



Fiscal Year 2024-25 Schedule of Fees and Charges

Monrovia City Council

July 16, 2024



Timeline

Fiscal Year 2024-25 Schedule of Fees and Charges – Tonight! - Review of Citywide fees.

Fiscal Year 2024-25 Budget Update:

Study Session: September 3

Review of the Citywide Capital Improvement Program (CIP) and Fiscal Year 2024-25 Operating Budget Update.

Budget Update Approval: September 17

Staff will present the Fiscal Year 2024-25 Budget Update for City Council's approval.

Taxpayer Protection and Government Accountability Act

- If included on the November ballot, the measure would have done the following:
 - Required voter approval for any increases in local taxes and fees.
 - Restricted how the cost of fees, that fund public services and programs, would be calculated.
 - Changed the threshold for local tax initiatives introduced by citizens from a simple majority to a two-thirds vote.
- **On June 20, 2024, the measure was removed from the November 2024 ballot.**

Fees & Charges Methodology

Each year, departments conduct a review of key fees that are charged for services:

- The goal of the fee review is to analyze the extent to which costs are recovered for specific non-general services provided by the City.
- Based on actual costs, a reasonable and recommended fee schedule is proposed for consideration.

Fees are typically established either by statute, survey results, and / or a comprehensive service delivery cost analysis

Fees & Charges Methodology

To keep up with the cost of providing services, the City has incorporated a CPI in prior years, as follows:

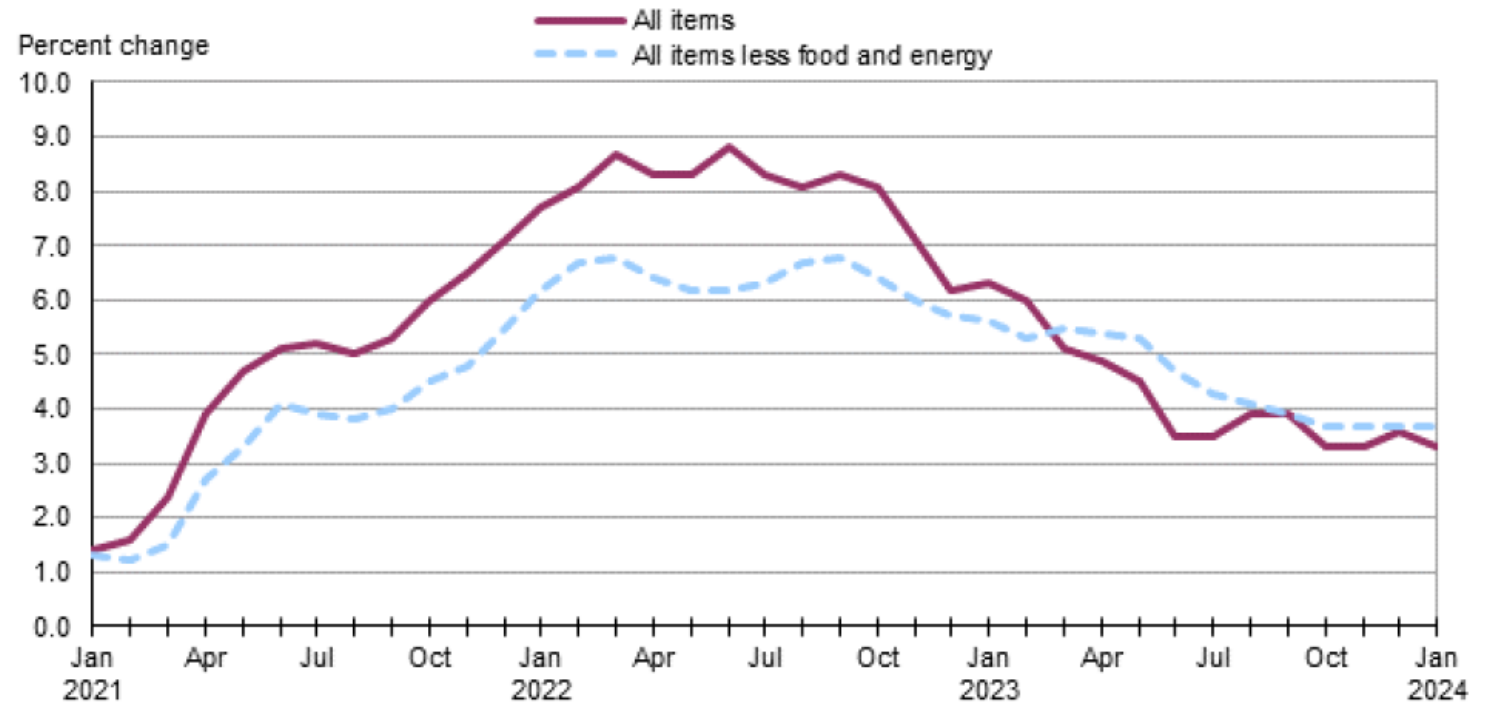
FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25 <i>(Proposed)</i>
0%	3%	0%	3%	5%	7%	4.3%

Incorporating a CPI helps fees stay in line with annual inflation and cost of living increases.

Fees & Charges – CPI Impacts

- While CPI is declining, it reached unprecedented levels over the past two years.
- As of January 2024, the average CPI for the last 12 months was 4.3%
- Staff is proposing a 4.3% CPI increase for many fees as part of this proposal, since the cost of providing services has been increasing.

Chart 1. Over-the-year percent change in CPI-U, West region, January 2021–January 2024



Source: U.S. Bureau of Labor Statistics.

Fees Adjustment Summary

Staff assumed a baseline 4.3% increase across-the-board for all fees and then individually reviewed each fee to determine the applicability of the proposed change. Fees were adjusted appropriately based on a review of the individual circumstances for each fee.

All fee adjustments being proposed are projected to result in approximately \$80K in new revenue collection.

Fees Adjustment Summary

Based on staff's review of each fee, adjustments are being proposed as follows:

No Change	30.0% of all fees
Less than 4.3% Increase	5.9% of all fees
4.3% Increase	51.6% of all fees
Greater than 4.3% Increase	10.4% of all fees
Eliminated	0.7% of all fees
New	0.7% of all fees
Restructured	0.7% of all fees

As part of our in-depth review, we will be presenting those fees that had a greater than 4.3% increase, as well as eliminated fees, new fees, and restructured fees.

Fees With >4.3% Increase

Community Development Fees

Fee Type	FY 2024-25 Cost	Current Fee	FY 2024-25 Proposed Fee	% Increase
Minor Permits Tier 1	\$110	\$105	\$110	5%
Minor Permits Tier 2	\$207	\$198	\$207	5%
Building Plan Check: Miscellaneous Plan Review	\$248	\$236	\$248	5%
Misc. Building Inspection & Fees: Re-Inspection Fees	\$161	\$150	\$161	7%
Misc. Building Inspection & Fees: Processing of request to duplicate official copy of plans	\$53	\$50	\$53	6%
Misc. Building Inspection & Fees: Scanning of plans & calculations 8½" × 11" or 8½" × 14", per sheet	\$2	\$1.79	\$2	12%
Misc. Building Inspection & Fees: Scanning of permits and letters	\$12	\$10.93	\$12	10%
Permit Renewal	\$63	\$60	\$63	5%

Fees With >4.3% Increase

Community Development Fees (continued)

Fee Type	FY 2024-25 Cost	Current Fee	FY 2024-25 Proposed Fee	% Increase
Plan Review / Permit Extension	\$32	\$30	\$32	7%
Work Without Permit – TBD	\$161	\$154	\$161	5%
Misc. Permits (For work otherwise not specified)	\$153	\$145	\$153	6%
Duplicate Copy of Certificate of Occupancy	\$32	\$29	\$32	10%
Neighborhood Compatibility Design Review: Level 7 Multifamily not subject to CUP	\$2,238	\$1,909	\$2,200	15%
Development Review Committee Fees: Sign Review – Master Sign	\$686	\$450	\$475	6%
Development Review Committee Fees: Major Determination (non-single family residential)	\$704	\$505	\$530	5%

Fees With >4.3% Increase

Community Development Fees (continued)

Fee Type	FY 2024-25 Cost	Current Fee	FY 2024-25 Proposed Fee	% Increase
Planning Commission: Conditional Use Permit Review – New Construction	\$4,268	\$3,600	\$3,800	6%
Planning Commission: Conditional Use Permit Review – Use only	\$2,442	\$1,800	\$1,900	6%
Planning Commission: Hillside Development Permit Review	\$10,180	\$4,500	\$6,000	33%
Planning Commission: Variance Review	\$2,419	\$2,200	\$2,400	9%
Subdivision: Tentative Parcel / Vesting Parcel Map Review	\$3,612	\$2,200	\$2,500	14%
Subdivision: Tentative Tract / Vesting Tract Map Review	\$4,747	\$2,700	\$3,000	11%
Subdivision: Lot Line Adjustment	\$1,136	\$1,080	\$1,136	5%
General Plan / Specific Plan:				
General Plan / Zoning Amendment	\$6,915	\$6,500	\$6,800	5%
Specific Plan	\$8,640	\$8,000	\$8,400	5%

Fees With >4.3% Increase

Community Development Fees (continued)

Fee Type	FY 2024-25 Cost	Current Fee	FY 2024-25 Proposed Fee	% Increase
Wireless Facility: Exception	\$2,564	\$2,452	\$2,564	5%
Administrative Review	\$1,891	\$1,809	\$1,891	5%
Administrative: Change of Address – Non-Single Family	\$350	\$300	\$315	5%
Administrative: Covenant Preparation – Residential Unit	\$311	\$250	\$275	10%
Covenant Preparation – Non-Residential Unit	\$804	\$500	\$600	20%
Administrative: Pre-Application Review	\$4,518	\$1,235	\$1,300	5%
Administrative: Zoning Research Letter - Standard	\$115	\$75	\$80	7%
Zoning Research Letter – Non-Standard	\$297	\$200	\$250	25%
Preliminary Application (SB 330)	\$1,121	\$1,070	\$1,121	5%
Business License Processing: Renewal/Moved Business Application	\$38	\$16	\$17	6%
Business License Processing: Cannabis Business Application	\$190	\$181	\$190	5%

Fees With >4.3% Increase

Fire Department Fees

Fee Type	FY 2024-25 Cost	Current Fee	FY 2024-25 Proposed Fee	% Increase
Fire and Life Safety System Plan Check/Inspection	\$310 + \$21.09 per device	\$284 + \$19.80 per device	\$310 + \$21.09 per device	9%
Plan Check and Inspection Fees:				
Processing of request to duplicate official copy of plans	\$53	\$50	\$53	6%
Failure to obtain fire permit	\$652	\$623	\$652	5%
Annual Fire Permits	\$215 - \$861	\$205 - \$823	\$215 - \$861	5% – 6%
Special Activity Permits	\$101 - \$652	\$95 - \$623	\$100 - \$652	5%
Fire False Alarm Response:				
3 rd and subsequent response in 12-month period	\$532	\$508	\$532	5%
Fire Alarm Company Dispatching Error	\$457	\$415	\$457	10%
Regulate as Participating Agency (LACO CUPA program)	\$295 - \$1,369	\$266 - \$1,248	\$295- \$1,369	10% - 11%

Fees With >4.3% Increase

Fire Department Fees (continued)

Fee Type	FY 2024-25 Cost	Current Fee	FY 2024-25 Proposed Fee	% Increase
Engine Company Inspection Annual Fees	\$154 - \$591	\$147 - \$567	\$154 - \$591	4% - 5%
Fire Prevention Inspection (Non-Engine Company) Annual Fees	\$46 - \$220	\$44- \$211	\$46- \$220	4% - 5%
Special Events, Tests, & Inspections / Fire Protection Stand-by	\$26 - \$1,464	\$25 - \$480	\$26 - \$500	4% - 7%
State-Mandated Fire Inspections	\$215 - \$3,446	\$194 - \$3,145	\$215 - \$3,446	4% - 11%

Fees With >4.3% Increase

Administration

Fee Type	FY 2024-25 Cost	Current Fee	FY 2024-25 Proposed Fee	% Increase
Document Retrieval & Reproductions: USB Flash Drive (increasing from 16 GB to 32 GB)	\$5	\$3.09	\$5	62%
Duplication of Commercial Building Plans & Certified Mail with Return Receipt	\$77	\$56	\$65	16%

Eliminated Fees

Library Fees

Fee Type	FY 2024-25 Cost	FY 2024-25 Fee	Comments
Library Computer Supplies Charge: Youth Headphones	\$5	\$4	No longer requested by the public.

Public Works Fees

Fee Type	FY 2024-25 Cost	FY 2024-25 Fee	Comments
Encroachment Permit (Annual)	\$419	\$0	Annual permits not granted.
Encroachment in Residential Zone	\$19 per day	\$19 per day	Included in standard encroachment permit.

New Fees

Public Works Fees

- The City is proposing a new Construction Permit fee for inspections of ADA curb ramps.

Service Description	Cost	FY 2024-25 Proposed Fee	Comments
ADA Curb Ramp Inspection	\$422	\$422	Fee includes application processing, plan check review, pre-construction site visit, and up to 2 inspections.

- The City is also proposing two additional fees for Traffic Control. These fees would allow staff to review traffic control plans when a contractor requests a partial or entire road closure.

Service Description	Cost	FY 2024-25 Proposed Fee	Comments
Traffic Control Plan Review	\$111	\$111	Review of traffic control plans for conformance with MUTCD or "WATCH" manual.
Lane Closure & Traffic Control Inspection	\$84	\$84	Inspection on a daily basis to ensure proper traffic control is in place.

Restructured Fees

City Clerks Fees

- The City currently lists seven Agenda Subscription Service Fees. We are proposing to remove five of these fees due to obsolescence.

Service Description	FY 2024-25 Proposed Fee	Comments
Agenda Subscription Service: CC Agenda Only CC Agenda Summary CC Adopted Minutes Agenda & Agenda Summary Agenda, Agenda Summary, & Adopted Minutes Documents reserved for Pick-up Electronic Distributions	\$51 \$96 \$75 \$148 \$226 \$129 \$0	Removing five Agenda Subscription Service fees due to obsolescence.

Restructured Fees

Public Works Fees

- The City is proposing to change the name of the “Administrative Processing Fee” to the “Additional Inspection Fee” to better reflect the service provided.

Prior Fee Name and Description

Service Description	FY 2023-24 Fee	Comments
Administrative Processing Fee	\$81	Cost of additional permit inspections. Fee assessed on a per inspection basis for each additional inspection beyond that provided in the initial construction permit.

Proposed Fee Name and Description

Service Description	FY 2024-25 Fee	Comments
Additional Inspection Fee	\$84	Cost of additional permit inspections. Fee assessed on a per hour basis.

Financial Work Plan Items

In the upcoming year, staff will focus on the following financial work plan items:

1. Complete rate studies for Assessment Districts.
2. Complete an external comprehensive user fee cost study review and update, if applicable, user fees and charges to ensure fees are capturing the full cost of service delivery.
3. Review and analyze the Go Monrovia and Dial-A-Ride transit programs, and make adjustments, as necessary, to ensure costs are sustainable.
4. Continue to seek additional grant/outside funding.

Financial Work Plan Items *(continued)*

Financial Work Plan Items (continued):

5. Continue to seek reimbursement for Canyon Park repairs.
6. Continue to provide quarterly budget updates to City Council throughout the year.

Next Steps

Budget Study Session and Approval:

Staff will hold a Budget Study Session for the Fiscal Year 2024-25 CIP and Operating Budget Update on September 3, 2024, for formal approval at the City Council Meeting on September 17, 2024. However, an additional study session may be scheduled, if needed.

Ongoing Monitoring:

Staff will continue to monitor the budget, closely, and will return to City Council with quarterly updates throughout the year.

Thank you for your time!



Questions?