



**CITY OF SOUTH PASADENA
FINANCE COMMISSION SPECIAL
MEETING AGENDA**

**Commissioners to participate via
ZOOM Meeting ID: 985 2190 3212
Password: 666914
May 20, 2021, at 6:30 pm.**

- CALL TO ORDER:** Commission Chair Elsner
- ROLL CALL:** Chair Elsner, Vice Chair Choi
Commissioners Toa, Wood and Findley
City Treasurer Pia
- COUNCIL LIAISON:** Council Member, Jack Donovan
- STAFF PRESENT:** Interim Assistant City Manager, Elaine Aguilar

NOTICE OF PUBLIC PARTICIPATION AND ACCESSIBILITY

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the Special Meeting of the Finance Commission for **May 20, 2021** will be conducted remotely and held by video conference, beginning at 6:30 p.m.

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Commissioners will be participating remotely and will not be physically present in the Council Chambers.

If you would like to comment on an agenda item, or make a general public comment, members of the public may submit their comments for Finance Commission’s consideration by one of the following options:

Option 1: Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak.

Option 2: Email your public comment(s) to fcpubliccomment@southpasadenaca.gov. Public Comments must be received by 6 p.m., May 19, 2021 to ensure adequate time to compile and post. Public Comment portion of the email is limited to 150 words. Please make sure to indicate: 1) your name; 2) what agenda item you are submitting public comment on, or if it is a general public comment; and 3) clearly state if you wish for your comment to be read.

ACTION/DISCUSSION

- 1. Draft Master Fee Schedule Fiscal Year 2021-2022
- 2. Draft Financial Policies
- 3. Sales Tax Update

ADJOURNMENT

FUTURE FINANCE COMMISSION MEETINGS

May 27, 2021

Virtual Meeting

PUBLIC ACCESS TO AGENDA DOCUMENTS

Prior to meetings, agenda related documents are available for public inspection at, City Hall, 1414 Mission Street, South Pasadena, CA 91030. The complete agenda packet may also be viewed on the City’s website at: www.southpasadenaca.gov/financecommission

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Hearing assistive devices are available in the Council Chamber. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City’s website as required by law.

5/18/2021

Date



Finance Commission Agenda Report

DATE: May 20, 2021

FROM: Elaine Aguilar, Interim Assistant City Manager
Armine Trashian, Accounting Manager
Albert Trinh, Finance Manager

SUBJECT: **Master Fee Schedule Fiscal Year 2021-2022**

Recommendation

It is recommended that the Finance Commission review and recommend approval of the Master Fee Schedule for Fiscal Year 2021-2022.

Discussion/Analysis

The City of South Pasadena Resolution 7606 (copy attached) authorizes the Finance Director to based on the CPI for Los Angeles, Riverside and Orange County. The Commission's work plan has an item requiring the Commission's review of the updated fee schedule.

A copy of the June 2019 City Council report is attached for additional background information.

Background

The fee schedule has been revised to increase the fees pursuant to Resolution 7606. The fee schedule reflects CPI increases from February 2020 to February 2021.

Fiscal Impact

There will be a slight increase in City revenues as a result of this action.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments

1. Updated Fee Schedule
2. June 2019 Staff Report
3. Resolution 7606
4. Current Fee Schedule

Fee No.	Fee Title	Proposed Fee
BUILDING		
	Building Permit & Plan Check	See LA County Fee Schedule
CITY		
1	Duplication - FPPC Regulations	\$0.10
2	Digital Records Duplication (Formerly: Duplication - CD/DVD)	\$16.00
3	Duplication - Photocopy	\$0.10
4	Filing Fees - Candidates Nominations (Per CA Election Code Section 10228)	\$25.00
5	Filing Fees - Initiative Petition (Per CA Election Code 9292(b))	\$200.00
COMMUNITY SERVICES		
CAMP MED FEES:		
6	Camp Med - Five Day Rate - 1st Child - Resident	\$157.00
7	Camp Med - Five Day Rate - Each Additional Child - Resident	\$146.00
8	Camp Med - Five Day Rate - 1st Child - Non-Resident	\$176.00
9	Camp Med - Five Day Rate - Each Additional Child - Non-Resident	\$166.00
10	Camp Med - Thanksgiving Week - 1st Child	\$97.00
11	Camp Med - Thanksgiving Week - Each Additional Child	\$92.00
12	Camp Med After School - Five Day Rate - 1st Child	\$94.00
13	Camp Med After School - Five Day Rate - Each Additional Child	\$89.00
14	Camp Med - Late Fee After First 5 Minutes - per minute	\$3.10
FIELD AND OPEN SPACE RENTAL FEES:		
Garfield / Arroyo Park:		
15	Sport Fields -- Non-Profit (Less than 50% contributor) (per hr)	\$53.00
16	Sports Fields -- Non-Profit (Contributor) (per hr)	\$0.00
17	Sport Fields - Resident (per hr.)	\$42.00
18	Sports Field - Non-Resident (per hr)	\$53.00
19	Gazebo Rental - Resident (4 hr block)	\$84.00
20	Gazebo Rental - Non-Resident (4 hr block)	\$125.00
21	Picnic Areas -- Deposit for Groups > 50 Persons resident	\$47.00
22	Picnic Areas -- Deposit for Groups > 50 Persons non-resident	\$57.00
23	Tennis Courts -- Sports Teams -- OG & Garfield Parks	\$52.00
24	Tennis Courts -- Instructions -- OG & Garfield Parks	\$52.00
OG Rec Center Rental Fees:		
25	Security Deposit	\$261.00
26	Non-Profit (per hr)	\$31.00
27	Resident (per hr)	\$31.00
28	Non-Resident (per hr)	\$42.00
29	Youth Groups - local (up to 2 hrs)	\$10.00
Eddie Park House Rental Fees:		
30	Security Deposit	\$261.00
31	Non-Profit (per hr)	\$94.00
32	Resident (per hr)	\$84.00
33	Non-Resident (per hr)	\$104.00
34	Event (4 hr block) Resident Only	\$157.00
35	Youth Groups - local (up to 2 hrs)	\$10.00
Garfield Youth House Rental Fees:		
36	Security Deposit	\$261.00
37	Non-Profit (per hr)	\$73.00
38	Resident (per hr)	\$63.00
39	Non-Resident (per hr)	\$104.00
40	Event (4 hr block) Resident Only	\$157.00
41	Youth Groups - local (up to 2 hrs)	\$10.00
War Memorial Rental Fees:		
42	Security Deposit	\$522.00
43	War Memorial -- Non-Profits (per hr)	\$115.00
44	War Memorial -- Resident (per hr)	\$104.00
45	War Memorial -- Non-Resident (per hr)	\$136.00

46	War Memorial -- Non-Profits -- Prime Time	\$183.00
47	War Memorial -- Resident / Local Business (per hr) -- Prime Time	\$172.00
48	War Memorial -- Non-Resident (per hr) -- Prime Time	\$204.00
49	War Memorial -- Lower Floor -- Non-Profits (per hr)	\$89.00
50	War Memorial -- Lower Floor -- Resident (per hr)	\$78.00
51	War Memorial -- Lower Floor -- Non-Resident (per hr)	\$104.00
52	War Memorial - Use of Kitchen (per event / use)	\$52.00
53	War Memorial - Use of Kitchen - Prime Time	\$157.00
	Senior Center Rental Fees:	
54	Security Deposit	\$261.00
55	Main Room - Non-Profits (per hr)	\$94.00
56	Main Room - Resident (per hr)	\$84.00
57	Main Room - Non-Resident (per hr)	\$104.00
58	Conference Room -- Non- Profits (per hr)	\$31.00
59	Conference Room -- Resident / Local Business (per hr)	\$31.00
60	Conference Room -- Non-Resident (per hr)	\$42.00
61	Kitchen Use (per event / use)	\$52.00
	Senior Center Programs:	
62	Hot Meals - Senior 55 & Over / Disabled Persons	\$2.75
63	Hot Meals - Persons Under 55	\$5.00
64	Home Delivered Meals - Senior 55 & Over / Disabled Persons	\$3.00
65	Senior Center Membership - single person Over 55	\$25.00
66	Senior Center Membership - couples Over 55	\$35.00
67	Computer Lab Printing	\$0.20
68	Leisure Classes - Seniors	Varies
69	Coffee	\$1.00
	Dial-A-Ride Fees:	
70	Senior Resident (Registered) 55>	\$0.50
71	Disabled Resident (Registered)	\$0.50
72	Caregiver	\$0.00
73	MTA Bus Pass - Senior 62 & Over	\$10.00
74	MTA Bus Pass - Disabled Persons	\$10.00
	Miscellaneous Fees:	
75	Breakfast with Santa Event	\$21.00
76	Spring Family Event - Presale	\$10.00
77	Spring Family Event - Day of Event	\$16.00
78	Booth Rental - All Facilities - per booth	\$52.00
79	Event -Vendor/Catering Booth - per vendor/ booth	\$104.00
80	Snow Day - Presale	\$16.00
81	Snow Day - Day of the Event	\$21.00
82	Leisure Classes	Varies
83	Refund Processing Fee	\$20.00
84	Additional Staff (Cleanup and Supervision)	\$42.00
85	Additional Staff (Alcohol)	\$42.00
	FINANCE	
	Miscellaneous Fees:	
86	NSF Check Fee (CA Civil Code Section 1719)	\$25.00
87	Credit Card Transaction Fee (Percentage of Transaction Cost)	2%
	FIRE	
	Fire Emergency Medical Services:	
88	Advance Life Support	\$2,299.00
89	Basic Life support	\$1,533.00
90	Treat No Transport	\$547.00
91	Other EMS Fees	LA County Fee
92	Paramedic Program - Residential	\$84.00
93	Paramedic Program - Residential (6 months or less)	\$42.00
94	Paramedic Program - Business	\$94.00
95	Paramedic Program - Business (6 months or less)	\$47.00
	Standby Fees:	
96	Engine Company - (Use or Standby)	\$590.00
97	Ambulance	\$358.00

98	Chief Officer Per Hr. - With 2 Hr. Min.	\$237.00
	Sprinkler Plan Check and Inspection:	
	Residential	
99	New	\$537.00
100	Remodel	\$383.00
	Commercial	
	New:	
101	0 - 10,000 sq ft.	\$629.00
102	10,000 - 25,000 sq ft.	\$829.00
103	25,000 - 50,000 sq ft.	\$1,319.00
104	50,000+ sq ft.	\$1,563.00
	Remodel/T.I.:	
105	0 - 5,000 sq ft.	\$514.00
106	5,000 - 10,000 sq ft.	\$721.00
107	10,000 - 25,000 sq ft.	\$1,074.00
108	25,000+ sq ft.	\$1,319.00
109	Sprinkler - Extra Plan Check/ Site Visit - per check / visit	\$122.00
	Fire Alarms:	
	New: (# of Devices) - Commercial	
110	1 - 25 Devices	\$330.00
111	26-50 Devices	\$475.00
112	51-100 Devices	\$537.00
113	100+ Devices - Per Device	\$1,027.00
	Remodel/ T.I.: Commercial	
114	1-5 Systems	\$268.00
115	6-15 Systems	\$353.00
116	16-50 Systems	\$475.00
117	50+ Systems	\$659.00
118	New Residential (Single Family)*	\$207.00
119	Remodel Residential (Single Family)*	\$146.00
120	Extra Plan Check/Site Visits	\$122.00
121	Hydrostatic Test and Alarm Test	\$122.00
122	Any Plan Check Not listed	\$122.00
	Hazmat Fees:	
123	Hazmat Disclosure Level I	LA County Fee
124	Hazmat Disclosure Level II	LA County Fee
125	Hazmat Disclosure Level III	LA County Fee
126	Hazmat Placard Start Up Cost	LA County Fee
127	Hazmat Placard Updates	LA County Fee
	False Alarm Fees:	
128	False Alarm - 1st Repsonse	\$0.00
129	False Alarm - 2nd and 3rd Repsonse	\$157.00
130	False Alarm - 4th and beyond	\$807.00
	Inspections:	
131	Any Other Inspection Not Listed	\$122.00
	Annual Inspection of Apartments	
132	3-8 Units	\$146.00
133	9-16 Units	\$184.00
134	17-50 Units	\$245.00
135	51-100 Units	\$306.00
136	101 Units or More	\$368.00
	Annual Inspection of Businesses	
137	less than 2,000 sq ft	\$94.00
138	2,001 - 10,000 sq ft	\$209.00
139	10,000 + sq ft	\$473.00
140	Additional Inspection (3rd Visit, 2nd Reinspection)	\$147.00
141	Inspection (4th Visit and Subsequent)	\$202.00
	New Business Fire Inspection	
142	less than 2,000 sq ft	\$62.00
143	2,001 - 10,000 sq ft	\$122.00
144	10,000 + sq ft	\$245.00

	Permits:	
145	Permits - Event Tent	\$169.00
146	Permits - Special Film Fueling Truck	\$132.00
147	Permits - Any Other Required by Chief	\$286.00
148	Permits - Fireworks Display	\$549.00
	Fire Reports:	
149	Redacted	\$47.00
150	Non-Redacted	\$8.00
	Miscellaneous Fees:	
151	Investigation Cost Recovery	Actual Cost
152	Witness Fees	\$157.00
153	Record Research: Intensive, Interpretive - Per Half Hour	\$47.00
154	Records: Duplication Per Page	\$0.10
155	Underground Storage Tank Removal	\$490.00
156	Clean Up, 1st Responder	Actual Cost
	LIBRARY	
	Library Services Fees:	
157	Replacement - Processing Fee	\$16.00
158	Replacement of Library Item	Actual Cost
159	Inter-Library Loan (Per Title)	\$5.00
160	Library Asset Recovery Service	\$10.00
161	Test Administration	\$37.00
	Printing / Reproduction Fees:	
162	Local History Collection Image - Commercial Use	\$111.00
163	Local History Collection Image - Private Use - Resident	\$10.00
164	Local History Collection Image - Private Use - Non-Resident	\$26.00
165	Black & White	\$0.16
166	Color Copies	\$0.52
	Passport Fees:	
167	Passport Photo - per photo	\$7.00
168	Passport Execution Fee (Per US State Department)	\$35.00
	Community Room Rental Fees:	
169	Community Room - Non-Profit Groups - Per Hr. (Min. 3 Hrs.)	\$104.00
170	Community Room - Resident / Local Business - Per Hr. (Min. 3 Hrs.)	\$94.00
171	Community Room - Non-Resident - Per Hr. (Min 3 Hrs.)	\$125.00
172	Library Park Event (add on to Community Room Rental) - per hr (Min. 2 hrs)	\$157.00
173	Community Room - Staff (Cleanup and Supervision)	\$42.00
174	Community Room - Staff (Alcohol)	\$42.00
175	Community Room - Security Deposit	\$261.00
	Equipment Rental Fees:	
176	Audio/Visual Equipment Rental	\$62.00
177	Equipment Rental - Baldwin Piano	\$37.00
	PLANNING	
	Film Permit Fees:	
178	Still photography - Per Day	\$139.00
179	Motion Picture Photography - Per Day	\$554.00
180	Student Films/ Public Service Announcements/ Educational Films - Per Day	\$21.00
181	Handheld Video Crew with less than 20 people - Per Day	\$139.00
	Location / Hourly Fees:	
182	Still Photography / Handheld Video Crew - On Public Right-Of-Way - Per Hour	\$78.00
183	Student Filming On Public Right-of-way - per hour	\$16.00
184	Street or Lane Closure - Per Hour	\$157.00
185	Streets/Sidewalks/Alleys as Principal Site - Per Hour	\$157.00
186	City Parking Lots - Per Hour	\$157.00
187	City Building (Four Hour Minimum)/City Park - Per Hour	\$184.00
188	Police (Eight Hour Minimum) - per hour	\$90.00
189	Police Vehicles - per hour	\$21.00
190	Fire (Eight Hour Minimum) - per hour	\$90.00
191	Traffic Control Plan Review - per review	\$117.00
192	Cancellation Fee	\$104.00
	Use Permits:	

193	Conditional Use Permit	\$3,655.00
194	Temporary Use Permit (non-profit)	\$240.00
195	Temporary Use Permit	\$481.00
196	CUP Modification	\$2,611.00
197	CUP with First Variance	\$4,700.00
198	Parking Use Permit	\$1,842.00
199	Administrative Use Permit	\$1,625.00
Maps:		
200	Tentative Parcel Map	\$3,877.00
201	Tentative Tract Map	\$10,513.00
202	Final Parcel / Tract Map Review	\$5,774.00
Design Review:		
203	Single Family Residence*	\$2,089.00
204	Commercial - Single Sign	\$1,658.00
205	Commercial - Sign Program	\$2,542.00
Multi Family:		
206	3-8 Units	\$3,133.00
207	9-16 Units	\$4,177.00
208	17-50 Units	\$4,700.00
209	51-100 Units	\$5,222.00
210	101 Units or More	\$6,266.00
Commercial:		
211	less than 2,000 sq ft	\$2,089.00
212	2,001 - 10,000 sq ft	\$4,177.00
213	10,000 + sq ft	\$6,266.00
Cultural Heritage Commission Fees:		
214	Cultural Hert. Comm. - Landmark Review	\$1,567.00
C.H.C. Cert. of Approp. (incl. Demo)		
215	Single-Family*	\$1,567.00
Multi-Family:		
216	3-8 Units	\$3,133.00
217	9-16 Units	\$4,177.00
218	17-50 Units	\$6,266.00
219	51-100 Units	\$7,310.00
220	101 Units or More	\$9,399.00
Commercial:		
221	less than 2,000 sq ft	\$3,133.00
222	2,001 - 10,000 sq ft	\$5,222.00
223	10,000 + sq ft	\$9,399.00
224	Chair Review	\$924.00
225	Historic Resource Evaluation	\$442.00
Environmental Fees:		
Flat Fees:		
226	Negative Declaration Filing	\$295.00
227	Mitigation Monitoring Inspection & Administrative Fee	Actual Cost
228	Categorical Exemption (CEQA) - Filing	\$147.00
Deposit-Based Fees:		
229	Initial Environmental Study	\$5,222.00
230	EIR	\$26,109.00
Appeals:		
231	Appeals (To Planning Commission or City Council) - Single Family*	\$1,044.00
232	Appeal - Other Uses**	\$2,089.00
233	Appeal Continuance	\$313.00
Deposits:		
234	Zoning Text & Map Amendments	\$10,443.00
235	Specific Plan Application	\$10,443.00
236	General Plan Amendment	\$20,887.00
237	Specific Plan Amendment	\$20,887.00
238	Development Agreement Review	\$10,443.00
239	Planned Development	\$10,443.00
Other Planning Applications:		

240	Zoning Code Admin Modification	\$1,187.00
241	Zoning Code Interpretation	\$959.00
242	Application Withdrawal	\$1,843.00
243	Lot Line Adjustment / Parcel Merger / Certificate of Compliance	\$2,089.00
244	Hillside Development Review	\$2,089.00
245	Hillside Development Review with Variance	\$3,133.00
246	Variance - First	\$3,446.00
247	Variance - Each Additional	\$2,431.00
248	Vacation Easements, Alleys, Street	\$1,842.00
249	Discretionary Time Extension Request	\$2,802.00
250	Covenants	\$571.00
251	Mills Act Contract	\$2,089.00
Miscellaneous Fees:		
252	Public Noticing Fee (Does Not Include Material / Mailing Costs)	\$298.00
253	Garage/Yard Sale Permit	\$10.00
254	Temporary Banners - Per Banner, Per Permit	\$52.00
255	Zoning - Written Analysis of Conformance	\$736.00
256	Zoning Verification Letter	\$111.00
257	Zoning Clearance for Business License Review	\$65.00
258	Re-Review - Per hour	\$161.00
259	Pre-Application Meeting	\$313.00
260	Planning Inspection Per Hour	\$161.00
261	Changes / Modifications to Approved Plans (initiated by Applicant) - Single Family*	\$522.00
262	Changes / Modifications to Approved Plans (initiated by Applicant) - All Other Uses**	\$2,089.00
263	Administrative Citation (per Municipal Code)	\$522.00
Surcharges:		
264	General Plan Maintenance Fee (Percentage of Building Permit Fee)	15%
265	Technology Surcharge (Percentage Applied to Fire, Building, Engineering, and Planning Permits)	10%
POLICE		
Penalties:		
266	Display Vehicle for Sale	\$50.00
267	Parking in Red Zone	\$50.00
268	Parking in Yellow Zone	\$50.00
269	Parking in White Zone	\$50.00
270	Parking in Green Zone	\$50.00
271	Parked on Parkway	\$50.00
272	Parking Prohibited by Sign	\$50.00
273	1 HR, 2 HR, 4HR Time Limited Parking	\$50.00
274	Parking Outside Spaces	\$50.00
275	Parked Over 72 Hours	\$50.00
276	Parking Vehicle for Sale	\$50.00
277	Washing, Servicing or Repairing Vehicle	\$50.00
278	Selling from Motor Vehicle	\$50.00
279	Parking Left Side of Roadway	\$50.00
280	Parking Adjacent to Schools	\$50.00
281	Exceeding 3% Grade/ Wheels Not Curbed	\$50.00
282	Emergency No Parking	\$50.00
283	Alley Parking - Sign Posted	\$50.00
284	Parked on Private Property	\$50.00
285	Parking on Public Property	\$50.00
286	Parking on City Owned Off-street Facility	\$50.00
287	Oversized Vehicle	\$50.00
288	Unattended Trailer	\$50.00
289	Overnight Parking	\$50.00
290	City Parking Lot (2 HR Limit)	\$50.00
Parking Pass Fees:		
291	Parking 1 Year	\$128.00
292	Parking - Senior Citizens (65 Years old min.)	\$102.00
293	Parking - Alternate Fuel Vehicles	\$102.00
294	Parking - Monthly Pass	\$31.00
295	Parking - Replacement/ Transfer	\$17.00

296	Parking - Daily Pass	\$2.10
All Police Reports:		
297	Redacted	\$91.00
298	Non-Redacted - Non-Resident	\$23.00
299	Non-Redacted - Resident	\$23.00
False Alarm:		
300	False Alarm 1st	\$0.00
301	False Alarm 2nd - 3rd	\$157.00
302	False Alarm 4th and beyond	\$575.00
Reproduction:		
303	Photo Reproduction - Per Photo	\$23.00
304	Video/Audio Reproduction	\$91.00
Miscellaneous Fees:		
305	DUI Emergency Response	Actual Cost
306	Records Check/ Clearance Letter	\$23.00
307	Special Business Background Check	\$544.00
308	Impound Fee - Vehicle Release	\$134.00
309	Juvenile Recovery	Actual Cost
310	Firearms Storage & Release	\$31.00
311	Citation Corrections/ Inspection Service (resident)	\$16.00
312	Citation Corrections/ Inspection Service (non-resident)	\$39.00
313	Fingerprint Services -- Per Three Cards	\$23.00
314	Civil Subpoena	Fee set by Courts
315	Duces Tecum Subpoena (Per CA Evidence Code)	\$16.00
316	Booking Fee	\$144.00
317	Tow Franchise Fee - per year	\$1,151.00
PUBLIC WORKS		
Water Fees:		
318	Water Turn Off (After Hours)	\$152.00
319	Water Turn On (After Hours)	\$152.00
320	Water 24 Hour Door Hanger Fee	\$33.00
321	Water Turn Off for Non-Payment***	\$67.00
322	Water - New/Change Account	\$104.00
323	Water - Discontinue Service	\$104.00
324	Water - Discontinue for Non-Compliance	\$202.00
325	Water - Unauthorized Turn on	\$202.00
326	Fire Flow Testing	\$539.00
327	Temporary Meter Rental - Install	\$42.00
328	Temporary Meter Rental - Move	\$104.00
329	Inspection of Backflow Prevention Device	\$187.00
330	Backflow Prevention Program Penalty	\$313.00
331	Water Installation Inspection Fee	\$322.00
Deposit-Based Fees:		
332	Water Service Installation	\$5,222.00
333	Water Meter installation	\$1,044.00
334	Temporary Meter Rental	\$2,611.00
Sewer Fees:		
335	Sewer Connection/Inspection, Existing Lateral	\$366.00
336	Sewer Connection/Inspection, Existing WYE	\$366.00
337	Sewer Connection/Inspection, Saddle Connect	\$366.00
338	Capping of Sewer Lateral	\$366.00
339	Sewer Construction Fee - New Construction	\$723.00
340	Sewer Spill in Public ROW	Actual Cost
341	Fats, Oils, & Grease Permit Fee (one time)	\$148.00
342	Fats, Oils, & Grease Inspection Fee (annual)	Actual Cost
343	Fats, Oils, & Grease Mitigation Penalty (annual)	\$366.00
PW Engineering:		
344	Excavate - Utility Trenches <= 100 l.f.	\$598.00
345	Excavations-Utility Trenches >= 100 l.f.	\$725.00
346	Excavations-Utility Trenches > 100 l.f. - per l.f.	\$0.57
347	Excavation-Utility Patches	\$535.00

348	Concrete Sidewalk / Driveway Parkway / Permit	\$189.00
349	Concrete Sidewalk / Driveway / Parkway Inspection	\$251.00
350	Curb & Gutter Permit	\$189.00
351	Curb & Gutter Inspection Flat Fee	\$251.00
352	Curb Coring Base Permit	\$209.00
353	Curb Coring Inspection Flat Fee	\$198.00
354	Pavement Street & Alley	\$422.00
355	Pavement Street & Alley Inspections Flat Fee	\$568.00
356	Street/ROW Vacation/ Abandonment	\$5,578.00
357	Public Improvement Inspection	\$505.00
358	Public Works Plan Check Fee - Single Family*	\$522.00
359	Public Works Plan Check Fee - Other Uses**	\$935.00
360	Additional Plan Check/ Reviews Beyond 2	\$156.00
361	Final Parcel Map Review	\$2,934.00
362	Final Tract Map Review	\$2,934.00
363	Final Map Amendment - Administrative	\$156.00
364	Temp Encroachment - Dumpster	\$94.00
365	Temp Encroachment - Southwest Hills	\$205.00
366	Temp Encroachment - All Other	\$110.00
Deposits (Time and Material):		
367	Street Renaming Processing	\$5,222.00
Miscellaneous Fees:		
368	100 foot Radius Map & Mailing Lists	\$69.00
369	Sidewalk Dining Permit/ Inspect, Initial	\$129.00
370	Sidewalk Dining Permit/ Inspect, Renewal	\$98.00
371	Sidewalk Rental Fee - Per Sq. Ft.	\$4.20
372	Sidewalk Vendor Permit	\$139.00
373	House Number Change	\$468.00
374	Oversized/Overloads Permits (Per Transportation Code)	\$17.00
375	Block Party Street Closure - Initial	\$278.00
376	Block Party Street Closure - Renewal	\$104.00
377	Blueprint/ Map Reproduction	Actual Cost
378	Banner Installation & Removal	\$199.00
379	Banner Installation - Initial	\$330.00
380	Parade/ Special Event Staffing	Hourly Rate
381	No Parking Signs (temporary)	\$39.00
Trees:		
382	Tree Removal / Replacement Permit	\$322.00
383	Private Property Tree Removal for Developments (3+ more trees)	\$447.00
384	Tree Trimming Permit	\$66.00
385	Inspection For Trimming or Removal	\$125.00
386	Private Tree Trimming in Public ROW	Actual Cost
Newsrack:		
387	Newsrack Permit - Initial	\$192.00
388	Newsrack Permit - Annual Renewal	\$66.00
TRANSPORTATION		
389	Mission Meridian Village Parking (Daily)	\$3.00
390	Mission Meridian Village Parking (Monthly)	\$50.00
391	Mission Meridian Village Parking (Monthly)	\$50.00
392	Mission Meridian Village Parking (Monthly Senior)	\$12.00

Footnotes:

- *Single Family: This term refers to single-family homes and duplexes (2 attached dwelling units)
- **Other Uses: This term refers to multifamily (3 or more units), Commercial, Mixed Use, or Legal Non-Conforming Use
- ***Water Turnoff for Non-Payment: This fee has a low income cap per SB 998.

Facility Rental Terms:

- Non-Profit = Registered 501c(3) organization
- Resident = South Pasadena Resident with South Pasadena Address or South Pasadena Based Business
- Non-Resident = Non-South Pasadena Based Resident or Business

Fee Title	Jan-21	Jan-22
Water Rates:		
Water Services - Tier 1	\$3.62	\$3.75
Water Services - Tier 2	\$4.56	\$4.72
Water Services - Tier 3	\$5.34	\$5.53
Waste Water Discharge	\$2.00	\$2.00
Meter Service Charges - 3/4"	\$89.12	\$94.28
Meter Service Charges - 1"	\$133.96	\$141.72
Meter Service Charges - 1 1/2"	\$246.08	\$260.33
Meter Service Charges - 2"	\$380.62	\$402.66
Meter Service Charges - 3"	\$694.52	\$734.73
Meter Service Charges - 4"	\$1,142.96	\$1,209.14
Meter Service Charges - 6"	\$2,264.06	\$2,395.14
Meter Service Charges - 8"	\$4,057.84	\$4,292.76
Efficiency Fee	\$0.14	\$0.14
Water Delinquent Penalty	50%	50%
Sewer Rates:		
Single Family Fixed Charge (per EDU per bi-month)	\$29.28	\$30.45
Multi-Family Fixed Charge (per EDU per bi-month)	\$23.00	\$23.92
Commercial Flow Charge (per HCF of water)	\$1.93	\$2.01
Elementary Schools (per ADA per month)	\$0.22	\$0.23
Middle Schools (per ADA per month)	\$0.44	\$0.46

GROWTH REQUIREMENT CAPITAL FEES

Community Development

Growth Mgmt, Residential Development	\$1.64	per Sq Ft	<i>set by Ordinance No. 1985</i>
Growth Mgmt, Commercial/Industrial Development	\$1.07	per Sq Ft	<i>set by Ordinance No. 1985</i>
Growth Mgmt, Park Impact Fee - Residential NEW	\$7.65	per Sq Ft	<i>set by Resolution No. 7466</i>
Growth Mgmt, Park Impact Fee - Residential Remodel	\$7.65	per Sq Ft > 250sqft	<i>set by Resolution No. 7466</i>
Growth Mgmt, Park Impact Fee - Senior Housing	\$2.95	per Sq Ft	<i>set by Resolution No. 7466</i>

Other FEES:

Community Development

Strong Motion Instrumentation Program – SMIP	Varies	<i>Pursuant to Section 2705, Chapter 8, Division 2 of the Public Resources Code of the State of California</i>	
Public Art Development Fee - on-site	1%	of total building valuation	<i>set by Ordinance No. 2325</i>
Public Art Development Fee - in lieu	1.5%	of total building valuation	<i>set by Ordinance No. 2325</i>

BUSINESS LICENSE FEES
Last update: Resolution No. 7105

FEE TITLE	CURRENT FEES	UNITS	TERM	BUSINESS IMPROVE. TAX	TOTAL
Basic Business License Fees					
RETAIL WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
RETAIL WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
WHOLESALE WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
WHOLESALE WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
SERVICE WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
SERVICE WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
MANUFACTURING WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$24.00	\$120.00
MANUFACTURING WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$2.40	\$12.00
PROFESSIONAL BUSINESSES	\$130.00	LICENSE	YEAR	\$48.75	\$178.75
PROFESSIONAL WITH ADDITIONAL PROF EMPLYS	\$70.00	BUSINESS	YEAR	\$26.25	\$96.25
PROFESSIONAL WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
BUSINESS BY VEHICLE	\$100.00	VEHICLE	YEAR	\$37.50	\$137.50
BUSINESSES WITH ADDITIONAL VEHICLES	\$40.00	VEHICLE	YEAR	\$15.00	\$55.00
CONTRACTOR \$0-\$4,999	\$36.00	CONTRACT	QTR	\$13.50	\$49.50
CONTRACTOR \$5,000-\$49,999	\$60.00	CONTRACT	QTR	\$22.50	\$82.50
CONTRACTOR \$50,000+	\$120.00	CONTRACT	QTR	\$45.00	\$165.00
BUSINESSES NOT CLASSIFIED	\$96.00	BUSINESS	YEAR	\$36.00	\$132.00
BUSINESSES NOT CLASS. WITH ADD. EMPLOYEE	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
Specialty Business License Fees					
ADVERTISING STRUCTURES, SIGNS, DISPLAYS	\$360.00	SIGN	YEAR	** \$135.00	\$495.00
BILLBOARD	\$24.00	BILLBOARD	YEAR	\$9.00	\$33.00
ADVERTISING VEHICLE	\$120.00	VEHICLE	DAY	\$45.00	\$165.00
ANTIQUE DEALER	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
ANTIQUE DEALER W/ADD'L EMPLOYEE	\$9.60	LICENSE	YEAR	\$3.60	\$13.20
APARTMENTS, HOTELS, (3+DWELLING UNITS)	\$72.00	LICENSE	YEAR	\$18.00	\$90.00
ADDITIONAL UNITS OVER THREE	\$9.60	UNIT	YEAR	\$2.40	\$12.00
AUCTION	\$168.00	EVENT	DAY	** \$63.00	\$231.00
BOARDING HOUSE	\$96.00	LICENSE	YEAR	** \$36.00	\$132.00
BOWLING ALLEYS	\$62.40	LANE	YEAR	** \$23.40	\$85.80
CANVASSERS	\$96.00	PERSON	YEAR	** \$36.00	\$132.00
CANVASSERS	\$48.00	PERSON	DAY	** \$18.00	\$66.00
CANVASSERS	\$72.00	PERSON	QTR	** \$27.00	\$99.00
CHRISTMAS TREE WREATHS	\$168.00	LICENSE	MONTH	** \$63.00	\$231.00
CIRCUS, CARNIVAL, MENAGERIE, RODEO	\$480.00	EVENT	DAY	** \$180.00	\$660.00
TRAINED ANIMALS EXHIBITION	\$48.00	EVENT	DAY	** \$18.00	\$66.00
FIREARMS	\$96.00	BUS LICENSE	YEAR	** \$36.00	\$132.00
FORTUNE TELLING	\$400.00	LICENSE	YEAR	** \$150.00	\$550.00
GARDNERS-FIRST VEHICLE	\$80.00	VEHICLE	YEAR	\$30.00	\$110.00
GARDNERS WITH ADDITIONAL VEHICLES	\$40.00	VEHICLE	YEAR	\$15.00	\$55.00
HOSPITALS (5 BEDS + ONE EMPLOYEE)	\$192.00	LICENSE	YEAR	\$72.00	\$264.00
HOSPITALS WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
HOSPITALS WITH MORE THAN 5 BEDS	\$9.60	BED	YEAR	\$3.60	\$13.20
LAUNDRY/DRY CLEANING	\$120.00	LICENSE	YEAR	\$45.00	\$165.00
LAUNDRY/DRY CLEAN. WITH ADD. EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
LAUNDRY/DRY CLEAN. WITH NONLOCAL TRUCK	\$120.00	TRUCK	YEAR	\$45.00	\$165.00
LAUNDRY/DRY CLEAN. W/ ADD. NONLCL TRUCKS	\$48.00	TRUCK	YEAR	\$18.00	\$66.00
MACHINES, GAMES, VENDING	\$72.00	MACHINE	QTR	\$27.00	\$99.00
THEATRES	\$1.92	SEAT	YEAR	\$0.72	\$2.64
SINGLE PRODUCTION	\$0.12	SEAT	SHOW	\$0.05	\$0.17
NRSRY/PRVT SCHL - NIGHT, 5 BEDS, 1 EMP	\$192.00	LICENSE	YEAR	\$72.00	\$264.00
NRSRY/PRVT SCHL - NIGHT, >5 BEDS	\$9.60	BED	YEAR	\$3.60	\$13.20
NRSRY/PRVT SCHL - DAY CARE ONLY	\$120.00	LICENSE	YEAR	\$45.00	\$165.00
NRSRY/PRVT SCHL - NITE/DAY, ADD EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
DAY CARE ONLY	\$120.00	LICENSE	YEAR	\$45.00	\$165.00
DAY CARE WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
PATROLMAN	\$24.00	EMPLOYEE	YEAR	\$9.00	\$33.00
PATROL SYSTEM	\$168.00	LICENSE	YEAR	\$63.00	\$231.00
PAWNBROKER	\$240.00	LICENSE	YEAR	\$90.00	\$330.00
PAWNBROKER WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
PEDDLER (FOOT)	\$96.00	PERSON	YEAR	** \$36.00	\$132.00

BUSINESS LICENSE FEES
Last update: Resolution No. 7105

FEE TITLE	CURRENT FEES	UNITS	TERM	BUSINESS IMPROVE. TAX	TOTAL
PEDDLER (FOOT)	\$48.00	PERSON	DAY	** \$18.00	\$66.00
PEDDLER (FOOT)	\$72.00	PERSON	QTR	** \$27.00	\$99.00
PEDDLER (VEHICLE)	\$128.00	VEHICLE	YEAR	\$48.00	\$176.00
PUBLIC DANCE HALL-LONG TERM	\$960.00	FACILITY	YEAR	** \$360.00	\$1,320.00
PUBLIC DANCE HALL WITH ADD. EMPLOYEES	\$9.60	EMPLOYEE	TERM	** \$3.60	\$13.20
PUBLIC DANCE HALL-TEMPORARY	\$120.00	FACILITY	MONTH	** \$45.00	\$165.00
SEARCHLIGHTS	\$48.00	MACHINE	NIGHT	\$18.00	\$66.00
SECONDHAND DEALERS	\$216.00	LICENSE	YEAR	\$81.00	\$297.00
SECONDHAND DEALERS WITH ADD. EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
SHARPENING TOOLS	\$24.00	LICENSE	MONTH	\$9.00	\$33.00
SALES-SHRFF,BNKRPTCY,ASSIGNEE-LONG TERM	\$480.00	LICENSE	YEAR	\$180.00	\$660.00
SALES-SHRFF,BNKRPTCY,ASSIGNEE-SHORT	\$96.00	LICENSE	DAY	\$36.00	\$132.00
SIDESHOW, RIDES, ETC	\$96.00	LICENSE	DAY	** \$36.00	\$132.00
SKATING RINKS, SHOOTING GALLERY, RACETRK	\$360.00	LICENSE	YEAR	** \$135.00	\$495.00
SKTNG, SHTNG, RCTRK WITH ADD, EMPLOYEES	\$9.60	EMPLOYEE	YEAR	** \$3.60	\$13.20
TAXICAB DRIVERS	\$24.00	LICENSE	YEAR	\$9.00	\$33.00
TAXICAB OWNERS	\$120.00	CAB	YEAR	\$45.00	\$165.00
VENDERS (ITINERANT)	\$96.00	LICENSE	YEAR	** \$36.00	\$132.00
VENDERS (ITINERANT)	\$48.00	LICENSE	DAY	** \$18.00	\$66.00
VENDERS (ITINERANT)	\$72.00	LICENSE	QTR	** \$27.00	\$99.00
VENDING MACHINES	\$32.00	MACHINE	YEAR	\$12.00	\$44.00
MESSAGE FILING FEE	\$100.00				
FINGERPRINTS	\$42.00				
PERMIT FEE	\$50.00	PERMIT	YEAR		
NEW BUS LIC APPLICATION/ IN-TOWN	\$34.00	APPLICATION	YEAR		
NEW BUS LIC APPLICATION/ OUT-OF-TOWN	\$13.00	APPLICATION	YEAR		
NEW BUS LIC APP/ OUT-OF-TOWN CONTRACTOR	\$25.00	APPLICATION	YEAR		
BUSINESS LICENSE LISTING	\$9.00	REQUEST	PLUS \$0.10 per page		

*= Business Improvement Tax
set by Ordinance No. 1738

**= Permit Required



City Council Agenda Report

ITEM NO. _____

DATE: June 19, 2019 (*continued from May 1, 2019*)

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Craig Koehler, Finance Director
Lucy Demirjian, Assistant to the City Manager

SUBJECT: **Continued Public Hearing for Adoption of Resolution Amending the Master Schedule of Fees**

Recommendation Action

It is recommended that the City Council

1. Resume the Public Hearing (continued from the May 1, 2019) to review proposed fee adjustments; and
2. Adopt a resolution amending the Master Schedule of Fees for Service (Fee Schedule) commencing July 1, 2019, and establishing annual adjustments by Consumer Price Index (CPI); and
3. Authorize the City Manager to allow for a grace period of 30 days for certain recreational fees to allow for appropriate notification to consumers.

Commission Review and Recommendation

The Finance Commission reviewed and provided input on this item at their May 23, 2019 meeting. The Commission recommended approval of the fees, as proposed by the Ad Hoc Council Committee. A special meeting of the Finance Commission was held on June 12, 2019, to provide additional information on planning fees as requested by the Commission.

Executive Summary

As part of the 2018-19 Strategic Plan, the City engaged in a fee study to review current fees. The User Fee Study evaluates delivery methods, staffing, and overhead costs to determine the appropriate fee structures and full cost recovery potential of individual services. The study revealed that the City recovers cost of services at an average of 59%, with planning fee cost recovery at the lowest at 21%.

The Fee study indicated the majority of City fees were set at a rate far below the cost of providing the service and that additional fees would be appropriate to align with new services. Staff's recommendation for increasing fees is sometimes below the cost of service identified in the fee study for various reasons outlined below. Further, the study recommended the development of a cost recovery policy. Staff concurs with this recommendation and will present a recommended Policy to Council in Fiscal Year (FY) 2019-20. The study also recommended annual CPI increases which have been incorporated into the resolution for the proposed Fee Schedule. CPI increases, when applicable, shall be rounded to the nearest dollar.

Discussion/Analysis

On May 1, 2019, the City Council considered recommended increases to City fees for service based on a comprehensive fee study conducted by a consultant. The amended fees reflect the City's desire to increase fees commensurate to the cost to provide the service, to add new fees when applicable, and to eliminate fees for discontinued services.

The City Council approved the Planning and Building fees, commencing the 60 day public comment period required for certain development impact fees, and continued the public hearing for the balance of the fees. A City Council ad-hoc committee, consisting of Mayor Khubesrian and Councilmember Mahmud, was established to review the remaining fees prior to submitting to the Finance Commission for input.

The ad-hoc committee worked with staff to adjust fees to levels more consistent to full cost recovery, where appropriate. The recommended fee increases, as proposed in the attached resolution, also create consistency across departments, such as with facility rentals. The ad-hoc committee introduced a non-resident rate for similar types of fees at a higher rate than charged to residents, but still less than full cost recovery, the fees do not exceed the cost of providing the service, regardless of whether the customer is a resident or a non-resident. Property related fees were divided into new categories to create more equity so that single family, multi-family, and commercial properties have separate rates.

Fees not included in the study, such as business license fees and "Quimby" fees (development impact fees, i.e. park impact fee) remain unaltered. Additionally, water and sewer rates are set separately by Resolution pursuant to the Proposition 218 process. The current water and sewer rates were set by Resolution No. 7536 and 7537, which remain in full effect.

Recommended Fee Changes

City staff considered the following criteria in making fee recommendations:

- Type of permit and service provided
- Current fees
- Affordability
- Reasonableness of fees/increases
- Comparisons to neighboring jurisdictions, though fees charged by other cities are not necessarily based on the same methodology or cost recovery principles
- City's desire to better balance subsidizing the cost of services

While the study identified the actual cost of providing services, the consultant does not recommend where to set the fees other than the fees cannot be above cost of service. The recommended fee increases are based on appropriateness of charging fees for particular services. For example, the consultant found that summer camp fees could be raised significantly but staff concluded that in order to remain competitive it is more appropriate that the fees be pegged to the market.

Brief description of proposed amendments by category below:

Community Services (Excluding Rentals)

One of the biggest gaps between cost of service and user fees was found in the community services department. The study revealed that the department's fees were set below cost of service and netted approximately 62%. Staff recommends modest increases to move the recovery rate from 62% to 68%, which would maintain the participation levels, and more closely align with other jurisdiction costs (Camp Med Fees). While community service departments often set their rates at a lower than full cost recovery rate to encourage community participation, there were certain cost to programs which required pre-event administrative duties and tasks the day of the event that were being drastically underestimated in cost recovery. Events such as Snow Day often draw large crowds and are subsidized by the City at approximately \$100 per person. It is unclear how many participants are residents, therefore staff recommends re-evaluating these events to determine whether it's an appropriate use of general fund dollars. Staff will return with recommendations on events at a future Council meeting.

Planning

The planning department looked at maintaining fees at a reasonable rate for single family home owners and small businesses, while adopting a higher cost recovery for development fees. Fees that are paid as part of development projects should be set at market rate. Many of the development fees are necessary for the City to adequately budget for required mandates such as updates to the General Plan, and Housing Elements. Moreover, the development fees are below average when compared to surrounding jurisdictions. Based on the fee study analysis, current Planning fees are recovering at 21% of the cost of service. This level of cost recovery is not sustainable for the division or the City.

The ad-hoc committee also found it would not be appropriate to increase the cost of fees to single family homes and small business owners because it would make these services unaffordable. In order to create more equity, new categories for single family, multifamily (based on the number of units) and commercial (based on square footage) properties were introduced and rates tiered accordingly.

The City is also proposing introducing a technology fee which is commonly assessed by many jurisdictions. The purpose of the fee is to help fund and maintain a software system to streamline the permitting process, a goal set forth in the FY 2019-20 Strategic Plan.

Fire Fees

A majority of the Fire Department fees are shown to be below the cost of providing service, with the largest deficit in the False Alarm Response fee. This deficit is a result of the City's policy to waive charges for the first three responses to False Alarms. The proposed fee scheduled will waive the fee for the first false alarm, impose a penalty for the second and third, and adopts a higher rate for the fourth and so on. Industry standard is to waive the first fee and charge for the second and third fee. Increasing this fee will encourage compliance and ensure valuable resources are not being diverted in emergencies. A similar structure was introduced for False Alarms in the Police Department.

Annual Inspection of Apartments has been expanded from a single category to one based on the number of multi-family units to ensure that larger complexes pay a proportionate amount.

Similarly, the new business fire inspection fee and annual fire alarm fee has been restructured to include sub categories based on square footage. The Fire department will move from 49% to 88% percent cost recovery for inspection services. The cost for Emergency services remain largely unchanged.

Rentals

As facility and park rentals are not governed by cost recovery, rather by market rate, the ad-hoc committee worked with staff to ensure fees were close to market rate and appropriate for the type of facility and amenities included. Tiered rates were created for residents (including local businesses), non-profits, and non-residents/all others.

Rental charges for rooms or facilities, fines, penalties and late charges are not technically user fees and are not required to be based on actual costs. Instead, these types of charges are more typically governed by market rates, reasonableness and other policy driven factors and can legally exceed the cost. The City has identified a high demand for its facilities for special event uses such as weddings, and fundraisers. The current costs associated with facility and park rentals are only representative of staff time and overhead costs.

Building

The City contracts for building plan check and inspection services with a third party. The contract with that vendor requires the City to charge Los Angeles County Building Fee rate. This practice is consistent with other jurisdictions of similar size such as San Gabriel, San Marino, and La Canada Flintridge. While Building cost recovery is shown at 147% that is not the case. Revenue is typically collected in one FY for building permits but is meant to account for services spanning multiple years. Departments such as Fire, Engineering, and Planning will occasionally sign off on building permits and applications. This administrative time was not considered as part of this study. Thus, the City is maintaining its current cost recovery in this category since the additional revenue is meant to account for additional City reviews as well as deferred revenue for future inspections.

Background

Methodology

The intent of the study is to cover the cost of service associated with the fees to align with cost to the City. There are three components which were evaluated to determine cost of service:

1. Direct Labor. Employee hours spent directly on the fee related service. This rate includes the employee's salary and fringe benefits.
2. Departmental Indirect Labor. Departmental employees not directly working on the fee-related service, but responsible for supervision and administrative activities. This cost can include assistant support and a percentage of the department head's time.
3. Central Overhead. This component includes those departments that provide support to other City departments. Examples are: City Attorney, City Manager, and Finance

Adopting a fee methodology and resulting fee adjustments realigns user fees to more efficiently utilize general revenues (taxes) for services and programs such as public safety, infrastructure maintenance, and economic development. Furthermore, the California Constitution (Propositions 13, 218 and 26) and various state laws have placed both substantive and procedural limits on

cities' ability to impose fees and charges. Proposition 26 contains a more general articulation of the cost of service principle and includes a requirement that the local government bear the burden of proof that [1] "a levy, charge, or other exaction is not a tax; [2] that the amount is no more than necessary to recover the reasonable costs of the government activity; and [3] that the manner in which those costs are allocated to a payer bear a fair or reasonable relationship to the payer's burden on, or benefits received from, the governmental activity." (Cal. Const. art. XIII C, § (e)). It is important to note that rental charges for rooms or facilities, fines, penalties and late charges are not technically user fees and are not required to be based on actual costs. Instead, these types of charges are more typically governed by market rates, reasonableness and other policy driven factors and can legally exceed the cost.

In 2018, the City updated its fees by a cumulative 10.57% increase representing the total CPI from 2011 to 2018.

Alternatives

1. Adopt Fees at full cost recovery.

Next Steps

1. Staff will provide notification to residents and lease holders of the fee increases via multiple communication channels.
2. Fees will be increased annually based on the Consumer Price Index for Los Angeles, Riverside, and Orange County Urbanized Area.
3. Staff will present a Cost Allocation Plan in FY 2019-20 to ensure overhead costs are current.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

Fiscal impact will depend on services provided for the year. The proposed fees reflect a median cost recovery rate of 84%, which would increase projected annual revenues by \$350,000.

Environmental Analysis

The individual items on the CIP will be brought back to Council if they are not exempt from CEQA requirements.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments:

1. Resolution approving Master Fee Schedule (Exhibit A: Master Schedule of Fees)
2. Fee list spreadsheet with current fee amount, full cost of service, and recommended fee

RESOLUTION NO. 7606**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
REVISING THE MASTER SCHEDULE OF FEES FOR SERVICE
YEAR 2019-2020**

WHEREAS, on May 2, 2018, the City Council adopted Resolution number 7552, constituting that last update of the City's established fees and charges; and

WHEREAS, the costs of these services change with time as the cost of delivery increases; and

WHEREAS, the cost of services may also be increased due to increases in cost of living, as measured by the applicable Consumer Price Index; and

WHEREAS, the City services should be borne by those who are the special beneficiaries of the service rather than the citizenry-at-large; and

WHEREAS, the City Council is cognizant that the charges for such services should relate to the direct cost and/or value thereof to the City; and

WHEREAS, pursuant to Government Code Section 66016, specific fees to be charged for services must be adopted by City Council Resolution or Ordinance, after providing notice and holding a public hearing;

WHEREAS, Government Code Section 66017 requires a 60-day "waiting period" before any development fee increase can become effective; and

WHEREAS, the City Council held a public hearing on May 1, 2019 to consider the updated fees and adoption of the Master Fee Schedule; and

WHEREAS, the City Council desires to amend the Master Fee Schedule to levels consistent with full cost recovery and appropriate value.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The service fees and user charges as set forth in the attached Exhibit A are hereby fixed and established to be effective on the date of July 1, 2019.

Section 2. The Finance Director is authorized and directed to adjust the fees and services set forth in the attached Exhibit A not later than July 1 of each year beginning

with 2020, based on the increase, if any, in the Consumer Price Index (CPI) for Los Angeles, Riverside, and Orange County Urbanized Area, published by the United States Department of Labor, Bureau of Labor Statistics for February of that year. City staff are thereafter authorized and directed to include such adjusted fees and service charges in the City's Master Fee Schedule.

Section 3. Resolution No. 7552, the precursor fee resolution, is hereby repealed and the service fees and user charges contained therein are hereby rescinded.

Section 4. The City Clerk shall certify to the adoption of this resolution.

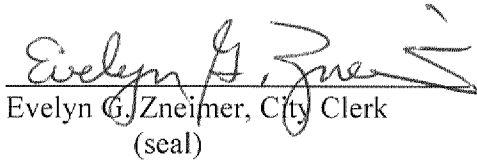
PASSED, APPROVED AND ADOPTED ON this 1st day of May, 2019.



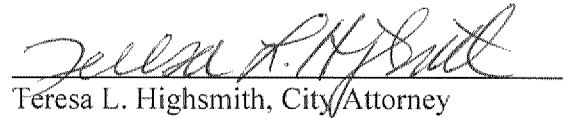
Marina Khubesrian, M.D., Mayor

ATTEST:

APPROVED AS TO FORM:



Evelyn G. Zneimer, City Clerk
(seal)



Teresa L. Highsmith, City Attorney

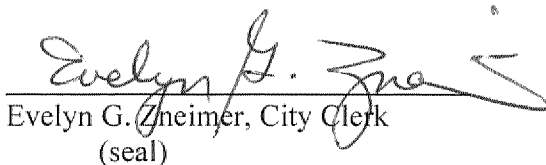
I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 1st day of May 2019, by the following vote:

AYES: Cacciotti, Mahmud, Schneider, Joe, and Mayor Khubesrian

NOES: None

ABSENT: None

ABSTAINED: None



Evelyn G. Zneimer, City Clerk
(seal)

City of South Pasadena, CA
Master Fee Schedule
Exhibit A

Proposed Fee No.	Fee No.	Fee Title	Recommended Fee
PLANNING			
Use Permits:			
218	80.01	Conditional Use Permit	\$3,500
		Temporary Use Permit (non-profit)	\$230
219	80.01	Temporary Use Permit	\$461
220	80.01	CUP Modification	\$2,500
221	80.02	CUP with First Variance	\$4,500
222	82.07	Parking Use Permit	\$1,764
223	82.08	Administrative Use Permit	\$1,556
Maps:			
223	80.03	Tentative Parcel Map	\$3,712
224	80.04	Tentative Tract Map	\$10,067
225	80.05	Final Parcel / Tract Map Review	\$5,529
Design Review:			
225	81.01	Single Family Residence	\$2,000
226	81.02	Commercial - Single Sign	\$1,588
227	81.02	Commercial - Sign Program	\$2,434
228	81.05	Multi Family / Commercial	\$6,279
Cultural Heritage Commission Fees:			

City of South Pasadena, CA
Master Fee Schedule
Exhibit A

Proposed Fee No.	Fee No.	Fee Title	Recommended Fee
229	82	Cultural Hert. Comm. - Landmark Review	\$1,500
		82 C.H.C. Cert. of Approp. (incl. Demo)	
230		Single-Family	\$1,500
231		Multi-Family (less than 5 units)	\$5,000
232		Multi-Family (6 or more units)	\$9,000
233		Commercial	\$5,000
234		Chair Review	\$885
235		Historic Resource Evaluation	\$423
Environmental Fees:			
Flat Fees:			
236	83.02	Negative Declaration Filing	\$282
237	84	Mitigation Monitoring Inspection & Administrative Fee	\$567
238	83	Categorical Exemption (CEQA) - Filing	\$141
Deposit-Based Fees:			
239	83.01	Initial Environmental Study	\$5,000
240	89	Negative Declaration	\$5,000
241	89.02	Mitigated Negative Declaration	\$5,000
242	89	EIR	\$25,000
Appeals:			
243	84.041	Appeals (To Planning Commission or City Council)	75% of initial permit
244	84.042	Appeal Continuance	\$0
Deposits:			
245	80	Zoning Text & Map Amendments	\$10,000
246	80.08	Specific Plan Application	\$10,000
247	80.08	General Plan Amendment	\$20,000
248	80.082	Specific Plan Amendment	\$20,000
249	88.08	Development Agreement Review	\$10,000
250	88.1	Planned Development	\$10,000
Other Planning Applications:			
251	80	Zoning Code Admin Modification	\$1,137
252		Zoning Code Interpretation	\$918
253	84.043	Application Withdrawal	\$1,765
		Lot Line Adjustment / Parcel Merger / Certificate of	
254	80.06	Compliance	\$2,000
255	80.07	Hillside Development Review	\$2,000
256	80.07	Hillside Development Review with Variance	\$3,000
257	80.01	Variance - First	\$3,300
258	80.01	Variance - Each Additional	\$2,328
259	80.1	Vacation Easements, Alleys, Street	\$1,764
260	80.145	Discretionary Time Extension Request	\$2,683
261	80.15	Covenants	\$547
262		ADU Applications	\$1,130
263	82.05	Mills Act Contract	\$2,000

FISCAL YEAR 2020-2021

Fee No.	Fee Title	Current Fees
BUILDING		
	Building Permit & Plan Check	See LA County Fee Schedule
CITY CLERK		
1	Duplication - FPPC Regulations	\$0.10
2	Digital Records Duplication (Formerly: Duplication - CD/DVD)	\$15
3	Duplication - Photocopy	\$0.10
4	Filing Fees - Candidates Nominations (Per CA Election Code 9292(b))	\$25
5	Filing Fees - Initiative Petition (Per CA Election Code Section 10228)	\$200
COMMUNITY SERVICES		
6	Camp Med - Five Day Rate - 1st Child - Resident	\$155
7	Camp Med - Five Day Rate - Each Additional Child - Resident	\$144
8	Camp Med - Five Day Rate - 1st Child - Non-Resident	\$174
9	Camp Med - Five Day Rate - Each Additional Child - Non-Resident	\$164
10	Camp Med - Thanksgiving Week - 1st Child	\$96
11	Camp Med - Thanksgiving Week - Each Additional Child	\$91
12	Camp Med After School - Five Day Rate - 1st Child	\$93
13	Camp Med After School - Five Day Rate - Each Additional Child	\$88
14	Camp Med - Late Fee After First 5 Minutes - per minute	\$3.10
Garfield / Arroyo Park:		
15	Sport Fields -- Non-Profit (Less than 50% contributor) (per hr.)	\$53
16	Sports Fields -- Non-Profit (Contributor) (per hr.)	\$0
17	Sport Fields - Resident (per hr.)	\$41
18	Sports Field - Non-Resident (per hr.)	\$53
19	Gazebo Rental - Resident (4 hr. block)	\$82
20	Gazebo Rental - Non-Resident (4 hr. block)	\$124
21	Picnic Areas -- Deposit for Groups > 50 Persons resident	\$46
22	Picnic Areas -- Deposit for Groups > 50 Persons non-resident	\$57
23	Tennis Courts -- Sports Teams -- OG & Garfield Parks	\$52
24	Tennis Courts -- Instructions -- OG & Garfield Parks	\$52
OG Rec Center Rental Fees:		
25	Security Deposit	\$258
26	Non-Profit (per hr.)	\$31
27	Resident (per hr.)	\$31
28	Non-Resident (per hr.)	\$41
29	Youth Groups - Local (up to 2 hrs.)	\$10
Eddie Park House Rental Fees:		
30	Security Deposit	\$258
31	Non-Profit (per hr.)	\$93
32	Resident (per hr.)	\$82
33	Non-Resident (per hr.)	\$103
34	Event (4 hr. block) Resident Only	\$155
35	Youth Groups - Local (up to 2 hrs.)	\$10
Garfield Youth House Rental Fees:		
36	Security Deposit	\$258
37	Non-Profit (per hr.)	\$72

Fee No.	Fee Title	Current Fees
38	Resident (per hr.)	\$62
39	Non-Resident (per hr.)	\$103
40	Event (4 hr. block) Resident Only	\$155
41	Youth Groups - local (up to 2 hrs.)	\$10
War Memorial Rental Fees:		
42	Security Deposit	\$515
43	War Memorial -- Non-Profits (per hr.)	\$113
44	War Memorial -- Resident (per hr.)	\$103
45	War Memorial -- Non-Resident (per hr.)	\$134
46	War Memorial -- Non-Profits -- Prime Time	\$180
47	War Memorial -- Resident / Local Business (per hr.) -- Prime Time	\$170
48	War Memorial -- Non-Resident (per hr.) -- Prime Time	\$201
49	War Memorial -- Lower Floor -- Non-Profits (per hr.)	\$88
50	War Memorial -- Lower Floor -- Resident (per hr.)	\$77
51	War Memorial -- Lower Floor -- Non-Resident (per hr.)	\$103
52	War Memorial - Use of Kitchen (per event / use)	\$52
53	War Memorial - Use of Kitchen - Prime Time	\$155
Senior Center Rental Fees:		
54	Security Deposit	\$258
55	Main Room - Non-Profits (per hr.)	\$93
56	Main Room - Resident (per hr.)	\$82
57	Main Room - Non-Resident (per hr.)	\$103
58	Conference Room -- Non- Profits (per hr.)	\$31
59	Conference Room -- Resident / Local Business (per hr.)	\$31
60	Conference Room -- Non-Resident (per hr.)	\$41
61	Kitchen Use (per event / use)	\$52
Senior Center Programs:		
62	Hot Meals - Senior 55 & Over / Disabled Persons	\$2.80
63	Hot Meals - Persons Under 55	\$5
64	Home Delivered Meals - Senior 55 & Over / Disabled Persons	\$3
65	Senior Center Membership - Single Person 55 & Over	\$25
66	Senior Center Membership - Couples 55 & Over	\$35
67	Computer Lab Printing	\$0.20
68	Leisure Classes - Seniors	Varies
69	Coffee	\$1
Dial-A-Ride Fees:		
70	Senior Resident (Registered) 55 & Over	\$0.50
71	Disabled Resident (Registered)	\$0.50
72	Caregiver	\$0
73	MTA Bus Pass - Senior 62 & Over	\$10
74	MTA Bus Pass - Disabled Persons	\$10
Miscellaneous Fees:		
75	Breakfast with Santa Event	\$21
76	Spring Family Event - Presale	\$10
77	Spring Family Event - Day of Event	\$15
78	Booth Rental - All Facilities - per booth	\$52
79	Event -Vendor/Catering Booth - per vendor/ booth	\$103
80	Snow Day - Presale	\$15

Fee No.	Fee Title	Current Fees
81	Snow Day - Day of the Event	\$21
82	Leisure Classes	Varies
83	Refund Processing Fee	\$20
84	Additional Staff (Cleanup and Supervision)	\$41
85	Additional Staff (Alcohol)	\$41
FILMING		
86	Still Photography - Per Day	\$137
87	Motion Picture Photography - Per Day	\$546
88	Student Films/ Public Service Announcements/ Educational Films - Per Day	\$21
89	Handheld Video Crew with less than 20 people - Per Day	\$137
90	Still Photography / Handheld Video Crew - On Public Right-Of-Way - per hour	\$77
91	Student Filming On Public Right-of-way - per hour	\$15
92	Street or Lane Closure - per hour	\$155
93	Streets/Sidewalks/Alleys as Principal Site - per hour	\$155
94	City Parking Lots - per hour	\$155
95	City Building (Four Hour Minimum)/City Park - per hour	\$181
96	Police (Eight Hour Minimum) - per hour	\$80
97	Police Vehicles - per hour	\$21
98	Fire (Eight Hour Minimum) - per hour	\$80
99	Traffic Control Plan Review - per review	\$115
100	Cancellation Fee	\$103
FINANCE		
101	NSF Check Fee (CA Civil Code Section 1719)	\$25
102	Credit Card Transaction Fee (Percentage of Transaction Cost)	0.25%
FIRE		
103	Advance Life Support	\$2,299
104	Basic Life Support	\$1,533
105	Treat No Transport	\$547
106	Other EMS Fees	LA County Fee
107	Paramedic Program - Residential	\$82
108	Paramedic Program - Residential (6 months or less)	\$41
109	Paramedic Program - Business	\$93
110	Paramedic Program - Business (6 months or less)	\$46
111	Engine Company - (Use or Standby)	\$582
112	Ambulance	\$353
113	Chief Officer Per Hr. - With 2 Hr. Min.	\$234
Residential		
114	New	\$529
115	Remodel	\$378
Commercial		

Fee No.	Fee Title	Current Fees
New:		
116	0 - 10,000 sq. ft.	\$620
117	10,000 - 25,000 sq. ft.	\$818
118	25,000 - 50,000 sq. ft.	\$1,301
119	50,000+ sq. ft.	\$1,542
Remodel/T.I.:		
120	0 - 5,000 sq. ft.	\$507
121	5,000 - 10,000 sq. ft.	\$711
122	10,000 - 25,000 sq. ft.	\$1,059
123	25,000+ sq. ft.	\$1,301
124	Sprinkler - Extra Plan Check/ Site Visit - per check / visit	\$121
New: (# of Devices) - Commercial		
125	1 - 25 Devices	\$325
126	26-50 Devices	\$469
127	51-100 Devices	\$529
128	100+ Devices - Per Device	\$1,012
Remodel/ T.I.: Commercial		
129	1-5 Systems	\$265
130	6-15 Systems	\$348
131	16-50 Systems	\$469
132	50+ Systems	\$650
133	New Residential (Single Family)*	\$204
134	Remodel Residential (Single Family)*	\$144
135	Extra Plan Check/Site Visits	\$121
136	Hydrostatic Test and Alarm Test	\$121
137	Any Plan Check Not listed	\$121
138	Hazmat Disclosure Level I	LA County Fee
139	Hazmat Disclosure Level II	LA County Fee
140	Hazmat Disclosure Level III	LA County Fee
141	Hazmat Placard Start Up Cost	LA County Fee
142	Hazmat Placard Updates	LA County Fee
143	False Alarm - 1st Response	\$0
144	False Alarm - 2nd and 3rd Response	\$155
145	False Alarm - 4th and beyond	\$796
146	Any Other Inspection Not Listed	\$121
Annual Inspection of Apartments		
147	3-8 Units	\$144
148	9-16 Units	\$181
149	17-50 Units	\$242
150	51-100 Units	\$302
151	101 Units or More	\$363
Annual Inspection of Businesses		
152	less than 2,000 sq. ft.	\$93
153	2,001 - 10,000 sq. ft.	\$206

Fee No.	Fee Title	Current Fees
154	10,000 + sq. ft.	\$467
155	Additional Inspection (3rd Visit, 2nd Re-Inspection)	\$145
156	Inspection (4th Visit and Subsequent)	\$199
New Business Fire Inspection		
157	less than 2,000 sq. ft.	\$61
158	2,001 - 10,000 sq. ft.	\$121
159	10,000 + sq. ft.	\$242
160	Permits - Event Tent	\$167
161	Permits - Special Film Fueling Truck	\$130
162	Permits - Any Other Required by Chief	\$282
163	Permits - Fireworks Display	\$542
164	Redacted	\$46
165	Non-Redacted	\$8
166	Investigation Cost Recovery	Actual Cost
167	Witness Fees	\$155
168	Record Research: Intensive, Interpretive - Per Half Hour	\$46
169	Records: Duplication Per Page	\$0.10
170	Underground Storage Tank Removal	\$483
171	Clean Up, 1st Responder	Actual Cost
LIBRARY		
172	Replacement - Processing Fee	\$15
173	Replacement of Library Item	Actual Cost
174	Inter-Library Loan (Per Title)	\$5
175	Library Asset Recovery Service	Actual Cost
176	Test Administration	\$36
177	Local History Collection Image - Commercial Use	\$109
178	Local History Collection Image - Private Use - Resident	\$10
179	Local History Collection Image - Private Use - Non-Resident	\$26
180	Black & White	Actual Cost
181	Color Copies	Actual Cost
182	Any and All Materials - per item per day	\$0.25
Max Overdue Fee Amount:		
183	Adult Card	\$10
184	Child Card	\$5
185	Magazine, Mass Market Paperback, Board Books - per material	\$3
186	Passport Photo - per photo	\$7
187	Passport Execution Fee (Per US State Department)	\$35
188	Community Room - Non-Profit Groups - Per Hr. (Min. 2 Hrs.)	\$103
189	Community Room - Resident / Local Business - Per Hr. (Min. 2 Hrs.)	\$93
190	Community Room - Non-Resident - Per Hr. (Min 2 Hrs.)	\$124

Fee No.	Fee Title	Current Fees
191	Community Room - Non-Profit Groups - Prime Time (Min. 2 Hrs.)	\$170
192	Community Room - Resident / Local Business - Prime Time (Min. 2 Hrs.)	\$160
193	Community Room -Non-Resident - Prime Time (Min 2 Hrs.)	\$191
194	Library Park Event (add on to Community Room Rental) - per hr. (Min. 2 hrs.)	\$155
195	Community Room - Staff (Cleanup and Supervision)	\$41
196	Community Room - Staff (Alcohol)	\$41
197	Community Room - Security Deposit	\$258
198	Audio/Visual Equipment Rental	\$61
199	Equipment Rental - Baldwin Piano	\$36
PLANNING		
200	Conditional Use Permit	\$3,605
201	Temporary Use Permit (non-profit)	\$237
202	Temporary Use Permit	\$475
203	CUP Modification	\$2,575
204	CUP with First Variance	\$4,635
205	Parking Use Permit	\$1,817
206	Administrative Use Permit	\$1,603
207	Tentative Parcel Map	\$3,823
208	Tentative Tract Map	\$10,369
209	Final Parcel / Tract Map Review	\$5,695
210	Single Family Residence*	\$2,060
211	Commercial - Single Sign	\$1,636
212	Commercial - Sign Program	\$2,507
Multi Family:		
213	3-8 Units	\$3,090
214	9-16 Units	\$4,120
215	17-50 Units	\$4,635
216	51-100 Units	\$5,150
217	101 Units or More	\$6,180
Commercial:		
218	less than 2,000 sq. ft.	\$2,060
219	2,001 - 10,000 sq. ft.	\$4,120
220	10,000 + sq. ft.	\$6,180
221	Cultural Hert. Comm. - Landmark Review	\$1,545
C.H.C. Cert. of Approp. (incl. Demo)		
222	Single-Family*	\$1,545
Multi-Family:		
223	3-8 Units	\$3,090
224	9-16 Units	\$4,120
225	17-50 Units	\$6,180
226	51-100 Units	\$7,210
227	101 Units or More	\$9,270
Commercial:		

Fee No.	Fee Title	Current Fees
228	less than 2,000 sq. ft.	\$3,090
229	2,001 - 10,000 sq. ft.	\$5,150
230	10,000 + sq. ft.	\$9,270
231	Chair Review	\$912
232	Historic Resource Evaluation	\$436
Flat Fees:		
233	Negative Declaration Filing	\$290
234	Mitigation Monitoring Inspection & Administrative Fee	Actual Cost
235	Categorical Exemption (CEQA) - Filing	\$145
Deposit-Based Fees:		
236	Initial Environmental Study	\$5,150
237	EIR	\$25,750
238	Appeals (To Planning Commission or City Council) - Single Family*	\$1,030
239	Appeal - Other Uses**	\$2,060
240	Appeal Continuance	\$309
241	Zoning Text & Map Amendments	\$10,300
242	Specific Plan Application	\$10,300
243	General Plan Amendment	\$20,600
244	Specific Plan Amendment	\$20,600
245	Development Agreement Review	\$10,300
246	Planned Development	\$10,300
247	Zoning Code Admin Modification	\$1,171
248	Zoning Code Interpretation	\$946
249	Application Withdrawal	\$1,818
250	Lot Line Adjustment / Parcel Merger / Certificate of Compliance	\$2,060
251	Hillside Development Review	\$2,060
252	Hillside Development Review with Variance	\$3,090
253	Variance - First	\$3,399
254	Variance - Each Additional	\$2,398
255	Vacation Easements, Alleys, Street	\$1,817
256	Discretionary Time Extension Request	\$2,763
257	Covenants	\$563
258	Mills Act Contract	\$2,060
259	Public Noticing Fee (Does Not Include Material / Mailing Costs)	\$294
260	Garage/Yard Sale Permit	\$10
261	Temporary Banners - Per Banner, Per Permit	\$52
262	Zoning - Written Analysis of Conformance	\$726
263	Zoning Verification Letter	\$109
264	Zoning Clearance for Business License Review	\$64
265	Re-Review - Per hour	\$159
266	Pre-Application Meeting	\$309
267	Planning Inspection Per Hour	\$159

Fee No.	Fee Title	Current Fees
268	Changes / Modifications to Approved Plans (initiated by Applicant) - Single Family*	\$515
269	Changes / Modifications to Approved Plans (initiated by Applicant) - All Other Uses**	\$2,060
270	Administrative Citation (per Municipal Code)	\$515
271	General Plan Maintenance Fee (Percentage of Building Permit Fee)	15%
272	Technology Surcharge (Percentage Applied to Fire, Building, Engineering, and Planning Permits)	10%
POLICE		
273	Display Vehicle for Sale	\$50
274	Parking in Red Zone	\$50
275	Parking in Yellow Zone	\$50
276	Parking in White Zone	\$50
277	Parking in Green Zone	\$50
278	Parked on Parkway	\$50
279	Parking Prohibited by Sign	\$50
280	1 HR, 2 HR, 4HR Time Limited Parking	\$50
281	Parking Outside Spaces	\$50
282	Parked Over 72 Hours	\$50
283	Parking Vehicle for Sale	\$50
284	Washing, Servicing or Repairing Vehicle	\$50
285	Selling from Motor Vehicle	\$50
286	Parking Left Side of Roadway	\$50
287	Parking Adjacent to Schools	\$50
288	Exceeding 3% Grade/ Wheels Not Curbed	\$50
289	Emergency No Parking	\$50
290	Alley Parking - Sign Posted	\$50
291	Parked on Private Property	\$50
292	Parking on Public Property	\$50
293	Parking on City Owned Off-street Facility	\$50
294	Oversized Vehicle	\$50
295	Unattended Trailer	\$50
296	Overnight Parking	\$50
297	City Parking Lot (2 HR Limit)	\$50
298	Parking 1 Year	\$127
299	Parking 1 Year - Senior Citizens (65 Years old min.)	\$101
300	Parking 1 Year - Alternate Fuel Vehicles	\$101
301	Parking - Monthly Pass	\$31
302	Parking - Replacement/ Transfer	\$16
303	Parking - Daily Pass	\$2
304	Redacted	\$90
305	Non-Redacted - Non-Resident	\$23
306	Non-Redacted - Resident	\$23

Fee No.	Fee Title	Current Fees
307	False Alarm 1st	\$0
308	False Alarm 2nd - 3rd	\$155
309	False Alarm 4th and beyond	\$568
310	Photo Reproduction - Per Photo	\$23
311	Video/Audio Reproduction	\$90
312	DUI Emergency Response	Actual Cost
313	Records Check/ Clearance Letter	\$23
314	Special Business Background Check	\$537
315	Impound Fee - Vehicle Release	\$132
316	Juvenile Recovery	Actual Cost
317	Firearms Storage & Release	\$31
318	Citation Corrections/ Inspection Service (resident)	\$15
319	Citation Corrections/ Inspection Service (non-resident)	\$38
320	Fingerprint Services -- Per Three Cards	\$23
321	Civil Subpoena	Fee set by Courts
322	Duces Tecum Subpoena (Per CA Evidence Code)	\$15
323	Booking Fee	\$142
324	Tow Franchise Fee - per year	\$1,102
PUBLIC WORKS		
325	Water Turn Off (After Hours)	\$150
326	Water Turn On (After Hours)	\$150
327	Water Door Hanger Fee	\$33
328	Water Turn Off for Non-Payment***	\$66
329	Water - New/Change Account	\$103
330	Water - Discontinue Service	\$103
331	Water - Discontinue for Non-Compliance	\$199
332	Water - Unauthorized Turn on	\$199
333	Fire Flow Testing	\$531
334	Temporary Meter Rental - Move	\$103
335	Inspection of Backflow Prevention Device	\$184
336	Backflow Prevention Program Penalty	\$309
337	Water Installation Inspection Fee	\$317
Deposit-Based Fees:		
338	Water Service Installation	\$5,150
339	Water Meter Installation	\$1,030
340	Temporary Meter Rental	\$2,575
341	Sewer Connection/Inspection, Existing Lateral	\$361
342	Sewer Connection/Inspection, Existing WYE	\$361
343	Sewer Connection/Inspection, Saddle Connect	\$361
344	Capping of Sewer Lateral	\$361
345	Sewer Construction Fee - New Construction	\$713
346	Sewer Spill in Public ROW	Actual Cost
347	Fats, Oils, & Grease Permit Fee (one time)	\$146
348	Fats, Oils, & Grease Inspection Fee (annual)	Actual Cost

Fee No.	Fee Title	Current Fees
349	Fats, Oils, & Grease Mitigation Penalty (annual)	\$361
350	Excavate - Utility Trenches <= 100 l.f.	\$590
351	Excavations-Utility Trenches >= 100 l.f.	\$715
352	Excavations-Utility Trenches > 100 l.f. - per l.f.	\$0.57
353	Excavation-Utility Patches	\$527
354	Concrete Sidewalk / Driveway Parkway / Permit	\$186
355	Concrete Sidewalk / Driveway / Parkway Inspection	\$247
356	Curb & Gutter Permit	\$186
357	Curb & Gutter Inspection Flat Fee	\$247
358	Curb Coring Base Permit	\$206
359	Curb Coring Inspection Flat Fee	\$196
360	Pavement Street & Alley	\$416
361	Pavement Street & Alley Inspections Flat Fee	\$560
362	Street/ROW Vacation/ Abandonment	\$5,501
363	Public Improvement Inspection	\$499
364	Public Works Plan Check Fee - Single Family*	\$515
365	Public Works Plan Check Fee - Other Uses**	\$922
366	Additional Plan Check/ Reviews Beyond 2	\$153
367	Final Parcel Map Review	\$2,893
368	Final Tract Map Review	\$2,893
369	Final Map Amendment - Administrative	\$153
370	Temp Encroachment - Dumpster	\$93
371	Temp Encroachment - Southwest Hills	\$202
372	Temp Encroachment - All Other	\$108
373	Street Renaming Processing	\$5,150
374	100 foot Radius Map & Mailing Lists	\$68
375	Sidewalk Dining Permit/ Inspect, Initial	\$128
376	Sidewalk Dining Permit/ Inspect, Renewal	\$97
377	Sidewalk Rental Fee - Per Sq. Ft.	\$4.10
378	Sidewalk Vendor Permit	\$137
379	House Number Change	\$461
380	Oversized/Overloads Permits (Per Transportation Code)	\$16
381	Block Party Street Closure - Initial	\$274
382	Block Party Street Closure - Renewal	\$103
383	Blueprint/ Map Reproduction	Actual Cost
384	Banner Installation & Removal	\$197
385	Banner Installation - Initial	\$325
386	Parade/ Special Event Staffing	Hourly Rate
387	No Parking Signs (temporary)	\$38
388	Tree Removal / Replacement Permit	\$317
389	Private Property Tree Removal for Developments (3+ more trees)	\$441
390	Tree Trimming Permit	\$65
391	Inspection For Trimming or Removal	\$124
392	Private Tree Trimming in Public ROW	Annual Cost

Fee No.	Fee Title	Current Fees
393	Newsrack Permit - Initial	\$190
394	Newsrack Permit - Annual Renewal	\$65
TRANSPORTATION		
395	Mission Meridian Village Parking (Daily)	\$3
396	Mission Meridian Village Parking (Monthly)	\$50
397	Mission Meridian Village Parking (Monthly)	\$50
398	Mission Meridian Village Parking (Monthly Senior)	\$12

Footnotes:

***Single Family:** This term refers to single-family homes and duplexes (2 attached dwelling units)

****Other Uses:** This term refers to multi-family (3 or more units), Commercial, Mixed Use, or Legal Non-Conforming Use

*****Water Turnoff for Non-Payment:** This fee has a low income cap per SB 998.

Facility Rental Terms:

Non-Profit = Registered 501c(3) organization

Resident = South Pasadena Resident with South Pasadena Address or South Pasadena Based Business

Non-Resident = Non-South Pasadena Based Resident or Business

GROWTH REQUIREMENT CAPITAL FEES

Community Development

Growth Mgmt, Residential Development	\$1.64	per Sq Ft	<i>set by Ordinance No. 1985</i>
Growth Mgmt, Commercial/Industrial Development	\$1.07	per Sq Ft	<i>set by Ordinance No. 1985</i>
Growth Mgmt, Park Impact Fee - Residential NEW	\$7.65	per Sq Ft	<i>set by Resolution No. 7466</i>
Growth Mgmt, Park Impact Fee - Residential Remodel	\$7.65	per Sq Ft > 250sqft	<i>set by Resolution No. 7466</i>
Growth Mgmt, Park Impact Fee - Senior Housing	\$2.95	per Sq Ft	<i>set by Resolution No. 7466</i>

Other FEES:

Community Development

Strong Motion Instrumentation Program – SMIP	Varies	<i>Pursuant to Section 2705, Chapter 8, Division 2 of the Public Resources Code of the State of California</i>	
Public Art Development Fee - on-site	1%	of total building valuation	<i>set by Ordinance No. 2325</i>
Public Art Development Fee - in lieu	1.5%	of total building valuation	<i>set by Ordinance No. 2325</i>

BUSINESS LICENSE FEES
Last update: Resolution No. 7105

FEE TITLE	CURRENT FEES	UNITS	TERM	BUSINESS IMPROVE. TAX	TOTAL
Basic Business License Fees					
RETAIL WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
RETAIL WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
WHOLESALE WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
WHOLESALE WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
SERVICE WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
SERVICE WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
MANUFACTURING WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$24.00	\$120.00
MANUFACTURING WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$2.40	\$12.00
PROFESSIONAL BUSINESSES	\$130.00	LICENSE	YEAR	\$48.75	\$178.75
PROFESSIONAL WITH ADDITIONAL PROF EMPLYS	\$70.00	BUSINESS	YEAR	\$26.25	\$96.25
PROFESSIONAL WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
BUSINESS BY VEHICLE	\$100.00	VEHICLE	YEAR	\$37.50	\$137.50
BUSINESSES WITH ADDITIONAL VEHICLES	\$40.00	VEHICLE	YEAR	\$15.00	\$55.00
CONTRACTOR \$0-\$4,999	\$36.00	CONTRACT	QTR	\$13.50	\$49.50
CONTRACTOR \$5,000-\$49,999	\$60.00	CONTRACT	QTR	\$22.50	\$82.50
CONTRACTOR \$50,000+	\$120.00	CONTRACT	QTR	\$45.00	\$165.00
BUSINESSES NOT CLASSIFIED	\$96.00	BUSINESS	YEAR	\$36.00	\$132.00
BUSINESSES NOT CLASS. WITH ADD. EMPLOYEE	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
Specialty Business License Fees					
ADVERTISING STRUCTURES, SIGNS, DISPLAYS	\$360.00	SIGN	YEAR	** \$135.00	\$495.00
BILLBOARD	\$24.00	BILLBOARD	YEAR	\$9.00	\$33.00
ADVERTISING VEHICLE	\$120.00	VEHICLE	DAY	\$45.00	\$165.00
ANTIQUE DEALER	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
ANTIQUE DEALER W/ADD'L EMPLOYEE	\$9.60	LICENSE	YEAR	\$3.60	\$13.20
APARTMENTS, HOTELS, (3+DWELLING UNITS)	\$72.00	LICENSE	YEAR	\$18.00	\$90.00
ADDITIONAL UNITS OVER THREE	\$9.60	UNIT	YEAR	\$2.40	\$12.00
AUCTION	\$168.00	EVENT	DAY	** \$63.00	\$231.00
BOARDING HOUSE	\$96.00	LICENSE	YEAR	** \$36.00	\$132.00
BOWLING ALLEYS	\$62.40	LANE	YEAR	** \$23.40	\$85.80
CANVASSERS	\$96.00	PERSON	YEAR	** \$36.00	\$132.00
CANVASSERS	\$48.00	PERSON	DAY	** \$18.00	\$66.00
CANVASSERS	\$72.00	PERSON	QTR	** \$27.00	\$99.00
CHRISTMAS TREE WREATHS	\$168.00	LICENSE	MONTH	** \$63.00	\$231.00
CIRCUS, CARNIVAL, MENAGERIE, RODEO	\$480.00	EVENT	DAY	** \$180.00	\$660.00
TRAINED ANIMALS EXHIBITION	\$48.00	EVENT	DAY	** \$18.00	\$66.00
FIREARMS	\$96.00	BUS LICENSE	YEAR	** \$36.00	\$132.00
FORTUNE TELLING	\$400.00	LICENSE	YEAR	** \$150.00	\$550.00
GARDNERS-FIRST VEHICLE	\$80.00	VEHICLE	YEAR	\$30.00	\$110.00
GARDNERS WITH ADDITIONAL VEHICLES	\$40.00	VEHICLE	YEAR	\$15.00	\$55.00
HOSPITALS (5 BEDS + ONE EMPLOYEE)	\$192.00	LICENSE	YEAR	\$72.00	\$264.00
HOSPITALS WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
HOSPITALS WITH MORE THAN 5 BEDS	\$9.60	BED	YEAR	\$3.60	\$13.20
LAUNDRY/DRY CLEANING	\$120.00	LICENSE	YEAR	\$45.00	\$165.00
LAUNDRY/DRY CLEAN. WITH ADD. EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
LAUNDRY/DRY CLEAN. WITH NONLOCAL TRUCK	\$120.00	TRUCK	YEAR	\$45.00	\$165.00
LAUNDRY/DRY CLEAN. W/ ADD. NONLCL TRUCKS	\$48.00	TRUCK	YEAR	\$18.00	\$66.00
MACHINES, GAMES, VENDING	\$72.00	MACHINE	QTR	\$27.00	\$99.00
THEATRES	\$1.92	SEAT	YEAR	\$0.72	\$2.64
SINGLE PRODUCTION	\$0.12	SEAT	SHOW	\$0.05	\$0.17
NRSRY/PRVT SCHL - NIGHT, 5 BEDS, 1 EMP	\$192.00	LICENSE	YEAR	\$72.00	\$264.00
NRSRY/PRVT SCHL - NIGHT, >5 BEDS	\$9.60	BED	YEAR	\$3.60	\$13.20
NRSRY/PRVT SCHL - DAY CARE ONLY	\$120.00	LICENSE	YEAR	\$45.00	\$165.00
NRSRY/PRVT SCHL - NITE/DAY, ADD EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
DAY CARE ONLY	\$120.00	LICENSE	YEAR	\$45.00	\$165.00
DAY CARE WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
PATROLMAN	\$24.00	EMPLOYEE	YEAR	\$9.00	\$33.00
PATROL SYSTEM	\$168.00	LICENSE	YEAR	\$63.00	\$231.00
PAWNBROKER	\$240.00	LICENSE	YEAR	\$90.00	\$330.00
PAWNBROKER WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
PEDDLER (FOOT)	\$96.00	PERSON	YEAR	** \$36.00	\$132.00

BUSINESS LICENSE FEES
Last update: Resolution No. 7105

FEE TITLE	CURRENT FEES	UNITS	TERM	BUSINESS IMPROVE. TAX	TOTAL
PEDDLER (FOOT)	\$48.00	PERSON	DAY	** \$18.00	\$66.00
PEDDLER (FOOT)	\$72.00	PERSON	QTR	** \$27.00	\$99.00
PEDDLER (VEHICLE)	\$128.00	VEHICLE	YEAR	\$48.00	\$176.00
PUBLIC DANCE HALL-LONG TERM	\$960.00	FACILITY	YEAR	** \$360.00	\$1,320.00
PUBLIC DANCE HALL WITH ADD. EMPLOYEES	\$9.60	EMPLOYEE	TERM	** \$3.60	\$13.20
PUBLIC DANCE HALL-TEMPORARY	\$120.00	FACILITY	MONTH	** \$45.00	\$165.00
SEARCHLIGHTS	\$48.00	MACHINE	NIGHT	\$18.00	\$66.00
SECONDHAND DEALERS	\$216.00	LICENSE	YEAR	\$81.00	\$297.00
SECONDHAND DEALERS WITH ADD. EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
SHARPENING TOOLS	\$24.00	LICENSE	MONTH	\$9.00	\$33.00
SALES-SHRFF,BNKRPTCY,ASSIGNEE-LONG TERM	\$480.00	LICENSE	YEAR	\$180.00	\$660.00
SALES-SHRFF,BNKRPTCY,ASSIGNEE-SHORT	\$96.00	LICENSE	DAY	\$36.00	\$132.00
SIDESHOW, RIDES, ETC	\$96.00	LICENSE	DAY	** \$36.00	\$132.00
SKATING RINKS, SHOOTING GALLERY, RACETRK	\$360.00	LICENSE	YEAR	** \$135.00	\$495.00
SKTNG, SHTNG, RCTRK WITH ADD, EMPLOYEES	\$9.60	EMPLOYEE	YEAR	** \$3.60	\$13.20
TAXICAB DRIVERS	\$24.00	LICENSE	YEAR	\$9.00	\$33.00
TAXICAB OWNERS	\$120.00	CAB	YEAR	\$45.00	\$165.00
VENDERS (ITINERANT)	\$96.00	LICENSE	YEAR	** \$36.00	\$132.00
VENDERS (ITINERANT)	\$48.00	LICENSE	DAY	** \$18.00	\$66.00
VENDERS (ITINERANT)	\$72.00	LICENSE	QTR	** \$27.00	\$99.00
VENDING MACHINES	\$32.00	MACHINE	YEAR	\$12.00	\$44.00
MESSAGE FILING FEE	\$100.00				
FINGERPRINTS	\$42.00				
PERMIT FEE	\$50.00	PERMIT	YEAR		
NEW BUS LIC APPLICATION/ IN-TOWN	\$34.00	APPLICATION	YEAR		
NEW BUS LIC APPLICATION/ OUT-OF-TOWN	\$13.00	APPLICATION	YEAR		
NEW BUS LIC APP/ OUT-OF-TOWN CONTRACTOR	\$25.00	APPLICATION	YEAR		
BUSINESS LICENSE LISTING	\$9.00	REQUEST	PLUS \$0.10 per page		

*= Business Improvement Tax
 set by Ordinance No. 1738

**= Permit Required

EXHIBIT A

	Current	January 2018	January 2019	January 2020	January 2021	January 2022
Bi-Monthly Fixed Charge						
3/4"	\$72.93	\$73.97	\$79.15	\$83.90	\$88.94	\$94.28
1"	\$109.92	\$111.19	\$118.98	\$126.12	\$133.69	\$141.72
1 1/2"	\$202.39	\$204.26	\$218.56	\$231.68	\$245.59	\$260.33
2"	\$313.37	\$315.94	\$338.06	\$358.35	\$379.86	\$402.66
3"	\$572.29	\$576.52	\$616.88	\$653.90	\$693.14	\$734.73
4"	\$942.17	\$948.78	\$1,015.20	\$1,076.12	\$1,140.69	\$1,209.14
6"	\$1,866.88	\$1,879.43	\$2,011.00	\$2,131.66	\$2,259.56	\$2,395.14
8"	\$3,346.43	\$3,368.47	\$3,604.27	\$3,820.53	\$4,049.77	\$4,292.76
Volume Charge (per hcf)						
Tier 1	\$1.97	\$2.93	\$3.14	\$3.33	\$3.53	\$3.75
Tier 2	\$3.36	\$3.69	\$3.95	\$4.19	\$4.45	\$4.72
Tier 3	\$5.41	\$4.32	\$4.63	\$4.91	\$5.21	\$5.53
Efficiency Fee (per hcf)	\$0.14	\$0.14	\$0.14	\$0.14	\$0.14	\$0.14
Bi-Monthly Tier Allocation						
Meter Size	Tier 1	Tier 2	Tier 3			
3/4"	15	30	30+			
1"	20	45	45+			
1 1/2"	40	90	90+			
2"	90	190	190+			
3"	200	460	460+			
4"	237	490	490+			
6"	275	600	600+			
8"	350	800	800+			

EXHIBIT A

Wastewater Rates	Current	January 2018	January 2019	January 2020	January 2021	January 2022
Single Family Fixed Charge (per EDU per bi-month)	\$29.85	\$26.03	\$27.07	\$28.15	\$29.28	\$30.45
Multi-Family Fixed Charge (per EDU per bi-month)	\$20.16	\$20.45	\$21.27	\$22.12	\$23.00	\$23.92
Commercial Flow Charge (per hcf of water)	\$29.85	\$1.72	\$1.79	\$1.86	\$1.93	\$2.01
Elementary Schools (per ADA per month)		\$0.20	\$0.21	\$0.22	\$0.22	\$0.23
Middle Schools (per ADA per month)		\$0.39	\$0.41	\$0.42	\$0.44	\$0.46
High Schools (per ADA per month)		\$0.58	\$0.60	\$0.63	\$0.65	\$0.68
Nurseries (per hcf of water)		\$0.96	\$1.00	\$1.04	\$1.08	\$1.12



Finance Commission Agenda Report

DATE: May 20, 2021

FROM: Elaine Aguilar, Interim Assistant City Manager
Armine Trashian, Accounting Manager
Albert Trinh, Finance Manager

SUBJECT: **Draft Financial Policy**

Recommendation

It is recommended that the Finance Commission review, and provide input regarding the draft Financial Policy, before it is forwarded to the City Council for approval.

Discussion/Analysis

The City Council annually adopts Financial Policies as part of the budget process. This year, staff is recommending a number of revisions to the policy.

Background

Attached are a copy of the current (FY 2021) Financial Policy and the draft policy for FY 2022. Given the large number of changes, staff has not created a “red line” version. Staff is seeking the Commission’s comments and recommended revisions to the draft policy, before the policy is presented to the City Council for approval.

The Financial Policy is an overriding policy that provides direction on a number of financial matters. The city’s previous policy had not been updated in a number of years and was in need of updating.

Fiscal Impact

There is no fiscal impact associated with this item.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City’s website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments

1. Draft FY 2022 Financial Policy
2. Approved FY 2021 Financial Policy

FY 2021/2022 Financial Policies

PURPOSE STATEMENT

To enhance fiscal transparency and maintain and improve fiscal sustainability, the City of South Pasadena annually adopts fiscal policies to establish a framework to ensure a balance budget, maintain healthy reserves, appropriately fund the City's infrastructure needs, establish fees and charges, and ensure compliance with City Council directives. This policy is adopted annually as part of the Budget adoption process and may be revised by City Council action.

1. ANNUAL BUDGET

The City adopts an annual budget. The City's fiscal year starts on July 1st and concludes on June 30th. The annual budget will be adopted on, or before the first Council Meeting in July of each fiscal year.

The following are key elements of the City's budget and budget process:

- Budgetary appropriations are made by the City Council, through formal budget adoption.
- The City Manager submits the Proposed Budget to the City Council no later than the final City Council meeting in May, or at a Special Council meeting occurring before June 30th.
- The budget is adopted by the City Council on or before the first City Council meeting in July, following a public meeting where constituents are given an opportunity to comment on the Proposed Budget.
- Prior to consideration by the City Council, the Proposed Budget will be reviewed by the Finance Commission.

This policy was not achieved for Fiscal Year 2020/2021. However, this policy will be achieved for Fiscal Year 2021-2022, with the budget adoption occurring at the **(insert date)** City Council meeting.

2. BALANCED BUDGET

The City strives to maintain a balanced operating budget for all governmental funds (all funds except the enterprise funds), with total on-going revenues equal to or greater than total on-going expenditure, so that at year end all these funds have a positive fund balance and the General Fund balance is maintained.

- The budget is balanced at the individual fund level. The estimated revenue sources must be sufficient to cover proposed uses.
- Ongoing operations are funded by recurring revenues.
- City policies on reserve requirements for specific funds are adhered to in the budget.
- If shortfalls are projected after the budget adoption, during quarterly financial reviews, the City Manager will present a plan to address such shortfalls with sustainable measures in order to achieve a balanced budget by fiscal year-end.
- Non-recurring revenues or one-time funding may be used to balance the budget during economic downturns, or as a result of unforeseen events.

The Adopted FY 2021/2022 Budget includes a balanced operating budget for the following funds:

Commented [EA1]: Insert list of funds

Exceptions to this policy include:

Commented [EA2]: Insert list of funds

3. APPROPRIATIONS AND BUDGETARY CONTROL

The City Council holds public hearings and adopts the City's annual budget and may modify appropriations with majority approval. During the fiscal year, any budget adjustments (increases in appropriations at the fund level) that cannot wait for the Mid-Year review or that exceed the City Manager's budget authority described below, must be submitted by the City's departments for City Council review and approval. The review and approval may occur at any City Council meeting, at the request of staff or the City Council. The City Council approves any revisions that increase the total budgeted expenditures or revenues at the fund level, and any changes to permanent and full-time positions.

Commented [EA3]: Narrative will be revised based upon Budget.

The legal level of expenditures is controlled at the fund level, and appropriations lapse at the end of each fiscal year unless encumbered for re-appropriation by the City Council in the following fiscal year. Department Heads may, without Council approval, amend individual line items within any fund in the maintenance and operations portions of the budget without increasing total appropriations for that division. The City Manager may, without Council approval, amend individual line items within any fund, and between divisions and programs, in the personnel costs, maintenance and operations, capital outlay and capital projects portions of the budget without increasing total appropriations for that fund.

4. ENTERPRISE FUND

The City requires the water, sewer, and golf course enterprise funds be self-supporting. The City recognizes that enterprise funds function with accounting practices that are different from those used by governmental funds. Therefore, for enterprise funds, the City will strive to maintain operating budgets that produce annual net revenues that meet or exceed the compliance requirements of debt coverage ratios generally.

The sewer fund was recognized as an enterprise fund starting in FY 2009/10, with the requirement of self-supporting funding. Water and sewer rate increases will assure that revenues exceed operating expenditures, including debt service. Budgeted water capital projects will be paid from a \$37.8 million 2016 Water Bond issuance. Bond debt service will be paid out of water revenues. Sewer revenues along with a revolving loan from the State will pay for sewer capital improvements.

The Water Fund will maintain a reserve equal to 30% of revenues. This policy has been met.
The Sewer fund will maintain a reserve equal to 30% of revenues. This policy has been exceeded.

Commented [EA4]: To be revised based upon Budget.

5. GENERAL FUND RESERVES

General Fund Reserves are described as:

- Unassigned Fund Balance - These reserves are in spendable form and are either restricted, committed, or assigned. The City strives to attain a General Fund undesignated fund balance equal to a minimum 30% of General Fund revenues at year end.
- Assigned Fund Balance – These reserves are set aside or earmarked for particular purposes, and the authority to designate these reserves can be delegated, and may take less formal action to limit how the reserves are used.
- Restricted Fund Balance – These reserves are subject to restrictions that are legally enforceable by outside parties, such as bondholders.
- Committed Fund Balance – These reserves are designated by the City Council, and are designated for specific purposes, through formal action. Committed balances can be modified by the City Council taking formal action.

The current Committed (Designated) Fund Balances, or designated reserves have been established for FY 2021/2022 as follows:

Arroyo Golf Course; \$600,000
CalTrans Vacant Lot Purchases; \$392,000
Legal Reserve; \$500,000
Maint. Yard/ Community Center; \$267,067
Library Expansion; \$200,000
Renewable Energy Source Reserve; \$700,000
Retiree Pension Reserve; \$500,000
Retiree Medical Reserve; \$500,000
Tree Replacement; \$50,000
Community Garden/ Open Space Purchases; \$392,000
Stormwater; \$600,000
Library Park Drainage Reserve; \$147,000
Financial Sustainability Reserve; \$900,000
Slater Reimbursement Reserve; \$568,850 (to be revised)

Commented [EA5]: To be reviewed/updated per Council action.

Committed (Designated) Reserves shall be reviewed and designated annually by the City Council prior to Budget adoption. Upon designation of a reserve for a specific purpose, the Council will ensure the following:

- The purpose of the reserve will be specified at the time of designation.
- The City Council will also identify whether the designation is a one-time designation or whether an amount specified by the City Council will be added to the designated reserve on an annual basis.
- Nothing limits the City Council’s authority to un-designate, or re-designate any General Fund Designated Reserve for another governmental purpose, pursuant to formal City Council action.

6. INFRASTRUCTURE

The City maintains a long-range fiscal perspective through the use of a Capital Improvement Program to maintain the quality of City infrastructure, including streets, sidewalks, sewers, drains, lighting, buildings, parks, and trees. The City Council adopts capital projects

budgets and may modify appropriations with majority approval. All changes in appropriations at the fund level during the year must be submitted to the City Council for approval.

Beginning in FY 2013/14, the City's goal has been to commit a minimum of \$2,000,000 per year towards street improvements. This amount has fluctuated based upon available resources. In Fiscal. For Fiscal Year 2022, a total of \$XXX,XXX has been budgeted for street improvements.

Commented [EA6]: To be designated by the City Council.

7. ACCOUNTING AND REPORTING STANDARDS

The City will comply with all requirements of generally accepted accounting principles, and will publish a Comprehensive Annual Financial Report (CAFR) in compliance with generally accepted accounting principles, prepared in coordination with our independent auditors, no later than the first quarter of each calendar year. The CAFR, along with the Auditor's report on internal controls and compliance, will be presented to the City Council at a public meeting, after first being presented to the Finance Commission. The City shall endeavor to achieve audits with minimal auditor findings in the form of significant deficiencies. The City shall swiftly and thoroughly respond, to auditor findings of material weakness.

The City is not currently in compliance with this policy. The City is preparing the FY 2019/2020 CAFR and anticipates presenting it at a July 2021 City Council meeting.

8. MIDYEAR AND INTERIM FINANCIAL REPORTING

The City will publish a midyear budget update in February of each year. The midyear budget update shall present estimated outcomes and the implications for the budget year. The report shall give attention to the financial issues and policy matters anticipated to have the most significant short and long-term financial planning importance to the City Council. Pursuant to the content of the midyear report, the City Council shall provide specific and general direction to staff for short and long term budgetary planning.

To comply with the policy, the City Manager will ensure the following:

- The midyear budget update will be presented to the City Council in February of each year.
- At the midyear budget update, staff will present to the City Council any necessary adjustments to the budget. The adjustments are based on additional funding, or major changes in revenues or expenditures, or previously approved budget adjustments.
- Quarterly budget updates will be provided to the City Council in October (covering July to September activity), February (covering July to December activity), May (covering July to March activity), with the final update provided in the subsequent year's proposed budget.

9. RISK MANAGEMENT

The City will identify and quantify all areas of financial and operating risk, and prepare contingencies for those risks, including legal liabilities, infrastructure maintenance, emergency response, and contract and employee obligations. The City will work with the City's insurance providers to seek full coverage of actuarially projected needs.

Liability and Workers Compensation liability is reported in accordance with GASB 10, and further explained below.

- The City manages risk through a combination of purchased insurance and self-insurance.
- The City self-insures workers' compensation claims with a self-insured retention of \$125,000 and general/auto liability claims, with a self-insured retention of \$100,000 per covered claim. Excess workers' compensation and general/auto liability insurance coverage shall be purchased.
- Property, earthquake/flood, pollution liability and cyber liability exposures are insured through the purchase of traditional insurance policies.
- An annual actuarial study shall be conducted to provide an estimate of the self-insured liability to be recorded by the City in accordance with Governmental Accounting Standards Board Statement No. 10. This statement requires the City to accrue a liability on its financial statements for a reasonable estimate of the cost of claims and expenses associated with all reported and unreported claims.
- The City's goal is to maintain reserves to fund its outstanding self-insured liabilities at the minimum level of 70 percent. It is anticipated that this goal will be achieved incrementally, and fully achieved by Fiscal Year 2023-2024.
- The City shall maintain a Self-Insurance Fund to both fund the liability reserve and workers compensation, and recover all associated risk management costs, including claim payments, insurance premiums and any deductibles, and claim administration (internal and external). The fund's revenues shall be generated through assessments to City funds based on their claim experience and outstanding liabilities. These departmental assessments shall be evaluated annually and adjusted as needed.
- Staff shall report to the Finance Commission and City Council at least annually on the claims processed, amounts paid, and steps taken to manage and reduce the City's risk and liability.

Commented [EA7]: To be reviewed by Human Resources/Risk Mgt.

10. DEBT AND INVESTMENTS

The City will consider the use of debt when the cost of debt is lower than the City's investment return, and when operating revenues are available to pay the debt. We will maximize the investment return on City Cash balances within the higher concerns of safety and liquidity. An investment policy will be submitted annually to the City Council for review and adoption in September or October of each year. The City shall at all times maintain compliance with the California Government Code with respect to the content and function of its Investment Policy.

Annually, the Investment Policy is reviewed by the City's Finance Commission, prior to being approved by the City Council. Additionally, the City Treasurer shall provide monthly reports to the City Council which shall include all reportable elements specified in the City's Investment Policy.

Staff will continue to contract with financial advisory services to evaluate various options to leverage existing revenue streams.

11. CONTROL OF FINANCIAL ASSETS

All financial assets will be under the direct authority of the City Treasurer and Finance Director. Regarding Capital Assets, the City will capitalize assets and equipment with individual minimum value of \$10,000 or greater.

12. SCHEDULE OF FEES FOR SERVICES

The City will publish, and the City Council will adopt, a schedule of fees for services as a component of its annual budget. The draft Fee Schedule will be reviewed by the Finance Commission prior to presentation to the City Council.

The Fee Schedule was reviewed by the Finance Commission at its May 20, 2021 meeting, and presented to the City Council on **insert date**.

13. LONG-TERM LIABILITIES

The City shall evaluate long-term liabilities (debt borrowing, compensated absences, claims and judgements, pensions, post-employment benefits (OPEB), on a case by case basis. The City will work with the California Public Employee Retirement System and the City's insurance providers to seek full coverage of actuarially projected needs.

Funding is budgeted on a pay-as-you-go basis for leave liabilities, and retiree health insurance costs. In accordance with GASB 45, a third-party actuarial valuation of the City's liability for annual retiree medical costs has been completed every two years since FY 2008/09.

Commented [EA8]: To be revised based upon current actuarial.

The Finance Commission's work plan includes evaluating the refinancing of the City's water bonds, and evaluating alternatives to plan for the OPEB and pension liabilities. Additionally, for FY 2020/2021, the City has established an Internal Service Fund for Insurance liabilities.

14. GANN APPROPRIATIONS LIMIT

The City will annually adopt a Resolution establishing the City's appropriation limit (the Gann Limit) calculated in accordance with Article x111-B of the constitution of the State of California Government code and any other voter approved amendments or state legislation that affects the City's appropriations limit. The Gann Limit will be adopted by Resolution.

The City is restricted to an amount of annual appropriations from proceeds of taxes, and if proceeds of taxes exceed allowed appropriations, the excess must either be refunded to the State Controller or returned to the taxpayers through revised tax rates or revised fee schedules. Alternatively, an excess of one year, may be offset against a deficit in the following year.

FY 2020/21 Financial Policies

Note: This Financial Policy has not been significantly altered from previous fiscal years. It is acknowledged that these policies should be updated and strengthened to achieve maximum compliance with governmental budgeting guidelines, and to provide for strengthened controls, and additional transparency. These policies will be revised and updated upon presentation in the FY 21/22 Budget.

1. BALANCED BUDGET

We will strive to maintain a balanced operating budget for all governmental funds (all funds except the enterprise funds), with total on-going revenues equal to or greater than total on-going expenditure, so that at year end all these funds have a positive fund balance and the General Fund balance is maintained.

The Adopted FY 20/21 Budget includes a balanced operating budget for some of the funds. The City's General Fund is balanced.

Exceptions to this policy include:

- Fund 103 – Insurance Fund
- Fund 201 – MTA Pedestrian Improvement Fund
- Fund 211 – CTC Traffic Improvement
- Fund 220 – Business Improvement Tax
- Fund 226 – Mission Meridian Public Garage
- Fund 232 – County Park Bond
- Fund 238 – MSRC Grant
- Fund 239 – Measure W
- Fund 241 – Measure H
- Fund 242 – Prop C Exchange
- Fund 245 – Bike and Pedestrian Paths
- Fund 248 – BTA Grants
- Fund 249 – Golden Streets Grant
- Fund 260 – CDBG
- Fund 274 – Homeland Security Grant Fund 277 – HSIP Grant
- Fund 310 – Sewer Capital Projects
- Fund 506 – SRF Loan

The majority of these fund deficits will be resolved upon completion of the FY 19/20 Audit, or upon invoicing of grant funds. Staff will resolve to promptly invoice granting agencies.

The MTA Pedestrian Improvements Fund deficit is due to expenses that remain unreimbursed pending the resolution of funding for the Hook Ramp Rogan project. The Mission Meridian Garage Fund does not have a significant revenue source at present, so it will continue to operate at a deficit. The operational deficits in the County Park Bond Fund, BTA Grants Fund, Golden Streets Grant Fund, MSRC Grant, Homeland Security Grant Fund, Prop C Exchange Fund, and HSIP Grant, result from expenses that will be reimbursed by grants. The deficit in the Business Improvement Tax is due to decreased revenues resulting from pandemic related business losses. The deficit in Measure W Fund is due to the lag in receipt of revenues from the measure. The

deficit in the Sewer Capital Projects fund is the result of a loan, with the loan proceeds included in the Sewer Fund (210).

2. APPROPRIATIONS AND BUDGETARY CONTROL

The City Council holds public hearings and adopts the City's annual budget and may modify appropriations with majority approval. Increases in appropriations at the fund level during the year must be submitted by the City's departments for City Council review and approval. The legal level of expenditures is controlled at the fund level, and appropriations lapse at the end of each fiscal year unless encumbered for re-appropriation by the City Council in the following fiscal year. Department heads may, without Council approval, amend individual line items within any fund in the maintenance and operations portions of the budget without increasing total appropriations for that division. The City Manager may, without Council approval, amend individual line items within any fund, and between divisions and programs, in the personnel costs, maintenance and operations, capital outlay and capital projects portions of the budget without increasing total appropriations for that fund.

This policy has been met.

Staff will implement at least quarterly financial reports to the City Council beginning with the FY 21/22 Budget. In the meantime, staff will present a final quarterly update for the current fiscal year at the June 2021 City Council meeting.

3. ENTERPRISE FUND

We will require that our water, sewer, and golf course funds be self-supporting.

The sewer fund was recognized as an enterprise fund starting in FY 2009/10, with the requirement of self-supporting funding. Water and sewer rate increases will assure that revenues exceed operating expenditures, including debt service. Budgeted water capital projects will be paid from a \$37.8 million 2016 Water Bond issuance. Bond debt service will be paid out of water revenues. Sewer revenues along with a revolving loan from the State will pay for sewer capital improvements.

The Water Fund will maintain a reserve equal to 30% of revenues. This policy has been met.

4. GENERAL FUND RESERVE

We will strive to attain a General Fund undesignated fund balance equal to 30% of General Fund revenues at year end.

This policy has been met and exceeded.

5. GENERAL FUND DESIGNATED RESERVE

The total designated reserves have been established for FY 20/21 is as follows:

- Arroyo Golf Course; \$600,000
- CalTrans Vacant Lot Purchases; \$392,000
- Legal Reserve; \$500,000
- Maint. Yard/ Community Center; \$267,067
- Library Expansion; \$200,000
- Renewable Energy Source Reserve; \$700,000
- Retiree Pension Reserve; \$500,000
- Retiree Medical Reserve; \$500,000
- Stormwater; \$600,000
- Library Park Drainage Reserve; \$22,000
- Financial Sustainability Reserve; \$900,000
- Slater Reimbursement Reserve; \$345,876
- Vehicle Replacement Reserve \$100,000
- SR-100 Interchange Project \$1,410,000

Staff will be seeking the City Council's direction regarding the one-time cell tower revenues in the amount of \$4,374,439 which is currently in undesignated reserves.

6. INFRASTRUCTURE

We will maintain a long-range fiscal perspective through the use of a Capital Improvement Program to maintain the quality of City infrastructure, including streets, sidewalks, sewers, drains, lighting, buildings, parks, and trees.

Beginning FY 13/14, the City has been committing a minimum of \$2,000,000 per year towards street improvements. This year the City did not commit to this funding, to have the most flexibility in maintaining a balanced budget throughout the year.

7. ACCOUNTING AND REPORTING STANDARDS

We will comply with all requirements of generally accepted accounting principles. We will publish a Comprehensive Annual Financial Report (CAFR) in compliance with generally accepted accounting principles, prepared in coordination with our independent auditors, during the first quarter of each calendar year. The CAFR, along with the Auditor's report on internal controls and compliance, will be presented to the City Council at a public meeting,

The City Council has approved the FY 18/19 CAFR. The FY 19/20 CAFR is currently being prepared. Staff anticipates presenting the FY 19/20 CAFR at the July 1, 2021 City Council meeting, or as soon as possible.

8. RISK MANAGEMENT

We will identify and quantify all areas of financial and operating risk, and prepare contingencies for those risks, including legal liabilities, infrastructure maintenance, emergency response, and contract and employee obligations. We will work with our Retirement system and Insurance Pool to seek full coverage of actuarially projected needs.

Current insurance costs are fully funded with a retention of \$100,000 for general liability, and \$125,000 for workers' compensation. Funding on a pay-as-you-go basis for leave liabilities, claims and judgments, and retiree health insurance costs remains the City's practice. In accordance with GASB 45, a third-party actuarial valuation of the City's liability for annual retiree medical costs has been completed every two years since FY 2008/09. An updated actuarial valuation is being prepared for the FY 19/20 Audit.

9. DEBT AND INVESTMENTS

We will consider the use of debt when the cost of debt is lower than the City's investment return, and when operating revenues are available to pay the debt. We will maximize the investment return on City Cash balances within the higher concerns of safety and liquidity.

In FY 20/21 staff will continue to contract with financial advisory services to evaluate various options to leverage existing revenue streams.

10. CONTROL OF FINANCIAL ASSETS

All financial assets will be under the direct authority of the City Treasurer and Finance Director.

This policy has been met.

11. FINANCIAL MANAGEMENT

We will seek to realize the maximum use of all tax dollars to public benefit.

This policy has been met through the review, and City Council approval of the annual budget.



Finance Commission Agenda Report

DATE: May 20, 2021

FROM: Elaine Aguilar, Interim Assistant City Manager
Armine Trashian, Accounting Manager
Albert Trinh, Finance Manager

SUBJECT: Sales Tax Update

Recommendation

It is recommended that the Finance Commission receive and file the sales tax and property tax update.

Discussion/Analysis

The City of South Pasadena uses the services of HDL Coren & Cone to provide information regarding the City's sales tax, including Measure A. One of the items on the Commission's work plan is the presentation of the sales tax data to the Commission.

Background

The City receives information from HDL Coren & Cone regarding sales tax data. Attached is the most recent sales tax newsletters.

Regarding sales taxes, the newsletter for the fourth quarter of 2020 is attached. The fourth quarter is for the period of October to December. As shown on the attached newsletter, the impacts of COVID continue to be reflected in the sales from restaurants, general consumer goods and fuel when comparing Q4 2020 with Q4 2019. However, there was an increase in the city's share of the County and State pools, and in food & drugs, and in building and construction.

The results of Q4 did not necessitate a revision in the city's current total estimated sales tax receipts, or Measure A receipts.

Fiscal Impact

There is no fiscal impact associated with this item.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments

1. Sales Tax Update

CITY OF SOUTH PASADENA

SALES TAX UPDATE

4Q 2020 (OCTOBER - DECEMBER)



SOUTH PASADENA

TOTAL: \$ 529,418

-14.5%

4Q2020



-7.7%

COUNTY



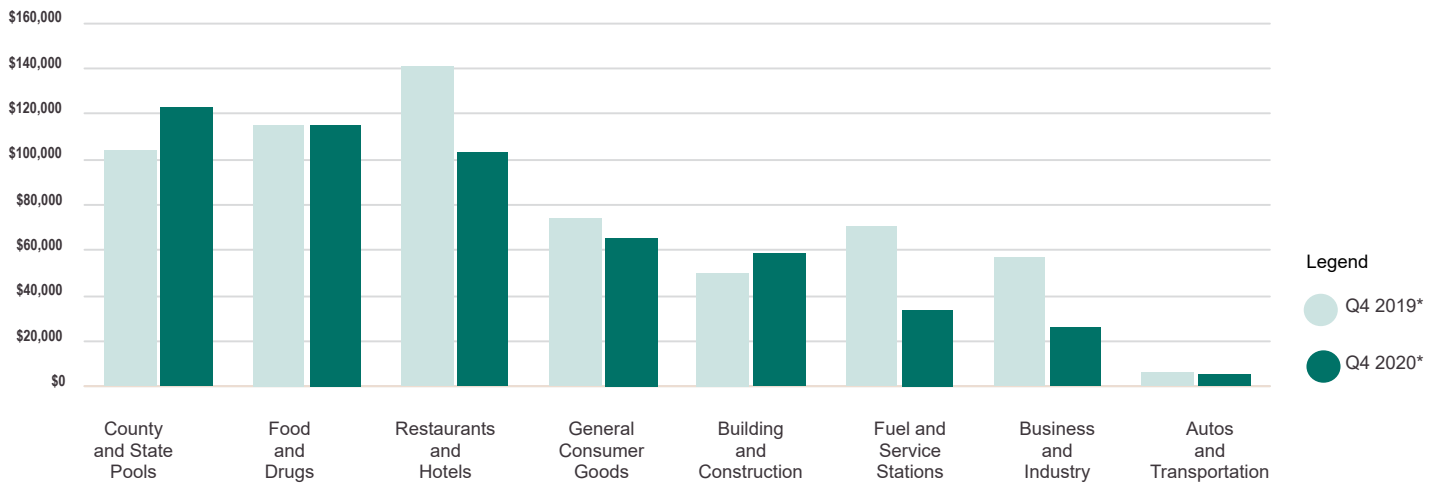
-2.0%

STATE



*Allocation aberrations have been adjusted to reflect sales activity

SALES TAX BY MAJOR BUSINESS GROUP



Measure A

TOTAL: \$566,143



CITY OF SOUTH PASADENA HIGHLIGHTS

South Pasadena's receipts from October through December were 19.8% below the fourth sales period in 2019. Excluding reporting aberrations, actual sales were down 14.5%.

For the fourth consecutive quarter, COVID-19 had a negative impact on the local economy. The Restaurants and hotel industry has been hit the hardest throughout this time period, and casual and quick service restaurants activity was down. Continued reduction of consumption and demand for fuel pushed service station receipts down.

The City also experienced negative returns from light industrial/printers,

and home furnishings. The City has significantly benefited from a permanent growth in the state and county pools brought on since the Wayfair Supreme Court decision and implementation of AB 147 at the end of calendar year 2019. A boost in sales from building and construction and fast casual restaurants also helped offset the overall quarterly loss.

Measure A generated 107.1% of the Bradley Burns amount. Net of aberrations, taxable sales for all of Los Angeles County declined 7.7% over the comparable time period; the Southern California region was down 2.7%.



TOP 25 PRODUCERS

- | | |
|-----------------------------|---------------------------|
| Ace Hardware | Mission Wines |
| Bristol Farms | Panda Express |
| Estate Jewelers | Ralphs |
| Fair Oaks Arco | Rite Aid |
| G & M Oil | Service King Paint & Body |
| Gus's BBQ | Shell |
| Hi Life Burgers | Tokoro Restaurant |
| House of Honey | Tomato Pie Pizza Joint |
| M3 Office | Trader Joes |
| Mamma's Brick Oven Pizza | Urban Pet |
| McDonalds | Vons & Pavilions |
| Mission Arco | |
| Mission Tile West | |
| Mission West Kitchen & Bath | |



STATEWIDE RESULTS

The local one cent sales and use tax from sales occurring October through December, the holiday shopping season, was 1.9% lower than the same quarter one year ago after adjusting for accounting anomalies and back payments from previous periods. Lower receipts were primarily concentrated in the Bay Area and coastal southern regions while much of inland California, including the San Joaquin Valley, Inland Empire, and northern regions, exhibited solid gains.

As expected, the larger place of sale categories which have been negatively impacted throughout the pandemic continue to be brick and mortar general consumer goods retailers like family apparel, department, and electronics/appliance stores. With limited to zero allowed indoor dining (depending on a County's Covid-19 tier assignment), restaurants and hotels suffered the largest losses especially in communities that strongly rely on tourism. Although the workforce has slowly begun to return to physical office environments, fuel and service stations revenues lagged the prior year performance.

It does not appear that Governor Newsom's second 'shelter at home' directive, initiated by the increase in Covid-19 cases had an impact on overall results. While some merchants chose to utilize the Governor's executive order allowing for a 90-day deferral of sales tax remittance, it was substantially less than the similar opportunity companies utilized during the 1st and 2nd quarters of 2020. The outstanding payments for most California cities will be remitted before the end of the 2020-21 fiscal year.

On the bright side, as consumer confidence stabilized post the national

presidential election, customers were motivated to comfortably spend on high-end luxury automobiles, boats-motorcycles, RVs, and sporting goods/equipment.

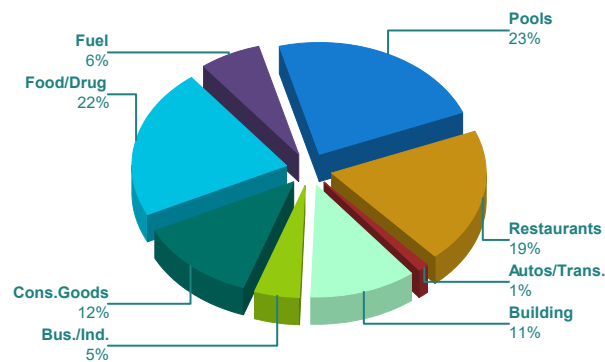
The building-construction sector, with 1) increased price of goods - like lumber, 2) continued home improvement projects, and 3) advantageous fall/winter weather conditions saw strong gains that remained consistent throughout the calendar year.

Exponential growth from countywide use tax pools further helped offset the declines. Greater online shopping signifying a permanent shift of consumer

habits to this more convenient experience was inevitable.

On the horizon, mass deployment of the Covid-19 vaccine will help a greater number of businesses, restaurants and theme parks to reach reopen status. Recent approval of the American Rescue Plan Act of 2021 will further support greater consumer spending, albeit in targeted segments. Pent up demand for summer outdoor experiences and travel is likely and thereby household spending is temporarily reverted away from taxable goods when compared to recent activity.

REVENUE BY BUSINESS GROUP South Pasadena This Quarter*



*ADJUSTED FOR ECONOMIC DATA

TOP NON-CONFIDENTIAL BUSINESS TYPES

South Pasadena Business Type	Q4 '20	Change	County Change	HdL State Change
Grocery Stores	92,567	5.7% ↑	4.1% ↑	5.3% ↑
Casual Dining	44,441	-46.5% ↓	-45.3% ↓	-39.4% ↓
Quick-Service Restaurants	36,236	-9.5% ↓	-12.2% ↓	-8.8% ↓
Service Stations	33,190	-52.8% ↓	-38.2% ↓	-31.3% ↓
Fast-Casual Restaurants	20,159	68.1% ↑	-13.9% ↓	-12.0% ↓
Home Furnishings	17,900	-18.8% ↓	0.0% ↓	0.8% ↑
Specialty Stores	15,974	1.9% ↑	-10.7% ↓	-6.7% ↓
Electronics/Appliance Stores	8,871	-12.7% ↓	-23.4% ↓	-25.0% ↓
Jewelry Stores	7,253	30.6% ↑	-7.2% ↓	-1.8% ↓
Business Services	6,818	-33.4% ↓	-24.7% ↓	-16.6% ↓

*Allocation aberrations have been adjusted to reflect sales activity