



Agenda Report

June 2, 2025

TO: Honorable Mayor and City Council

FROM: Department of Finance

SUBJECT: ADOPTION OF FISCAL YEAR 2026 RECOMMENDED 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 approving the Fiscal Year (FY) 2026 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 (PMC) 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 3.1094% between March 1, 2024, and March 1, 2025.

Departments have completed individual cost of service studies or internal comprehensive review 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 2026 Recommended General Fee Schedule presented for adoption by resolution.

New Fees

In addition to annual adjustments, there are three (3) new fees proposed for FY 2026 (detailed in Attachment B). Below is a summary of the new fees by department.

Public Health Department – 2 New Fees *(Attachment B)*

- **Pool/Spa New Construction – \$1,517:** to recover the cost of plan review for a newly constructed pool, including three required inspections. To date, this service has been bundled within an existing fee, “Pool/Spa New or Major Renovation,” which only includes two inspections. The Department recommends establishing a separate fee for new pool/spa construction that is distinct from pool/spa major renovation.
- **Public Pool - High Risk - \$670:** The Department recommends moving to a risk-based fee structure to recover anticipated costs of service. High risk pools are used more frequently and include pools at schools, parks, aquatic centers, gyms, hotels, and swim clubs and are inspected twice per year. The previous structure was based on a single fee for each body of water.

Public Works – 1 New Fee *(Attachment B)*

- **Street Sweeping - Non-RBOC Special Events - \$429.90:** The Department recommends adding a fee to recover costs for enhanced street sweeping services for special events related to street cleaning. The services include minimum five-hours of overtime labor and indirect service fees (i.e. equipment, fuel and maintenance) per unit.

Revised Fees

Attachment C is a detailed listing of the one hundred fourteen (114) 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 3.1094% CPI adjustment.

Deleted Fees

Attachment D provides a summary of the fifteen (15) 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 2026 Recommended General Fee Schedule, the fees will become effective on July 1, 2025. Pursuant to Government Code Section 66017 (a), changes to development fees shall be effective no sooner than sixty-days following the final fee schedule adoption. If the FY 2026 Recommended General Fee Schedule is approved on June 2, 2025, development related fees will be effective August 1, 2025.

The FY 2026 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:

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:

Upon adoption of the resolution, the amendments to the General Fee Schedule are expected to increase revenues in the General Fund for FY 2026 by approximately \$733,618 and in other funds by approximately \$1,517,985.

Respectfully submitted,


MATTHEW E. HAWKESWORTH
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Attachments: (4)

- 1) Attachment A – Fiscal Year 2026 Recommended General Fee Schedule
- 2) Attachment B – New Fees
- 3) Attachment C – Revised Fees
- 4) Attachment D – Deleted Fees