

# Agenda Report

May 10, 2010

**TO:** Honorable Mayor and City Council  
**THROUGH:** Finance Committee (May 10, 2010)  
**FROM:** City Manager  
**SUBJECT: ANNUAL AMENDMENTS TO THE GENERAL FEE SCHEDULE**

## **RECOMMENDATION:**

It is recommended that the City Council adopt by resolution the fiscal year 2011 General Fee Schedule, which contains amended fees based on data gathered during the annual review of the Cost of Service. These amended fees shall take effect on July 1, 2010.

## **BACKGROUND:**

Pursuant to Pasadena Municipal Code section 1.08.070, 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. Moreover, a written schedule of fees, designated the General Fee Schedule, adopted by resolution of the City Council, shall be filed with the City Clerk and shall be available for public inspection during regular business hours.

Annually, the General Fee Schedule is reviewed to determine if there should be increases or decreases based on the cost of providing services; if new fees for new services are warranted or if certain fees should be eliminated. Fees may also be held constant or increased by an amount equal to the change in the consumer price index (CPI) for the Los Angeles-Orange-Riverside counties for the preceding 12 month period ending March 1. For the most recent period the CPI equaled 1.44 percent. If approved, these fees will be incorporated into the General Fee Schedule.

The attached schedule includes: 1) a description of each fee,; 2) the current fee as adopted by the City Council on April 27, 2009 for fiscal year 2010 (or as added or amended by City Council during fiscal year 2010), and 3) the fee amount recommended by staff.

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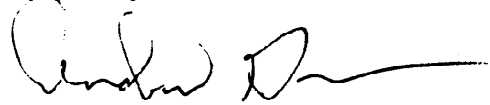
**COUNCIL POLICY CONSIDERATION:**

The City Council's strategic planning goal of maintaining fiscal responsibility and stability will be advanced through the review and updating of the General Fee Schedule on an annual basis and ensuring that, where appropriate, the City is reimbursed for the cost of providing selected services.

**FISCAL IMPACT:**

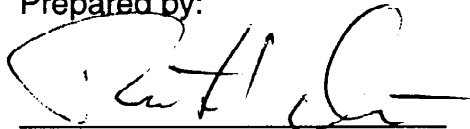
Adoption of the staff recommendation is expected to increase revenues in fiscal year 2011 in the General Fund by approximately \$150,000 and approximately \$185,000 in all other funds. These revenue projections have been factored into the General Fund FY 2014 Financial Plan, as well as the fiscal year 2011 recommended operating budget.

Respectfully submitted,



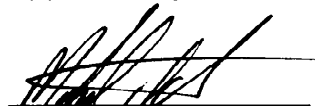
ANDREW GREEN  
Director of Finance  
Department of Finance

Prepared by:



Richard Davis  
Budget Administrator  
Department of Finance

Approved by:



MICHAEL J. BECK  
City Manager

Attachments:

Attachment A – Recommended Fiscal Year 2011 General Fee Schedule