



CITY OF POMONA

COUNCIL REPORT

May 26, 2026

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Andrew Mowbray, Finance Director / City Treasurer

SUBJECT: PUBLIC HEARING: APPROVAL OF PROPOSED FY 2026-27 ANNUAL UPDATES TO THE CURRENT MASTER FEE SCHEDULE

RECOMMENDATION:

It is recommended that the City Council:

Conduct a Public Hearing to receive testimony and comments regarding the proposed increases and adjustments to new and existing fees for services provided by all City Departments.

Upon conclusion of the Public Hearing, it is recommended that the City Council adopt the following resolution (Attachment No. 1):

RESOLUTION NO. 2026-55 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, ADOPTING PROPOSED FY 2026-27 ANNUAL UPDATES TO THE CURRENT MASTER FEE SCHEDULE FOR SERVICES PROVIDED BY THE CITY

EXECUTIVE SUMMARY:

The City of Pomona, in coordination with Willdan Financial Services (Willdan), has completed a comprehensive review of the Master Fee Schedule to ensure full and justified cost recovery across all departments. This city-wide effort resulted in proposed rate adjustments and the introduction of new service fees. The complete list of recommended changes is detailed in the Proposed FY 2026-27 Master Fee Schedule (Attachment No. 2 – Exhibit A).

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:

During the Fiscal Year 2025–26 Operating Budget process, the Finance Department appropriated \$29,000 to fund the professional consulting services provided by Willdan. This expenditure was allocated between the General Fund (\$25,000; Fund 101 / Cost Center 1160) and the Water Operations Fund (\$4,000; Fund 571 / Cost Center 8121).

Due to the various adjustments being proposed, the incremental revenue generated by the proposed adjustments and new fee structures cannot be definitively estimated at this time. Staff will continuously monitor fee activity following implementation and will incorporate updated revenue projections into the FY2026-27 First Quarter Budget Review.

All proposed fee schedule adjustments, additions, and deletions are detailed in Attachment No. 2 – Exhibit A, and are slated to become effective on July 1, 2026.

PUBLIC NOTICING REQUIREMENTS:

Public Notices informing the public of this Public Hearing were posted in the Daily Bulletin on May 11, 2026, and May 15, 2026 (Attachment No. 4). Two agencies were also notified individually per written request to the City Clerk’s office. The FY 2026-27 proposed updates to the current Master Fee Schedule were made available for the public to view on May 15, 2026.

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. On May 12, 2025, the City Council adopted Resolution 2025-53, approving the FY 2025-26 annual updates to the Master Fee Schedule.

DISCUSSION:

The City's Master Fee Schedule was last comprehensively reviewed in FY 2021–22. Throughout FY 2025–26, City departments collaborated with Willdan to complete an updated cost-recovery analysis. This cooperative review identified existing fees requiring upward adjustments, some reductions, or total deletion. Furthermore, the evaluation revealed gaps where new service fees are necessary to achieve appropriate cost recovery. The proposed new fees are categorized below by individual department:

- The Finance Department is requesting the addition of a Credit Card Processing Fee of 4% for the incoming Vehicle Parking Permit System.
- The Library is requesting the addition of one new Test Proctoring fee.
- The Police Department is requesting the addition of one new Clearance Letter Memo fee.
- The Vehicle Parking District is requesting the addition of 3 new fees; Special Event/Filming Parking Permit, Quarterly Parking Permit Transaction Fee, Daily Parking Permit Transaction Fee.
- The Public Works Department is requesting the addition of 9 new fees; Certificate of Correction, Easement Information, Plan Check (4th and subsequent reviews), Preferential Parking Replacement Permit, Large Vehicle Parking Permit Issuance – per permit, Address Assignment (new units or individual property with more than 8 addresses request), Newsrack Installation Permit, Speeding Issues Request Report, Lien Placement Administration Fee.
- The Water Resources Department is requesting the addition of 1 new NPDES Plan Review for Land Development fee.
- The Development Services Department is requesting the addition of 34 new fees; EV Charger Level I, EV Charger Level II, EV Charger Level III, Commercial Water Line, Installation/Alteration of Air Handling Unit for AX up to and including 2,000 CFM, Mini Split, Whole House Fan, Misc. Fee for any item for which no fee exists, Fence over 7', Sign Plan Check, Patio Plan Check, Demo Plan Check, General Plan Update Fee, Scanning/Archival Fee, Certificate of Occupancy for Business License, Review of Alternate Methods and Material: Modification Request, Construction Hardship Form, Permit Duplication, Job Card Duplication, Copies 8 ½ x 11, Copies larger than 8 ½ x 11, Penalty for not obtaining a permit – Residential, Penalty for not obtaining a permit – Commercial, Development Plan Review: Residential (1-3 DU), Development Plan Review: Residential (30+ DU) – Commercial / Other, Density Bonus Review, Major Certificate of Appropriateness – Modification, Fence and Wall Permit, Vendor Equipment Return, Storage rate for Vendor Equipment, Vendor Equipment Return – No Show, Vacant Property Bond, and Special Inspection.
- The Community Services Division is requesting the addition of 6 new fees; Non-resident Swimming Lessons, Non-resident Recreation Swimming, Community Center Rental – Additional Hour (Palomares & Westmont), Community Center Rental – Additional Hour (All other Community Centers), Advertising in Recreation Guide, Fee based recreation programs, activities, classes, lessons, camps, clinics, leagues, events, and/or tournaments.
- The IT Technology Fee Section is being established to outline fees that recover costs associated with the implementation, maintenance, and upgrade of permitting software and other systems and equipment required for the issuance and management of permits and licenses. These fees are not new and have existed within the fee schedule under various

department pages but going forward these fees will now be combined and listed on the IT Technology page.

To maintain long-term cost resilience, the City will execute regular inflationary reviews of its fee structures as part of the annual budget development cycle. The next formal public hearing to consider proposed adjustments to user fees will be brought before the City Council in May 2027, concurrently with the presentation of the FY 2027–28 Proposed Operating Budget.

Prepared by:

Shar Perez

Revenue Operations Manager

ATTACHMENT(S):

Attachment No. 1 – Resolution No. 2026-55

Attachment No. 2 – Exhibit A - Proposed FY 2026-27 Master Fee Schedule Updates

Attachment No. 3 – FY 2025-26 Master Fee Schedule

Attachment No. 4 – Public Hearing Notice