

Agenda Report

June 8, 2026

TO: Honorable Mayor and City Council

FROM: Department of Finance

SUBJECT: ADOPTION OF FISCAL YEAR 2027 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) 2027 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 2.9320% between March 1, 2025, and March 1, 2026.

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.

The Fire Department completed a comprehensive cost of service study focused on fire prevention fees in May 2026. The Fire Department portion of the General Fee Schedule is not a part of this recommended fee schedule and will be presented separately.

Attachment A is a complete list of fees that comprise the FY 2027 Recommended General Fee Schedule presented for adoption by resolution.

New Fees

In addition to annual adjustments, there are twenty-one (21) new fees proposed for FY 2027 (detailed in Attachment B), Below is a summary of the new fees by department.

Finance Department – 2 New Fees *(Attachment B)*

- **Convenience Fee – 2.75%:** to recover merchant fee charges on all credit card transactions except for utilities (PWP) and vaccines.
- **Parking Meter Credit Card Fee - \$0.25:** to recover merchant fee charges on credit cards used at parking meters.

Police – 2 New Fees *(Attachment B)*

The Department recommends adding the new fees to cover the administrative costs of seizing, storing, and releasing firearms or ammunition.

- **Firearm Storage - Monthly – \$26**
- **Firearm Release – \$84**

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

- **Meningococcal Vaccine (Bexsero) – \$342:** to recover the cost of administering this new version of the meningococcal vaccine which provides protection against a different strain of the disease.

Transportation – 15 New Fees *(Attachment B)*

Parking Violations Civil Penalties

The Department recommends adding new fees to establish the dedicated violations, which will also improve the City's ability to track, report, and analyze the related infractions.

- **CVC 22511.1 - EVCS Active Charging Required – \$62**

- **PMC 10.40.150(D) - Space Designated for Car Share or Ridesharing Spaces - \$62**
- **PMC 10.40.165 - Space Designated for Valet Parking Zone - \$62**
- **PMC 10.40.070 - Restricted Parking Adjacent to Schools - \$62**

Parking Garage/Surface Lots (City-owned Facilities)

- **City Owned Parking Garages/Lots – Daily Reserved Parking Space (Per Day) - 3 times the daily maximum rate:** The Department recommends adding this fee to establish a charge for reserving a parking space in the City's garages and lots. The rate is set at three times the daily maximum to reflect the lost turnover and potential revenue that would otherwise be generated if the space remained available for general use. This fee is primarily intended for film productions and special events that request dedicated parking spaces for their employees, vendors, or patrons.
- The Department recommends discontinuing the bundled fee structure that combined DeLacey, Schoolhouse, and Marriot parking garages and establishing a new fee with a dedicated monthly rate for each garage. Separating these facilities will provide greater transparency and allow the City to adjust pricing for each garage independently, based on operational needs and future changes.
 - **DeLacey Garage Monthly Parking - \$95:** The fee will reflect higher demand at the facility and to align the rate more closely with current market conditions.
 - **DeLacey Garage Transient Parking per hour charge (First 2 Hours \$1 and \$2 per hour after, \$12/daily max) - \$1/\$2/\$12**
 - **Schoolhouse Garage Monthly Parking - \$95:** The fee will reflect higher demand at the facility and align the rate more closely with current market conditions.
 - **Schoolhouse Garage Transient Parking per hour charge (First 2 Hours \$1 and \$2 per hour after, \$12/daily max) - \$1/\$2/\$12**
 - **Marriott Garage Monthly Parking - \$95:** The fee will reflect higher demand at the facility and align the rate more closely with current market conditions.
 - **Marriott Garage Transient Parking per hour charge (First 2 Hours \$1 and \$2 per hour after, \$12/daily max) - \$1/\$2/\$12**

Multi-Space Meters

The Department recommends adding new fees for the installation and removal of multi-space meters. Single-space meters are no longer in use, and the fees do not capture the additional labor and logistical requirements associated with multi space equipment.

- **Multi-space meter removal, first meter - \$272**

- **Multi-space meter removal, second unit (adjacent to first meter), otherwise first meter removal fee applies - \$37**
- **Multi-space meter installation, first meter - \$308**
- **Multi-space meter installation, second unit (adjacent to first meter), otherwise first meter installation fee applies - \$87**

Water and Power– 1 New Fee
(Attachment B)

- **Technical review, inspection, and authorization of solar and battery storage systems – No Charge:** The Department recommends adding this line item to the fee schedule to improve tracking and transparency.

Revised Fees

Attachment C is a detailed listing of the twenty (20) 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 2.9320% CPI adjustment.

Deleted Fees

Attachment D provides a summary of the twelve (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 2027 Recommended General Fee Schedule, the fees will become effective on July 1, 2026. 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 2027 Recommended General Fee Schedule is approved on June 8, 2026, development related fees will be effective August 7, 2026.

The FY 2027 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 2027 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 new and revised fee changes to the General Fee Schedule are expected to increase revenues in the General Fund for FY 2027 by approximately \$329,000 and in other funds by approximately \$1,377,070.

Respectfully submitted,



KARIN SCHNAIDER
Director of Finance

Prepared by:


for Bianca Banaga
Senior Administrative Analyst

Approved by:


MATTHEW E. HAWKESWORTH
Interim City Manager

Attachments: (4)

- 1) Attachment A – Fiscal Year 2027 Recommended General Fee Schedule
- 2) Attachment B – New Fees
- 3) Attachment C – Revised Fees
- 4) Attachment D – Deleted Fees