 1) Attachment A – Amendments to the Fiscal Year 2026 General Fee Schedule