

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Dave Klotzle, City Engineer/Public Works Director
Prepared By: Shaun Kroes, Senior Management Analyst 

DATE: July 9, 2014 (CC Meeting of 07/16/14)

SUBJECT: Consider Waiver of Stormwater Business Inspection Fee Balances for Affected Businesses

BACKGROUND/DISCUSSION

On July 17, 2013, the City Council adopted Resolution 2013-3203, which updated existing business inspection fees for food, automotive, nursery, laundry, and industrial facilities, pursuant to the Los Angeles Regional Water Quality Control Board (RWQCB) approved Municipal Storm Water National Pollutant Discharge Elimination System (NPDES) Permit 09-0057 (Permit 09-0057). After adoption of Resolution 2013-3203 staff updated the City's business registration software (HDL); however, staff has identified nine businesses that did not have the correct inspection fee amount included at the time of renewing their registration. Three of the businesses had renewed their business registration prior to July 17, 2013, but, had a business registration expiration date after July 17, 2014. The remaining six businesses renewed their business registration after July 17, 2014, but, staff had not yet finalized the HDL system update and the increased rates had not been collected at the time of renewal.

The businesses are now in the process of renewing their registration for FY 2014/2015 and are finding "past due" amounts on their renewal forms. Eight of the businesses owe an additional \$22.00 each for FY 2013/2014 (rate increase of \$45.00 per inspection to \$67.00 per inspection.). The ninth business was an industrial facility that owes \$82.00 (prior to FY 2013/14, staff invoiced industrial facilities directly, instead of utilizing HDL).

Based on the inconvenience of receiving a late payment notice nearly a year after initially renewing the business registrations, staff is recommending that City Council authorize the waiver of the business inspection fees that were not assessed in FY 2013/14. Resolution 2013-3203 does not authorize the City Manager to grant this waiver. Staff will return to City

Honorable City Council
July 16, 2014
Page 2

Council with a revised Resolution later in the year which will grant the City Manager authorization for resolving these types of problems that may occur in the future.

FISCAL IMPACT

Waiver of the business inspection fee balances will reduce City General Fund revenue \$258.00. Business inspection fees offset City staff time and contractor's costs associated with performed inspections. Any costs not offset by the business inspection fees are funding with the General Fund.

STAFF RECOMMENDATION (ROLL CALL VOTE)

Approve waiver of business inspection fees not collected in Fiscal Year 2013/14 as a result of HDL software update delay.