



CITY OF

NEWPORT BEACH

City Council Staff Report

January 27, 2026
Agenda Item No.15

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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TITLE: Resolution No. 2026-06 – Correcting Certain Scrivner's Errors Related to Building and Plan Check Fees and Clarifying Notations Within the Schedule of Rents, Fines and Fees

ABSTRACT:

The Fiscal Year 2023-24 Schedule of Rents, Fines and Fees (SRFF) was adopted by the City Council on April 23, 2024, and revised the schedule's format to consolidate the presentation of rents, fines and fees for ease of viewing. During this consolidation, certain building fee notes containing clarifying language were inadvertently omitted in this and subsequent iterations of the SRFF. The proposed corrections, which restore this clarifying language, are reflected in the attached exhibit to the resolution presented to City Council.

RECOMMENDATIONS:

- a) Determine this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly; and
- b) Adopt Resolution No. 2026-06, *A Resolution of the City of Newport Beach, California, Correcting Certain Scrivner's Errors Related to Building and Plan Check Fees and Clarifying Notations Within the Schedule of Rents, Fines, and Fees.*

DISCUSSION:

On April 23, 2024, the SRFF was presented to the City Council and included a layout and presentation of the schedule designed to improve readability and usability due to the density of information in the prior versions. Since this date, the new formatting of the document has been in use for yearly review of certain departments and updates in the Consumer Price Index (CPI). The consolidation effort, while intended to improve usability, resulted in the loss of some key information. The exhibit attached to Resolution 2026 - 06, presented for the City Council's consideration, depicts the addition of clarifying notes

to restore the missing details to the latest version of the SRFF, which was adopted by the City Council on April 29, 2025.

Should the Council adopt the resolution, the corrections will be reflected in the comprehensive SRFF.

FISCAL IMPACT:

No fiscal impact is anticipated. The proposed clarifying language is intended to improve public understanding of the fee.

ENVIRONMENTAL REVIEW:

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

NOTICING:

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

ATTACHMENTS:

Attachment A – Resolution No. 2026-06

Attachment B – Redline of Proposed Revisions to SRFF