

Council Agenda Statement

Meeting Date: October 20, 2026
To: City Council
Through: Jackie C. Wilde, City Manager
From: Shelby Carlson, Acting City Clerk
Agenda Item: Non-Code Ordinance 2026-009—Approving the Updated Whittier Fee Schedule to Include a Fee for Certified Mailings



BACKGROUND, JUSTIFICATION, & INTENT:

The City Council regularly reviews the Whittier Fee Schedule to ensure that charges fairly reflect the cost of providing City services. Non-Code Ordinance 2026-009 approves the updated Fee Schedule, attached as Exhibit A, and adds a fee for documents and notices sent by certified mail.

In plain language, the change allows the City to recover the actual costs of certified mail—including postage, return-receipt service, and the staff time needed to prepare and process the mailing—rather than covering those costs with general City funds.

CONSISTENCY CHECKLIST:

	Yes	No	N/A
1. Comprehensive Plan	☐	☐	☒
2. Whittier Code: <i>WMC 12.30.005</i>	☒	☐	☐
3. Other	☐	☐	☒

FISCAL NOTE: The updated Fee Schedule adds a certified-mailing fee intended to recover postage, return-receipt, and related administrative costs. The amount charged will be established in the attached Fee Schedule. This change shifts those mailing costs to the person or matter requiring certified delivery and is not intended to generate revenue beyond cost recovery.

ATTORNEY REVIEW: ☒ Yes ☐ No ☐ Not Applicable

RECOMMENDATION: Administration recommends that the City Council introduce Non-Code Ordinance 2026-009, approving the updated Whittier Fee Schedule and adding a fee for certified mailings, with a public hearing and enactment scheduled for November 17, 2026, and an effective date of January 1, 2027.