



**CITY OF SOUTH PASADENA  
FINANCE COMMISSION  
SPECIAL MEETING AGENDA  
TUESDAY, JULY 16, 2024 at 5:00 p.m.  
CITY COUNCIL CHAMBERS  
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

**South Pasadena Finance Commission Statement of Civility**

*As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made today will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

The South Pasadena Finance Commission Meeting will be conducted in-person from the Council Chambers, Amedee O. "Dick" Richards, Jr., located at 1424 Mission Street, South Pasadena.

The Meeting will be available:

- In Person Hybrid – City Council Chambers, 1424 Mission Street
- Via Zoom – **Webinar ID:** 899 0835 3459

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: <https://us06web.zoom.us/j/89908353459>
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID.

**CALL TO ORDER**

Chair

Peter Giulioni Jr.

**ROLL CALL**

Chair

Peter Giulioni Jr.

Vice Chair

Sheila Rossi

Commissioner

Cynthia Quade

Commissioner

Y-Le Ho

**COUNCIL LIAISON:**

Councilmember

Janet Braun

**ELECTED TREASURER:**

City Treasurer

Zhen Tao

**PUBLIC COMMENT GUIDELINES**

The City welcomes public input. If you would like to comment on an agenda item, members of the public may participate **by means of 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 for up to 3 minutes per item.

Option 2:

Email public comment(s) to [fcpubliccomment@southpasadenaca.gov](mailto:fcpubliccomment@southpasadenaca.gov)

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents and available at the City Clerk’s Counter for viewing. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Agenda item you are submitting public comment on.
- 2) Submit by no later than July 16 at 12PM

*NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.*

**1. Public Comment Public Comment – General (Non-Agenda Items)**

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

**INFORMATION****2. FY 2024-2025 Master Fee Schedule****ACTION/DISCUSSION****3. General Fund Revenue Methodology****4. FY 2024-2025 Capital Improvement Program****COMMUNICATIONS****5. City Council Liaison Communications****6. Staff Liaison Communications****7. Commissioner Communications****ADJOURNMENT****PUBLIC ACCESS TO AGENDA DOCUMENTS**

The complete agenda packet may be viewed on the City’s website, [www.southpasadenaca.gov](http://www.southpasadenaca.gov).

Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City's YouTube Channel no later than the next business day after the meeting.

The City's YouTube Channel may be accessed at:

[https://www.youtube.com/channel/UCnR169ohzi1AlewD\\_6sfwDA/featured](https://www.youtube.com/channel/UCnR169ohzi1AlewD_6sfwDA/featured)

**ACCOMMODATIONS**



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov). Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. 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).

**CERTIFICATION OF POSTING**

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **July 16, 2024**, 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, on the date listed below.*

7/11/2024

/S/

Date

Stephanie Pinto, Management Analyst



# Finance Commission Agenda Report

ITEM NO. 2

**DATE:** July 16, 2024

**FROM:** John Downs, Finance Director  
Scott Miller, PhD, Finance Management Consultant

**SUBJECT:** **FY 2024-25 Master Fee Schedule**

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## **Recommendation**

It is recommended that the Commission receive and file this item.

## **Background**

The City of South Pasadena adopts a comprehensive Annual Budget (“Budget”) for all funds, including the General Fund. In addition to the General Fund, the City manages Enterprise Funds, Special Funds, and Internal Service Funds.

One of the major revenue sources for the FY 2024 -2025 budget is User Fees. These fees are collected for specific tasks and activities that are not part of general government activities. Examples include police services, fire services, administrative services, parks, facility maintenance and repairs, and street repairs and improvements. General government activities are funded by general taxes such as property tax, sales tax, or utility user taxes (UUT).

State law permits municipalities to charge for non-governmental activities to cover their specific costs. These fees benefit only those who request or use the services, not the general taxpayer who expects their taxes to pay for general government services.

However, the law clearly states that User Fees can only cover the actual cost of providing these specific services and cannot generate a profit.

## **Discussion/Analysis**

The Master User Fee Schedule, approved by the City Council, outlines the various charges for specific non-general government activities. These activities include building permit charges, planning charges, ROI charges, facility rental charges, and special library charges, among others. In total, there are over 200 different User Fees. According to State Law, these fees can only cover the direct and indirect costs of providing these services, and the City cannot charge more than the actual cost, ensuring no profit is made.

Typically, these fees are adjusted either by a Consumer Price Index (CPI) factor, as approved by the City Council, or through a Comprehensive User Fee Study conducted every three to five

Agenda Report Title

Date

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years. This study determines the cost of providing these services, including labor, materials, supplies, and facility costs. The resulting data is then applied through a formula to set fees that cover all associated costs. While the City Council can choose to subsidize these fees with general fund dollars to reduce the charges, excessive use of general fund dollars can divert funds from essential general government activities.

Over the past several months, the City Council and staff have had numerous discussions about conducting a Cost Allocation Plan and a Comprehensive User Fee Study. The Departments of Public Works and Finance are leading these efforts to ensure the Master Fee Schedule is updated with the most current cost data. The updated fees are expected to be presented to the City Council in January 2025.

In the interim, the FY 2024- 25 Master Fee Schedule is being updated using the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-U) for the Los Angeles-Long Beach - Anaheim area, as published by the United States Department of Labor, Bureau of Labor Statistics. For February 2024, this statistic indicated a CPI increase of 3.4%. Once the Cost Allocation Plan and Comprehensive User Fee Studies are completed and approved by the City Council, staff will recommend updating the FY 2024-25 Budget during the Mid-Year Budget Review to reflect the new fee changes.

The Annual CIP increase is authorized per City Council Resolution #7613.

The updated fees are not yet incorporated into the Fiscal Year Proposed 2024-2025 Budget. Any changed fees can only be implemented after a 60 day period once the Fees are approved.

### **Next Steps**

1. Per City Council Resolution #7613, this item comes before the City Council for discussion and action.

### **Fiscal Impact**

The General Fund Master Fee Proposed Revenues are estimated to be \$849,463 for FY 2024-25. This estimate does not include any FY 24- 25 CIP Increases nor any increase the City Council might approve in January 2025 when the User Fee Study is presented to the City Council

### **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*.

Attachment: FY 24-25 Proposed Master Fee Schedule

Fee No.	Fee Title	FY 2024 Adopted Fee (CPI Increase 5.1%)	FY 2025 Proposed Fee (CPI Increase 3.4%)
<b>CITY</b>			
1	Duplication - FPPC Regulations	\$0.10	\$0.10
2	Digital Records Duplication (Formerly: Duplication - CD/DVD)	\$17.00	\$17.00
3	Duplication - Photocopy	\$0.10	\$0.10
4	Filing Fees - Candidates Nominations (Per CA Election Code Section 10228)	\$25.00	\$25.00
5	Filing Fees - Initiative Petition (Per CA Election Code 9103 (b))	\$200.00	\$200.00
<b>COMMUNITY SERVICES</b>			
<b>Camp Med Fees:</b>			
6	Camp Med - Five Day Rate - 1st Child - Resident	\$178.00	\$184.00
7	Camp Med - Five Day Rate - Each Additional Child - Resident	\$165.00	\$171.00
8	Camp Med - Five Day Rate - 1st Child - Non-Resident	\$199.00	\$205.00
9	Camp Med - Five Day Rate - Each Additional Child - Non-Resident	\$187.00	\$193.00
10	Camp Med - Three Day Rate	\$109.00	\$113.00
11	Camp Med - Three Day Rate - Each Additional Child	\$104.00	\$108.00
12	Camp Med After School - Five Day Rate - 1st Child	\$106.00	\$110.00
13	Camp Med After School - Five Day Rate - Each Additional Child	\$101.00	\$104.00
14	Camp Med - Late Fee After First 5 Minutes - per minute	\$3.50	\$3.60
<b>Field and Open Space Rental Fees:</b>			
<b>Garfield / Arroyo Park:</b>			
15	Sport Fields -- Non-Profit (Less than 50% contributor) (per hr.)	\$60.00	\$62.00
16	Sports Fields -- Non-Profit (Contributor) (per hr.)	\$0.00	\$0.00
17	Sport Fields - Resident (per hr.)	\$47.00	\$49.00
18	Sports Field - Non-Resident (per hr.)	\$60.00	\$62.00
19	Gazebo Rental - Resident (4 hr. block)	\$95.00	\$98.00
20	Gazebo Rental - Non-Resident (4 hr. block)	\$141.00	\$146.00
21	Picnic Areas -- Deposit for Groups > 50 Persons resident	\$53.00	\$54.00
22	Picnic Areas -- Deposit for Groups > 50 Persons non-resident	\$64.00	\$66.00
23	Tennis Courts -- Sports Teams -- OG & Garfield Parks - Per Hour	\$59.00	\$61.00
24	Tennis Courts -- Instructions -- OG & Garfield Parks - Per Hour	\$59.00	\$61.00
<b>OG Rec Center Rental Fees:</b>			
25	Security Deposit	\$294.00	\$304.00
26	Non-Profit (per hr.)	\$35.00	\$36.00
27	Resident (per hr.)	\$35.00	\$36.00
28	Non-Resident (per hr.)	\$47.00	\$49.00
29	Youth Groups - local (up to 2 hrs.)	\$12.00	\$12.00
<b>Eddie Park House Rental Fees:</b>			
30	Security Deposit	\$294.00	\$304.00
31	Non-Profit (per hr.)	\$106.00	\$110.00
32	Resident (per hr.)	\$95.00	\$98.00
33	Non-Resident (per hr.)	\$118.00	\$122.00
34	Event (4 hr. block) Resident Only	\$178.00	\$184.00
35	Youth Groups - local (up to 2 hrs.)	\$12.00	\$12.00
<b>Garfield Youth House Rental Fees:</b>			
36	Security Deposit	\$294.00	\$304.00
37	Non-Profit (per hr.)	\$82.00	\$85.00
38	Resident (per hr.)	\$71.00	\$74.00
39	Non-Resident (per hr.)	\$118.00	\$122.00
40	Event (4 hr. block) Resident Only	\$178.00	\$184.00
41	Youth Groups - local (up to 2 hrs.)	\$12.00	\$12.00
<b>War Memorial Rental Fees:</b>			
42	Security Deposit	\$590.00	\$610.00
43	War Memorial -- Non-Profits (per hr.)	\$130.00	\$135.00
44	War Memorial -- Resident (per hr.)	\$118.00	\$122.00
45	War Memorial -- Non-Resident (per hr.)	\$153.00	\$159.00
46	War Memorial -- Non-Profits -- Prime Time	\$207.00	\$214.00
47	War Memorial -- Resident / Local Business (per hr.) -- Prime Time	\$194.00	\$201.00
48	War Memorial -- Non-Resident (per hr.) -- Prime Time	\$230.00	\$238.00
49	War Memorial -- Lower Floor -- Non-Profits (per hr.)	\$101.00	\$104.00
50	War Memorial -- Lower Floor -- Resident (per hr.)	\$88.00	\$91.00
51	War Memorial -- Lower Floor -- Non-Resident (per hr.)	\$118.00	\$122.00
52	War Memorial - Use of Kitchen (per event / use)	\$59.00	\$61.00
53	War Memorial - Use of Kitchen - Prime Time	\$178.00	\$184.00

<b>Senior Center Rental Fees:</b>			
54	Security Deposit	\$294.00	\$304.00
55	Main Room - Non-Profits (per hr.)	\$106.00	\$110.00
56	Main Room - Resident (per hr.)	\$95.00	\$98.00
57	Main Room - Non-Resident (per hr.)	\$118.00	\$122.00
58	Conference Room -- Non- Profits (per hr.)	\$35.00	\$36.00
59	Conference Room -- Resident / Local Business (per hr.)	\$35.00	\$36.00
60	Conference Room -- Non-Resident (per hr.)	\$47.00	\$49.00
61	Kitchen Use (per event / use)	\$59.00	\$61.00
<b>Senior Center Programs:</b>			
62	Hot Meals - Senior 55 & Over / Disabled Persons	\$3.00	\$3.00
63	Hot Meals - Persons Under 55	\$5.00	\$5.00
64	Home Delivered Meals - Senior 55 & Over / Disabled Persons	\$3.50	\$3.50
65	Senior Center Membership - single person Over 55	\$25.00	\$25.00
66	Senior Center Membership - couples Over 55	\$35.00	\$35.00
67	Computer Lab Printing	\$0.20	\$0.20
68	Leisure Classes - Seniors	Varies	Varies
69	Coffee	\$0.50	\$0.50
<b>Dial-A-Ride Fees:</b>			
70	Senior Resident (Registered) 55>	\$0.50	\$0.50
71	Disabled Resident (Registered)	\$0.50	\$0.50
72	Caregiver	\$0.00	\$0.00
73	MTA Bus Pass - Senior 62 & Over	\$10.00	\$10.00
74	MTA Bus Pass - Disabled Persons	\$10.00	\$10.00
<b>Miscellaneous Fees:</b>			
75	Breakfast with Santa Event	\$24.00	\$25.00
76	Spring Family Event - Presale	\$12.00	\$12.00
77	Spring Family Event - Day of Event	\$18.00	\$18.00
78	Booth Rental - All Facilities - per booth	\$59.00	\$61.00
79	Event -Vendor/Catering Booth - per vendor/ booth	\$118.00	\$122.00
80	Leisure Classes	Varies	Varies
81	Refund Processing Fee	\$22.00	\$23.00
82	Staff (Rental)	\$47.00	\$49.00
83	Additional Staff (Alcohol)	\$47.00	\$49.00
<b>COMMUNITY DEVELOPMENT</b>			
<b>Building Fees:</b>			
84	Building Permit & Plan Check	See LA County Fee Schedule	See LA County Fee Schedule
<b>Film Permit Fees:</b>			
85	Still photography - Per Day	\$157.00	\$162.00
86	Motion Picture Photography - Per Day	\$625.00	\$647.00
87	Student Films/ Public Service Announcements/ Educational Films - Per Day	\$24.00	\$25.00
88	Handheld Video Crew with less than 20 people - Per Day	\$157.00	\$162.00
<b>Location / Hourly Fees:</b>			
89	Still Photography / Handheld Video Crew - On Public Right-Of-Way - Per Hour	\$88.00	\$91.00
90	Student Filming On Public Right-of-way - per hour	\$18.00	\$18.00
91	Street or Lane Closure - Per Hour	\$178.00	\$184.00
92	Streets/Sidewalks/Alleys as Principal Site - Per Hour	\$178.00	\$184.00
93	City Parking Lots - Per Hour	\$178.00	\$184.00
94	City Building (Four Hour Minimum)/City Park - Per Hour	\$208.00	\$215.00
95	Police (Eight Hour Minimum) - per hour	\$95.00	\$95.00
96	Police Vehicles - per hour	\$24.00	\$25.00
97	Fire (Eight Hour Minimum) - per hour	\$95.00	\$95.00
98	Traffic Control Plan Review - per review	\$132.00	\$137.00
99	Cancellation Fee	\$118.00	\$122.00
<b>Use Permits:</b>			
100	Conditional Use Permit	\$4,125.00	\$4,265.00
101	Temporary Use Permit (non-profit)	\$271.00	\$280.00

102	Temporary Use Permit	\$543.00	\$562.00
103	CUP Modification	\$2,947.00	\$3,047.00
104	CUP with First Variance	\$5,305.00	\$5,486.00
105	Parking Use Permit	\$2,079.00	\$2,150.00
106	Administrative Use Permit	\$1,834.00	\$1,896.00
<b>Maps:</b>			
107	Tentative Parcel Map	\$4,376.00	\$4,525.00
108	Tentative Tract Map	\$11,867.00	\$12,270.00
109	Final Parcel / Tract Map Review	\$6,517.00	\$6,739.00
<b>Design Review:</b>			
110	Single Family Residence*	\$2,353.00	\$2,433.00
111	Commercial - Single Sign	\$1,868.00	\$1,931.00
112	Commercial - Sign Program	\$2,864.00	\$2,961.00
<b>Multi Family:</b>			
113	3-8 Units	\$3,530.00	\$3,650.00
114	9-16 Units	\$4,706.00	\$4,866.00
115	17-50 Units	\$5,295.00	\$5,475.00
116	51-100 Units	\$5,883.00	\$6,084.00
117	101 Units or More	\$7,060.00	\$7,300.00
<b>Commercial:</b>			
118	less than 2,000 sq ft	\$2,358.00	\$2,439.00
119	2,001 - 10,000 sq ft	\$4,715.00	\$4,875.00
120	10,000 + sq ft	\$7,073.00	\$7,314.00
<b>Cultural Heritage Commission Fees:</b>			
121	Cultural Hert. Comm. - Landmark Review	\$1,769.00	\$1,829.00
<b>C.H.C. Cert. of Approp. (incl. Demo)</b>			
122	Single-Family*	\$1,769.00	\$1,829.00
<b>Multi-Family:</b>			
123	3-8 Units	\$3,537.00	\$3,657.00
124	9-16 Units	\$4,715.00	\$4,875.00
125	17-50 Units	\$7,073.00	\$7,314.00
126	51-100 Units	\$8,251.00	\$8,532.00
127	101 Units or More	\$10,610.00	\$10,971.00
<b>Commercial:</b>			
128	less than 2,000 sq ft	\$3,537.00	\$3,657.00
129	2,001 - 10,000 sq ft	\$5,894.00	\$6,094.00
130	10,000 + sq ft	\$10,610.00	\$10,971.00
131	Chair Review	\$1,043.00	\$1,078.00
132	Historic Resource Evaluation	\$499.00	\$516.00
<b>Environmental Fees:</b>			
<b>Flat Fees:</b>			
133	Negative Declaration Filing	\$333.00	\$344.00
134	Mitigation Monitoring Inspection & Administrative Fee	Actual Cost	Actual Cost
135	Categorical Exemption (CEQA) - Filing	\$166.00	\$172.00
<b>Deposit-Based Fees:</b>			
136	Initial Environmental Study	\$5,894.00	\$6,094.00
137	EIR	\$29,471.00	\$30,473.00
<b>Appeals:</b>			
138	Appeals (To Planning Commission or City Council) - Single Family*	\$1,178.00	\$1,218.00
139	Appeal - Other Uses**	\$2,358.00	\$2,439.00
140	Appeal Continuance	\$353.00	\$365.00
<b>Deposits:</b>			
141	Zoning Text & Map Amendments	\$11,788.00	\$12,189.00
142	Specific Plan Application	\$11,788.00	\$12,189.00
143	General Plan Amendment	\$23,577.00	\$24,379.00
144	Specific Plan Amendment	\$23,577.00	\$24,379.00
145	Development Agreement Review	\$11,788.00	\$12,189.00
146	Planned Development	\$11,788.00	\$12,189.00
<b>Other Planning Applications:</b>			
147	Zoning Code Admin Modification	\$1,340.00	\$1,386.00
148	Zoning Code Interpretation	\$1,083.00	\$1,119.00
149	Application Withdrawal	\$2,080.00	\$2,151.00
150	Lot Line Adjustment / Parcel Merger / Certificate of Compliance	\$2,358.00	\$2,439.00
151	Hillside Development Review	\$2,358.00	\$2,439.00
152	Hillside Development Review with Variance	\$3,537.00	\$3,657.00
153	Variance - First	\$3,890.00	\$4,022.00
154	Variance - Each Additional	\$2,744.00	\$2,837.00



155	Vacation Easements, Alleys, Street	\$2,079.00	\$2,150.00
156	Discretionary Time Extension Request	\$3,162.00	\$3,270.00
157	Covenants	\$644.00	\$666.00
158	Mills Act Contract	\$2,358.00	\$2,439.00
<b>Miscellaneous Fees:</b>			
159	Public Noticing Fee (Does Not Include Material / Mailing Costs)	\$336.00	\$348.00
160	Garage/Yard Sale Permit	\$12.00	\$12.00
161	Temporary Banners - Per Banner, Per Permit	\$59.00	\$61.00
162	Zoning - Written Analysis of Conformance	\$830.00	\$859.00
163	Zoning Verification Letter	\$125.00	\$129.00
164	Zoning Clearance for Business License Review	\$74.00	\$76.00
165	Re-Review - Per hour	\$182.00	\$188.00
166	Pre-Application Meeting	\$353.00	\$365.00
167	Planning Inspection Per Hour	\$182.00	\$188.00
168	Changes / Modifications to Approved Plans (initiated by Applicant) - Single Family*	\$590.00	\$610.00
169	Changes / Modifications to Approved Plans (initiated by Applicant) - All Other Uses**	\$2,358.00	\$2,439.00
170A	Administrative Citation 1st Violation (per Ordinance #2383)	\$100.00	\$100.00
170B	Administrative Citation 2nd Violation (per Ordinance #2383)	\$200.00	\$200.00
170C	Administrative Citation 3rd Violation (per Ordinance #2383)	\$500.00	\$500.00
171	Strong Motion Instrumentation Program - SMIP (California Public Resources Code)	Varies	Varies
<b>Surcharges:</b>			
172	Technology Surcharge (percentage applied to fire, building, engineering, and planning permits)	10%	10%
<b>Growth Requirement Capital Fees:</b>			
173	Growth Mgmt.: Residential Development (SP Ordinance #1985)	\$1.64 per Sq Ft	\$1.64 per Sq Ft
174	Growth Mgmt.: Commercial/Industrial Development (SP Ordinance #1985)	\$1.07 per Sq Ft	\$1.07 per Sq Ft
175	Growth Mgmt.: Park Impact Fee - Residential NEW (Resolution # 7466)	\$7.65 per Sq Ft	\$7.65 per Sq Ft
176	Growth Mgmt.: Park Impact Fee - Residential REMODEL (Resolution # 7466)	\$7.65 per Sq Ft >250 sq ft	\$7.65 per Sq Ft >250 sq ft
177	Growth Mgmt.: Park Impact Fee - Residential SENIOR HOUSING (Resolution # 7466)	\$2.95 per Sq Ft	\$2.95 per Sq Ft
<b>Public Art:</b>			
178	Public Art Development Fee - On Site	1% of Total Building Valuation	1% of Total Building Valuation
179	Public Art Development Fee - In Lieu	1.5% of Total Building Valuation	1.5% of Total Building Valuation
<b>FINANCE</b>			
<b>Miscellaneous Fees:</b>			
180	NSF Check Fee (CA Civil Code Section 1719)	\$25.00	\$25.00
181	Credit Card Transaction Fee (Percentage of Transaction Cost)	3%	3%
<b>FIRE</b>			
<b>Fire Emergency Medical Services:</b>			
182	Advance Life Support	LA County Rate	LA County Rate
183	Basic Life support	LA County Rate	LA County Rate
184	Treat No Transport	\$547.00	\$547.00
185	Other EMS Fees	LA County Fee	LA County Fee
186	Paramedic Program - Residential	\$95.00	\$98.00
187	Paramedic Program - Residential (6 months or less)	\$47.00	\$49.00
188	Paramedic Program - Business	\$106.00	\$110.00
189	Paramedic Program - Business (6 months or less)	\$53.00	\$54.00
<b>Standby Fees:</b>			
190	Engine Company - (Use or Standby)	\$666.00	\$689.00
191	Ambulance	\$404.00	\$417.00
192	Chief Officer Per Hr. - With 2 Hr. Min.	\$268.00	\$277.00
<b>Sprinkler Plan Check and Inspection:</b>			
<b>Residential</b>			
193	New	\$606.00	\$627.00
194	Remodel	\$432.00	\$447.00
<b>Commercial</b>			
<b>New:</b>			
195	0 - 10,000 sq ft.	\$710.00	\$735.00
196	10,000 - 25,000 sq ft.	\$935.00	\$967.00
197	25,000 - 50,000 sq ft.	\$1,489.00	\$1,540.00
198	50,000+ sq ft.	\$1,765.00	\$1,825.00
<b>Remodel/T.I.:</b>			
199	0 - 5,000 sq ft.	\$580.00	\$600.00
200	5,000 - 10,000 sq ft.	\$813.00	\$841.00

201	10,000 - 25,000 sq ft.	\$1,212.00	\$1,253.00
202	25,000+ sq ft.	\$1,489.00	\$1,540.00
203	Sprinkler - Extra Plan Check/ Site Visit - per check / visit	\$138.00	\$142.00
<b>Fire Alarms:</b>			
<b>New: (# of Devices) - Commercial</b>			
204	1 - 25 Devices	\$372.00	\$385.00
205	26-50 Devices	\$536.00	\$554.00
206	51-100 Devices	\$606.00	\$627.00
207	100+ Devices - Per Device	\$1,159.00	\$1,199.00
<b>Remodel/ T.I.: Commercial</b>			
208	1-5 Systems	\$303.00	\$313.00
209	6-15 Systems	\$398.00	\$412.00
210	16-50 Systems	\$536.00	\$554.00
211	50+ Systems	\$744.00	\$769.00
212	New Residential (Single Family)*	\$233.00	\$241.00
213	Remodel Residential (Single Family)*	\$165.00	\$171.00
214	Extra Plan Check/Site Visits	\$138.00	\$142.00
215	Hydrostatic Test and Alarm Test	\$138.00	\$142.00
216	Any Plan Check Not listed	\$138.00	\$142.00
<b>Hazmat Fees:</b>			
217	Hazmat Disclosure Level I	LA County Fee	LA County Fee
218	Hazmat Disclosure Level II	LA County Fee	LA County Fee
219	Hazmat Disclosure Level III	LA County Fee	LA County Fee
220	Hazmat Placard Start Up Cost	LA County Fee	LA County Fee
221	Hazmat Placard Updates	LA County Fee	LA County Fee
<b>False Alarm Fees:</b>			
222	False Alarm - 1st Response	\$0.00	\$0.00
223	False Alarm - 2nd and 3rd responses	\$178.00	\$184.00
224	False Alarm - 4th and beyond	\$911.00	\$942.00
<b>Inspections:</b>			
225	Any Other Inspection Not Listed	\$138.00	\$142.00
<b>Annual Inspection of Apartments</b>			
226	3-8 Units	\$165.00	\$171.00
227	9-16 Units	\$208.00	\$215.00
228	17-50 Units	\$276.00	\$286.00
229	51-100 Units	\$346.00	\$358.00
230	101 Units or More	\$415.00	\$429.00
<b>Annual Inspection of Businesses</b>			
231	less than 2,000 sq ft	\$106.00	\$110.00
232	2,001 - 10,000 sq ft	\$235.00	\$243.00
233	10,000 + sq ft	\$534.00	\$552.00
234	Additional Inspection (3rd Visit, 2nd Reinspection)	\$166.00	\$172.00
235	Inspection (4th Visit and Subsequent)	\$228.00	\$236.00
<b>New Business Fire Inspection</b>			
236	less than 2,000 sq ft	\$70.00	\$73.00
237	2,001 - 10,000 sq ft	\$138.00	\$142.00
238	10,000 + sq ft	\$276.00	\$286.00
<b>Permits:</b>			
239	Permits - Event Tent	\$191.00	\$198.00
240	Permits - Special Film Fueling Truck	\$149.00	\$154.00
241	Permits - Any Other Required by Chief	\$323.00	\$334.00
242	Permits - Fireworks Display	\$620.00	\$641.00
<b>Fire Reports:</b>			
243	Redacted	\$53.00	\$54.00
244	Non-Redacted	\$9.00	\$10.00
<b>Miscellaneous Fees:</b>			
245	Investigation Cost Recovery	Actual Cost	Actual Cost
246	Witness Fees	\$178.00	\$184.00
247	Record Research: Intensive, Interpretive - Per Half Hour	\$53.00	\$54.00
248	Records: Duplication Per Page	\$0.11	\$0.11
249	Underground Storage Tank Removal	\$553.00	\$572.00
250	Clean Up, 1st Responder	Actual Cost	Actual Cost
<b>LIBRARY</b>			
<b>Library Services Fees:</b>			
251	Replacement - Processing Fee	\$10.00	\$10.00
252	Replacement of Library Item	Actual Cost	Actual Cost
253	Inter-Library Loan (Per Title)	\$5.00	\$5.00

		Actual Cost	Actual Cost
254	Library Asset Recovery Service		
<b>Printing / Reproduction Fees:</b>			
255	Local History Collection Image - Commercial Use	\$125.00	\$129.00
256	Local History Collection Image - Private Use - Resident	\$12.00	\$12.00
257	Local History Collection Image - Private Use - Non-Resident	\$29.00	\$30.00
258	Black & White	\$0.15	\$0.15
259	Color Copies	\$0.50	\$0.50
<b>Community Room Rental Fees:</b>			
260	Community Room - Non-Profit Groups - Per Hr. (Min. 2 Hrs.)	\$118.00	\$122.00
261	Community Room - Resident / Local Business - Per Hr. (Min. 2 Hrs.)	\$106.00	\$110.00
262	Community Room -Non-Resident - Per Hr. (Min 2 Hrs.)	\$141.00	\$146.00
263	Community Room - Non-Profit Groups - Primetime (Min. 2 Hrs.)	\$194.00	\$201.00
264	Community Room - Resident / Local Business - Primetime (Min. 2 Hrs.)	\$183.00	\$189.00
265	Community Room -Non-Resident - Primetime (Min 2 Hrs.)	\$218.00	\$225.00
266	Community Room - Staff (Cleanup and Supervision)	\$47.00	\$49.00
267	Community Room - Staff (Alcohol)	\$47.00	\$49.00
268	Community Room - Security Deposit	\$294.00	\$304.00
<b>Equipment Rental Fees:</b>			
269	Audio/Visual Equipment Rental	\$70.00	\$73.00
270	Equipment Rental - Baldwin Piano	\$42.00	\$43.00
<b>POLICE</b>			
<b>Penalties:</b>			
271	Display Vehicle for Sale	\$50.00	\$50.00
272	Parking in Red Zone	\$50.00	\$50.00
273	Parking in Yellow Zone	\$50.00	\$50.00
274	Parking in White Zone	\$50.00	\$50.00
275	Parking in Green Zone	\$50.00	\$50.00
276	Parked on Parkway	\$50.00	\$50.00
277	Parking Prohibited by Sign	\$50.00	\$50.00
278	1 HR, 2 HR, 4HR Time Limited Parking	\$50.00	\$50.00
279	Parking Outside Spaces	\$50.00	\$50.00
280	Parked Over 72 Hours	\$50.00	\$50.00
281	Parking Vehicle for Sale	\$50.00	\$50.00
282	Washing, Servicing or Repairing Vehicle	\$50.00	\$50.00
283	Selling from Motor Vehicle	\$50.00	\$50.00
284	Parking Left Side of Roadway	\$50.00	\$50.00
285	Parking Adjacent to Schools	\$50.00	\$50.00
286	Exceeding 3% Grade/ Wheels Not Curbed	\$50.00	\$50.00
287	Emergency No Parking	\$50.00	\$50.00
288	Alley Parking - Sign Posted	\$50.00	\$50.00
289	Parked on Private Property	\$50.00	\$50.00
290	Parking on Public Property	\$50.00	\$50.00
291	Parking on City Owned Off-street Facility	\$50.00	\$50.00
292	Oversized Vehicle	\$50.00	\$50.00
293	Unattended Trailer	\$50.00	\$50.00
294	Overnight Parking	\$50.00	\$50.00
295	City Parking Lot (2 HR Limit)	\$50.00	\$50.00
<b>Parking Pass Fees:</b>			
296	Parking 1 Year	\$144.00	\$149.00
297	Parking - Senior Citizens (65 Years old min.)	\$116.00	\$120.00
298	Parking - Alternate Fuel Vehicles	\$116.00	\$120.00
299	Parking - Monthly Pass	\$35.00	\$36.00
300	Parking - Replacement/ Transfer	\$19.00	\$20.00
301	Parking - Daily Pass	\$2.40	\$2.50
<b>All Police Reports:</b>			
302	Redacted	\$103.00	\$106.00
303	Non-Redacted - Non-Resident	\$26.00	\$27.00
304	Non-Redacted - Resident	\$26.00	\$27.00
<b>False Alarm:</b>			
305	False Alarm 1st	\$0.00	\$0.00
306	False Alarm 2nd - 3rd	\$178.00	\$184.00
307	False Alarm 4th and beyond	\$650.00	\$672.00
<b>Reproduction:</b>			
308	Photo Reproduction - Per Photo	\$26.00	\$27.00
309	Video/Audio Reproduction	\$103.00	\$106.00

<b>Miscellaneous Fees:</b>			
310	DUI Emergency Response	<b>Actual Cost</b>	<b>Actual Cost</b>
311	Records Check/ Clearance Letter	\$26.00	\$27.00
312	Special Business Background Check	\$614.00	\$635.00
313	Impound Fee - Vehicle Release	\$151.00	\$156.00
314	Juvenile Recovery	<b>Actual Cost</b>	<b>Actual Cost</b>
315	Firearms Storage & Release	\$35.00	\$36.00
316	Citation Corrections/ Inspection Service (resident)	\$18.00	\$18.00
317	Citation Corrections/ Inspection Service (non-resident)	\$44.00	\$46.00
318	Fingerprint Services -- Per Three Cards	\$26.00	\$27.00
319	Civil Subpoena	<b>Fee set by Courts</b>	<b>Fee set by Courts</b>
320	Duces Tecum Subpoena (Per CA Evidence Code)	\$15.00	\$15.00
321	Booking Fee	\$163.00	\$169.00
322	Tow Franchise Fee - per year	\$1,102.00	\$1,102.00
323	CCW Application Fee	\$317.00	\$344.00
324	CCW Clerical Fee	\$35.00	\$38.00
325	Psychological Evaluation	\$150.00	\$163.00
326	CCW Amendment Fee	\$20.00	\$22.00
<b>PUBLIC WORKS</b>			
<b>Water Fees:</b>			
327	Water Turn Off (After Hours)	\$171.00	\$177.00
328	Water Turn On (After Hours)	\$171.00	\$177.00
329	Water 24 Hour Door Hanger Fee	\$37.00	\$38.00
330	Water Turn Off for Non-Payment***	\$76.00	\$78.00
331	Water - New/Change Account	\$118.00	\$122.00
332	Water - Discontinue Service	\$118.00	\$122.00
333	Water - Discontinue for Non-Compliance	\$228.00	\$236.00
334	Water - Unauthorized Turn on	\$228.00	\$236.00
335	Fire Flow Testing	\$609.00	\$629.00
336	Temporary Meter Rental - Install	\$47.00	\$49.00
337	Temporary Meter Rental - Move	\$118.00	\$122.00
338	Temporary Meter Rental - Rental	\$90.00	\$93.00
339	Inspection of Backflow Prevention Device	\$211.00	\$218.00
340	Backflow Prevention Program Penalty	\$353.00	\$365.00
341	Water Installation Inspection Fee	\$364.00	\$376.00
<b>Deposit-Based Fees:</b>			
342	Water Service Installation	\$5,894.00	\$6,094.00
343	Water Meter installation	\$1,178.00	\$1,218.00
344	Temporary Meter Rental	\$2,947.00	\$3,047.00
<b>Sewer Fees:</b>			
345	Sewer Connection/Inspection, Existing Lateral	\$413.00	\$427.00
346	Sewer Connection/Inspection, Existing WYE	\$413.00	\$427.00
347	Sewer Connection/Inspection, Saddle Connect	\$413.00	\$427.00
348	Capping of Sewer Lateral	\$413.00	\$427.00
349	Sewer Construction Fee - New Construction	\$817.00	\$844.00
350	Sewer Spill in Public ROW	<b>Actual Cost</b>	<b>Actual Cost</b>
351	Fats, Oils, & Grease Permit Fee (annual)	\$167.00	\$173.00
352	Fats, Oils, & Grease Inspection Fee (annual)	<b>Actual Cost</b>	<b>Actual Cost</b>
353	Fats, Oils, & Grease Mitigation Penalty (annual)	\$413.00	\$427.00
<b>PW Engineering:</b>			
354	Excavate - Utility Trenches <= 100 l.f.	\$675.00	\$698.00
355	Excavations-Utility Trenches >= 100 l.f.	\$819.00	\$847.00
356	Excavations-Utility Trenches > 100 l.f. - per l.f.	\$0.64	\$0.66
357	Excavation-Utility Patches	\$604.00	\$625.00
358	Concrete Sidewalk / Driveway Parkway / Permit	\$213.00	\$221.00
359	Concrete Sidewalk / Driveway / Parkway Inspection	\$284.00	\$293.00
360	Curb & Gutter Permit	\$213.00	\$221.00
361	Curb & Gutter Inspection Flat Fee	\$284.00	\$293.00
362	Curb Coring Base Permit	\$235.00	\$243.00
363	Curb Coring Inspection Flat Fee	\$224.00	\$231.00
364	Pavement Street & Alley	\$476.00	\$492.00
365	Pavement Street & Alley Inspections Flat Fee	\$641.00	\$663.00
366	Street/ROW Vacation/ Abandonment	\$6,297.00	\$6,511.00
367	Public Improvement Inspection	\$570.00	\$589.00
368	Public Works Plan Check Fee - Single Family*	\$590.00	\$610.00
369	Public Works Plan Check Fee - Other Uses**	\$1,055.00	\$1,091.00

370	Additional Plan Check/ Reviews Beyond 2	\$177.00	\$183.00
371	Final Parcel Map Review	\$3,312.00	\$3,424.00
372	Final Tract Map Review	\$3,312.00	\$3,424.00
373	Final Map Amendment - Administrative	\$177.00	\$183.00
374	Temp Encroachment - Dumpster	\$106.00	\$110.00
375	Temp Encroachment - Southwest Hills	\$231.00	\$239.00
376	Temp Encroachment - All Other	\$124.00	\$128.00
<b>Deposits (Time and Material):</b>			
377	Street Renaming Processing	\$5,894.00	\$6,094.00
<b>Miscellaneous Fees:</b>			
378	100 foot Radius Map & Mailing Lists	\$78.00	\$80.00
379	Sidewalk Dining Permit/ Inspect, Initial	\$146.00	\$151.00
380	Sidewalk Dining Permit/ Inspect, Renewal	\$110.00	\$114.00
381	Sidewalk Rental Fee - Per Sq. Ft.	\$4.70	\$4.90
382	Sidewalk Vendor Permit	\$157.00	\$162.00
383	House Number Change	\$529.00	\$547.00
384	Oversized/Overloads Permits (Per Transportation Code)	\$19.00	\$20.00
385	Block Party Street Closure - Initial	\$314.00	\$325.00
386	Block Party Street Closure - Renewal	\$118.00	\$122.00
387	Blueprint/ Map Reproduction	Actual Cost	Actual Cost
388	Banner Installation & Removal	\$225.00	\$233.00
389	Banner Installation - Initial	\$372.00	\$385.00
390	Parade/ Special Event Staffing	Hourly Rate	Hourly Rate
391	No Parking Signs (temporary)	\$44.00	\$46.00
<b>Trees:</b>			
392	Tree Removal / Replacement Permit	\$364.00	\$376.00
393	Private Property Tree Removal for Developments (3+ more trees)	\$504.00	\$522.00
394	Tree Trimming Permit	\$75.00	\$77.00
395	Inspection For Trimming or Removal	\$141.00	\$146.00
396	Private Tree Trimming in Public ROW	Actual Cost	Actual Cost
<b>Newsrack:</b>			
397	Newsrack Permit - Initial	\$217.00	\$224.00
398	Newsrack Permit - Annual Renewal	\$75.00	\$77.00
<b>TRANSPORTATION</b>			
399	Mission Meridian Village Parking (Daily)	\$3.00	\$3.00
400	Mission Meridian Village Parking (Monthly)	\$50.00	\$50.00
401	Mission Meridian Village Parking (Monthly Senior)	\$12.00	\$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

**Prime Time (Community Services)** = Begins at 3PM on Friday through Saturday at 12PM

**Prime Time (Library):** Begins at 4PM on Friday through Sunday at 10PM

**WATER-SEWER-BUSINESS LICENSE FEES on SEPARATE SCHEDULES**