

APPROVED

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MAY 1, 2017

CITY COUNCIL
PUBLIC HEARING

SUBJECT: **PROPOSED FEE RESOLUTION FOR FISCAL YEAR 2017-18**
INITIATED BY: **FINANCE & TECHNOLOGY SERVICES DEPARTMENT**
(David Wilson, Director/Deputy City Manager)
(John Leonard, Revenue Manager) *JRL*
(Claudia Duncan, Senior Financial Management Analyst) *CD*

STATEMENT ON THE SUBJECT:

The City Council will hold a public hearing, consider all pertinent testimony, and consider adopting a resolution establishing fees and charges for certain services provided by the City of West Hollywood for the 2017-18 fiscal year.

RECOMMENDATIONS:

Staff recommends that the City Council hold a public hearing, consider all pertinent testimony, and adopt Resolution No. 17 - _____, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST HOLLYWOOD ESTABLISHING FEES AND CHARGES FOR CERTAIN SERVICES PROVIDED BY THE CITY OF WEST HOLLYWOOD AND REPEALING RESOLUTIONS NO. 16-4841, 16-4871, 16-4878, and 17-4933."

BACKGROUND / ANALYSIS:

Fee Resolution Actions (June 2016-April 2017)

As part of the Fee Resolution adoption for fiscal year 2016-17 staff recommended, and Council approved, a number of fee changes that were included in the Comprehensive Fee Study prepared by MGT of America. These changes included:

- Increased lobbyist registration fees
- Increased rent stabilized unit registration fees
- Increased affordable housing in-lieu and impact fees
- Various increases to planning and engineering fees phased in over four years
- Increases to certain code compliance and public works fees, including extended hours construction permits, marijuana licenses, and reimbursement rates for investigations.
- Increased administrative citations for short-term rental violations

As part of the fiscal year 2016-17 Fee Resolution adoption in June 2016, the City Council directed staff to return at a later date with further changes. Staff returned to the City Council in September 2016, with the following changes, which were approved by the Council.

- Reduced newsrack permit fees

- Reduced planning fees for class B, C, and D development permits, as well as all sign permits
- Increased planning fees for class A development permits
- Reduced fees for 55 drive alive classes
- Waiver of Mills Act application fees
- Increased residential alarm permit fees (from \$20 to \$30, to equal commercial alarm permits)
- Created a new increased fee for tour bus parking

Additionally, throughout the 2016-17 fiscal year several divisions presented other Fee Resolution changes to the City Council that included:

- Reduced taxi related fees (August 2016)
- Council request to create a tiered system for outdoor dining encroachment (February 2017)
- Changes to animal related fees and citations (April 2017)
- Council direction to change special event related fees and citations (April 2017)

All of the preceding adjustments are included in the fiscal year 2017-18 Fee Resolution. As shown above, a significant amount of work has been accomplished over the last year on the Fee Resolution. For this reason, there are only a modest number of adjustments proposed for the upcoming year, and many of the adjustments are aligned with policies set forth as part of the fiscal year 2016-17 Fee Resolution adoption.

Fiscal Year 2017-18 Proposed Fee Resolution

As required by law, prior to the implementation of a new or increased fee, the City Council must hold a public hearing. To meet this requirement, each year the City adopts a fee resolution that establishes fees and charges for the upcoming fiscal year. Typically, each division submits any proposed changes to their fee schedules and they are combined into one document by the Revenue Management Division.

This staff report provides a summary of the proposed changes to the fiscal year 2017-18 Fee Resolution and the attachments to the staff report provide all of the proposed fee schedules and justifications for the changes.

Attachment A - Fiscal Impact by Division: This attachment shows the net new fiscal impact of staff's recommended fee changes for fiscal year 2017-18, which include fee increases, decreases, and new fees. The fiscal impact is based on the proposed fee changes and current annual volume of each service. With this in mind, the fiscal impact is considered an estimate, because the annual volume of each service will fluctuate each year based on a variety of factors.

Attachment B - Proposed Fee Resolution: This attachment includes the adopting resolution for the City's 2017-18 fee schedules as well as the fee schedules for each City division and justification documents for each proposed change. The fee schedules show the current year fee, the proposed fee for the coming year, and indicate how the fee is changing (ex., no change, increase, or decrease). All changes to the fee schedules are shown in red. An example of the fee schedule is shown below:

HUMAN SERVICES & RENT STABILIZATION DEPARTMENT RENT STABILIZATION AND HOUSING FEE SCHEDULE FY 17-18	BASE FEE	Increase Decrease Same or New	Revised FEE
	FY 16-17		FY 17-18
RENT STABILIZATION DIVISION			
Rent Registration Fee	\$120	Increase	\$144
Rent Registration Fee - Section 8 Housing	\$60	Same	\$60
FILING FEES			
Rent Decrease Application	\$25	Same	\$25

Summary of Fee Changes

Below is a summary, by division, of the major fee changes proposed for fiscal year 2017-18.

Arts and Economic Development Fees

The only fees on the arts and economic development fee schedule are room rental fees for West Hollywood Park and the City Library. The Recreation Division has taken over the booking of these rooms; for this reason it is proposed that these fees be moved to the Recreation Division fee schedule.

Recreation Division Fees

Staff is recommending the following changes to the Recreation Division fee schedule:

- **West Hollywood Park/Library Room Rental Fees** - Add room rental fees for West Hollywood Park and City Library facilities to the Recreation fee schedule, as mentioned previously.
- **Non-Resident Room Deposits** - Decrease the non-resident deposit for room rentals from \$350 to \$150; which is currently the resident deposit amount. This was a recommendation in the Recreation Facility Use Effectiveness Study that was approved by the City Council February 6, 2017, and will make administration of the City's facility rental program more straight-forward.
- **Youth Swim Team Program Fee** - Eliminate the Youth Swim Team (Gators) program fee, because the program has been integrated into the BLAST Swim Team Program.
- **Fees for Wellness Classes** - Implement new fees for wellness classes. Currently, most City classes are offered through contracts with outside groups and individuals, the wellness classes would be offered by the City, or its partners, and would be considered "non-contract" classes. Further information about the classes can be found in agenda item 2.I. on the May 1st, City Council agenda.

Special Event Fees

Staff is recommending the following changes to the Event Services Division fee schedule. At the April 17, 2017 City Council meeting the City Council approved a number of policy changes related to the Event Services Division, including direction that staff incorporate the following fee changes into the fiscal year 2017-18 Fee Resolution.

- **Revise Fee Schedule Text Based on Policy Changes** - A number of text changes are proposed, so that the fiscal year 2017-18 Event Services fee schedule matches the new policies approved by the City Council on April 17th.
- **Special Event Permit Categories** - Based upon the policy changes made at the April 17, 2017 City Council meeting, Class C permits are being renamed "Administrative Permits" and their fee is being reduced from between \$200-\$350 to \$25. Class B permits are being renamed "Minor Permits" and Class A permits are being renamed "Major Permits", but both of those fees will remain the same.
- **Special Event Encroachment Fees** - Special Event encroachment fees are being moved from the Event Services fee schedule to the Engineering fee schedule, because the Engineering Division collects the fees (as well as all other encroachment fees).

Rent Stabilization and Housing Fees

Staff is recommending the following changes to the Rent Stabilization and Housing Division fee schedule:

- **Rent Stabilized Unit Registration Fee** - As part of the adoption of the 2016-17 Fee Resolution, the City Council approved increasing the rent stabilized unit registration fee by \$24, from \$120 to \$144. In order to allow additional time for the implementation of the fee increase, Council directed staff to not implement the increased fee until July 1, 2017, instead of July 1, 2016. The fee increase is equal to \$1 per month per unit increase for both landlords and tenants. The revised fee of \$144 will still be lower than the actual cost (\$221) for the City to administer the Rent Stabilization Ordinance and it is also less expensive than what other cities with comparable rent stabilization ordinances charge; such as Santa Monica at \$175 and Berkeley at \$234 per unit per year.
- **Affordable Housing In-Lieu and Impact Fees for Residential Projects** - Both fees are increased on an annual basis by the Construction Cost Index. This year the increase is 4.3%.

Current and Historic Preservation Planning Fees

Staff is recommending the following changes to the Current and Historic Preservation Planning Division fee schedule:

- **Various Development Fees** - As part of the adoption of the 2016-17 Fee Resolution, the City Council approved direction to raise certain planning fees over a four year period until they reach actual cost recovery. This was a recommendation provided to the City by the consultant that performed its comprehensive fee study. This is the second year of those increases, which are

reflected on the Current & Historic Preservation Planning fee schedule. It should be noted a number of planning fees related to small businesses, including development permits for small projects, sign fees, and zone clearances were lowered last year and remain unchanged this year. In addition, the Fee Resolution for 2017-18 continues to recommend the waiver of all fees related to Mills Act applications.

- **Hearing Notices** - The City requires that applicants of development projects pay a flat fee for the publication and mailing of required hearing notices. The costs mailing and publicizing these notices have increased and staff is recommending commensurate increases.
- **Per Hour Traffic/Mobility Review Fee** - During the entitlement review process mobility planning staff reviews applications for compliance with applicable City requirements. There is currently a flat fee that applicants must pay that is equal to ninety minutes of staff time; however, there are times when review can take longer. With this in mind, staff is recommending that an hourly fee be implemented for reviews that take longer than ninety minutes. Typically, most reviews do not take more than ninety minutes, and if they do, it is usually because applicants have revised their plans multiple times. The recommended fee structure is similar to what is currently charged to applicants during the plan check review process (which occurs after project entitlements are approved and applicants submit their actual plans).
- **Affordable Housing In-Lieu and Impact Fees for Commercial Projects** - This fee is increased on an annual basis by the Builder's Cost Index. This year the increase is 4.9%. It should be noted that the City's affordable housing fees for residential projects are adjusted by a different cost index than the City's affordable housing fee for commercial projects. This is because there are specific cost indexes that represent the increases in residential and commercial projects more effectively.

Code Compliance Fees

Staff is recommending the following changes to the Code Compliance Division fee schedule:

- **Business License Appeals** - This recommended change clarifies that the appeal fee for a business license decision is one-half of the applicable new license fee.
- **Code Compliance Special Event Monitoring (if required)** - Staff is recommending that this fee be increased in-line with the recommendations from the comprehensive fee study that was conducted in fiscal year 2015-16. The study recommended increasing the fee by \$20 the first year (fiscal year 2016-17) and another \$20 the second year (fiscal year 2017-18). The new hourly fee would be \$100, up from \$80.

Administrative Citations

Staff is recommending the following changes to the Administrative Citations fee schedule:

- **Special Event Administrative Citations** - Administrative citations for failing to obtain a special event permit are being increased to also include the cost of the applicable permit (in addition to the actual citation amount). This change is recommended because in some cases, for medium and large scale events, the cost of a citation is less expensive than the special event permit, which decreases the likelihood of compliance.
- **Short-Term Rentals** - Staff is recommending several changes to administrative citations for short-term rentals. The changes would increase penalties for short-term rentals (double the fines) and would also close loopholes that staff has become aware of. The changes include, increasing the cost of short-term rental violations and basing the penalty on the "minimum number of nights" advertised by the host, instead of only one night.

Parking Fees

Staff is recommending the following changes to the Parking Division fee schedules:

- **Prorated Permit Fees** - When prorated permit fees (for less than six months) were adopted several years ago, the intent was for the proration to be rounded to nearest whole dollar. All other parking fees are rounded to the nearest dollar, in order to make payments easier at the parking counter. For this reason, staff is requested that these fees be rounded to the nearest dollar as well.
- **Parking Credits** - The parking credits ordinance established an annual increase to the parking credit fee based on the Consumer Price Index (CPI). The applicable CPI for the current fiscal year is 2.1% and will increase the annual fee per parking credit from \$397.51 to \$405.86.
- **Parking Related Development Fees** - As part of the comprehensive fee study completed in 2015-16, it was recommended that fees related to property development be increased to full cost recovery over a four year period. The sign-installation and curb painting fees in the Parking Division are primarily utilized by property developers and thus staff recommends that they increase to full cost recovery over a four year period (similar to Engineering and Planning fees).
- **Add and Remove Parking Lots** - As municipal parking lots are either added or removed from the City's inventory they must also be added and deleted from the fee resolution. This year staff is recommending that the Robertson Lot (behind the Log Cabin) be added, and that the El Tovar, Doheny/Sunset, and La Peer lots be removed.
- **Queens Road Parking Lot** - Currently the City's Queens Road Parking lot has a two hour time limit all day. Staff is proposing removing the 2 hour time limit after 6 p.m. This will help support the area businesses by providing affordable off-street parking for an extended period of time for their patrons.

Engineering Fees

Staff is recommending the following changes to the Engineering Division fee schedules:

- **Various Development Fees** - As part of the adoption of the 2016-17 Fee Resolution, the City Council approved direction to raise Engineering fees that are primarily related to property development over a four year period until they reach actual cost recovery. This was a recommendation provided to the City by the consultant that performed its comprehensive fee study. This is the second year of those increases, which are reflected on the Engineering fee schedule.
- **Outdoor Dining Encroachment Fees** - On February 6, 2017, the City Council approved agenda item 5.B. requesting that staff evaluate the encroachment fees for sidewalk cafes and return to the City Council with recommendations for a tiered fee system for different types of businesses. Staff is recommending that the City Council approve a 50% reduction in sidewalk dining encroachment fees for non-alcohol serving businesses. The new fee for non-alcohol serving businesses would be \$0.50 per square foot and the fee for alcohol serving businesses would remain at \$1.00. Staff believes that this tiered system is reasonable and also business friendly, because West Hollywood's fees will be significantly lower than comparable Westside cities, including Santa Monica (\$6-\$1.80) and Beverly Hills (\$1.40). By creating a tiered fee structure where non-alcohol serving establishments pay a lower per square foot fee, the City can encourage diversification of retail and food-serving establishments and avoid overconcentration of alcohol-serving establishments.
- **Waste Water Mitigation Fees** - The Wastewater Mitigation fee is an existing fee charged to developers of new projects for their project's net increase in sewer usage. An annual increase to the Wastewater Mitigation Fee, tied to the change in the annual (January-January) Consumer Price Index (CPI) for the Los Angeles Area, is being recommended by staff. The increase is being proposed so that the fee that is collected keeps pace with increasing costs. For the fiscal year starting July 1, 2017, the CPI adjustment would be 2.1%. This CPI increase for developer waste water mitigation fees is different than the one applied to resident waste water fees (agenda item 3.B.) because the resident increase is specifically called out in the adopting ordinance for that fee; the standard City increase is being used for the developer fees.

The complete fee schedules for fiscal year 2017-18 can be found in Attachment 2; with all changes shown in red. The fee schedules also include the justification documents for each new or revised fee. Moving forward, the City will be performing comprehensive fee studies every four years to align with every other two year budget.

CONFORMANCE WITH VISION 2020 AND THE GOALS OF THE WEST HOLLYWOOD GENERAL PLAN:

This item is consistent with the Primary Strategic Goal(s) (PSG) and/or Ongoing Strategic Program(s) (OSP) of:

- PSG-3: Fiscal Sustainability.
- OSP-1: Adaptability to Future Change.

In addition, this item is compliant with the following goal(s) of the West Hollywood General Plan:

- G-2: Maintain transparency and integrity in West Hollywood's decision-making process.

EVALUATION PROCESSES:

The City's fees are reviewed on an annual basis, for the annual fee resolution. Cost of services studies are performed by the City every four years to align with every other two-year budget.

ENVIRONMENTAL SUSTAINABILITY AND HEALTH:

n/a

COMMUNITY ENGAGEMENT:

As part of the 2016-17 Fee Resolution and comprehensive fee study multiple forms of community engagement were conducted. Since many of this year's changes are either minor or were included in last year's outreach, additional community outreach was not conducted this year. Moving forward, the City plans to conduct a comprehensive fee study every four years to align with every other two year budget. Each comprehensive fee study will include community outreach and engagement. Additionally, if there are any significant fee changes proposed during the "middle" three years, staff will conduct community outreach to impacted stakeholders.

OFFICE OF PRIMARY RESPONSIBILITY:

FINANCE & TECHNOLOGY SERVICES DEPARTMENT / REVENUE MANAGEMENT DIVISION

FISCAL IMPACT:

The fiscal impact is a potential increase to General Fund revenues of \$460,606 and a potential increase to Other Funds revenues of \$139,523 for fiscal year 2017-18. Some of the proposed changes outlined in this item are new City fees; for this reason the full amount of new revenue expected from these fees should be considered estimates. These amounts will be incorporated into the proposed budget for 2017-18 when appropriate and are detailed in Attachment A.

AMOUNT	DESCRIPTION
\$600,129	This item will generate new City revenues.

ATTACHMENTS:

Attachment A – Fiscal Impact by Division

Attachment B – Proposed FY 2017-18 Fee Resolution, including Fee Schedules and Justification Documents

ATTACHMENT A
Fiscal Impact by Division

Department/Division	2016-17 Revenue	2017-18 Estimated Revenue	Fiscal Impact
GENERAL FUND			
Human Services and Rent Stabilization Department			
Recreation - Wellness Classes	\$ -	\$ 3,000	\$ 3,000
Rent Stabilization and Housing - Rent Registration Fees	\$ 1,812,789	\$ 2,175,347	\$ 362,558
Economic Development Department			
Event Services - Administrative Permit Changes	\$ 73,250	\$ 23,250	\$ (50,000)
Community Development Department			
Current and Historic Preservation Planning - Various Dvlp Fees	\$ 219,838	\$ 244,215	\$ 24,377
Current and Historic Preservation Planning - Postage for Notices	\$ 40,500	\$ 47,000	\$ 6,500
Current and Historic Preservation Planning - Publication Fees	\$ 27,495	\$ 28,870	\$ 1,375
Current and Historic Preservation Planning - Mobility Review	\$ -	\$ 2,400	\$ 2,400
Public Works Department			
Code Compliance - Special Events Monitoring Fee (per hour)	\$ 500	\$ 625	\$ 125
Administrative Citations - Short-Term Rental Changes	\$ 18,867	\$ 24,000	\$ 5,133
Administrative Citations - Special Events Non-Compliance	\$ 5,050	\$ 6,500	\$ 1,450
Parking - Parking Credits	\$ 340,666	\$ 347,822	\$ 7,156
Parking - Various Development Related Fees	\$ 110,102	\$ 176,634	\$ 66,532
Engineering - Various Development Related Fees	\$ 120,000	\$ 150,000	\$ 30,000
Total General Fund	\$ 2,769,057	\$ 3,229,663	\$ 460,606
OTHER FUNDS			
Affordable Housing Trust Fund			
Rent Stabilization and Housing - Affordable Housing In-Lieu Fees	\$ 203,077	\$ 210,390	\$ 7,313
Parking Improvement Fund			
Parking - Addition of Robertson Lot	\$ -	\$ 132,000	\$ 132,000
Sewer Improvement Fund			
Engineering - Wastewater Mitigation Fee	\$ 10,000	\$ 10,210	\$ 210
Total Other Funds	\$ 213,077	\$ 352,600	\$ 139,523

ATTACHMENT B
Proposed Fee Resolution

**Including Fee Schedules and
Justification Documents**

RESOLUTION NO. 17 - _____

“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST HOLLYWOOD ESTABLISHING FEES AND CHARGES FOR CERTAIN SERVICES PROVIDED BY THE CITY OF WEST HOLLYWOOD AND REPEALING RESOLUTION NO. 16-4841, 16-4871, 16-4878 and 17-4933.”

THE CITY COUNCIL OF THE CITY OF WEST HOLLYWOOD HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City Council desires to set fees for certain services provided by the Event Services Division of the Economic Development Department, Communications Department, the City Clerk’s Division of the Administrative Services Department, the Revenue Management Division of the Finance and Technology Services Department, The Public Safety Department, the Recreation and Rent Stabilization & Housing Divisions of the Human Services and Rent Stabilization Department, the Current and Historic Preservation Planning and Long Range and Mobility Planning Divisions of the Community Development Department, and the Parking, Engineering, Code Compliance and Facilities and Field Services Divisions of the Department of Public Works. Notwithstanding the fees adopted by the resolution, the City Manager or his designee may reduce or waive the fees for non-profit organizations upon showing that the fee would cause a financial hardship, or for City sponsored or sanctioned events.

SECTION 2. The City Council adopts the Schedule of Fees and Charges for Film/CATV and Public Information/Public Access in the Communications Department attached hereto and made a part hereof.

SECTION 3. The City Council adopts the Schedule of Fees and Charges for City Clerk/Records in the Administrative Services Department attached hereto and made a part hereof.

SECTION 4. The City Council adopts the Schedule of Fees and Charges for Revenue Management in the Department of Finance and Technology Services attached hereto and made a part hereof.

SECTION 5. The City Council adopts the Schedule of Fees and Charges for Public Safety Administration in the Public Safety Department attached hereto and made a part hereof.

SECTION 6. The City Council adopts the Schedule of Fees and Charges for Recreation, Rent Stabilization & Housing, and Affordable

Housing Impact and In-Lieu Fees in the Department of Human Services & Rent Stabilization Department attached hereto and made a part hereof.

SECTION 7. The City Council adopts the Schedule of Fees and Charges for Event Services Division in the Economic Development Department attached hereto and made a part hereof.

SECTION 8. The City Council adopts the Schedule of Fees and Charges for Current and Historic Preservation Planning and the Long Range and Mobility Planning Divisions in the Community Development Department attached hereto and made a part hereof.

SECTION 9. The City Council adopts the Schedule of Fees and Charges for Code Compliance, Administrative Citations Program, Facilities and Field Services, Parking Fees, Parking Violations, City Municipal Garages/Lots, Taxi Program and Engineering in the Department of Public Works attached hereto and made a part hereof.

SECTION 10. The City Council finds that the foregoing fees reflect and do not exceed the actual costs of providing the service for which the fee is collected as set forth in the fee justification reports on file in the office of the City Clerk, including the Cost of Services Study performed by MGT of America and dated May 2016. The City Council finds that the revenue sources for the services to be provided will be the fees charged for such services and General Fund revenues.

SECTION 11. For the Schedule of Fees and Charges for Current and Historic Preservation Planning and Long Range and Mobility Planning in the Community Development Department, the fees are effective pursuant to California Government Code Section 66017 which states that development project fees that "apply to the filing, acceptance, review, approval or issuance of an application, permit, or entitlement to use" shall be effective no sooner than 60 days following the final action on adoption of the fee or charge or increase in the fee or charge. Therefore all fees other than development project fees shall take effect on July 1, 2017 and development project fees shall take effect September 1, 2017.

SECTION 12. Resolutions 16-4841, 16-4871, 16-4878 and 17-4933 are hereby repealed.

PASSED, APPROVED AND ADOPTED this 1st day of May, 2017

Lauren Meister, Mayor

ATTEST:

Yvonne Quarker, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF WEST HOLLYWOOD)

I, Yvonne Quarker, City Clerk of the City of West Hollywood, do hereby certify that Resolution No. 17 - _____, was duly passed, approved and adopted by the City Council of the City of West Hollywood at a regular meeting held the 1st. day of May, 2017, by the following vote:

AYES: Councilmember -
NOES: Councilmember -
ABSENT: Councilmember -

Yvonne Quarker, City Clerk

Fee Resolution Attachments

Fee Schedules

and

Justification Documents

**Arts and Economic Development
Fee Schedule**

CITY MANAGER'S DEPARTMENT ARTS AND ECONOMIC DEVELOPMENT FEE SCHEDULE FY 17-18	BASE FEE	Increase Decrease Same or New	REVISED FEE
	FY 16-17		FY 17-18
INDOOR FACILITY USE			
West Hollywood Park Library City Council Chambers Rental			
Resident, Commercial—First Hour	\$110	same	\$110
Resident, Commercial—Each Additional Hour	\$35	same	\$35
Non-Resident, Non-Profit—First Hour	\$121	same	\$121
Non-Resident, Non-Profit—Each Additional Hour	\$35	same	\$35
Non-Resident, Commercial—First Hour	\$242	same	\$242
Non-Resident, Commercial—Each Additional Hour	\$35	same	\$35
Sound and Lighting Technician Hourly	At Cost	same	At Cost
Facility Use Admin Processing & Booking Fee—Large Rooms * (fee cannot be waived, no refund within 21 days of event)	\$50	same	\$50
INDOOR FACILITY USE			
West Hollywood Park Library Community Meeting Room Rental			
Resident, Commercial—First Hour	\$110	same	\$110
Resident, Commercial—Each Additional Hour	\$35	same	\$35
Non-Resident, Non-Profit—First Hour	\$121	same	\$121
Non-Resident, Non-Profit—Each Additional Hour	\$35	same	\$35
Non-Resident, Commercial—First Hour	\$242	same	\$242
Non-Resident, Commercial—Each Additional Hour	\$35	Same	\$35
Sound and Lighting Technician Hourly	At Cost	same	At Cost
After Hours Use Fee	\$40	same	\$40
Facility Use Admin Processing & Booking Fee—Medium Rooms * (fee cannot be waived, no refund within 21 days of event)	\$35	same	\$35
INDOOR FACILITY USE			
West Hollywood Park Library West Hollywood Room Rental			
Resident, Commercial—First Hour	\$55	same	\$55
Resident, Commercial—Each Additional Hour	\$30	same	\$30
Non-Resident, Non-Profit—First Hour	\$75	same	\$75
Non-Resident, Non-Profit—Each Additional Hour	\$30	same	\$30
Non-Resident, Commercial—First Hour	\$110	same	\$110
Non-Resident, Commercial—Each Additional Hour	\$30	same	\$30
Facility Use Admin Processing & Booking Fee—Small Rooms * (fee cannot be waived, no refund within 21 days of event)	\$25	same	\$25

This schedule is no longer necessary and will be removed from the Fee Resolution as all of the fees will now be listed on the Recreation Division's Fee schedule.

Communications Department

Film and CATV

Fee Schedule

COMMUNICATIONS DEPARTMENT FILM/CATV FEE SCHEDULE FY 17-18	BASE FEE	Increase Decrease Same	REVISED FEE
	FY 16-17	or New	FY 17-18
ADMINISTRATIVE PROCESSING FEE (West Hollywood)			
Motion Picture and Video Photography Administrative Fee	\$1,250	Same	\$1,250
Late Motion Picture and Video Photography Administrative Fee	\$2,000	Same	\$2,000
Blanket Film Permit (more than 7 consecutive days/no greater than 14 consecutive days of filming)	\$5,275	Same	\$5,275
Property Use Fees (Per Day), Motion Picture and Video Photography			
Residential Areas	\$600	Same	\$600
City Facilities and Parks	\$850	Same	\$850
Commercial Areas	\$800	Same	\$800
Sunset Boulevard	\$1,200	Same	\$1,200
Street Use Fees, Motion Picture and Video Photography			
Intermittent Traffic Control (ITC) - Per Day			
- Residential Streets	\$300	Same	\$300
- Commercial Streets	\$450	Same	\$450
- Sunset Boulevard	\$600	Same	\$600
Closures Residential:			
1st Hour	\$500	Same	\$500
Additional Hours	\$500	Same	\$500
Closure Commercial (excluding Sunset):			
1st Hour	\$1,000	Same	\$1,000
Additional Hours	\$500	Same	\$500
Closure Sunset Boulevard:			
1st Hour	\$2,000	Same	\$2,000
Additional Hours	\$2,000	Same	\$2,000
Revision Fees (per change)	\$100	Same	\$100
ADMINISTRATIVE PROCESSING FEE (West Hollywood)			
Still Photography Application Processing Fee	\$150	Same	\$150
Property Use Fees, Still Photography			
Public Property	\$50	Same	\$50
City Facilities and Parks	\$150	Same	\$150
Commercial Areas	\$150	Same	\$150
Sunset Boulevard	\$200	Same	\$200
Revision Fees (per change)	\$30	Same	\$30
Reduced Fee for Low-Impact Filming on Private Property			
Film Production with 3 persons or less (maximum 5 guests or extras)	\$0	Same	\$0
Film Production with 5 persons or less (maximum 10 guests or extras)	\$625	Same	\$625
Low-Impact Blanket Permit (more than 7 consecutive days/no greater than 14 consecutive days of filming)	\$2,400	Same	\$2,400
Reduced Fee for Additional Low-Impact Filming on Public Property			
Residential Areas	\$300	Same	\$300
City Facilities and Parks	\$425	Same	\$425
Commercial Areas	\$400	Same	\$400
Sunset Boulevard	\$600	Same	\$600

Communications Department
Public Information and Public Access
Fee Schedule

COMMUNICATIONS DEPARTMENT PUBLIC INFORMATION / PUBLIC ACCESS FEE SCHEDULE FY 17-18	BASE FEE	Increase Decrease Same or New	REVISED
	FY 16-17		FEE FY 17-18
MEMBERSHIPS			
Annual Membership Dues - Producer	\$30	Same	\$30
Annual Membership Dues - Company	\$75	Same	\$75
VIDEOTAPES			
MiniDV Tape 60 Minute - Suitable For Source Footage	\$5	Same	\$5
DVD Recordable Disc	\$1	Same	\$1
EQUIPMENT			
Camera Use Exceeding 3 Per Program Contract	\$15	Same	\$15
Camera Use Exceeding 6 Per Program Contract	\$50	Same	\$50
Fee for WHPA Making Single Dub of a Show	\$5	Same	\$5
Edit Time Exceeding 30 Hours Per Program Contract	\$2	Same	\$2
Edit Time Exceeding 60 Hours Per Program Contract	\$10	Same	\$10
Multi-Camera Studio Time Exceeding 1.5 Hours Per Program Contract	\$50	Same	\$50
Multi-Camera Studio Time Exceeding 3 Hours Per Program Contract	\$100	Same	\$100

**Human Resources and
Administrative Services Department
City Clerk
Fee Schedule**

HUMAN RESOURCES & ADMINISTRATIVE SERVICES DEPARTMENT CITY CLERK / RECORDS FEE SCHEDULE FY 17-18	BASE FEE	Increase Decrease Same or New	REVISED FEE
	FY 16-17		FY 17-18
Domestic Partnership, Registration	\$25	Same	\$25
Domestic Partnership, Dissolution	\$18	Same	\$18
Lobbyist Registration (Annual)	\$120	Same	\$120
Lobbyist - Addition of Clients to Registration	\$20	Same	\$20
Lobbyist - Renewal	\$60	Same	\$60
Certification of Documents	\$5	Same	\$5
Subpoena Fee: City Personnel *	\$275	Same	\$275
Notary Services -			
<i>Non-City documents, except Immigration/Visitor Papers</i>	\$0	Same	\$0
Tape Duplication - Audio	\$25	Same	\$25
Tape Duplication - Video	\$10	Same	\$10
CD/DVD burning (Either Data or Video)	\$1	Same	\$1
Copy Fees - 1st Page	\$0.25	Same	\$0.25
- Each Additional Page	\$0.25	Same	\$0.25
DOCUMENTS AND PUBLICATIONS			
General Plan (Only)	\$67	Same	\$67
General Plan (Including Climate Action Plan & Housing Tech. Appx.)	\$111	Same	\$111
DOCUMENT - Rent Control Ordinance	\$6	Same	\$6
DOCUMENT - Rent Control Regulations	\$6	Same	\$6
DOCUMENT - Zoning Maps	\$5	Same	\$5
DOCUMENT - Sunset Specific Plan	\$20	Same	\$20
DOCUMENT - City Budget	\$47	Same	\$47
DOCUMENT - City CAFR	\$47	Same	\$47
Municipal Code (includes Zoning and Subdivision Codes)	\$115	Same	\$115
Municipal Code Supplement (Yearly)	\$40	Same	\$40
Zoning and Subdivision Code	\$43	Same	\$43
Zoning and Subdivision Code Supplement (Yearly)	\$23	Same	\$23
STREET NAME CHANGE			
Application Fee	\$2,000	Same	\$2,000
Deposit	\$3,000	Same	\$3,000

**Finance and Technology Services
Department
Revenue Management
Fee Schedule**

FINANCE AND TECHNOLOGY SERVICES DEPARTMENT REVENUE MANAGEMENT FEE SCHEDULE FY 17-18	BASE FEE	Increase Decrease Same or New	REVISED FEE
	FY 16-17		FY 17-18
Alarm Permits			
Commercial	\$30	Same	\$30
Residential	\$30	Same	\$30
False Alarms			
Per False Alarm After 2 False Alarms in 12 Consecutive Months	\$50	Same	\$50
Per False Alarm After 4 False Alarms in 12 Consecutive Months	\$75	Same	\$75
Per False Alarm With No Registered Alarm Permit First 4 in 12 Months	\$50	Same	\$50
Per False Alarm With No Registered Alarm Permit After 4 in 12 Months	\$75	Same	\$75
Other			
Local Disability Access Fee (Applicable to Business Tax Certificates)	\$1	Same	\$1
Returned Check Charge	\$44	Same	\$44
Business License Tax - Certificate Inquiry (Per Record)	\$4	Same	\$4
Comprehensive Annual Financial Report	\$47	Same	\$47
Two-Year Budget Document	\$47	Same	\$47

**Public Safety Department
Public Safety Administration
Fee Schedule**

PUBLIC SAFETY DEPARTMENT PUBLIC SAFETY ADMINISTRATION FEE SCHEDULE FY 17-18	BASE FEE	Increase Decrease Same or New	REVISED FEE
	FY 16-17		FY 17-18
APPEAL OF FIREARM CLASSIFICATION TO THE ROSTER OF SATURDAY NIGHT SPECIAL LIST			
Appeal to the City Manager	\$465	Same	\$465
Appeal to the Public Safety Commission	\$550	Same	\$550
55 DRIVE ALIVE - ADULT SAFE DRIVING CLASS			
Per Individual	\$10	Same	\$10
Per Couple	\$15	Same	\$15
AMERICAN RED CROSS COURSES (CPR or FIRST AID)			
Identification Card Per Individual (Currently \$5)	Cost	Same	Cost
Course Materials (Textbooks) Per Individual - Can Vary (Currently \$20)	Cost	Same	Cost

**Human Services and Rent Stabilization
Department
Recreation Services
Fee Schedule**

HUMAN SERVICES AND RENT STABILIZATION DEPARTMENT RECREATION FEE SCHEDULE FY 17-18	BASE FEE	Increase, Decrease, Same or New	REVISED
	FY 16-17		FEE FY 17-18
INDOOR FACILITY USE			
Large Rooms			
Auditorium (w/stage) West Hollywood & Plummer Parks			
Resident Commercial - First Hour	\$110	Same	\$110
Resident Commercial - Each Additional Hour	\$35	Same	\$35
Non-Resident, Non Profit - First Hour	\$121	Same	\$121
Non-Resident, Non Profit - Each Additional Hour	\$35	Same	\$35
Non-Resident, Commercial - First Hour	\$242	Same	\$242
Non-Resident, Commercial - Each Additional Hour	\$35	Same	\$35
Security Deposit	\$150	Same	\$150
Sound and Lighting Technician - Hourly	Charged at cost	Same	Charged at cost
West Hollywood Park - Library City Council Chambers and Community Meeting Room Rental			
Resident, Commercial - First Hour	\$110	Same	\$110
Resident, Commercial - Each Additional Hour	\$35	Same	\$35
Non-Resident, Non Profit - First Hour	\$121	Same	\$121
Non-Resident, Non Profit - Each Additional Hour	\$35	Same	\$35
Non-Resident, Commercial - First Hour	\$242	Same	\$242
Non-Resident, Commercial - Each Additional Hour	\$35	Same	\$35
Sound and Lighting Technician-Hourly	At Cost	Same	At Cost
After Hours Use Fee - Community Room Rental	\$40	Same	\$40
Mid Size Rooms			
Great Hall, Library room rental at West Hollywood Park			
Resident Commercial - First Hour	\$55	Same	\$55
Resident Commercial - Each Additional Hour	\$30	Same	\$30
Non-Resident, Non Profit - First Hour	\$75	Same	\$75
Non-Resident, Non Profit - Each Additional Hour	\$30	Same	\$30
Non-Resident, Commercial - First Hour	\$110	Same	\$110
Non-Resident, Commercial - Each Additional Hour	\$30	Same	\$30
Security Deposit	\$150	Same	\$150
Small Rooms			
Plummer Park Rooms 1, 2, 3, 4, 5, 6, Art Room 1, Art Room 2,			
Resident Commercial - First Hour	\$45	Same	\$45
Resident Commercial - Each Additional Hour	\$24	Same	\$24
Non-Resident, Non Profit - First Hour	\$65	Same	\$65
Non-Resident, Non Profit - Each Additional Hour	\$24	Same	\$24
Non-Resident, Commercial - First Hour	\$90	Same	\$90
Non-Resident, Commercial - Each Additional Hour	\$24	Same	\$24
Security Deposit	\$150	Same	\$150
Sky Room & Kings Road Park			
Resident Commercial - First Hour	\$36	Same	\$36
Resident Commercial - Each Additional Hour	\$12	Same	\$12
Non-Resident, Non-Profit - First Hour	\$50	Same	\$50
Non-Resident, Non-Profit - Each Additional Hour	\$15	Same	\$15
Non-Resident, Commercial - First Hour	\$72	Same	\$72
Non-Resident, Commercial - Each Additional Hour	\$12	Same	\$12
Kitchen Facilities			
Resident/Non-Resident (All Classifications) With Room Rental	\$20	Same	\$20
Resident/Non-Resident (All Classifications) With Room 6 Rental Only	\$20	Same	\$20
Resident/Non-Resident (All Classifications) Without Room Rental	\$0	Same	\$0
Deposits			
Resident (All Classifications) With Room Rental	\$150	Same	\$150
Non-Residents (All Classifications) With Room Rental	\$350	Decrease	\$150
<i>May be required or waived where appropriate - see each individual room.</i>			
OUTDOOR FACILITIES			
PICNIC ZONE RESERVATIONS - W. H. PARK			
\$15 per Hour (Four-hour Minimum and 30 People Max Each Picnic Zone)	\$15/hr - \$60 min	Same	\$15/hr - \$60 min
SWIMMING POOL/AQUATIC PROGRAMS			

HUMAN SERVICES AND RENT STABILIZATION DEPARTMENT RECREATION FEE SCHEDULE FY 17-18	BASE FEE	Increase, Decrease, Same or New	REVISED
	FY 16-17		FEE FY 17-18
<i>Two lifeguards and 1 locker room attendant per each 50 persons or increment thereof must be provided at cost to permit group at current lifeguard salary.</i>			
Group Rental - All Fees Listed are Per Hour, Two Hour Minimum			
Resident, Non-Profit, Commercial or Private -			
Up to 75 Persons	\$100	Same	\$100
Each Additional 25 Persons or Increment Thereof	\$40	Same	\$40
Non-Resident, Non-Profit, Commercial or Private -			
Up to 75 Persons	\$150	Same	\$150
Each Additional 75 Persons or Increment Thereof	\$75	Same	\$75
Training Ticket Swim Team (Fees Listed are Per Hour)			
Sponsored Group, Exclusive use (Minimum 25 Persons)	\$25	Same	\$25
Non-Sponsored Group, Exclusive Use (Minimum 25 Persons)	\$45	Same	\$45
Other Public Agencies - Per Day	\$120	Same	\$120
Individual Swimming Pool Fees -			
Recreational Swim -			
Resident Child (15 and Under)	\$1	Same	\$1
Resident Adults	\$2	Same	\$2
Non-Resident Child (15 and Under)	\$2	Same	\$2
Non-Resident Adults	\$3	Same	\$3
Laps -			
Resident Adults	\$2	Same	\$2
Non-Resident Adults	\$5	Same	\$5
Group Lessons - (8 Lessons Per Session - Child)			
Resident and Non-Resident Rate	\$40	Same	\$40
Private Swim Lesson - (4 Lessons Per Session - Child)			
Resident and Non-Resident Rate	\$50	Same	\$50
Swim Pass - 25 Swims -			
Resident Child (15 and Under)	\$25	Same	\$25
Resident Adult	\$35	Same	\$35
Non-Resident Child (15 and Under)	\$35	Same	\$35
Non-Resident Adult	\$60	Same	\$60
Seniors and Disabled Swim	\$0	Same	\$0
Youth Swim Team-Gators (Per Child/Month)	\$55 to \$65	Eliminate	\$0
OUTDOOR TENNIS COURTS - Department Director may set Tennis Fees			
<i>West Hollywood Park Courts: All courts are free on a first-come, first-serve basis except when reserved for teaching by City Concessionaire.</i>			
<i>Plummer Park Courts: Courts 1 and 2 are reservable on Saturday and Sunday from 8:00 am to 7:00 pm. All other times are available for free play. Courts 3, 4, and 5 are teaching courts. On Saturday and Sunday they are reservable from 8:00 am until 7:00 pm unless scheduled for lessons. All other times are available for free play. Courts 6 and 7 can be reserved Monday through Friday from 3:00 pm to 9:30 pm, and on Saturday and Sunday from 8:00 am to 7:00 pm. All other times are open for free play.</i>			
<i>City-sponsored tennis classes will have priority over all other permit requests.</i>			
Resident	\$8	Same	\$8
Non-Resident	\$8	Same	\$8
<i>Tennis Tournament fees are determined by the City's Tennis Concessionaire, on an event-by-event basis.</i>			
Singles	Varies	Same	Varies
Doubles	Varies	Same	Varies
Children's' Programs Residents			
Two Days a Week - Tiny Tots (10 Weeks)	\$120	Same	\$120
Four Days a Week - Tot Time	\$280	Same	\$280
Day Camp	\$150	Same	\$150
Camp Reservation - Deposit Per Week (Per Individual)	\$75	Same	\$75
Classes			

HUMAN SERVICES AND RENT STABILIZATION DEPARTMENT RECREATION FEE SCHEDULE FY 17-18	BASE FEE	Increase, Decrease, Same or New	REVISED
	FY 16-17		FEE FY 17-18
Contract Classes Range From \$20 to \$150 in Fees	\$10-\$175	Same	\$10-\$175
Refund Fee, Refunds Granted if Requested 7 Days Before the Start of the Class	\$5	Same	\$5
<i>The City negotiates the fee per class with the instructor. Classes range from one-day workshops to several (4-14) weeks in length. The instructor is paid a percentage of the total fees collected, not to exceed 70%. The remaining 30% (minimum) in fees goes toward publicity, printing and mailing of the Recreation brochure, and other administrative expenses.</i>			
Non-Contract Classes (Fees per session for classes offered by the City and its partners)	n/a	New	\$3-\$5
Excursions			
One-Day Excursions (Including Transportation and Event Tickets)	\$10-\$60	Same	\$10-\$60
Special Events Registration			
Youth Sports and Other Programs - <i>Fees may be charged for these programs and will vary according to the type of activity.</i>	Varies	Same	Varies
Farmers Market and Community Gardens			
Farmer's Market - <i>Farmer's pay a percent of their gross intake</i>	6.5%	Same	6.5%
Community Garden - Annual Fee Per Plot.	\$100	Same	\$100
Community Garden - Key Deposit	\$20	Same	\$20

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: Human Services and Rent Stabilization

DIVISION: Recreation Services

Submitted by: Christopher Worland

Ext: 6511

Name of fee: Indoor Facility Use-Library Facilities

This fee is: NEW

INCREASE

DECREASE

FY 2016-17: \$ n/a

FY2017-18: \$ n/a

JUSTIFICATION:

On January 1, 2017 Recreation Services assumed the responsibilities of room reservations for the Library Facilities at West Hollywood Park. The related fees were previously listed on the Arts and Economic Development fee schedule and are now being moved to the Recreation Division Fee Schedule to reflect the fact that the Recreation Division now manages the rental of these facilities. All the previously approved fee rates will remain the same.

The following fees will be moved from the Arts and Economic Development fee schedule and into the Recreation Fee Schedule:

- **West Hollywood Park - Library City Council Chambers Rental**
- **West Hollywood Park - Library Community Meeting Room Rental**
- **West Hollywood Park - Library West Hollywood Room Rental**

Since the fees shown above were the only fees that made up the Arts and Economic Development fee schedule, that schedule will be completely removed from the Fee Resolution.

A. Total Revised Revenue 2018: \$ n/a

B. Total Current Revenue 2017: \$ n/a

C. **Net Increase or (Decrease): \$ n/a**

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: Human Services and Rent Stabilization

DIVISION: Recreation Services

Submitted by: Christopher Worland

Ext: 6511

Name of fee: Deposit (All Classifications) Non-Resident With Room Rental

This fee is: NEW

INCREASE

DECREASE

FY 2016-17: \$350.00

FY2017-18: \$150.00

JUSTIFICATION:

Currently, residents and non-residents are charged a different deposit rate for room rentals. One of the recommendations in the Facility Use Effectiveness Project, that was approved by City Council on February 6, 2017, was to decrease the non-resident deposit amount to match the resident deposit amount. This change will make administration of the program easier by having a single deposit amount.

There is no fiscal impact to this change because the fee that is being decreased is a deposit that is returned to individuals and not kept by the City (unless damage occurs).

A. Total Revised Revenue 2018: \$ n/a

B. Total Current Revenue 2017: \$ n/a

C. Net Increase or (Decrease): \$ n/a

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: Human Services and Rent Stabilization

DIVISION: Recreation Services

Submitted by: Christopher Worland

Ext: 6511

Name of fee: Youth Swim Team – Gators (Per Child/Month)

This fee is: NEW

INCREASE

DECREASE

FY 2016-17: \$ n/a

FY2017-18: \$ n/a

JUSTIFICATION:

The Youth Swim Team (Gators) program has been integrated into the BLAST Swim Team Program.

The Blast Swim Team Program is a private organization who rents pool time from the City. The Recreation Division decided to transition participants for the Youth Swim Team (Gators) into the BLAST swim team program because it offers a greater opportunity for advancement and continued skill building for participants. The City run swim team has been discontinued.

There is no fiscal impact to this transition.

A. Total Revised Revenue 2018: \$ n/a

B. Total Current Revenue 2017: \$ n/a

C. Net Increase or (Decrease): \$ n/a

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: Human Services and Rent Stabilization

DIVISION: Recreation Services

Submitted by: Christopher Worland

Ext: 6511

Name of fee: Non-Contract Class Fee

This fee is: NEW

INCREASE

DECREASE

FY 2016-17: \$0.00

FY2017-18: \$3.00 - \$5.00/per session

JUSTIFICATION:

This class fee will be charged for new classes offered by the city and its partners. Creating this fee type will enable the City to offer new and different types of classes related to City programs and areas of interest such as wellness, including health self-management, memory training program, and a matter of balance and more. Many of these classes are related to the City's Aging in Place Strategy.

The fee is minimal and comparable with current fees charged for contract classes. The Recreation Division's aim is to keep the classes affordable and to encourage continued participation because these types of classes have a certified instructor and printed materials.

The fee will be charged on a per session basis and it will include all classroom material. For example a class that meets once/week for 4 weeks will have a total fee cost of \$12 - \$20.

Further information about these classes can be found in agenda item 2.I. on the May 1st, City Council agenda. This agenda item provides information about the Wellness at any Age collaborative titled Well Weho that is being implemented at one way to create a more age-friendly community.

A. Total Revised Revenue 2018: \$ 3,000 (estimated)

B. Total Current Revenue 2017: \$ 0

C. Net Increase or (Decrease): \$ 3,000

**Economic Development
Department
Event Services
Fee Schedule**

ECONOMIC DEVELOPMENT DEPARTMENT EVENT SERVICES FEE SCHEDULE FY 17-18	BASE FEE	Increase Decrease Same or New	REVISED FEE
	FY 16-17		FY 17-18
SPECIAL EVENT FEES			
Class C Minor Special Event Permit- Administrative Special Event Permit:			
Administrative Review Fee - 5 or more working days prior to event	\$200	Decrease	\$25
Administrative Fee - 9 to 5 working days prior to event	\$250	Remove	\$0
Administrative Fee - Less than 5 working days prior to event	\$300	Remove	\$0
Class B Major Special Event Permit Minor Special Event Permit:			
Administrative Processing Fee - 15 30 or more working days prior to event	\$1,000	Same	\$1,000
Administrative Processing Fee- 15 to 10-29 to 15 working days prior to event	\$1,250	Same	\$1,250
Administrative Processing Fee- Less than 10-15 working days prior to event	\$1,500	Same	\$1,500
Class A Large Special Event Permit Major Special Event Permit:			
Administrative Processing Fee - - 30 or more working days prior to the event	\$2,500	Same	\$2,500
Administrative Processing Fee -- 29 to 15 working days prior to event	\$5,000	Same	\$5,000
Administrative Processing Fee -- Less than 15 working days prior to event	\$7,500	Same	\$7,500
Special Event Permit Modification Fees			
Appeal Fee - (to reconsider decision regarding special event application denial)	\$572	Same	\$572
Permit Modification Fee	\$286	Same	\$286
Special Event Property Use Fee:			
Public Property - (per day fee)	\$350	Same	\$350
City Facilities and Parks (includes Santa Monica Boulevard median) - Per Day	\$400	Same	\$400
Special Event Encroachment Fee (Fee moved to Engineering fee schedule)	\$100	Move	\$100
Post Event Inspection & Facility Repairs (only if repairs are applicable)	\$195	Same	\$195
Special Event Street Use Fee:			
Intermittent Traffic Control (ITC) - Per 4-Hour Period			
Santa Monica Blvd.	\$200	Same	\$200
Sunset Boulevard	\$400	Same	\$400
All Other Streets	\$200	Same	\$200
Street Closure - Residential Area			
1st Hour	\$500	Same	\$500
Additional Hours	\$500	Same	\$500
Street Closure - Commercial Areas (excluding Sunset)			
1st Hour	\$1,000	Same	\$1,000
Additional Hours	\$500	Same	\$500
Street Closure - Sunset Boulevard			
1st Hour	\$2,000	Same	\$2,000
Additional Hours	\$2,000	Same	\$2,000
Non-Profit Rate:			
Percent (%) of Major or Minor Special Event Permit fee charged to commercial or private agencies	50%	Same	50%

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: Economic Development

DIVISION: Event and Film Services

Submitted by: Cleo Smith, Event and Film Services Manager

Ext: 6544

Name of fee: Event Services Fee Schedule FY 17-18

This fee is: NEW

INCREASE

DECREASE

FY 2016-17: \$ Descriptions changes

FY2017-18: \$ Changes to text only

JUSTIFICATION:

The Event Services Fee Schedule FY 17-18 includes description changes made throughout the fee schedule with the purpose of better describing the different types of permits listed. These description changes are based on the City Event Policy Recommendations approved by City Council on April 17, 2017.

A. Total Revised Revenue 2018: \$ n/a

B. Total Current Revenue 2017: \$ n/a

C. Net Increase or (Decrease): \$ n/a

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: Economic Development

DIVISION: Event and Film Services

Submitted by: Cleo Smith, Event and Film Services Manager

Ext: 6544

Name of fee: Administrative Special Event Permit

This fee is: NEW INCREASE DECREASE

FY 2016-17: \$200

FY2017-18: \$25

JUSTIFICATION:

In support of city businesses, staff is recommending a change in the special event permitting and fee polices with a reduced fee for low and no impact Administrative Special Event Permits from \$200 to \$25. This decrease is intended to facilitate a business' ability to promote their primary product line.

Medium and high impact event fees for Major and Minor events will not change.

The following was provided in the staff report on policy recommendation's as the anticipated fiscal impact related to this change.

In the last 12 months the City has received \$73,250 in revenue from Class C Special Event Permit Fees. This revenue was generated from the issuance of approximately 300 Class C Permits; approximately one-half of the permits were issued at the regular fee of \$200 and other half were issued at higher "late submittal" fees of \$250 and \$300.

Staff's recommendation to reduce all Class C Permit Fees (to be called Administrative Special Event Permits) to \$25 would result in a decrease in revenue in FY 17-18 of \$65,750. However, staff anticipates that the decrease in revenue will likely be approximately \$45,000 to \$50,000, instead of \$65,750, because some special event permits that were previously classified as "Class C" will now be classified as "Class B or Minor (new name)" and will need to pay a higher fee. Additionally, staff anticipates that businesses will elect to have more special events since the fee is now lower, which will offset some of the decrease in revenue.

-
- A. Total Revised Revenue 2018: \$ 23,250
- B. Total Current Revenue 2017: \$ 73,250
- C. Net Increase or (Decrease): \$ (50,000)**

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: Economic Development

DIVISION: Event and Film Services

Submitted by: Cleo Smith, Event and Film Services Manager Ext: 6544

Name of fee: Special Event Encroachment Fee

This fee is: NEW INCREASE DECREASE

FY 2016-17: \$ n/a

FY2017-18: \$ n/a

JUSTIFICATION:

With the use of the Permitting System TRAKiT, all encroachment permits will be generated by the Engineering Division for Special Event Permits therefore the Special Events Encroachment fee will be moved to the Engineering Division's Fee Schedule.

A. Total Revised Revenue 2018: \$ n/a

B. Total Current Revenue 2017: \$ n/a

C. **Net Increase or (Decrease):** \$ n/a

**Human Services and Rent Stabilization
Department
Rent Stabilization and Housing
Fee Schedule**

HUMAN SERVICES & RENT STABILIZATION CONSTRUCTION FEE SCHEDULE FY 17-18	BASE FEE FY 16-17	Increase Decrease Same or New	REVISED FEE FY 17-18
RESIDENTIAL AFFORDABLE HOUSING IMPACT FEE - Per sq. ft.		New	
Number of Units to be constructed:			
Two Units	12.65	Increase	13.19
Three Units	14.47	Increase	15.09
Four Units	16.28	Increase	16.98
Five Units	18.09	Increase	18.86
Six Units	19.90	Increase	20.75
Seven Units	21.71	Increase	22.65
Eight Units	23.53	Increase	24.54
Nine Units	25.33	Increase	26.42
Ten Units	27.13	Increase	28.30
Ten+ Units (for apartment projects w/ no density bonus or incentive)	27.13	Increase	28.30
IN-LIEU FEE SCHEDULE - Per sq. ft.			
Number of Units to be constructed:			
Two Units	12.65	Increase	13.19
Three Units	14.47	Increase	15.09
Four Units	16.28	Increase	16.98
Five Units	18.09	Increase	18.86
Six Units	19.90	Increase	20.75
Seven Units	21.71	Increase	22.65
Eight Units	23.53	Increase	24.54
Nine Units	25.33	Increase	26.42
Ten Units	27.13	Increase	28.30

Annual increases are based on the Construction Cost Index (CCI).

The fees for fiscal year 2017-2018 were calculated using CCI annual percent increase for April 2017, which was reported at 4.3% for Los Angeles (ENR, April 10, 2017; www.enr.com)

When both the residential affordable housing impact fee and in lieu fee apply, the applicant will receive a credit to the impact fee obligation in an amount equal to the in-lieu fee payment paid.

HUMAN SERVICES & RENT STABILIZATION DEPARTMENT RENT STABILIZATION AND HOUSING FEE SCHEDULE FY 17-18	BASE FEE	Increase Decrease Same or New	Revised FEE
	FY 16-17		FY 17-18
RENT STABILIZATION DIVISION			
Rent Registration Fee	\$120	Increase	\$144
Rent Registration Fee - Section 8 Housing	\$60	Same	\$60
FILING FEES			
Rent Decrease Application	\$25	Same	\$25
Rent Increase Application - Base Fee			
1-4 Units - Base Fee	\$500	Same	\$500
5-9 Units - Base Fee	\$500	Same	\$500
5-9 Units - Plus Fee for Each Unit	\$25	Same	\$25
10 Units and Over - Base Fee	\$500	Same	\$500
10 Units and Over - Plus Fee for Each Unit	\$35	Same	\$35
Appeal of Rent Decrease Application	\$25	Same	\$25
Appeal of Rent Increase Application	\$65	Same	\$65
Appeal of Objection to Rent Certification	\$25	Same	\$25
CMAR Certificate	\$10	Same	\$10
Application to Add Building Security Service(s)	\$25	Same	\$25
Application to Add/Shift Service(s) - Unit or Building	\$25	Same	\$25
Administrative Appeal - Director	\$25	Same	\$25
Request for Special Inspection	\$25	Same	\$25
Appeal of Compliance Determination	\$25	Same	\$25
Tenant Relocation Counseling Assistance	\$400	Same	\$400
Tenant Relocation Counseling Assistance - Special Tenant Category	\$640	Same	\$640
Removal of Housing Service Application Filing Fee	\$25	Same	\$25
Delinquent Change of Ownership Filing Fee	\$25	Same	\$25

* As a part of the 2016-17 Fee Resolution, Council gave direction for staff to increase the Rent Registration fee from \$120 to \$144; however, due to the timing of the annual billings (due on July 1st), staff recommended this increase take effect on July 1, 2017.

**FEE JUSTIFICATION DOCUMENT
FY 2017-2018**

DEPARTMENT: Human Services and Rent Stabilization

DIVISION: Rent Stabilization and Housing

Submitted by: Peter Noonan, RSH Manager

Ext: 6596

Name of fee: Rent Stabilized Unit Registration Fee

This fee is: NEW INCREASE DECREASE

FY 2016-17: \$ 120

FY2017-18: \$ 144

JUSTIFICATION:

As part of the adoption of the 2016-17 Fee Resolution, the City Council approved increasing the rent stabilized unit registration fee by \$24, from \$120 to \$144. In order to allow additional time for the implementation of the fee increase, Council directed staff to not implement the increased fee until July 1, 2017, instead of July 1, 2016.

As part of the Comprehensive Fee Study performed by MGT of America in 2015-16, MGT determined that the full cost of administering the rent stabilization ordinance is \$221 per unit. The fee was last increased in 1993 and has remained at \$120 for the past 23 years. If the fee had been increased annually by the allowable increase in rent (AGA), the fee would currently be \$180. As mentioned previously, last year staff recommended and Council approved that the fee be increased by \$24, to \$144 per unit per year. This is a \$1 per month per unit increase for both landlords and tenants. No change was made to the Section 8 registration fee, to encourage landlords to accept Section 8 vouchers.

The revised fee of \$144 is still be lower than Cities with comparable rent stabilization ordinances, such as Santa Monica at \$175 and Berkeley at \$234 per unit per year.

A. Total Revised Revenue 2018: \$ 2,175,347

B. Total Current Revenue 2017: \$ 1,812,789

C. Net Increase or (Decrease): \$ 362,558

**FEE JUSTIFICATION DOCUMENT
FY 2017-2018**

DEPARTMENT: Human Services and Rent Stabilization

DIVISION: Rent Stabilization and Housing

Submitted by: Peter Noonan, RSH Manager

Ext: 6596

Name of fee: Affordable Housing In-Lieu and Impact Fees

This fee is: NEW INCREASE DECREASE

FY 2016-17: \$ *See Fee Schedule*

FY2017-18: \$ *See Fee Schedule*

JUSTIFICATION:

The Affordable Housing In-Lieu Fee and the Residential Affordable Housing Impact Fee are increased each year by the Construction Cost Index (CCI). The CCI increased in April, 2017 by 4.3%.

-
- A. Total Revised Revenue 2018: \$ 210,390
 - B. Total Current Revenue 2017: \$ 203,077 (to date)
 - C. Net Increase or (Decrease): \$ 7,313**

**Community Development Department
Current and Historic Preservation Planning
Fee Schedule**

COMMUNITY DEVELOPMENT DEPARTMENT Current and Historic Preservation Planning FEE SCHEDULE FY 17-18	11/19/2016 REVISED FEE	Increase Decrease Same or New	9/1/2017 REVISED FEE
	FY 16-17		FY 17-18
CONSTRUCTION DEVELOPMENT PERMITS			
Class A <i>Projects Over 10,000 Square Feet (Not Classified as a Large Project)</i>	\$23,910	Same	\$23,910
Class A - Large <i>Projects Over 10,000 sq. ft; Permits Subject to Classification as a Large Project With a \$130 Hourly Charge Over 92 Hours</i>	\$23,910	Same	\$23,910
Class B - <i>New Projects Under 10,000 sq. ft.</i>	\$6,855	Same	\$6,855
Class C - Major Remodels - <i>Additions, Intensification of Use With Additional Square Footage</i>	\$3,461	Same	\$3,461
Class D - <i>Intensification of Use Without Additional Square Footage</i>	\$1,390	Same	\$1,390
CONSTRUCTION DEVELOPMENT PERMITS-TRAFFIC REVIEW			
Traffic Review - Class A Dvlp Permit (up to 90 minutes)	\$350	Same	\$350
Traffic Review - Class B Dvlp Permit (up to 90 minutes)	\$300	Same	\$300
Traffic Review - Other Permits (up to 90 minutes)	\$267	Same	\$267
Traffic Review Per Hour (in excess of 90 minutes)	\$0	New	\$100/hr
CONSTRUCTION DEMOLITION PERMITS			
Class A - Planning Commission Approval Required	\$1,299	Same	\$1,299
Class B - Director Approval Required - Primary Structure	\$600	Same	\$600
Class C - Director Approval Required - Secondary Structure	\$127	Same	\$127
CONSTRUCTION ZONE CLEARANCES			
Zone Confirmation Letter	\$223	Same	\$223
Major - Inspection Required	\$350	Same	\$350
Minor - No Inspection Required	\$100	Same	\$100
Project Conformity Review - Pacific Design Center Only	\$123	Same	\$123
CONSTRUCTION ADMINISTRATIVE PERMITS			
Administrative Permit	\$1,630	Same	\$1,630
SMOKING OPERATIONS PLAN			
Smoking Operations Plan Review	\$168	Increase	\$245
SUBDIVISIONS			
Subdivision (Parcel Maps or Tract Maps)	\$3,310	Increase	\$3,568
Lot Line Adjustments (Includes Recording Fee)	\$925	Increase	\$1,080
USE PERMITS			
Major Conditional Use Permit - Commission Approval Required	\$7,404	Increase	\$7,963
Major Conditional Use Permit - Tall Walls Only	\$5,983	Increase	\$6,556
Minor Conditional Use Permit - Director Approval Required	\$5,428	Increase	\$5,700
Minor Parking Use Permit	\$2,414	Same	\$2,414
Major Parking Use Permit	\$5,275	Same	\$5,275
Temporary Use Permit - Class A (Parking Lots, Temporary Structures)	\$4,448	Same	\$4,448
Temporary Use Permit - Class B (Seasonal Sales Lots)	\$1,068	Increase	\$1,351
MILLS ACT CONTRACTS			
Mills Act Contract Application-Commercial	Waived	Same	Waived
SFR Mills Act Contracts Fee- For Single Family Residence	Waived	Same	Waived
Certificate of Appropriateness (Director) *	Waived	Same	Waived
Certificate of Appropriateness (HPC) *	Waived	Same	Waived
Rehab Incentive *	Waived	Same	Waived
VARIANCES			
Major Variance	\$4,511	Increase	\$5,681
Modification	\$909	Increase	\$1,113
LEGISLATIVE AND POLICY ACTIONS			
Zoning Text or Map Amendment	\$17,888	Increase	\$18,263
General Plan Amendment	\$17,888	Increase	\$18,263
Specific Plan/Specific Plan Amendment -	\$18,549	Increase	\$19,584
Development Agreement/Development Agreement Amendment - <i>In addition, the applicant will be billed the hourly rate for review of documentation by the City Attorney</i>	\$19,555	Increase	\$21,596

COMMUNITY DEVELOPMENT DEPARTMENT Current and Historic Preservation Planning FEE SCHEDULE FY 17-18	11/19/2016 REVISED FEE	Increase Decrease Same or New	9/1/2017 REVISED FEE
	FY 16-17		FY 17-18
Development Agreement Deposit	\$100,000	Same	\$100,000
SIGNS			
Sign Permit - Permanent	\$97	Same	\$97
Signs - Planning Commission Approval Required <i>(Creative Sign Permits, District)</i>	\$997	Same	\$997
Creative Sign - Director Approval Required	\$653	Same	\$653
<i>Comprehensive Sign Program</i>	<i>\$2,474</i>	<i>Increase</i>	<i>\$2,776</i>
BILLBOARDS			
<i>Standard- Legalization or Replacement</i>	<i>\$1,565</i>	<i>Increase</i>	<i>\$2,099</i>
Creative Billboard	\$481	Same	\$481
<i>Planning Commission Approved (New Billboard, Large Creative Billboard)</i>	<i>\$6,095</i>	<i>Increase</i>	<i>\$8,043</i>
SITE INSPECTIONS			
<i>Site Inspection for Sign Off (For Each Inspection After the Initial Inspection)</i>	<i>\$594</i>	<i>Increase</i>	<i>\$923</i>
ENVIRONMENTAL REVIEW			
<i>These fees are only charged once when charged with concurrent permits. For projects which may have significant impact on the environment and will therefore require mitigation measures, the fee for <u>Mitigated</u> Negative Declaration must be charged. Fees regarding mitigation monitoring plans and their implementation shall be charged to the applicant after the Mitigated Negative Declaration has been adopted but prior to issuance of building permits.</i>			
Categorical Exemption	\$70	Same	\$70
Initial Study with Negative Declaration	\$2,559	Same	\$2,559
Initial Study with MITIGATED Negative Declaration	\$3,242	Same	\$3,242
Seismic Study Review - Deposit; Additional Fees will be Billed to Applicant	\$5,000	Same	\$5,000
Special Studies (Traffic, Geological, etc.)	Negotiated	Same	Negotiated
EIR Processing (Including Addendum, Supplements, etc.)	Negotiated	Same	Negotiated
EIR Contract Administration & Document Review Fee, and Seismic Review	12% of contract	Same	12% of contract
Mitigation Monitoring Plan Development	\$742+	Same	\$742+
From Construction Start for One Year	\$138/meas.	Same	\$138/meas.
From Two to Five Years <i>This is an up front deposit. In some cases the actual costs of enforcement will exceed the initial deposit paid. The City retains the right to bill the applicant for additional hours billed to the monitoring program.</i>	\$94/meas.	Same	\$94/meas.
AMENDMENTS/APPEALS/EXTENSIONS			
Appeal - <i>The cost of any required noticing and postage will also be charged to the applicant.</i>	1/2 original fee; minimum \$424; not to exceed original permit fee	Same	1/2 original fee; minimum \$424; not to exceed original permit fee
<i>Appeal of Zoning Code Interpretation - The cost of any required noticing and postage will also be charged to the applicant.</i>	<i>\$2,343</i>	<i>Increase</i>	<i>\$3,358</i>
<i>Amendment to Permit (Previously Approved by Commission)</i>	1/2 base fee	Same	1/2 base fee
<i>Amendment to Permit (Previously Approved by Staff)</i>	<i>\$712</i>	<i>Increase</i>	<i>\$1,279</i>
Extension Request (<i>Staff Approval</i>)	\$2,079	Same	\$2,079
Extension Request (<i>Commission Approval or Administrative Permit</i>)	1/2 base fee	Same	1/2 base fee
DOUBLE FEES			
Double Fee	2x app fee	Same	2x app fee
TRANSFER OF DEVELOPMENT RIGHTS			
Verification Fee	\$195	Same	\$195
Initial Inspection Fee	\$145	Same	\$145
Re-Inspection Fee	\$100	Same	\$100
Notification filing fee	\$220	Same	\$220
HEARING MATERIALS			

COMMUNITY DEVELOPMENT DEPARTMENT Current and Historic Preservation Planning FEE SCHEDULE FY 17-18	11/19/2016 REVISED FEE	Increase Decrease Same or New	9/1/2017 REVISED FEE
	FY 16-17		FY 17-18
<i>This is the base, or minimum fee, for items in this section. The applicant will be billed if the actual costs are higher.</i>			
Mailing labels for 500 Foot Radius	\$620	Same	\$620
Each 500 Foot Radius Additional APN	\$100	Same	\$100
Postage (For Each Notice)	\$605	Increase	\$705
Published Notice in Newspaper (For Each Notice)	\$893	Increase	\$938
DOCUMENTS			
Agenda Subscription (Same as City Clerk's)	\$25	Same	\$25
General Plan	\$37	Same	\$37
Zoning Ordinance	\$50	Same	\$50
Sunset Specific Plan	\$20	Same	\$20
"Opening a Business"	\$5	Same	\$5
GIS/Zoning Map (Letter Size)	\$5	Same	\$5
Monthly Status Report	\$0	Same	\$0
RECORDING FEES			
Non-Specific Documents Requiring Recordation	\$200	Same	\$200
Agreement to Pay Affordable Housing In-Lieu Fee	\$200	Same	\$200
Agreement Imposing Restrictions on Real Property	\$200	Same	\$200
DEVELOPMENT EXACTION FEES			
Affordable Housing (Housing Division) <i>(Of Net New Commercial - Per Square Foot) *</i>	\$8.00	Increase	\$8.39
Public Open Space <i>(Of Net New Commercial - Per Square Foot)</i>	\$0.79	Same	\$0.79
Child Care Facilities <i>(Of Net New Commercial - Per Square Foot)</i>	\$0.65	Same	\$0.65
Commercial -Transportation <i>(Of Net New Commercial - Per Square Foot)</i>	\$1.85	Same	\$1.85
Residential -Transportation <i>(Of Net New Dwelling Unit - Per Dwelling Unit)</i>	\$447.92	Same	\$447.92
Parking Reduction Fee (Parking Division) <i>Intensified Use Near City Parking Facility Per Space</i>	\$10,000	Same	\$10,000
On-Street Public Parking Space Elimination (Per Space)	\$20,000	Same	\$20,000
PLANNING DIVISION SURCHARGES			
<i>Applied to all permit applications, excluding: hearing materials; parking in-lieu fees; documents; recording fees; and development exaction fees</i>			
Zoning Code Update and Maintenance	8.00%	Same	8.00%
Technology	6.00%	Same	6.00%
General Plan Maintenance	3.00%	Same	3.00%
MISCELLANEOUS			
Pre-Application Meeting			
First Meeting	\$283	Same	\$283
Subsequent Meetings	\$214	Same	\$214
Design Review Subcommittee (1st Review Only; Subsequent Free of Charge)	\$663	Same	\$663
Concurrent Plan Check - Planning Administration	\$1,378	Increase	\$1,694
Concurrent Plan Check for Mobility Planning --(All mobility planning review over 90 minutes will be charged \$100/hr)	\$150	Same	\$150

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: Community Development Department

DIVISION: Current & Historic Preservation Planning

Submitted by: Claudia Duncan on behalf of CHPP

Ext: 6818

Name of fee: Various Fees

▪ This fee is: NEW INCREASE DECREASE

FY 2016-17: \$ Various

FY2017-18: \$ Various

JUSTIFICATION:

As part of the Fee Resolution adoption of 2016-17, the City Council approved direction to raise certain CDD fees over a four year period until they reach actual cost recovery. This was a recommendation provided to the City by the consultant that performed its comprehensive fee study. This is the second year of those increases which are reflected on the Current & Historic Preservation Planning fee schedule. The fee categories being increased include:

- Smoking Operations Plan
- Subdivisions
- Use Permits
- Variances
- Legislative and Policy Actions
- Signs
- Billboards
- Comprehensive Sign Program
- Site Inspections
- Amendments and Appeals to Permits

A. Total Revised Revenue 2018: \$244,215

B. Total Current Revenue 2017: \$219,838

C. Net Increase or (Decrease): \$24,377

(All amounts should be considered estimates and are based on average volume of permits)

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: Community Development Department

DIVISION: Current & Historic Preservation Planning

Submitted by: Brendan Rome (as per John Keho)

Ext: 6818

Name of fee: Postage (for each notice)

▪ This fee is: NEW INCREASE DECREASE

FY 2016-17: \$ 605.00

FY2017-18: \$705.00

JUSTIFICATION:

To make it easier for applicants, the City of West Hollywood charges a flat fee for postage. Since we cannot accurately predict the cost of postage for the upcoming year, the City calculates the fee based on the prior year's average cost.

The average invoice last year was \$705, therefore we are requesting to increase this fee to that amount.

Note: This cost does not include City staff time of creating the mailing; nor does it include printing costs (paper, copier, ink, etc.)

A. Total Revised Revenue 2018: \$ 47,000 (estimate)

B. Total Current Revenue 2017: \$ 40,500 (actual YTD)

C. Net Increase or (Decrease): \$ 6,500

(The estimated revenue for 2018 is based on current year (2017) actuals and may vary significantly based on number of development projects requiring noticing in 2018)

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: Community Development Department

DIVISION: Current & Historic Preservation Planning

Submitted by: Brendan Rome (as per John Keho)

Ext: 6818

Name of fee: Publish Notice in Newspaper (for each notice)

▪ This fee is: NEW INCREASE DECREASE

FY 2016-17: \$893

FY2017-18: \$938

JUSTIFICATION:

Similar to postage, the City of West Hollywood opted years ago to charge a flat fee instead of actual costs. The cost for publishing notices in the local newspapers has increased 5% therefore, we are requesting to increase the fee by 5% to remain on par with the expenses.

A. Total Revised Revenue 2018: \$ 28,870

B. Total Current Revenue 2017: \$ 27,495

C. Net Increase or (Decrease): \$ 1,375

(The estimated revenue for 2018 is based on current year (2017) actuals and may vary significantly based on number of development projects requiring noticing in 2018)

**FEE JUSTIFICATION DOCUMENT
FY 2017-2018**

DEPARTMENT: Human Services and Rent Stabilization

DIVISION: Rent Stabilization and Housing

Submitted by: Peter Noonan, RSH Manager

Ext: 6596

Name of fee: Affordable Housing Development Exaction Fee (Commercial Projects)

This fee is: NEW

INCREASE

DECREASE

FY 2016-17: \$8.00

FY 2017-18: \$8.39

JUSTIFICATION:

The Affordable Housing Development Exaction Fee for commercial projects is increased each year by the Builder's Cost Index (BCI) for April. The BCI increased in April of 2017 by 4.9%.

-
- A. Total Revised Revenue 2018: Unknown
- B. Total Current Revenue 2017: \$31,911 (to date)
- C. Net Increase or (Decrease): n/a**

Actual revenue from this fee can vary significantly from year-to-year based on the size and number of commercial developments, and thus is not known at this time.

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: Community Development Department

DIVISION: Current & Historic Preservation Planning

Submitted by: Brendan Rome (as per John Keho)

Ext: 6818

Name of fee: Traffic Entitlement Review (in excess of 90 minutes)

▪ This fee is: NEW INCREASE DECREASE

FY 2016-17: \$ 0

FY2017-18: \$100 per hour after the first 90 minutes

JUSTIFICATION:

Mobility planning staff reviews project applications during the entitlement review process and also during the plan check review process (once entitlements are approved). Staffing time (up to 90 minutes) to review projects in the entitlement review process is currently included as part of a flat fee that applicants pay. During plan check, project applicants pay a flat fee for the first 90 minutes of mobility staff review and then \$100 per hour for each additional hour over 90 minutes. The plan check fee structure is meant to encourage applicants to submit documents that are complete and don't require significant review.

In order to recoup staffing time in excess of 90 minutes during the entitlement review process, staff is recommending that a per hour fee of \$100 be added to the fee schedule, similar to the fee for plan check review.

Staff has stated this occurs at least twice a month at one hour each occurrence.

A. Total Revised Revenue 2018: \$2,400

B. Total Current Revenue 2017: \$0.00

C. Net Increase or (Decrease): \$2,400

**Community Development Department
Long Range and Mobility Planning
Fee Schedule**

COMMUNITY DEVELOPMENT DEPARTMENT LONG RANGE AND MOBILITY PLANNING FEE SCHEDULE FY 17-18	9/1/2016 BASE FEE	Increase Decrease Same or New	9/1/2017 REVISED FEE
	FY 16-17		FY 17-18
TRANSIT FEES			
Cityline Fare	Free	Same	Free
Monthly Bus Pass - Senior/ Disabled	\$8	Same	\$8
Taxi Subsidy Card - \$8 Per \$28 Taxi Fare Value	\$8	Same	\$8
TRANSPORTATION PROGRAMS & FACILITIES FEE			
Traffic Studies			
Negotiated Consultant Fee Plus % for Contract Administration	12%	Same	12%

**Public Works Department
Code Compliance Division
Fee Schedule**

DEPARTMENT OF PUBLIC WORKS CODE COMPLIANCE FEE SCHEDULE FY 17-18	ORIGINAL FEE FY 16-17	Increase Decrease Same or New	REVISED FEE FY 17-18
CODE COMPLIANCE			
Inspection Fees for Legalization of Units	\$100	Same	\$100
Re-Inspection Fee for Non-Compliance With Code	\$100	Same	\$100
Recovery Charges for Investigation (Per Hour)	\$200	Same	\$200
Monitoring Charges (Per Hour)	\$100	Same	\$100
BUSINESS LICENSE FEES			
New License -Bingo	\$150	Same	\$150
New License - No Hearing Required (for coin-op games, \$200 per 4 games)	\$300	Same	\$300
Renewals - Bingo	\$100	Same	\$100
Business License Renewals - No Hearing (for coin-op games, 100 per 4 games)	\$200	Same	\$200
Business License Renewals - Hearing Required	\$3,687	Same	\$3,687
Business License Appeals - Hearing Required	\$1,843	Varies	Half the Fee for a New License
Temporary Valet Businesses License Fee	\$105	Same	\$105
Temporary Business License Fee	\$105	Same	\$105
New License - Gun Dealer - Hearing Required	\$3,687	Same	\$3,687
Business License Renewal - Gun Dealers	\$200	Same	\$200
New License - Marijuana Collective	\$2,726	Same	\$2,726
Business License Renewal - Marijuana Collective	\$2,726	Same	\$2,726
NEWSRACK PERMIT PROGRAM			
Newsrack Impoundment Fee (per unit)	\$120	Same	\$120
Newsrack Replacement Fee (per unit)	\$2	Same	\$2
Newsrack Violation/Enforcement Fee (per occurrence)	\$50	Same	\$50
Application Fee (per unit)	\$50	Same	\$50
Annual Renewal Fee (per unit)	\$50	Same	\$50
REAL ESTATE SIGNS			
Impoundment of Items Illegally Posted on Public Right-Of-Way	\$40	Same	\$40
MAILING COSTS			
Mailing Labels - 500' Radius (All Appeals Except Citywide)	\$476	Same	\$476
Mailing Fee	\$349	Same	\$349
Postage (All Appeals Except Citywide)	\$575	Same	\$575
NOTICING FEES			
Newspaper Noticing (Citywide Appeals Only)	\$120	Same	\$120
MISCELLANEOUS FEES			
Code Officer (SEP) \$60 per hour x number of hours Special Event Monitoring (Per Hour)	\$80	Increase	\$100
Food Truck Encroachment Permit Fee	\$20	Same	\$20
Valet Sign Encroachment Fee	\$250	Same	\$250
Drone Registration Fee	\$5	Same	\$5
EXTENDED HOURS CONSTRUCTION PERMIT FEE			
Extended Hours Construction Permit Fee - One Day	\$120	Same	\$120
Each Additional Day (Up to 30 days)	\$50	Same	\$50
Late Submittal Fee (Within 3 days of permit date)	\$240	Same	\$240

DEPARTMENT OF PUBLIC WORKS CODE COMPLIANCE FEE SCHEDULE FY 17-18	ORIGINAL FEE FY 16-17	Increase Decrease Same or New	REVISED FEE FY 17-18
LA COUNTY ANIMAL LICENSING AND ENFORCEMENT FEES			
Altered Dog	\$15	Same	\$15
Unaltered Dog	\$60	Same	\$60
Senior-owned Dog (Senior defined as 60 years and over)	\$7.50	Same	\$7.50
Disabled Veteran-owned Dog	\$7.50	Same	\$7.50
Altered Cat	\$5	Same	\$5
Unaltered Cat	\$10	Same	\$10
Senior-owned Cat (Senior defined as 60 years and over)	\$2.50	Same	\$2.50
Field Enforcement Fee	\$40	Same	\$40
License Renewal Delinquency Fee	Equal to Amount of License	Same	Equal to Amount of License

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: Public Works
DIVISION: Code Compliance
Submitted by: Daniel Mick

Ext: 6882

Name of fee: Appeals - Half the Fee for a New License - Hearing Required

This fee is: NEW INCREASE DECREASE

FY 2016-17: \$1,843

FY2017-18: Half the Fee for a New License

JUSTIFICATION:

The current fee schedule requires all businesses to pay \$1,843 in order to appeal staff's decision for business licensing. However, the fee name stipulates that the fee is 50% of the cost for a new license. If a license applicant is denied for a license that costs \$300, the appeal should be \$150, not \$1,843. The \$1,843 would continue to be applicable to appeals for new licenses that require a public hearing such as Gun dealer.

In addition, staff recommends changing the name of the fee to Business License Appeals – Hearing Required.

-
- A. Total Revised Revenue 2018: unknown
 - B. Total Current Revenue 2017: \$ 0
 - C. **Net Increase or (Decrease):** n/a

(There are very few business license appeals, so a revenue estimate cannot be made)

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: Public Works
DIVISION: Code Compliance
Submitted by: Daniel Mick

Ext: 6882

Name of fee: Code Officer (SEP)

This fee is: NEW INCREASE DECREASE

FY 2016-17: \$80

FY2017-18: \$100

JUSTIFICATION:

This fee is being increased in line with the recommendations that resulted from the citywide fee study that was conducted in FY 2015-2016. The study recommended increasing the fee by \$20 the first year (FY 16-17) and another \$20 the second year (FY 17-18)

Also, the name of the fee is currently listed as "**Code Officer (SEP) \$60 per hour x number of hours**". We would like to rename this fee to "**Special Event Monitoring (Per Hour)**".

A. Total Revised Revenue 2018: \$ 625

B. Total Current Revenue 2017: \$ 500

C. Net Increase or (Decrease): \$ 125

**Public Works Department
Administrative Citations
Fee Schedule**

DEPARTMENT OF PUBLIC WORKS ADMINISTRATIVE CITATION FEES FEE SCHEDULE FY 17-18	BASE FEE	Increase Decrease Same or New	REVISED FEE
	FY 16-17		FY 17-18
MUNICIPAL CODE VIOLATIONS - Schedule A			
<i>Fee based on payment within 21 Days - For Late Penalties see below Schedule G Violations Fees and Late Penalties are adopted annually by the City Council at a Public hearing and are charged uniformly to ensure fairness.</i>			
Administrative Fees	\$50	Same	\$50
First Offense	\$25	Same	\$25
Second Offense	\$75	Same	\$75
Third Offense	\$200	Same	\$200
<u>Schedule A Violations</u>			
Sections 9.08.040 and 9.08.050 NOISE ORDINANCE - Prohibited Noises - General & Specific [except: Section 9.08.050(l) (Charged as an infraction or misdemeanor)] [except: Section 9.08.050(f) (Schedule E)] [except: Section 9.08.050(k) (Schedule D)] Section 19.36.300(C) ZONING - Garage Sales			
MUNICIPAL CODE VIOLATIONS - Schedule B			
<i>Fee based on payment within 21 Days - For Late Penalties see below Schedule G Violations. Fees and Late Penalties are adopted annually by the City Council at a Public hearing and are charged uniformly to ensure fairness.</i>			
Administrative Fees	\$50	Same	\$50
First Offense	\$100	Same	\$100
Second Offense	\$200	Same	\$200
Third Offense	\$500	Same	\$500
<u>Schedule B Violations</u>			
Section 9.08.050 (j)			
MUNICIPAL CODE VIOLATIONS - Schedule C			
<i>Fee based on payment within 21 Days - For Late Penalties see below Schedule G Violations Fees and Late Penalties are adopted annually by the City Council at a Public hearing and are charged uniformly to ensure fairness.</i>			
Administrative Fees	\$50	Same	\$50
First Offense	\$200	Same	\$200
Second Offense	\$400	Same	\$400
Third Offense	\$800	Same	\$800
<u>Schedule C Violations</u>			
Chapter 3.36 BUSINESS LICENSE TAX ORDINANCE Title 5 BUSINESS LICENSE REGULATIONS AND PERMITS [except: Section 5.70.070 (Charged as a misdemeanor)] [except: Section 5.92.050(1)(k) (Charged as a misdemeanor)] [except: Section 5.92.050(2)(h) (Charged as a misdemeanor)] [except: Section 5.108.040(a) (Charged as an infraction or misdemeanor)] [except: Section 5.108.040(h) (Charged as an infraction or misdemeanor)]			

<p align="center">DEPARTMENT OF PUBLIC WORKS ADMINISTRATIVE CITATION FEES FEE SCHEDULE FY 17-18</p>	<p align="center">BASE FEE FY 16-17</p>	<p align="center">Increase Decrease Same or New</p>	<p align="center">REVISED FEE FY 17-18</p>
<p>[except: Section 5.108.110(a) (Charged as an infraction or misdemeanor)]</p> <p>Chapter 7.08 SMOKING ORDINANCE</p> <p>Section 9.48.020 ANIMAL CONTROL REGULATIONS - Violation- Penalty (Violations of 10.20.030. 10.20.038. 10.20.185. 10.20.220. 10.20.230. 10.20.350. 10.28.061. 10.28.100. 10.40.060 of Title 10 of the Los Angeles County Code)</p> <p>Section 9.48.030 ANIMAL CONTROL REGULATIONS - Amendments (10.32.010 and 10.84.010 of Title 10 of the LA County Code)</p> <p>Chapter 9.50 RETAIL SALE OF DOGS AND CATS</p> <p>Chapter 9.51 SALE OF FUR PRODUCTS</p> <p>Chapter 9.52 DISPLAY OR PERFORMANCE OF WILD OR EXOTIC ANIMALS</p> <p>Chapter 9.54 PYGMY GOATS AND CHICKENS</p> <p>Sections 15.20.010, 15.20.020, 15.20.030, 15.20.050, 15.20.060, 15.20.070 SOLID WASTE - Collector General Requirements</p> <p>Sections 15.24.010, 15.24.020, 15.24.030, 15.24.040, 15.24.050 SOLID WASTE - Permits</p> <p>Sections 15.28.010, 15.28.020, 15.28.030, 15.28.040, 15.28.060, 15.28.070, 15.28.080 SOLID WASTE - Collection</p> <p>Sections 15.32.010, 15.32.020, 15.32.040, 15.32.050 SOLID WASTE - Vehicles</p> <p>Chapter 15.36 SOLID WASTE - Containers</p> <p>Chapter 15.52 ENVIRONMENTAL PROTECTION - Water Conservation Plan</p> <p>Section 15.56.060(a) POLLUTION CONTROL - Illicit Discharges and Connections</p> <p>Section 15.56.060(b) POLLUTION CONTROL - Littering</p> <p>Section 15.56.060(c) POLLUTION CONTROL - Disposal of Landscape Debris</p> <p>Chapter 15.72 Plastic Carryout Shopping Bags</p> <p>Title 19 ZONING ORDINANCE</p> <p>[except: Section 19.34.080 (Schedule G)]</p> <p>[except: Section 19.34.090(B)(6) (Schedule D)]</p> <p>[except: Section 19.36.300(C) (Schedule A)]</p> <p>[except: Section 19.54.030(B) (Schedule D)]</p>			
<p>MUNICIPAL CODE VIOLATIONS - Schedule D</p> <p><i>Fee based on payment within 21 Days - For Late Penalties see below Schedule G Violations Fees and Late Penalties are adopted annually by the City Council at a Public hearing and are charged uniformly to ensure fairness.</i></p>			
Administrative Fees	\$50	Same	\$50
First Offense	\$1,000	Same	\$1,000
Second Offense	\$2,000	Same	\$2,000
Third Offense	\$5,000	Same	\$5,000
<p>Section 19.54.030(B) Violations Only</p>	n/a	New	<p align="center">Add Permit Cost to Citation Amount</p>
<p>Schedule D Violations</p> <p>Section 09.08.050(k) PROHIBITED NOISES - SPECIFIC EXAMPLES - Commercial Establishments Adjacent to Residential Properties</p> <p>Section 11.44 MOBILE BILLBOARDS</p> <p>Section 15.56.060(d) POLLUTION CONTROL - Non-stormwater Discharges</p> <p>Section 15.56.060(e) POLLUTION CONTROL - Violation of NPDES Permit</p> <p>Section 19.34.090(B)(6) SIGN ORDINANCE - Murals</p> <p>Section 19.54.030(B) TEMPORARY USE AND SPECIAL EVENT PERMITS - Special Event Permit Required</p>			

DEPARTMENT OF PUBLIC WORKS ADMINISTRATIVE CITATION FEES FEE SCHEDULE FY 17-18	BASE FEE	Increase Decrease Same or New	REVISED FEE
	FY 16-17		FY 17-18
MUNICIPAL CODE VIOLATIONS - Schedule E			
<i>Fee based on payment within 21 Days - For Late Penalties see below Schedule G Violations Fees and Late Penalties are adopted annually by the City Council at a Public hearing and are charged uniformly to ensure fairness.</i>			
Administrative Fees	\$50	Same	\$50
First Offense	\$150	Same	\$150
Second Offense	\$350	Same	\$350
Third Offense	\$750	Same	\$750
<u>Schedule E Violations</u>			
Section 09.04.050 PUBLIC SAFETY - Leaving Merchandise or Other Property in Public Ways Section 09.08.050(f) PROHIBITED NOISES - SPECIFIC EXAMPLES - Construction Chapter 11.24 STREETS AND SIDEWALKS - News Racks Chapter 11.28 STREETS AND SIDEWALKS - Outdoor Dining on Public Right-of-Way			
MUNICIPAL CODE VIOLATIONS - Schedule F			
<i>Fee based on payment within 21 Days - For Late Penalties see below Schedule G Violations Fees and Late Penalties are adopted annually by the City Council at a Public hearing and are charged uniformly to ensure fairness.</i>			
Administrative Fees	\$50	Same	\$50
First Offense	\$100	Same	\$100
Second Offense	\$200	Same	\$200
Third Offense	\$500	Same	\$500
<u>Schedule F Violations</u>			
Section 11.16.050 HIGHWAY PERMIT - Failure to Repair-Unlawful Section 11.16.060 HIGHWAY PERMIT - Obligation to Maintain Parkway Section 11.16.070 HIGHWAY PERMIT - Cleaning of Sidewalks			
MUNICIPAL CODE VIOLATIONS - Schedule G			
<i>Fee based on payment within 21 Days - For Late Penalties see below Schedule G Violations Fees and Late Penalties are adopted annually by the City Council at a Public hearing and are charged uniformly to ensure fairness.</i>			
Administrative Fees	\$50	Same	\$50
First Offense	\$10,000	Same	\$10,000
Second Offense	\$20,000	Same	\$20,000
Third Offense	\$30,000	Same	\$30,000
<u>Schedule G Violations</u>			
Section 19.34.080 SIGN ORDINANCE - Off-Site Signs Prohibited (Billboards, Tall Walls)			

DEPARTMENT OF PUBLIC WORKS ADMINISTRATIVE CITATION FEES FEE SCHEDULE FY 17-18	BASE FEE	Increase Decrease Same or New	REVISED FEE
	FY 16-17		FY 17-18
MUNICIPAL CODE VIOLATIONS - Schedule H			
<i>Fee based on payment within 21 Days - For Late Penalties see below Schedule G Violations Fees and Late Penalties are adopted annually by the City Council at a Public hearing and are charged uniformly to ensure fairness.</i>			
For Advertisements with a Listed Rental Price (<u>Advertised Rental Rate shall be defined as the advertised nightly rate multiplied by the minimum number of nights required to rent the dwelling or part of the dwelling. The Advertised Rental Rate shall not include deposits or ancillary fees.</u>)			
Administrative Fees	\$50	Same	\$50
First Offense	200% of the Advertised Rental Rate	Increase	400% of the Advertised Rental Rate
Second Offense	300% of the Advertised Rental Rate	Increase	600% of the Advertised Rental Rate
Third Offense	400% of the Advertised Rental Rate	Increase	800% of the Advertised Rental Rate
For Advertisements without a Listed Rental Price			
Administrative Fees	\$50	Same	\$50
First Offense	\$500	Increase	\$1,000
Second Offense	\$1,000	Increase	\$2,500
Third Offense	\$2,000	Increase	\$5,000
Schedule H Violations Section 19.36.331 Short-Term Vacation Rentals			
MUNICIPAL CODE VIOLATIONS - LATE PENALTIES* - Schedules A, B, C, D, E, F, G - <i>Late Penalty Charges Apply Strictly to Fines, not to Administrative Fees.</i>			
% Additional Charge if paid within 22 to 55 days	50%	Same	50%
% Additional Charge if paid after 55 days	100%	Same	100%
* Late Penalties Implemented per City Council Action of February 22, 2000, Resolution 00-2246			

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: Public Works

DIVISION: Code Compliance

Submitted by: Daniel Mick

Ext: 6882

Name of fee: Short-Term Rentals - For Advertisements with a Listed Rental Price

This fee is: NEW

INCREASE

DECREASE

FY 2016-17: \$ Varies

FY2017-18: \$ Varies

JUSTIFICATION:

Staff would like to add a definition of "Advertised rental rate" to the fee category name to mean the quoted nightly rental rate multiplied by the minimum number of nights required. Note - The Advertised rental rate does not include any deposits or ancillary fees.

This is a change in how the fine is calculated and applied. Currently, the fine is based on the rental rate for a single night. This change allows staff to calculate the fees using the minimum number of nights allowed in order to prevent the fine from being a "cost of doing business".

Additionally, staff is recommending an increase to the fine amounts for violations of the short term rental ordinance in order to make it clear to violators that the City is serious about this issue. By increasing the fine amounts, the City will make it more difficult for violators to absorb their costs as a "cost of doing business", which some violators have continued to do.

A. Total Revised Revenue 2018: \$ 24,000

B. Total Current Revenue 2017: \$ 18,867

C. Net Increase or (Decrease): \$ 5,133

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: Public Works

DIVISION: Code Compliance

Submitted by: Daniel Mick

Ext: 6882

Name of fee: For Advertisements without a Listed Rental Price

This fee is: NEW

INCREASE

DECREASE

FY 2016-17: \$500 – \$2,000

FY2017-18: \$1,000 - \$5,000

JUSTIFICATION:

Staff would like to increase the fines for Short Term Rentals that do not have an advertised rental rate. Currently, the fines vary from \$500 for the first citation to \$2,000 for a third citation. However, staff is increasingly seeing ads that require multiple day commitments in order to rent the unit. As such, keeping these fees at their current levels may cause the penalty imposed to be just a cost of doing business rather than a real, punitive measure.

Staff recommends increasing the fine for a first citation to \$1,000, \$2,500 for the second, and \$5,000 for the third.

A. Total Revised Revenue 2018: unknown

B. Total Current Revenue 2017: \$ 0

C. Net Increase or (Decrease): n/a

(The fiscal impact of this change is unknown at this time, because rental listings without rental rates are not as common as rental listings with published rates. For this reason, staff doesn't have sufficient data to calculate the fiscal impact.)

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: Economic Development

DIVISION: Event and Film Services

Submitted by: Cleo Smith, Event and Film Services Manager

Ext: 6544

Name of fee: Special Event Permit Non-Compliance Citation

This fee is: NEW

INCREASE

DECREASE

FY 2016-17: \$ n/a

FY2017-18: \$ Cost of Special Event Permit

JUSTIFICATION:

If a business does not obtain a special event permit for an event the Code Compliance Division will issue a citation to the business. However, in some cases, for medium and large scale events, the cost of the citation is less expensive than the special event permit, which decreases the likelihood of compliance.

The Event Services Division is proposing that for all special event citations (for lack of a permit) the cost of the proper permit be added to the cost of the citation. This fee will eliminate the loophole that was described earlier, and will make it more likely that special event permits are obtained for applicable activities. This fee will increase the likelihood that applicants go through the special event permitting process, a process designed to keep residents and visitors safe at event venues and to mitigate impacts on residents and surrounding businesses.

A. Total Revised Revenue 2018: \$ 6,500

B. Total Current Revenue 2017: \$ 5,050

C. Net Increase or (Decrease): \$ 1,450

Public Works Department
Parking Fees
Fee Schedule

DEPARTMENT OF PUBLIC WORKS PARKING FEES FEE SCHEDULE FY 17-18	BASE FEE FY 16-17	Increase Decrease Same or New	REVISED FEE FY 17-18
PERMIT PARKING – RESIDENTIAL, ANNUAL			
Resident Permit – (per dwelling unit)			
First Car - (Qualified Section 8)	\$8	Same	\$8
First Car	\$22	Same	\$22
First Car (50% Proration 6 months prior to Expiration Date)	\$11	Same	\$11
Second Car	\$30	Same	\$30
Second Car (50% Proration 6 months prior to Expiration Date)	\$15	Same	\$15
Third Car	\$52	Same	\$52
Third Car (50% Proration 6 months prior to Expiration Date)	\$26	Same	\$26
Fourth Car	\$75	Same	\$75
Fourth Car (50% Proration 6 months prior to Expiration Date)	\$37.50	Decrease	\$37.00
Guest Permit (Maximum of 2 per dwelling unit)			
First Permit	\$33	Same	\$33
First Permit (50% Proration 6 Months Prior to Expiration Date)	\$16.50	Decrease	\$16.00
Second Permit	\$33	Same	\$33
Second Permit (50% Proration 6 Months Prior to Expiration Date)	\$16.50	Decrease	\$16.00
PERMIT PARKING – COMMERCIAL			
Per Quarter	\$180	Same	\$180
Two Months	\$120	Same	\$120
One Month	\$60	Same	\$60
PERMIT PARKING – REPLACEMENT FEE			
First Guest Permit Replacement	\$45	Same	\$45
Second Guest Permit Replacement	\$70	Same	\$70
Third Guest Permit Replacement	\$110	Same	\$110
PARKING METERS			
1M Parking Meter Permits:			
Per Quarter	\$135	Same	\$135
Two Months	\$90	Same	\$90
One Month	\$45	Same	\$45
1E Parking Meter Permits:			
Per Quarter	\$90	Same	\$90
Two Months	\$60	Same	\$60
One Month	\$30	Same	\$30
Remove Parking Meter Post	\$85	Same	\$85
Install Parking Meter Post w/Flange	\$137	Same	\$137
Replace Parking Meter and Housing	\$735	Same	\$735
PARKING METER RATES			
All Streets			
Per 20 Minutes	\$0.50	Same	\$0.50
Per Hour	\$1.50	Same	\$1.50
SIGNS - INSTALLATION & CURB PAINTING			
Customized Signs - Type 1 (14" X 20" or smaller)	\$93	Increase	\$132
Customized Signs - Type 2 (Larger than 14" X 20")	\$108	Increase	\$142
Sign Installation (to existing unistrut pole)	\$95	Increase	\$160
Sign Installation (to light pole)	\$109	Increase	\$179

DEPARTMENT OF PUBLIC WORKS PARKING FEES FEE SCHEDULE FY 17-18	BASE FEE FY 16-17	Increase Decrease Same or New	REVISED FEE FY 17-18
Sign Installation (including unistrut pole)	\$176	Increase	\$282
Commercial Loading and Installation	\$162	Increase	\$250
Removal of Signs	\$64	Increase	\$93
Curb Painting and Removal (per linear foot)	\$34	Increase	\$53
ADMINISTRATIVE PARKING FEES (REVENUE)			
DMV Hold Fee - Service Fee	\$3	Same	\$3
Delinquent Account Collections Service Fee			
Citations Issued Prior to 7/1/2010			
In State Vehicles	25%	Same	25%
Out of State Vehicles	33%	Same	33%
Citations Issued after 7/1/2010 Flat Fee	\$26	Same	\$26
City Public Valet			
Flat Rate	up to \$12	Same	up to \$12
Evening Valet (Restaurants, etc.) -(other than Sunset Boulevard)			
Hourly Rate per Parking Meter	\$0.58	Same	\$0.58
Annual Flat Rate Per Non-Enforcement Hour	\$100.00	Same	\$100.00
Evening Valet (Restaurants, etc.) -(Sunset Boulevard)			
Annual Hourly Rate per Parking Meter	\$0.75	Same	\$0.75
Daytime Valet (Restaurants, etc)			
Hourly Rate per Parking Meter	\$1	Same	\$1
Annual Flat Rate Per Non-Enforcement Hour	\$100	Same	\$100
PARKING CREDITS PROGRAM			
Application Fee	\$650.00	Same	\$650.00
Annual Fee Per Parking Credit	\$397.51	Increase	\$405.86
Late Penalty-% (WHMC Section 10.28.050 d.5)	15%	Same	15%
Interest Accrual-% (WHMC Section 10.28.050 d.6)	0.5%	Same	0.5%

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: Public Works
DIVISION: Parking Division
Submitted by: Rod Marquez

Ext: 6514

Name of fee: Fourth Car (50% Proration 6 months prior to Expiration Date),
First Permit (50% Proration 6 months prior to Expiration Date),
Second Permit (50% 6 months prior to Expiration Date)

This fee is: NEW INCREASE DECREASE

FY 2016-17: \$37.50 and \$16.50

FY2017-18: \$37.00 and \$16.00

JUSTIFICATION:

When the prorated fees were adopted several years ago, the intent was for the proration to be rounded to nearest whole dollar. All other parking fees are rounded to the nearest dollar, in order to make payments easier at the parking counter. For this reason, staff is requested that these fees be rounded to the nearest dollar as well.

The fees were programmed to be round therefore there will be no change to the revenue.

-
- A. Total Revised Revenue 2018: \$ N/A
B. Total Current Revenue 2017: \$ N/A
C. **Net Increase or (Decrease):** \$ N/A

**FEE JUSTIFICATION DOCUMENT
FY 2017-2018**

DEPARTMENT: Public Works

DIVISION: Parking Division

Submitted by: Don Norte

Ext: 6426

Name of fee: Annual Fee Per Parking Credit

This fee is: NEW

INCREASE

DECREASE

FY 2016-17: \$397.51

FY 2017-18: \$405.86

JUSTIFICATION:

The parking credits ordinance approved by the City Council on March 5, 2012 established an annual increase to the parking credit fee based on the Consumer Price Index (CPI) under Municipal Code 10.28.050 Utilizing the Parking Credits Pool. Section d.1.

The applicable CPI for the current fiscal year is 2.1% and will increase the annual fee per parking credit from \$397.51 to \$405.86 for Fiscal Year 2017-18. The additional increase of \$8.35 per parking credit will generate a net increase of \$7,156 for the new fiscal year.

A. Total Revised Revenue 2018: \$ 347,822

B. Total Current Revenue 2017: \$ 340,666

C. Net Increase or (Decrease): \$ 7,156

**FEE JUSTIFICATION DOCUMENT
FY 2017-2018**

DEPARTMENT: Public Works
 DIVISION: Parking Division
 Submitted by: Claudia Duncan/on behalf of Parking Division Ext: 6426

Name of fee: Sign Installation and Curb Painting Fees

This fee is: NEW INCREASE DECREASE

FY 2016-17: See table below FY 2017-18: See table below

JUSTIFICATION:

As part of the Comprehensive Fee Study completed in 2015-16, staff and the City's consultant recommended that fees related to property development in the Community Development and Public Works Departments be increased to full cost recovery over a four year period; this recommendation was approved by the City Council as part of the fiscal year 2016-17 Fee Resolution. The sign-installation and curb painting fees in the Parking Division are primarily utilized by property developers and the table below shows the four year phase-in for these fees.

The column titled **Year 2: FY 17-18** shows the calculated fee amount corresponding to the upcoming fiscal year.

DEPARTMENT OF PUBLIC WORKS PARKING FEES FEE SCHEDULE FY 16-17	FULL COST (Based on Fee Study)	BASE FEE FY 15-16	Yearly Recommended Increase	Revised Fee Year 1 FY 16-17	Revised Fee Year 2 FY 17-18	Revised Fee Year 3 FY 18-19	Revised Fee Year 4 FY 19-20
SIGNS - INSTALLATION & CURB PAINTING							
Customized Signs - Type 1 (14" X 20" or smaller)	\$209	\$55	\$39	\$94	\$132	\$171	\$209
Customized Signs - Type 2 (Larger than 14" X 20")	\$209	\$75	\$34	\$109	\$142	\$176	\$209
Sign Installation (to existing unistrut pole)	\$289	\$30	\$65	\$95	\$160	\$224	\$289
Sign Installation (to light pole)	\$317	\$40	\$69	\$109	\$179	\$248	\$317
Sign Installation (including unistrut pole)	\$494	\$70	\$106	\$176	\$282	\$388	\$494
Commercial Loading and Installation	\$424	\$75	\$87	\$162	\$250	\$337	\$424
Removal of Signs	\$150	\$35	\$29	\$64	\$93	\$121	\$150
Curb Painting and Removal (per linear foot)	\$91	\$15	\$19	\$34	\$53	\$72	\$91

- A. Total Revised Revenue 2018: \$176,634
- B. Total Current Revenue 2017: \$110,102
- C. **Net Increase or (Decrease): \$66,532**

**Public Works Department
Parking Violations
Fee Schedule**

	DEPARTMENT OF PUBLIC WORKS PARKING VIOLATIONS FY 17-18	BASE FEES	Increase Decrease Same or New	REVISED FEE
		FY 16-17		FY 17-18
CVC/ WHMC	PARKING VIOLATION SCHEDULE			
10.07.020	Illegal Parking Outside Space Markings	\$53	Same	\$53
10.07.020	Illegal Parking Outside Space Markings (If paid after due date)	\$97	Same	\$97
10.07.030	Failure to obey signs	\$58	Same	\$58
10.07.030	Failure to obey signs (If paid after due date)	\$107	Same	\$107
10.07.040	Exceeding Posted Time Limit	\$58	Same	\$58
10.07.040	Exceeding Posted Time Limit (If paid after due date)	\$107	Same	\$107
10.07.050	Illegal Parking Outside Defined Space	\$53	Same	\$53
10.07.050	Illegal Parking Outside Defined Space (If paid after due date)	\$97	Same	\$97
10.07.060	Restricted Parking	\$58	Same	\$58
10.07.060	Restricted Parking (If paid after due date)	\$107	Same	\$107
10.07.070	Parking within Marked Bicycle Lane	\$56	Same	\$56
10.07.070	Parking within Marked Bicycle Lane (If paid after due date)	\$103	Same	\$103
10.07.080	Illegal parking in Loading Zone	\$53	Same	\$53
10.07.080	Illegal parking in Loading Zone (If paid after due date)	\$97	Same	\$97
10.07.090	Parking Time Limit-Post Office	\$53	Same	\$53
10.07.090	Parking Time Limit-Post Office (If paid after due date)	\$97	Same	\$97
10.07.100	Parking- at Mail Box	\$53	Same	\$53
10.07.100	Parking- at Mail Box (If paid after due date)	\$97	Same	\$97
10.07.110	Vehicle Exceeds Load/Size Limit	\$76	Same	\$76
10.07.110	Vehicle Exceeds Load/Size Limit (If paid after due date)	\$143	Same	\$143
10.07.120	Parking - Disconnected Trailer	\$66	Same	\$66
10.07.120	Parking - Disconnected Trailer (If paid after due date)	\$123	Same	\$123
10.07.130	Bus Loading Zone	\$58	Same	\$58
10.07.130	Bus Loading Zone (If paid after due date)	\$107	Same	\$107
10.07.140	Illegal parking in Passenger Zone	\$53	Same	\$53
10.07.140	Illegal parking in Passenger Zone (If paid after due date)	\$97	Same	\$97
10.07.150	No Parking - Alley	\$83	Same	\$83
10.07.150	No Parking - Alley (If paid after due date)	\$157	Same	\$157
10.07.160	Temporary No Parking	\$58	Same	\$58
10.07.160	Temporary No Parking (If paid after due date)	\$107	Same	\$107
10.07.170	Illegal parking in Red Zone	\$83	Same	\$83
10.07.170	Illegal parking in Red Zone (If paid after due date)	\$157	Same	\$157
10.07.180	Vehicle Parked 72 or More Hours	\$58	Same	\$58
10.07.180	Vehicle Parked 72 or More Hours (If paid after due date)	\$107	Same	\$107
10.07.190	Key in Ignition/Unattended Vehicle	\$53	Same	\$53
10.07.190	Key in Ignition/Unattended Vehicle (If paid after due date)	\$97	Same	\$97
10.07.200	Parking on Grades	\$23	Same	\$23
10.07.200	Parking on Grades (If paid after due date)	\$33	Same	\$33
10.07.210	Angle Parking	\$53	Same	\$53
10.07.210	Angle Parking (If paid after due date)	\$97	Same	\$97
10.07.220	Double Parking	\$66	Same	\$66
10.07.220	Double Parking (If paid after due date)	\$123	Same	\$123
10.07.230	No Parking Anytime/Posted Hours	\$63	Same	\$63
10.07.230	No Parking Anytime/Posted Hours (If paid after due date)	\$117	Same	\$117
10.07.240	Parking Private/Public Property w/o Consent	\$58	Same	\$58
10.07.240	Parking Private/Public Property w/o Consent (If paid after due date)	\$107	Same	\$107
10.07.250	Wrong Side Dual Roadway	\$66	Same	\$66
10.07.250	Wrong Side Dual Roadway (If paid after due date)	\$123	Same	\$123
10.07.260	Blocking Street	\$66	Same	\$66
10.07.260	Blocking Street (If paid after due date)	\$123	Same	\$123
10.07.270	Parking in Intersection	\$83	Same	\$83

	DEPARTMENT OF PUBLIC WORKS PARKING VIOLATIONS FY 17-18	BASE FEES	Increase Decrease Same or New	REVISED FEE
		FY 16-17		FY 17-18
CVC/ WHMC	PARKING VIOLATION SCHEDULE			
10.07.270	Parking in Intersection (If paid after due date)	\$157	Same	\$157
10.07.280	Parking Special Hazard	\$66	Same	\$66
10.07.280	Parking Special Hazard (If paid after due date)	\$123	Same	\$123
10.07.290	Parking Fire Hydrant	\$83	Same	\$83
10.07.290	Parking Fire Hydrant (If paid after due date)	\$157	Same	\$157
10.07.300	Illegal Parking at Assigned Spaces	\$58	Same	\$58
10.07.300	Illegal Parking at Assigned Spaces (If paid after due date)	\$107	Same	\$107
10.07.310	Illegal Parking at Taxi Stand	\$58	Same	\$58
10.07.310	Illegal Parking at Taxi Stand (If paid after due date)	\$107	Same	\$107
10.07.320	Expired Meter	\$53	Same	\$53
10.07.320	Expired Meter (If paid after due date)	\$97	Same	\$97
10.07.330	Street Cleaning	\$63	Same	\$63
10.07.330	Street Cleaning (If paid after due date)	\$117	Same	\$117
10.07.340	Parking on Sidewalk/Parkway	\$66	Same	\$66
10.07.340	Parking on Sidewalk/Parkway (If paid after due date)	\$123	Same	\$123
10.07.350	Areas adjacent to schools	\$58	Same	\$58
10.07.350	Areas adjacent to schools (if paid after due date)	\$107	Same	\$107
10.07.360	Peak Hour Traffic Zone	\$63	Same	\$63
10.07.360	Peak Hour Traffic Zone (if paid after due date)	\$117	Same	\$117
10.07.370	No Parking Vehicles over 6' High	\$58	Same	\$58
10.07.370	No Parking Vehicles over 6' High (if paid after due date)	\$107	Same	\$107
10.08.110 (c)	Unauthorized Permit Displayed	\$118	Same	\$118
10.08.110 (c)	Unauthorized Permit Displayed (If paid after due date)	\$227	Same	\$227
10.08.160	Preferential Parking Dist No. 1	\$58	Same	\$58
10.08.160	Preferential Parking Dist No. 1 (If paid after due date)	\$107	Same	\$107
10.08.170	Preferential Parking Dist No. 2	\$58	Same	\$58
10.08.170	Preferential Parking Dist No. 2 (If paid after due date)	\$107	Same	\$107
10.08.180	Preferential Parking Dist No. 3	\$58	Same	\$58
10.08.180	Preferential Parking Dist No. 3 (If paid after due date)	\$107	Same	\$107
10.08.190	Preferential Parking Dist No. 4	\$58	Same	\$58
10.08.190	Preferential Parking Dist No. 4 (If paid after due date)	\$107	Same	\$107
10.08.200	Preferential Parking Dist No. 5	\$58	Same	\$58
10.08.200	Preferential Parking Dist No. 5 (If paid after due date)	\$107	Same	\$107
10.08.210	Preferential Parking Dist No. 6	\$58	Same	\$58
10.08.210	Preferential Parking Dist No. 6 (If paid after due date)	\$107	Same	\$107
10.08.220	Preferential Parking Dist No. 7	\$58	Same	\$58
10.08.220	Preferential Parking Dist No. 7 (If paid after due date)	\$107	Same	\$107
10.08.230	Preferential Parking Dist No. 8	\$58	Same	\$58
10.08.230	Preferential Parking Dist No. 8 (If paid after due date)	\$107	Same	\$107
10.08.240	Preferential Parking Dist No. 9	\$58	Same	\$58
10.08.240	Preferential Parking Dist No. 9 (If paid after due date)	\$107	Same	\$107
10.08.250	Preferential Parking Dist No. 10	\$58	Same	\$58
10.08.250	Preferential Parking Dist No. 10 (If paid after due date)	\$107	Same	\$107
10.08.260	Preferential Parking Dist No. 11	\$58	Same	\$58
10.08.260	Preferential Parking Dist No. 11 (If paid after due date)	\$107	Same	\$107
5200	No front plate on vehicle	\$25	Same	\$25
5200	No front plate on vehicle (If paid after due date)	\$50	Same	\$50
9304 (o)	Illegal parking on lawn	\$58	Same	\$58
9304 (o)	Illegal parking on lawn (If paid after due date)	\$107	Same	\$107
21113A	Illegal Parking on Public Grounds	\$53	Same	\$53
21113A	Illegal Parking on Public Grounds (If paid after due date)	\$97	Same	\$97

CVC/ WHMC	DEPARTMENT OF PUBLIC WORKS PARKING VIOLATIONS FY 17-18	BASE FEES	Increase Decrease Same or New	REVISED FEE
		FY 16-17		FY 17-18
	PARKING VIOLATION SCHEDULE			
22500 (a)	Parked within an Intersection	\$66	Same	\$66
22500 (a)	Parked within an Intersection (If paid after due date)	\$123	Same	\$123
22500 (b)	Parked within Crosswalk	\$66	Same	\$66
22500 (b)	Parked within Crosswalk (If paid after due date)	\$123	Same	\$123
22500 (d)	Parked within 15ft Fire Dept Driveway	\$83	Same	\$83
22500 (d)	Parked within 15ft Fire Dept Driveway (If paid after due date)	\$157	Same	\$157
22500 (e)	Obstructing Driveway	\$56	Same	\$56
22500 (e)	Obstructing Driveway (If paid after due date)	\$103	Same	\$103
22500 (f)	Parked on Sidewalk	\$61	Same	\$61
22500 (f)	Parked on Sidewalk (If paid after due date)	\$113	Same	\$113
22500 (h)	Double Parking	\$66	Same	\$66
22500 (h)	Double Parking (If paid after due date)	\$123	Same	\$123
22500 (i)	Illegal Parking Bus Zone	\$274	Same	\$274
22500 (i)	Illegal Parking Bus Zone (If paid after due date)	\$371	Same	\$371
22500 (l)	Blocking Wheelchair Access Ramp	\$274	Same	\$274
22500 (l)	Blocking Wheelchair Access Ramp (If paid after due date)	\$371	Same	\$371
22500.1	Illegal Parking Posted Fire Lane	\$83	Same	\$83
22500.1	Illegal Parking Posted Fire Lane (If paid after due date)	\$157	Same	\$157
22502 (a)	Illegal Parallel Parking Exceeding 18"	\$53	Same	\$53
22502 (a)	Illegal Parallel Parking Exceeding 18" (If paid after due date)	\$97	Same	\$97
22502 (e)	Parked Wrong Way-One Way Street	\$66	Same	\$66
22502 (e)	Parked Wrong Way-One Way Street (If paid after due date)	\$123	Same	\$123
22507.8 (a)	Illegal Parking/Disabled Space	\$349	Same	\$349
22507.8 (a)	Illegal Parking/Disabled Space (If paid after due date)	\$446	Same	\$446
22507.8 (b)	Blocked Disabled Space/Stall	\$349	Same	\$349
22507.8 (b)	Blocked Disabled Space/Stall (If paid after due date)	\$447	Same	\$447
22507.8(c)(1)	Vehicle Over Boundary Line	\$349	Same	\$349
22507.8(c)(1)	Vehicle Over Boundary Line (If paid after due date)	\$446	Same	\$446
22507.8 (c)(2)	Vehicle Over Crosshatch Lines	\$349	Same	\$349
22507.8 (c)(2)	Vehicle Over Crosshatch Lines (If paid after due date)	\$446	Same	\$446
22511.56 (b)	Misuse of Disabled Placard	\$518	Same	\$518
22511.56 (b)	Misuse of Disabled Placard (If paid after due date)	\$615	Same	\$615
22514	Illegal Parking Fire Hydrant	\$83	Same	\$83
22514	Illegal Parking Fire Hydrant (If paid after due date)	\$157	Same	\$157
22515 (a)	Vehicle Parked Unattended W/engine on	\$58	Same	\$58
22515 (a)	Vehicle Parked Unattended W/engine on (If paid after due date)	\$107	Same	\$107
22522	Blocking Sidewalk Access Ramp	\$299	Same	\$299
22522	Blocking Sidewalk Access Ramp (If paid after due date)	\$396	Same	\$396
22526 (a)	Blocking Intersection	\$118	Same	\$118
22526 (a)	Blocking Intersection (If paid after the due date)	\$227	Same	\$227
22651 (b)	Blocking Traffic/Hazard	\$83	Same	\$83
22651 (b)	Blocking Traffic/Hazard (If paid after due date)	\$157	Same	\$157
22651 (n)	Tow Away Zone/Permanent	\$83	Same	\$83
22651 (n)	Tow Away Zone/Permanent (If paid after due date)	\$157	Same	\$157
40226	Disabled Placard Citation Cancellation Administrative Fee	\$25	Same	\$25

**Public Works Department
Parking Garage/Lots
Fee Schedule**

DEPARTMENT OF PUBLIC WORKS CITY MUNICIPAL GARAGE/LOT RATES FEE SCHEDULE FY 17-18	BASE FEE FY 16-17	Increase Decrease Same or New	REVISED FEE FY 17-18
Municipal Parking Structure #1 - Kings Road/Santa Monica			
First 1 Hour until 6 p.m.	Free	Same	Free
Monthly Parking	up to \$100	Same	up to \$100
Evening Monthly Parking (Entry After 5 p.m.)	\$40	Same	\$40
Monthly Parking - Late fee	\$10	Same	\$10
Each 20 minutes	\$1	Same	\$1
Maximum Rate 8 a.m. to 6 p.m.	\$8	Same	\$8
Maximum Rate 6 p.m. to 2 a.m.	\$5	Same	\$5
Special Event Parking	\$20	Same	\$20
Municipal Parking Structure #2 - WH Park			
Park Patrons: Hours 8 a.m. to 10 p.m.			
Daytime Rates 8 a.m. to 6 p.m.			
1 Hour Parking from 8 a.m. to 6 p.m. (during park hours)	Free	Same	Free
1 Additional hour with Validation	Free	Same	Free
Each 20 minutes	\$1	Same	\$1
Maximum Rate (Monday - Saturday)	\$12	Same	\$12
Maximum Rate (Sunday)	\$6	Same	\$6
Evening Rates 6 p.m. to 10 p.m.			
2 Hours with Validation	Free	Same	Free
Each 20 minutes	\$1	Same	\$1
Maximum Rate (Sunday through Wednesday)	\$6	Same	\$6
Maximum Rate (Thursday)	\$8	Same	\$8
Maximum Rate (Friday and Saturday)	up to \$10	Same	up to \$10
Non Park Patrons: Hours 8 a.m. to 2 a.m.			
Daytime Rates 8 a.m. to 6 p.m.			
1 Hour Parking from 8 a.m. to 6 p.m. (during park hours)	Free	Same	Free
Each 20 minutes	\$1	Same	\$1
Maximum Rate (Monday - Saturday)	\$12	Same	\$12
Maximum Rate (Sunday)	\$6	Same	\$6
Evening Rates 6 p.m. to 2 a.m.			
Each 20 minutes	\$1	Same	\$1
Maximum Rate 6 pm. to 2 a.m. (Sunday through Wednesday)	\$6	Same	\$6
Maximum Rate 6 pm. to 2 a.m. (Thursday)	\$8	Same	\$8
Maximum Rate 6 pm. to 2 a.m. (Friday and Saturday)	up to \$10	Same	up to \$10
Monthly Parking	up to \$150	Same	up to \$150
Monthly Parking (Entry after 5 p.m.)	\$50	Same	\$50
Monthly Parking - Late Fee	\$10	Same	\$10
Special Event Parking	\$20	Same	\$20
Municipal Parking Structure #3 - WH Library			
3 Hour Parking For Library Patrons With Validations	Free	Same	Free
Each 20 minutes	\$1	Same	\$1
Maximum Rate 8 a.m. to 6 p.m.	\$12	Same	\$12
Maximum Rate 6 p.m. to 2 a.m. (Sunday-Wednesday)	\$6	Same	\$6
Maximum Rate 6 p.m. to 2 a.m. (Thursday)	\$8	Same	\$8
Maximum Rate 6 p.m. to 2 a.m. (Friday-Saturday)	\$9	Same	\$9
Special Event Parking	\$20	Same	\$20

DEPARTMENT OF PUBLIC WORKS CITY MUNICIPAL GARAGE/LOT RATES FEE SCHEDULE FY 17-18	BASE FEE FY 16-17	Increase Decrease Same or New	REVISED FEE FY 17-18
Municipal Parking Structure #4 - City Hall Automated Garage			
City Hall Visitors With Validation	Free	Same	Free
Each 20 minutes	1.00	Same	1.00
Maximum Rate 8 a.m. to 6 p.m.	8.00	Same	8.00
Maximum Rate 6 p.m. to 2 a.m.	5.00	Same	5.00
Monthly - Evening (6 p.m. to 8 a.m.)	up to 40.00	Same	up to 40.00
Special Event Parking	20.00	Same	20.00
Municipal Parking Lot #1 - Sunset Lot			
Monthly - Day (until 7pm)	up to \$120	Same	up to \$120
Monthly - Day & Night (7a.m. to -2 a.m.)	up to \$150	Same	up to \$150
Monthly - Night (7 p.m. to 2 a.m.)	up to \$55	Same	up to \$55
Monthly Parking - Late fee	\$10	Same	\$10
Hourly rate	up to \$2	Same	up to \$2
Maximum Rate 8 a.m. to 6 p.m.	up to \$10	Same	up to \$10
Maximum Rate - Sunday - Thursday after 6 p.m.	up to \$5	Same	up to \$5
Maximum Rate - Friday - Saturday after 6 p.m.	up to \$8	Same	up to \$8
Special Event Parking	\$20	Same	\$20
Municipal Parking Lot #2 - El Tovar Lot			
Hourly rate - First 3 Hours (8 a.m. to 2 a.m.)	\$1	Remove	n/a
Hourly rate - After 3 Hours (8 a.m. to 2 a.m.)	up to \$2	Remove	n/a
Special Event Parking	\$20	Remove	n/a
Municipal Parking Lot #2 - Robertson Lot			
Hourly rate - First 3 Hours (8 a.m. to 2 a.m.)	n/a	New	\$1
Hourly rate - After 3 Hours (8 a.m. to 2 a.m.)	n/a	New	up to \$2
Special Event Parking	n/a	New	\$20
Municipal Parking Lot #3 - Spaulding Lot			
Monthly - Day (until 7pm)	up to \$60	Same	up to \$60
Monthly Parking - Late fee	\$10	Same	\$10
Hourly rate (8am to 6pm)	\$1	Same	\$1
Flat Rate - Sunday - Wednesday (6 p.m. to 2 a.m.)	up to \$6	Same	up to \$6
Flat Rate - Thursday (6 p.m. to 2 a.m.)	up to \$7	Same	up to \$7
Flat Rate - Friday - Saturday (6 p.m. to 2 a.m.)	up to \$8	Same	up to \$8
Special Event Parking	\$20	Same	\$20
Municipal Parking Lot #4 - Palm Lot			
Monthly - Day (7 a.m. to 6 p.m.)	up to 100.00	Same	up to 100.00
Hourly rate	1.50	Same	1.50
Special Event Parking	20.00	Same	20.00
Municipal Parking Lot #4 - La Peer Lot			
Monthly - Day (until 7pm)	up to \$100	Remove	n/a
Monthly Parking - Late fee	\$10	Remove	n/a
Hourly rate (8am to 6pm)	up to \$2	Remove	n/a
Flat Rate - Sunday - Wednesday (6 p.m. to 2 a.m.)	up to \$7	Remove	n/a
Flat Rate - Thursday (6 p.m. to 2 a.m.)	up to \$8	Remove	n/a

DEPARTMENT OF PUBLIC WORKS CITY MUNICIPAL GARAGE/LOT RATES FEE SCHEDULE FY 17-18	BASE FEE FY 16-17	Increase Decrease Same or New	REVISED FEE FY 17-18
Flat Rate - Friday - Saturday (6 p.m. to 2 a.m.)	up to \$10	Remove	n/a
Special Event Parking	\$20	Remove	n/a
Municipal Parking Lot #5 - Orange Grove Lot			
Monthly - Day (until 7pm)	up to \$60	Same	up to \$60
Evening Monthly Parking (Entry After 5 p.m.)	\$30	Same	\$30
Monthly Parking - Late fee	\$10	Same	\$10
Hourly rate (8am to 6pm)	\$1	Same	\$1
Flat Rate - Sunday - Thursday (6 p.m. to 2 a.m.)	up to \$6	Same	up to \$6
Flat Rate - Friday - Saturday (6 p.m. to 2 a.m.)	up to \$8	Same	up to \$8
Special Event Parking	\$20	Same	\$20
Municipal Parking Lot #6- Queens Lot			
Monthly - Day (Until 7 p.m.)	up to \$150	Same	up to \$150
Hourly rate (8 am to 6 p.m.) (2 Hour Time Limit)	\$1	Same	\$1
*Hourly rate (6 p.m. to 2 am) (2 Hour Time Limit)	up to \$2	Same	up to \$2
Special Event Parking	\$20	Same	\$20
Municipal Parking Lot #7-Doheny Drive/Sunset Blvd			
Monthly - Day (Until 7 p.m.)	up to \$150	Remove	n/a
Hourly rate (8 am to 6 p.m.)	\$1	Remove	n/a
Hourly rate (6 p.m. to 2 am)	up to \$2	Remove	n/a
Special Event Parking	\$20	Remove	n/a

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: Public Works

DIVISION: Parking Division – Parking Garages

Submitted by: Rod Marquez

Ext: 6514

Name of fee: Municipal Parking Lot #2 – El Tovar Lot,
Municipal Parking Lot #4 – La Peer Lot,
Municipal Parking Lot #7 – Doheny/Sunset Blvd

This fee is: NEW

INCREASE

DECREASE

FY 2016-17: n/a

FY2017-18: n/a

JUSTIFICATION:

Parking Lots have been permanently closed and need to be removed from fee schedule.

A. Total Revised Revenue 2018: \$ N/A

B. Total Current Revenue 2017: \$ N/A

C. **Net Increase or (Decrease):** \$ N/A

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: Public Works
DIVISION: Parking Division
Submitted by: Rod Marquez

Ext: 6514

Name of fee: Municipal Parking Lot #2 – Robertson Lot

This fee is: NEW INCREASE DECREASE

FY 2016-17: n/a

FY2017-18: Varies (see fee schedule)

JUSTIFICATION:

New parking lot located at 621 N. Robertson Blvd scheduled to open in June 2017. Fee structure based on the rates of the former City owned parking lot at El Tovar Place.

-
- A. Total Revised Revenue 2018: \$ 132,000
 - B. Total Current Revenue 2017: \$ 0
 - C. Net Increase or (Decrease): \$ 132,000**

(Parking revenue from the new Robertson Lot will be deposited into the Parking Improvement Fund and is not considered General Fund revenue.)

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: Public Works

DIVISION: Parking Division – Parking Garages

Submitted by: Rod Marquez

Ext: 6514

Name of fee: Municipal Parking Lot #6 – Queens Lot

This fee is: NEW

INCREASE

DECREASE

FY 2016-17: n/a

FY2017-18: n/a

JUSTIFICATION:

Currently the City's Queens Parking lot has a two hour time limit all day. Staff is proposing removing the 2 hour time limit after 6 p.m. This will help support the area businesses by providing affordable off-street parking to their patrons. This request is revenue neutral since we are allowing customers to pay for additional time after 6 p.m.

A. Total Revised Revenue 2018: \$ N/A

B. Total Current*Revenue 2017: \$ N/A

C. **Net Increase or (Decrease):** \$ N/A

Public Works Department

Taxicab

Fee Schedule

DEPARTMENT OF PUBLIC WORKS TAXI CAB FEES FEE SCHEDULE FY 17-18	REVISED FEE	Increase Decrease Same or New	REVISED FEE
	FY 16-17		FY 17-18
TAXICAB FEES			
Annual Taxicab Franchise Application	\$1,500	Same	\$1,500
Annual Driver's Permit	\$55	Same	\$55
Annual Driver's Permit- New	\$45	Same	\$45
Driver's Replacement/Transfer Permit	\$25	Same	\$25
Annual Vehicle Inspection/Permit	\$200	Same	\$200
Annual Taxicab Franchise Fee Per Vehicle	\$800	Same	\$800
Vehicle Replacement Permit	\$50	Same	\$50
Amendment to Company Franchise	\$50	Same	\$50
Appeals - % of Application Fee	50%	Same	50%
Taxi Reinspection Fee	\$40	Same	\$40
Transportation Program Enhancement Fee	\$215	Same	\$215

**Public Works Department
Engineering
Fee Schedule**

DEPARTMENT OF PUBLIC WORKS ENGINEERING FEE SCHEDULE FY 17-18	BASE FEE	Increase Decrease Same or New	REVISED FEE
	FY 16-17		FY 17-18
PLAN CHECKING - Initial Fee			
Storm Drain, Sewer, and Traffic Signal Plans (Per Plan Sheet)	\$1,454	Increase	\$1,908
Street Improvement Plan (Per Plan Sheet)	\$727	Increase	\$954
Re-Review of Plans for 3rd and Subsequent Plan Checks for Street Improvement, Storm Drain, Traffic Signal, and Sewer Plans (per Plan Check)	\$727	Increase	\$954
Road Deed	\$436	Increase	\$573
Construction Mitigation Plan (Major Projects)	\$727	Increase	\$954
Construction Mitigation Plan (Minor Projects)	\$145	Increase	\$191
Storm Water Pollution Prevention Plans (Major Projects)	\$1,454	Increase	\$1,908
Storm Water Pollution Prevention Plans (Minor Projects)	\$727	Increase	\$954
Recycling Plans for Construction/Demolition	\$364	Increase	\$477
Recycling Plans for New Developments (post construction)	\$73	Increase	\$95
<i>*Further fee payment may be required if actual costs exceed the above fees</i>			
ENCROACHMENT PERMITS			
Concrete Construction			
* Driveway Residential	\$145	Increase	\$191
* Driveway Commercial/Apartments	\$509	Increase	\$668
* Sidewalk Only Construction/Removal	\$145	Increase	\$191
Curb and Gutter Removal/Installation	\$509	Increase	\$668
Curb Drain/Parkway Drain	\$509	Increase	\$668
Cross Gutter	\$509	Increase	\$668
Wheel Chair Ramp	\$509	Increase	\$668
Relocation/Modification Storm Drain - Catch Basin, Lateral, Manhole, etc	\$509	Increase	\$668
Sewer Installation -			
Mainline/Lateral	\$654	Increase	\$859
Manhole	\$654	Increase	\$859
Sewer Saddle	\$654	Increase	\$859
Utilities (Water, Cable, Electric, Etc) -			
Service Cut	\$654	Increase	\$859
Main Line Initial Permit Issuance	\$654	Increase	\$859
Main Line, Per Each Additional Week	\$654	Increase	\$859
Stockpile Materials/Spoils -			
Initial Permit Issuance and Two Days	\$509	Increase	\$668
Each Additional Day	\$218	Increase	\$286
Material Containers (Dumpsters/Storage) -			
In & Out Same Day	\$145	Increase	\$191
Initial Permit & Two Days	\$509	Increase	\$668
Per Each Additional Day	\$218	Increase	\$286
Temporary Structures (Construction Office) -			
Permit Issuance	\$509	Increase	\$668
Each Additional Month (per sq. ft.)	\$2	Same	\$2
Pedestrian Protection, Construction Safety Barrier	\$509	Increase	\$668
Pedestrian Protection, Scaffolding	\$509	Increase	\$668
Temporary Shoring in Public Right of Way -			
Temporary Tie backs, Soil Nails, Soldier Beams (Permit Issuance)	\$1,018	Increase	\$1,336
Temporary Tie-Back Rods Abandoned in the Public Right of Way (per Rod)	\$250	Same	\$250
Special Events -			
Commercial Special Event - Street Closure - Full/Partial - <i>Sponsor shall contract directly for barricade services with a private vendor approved by the City Engineer</i>	\$350	Same	\$350
Residential Special Event - Per Day (Block Parties, etc)	\$150	Same	\$150
Special Event Encroachment Fee (Moved from Special Events Fee schedule)	\$100	Same	\$100
Construction Equipment in Public Right of Way -			
Initial Permit Issuance & Two Days	\$654	Increase	\$859
Per Each Additional Day	\$218	Increase	\$286

DEPARTMENT OF PUBLIC WORKS ENGINEERING FEE SCHEDULE FY 17-18	BASE FEE	Increase Decrease Same or New	REVISED FEE
	FY 16-17		FY 17-18
Awnings	\$145	Increase	\$191
Blocking Traffic Lanes During Weekday A.M. or P.M. Peak Hours			
Per minute on Major Highways (7a.m. to 9 a.m.; or 4 p.m. to 7 p.m.)	\$50	Same	\$50
<i>Major Highways: Santa Monica Blvd., Sunset Blvd, Melrose Ave, Beverly Blvd., La Brea Ave., Fairfax Ave., Crescent Heights Blvd., Robertson Blvd., La Cienega Blvd., Fountain Ave., San Vicente Blvd.</i>			
TEMPORARY PARKING			
Commercial Areas -			
Events at Restaurants, Clubs, Etc. Permit Issuance	\$145	Increase	\$191
Per Day for Each Parking Meter - Tour Buses	\$35	Same	\$35
Per Day for Each Parking Meter	\$20	Same	\$20
Crane Parking -			
Billboard Maintenance Permit, Per Crane, Per Day	\$145	Increase	\$191
Lifting Equipment (Boom Lift, Scissor Lift, Fork Lift, Bucket Trucks, Small Truck Mounted Crane), Per Vehicle Per Day	\$145	Increase	\$191
Residential Construction Sites -			
Per Month for Each Parking Space	\$100	Same	\$100
Work Trucks in Residential Areas: Per Vehicle Per Day	\$20	Same	\$20
Large Vehicle Parking			
Overnight Parking - Per Parking Space - Per Night	\$15	Same	\$15
Residential Areas (Moving Vans, etc) - Per "No Parking" sign	\$5	Same	\$5
Spotlights -			
Permit Issuance	\$145	Increase	\$191
Per Day for Each Parking Meter	\$15	Same	\$15
Oversized Load -			
Permit Issuance (Includes Sign Posting to Prohibit Parking Along Travel Route, Notifications to Law Enforcement, Etc.)	\$509	Increase	\$668
SIDEWALKS			
Sidewalk Cafes -			
Initial Permit Application - Case Review and document handling	\$100	Same	\$100
Permit Issuance - Annual Fee (per square foot)	\$12	Same	\$12
Monthly Proration (per square foot) - Alcohol Serving Businesses	\$1.00	Same	\$1.00
Monthly Proration (per square foot) - Non-Alcohol Serving Businesses	n/a	New	\$0.50
Permit Renewal Application - Case Review and document handling	\$50	Same	\$50
Permit Renewal Issuance - Annual Fee (per square foot)	\$12	Same	\$12
Magazine/Newsstand -			
Application and Plan Review	\$73	Same	\$73
Permit Issuance	\$145	Same	\$145
COPIES OF ENGINEERING RECORDS			
Blueprints of plans -			
Up to 10 Plan Sheets (Minimum Order)	\$25	Same	\$25
Each Additional Plan Sheet	\$1	Same	\$1
Blueprints of Aerial Photos & Utility Maps -			
Up to 5 Plan Sheets (Minimum Order)	\$25	Same	\$25
Each additional Plan Sheet	\$2	Same	\$2
Graphic Information System (GIS) Maps (2'x3' Plan Sheet)			
Aerial Topography and Base Mapping	\$20	Same	\$20
Custom Mapping	\$75	Same	\$75
ENVIRONMENTAL SERVICES:			
EXEMPTION APPLICATION -			
<i>Exemption from Ordinance No. 261</i>	\$58	Increase	\$76
Storm Water Inspection Fee – Food Related Businesses, Automotive Businesses, and Minor Industrial Waste Generators (Per Business)	\$124	Increase	\$162
Storm Water Violation Re-Inspection Fee – Food related businesses, Automotive Businesses, and Minor Industrial Waste Generators (Per Violation)	\$124	Increase	\$162

DEPARTMENT OF PUBLIC WORKS ENGINEERING FEE SCHEDULE FY 17-18	BASE FEE	Increase Decrease Same or New	REVISED
	FY 16-17		FEE FY 17-18
Public Noticing – Publishing Cost of Public Notice for a Non Compliant Industrial Waste Properties (Per Published Notice)	\$2,500	Same	\$2,500
Annual Inspection - Post Construction Storm Water Pollution Control	\$196	Increase	\$258
COLLECTION PERMITS			
Annual Solid Waste Collection Permit	\$2,908	Increase	\$3,817
Annual Solid Waste Roll-Off Permit	\$2,908	Increase	\$3,817
Recyclable Collection Permit (Per Vehicle)	\$727	Increase	\$954
WASTE WATER MITIGATION FEE -			
<i>This fee shall be equal to the sum of the waste water unit assigned to the property use classification multiplied by the waste water mitigation fee per sewer unit. The rate for 1 sewer unit = The rate for 1 single residential unit</i>			
Single Residential Units - 1	\$75	Increase	\$77
Duplex, Double or Two Units - 2	\$150	Increase	\$153
Three residential units (Any Combination) - 3	\$225	Increase	\$230
Four Residential Units - 4	\$300	Increase	\$306
Five or More Residential Units (Per Unit) - 1	\$75	Increase	\$77
Modular Homes - 1	\$75	Increase	\$77
Rooming Houses - 1	\$75	Increase	\$77
Mobile Home Parks - 5	\$375	Increase	\$383
Miscellaneous Commercial - 2	\$150	Increase	\$153
Stores - 3	\$225	Increase	\$230
Store and Office Combination - 4	\$300	Increase	\$306
Store and Residential Combinations - 7	\$525	Increase	\$536
Supermarkets - 4	\$300	Increase	\$306
Markets, Less than 6,000 square feet - 2	\$150	Increase	\$153
Shopping Centers - 18	\$1,350	Increase	\$1,378
Office Buildings - 5	\$375	Increase	\$383
Hotels and Motels - 7	\$525	Increase	\$536
Motel/Hotel and Apartment Combinations - 7	\$525	Increase	\$536
Professional Buildings - 5	\$375	Increase	\$383
Restaurants - 6	\$450	Increase	\$459
Wholesale and Manufacturing Outlets - 2	\$150	Increase	\$153
Bank, Savings & Loans - 2	\$150	Increase	\$153
Service Shops, Laundries, Radio and TV Repair - 4	\$300	Increase	\$306
Service Station, Full Service - 3	\$225	Increase	\$230
Service Station, Self Service - 2	\$150	Increase	\$153
Sales, Recreation Equipment - 3	\$225	Increase	\$230
Auto Service Shops - (Body & Fender Garage) - 3	\$225	Increase	\$230
Used Car Sales - 2	\$150	Increase	\$153
Car Wash - 10	\$750	Increase	\$766
Parking Lots (Commercial Use Properties) - 1	\$75	Increase	\$77
Animal Kennels - 5	\$375	Increase	\$383
Nurseries or Greenhouses - 3	\$225	Increase	\$230
Miscellaneous Industrial - 2	\$150	Increase	\$153
Lighting, Manufacturing - 4	\$300	Increase	\$306
Warehousing, Distribution or Storage, Under 10,000 Square Feet - 4	\$300	Increase	\$306
Warehousing, Distribution or Storage Over 10,000 Square Feet - 5	\$375	Increase	\$383
Food Processing Plant - 6	\$450	Increase	\$459
Motion Picture, Radio & TV Industries - 2	\$150	Increase	\$153
Lumberyards - 2	\$150	Increase	\$153
Mineral Processing - 2	\$150	Increase	\$153
Open Storage - 2	\$150	Increase	\$153
Theaters - 6	\$450	Increase	\$459
Bowling Alleys - 8	\$600	Increase	\$613
Clubs, Lodge Halls & Fraternal Organizations - 10	\$750	Increase	\$766

DEPARTMENT OF PUBLIC WORKS ENGINEERING FEE SCHEDULE FY 17-18	BASE FEE	Increase Decrease Same or New	REVISED
	FY 16-17		FEE FY 17-18
Auditoriums, Stadiums & Amphitheaters - 10	\$750	Increase	\$766
Gymnasiums & Health Spas - 10	\$750	Increase	\$766
Skating Rinks - 5	\$375	Increase	\$383
Churches - 1	\$75	Increase	\$77
Private Schools - 6	\$450	Increase	\$459
Hospitals - 15	\$1,125	Increase	\$1,149
Homes for the Aged and Others - 15	\$1,125	Increase	\$1,149
Utility, Pumping Plants, State Assessed Property - 1	\$75	Increase	\$77
Petroleum and Gas - 1	\$75	Increase	\$77

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: PUBLIC WORKS

DIVISION: Engineering

Submitted by: Sharon Perlstein, City Engineer

Ext: 6383

Name of fee: Various Planning Fees

This fee is: NEW

INCREASE

DECREASE

FY 2016-17: Various

FY2017-18: Various

JUSTIFICATION:

As part of the Fee Resolution adoption of 2016-17, the City Council approved direction to raise certain Engineering fees over a four year period until they reach actual cost recovery. This was a recommendation provided to the City by the consultant that performed its comprehensive fee study. This is the second year of those increases which are reflected on the Engineering fee schedule. The fee categories being increased include:

- Plan Checking –Initial Fees
- Encroachment Permits
- Sewer Installation
- Utilities (Water, Cable, Electric, Etc)
- Stockpile Materials/Spoils
- Material Containers (Dumpsters/Storage)
- Temporary Structures (Construction Office)
- Temporary Shoring in Public Right of Way
- Construction Equipment in Public Right of Way
- Temporary Parking - Events at Restaurants, Clubs, Etc. Permit Issuance
- Crane Parking
- Spotlights- Permit Issuance
- Oversized Load – Permit Issuance
- Environmental Services Fees
- Collection Permits

A. Total Revised Revenue 2018: \$ 150,000 (estimate)

B. Total Current Revenue 2017: \$ 120,000 (estimate)

C. Net Increase or (Decrease): \$ 30,000

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: PUBLIC WORKS

DIVISION: Engineering

Submitted by: John Leonard, Revenue Manager

Ext: 6446

Name of fee: Monthly Proration (per square foot) – Non-Alcohol Serving Businesses

This fee is: NEW

INCREASE

DECREASE

FY 2016-17: \$0

FY2017-18: \$0.50 per Sq. Ft.

JUSTIFICATION:

On February 6, 2017, Council approved agenda item 5.B. requesting that staff evaluate encroachment fees for sidewalk cafes and to return to the City Council with recommendations for a tiered fee system for different types of businesses.

Staff is recommending that the City Council approve a 50% reduction in sidewalk dining encroachment fees for non-alcohol serving businesses. The new fee for non-alcohol serving businesses would be \$0.50 per square foot and the fee for alcohol serving businesses would remain at \$1.

Staff believes that this tiered system is reasonable and also business friendly, because West Hollywood's fees will be significantly lower than comparable Westside cities, including Santa Monica (\$6-\$1.80) and Beverly Hills (\$1.40).

By creating a tiered fee structure where non-alcoholic establishments pay a lower per square foot fee, the City can encourage diversification of retail and food-serving establishments on the boulevard and avoid overconcentration of alcohol-serving establishments.

A. Total Revised Revenue 2018: \$ n/a

B. Total Current Revenue 2017: \$ n/a

C. Net Increase or (Decrease): \$ n/a

(Currently, the City's revenue management software does not distinguish between sidewalk encroachment permits issued to alcohol and non-alcohol serving businesses, so it is difficult to estimate the financial impact of the proposed change. However, staff does not believe that the change will result in a significant decrease in revenue.)

**FEE JUSTIFICATION DOCUMENT
FY 2017-18**

DEPARTMENT: PUBLIC WORKS

DIVISION: Engineering

Submitted by: Sharon Perlstein, City Engineer

Ext: 6383

Name of fee: Wastewater Mitigation Fee

This fee is: NEW

INCREASE

DECREASE

FY 2016-17: \$ varies

FY2017-18: \$ varies

JUSTIFICATION:

The Wastewater Mitigation fee is an existing fee charged to developers of new projects for their project's net increase in sewer usage. The revenue received is used for sewer related capital improvements. The rate charged is in increments of the "sewer unit." One "sewer unit" is equivalent to the amount for a single family residence.

An annual increase to the Wastewater Mitigation Fee, tied to the change in the annual (January-January) Consumer Price Index (CPI) for the Los Angeles-Long Beach-Anaheim Area, as published by the US Bureau of Labor Statistics is being proposed. The increase is being proposed so that the fee that is collected keeps pace with increasing costs.

For the fiscal year starting July 1, 2017, the CPI-LA rate will be 2.1%

A. Total Revised Revenue 2018: \$ 10,210

B. Total Current Revenue 2017: \$ 10,000

C. Net Increase or (Decrease): \$ 210

(Revenue from this fee can vary widely from year to year, depending on how many developments are issued building permits. The amounts shown above are conservative estimates.)

**Public Works Department
Facilities and Field Services
Fee Schedule**

DEPARTMENT OF PUBLIC WORKS FACILITIES AND FIELD SERVICES FEE SCHEDULE FY 17-18	BASE FEE FY 16-17	Increase Decrease Same or New	REVISED FEE
			FY 17-18
PLAN CHECKING			
Public Landscape and Trees (Cost Per Page)	\$749	Same	\$749
Re-Review of Plans for 3rd and Subsequent Plan Checks for Public Landscape and Trees (Per Plan Check)	\$749	Same	\$749
CITY PROPERTY REPLACEMENT			
STREET TREE REPLACEMENT			
<p><i>The fee for the removal of a public tree is variable and shall be based on the valuation methodology published in the <u>Guide for Plant Appraisal, current edition</u> authored by the Council of Tree and Landscape Appraisers (CTLA). Class information used in the formula is published in the species guide of the Western Chapter of the ISA. The formula for valuation is: Tree Value = Base Value × Cross Section Area × Species Class × Condition Class × Location Class. Appraisals shall be conducted by the City through an ISA Certified Arborist or ASCA Registered Consulting Arborist. Base Value is the dollar amount assigned to one cross-section unit (square inch or square centimeter) of a tree's trunk cross-section area. Cross-Section Area is used to express tree size. Species Class is an assigned value based on all the landscape merits of a landscape tree species and its accompanying potential for problems. Condition Class is a factor indicating the health, vigor and life expectancy of a tree, as well as its quality of form relative to a "perfect specimen" of that species. Location Class is based on the functional and aesthetic contribution, which the tree makes to the site, the placement of the tree on the site, and the importance of the location in the landscape context of the community.</i></p>			
	Calculated	Same	Calculated