

# Agenda Report

December 11, 2017

**TO:** Honorable Mayor and City Council

**THROUGH:** Finance Committee

**FROM:** Department of Finance

**SUBJECT: AMENDMENTS TO THE FISCAL YEAR 2018 GENERAL FEE SCHEDULE**

**RECOMMENDATION:**

It is recommended that the City Council adopt a resolution amending the Fiscal Year (FY) 2018 General Fee Schedule as detailed in the "Proposed Fee Schedule Amendments" section of this report.

**BACKGROUND:**

The General Fee Schedule includes all charges established based on the cost to provide the service such as processing land use approvals and building permits, as well as entrepreneurial type activities such as facility rentals. The General Fee Schedule was last updated and adopted by resolution on July 17, 2017.

While the General Fee Schedule is typically reviewed and updated annually, revisions may be made periodically throughout the year as the need may arise. The Planning and Community Development Department is proposing one new fee and revisions to four existing fees. Likewise, the Fire Department is proposing a revision to one existing fee.

**Proposed Fee Schedule Amendments**

1. **New “Public Hearing Notice Sign” Fee** – The Planning and Community Development Department proposes a new “Public Hearing Notice Sign” fee of \$11.50. The Department processes applications for new private development throughout the City and it is required that the developer or applicant post a 24” x 36” noticing board in the event that the proposed development requires a public hearing. Currently, no fee is collected for this service. The new fee will recover the costs to purchase the board and for the City’s Print Shop to print each sign.
  
2. **Amend Existing Pass-Through Fees** – The Planning and Community Development Department recommends amending the pass-through fees below to reflect the California State Department of Fish & Wildlife and Los Angeles (LA) County Registrar-Recorder/County Clerk mandated rates.

Fee Name	FY 2018 Adopted Fee	Proposed FY 2018 Revised Fee	Effective Date
<b>LA County Registrar-Recorder/County Clerk</b>			
Filing Fee for LA County Posting of Public Notice of Availability of Negative Declaration or an Environmental Impact Report Prior to County Adoption	\$81.00	\$75.00	Upon City Council Approval
<b>California State Department of Fish &amp; Wildlife</b>			
Negative Declarations and Mitigated Negative Declarations	\$2,216.25	\$2,280.75	January 1, 2018
Environmental Impact Reports	\$3,078.25	\$3,168.00	January 1, 2018
Environmental Documents Prepared Pursuant to a Certified Regulatory Program	\$1,032.00	\$1,077.00	January 1, 2018

3. **Amend Existing “EMS Transport” Fee** – The Fire Department recommends amending “EMS Transport” fee from \$1,900.00 to \$2,108.00 to align with the allowable County of Los Angeles General Public Ambulance rates. The fee recovers equipment and personnel costs utilized for patient transports to hospitals on medical incidents.

**COUNCIL POLICY CONSIDERATION:**

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

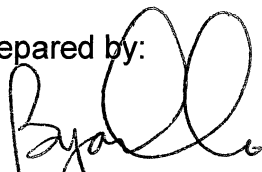
**FISCAL IMPACT:**

It is anticipated that the proposed amendments to the General Fee Schedule will result in approximately \$116,200 in annual revenue to the General Fund.

Respectfully submitted,

  
\_\_\_\_\_  
MATTHEW E. HAWKESWORTH  
Director of Finance

Prepared by:

  
\_\_\_\_\_  
Bianca Banaga  
Administrative Analyst  
Department of Finance

Approved by:

  
\_\_\_\_\_  
STEVE MERMELL  
City Manager