

Agenda Statement

Meeting Date: January 21, 2026 and February 17, 2026

To: City Council

Through: Jackie C. Wilde, City Manager

From: Kristin Erchinger, Finance Director

Agenda Item: Amend Commercial Ground Passenger Fee Ordinance to Quarterly Rather than Monthly Reporting Other than for Late Filers, and Making Manifest Data Due Upon Request Instead of Mandatory



BACKGROUND, JUSTIFICATION, & INTENT:

The City of Whittier adopted a new Commercial Ground Passenger Fee via Ordinance 2024-005 on November 19, 2024 which became effective January 1, 2026. After passage of the Ordinance and discussions with affected businesses, the Administration requests the City Council authorize removal of the mandatory requirement to submit manifest data each reporting period, and for timely filers, to allow quarterly rather than monthly filing. These two amendments are expected to simplify the reporting requirements for commercial ground passenger fee businesses. This Ordinance proposes removing the mandatory requirement to submit manifest data with each filing, and instead, defines the manifest data as something the City may request from businesses. In addition, the frequency of filing is recommended to be quarterly, although the City Manager has the authority to require monthly filing in the event a business is either late in filing or fails to timely remit fees as required.

CONSISTENCY CHECKLIST:

	Yes	No	N/A
1. Legislative Priorities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Comprehensive Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Whittier Code: <i>Chapter 10.30 "Commercial Recreational Ground Passenger Fee"</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Other: <i>Ordinance 2024-005</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FISCAL NOTE: This Ordinance change is not expected to have a fiscal impact on the City. It is expected to save time and money for business filers who will report quarterly rather than monthly, and will significantly reduce the required paperwork burden, especially for businesses with a large number of passengers.

ATTORNEY REVIEW: Yes No Not Applicable

RECOMMENDATION: City Council approve this Ordinance, removing mandatory submission of manifest data with commercial ground passenger fee filing, and change the frequency of required reporting for timely filers, to quarterly, with monthly-filing option for late filers and/or late payers.