

Agenda Report

July 21, 2025

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Department of Public Health

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. It is recommended that the City Council adopt a resolution amending the Fiscal Year (FY) 2026 General Fee Schedule by revising the Public Health Department fees (Fee Number 632). The fee is an hourly based rate for Plan Check Consultation/Site Evaluation within the Environmental Health Plan Check and Inspection category. The proposed increase is from \$166 to \$224 to support cost recovery efforts and to align with already existing adopted fees within Environmental Health that match this structure.

BACKGROUND:

The (FY) 2026 General Fee Schedule was adopted by the City Council on June 16, 2026. While the General Fee Schedule is typically reviewed and updated annually, revisions are made periodically throughout the year as needed. The Public Health Department is proposing to increase one (1) existing Environmental Health fee that was inadvertently omitted from recommended increases during the June adoption process. The revised fee valuation will align with the five (5) other hourly rate fees that were increased as part of the adoption process to capture cost recovery of staff time and resources to complete the necessary work within the Environmental Health Plan Check and Inspection category and Environmental Health Misc. Fees & Penalties.

Fee #	Description	FY 2026 Adopted Fee	FY 2026 Revised Fee
	Environmental Health Plan Check & Inspection Fees		
632	Plan Check Consultation/Site Evaluation	\$166.00	\$224.00

This fee falls within Environmental Health Plan Check and Inspection category of the General Fee Schedule and is identified as Plan Check Consultation/Site Evaluation.

Fee amounts established for Environmental Health Plan Check & Inspection Fees program follow a cost recovery methodology conducted by the Department based on staffing hourly rates and other indirect costs related to internal services and required resources.

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 adoption of the City's FY 2026 Recommended 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:

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

Respectfully submitted,



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Prepared by:



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Approved by:



MIGUEL MÁRQUEZ
City Manager

Attachments: (1)

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