

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

---

---

Date: December 9, 2021

CAO File No. 0160-01581-0001

Council File No. 21-1148

Council District: All

To: The Mayor  
The Council

From: Matthew W. Szabo, City Administrative Officer



Reference: Department of Building and Safety transmittal dated March 5, 2021; Office of the City Administrative Officer report dated October 4, 2021

Subject: **ADDENDUM TO THE CAO REPORT DATED OCTOBER 4, 2021 RELATIVE TO THE TEMPORARY SPECIAL EVENT PERMITS FEE**

---

---

This is an addendum to the Office of the City Administrative Officer (CAO) report dated October 4, 2021 (Report) relative to amending the Los Angeles Municipal Code to establish the fee amount for the issuance of Temporary Special Event (TSE) Permits issued by the Department of Building and Safety (DBS) for temporary installations, temporary outdoor uses, and farmers' markets. The revised recommendation below replaces the recommendation included in the CAO Report in its entirety in order to reference the revised Resolution attached to this addendum. The revised Resolution includes the TSE fee study completed by DBS as an Exhibit.

### RECOMMENDATION

That the Council, subject to the approval of the Mayor, adopt the attached Resolution to set the amount of the Temporary Special Event Permits fee, as described in Section 91.107.2.9 of the Los Angeles Municipal Code, at \$437 per application, effective on or after October 1, 2021.

### FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The proposed fee amount of \$437 for the issuance of Temporary Special Event Permits is intended to achieve full cost recovery.

### FINANCIAL POLICIES STATEMENT

The recommendation in this addendum complies with the City's Financial Policies in that the proposed fee is based on the reasonable cost of the providing the services for which they are charged.

MWS:MOF:02220077c

Attachment

## RESOLUTION

**WHEREAS**, on May 18, 2021, the City Council and Mayor adopted the Temporary Special Event Permits Ordinance (Ordinance No. 187056) to establish and regulate the permits issued by the Los Angeles Department of Building and Safety (LADBS) for temporary installations and outdoor uses, and certified farmers' markets; (C.F. 15-1511 and 16-1433-S1); and,

**WHEREAS**, the Temporary Special Event Permits Ordinance included a provision that Temporary Special Event Permits or Farmers' Market Permits will not be issued without the payment of fees required by Los Angeles Municipal Code Section 91.107, which would be set upon adoption of a resolution by City Council based on an analysis of the cost of the issuance of Temporary Special Event or Farmers' Market permits; and,

**WHEREAS**, LADBS performed a burdened time and materials cost analysis of temporary special event permits issued for calendar year 2019-20 to determine the cost of services and recommended the establishment of the Temporary Special Events Permit fee at \$437 per application as reflected on the attached Exhibit; and,

**NOW, THEREFORE BE IT RESOLVED**, that the City Council set the Temporary Special Events fee rate as described in Section 91.107.2.9 of the Los Angeles Municipal Code (Ordinance No. 187056) at \$437 per application, effective on or after October 1, 2021, and to be reviewed annually beginning on July 1, 2022 to ensure the cost of providing the services remains at full cost recovery.

PRESENTED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

# Exhibit

## Los Angeles Department of Building and Safety Temporary Special Events Fee Study

Permit Processing, Inspection, & Code Enforcement

Permit Tasks	Classification Performing Task (D)	Average No. of Tasks Per Permit (A)	No. Hours Per Task (B)	Average Total Time Spent (hrs) (A*B)=(C)	Annual Salary <sup>1</sup> (E)	Annual CAP 43 Rate <sup>2</sup> (F)	Annual Expenses <sup>3</sup> (G)	Annual Total (E)+(F)+(G)=(H)	Hourly Rate (H)/2088 Hours <sup>4</sup> (I)	Total Hourly Cost (C)*(I)=(J)
Inspector Processing Permit Application	SR BUILD INSPECTOR	2.5	0.4	1.00	\$ 128,825	\$ 136,451	\$ 5,492	\$ 270,768	\$ 129.68	\$ 129.68
In Office / Phone Customer Service	SR BUILD INSPECTOR	1.5	0.2	0.30	\$ 128,825	\$ 136,451	\$ 5,492	\$ 270,768	\$ 129.68	\$ 38.90
Research	SR BUILD INSPECTOR	1	0.25	0.25	\$ 128,825	\$ 136,451	\$ 5,492	\$ 270,768	\$ 129.68	\$ 32.42
Travel Time to Job Site (Pre-Inspection)	SR BUILD INSPECTOR	2	0.3	0.60	\$ 128,825	\$ 136,451	\$ 5,492	\$ 270,768	\$ 129.68	\$ 77.81
Pre-Inspection Walk Through	SR BUILD INSPECTOR	1	0.3	0.30	\$ 128,825	\$ 136,451	\$ 5,492	\$ 270,768	\$ 129.68	\$ 38.90
Meetings with Other Departments / LADBS Staff	SR BUILD INSPECTOR	2	0.05	0.10	\$ 128,825	\$ 136,451	\$ 5,492	\$ 270,768	\$ 129.68	\$ 12.97
Opening / Closing Permit / Case	SR BUILD INSPECTOR	2	0.15	0.30	\$ 128,825	\$ 136,451	\$ 5,492	\$ 270,768	\$ 129.68	\$ 38.90
Management / Supervision of Inspector's Work	PR INSPECTOR	1	0.008	0.01	\$ 138,496	\$ 146,695	\$ 4,604	\$ 289,795	\$ 138.79	\$ 1.11
Conduct Field Inspections	SR BUILD INSPECTOR	1.5	0.3	0.45	\$ 128,825	\$ 136,451	\$ 5,492	\$ 270,768	\$ 129.68	\$ 58.36
Generate Order to Comply	SR BUILD INSPECTOR	0.1	0.1	0.01	\$ 128,825	\$ 136,451	\$ 5,492	\$ 270,768	\$ 129.68	\$ 1.30
Clerical Processing	SR ADMINISTRATIVE CLERK	0.85	0.1	0.09	\$ 67,703	\$ 71,711	\$ 1,770	\$ 141,184	\$ 67.62	\$ 5.75
Clerical Supervision	PR CLERK	0.8	0.01	0.01	\$ 85,284	\$ 90,333	\$ 1,770	\$ 177,387	\$ 84.96	\$ 0.68
<b>Estimated Time</b>									<b>GRAND TOTAL FEE</b>	<b>\$ 437.00</b>

<sup>1</sup> Revised Fiscal Year 2021-22 Wages and Count.

<sup>2</sup> CAP 43 includes 49.22% Fringe Benefits, 14.76% Central Services, 19.28% Department Administration and Support, and 22.66% Compensated Time Off for a total fully loaded CAP rate of = 105.92%

<sup>3</sup> Expenses include mileage, Printing and Binding, Contractual Services, Office and Admin, Operating Supplies, Equipment, and Code Books.

<sup>4</sup> Hours = 261 working days in 2021-22 x 8 working hours