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# CITY OF POMONA

## COUNCIL REPORT

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May 12, 2025

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Andrew Mowbray, Finance Director / City Treasurer

**SUBJECT: APPROVAL OF PROPOSED FY 2025-26 ANNUAL UPDATES TO THE  
CURRENT MASTER FEE SCHEDULE**

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### **RECOMMENDATION:**

It is recommended that the City Council adopt the following resolution (Attachment No. 1):

**RESOLUTION NO. 2025-53 A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF POMONA, CALIFORNIA, ADOPTING PROPOSED FY 2025-  
26 ANNUAL UPDATES TO THE CURRENT MASTER FEE SCHEDULE  
FOR SERVICES PROVIDED BY THE CITY**

### **EXECUTIVE SUMMARY:**

Throughout the Fiscal Year (FY) 2025-26 Preliminary Budget Process, departments have been conducting an inflationary review exercise of the Master Fee Schedule and have identified fees that require an increase or are duplicated or require deletion. There are also some new fees that require approval for implementation. Those fees are outlined in the department summaries below. Unless otherwise noted, the existing fee increases are based on a percentage amount equal to the change in the Consumer Price Index (CPI) or to meet the cost for services if the cost is higher than the CPI calculation. In accordance with the CPI during the 12-month period (prior calendar year) for the Los Angeles-Long Beach-Anaheim Consolidated Metropolitan Statistical Area (CMSA) as published by the United States Bureau of Labor Statistics, the CPI adjustment is 3.4%.

### **SB1439/GOVERNMENT CODE §84308 APPLICABILITY:**

☐ When this box is checked, it indicates the agenda item is subject to the Levine Act SB1439 requirements. Councilmembers are reminded to check their campaign contributions and determine whether they have received a campaign contribution of \$500 or more that would require disclosure and/or recusal from discussing or acting on this agenda item. Campaign contributions of \$500 or more made 1) by any person or entity who is identified in the agenda report as the applicant or proposer or 2) on behalf of the applicant or participant, including a parent, subsidiary or otherwise

related business entity, or 3) by any person who has a financial interest in the agenda item requires a councilmember to comply with SB1439.

### **FISCAL IMPACT:**

Implementing the proposed FY 2025-26 annual updates, as outlined in Exhibit A (Attachment No. 2), to the current FY 2024-25 Master Fee Schedule (Attachment No. 3), will result in an estimated \$505k increase in citywide fee revenues. The proposed updates have already been considered by departments when creating the FY 2025-26 Preliminary Budget. Several Departments had no adjustments while others had various increases. The proposed FY 2025-26 annual update outlines all adjustments, additions, and deletions to the fees that will go into effect 60 days after adoption.

### **PUBLIC NOTICING REQUIREMENTS:**

Public Notices informing the public of this Public Hearing were posted in the Daily Bulletin on April 25, 2025, and May 2, 2025 (Attachment No. 4). Three agencies were also notified individually per written request to the City Clerk's office. The FY 2025-26 proposed updates to the current Master Fee Schedule were made available for the public to view on April 24, 2025.

### **PREVIOUS RELATED ACTION:**

As part of the FY 2021-22 budget preparation process, all departments citywide conducted a fee analysis resulting in the establishment of the Citywide Master Fee Schedule. On March 15, 2021, the Pomona City Council introduced for first reading Ordinance No. 4301, which amends Chapter 2 of the City Code establishing a Master Fee Schedule. On April 5, 2021, the Pomona City Council conducted a second reading and adoption of Ordinance No. 4301. On May 9, 2022, The City Council adopted Resolution No. 2022-75, approving the FY 2022-23 annual updates to the Master Fee Schedule. On May 8, 2023, the City Council adopted Resolution 2023-70, approving the FY 2023-24 annual updates to the Master Fee Schedule. On May 13, 2024, the City Council adopted Resolution 2024-64, approving the FY 2024-25 annual updates to the Master Fee Schedule.

### **DISCUSSION:**

Throughout the FY 2025-26 Preliminary Budget Process, departments have been conducting an inflationary review exercise of the current FY 2024-25 Master Fee Schedule and have identified fees that either required an increase or are duplicated or require deletion. There are also some new fees that require approval for implementation. The increase is based on a percentage amount equal to the change in the CPI. In accordance with the CPI during the 12-month period (prior calendar year) for the Los Angeles-Long Beach-Anaheim Consolidated Metropolitan Statistical Area (CMSA) as published by the United States Bureau of Labor Statistics, the CPI adjustment is 3.4%. The calculated fee was rounded down to the nearest nickel.

- The City Clerk Department has reviewed the listing of fees, and it has been determined that the proposed CPI increase falls within the cost for services.
- The Revenue Division of the Finance Department has reviewed the listing of fees, and it has been determined that the proposed CPI increase falls within the cost for services provided. There is also one (1) new fee being requested.

- The Library has reviewed the listing of fees and it has determined that the proposed CPI increase falls within the cost for services provided. The Library is also requesting that four (4) fees become “no fee” services.
- The Police Department has reviewed the listing of fees, and it has been determined that the proposed CPI increase falls within the cost for services provided.
- The Animal / License and Control Fees charged through the Humane Society are not being adjusted at this time.
- The current Vehicle Parking District has reviewed the listing of fees, and it has been determined that an increase to the fees will not be applied at this time.
- The Public Works Department has reviewed the listing of fees, and it has been determined that the proposed CPI increase falls within the cost for services provided. Some fees are not being increased as those fees are set by outside agencies.
- The Water Resources Department has reviewed the listing of fees, and it has been determined that the proposed CPI increase falls within the cost for services provided. The Water Resources Department is also requesting that three (3) new fees be added due to new state requirements in relation to backflow requirements.
- The Development Services Department has reviewed the listing of fees for the Planning, Code Enforcement and Building and Safety Divisions and it has been determined that the proposed CPI increase falls within the cost for services provided. The Planning Division is requesting to change the name of three (3) fees to match the permit processing system, deleting nine (9) fees where the process associated with those fees is no longer used, and updating several descriptions to include some associated fee language from other departments.
- The Neighborhood Services Department – Community Services Division has reviewed the listing of fees, and it has been determined that the proposed CPI increases fall within the cost for services provided. The Division is requesting that one (1) fee be deleted and three (3) fees adjusted to include fully burdened rate language. The Community Services Division is also adding two (2) new fees to ensure full cost recovery is achieved in all services being offered.

Over the next fiscal year, the departments will be conducting a complete citywide fee analysis with the assistance of an outside consultant. The next annual Public Hearing to increase or change any of the user fees would come before the City Council in May 2026 to incorporate in the FY 2026-27 Preliminary Operating Budget. The fee increases in the action herein will go into effect 60 days after adoption pursuant to Government Code Section 66017.

Prepared by:

Shar Perez

Revenue Operations Manager

**ATTACHMENT(S):**

Attachment No. 1 – Resolution No. 2025-53

Attachment No. 2 – Exhibit A - Proposed FY 2025-26 Master Fee Schedule updates

Attachment No. 3 – FY 2024-25 Master Fee Schedule

Attachment No. 4 – Public Hearing Notice