

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: August 7, 2017

CAO File No. 0220-04851-0017

Council File No. 09-0969

Council District: Citywide

To: The Mayor  
The Council

From: Richard H. Llewellyn, Jr., Interim City Administrative Officer

Reference: Department of City Planning Report dated December 29, 2016; Office of the City Administrative Officer Report dated July 26, 2017; and additional information received through August 4, 2017.

Subject: **SUPPLEMENTAL INFORMATION REGARDING THE CITY PLANNING  
COMPREHENSIVE FEE STUDY**

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### RECOMMENDATION

That the Committee note and file this report as it is provided for informational purposes only.

### SUMMARY

On July 26, 2017, our Office released a report that recommended increasing the fees in Los Angeles Municipal Code (LAMC) Sections 19.01 through 19.10 (excluding 19.01 F) to full cost recovery. The revised fees will provide a more reliable funding source for the Department of City Planning's special fund programs and decrease the Department's reliance on the General Fund by \$8.46 million annually. The attachments to this report provide the following information: 1) the Difference in Fee Recommendations between the Office of the City Administrative Officer and the Department of City Planning; 2) the Percentage Change in Cost Allocation Plan Adjusted Top STEP Salaries Since Last Comprehensive Fee Study; 3) the General Fund Subsidy to Support Appeals from Fiscal Year (FY) 2013-14 to FY 2016-17; and, the Number of Appeals from FY 2013-14 to FY 2016-17.

### FISCAL IMPACT STATEMENT

Consistent with the City's Financial Policies, our Office recommends amending the fees in Los Angeles Municipal Code (LAMC) Sections 19.01 through 19.10 (excluding 19.01 F) to achieve full cost recovery. The revenues included in the Fiscal Year 2017-18 Adopted Budget assumed the Department's fees would be increased to full cost recovery. The recommendations in this report comply with the City's Financial Policies in that fees for service are set at full cost recovery to generate revenues sufficient to fully offset associated expenditures.

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ATTACHMENTS

## Difference in Fee Recommendations Between the Office of the City Administrative Officer (CAO) and the Department of City Planning (DCP)

Fee No.	Fee Description	Cost Recovery Analysis					
		Current Fee		CAO Recommendation		DCP Recommendation	
		Fee Level	Percent Cost Recovery	Fee Level	Percent Cost Recovery	Fee Level	Percent Cost Recovery
<b>19.01 B</b>	<b>Appeal Fees</b>						
3	Person other than the applicant	\$ 89	0.7%	\$ 13,538	100%	\$ 271	2%
<b>19.01 J</b>	<b>Commission or Director Approvals</b>						
1	Project Permit Compliance, Design Overlay Plan Approvals or other DIR cases - Minor	\$ 1,477	46%	\$ 3,239	100%	\$ 1,619	50%
6	Project Permit Compliance with DRB - Minor	\$ 2,496	44%	\$ 5,685	100%	\$ 2,842	50%
8	Project Permit Compliance with DRB - Standard (SF)	\$ 2,083	32%	\$ 6,500	100%	\$ 3,250	50%
12	DRB - Preliminary for SF residential dwelling	\$ 1,522	34%	\$ 4,482	100%	\$ 2,241	50%
17	Specific Plan Interpretation	\$ 2,994	51%	\$ 5,841	100%	\$ 2,921	50%

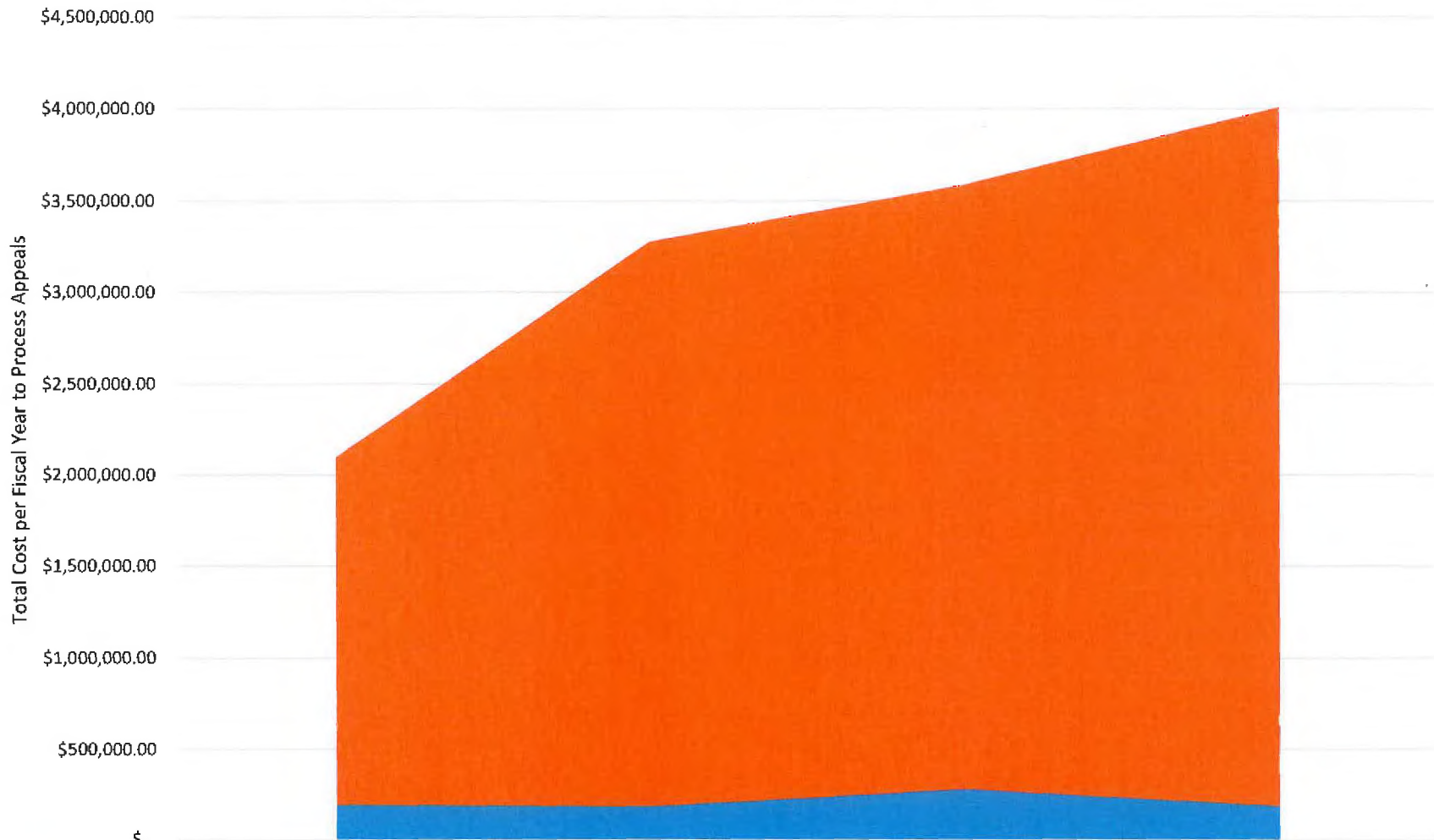
**Note:** All fees for historic related applications (Section 19.01 F) are pending before the Planning and Land Use Management and Budget & Finance Committees (C.F. 17-0600-s100).



## Percentage Change in Cost Allocation Plan (CAP) Adjusted Top STEP Salaries Since Last Comprehensive Fee Study

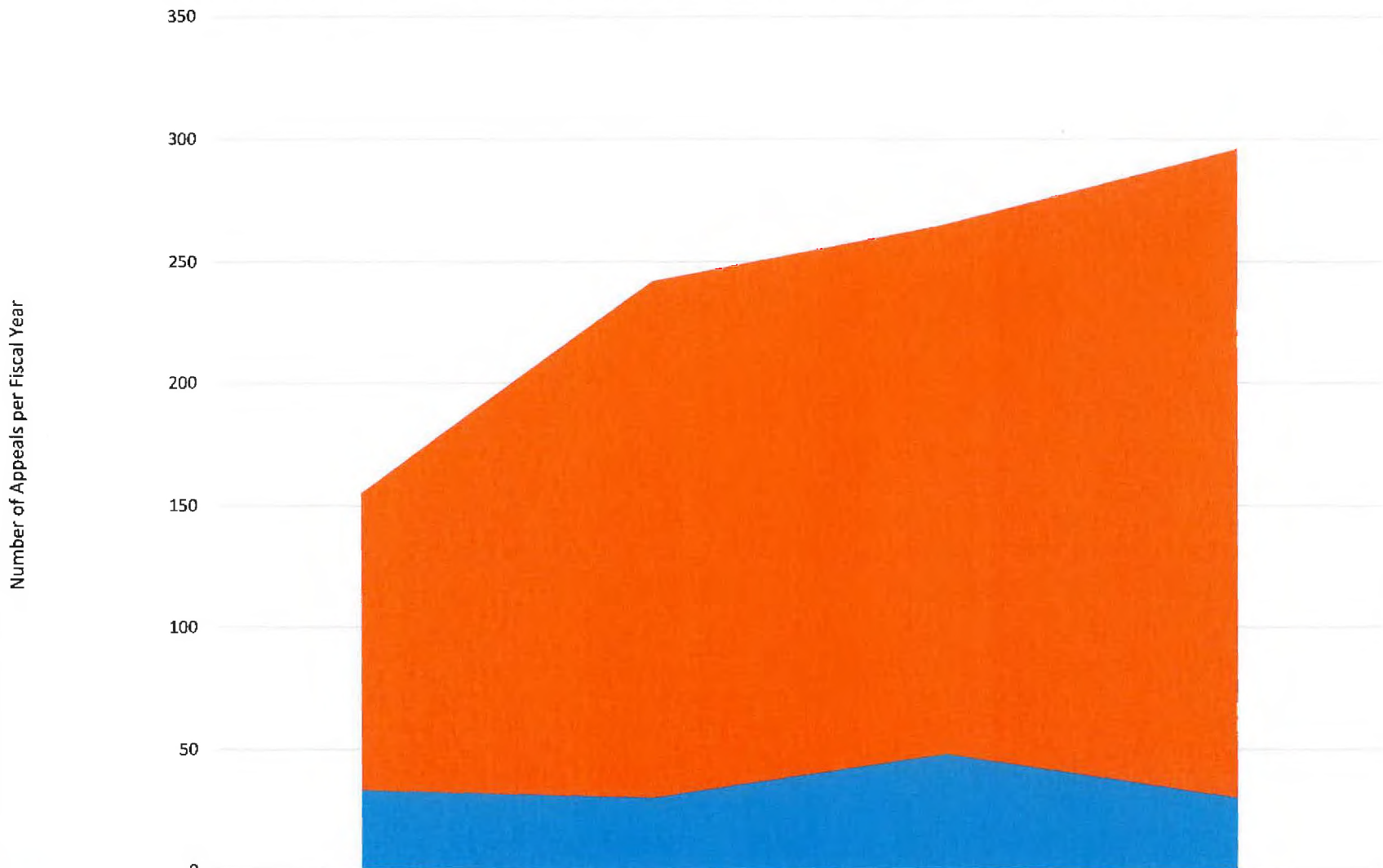
Classification	Salary Cost Analysis		
	Fiscal Year 2007-08 Top STEP Salary and CAP 29	Fiscal Year 2017-18 Top STEP Salary and CAP 37	Percent Change
Sr. Administrative Clerk	\$ 25.28	\$ 44.88	78%
Planning Assistant	\$ 35.30	\$ 61.32	74%
City Planner	\$ 48.87	\$ 84.83	74%
Principal City Planner	\$ 67.08	\$ 119.07	78%

### General Fund Subsidy to Support Appeals from Fiscal Year 2013-14 to Fiscal Year 2016-17



	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
General Fund Subsidy	\$1,904,444.70	\$3,092,118.59	\$3,309,441.63	\$3,821,901.40
Fees Collected	\$193,945.30	\$184,077.41	\$278,128.37	\$185,346.60

### Number of Appeals from Fiscal Year 2013-14 to Fiscal Year 2016-17



	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
Non-Applicant Appeals	122	212	217	266
Applicant Appeals	33	30	48	30