

PUBLIC WORKS COMMITTEE REPORT relative to the revised protected tree permit fee.

Recommendation for Council action:

REQUEST the City Attorney to prepare and present an Ordinance to establish a fee schedule, included as Attachment 1 of the City Administrative Officer (CAO) report, dated May 6, 2021, attached to the Council file, for inspection services provided by the Bureau of Street Services, Urban Forestry Division, in relation to the Protected Tree Ordinance.

Fiscal Impact Statement: The CAO reports that the staff assigned to the permitting effort do not work full time on the permitting process given the estimated number of annual permits. The proposed new fee structure fully covers the cost of the overall permitting process based on the time and effort required to process the permit even though it cannot cover the full cost of the employees involved. Therefore, the proposed fee is in compliance with the City's Financial Policy in that the fee fully recovers the cost to process the permits. Time spent by the employees on non-permit activities is covered by other budgeted resources. The impact to the General Fund is approximately \$374,000. The first year cost of the positions identified in the report to support the tree removal permit process is \$691,401 (\$269,720 in direct costs and \$421,681 in indirect costs). The 2021-22 estimated revenue from the proposed permit fee is \$317,000.

Community Impact Statement: None submitted

**(Planning and Land Use Management Committee waived consideration of the above matter)**

#### SUMMARY

At the meeting held on May 12, 2021, your Public Works Committee considered a CAO report relative to the revised protected tree permit fee. After an opportunity for public comment was held, the Committee moved to approve the CAO's recommendation, as detailed above. This matter is now forwarded to the Council for its consideration.

Respectfully Submitted,

PUBLIC WORKS COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
BLUMENFIELD:	YES
LEE:	YES
DE LEON:	YES
O'FARRELL	YES
KORETZ:	YES

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**