



Date: April 17, 2018
To: El Cerrito City Council
From: Shannon Collins, Accounting Supervisor
Mark Rasiah, Finance Director
Margaret Kavanaugh-Lynch, Development Services Manager
Melanie Mintz, Community Development Director
Chris Jones, Recreation Director
Subject: Master Fee Schedule Revision for Fiscal Year 2018-19

ACTION REQUESTED

Conduct a public hearing and upon conclusion, adopt a resolution approving the Fiscal Year 2018-19 Master Fee Schedule.

BACKGROUND

The Master Fee Schedule, which includes all the City's user fees, charges for services, and business license tax rates, is revised annually, as required by El Cerrito Municipal Code §4.01.010:

Prior to July 1st of each year, the council shall consider and adopt the schedule of all general and special fees and charges to be known as the master fee schedule. The master fee schedule shall list all fees and charges by department and is on file in the office of the city clerk.

Adjustments to fees and charges for service are intended to cover changes in the City's cost of providing programs and services. Each year, changes in costs are analyzed and adjustments are proposed. In some cases, a proposed fee may not fully cover the cost of the program or service, such as if raising it to do so would result in a drop-in revenue, due to other cities and organizations offering comparable programs with lower fees, or if the increase would be inconsistent with the legal restriction on regulatory fees.

Over the last few years, fees and charges for services have generally been increased between 3% and 5% each year. Commonly used consumer price indices have increased by approximately 3% in recent years, while the City's costs have increased at a slightly higher rate. For FY 2018-19, fees were generally increased by 3.5%, largely related to salary and benefit increases, with some exceptions discussed in more detail below.

ANALYSIS

General Adjustments

The proposed FY 2018-19 Master Fee Schedule reflects a recommended 3.5% increase for most fees, representing a reasonable estimate of the City's increased costs of providing services. This adjustment reflects increases in both personnel and non-personnel related costs.

Some proposed fees have been adjusted by amounts other than the 3.5% general adjustment or held constant with the FY 2017-18 levels. The primary factors in these varying adjustments are market conditions that call for competitive pricing, changes in staffing, re-evaluation of cost of a service, or have other issues that will be discussed further in this report. In the attached Draft FY 2018-19 Master Fee Schedule, the cost adjustment column reflects the percentage applied to the particular fee, including where the adjustment varies from 3.5%. Cost adjustments are applied to the fees before rounding.

Building Construction and Inspection Fees

At the March 6, 2018 Council Meeting, City Council approved updated fees for services provided by the Planning and Building Divisions of the Community Development Department. Those updated fees go into effect May 7, 2018. Other than as discussed below, those fees are not proposed to be changed as part of the proposed action. The effective date of the fees is shown on the proposed Master Fee Schedule, indicating that they will not be adjusted by the adoption of the attached resolution.

On March 6, the City Council also directed staff to evaluate possible reductions in Community Development fees that are aligned with City policies (e.g. Climate Action Plan, General Plan, etc.) to see if subsidy of these fees could incentivize desired outcomes. Two types of fees were identified that could provide this effect. A discussion of each of these types of fees is summarized below.

Climate Action Plan

For fees related to the Climate Action Plan, City staff took input from the Environmental Quality Committee on which fees should be evaluated for subsidy and the desired outcomes of the incentives. After review and discussion with the City's Community Development and Public Works Departments, it was determined that increasing the number of electric vehicle (EV) charging stations that are publicly available is critical in supporting alternative fuel vehicles in El Cerrito and in implementing the City's Climate Action Plan.

As a result, a fee structure is being proposed to subsidize the cost for commercial properties looking to install more than 2 stations that will be made available to the public by 25% (or at 75% of full cost recovery). The current fee for the building

Agenda Item No. 6(B)

permit for one Commercial Electric Vehicle Charging Station is \$539.00. Although there were no applications of this type in the last fiscal year, staff remains hopeful that this incentive will create more of these stations in the future. Without data from the last fiscal year, it is not possible for staff to provide an estimate of impact to the General Fund, but it is anticipated to be less than \$1,000 per fiscal year. If the City Council chooses to implement the proposed subsidy, Table 1 illustrates how this action would be included in the Master Fee Schedule.

Table 1: Proposed Amendment to Master Fee Schedule- Commercial Electronic Vehicle Charging Station

Type of Permit	Unit	Comment	Intake and Plan Check	Issuance and Inspection	Total Fee
Multiple Commercial EV Charging Stations available for public use. (25% discount)	Each; when 2 or more on the same property or complex.	Each charging station when 2 or more are installed on the same property or parking complex and made available to the general public.	\$159.15	\$244.85	\$404.00

General Plan

For fees related to the Housing Element of the General Plan, the subsidization of fees for Accessory Dwelling Units (ADUs) was identified as an opportunity for facilitating these new dwelling units throughout the City.

Policy H2.4 calls for the City to *“Encourage and facilitate the construction of second/accessory dwelling units, pursuant to the City’s Second Unit regulations.”* These dwelling units are typically being constructed by folks through personal financing, e.g. home equity loans or other personal banking options. Any reduction in the cost of creating ADUs could be useful for making the project feasible to the homeowner and therefore may increase the overall supply. Staff is recommending subsidies for these projects at both the Planning and Building fee stages of 75% of full cost recovery.

Agenda Item No. 6(B)

Policy H3.5 calls for the City to “Encourage the development of housing accessible to people with disabilities, including developmental disabilities, and strive to match housing needs established by local and regional entities for persons with developmental disabilities.” To further this goal, staff believes that an additional subsidy of 5% should be added to the building permit costs for ADUs that implement universal design. It is hoped that this incentive will not only make the ADUs more feasible to build, it will encourage people to be mindful of ways to include universal design options into these units, when they might not have been aware of this design goal before they undertook the project.

In the last year, the Community Development Department staff issued two building permits and 13 planning permits for ADUs. (*Staff notes that Planning approved 13 ADU permits in FY16-17. Staff believes at least half that number will be moving on into the building permit stage as either a conversion or an addition. Therefore, the building permit estimates were increased by three to show that recommendation, for the purpose of providing a reasonable estimate.)

Table 2: Estimated Annual Subsidy – Accessory Dwelling Units

Type of Permit	Fiscal Year 16-17	100% Cost Recovery	75% Cost Recovery	70% Cost Recovery
Planning Permit	13	\$603.00 each <u>x13</u> \$7,839	\$452.00 each <u>x13</u> \$5,876 Difference: \$1,963 per fiscal year	N/A
Building Permit ADU- Addition per 300 square feet	2*	\$1,358.00 each <u>x 5</u> \$6,790.00	\$1,018.00 each <u>x 5</u> \$5,090 Difference: \$1,700 per fiscal year	\$951.00 <u>x 5</u> \$4,755 Difference: \$2,035 per fiscal year
Building Permit ADU- Conversion per 300 sq. ft.t	2*	\$1,024.00each <u>x 5</u> \$5,120	\$768.00 each <u>x 5</u> \$3,840 Difference: \$1,280 per fiscal year	\$717.00 <u>x 5</u> \$3,585 Difference: \$1,535 per fiscal year

If the City Council chooses to implement the proposed subsidies, Table 3 illustrates how this action would be included in the Master Fee Schedule. Staff

Agenda Item No. 6(B)

recommends revisiting all these fees on a periodic basis to verify that the approaches proposed are successful in their goals.

Table 3: Proposed Amendment to Master Fee Schedule - Accessory Dwelling Units

Type of Permit	Unit	Comment	Intake and Plan Check	Issuance and Inspection	Total Fee
(Planning Permit) Accessory Dwelling Unit	Each		N/A	N/A	\$452.00
(Building Permit) Accessory Dwelling Unit - Addition per 300 sq.ft.	each 300 square feet or fraction thereof	includes kitchen and bath	\$401.03	\$616.97	\$1,018.00
(Building Permit) Accessory Dwelling Unit - Conversion per 300 sq.ft.	each 300 square feet or fraction thereof	includes kitchen and bath	\$302.55	\$465.45	\$768.00
(Building Permit) Accessory Dwelling Unit - Addition per 300 sq.ft. when Universal Design is incorporated throughout	each 300 square feet or fraction thereof	includes kitchen and bath	\$374.64	\$576.36	\$951.00

Agenda Item No. 6(B)

(Building Permit) Accessory Dwelling Unit - Conversion per 300 sq.ft. when Universal Design is incorporated throughout	each 300 square feet or fraction thereof	includes kitchen and bath	\$282.45	\$434.55	\$717.00
---	--	---------------------------	----------	----------	----------

Police Fees

Fees for the Police Department were increased by the 3.5% CPI rate, with the exception of those specified to be free, charged at actual cost or frozen in accordance with market rate or applicable law. The fees frozen are the permits for “Concealed Weapons”, “Alarm Permits (Residential/Commercial/Renewal)”, the “Block Party Permit” and the “Curfew Violation Fees”.

Public Works Fees

On page 15(c). a new fee is being proposed for Concrete Removal for Free Well (per s.f. after the first 16.s.f. removal) at \$11. On page 17-5. Recycling + Environmental Services (g) and (h), two new fees are being proposed for “Recycling Cart Replacement due to customer damage” is being proposed for \$72; and for “Waste Enclosure Padlock Replacement due to customer loss” at \$14. In the same area, the “Carpet Recycling and Paint Collection” and “Disposal fees” have been eliminated because they are no longer offered; and under (p) “Misc. Product Fee”, the language has been changed to states “No cost for residents in RecycleMore service area. Proof of residency required”.

Recreation Fees

Every year, staff analyzes the usage of various programs and adjusts fees in accordance with market and cost changes as well as the needs of the community. This year’s proposed fees reflect a 3.5% increase generally. Exceptions include market-driven fees for programs and rentals, as well as accounting for adjustments to the amount of time that programs take place.

The following are the changes proposed for the Recreation Department:

Agenda Item No. 6(B)

Page 8 Changes:

1. Community Center, "Minimum Rental (Fri-Sun)", there is a language change to eliminate "Private: 3 Hours Friday/Sunday and Saturday", and replaces it with "Minimum Rental (Fri-Sun) 5 Hours". For the Main Hall, additional language is added to read "Resident/Non-EI Cerrito Related Non-Profit (includes Skylight Room, Kitchen and Courtyard)". For the Non-Resident/Commercial section, "Skylight Room" has been added. The percentage of cost adjustments to the fees for Resident/Non-EI Cerrito Related Non-Profit, Non-Resident/Commercial and Decoration/Cleanup have been decreased to reflect market rates for comparable City facilities in the East Bay. There is a new fee for Weekday Co-Sponsored Group Room Rental under Skylight, Gard and Tot Rooms, and a new fee for Kitchen Use under Craft Room/Courtyard.
2. "Senior Center" has been removed from the Mid-Town Recreation Center and language has been added to the Resident section to read "Resident-Non-EI Cerrito Related Non-Profit". "City Co-Sponsored Group" has been eliminated.
3. Clubhouses, the fee for the two deposits has been combined into one fee, regardless of alcohol use.
4. Facility Rental Related Fees & Discounts, the City Co-Sponsored Discount fee language for the main hall, clubhouse, rooms and picnic sites has been simplified to read "City Co-Sponsored Rental Fee Discount". The City rate and the Non-Profit Rental Rate have been changed due to lowering of standard hourly rate.
5. Recreation Field/Venue Rentals and Fees, 1. Tennis, the word "Court" has been eliminated and the percentages are above the 3.5% CPI rate in order to eliminate the permit system. The "ECHS surcharge" has also been eliminated because ECHS is no longer reserving the courts. The "Transfer/Cancellation Fee" has been changed to per hour, rather than per date, and there is a new "Private Instructor Processing Fee per year".

Page 9-10 Changes:

1. Play Fields, the words "Youth Group" and "Adult Group" fees have been combined and the wording has been replaced by the words "Resident" and "Non-Resident". Percentage decreases were made to the "Cerrito Vista Hardball Field" fees to reflect market rates; and the "El Cerrito Soccer Assn Rental Fee" was eliminated.
2. Tennis Program Fees, the fees were streamlined to eliminate the permits and increase the rental fees.
3. Swim Center Programs and Fees, section 1. Adult Swim Fees, all fees under the "Lap Swim/Recreation/Family Swim" and "Master Swim Team Drop" In rates were frozen to reflect market rates. The Masters Three Month Discount percentage was increased to encourage purchasing more monthly passes upfront. There were two new "Masters Workout Passes"

Agenda Item No. 6(B)

- (“10-Workout Pass-Resident and Non-Resident”), and the “Masters 6 Workout Passes” were eliminated and replaced with “10 Workout Passes”.
4. The words “Youth and Child”; and “Family” were eliminated, replacing the language with “Recreation/Parent & Child Swim/Splash Park/Tot Splash”. All “Drop-In” fees were frozen to reflect market rates. Under the “Monthly” fees for “Individual Passes”, all fees were frozen to reflect market rates. Under the “Splash Park Only Ten Swim Pass”, the fees were frozen to reflect market rates.
 5. Water Aerobics Deep/Shallow, the “Drop-In” rate was frozen to reflect market rates. The “Eight Punch Passes” were eliminated and replaced with “Ten” and “Fifteen Punch Passes”.
 6. Swim Lesson, there are 3 new fees for “Semi-Private Resident/Non-Resident” and “Transfer/Cancellation Fees”.
 7. Swimming Clubs, Teams & Meets, an additional 5 minutes was added to the “Pre-Swim Team” rate, (it changed from 45 to 50 minutes). The additional household member discount rate changed to a percentage rather than a flat rate of 20%.
 8. Swim Center Rentals, the “2-Lane” language was eliminated under the “Lane Rental Fee” and the percentage was decreased by -48.4% due to the switching from 2 lanes to 1 lane. There were 20 new fees introduced. They begin from the “Swim Center Rental Deposit (refundable) fee” to the “Swim Center Picnic Area rental during Recreation Swim (Swim Camp Lawn Area) Non-Resident (11-15 people)”. The word “Extra” was also eliminated from the “Lifeguard” fee and the percentage increased by 13.64% due to rising employee costs.

Page 10 Changes:

Youth Programs, the language for 1. changed to “Day & Resident Camps”. The word “Traditional” was removed from the “City Run Camp fees” and the fees were increased to accommodate daily fees through potential camps with high expenses (i.e. field trips). The “Daily” and “Third-Party” rates for “Day Camps” were eliminated and incorporated into other fees. “2-weeks” was added to the title for the “Counselor in Training Camp for Residents and Non-Resident”, and the “Basis” was changed from “per week” to “per session”. The percentages were increased for these fees because of the change from “one week” to “two weeks”.

2. Before/After School Childcare, all fees went before and were approved by the City Council on March 6, 2018, with the exception of the “Preschools – Over 8 hours (full day)”, which is a new discounted fee of 10%.

Page 11 Changes:

Senior Center Adult Programs and Services, the words “Senior Center” have been eliminated, along with the fee for “Senior Center Trips and Excursions”. The word “Senior” was eliminated in the fee for “Local Weekly Shopping Trips”, each way

Agenda Item No. 6(B)

and the fee were frozen to reflect market rates. The “Easy Ride Paratransit” rate was also frozen as agreed upon by WCCTAC. The “Drop-In Activities Fee” is a new fee at \$2.00 per class.

Other Fees, Discounts & Refunds, the “*Card Reprint Fee*” was eliminated, along with the “*East Bay Sanitary Trash Bags*”, which we no longer sell. There are two new fees; the “Misc Products Fee” which would be charged at Cost + 5-20%; and the “Signage/Banner on Recreational Facilities (per policy) fee” at a charge of \$0-\$50.

At its March 6, 2018, meeting, the City Council approved changes to some Recreation Department fees. Those fees are not proposed to be adjusted as part of this action.

Business License Tax

For the City’s Business License Tax rates, increases are prescribed per El Cerrito Municipal Code Section 4.32.381, as follows:

All business license taxes or fees payable under this chapter for ensuing years after 1988-89, beginning with the fiscal year which starts July 1, 1989, with the exception of rates in Sections 4.32.370 and 4.32.380 (gross receipts taxes), shall be adjusted upward or downward based on the % change from the February 1988 figure of 117.0 in the Revised Consumer Price Index for Urban Wage Earners and Clerical Workers for the San Francisco-Oakland Bay Area as published by the (ABAG.org) U.S. Department of Labor for the month of April prior to the fiscal year in which the rate adjustment is applicable. The license administrator shall compute such changes each year and submit them to the city council, which may incorporate same into the master fee schedule.

The CPI change for this year is based on the change from 264.600 (April 2016) to 274.600 (April 2017) which yields a 3.5% adjustment for the year.

STRATEGIC PLAN

The Master Fee Schedule is the basis for all City-wide fees and charges. Approving the attached resolution will allow the City to ensure that City-wide revenue meets the cost of providing City-wide services.

FINANCIAL CONSIDERATIONS

The revenue generated by fees, charges for service, and business license taxes that will appear in the City’s FY 2018-19 proposed budget will be based on the Master Fee Schedule approved by the City Council.

Agenda Item No. 6(B)

LEGAL CONSIDERATIONS

With the exception of development fees, all fees listed in the Master Fee Schedule will become effective July 1, 2018, on the first day of the fiscal year. Development fees will become effective 60 days after City Council approval.

As required by California Government Code §66018(a), the City is required to conduct a public hearing prior to adopting planning, building, and some other new fees or fee increases, as follows:

66018(a) Prior to adopting an ordinance, resolution, or other legislative enactment adopting a new fee or approving an increase in an existing fee to which this section applies, a local agency shall hold a public hearing, at which oral or written presentations can be made, as part of a regularly scheduled meeting. Notice of the time and place of the meeting, including a general explanation of the matter to be considered, shall be published in accordance with Section 6062a.

This public hearing satisfies the Government Code requirement and notification of the hearing was made in accordance with the code section.

Reviewed by:



Scott Hanin
City Manager

Attachments:

1. Resolution
2. Exhibit A Proposed FY 2018-19 Master Fee Schedule

RESOLUTION NO. 2018-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ADOPTING
REVISIONS TO THE MASTER FEE SCHEDULE FOR FISCAL YEAR 2018-19

WHEREAS, El Cerrito Municipal Code Section 4.01.010 requires that prior to July 1st of each year, the City Council shall consider and adopt the schedule of all general and special fees and charges to be known as the Master Fee Schedule; and

WHEREAS, the City Council desires to update currently established fees to cover inflation and City costs, which form the basis for the majority of the changes, as well as to establish new fees in keeping with City Council policy direction; and

WHEREAS, utilizing a rounding factor provides ease to our customers and our staff in the payment of these fees; and

WHEREAS, the City's Municipal Code requires that Business License Taxes be revised based on the percent change from the February 1988 figure of 117.0 in the Revised Consumer Price Index for Urban Wage Earners and Clerical Workers for the San Francisco-Oakland Bay Area as published by the Department of Labor for the month of February prior to the fiscal year in which the rate adjustment is applicable; and

WHEREAS, market-driven fees and service charges are adjusted based on factors to keep those fees and charges comparable to those charged by entities providing similar services; and

WHEREAS, on March 6, 2018, after a duly noticed public hearing, the City Council approved changes to fees charged by the Planning and Building Divisions of the Community Development Department and to some fees charged by the Recreation Department. The effective date of the Planning and Building services fees is May 7, 2018, as indicated in the proposed Master Fee Schedule (Exhibit A). The Planning, Building, and Recreation fees approved at the March 6, 2018, City Council meeting are not being changed by this Resolution; and

WHEREAS, a public hearing has been noticed and held in accordance with Government Code Sections 6062a, 66016, 66017 and 66018.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of El Cerrito hereby adopts the fees and services charges in the Proposed Master Fee Schedule for the City of El Cerrito (as shown in Exhibit A), which is hereby attached and by this reference made a part hereof, for FY 2018-19.

BE IT FURTHER RESOLVED that the City Council of the City of El Cerrito hereby confirms the adjustments to the Business License Tax rates, also as appearing in the Master Fee Schedule.

Agenda Item No. 6(B)
Attachment 1

BE IT FURTHER RESOLVED that the fees, charges, and taxes in the Proposed Master Fee Schedule will become effective on July 1, 2018, except development fees, which will become effective 60 days after adoption of this resolution.

I CERTIFY that at the regular meeting on April 17, 2018 the El Cerrito City Council passed this resolution by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on April ____, 2018.

Cheryl Morse, City Clerk

APPROVED:

Gabriel Quinto, Mayor



Master Fee Schedule FY 2018-19

Section Fees, Charges, or Taxes		Pages
I	Miscellaneous	2-3
II	Police	4-5
III	Fire	6-7
IV	Recreation	8-11
V	Business License Tax	12-14
VI	Public Works	15-17
VII	Planning	18-19
XI	Miscellaneous Building Permits	20-24
XII	Mechanical, Plumbing, & Electrical (Stand-Alone Permits)	25-26
X	FY 18-19 90% Fee Tables	27
	Building Valuation Table Data	28

I. Miscellaneous

Item/Description	Basis	Cost Adjustment	Proposed FY 2018-19
Printing, Reproduction, Documents			
1. Photocopies			
Photocopies (8 1/2" x 14" or smaller)	per page	3.5%	\$0.10
Photocopies (larger than 8 1/2" x 14")	per page	3.5%	\$0.21
Photocopies, including mail & administrative costs			actual cost
Application forms, information sheets	each		free
2. Public Meeting Materials			
City Council Agenda Packet & Minutes—Full (resident)	per year		\$1,005.98
City Council Agenda only (resident)	Miscellaneous Building Permits		\$1,184.24
City Council Agenda & Minutes only (resident)	per year	3.5%	\$102.75
City Council Agenda & Minutes only (non-resident)	FY 18-19 90% Fee Tables	3.5%	\$119.88
	Building Valuation Table Data	3.5%	\$51.38
Other Boards, Commission, and Committees Agenda/Minutes (non-resident)	per year	3.5%	\$51.38
Other Boards, Commission, and Committees Agenda only (resident)	per year	3.5%	\$22.01
Other Boards, Commission, and Committees Agenda only (non-resident)	per year	3.5%	\$25.69
Planning Commission or Design Review Board Agendas—Resident	per packet	3.5%	\$22.01
Planning Commission or Design Review Board Agendas—Non-Resident	per packet	3.5%	\$25.69
3. Publications			
<i>Mailing may be arranged on a prepaid basis. Postage charges will be added. Items sent via fax will generally be limited to five pages.</i>			
Budget, Final or Proposed	each	3.5%	\$133.33
Business License Listing	each + photocopy charge above	3.5%	\$35.47
Comprehensive Annual Financial Reports (CAFRs)	each	3.5%	\$116.20
Economic Development Strategy & Action Plan	each	3.5%	\$3.66
Fire Investigative Reports	per page	3.5%	\$0.17
General Plan Environmental Impact Report (EIR), 1999	each	3.5%	\$23.23
General Plan, 1999	each	3.5%	\$47.70
Master Fee Schedule	each	3.5%	\$8.56
Parking Guidelines	each	3.5%	\$3.66
Redevelopment Plan	each	3.5%	\$8.56
Redevelopment Plan Environmental Impact Report (EIR)	each	3.5%	\$19.57
Redevelopment Implementation Plan	each	3.5%	\$4.89
Report on the Redevelopment Plan	each	3.5%	\$8.56
Subdivision Ordinance	each	3.5%	\$3.66
Zoning Map	each	3.5%	\$4.89
Zoning Ordinance	each	3.5%	\$47.70
Miscellaneous Bound Reports	per page	3.5%	\$0.45
4. Maps			
City Maps (First sheet includes search and restock cost per original searched.)	each	3.5%	\$2.45
Special Studies Maps, 11" x 17"	each	3.5%	\$4.89
Special Studies Maps, 36" x 54"	each	3.5%	\$35.47
5. Subpoena Duces Tecum			
per CA Evidence Code §1563	Code		varies
6. Electronic Media			
Electronic Media—CD-ROM Copy	per CD	3.5%	\$8.56
Electronic Media—DVD of Council Meeting	per DVD	3.5%	\$15.91
7. Microfilm/Microfiche			
Fee per sheet or total hourly cost, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	per sheet	3.5%	\$3.66

I. Miscellaneous

Item/Description	Basis	Cost Adjustment	Proposed FY 2018-19
Miscellaneous Services and Charges			
1. Notary, Certification, Legal and Special Services			
Notary Services for Non-City employees (Set by Calif. Secretary of State)	per notarization		\$10.00
Notary Services for City employees	per notarization		free
City Clerk Document Certification	each	3.5%	\$6.12
Legal Fees—Recovery of legal costs in lawsuits and other instances when the City could be entitled to reimbursement of legal costs.	labor and overhead		actual cost
Special City services—For special services provided by City staff where special interest are served (other than the general public). Overhead charges for City-sponsored public events may vary from this policy.	pro-rated salary, 15-min increment	3.5%	\$3.66
2. Finance Charges			
Finance Charge on fees remaining unpaid for a period exceeding 30 days (unless the ordinance establishing the fee provides for a penalty in a different amount)	unpaid balance		1.5% per month
Returned Check Fee	per check		25.00
Duplicate Business License Certificate	per copy	3.5%	7.35
3. Business License Related Fees			
Business Enrollment	per license	3.5%	\$74.61
Business License Renewal	per license	3.5%	\$24.47
Accessibility Compliance and Education Fee (State mandated SB 1186)	per license		\$1
4. Parking Permits			
1 to 3 year cycles	per year	3.5%	\$7.35
14-day Temporary Parking Permit	each	3.5%	\$7.35
5. Use of Council Chambers (Government Agencies Only)			
			\$40
6. Tobacco Retailer License Program Fees			
Tobacco retailer license (initial license)	Per location		\$439.00
Fee Reduction Incentive of 50% (for full compliance at time of first license renewal in July 2016)	Per location		\$219.50
Tobacco retailer license renewal	Per location		\$439.00
Re-inspection fee (for non-compliant businesses)	Hourly		Based on actual costs

II. Police

Item/Description	Basis	Cost Adjustment	Proposed FY 2018-19	Notes
Loading and Unloading-Angle to Curb	11.40.090b	3.5%	\$69	
Grades-Wheels not Turned	11.40.100	3.5%	\$76	
Emergency Parking Signs	11.40.130b	3.5%	\$69	
Curb Markings	11.40.160b	3.5%	\$69	
Bus Zone	11.40.190e	3.5%	\$440	
Parking-Limited Time	11.40.210	3.5%	\$69	
Parking-Prohibited during Certain Hours	11.40.230	3.5%	\$69	
Parking-Prohibited at all Times	11.40.240	3.5%	\$69	
Parking on Private Property	11.44.040	3.5%	\$76	
Violations Designated-4 Hour Permit Parking	11.68.050a	3.5%	\$87	
Any ECMC parking violation not listed above shall be subject to a civil penalty		3.5%	\$69	
6. Curfew Violation Fines				
Daytime (8:00 am - 2 pm) 1st offense			\$65	no price increase/market rate
Daytime (8:00 am - 2 pm) 2nd offense within one year			\$128	no price increase/market rate
Daytime (8:00 am - 2 pm) 3rd offense within one year of 2nd offense			\$255	no price increase/market rate
Nighttime (10:00 pm - 5 am) 1st Offense			\$65	no price increase/market rate

III. Fire

Item/Description	Basis	Cost Adjustment	Proposed FY 2018-19
1. Inspection Fees			
Various types, including: Group A (Assemblies) occupancies; Group B (Business) occupancies; Group E (Private School); Group H (Hazardous) occupancies; Group I (Institutional) occupancies; Group M (Mercantile) occupancies; Group R-1 (Hotel and Apartment) occupancies; R-3 (Day Care 7-12); Group S (Storage) occupancies; Miscellaneous Inspections; 2nd re-inspection; 3rd re-inspection; Halon Test; Hood & Duct; Fire Sprinkler System; Fire Standpipe System; Fire Alarm System; AB2185 Inspections—Hazardous Materials Regulated Occupancy; Acceptance Tests	per hour	3.5%	\$172.37
R-3 Single Residential Occupancies		free	free
2. Permits			
Various types, including: Candles and open flame in assemblies; Compressed or flammable gases; Christmas Tree lots; Cryogenics; Dry cleaning plants; Explosives or blasting agents; Fumigation or thermal insecticidal fogging; Flammable or combustible liquids and tanks (storage/use/dispense of Class I liquids; store/handle/use Class II or Class III-A liquids; store/use paints, oils, varnish, or similar mixtures; remove Class I or Class II liquids; inspect underground removal of tank(s)); Garages; Hazardous materials; Hazardous production materials; High-piled combustible storage; Liquefied Petroleum Gas; Lumber yards; Miscellaneous Permits; Model rocket launching; Parade floats; Places of Assembly 50-299 persons; Places of Assembly 300+ persons; Pumpkin patch lots; Radioactive materials; Spraying and dipping; Tents and air supported structures; Welding & cutting operations	per hour	3.5%	\$172.47
Miscellaneous No- Action Permits		free	free
3. Plan Review			
Fire Alarm System		3.5%	
Alarm Inspection < 15 devices	each	3.5%	\$291.14
Alarm Inspection -16-50 devices	each	3.5%	\$488.10
Alarm Inspection - 51-100 devices	each	3.5%	\$676.46
Alarm Inspection - 101-500 devices	each	3.5%	\$1,066.68
Alarm Inspection > 501- (each add'l 100)	each	3.5%	\$190.82
Sprinkler Systems< 25 heads	each	3.5%	\$249.54
Hood & Duct	each	3.5%	\$207.94
Medical Gas	each	3.5%	\$292.38
	each	3.5%	\$291.14
Sprinkler Systems - 300+ (each 100 heads)	each	3.5%	\$190.82
New Construction P/C & INSP (< 4999 sq. ft.)	each	3.5%	\$484.42
New Construction P/C & INSP (>5000 sq. ft., each add'l 1000 sq. ft.)	each	3.5%	\$190.82
4. CERT Classes			
CPR Classes - El Cerrito & Kensington Residents	each	3.5%	\$41.58
First Aid - El Cerrito & Kensington Residents	each	3.5%	\$41.58
CPR Classes - Non- Residents	each	3.5%	\$51.96
First Aid - Non-Residents	each	3.5%	\$51.75
5. False Alarm			
1st False	each		\$0.00
2-5	each	3.5%	\$134.56
6-10	each	3.5%	\$168.81
11 or over	each	3.5%	\$203.06
Supplies Used		actual cost	actual cost
Equipment Destroyed		actual cost	actual cost
6. Fire Department Hourly Rates			
Fire Chief	hourly	3.5%	\$319.26
Battalion Chief - Training	hourly	3.5%	\$266.67

III. Fire

Item/Description	Basis	Cost Adjustment	Proposed FY 2018-19
Battalion Chief	hourly	3.5%	\$250.77
Captain-Fire Prevention	hourly	3.5%	\$205.50
Captain-Paramedic	hourly	3.5%	\$218.95
Captain	hourly	3.5%	\$196.94
Engineer/Paramedic	hourly	3.5%	\$184.72
Firefighter/Paramedic	hourly	3.5%	\$172.47
Engineer	hourly	3.5%	\$168.81
Firefighter	hourly	3.5%	\$159.03
Fire Secretary	hourly	3.5%	\$97.86

IV. Recreation Department

Item/Description	Basis	Cost Adjustment	Cost Adjustment	Proposed FY 2018-19	Proposed (Rounded) FY 2018-19	Adopted FY 2018-19	Explanation of Changes
Event Facility Rentals							
1. Community Center							
<i>Minimum Rental Time (Fri-Sun); 5 Hours</i>							
<i>Maximum Advance Reservation: 12 Months Resident, Non-Profit Fund Raiser or Co-Sponsored Group; 10 Months Non-Resident or Commercial; 12 months Annual Rentals.</i>							
Main Hall							
Resident/Non-El Cerrito Related Non-Profit (includes Skylight Room, Kitchen and Courtyard)	per hour	-21.6%	-\$55.08	\$199.92	\$200.00		market rates. Current rental fees are between \$75 to \$155 above most comparable City facilities in the East Bay
Non-Resident/Commercial (includes Skylight Room, Kitchen and Courtyard)	per hour	-20.4%	-\$64.06	\$249.94	\$250.00		see above
Decoration/Clean-Up/Rehearsal Hours (2 additional hours max. day of event after min. rental hours met)	per hour per rental	-6.5%	-\$6.96	\$100.05	\$100.00		
Optional Clean-Up Service (2 hours of 1 custodian after rental)	per event	45.6%	\$46.97	\$149.97	\$150.00		
Optional Clean-Up Service Additional Hours	per hour	3.5%	\$2.70	\$79.70	\$80.00		
Deposit (credit card only)							
Private	per event	3.5%	\$21.11	\$624.11	\$624.00		
Non-Profit/City Co-Sponsored	per event	3.5%	\$10.57	\$312.57	\$313.00		
Skylight, Garden and Tot Rooms							
Resident	per hour	3.5%	\$2.45	\$72.45	\$72.00		
Non Resident/Commercial	per hour	3.5%	\$3.08	\$91.08	\$91.00		
Weekday Co-Sponsored Group Room Rental	per hour			\$26.00	\$26.00		NEW
Deposit (credit card only)	per event	3.5%	\$3.50	\$103.50	\$104.00		
Craft Room/Courtyard							
Resident	per hour	3.5%	\$1.30	\$38.30	\$38.00		
Non Resident/Commercial	per hour	3.5%	\$1.65	\$48.65	\$49.00		
Deposit (credit card only)	per event	3.5%	\$3.50	\$103.50	\$104.00		
Kitchen Use	per hour			\$50.00	\$50.00		NEW
			Cost of Additional Staff (if needed)	Cost of Additional Staff (if needed)	Cost of Additional Staff (if needed)		
Governmental Agency/School District Rentals (per WCCUSD Joint Use Agreement)	per event						
Alcohol Service Permit	per event	3.5%	\$6.48	\$191.48	\$191.00		
Piano Room	per hour	3.5%	\$0.42	\$12.42	\$12.00		
Chair Rental - Non-Profit/Co-Sponsored	each	0.0%		\$1.00	\$1.00		
6 Foot Table Rental - Non-Profit/Co-Sponsored	each	0.0%		\$3.00	\$3.00		
8 Foot Table Rental - Non-Profit/Co-Sponsored	each	0.0%		\$4.00	\$4.00		
Storage Fee - Co-Sponsored Groups Only							
Small Locker	per year	3.5%	\$11.34	\$335.34	\$335.00		
Medium Locker	per year	3.5%	\$13.44	\$397.44	\$397.00		
Large Locker	per year	3.5%	\$18.06	\$534.06	\$534.00		
Room	per year	3.5%	\$22.26	\$658.26	\$658.00		
2. Group Picnic Areas							
Cerrito Vista							
Reservation—Resident	per day	3.5%	\$4.94	\$145.94	\$146.00		
Reservation—Non-Resident	per day	3.5%	\$6.16	\$182.16	\$182.00		
Volleyball Net and Ball Deposit	per day	3.5%	\$2.80	\$82.80	\$83.00		
Arlington (large group area with tables & BBQ)							
Spaces 4 & 5—Resident	per day	3.5%	\$4.94	\$145.94	\$146.00		
Spaces 4 & 5—Non-Resident	per day	3.5%	\$6.16	\$182.16	\$182.00		
Spaces 4, 5 & 6—Resident	per day	3.5%	\$6.69	\$197.69	\$198.00		
Spaces 4, 5 & 6—Non-Resident/Commercial	per day	3.5%	\$0.21	\$6.21	\$6.00		
Arlington Picnic Sites - discount if rental before 1pm or after 3pm	percent discount			15%	15%		
Other Parks, picnic tables with BBQ pit							
Resident	per day	3.5%	\$2.63	\$77.63	\$78.00		
Non-Resident	per day	3.5%	\$3.33	\$98.33	\$98.00		
Other Parks, picnic tables without BBQ pit							
Resident	per day	3.5%	\$2.24	\$66.24	\$66.00		
Non-Resident	per day	3.5%	\$2.77	\$81.77	\$82.00		
Restroom Key (purchase or refundable deposit)	per key		\$0.00	\$18.00	\$18.00		
3. Adult Programs Buildings							
Social Hall/Kitchen							
Resident/Non El-Cerrito Related Non-Profit	per hour	3.5%	\$3.40	\$100.40	\$100.00		
Non-Resident, Commercial	per hour	3.5%	\$4.24	\$125.24	\$125.00		
Decoration/Clean-Up/Rehearsal Time (1 hour max. day of event)	per hour per rental	3.5%	\$1.96	\$57.96	\$58.00		
Alcohol Service Permit	per event	3.5%	\$5.99	\$176.99	\$177.00		
Deposit	per event	20.7%	\$52.37	\$305.37	\$305.00		align with clubhouse deposit
4. Clubhouses							
Arlington, Canyon Trail, Castro (one room only), Fairmont, Harding (one room only), and Madera; alcohol							
Private, Resident	per hour	3.5%	\$2.70	\$79.70	\$80.00		
Private, Non-Resident	per hour	3.5%	\$3.33	\$98.33	\$98.00		
Decoration/Clean-Up/Rehearsal Time (1 hour max. day of event)	per hour	3.5%	\$1.44	\$42.44	\$42.00		
Arlington Clubhouse - discount if rental is before 2pm or after 4pm	percent			15%	15%		
Deposit	per event	3.5%	\$10.33	\$305.33	\$305.00		
Alcohol Service Permit	per event	3.5%	\$1.47	\$43.47	\$43.00		
Art Studio Instructor	per hour	3.5%	\$1.37	\$40.37	\$40.00		
5. Facility Rental Related Fees & Discounts							
Transfer Fee - Rooms and Clubhouses	per date	3.5%	\$1.54	\$45.54	\$45.00		
Transfer Fee - Picnics	per date	3.5%	\$0.63	\$18.63	\$19.00		
Late Payment Fee	percent			15%	15%		
City Co-Sponsored Rental Fee Discount	percent			50%	50%		change due to lowering of standard hourly rate
Non-Profit Rental Fee Discount	percent		-29%	25%	25%		change due to lowering of standard hourly rate
Governmental Agency/School District Rentals (per WCCUSD Joint Use Agreement)	per event			Cost of Additional Staff (if needed)	Cost of Additional Staff (if needed)		
Chair Rental—Non-Profit/Co-Sponsored	each	3.5%	\$0.04	\$1.04	\$1.00		
6 Foot Table Rental—Non-Profit/Co-Sponsored	each	3.5%	\$0.11	\$3.11	\$3.00		
8 Foot Table Rental—Non-Profit/Co-Sponsored	each	3.5%	\$0.14	\$4.14	\$4.00		
Storage Fee - Co-Sponsored Groups Only							

IV. Recreation Department

Item/Description	Basis	Cost Adjustment	Cost Adjustment	Proposed FY 2018-19	Proposed (Rounded) FY 2018-19	Adopted FY 2018-19	Explanation of Changes
Small Locker	per year	3.5%	\$11.34	\$335.34	\$335.00		
Medium Locker	per year	3.5%	\$13.44	\$397.44	\$398.00		
Large Locker	per year	3.5%	\$18.06	\$534.06	\$534.00		
Room	per year	3.5%	\$22.26	\$658.26	\$658.00		
Recreation Field/Venue Rentals and Fees							
1. Tennis Fees							
Resident	per hour	28.6%	\$2.00	\$9.00	\$9.00		increasing fees to eliminate permit system
Non-Resident	per hour	37.5%	\$3.00	\$11.00	\$11.00		increasing fees to eliminate permit system
Tennis Club	per hour	20.0%	\$1.00	\$6.00	\$6.00		increasing fees to eliminate permit system
Instruction Use	per hour	15.4%	\$2.00	\$15.00	\$15.00		increasing fees to eliminate permit system
Tennis Transfer/Cancellation Fee	per hour	100.0%	\$1.00	\$2.00	\$2.00		increasing fees to eliminate permit system
Private Instructor Processing Fee (Tennis Certification and Insurance Required)	per year			\$25.00	\$25.00		NEW, replaces tennis instructor permit
2. Play Fields							
Resident	per hour	3.5%	\$0.98	\$28.98	\$29.00		
Non-Resident	per hour	3.5%	\$1.33	\$39.33	\$39.00		
Cerrito Vista Hardball Field (2 hr. minimum)—Resident	per hour	-28.6%	-\$16.02	\$40.00	\$40.00		market rate
Cerrito Vista Hardball Field (2 hr. minimum)—Non-Resident	per hour	-28.6%	-\$20.02	\$50.00	\$50.00		market rate
El Cerrito Co-Sponsored Youth Group Discount (hourly rates only)	per hour			25%	25%		
El Cerrito Youth Co-Sponsored Group Long Term Rental Fee	per season	3.5%	\$146.62	\$4,335.62	\$4,336.00		
Long-Term Permit Fee	per player/season	3.5%	\$0.81	\$23.81	\$24.00		
Field fine for violation of field policies / Baseball & Soccer for damaging the field, when fields are wet and not playable and signs are posted.	per infraction	3.5%	\$10.89	\$321.89	\$322.00		
Swim Center Programs/Fees							
1. Adult Swim Fees							
Lap Swim/Recreation/Family Swim							
Monthly Pass—Resident	per month		\$0.00	\$88.00	\$88.00		market rates
Monthly Pass—Non-Resident	per month		\$0.00	\$110.00	\$110.00		market rates
Monthly Pass Three Month Discount	per month		\$0.00	\$6.00	\$6.00		market rates
Ten-Swim Pass—Resident	per pass		\$0.00	\$47.00	\$47.00		market rates
Ten-Swim Pass—Non-Resident	per pass		\$0.00	\$59.00	\$59.00		market rates
Drop-In	per use		\$0.00	\$6.00	\$6.00		market rates
Masters Swim Team							
Masters Drop-In	per use			\$10.00	\$10.00		market rates
Monthly Pass - Resident	valid 30 days	3.5%	\$2.52	\$74.52	\$74.00		
Monthly Pass - Non-Resident	valid 30 days	3.5%	\$2.94	\$86.94	\$87.00		
Masters Three Month Discount	per month	33.3%	-\$2.00	-\$8.00	\$8.00		encourages purchasing more months up front
Masters 10 Workout Pass - Resident	per pass			\$90.00	\$90.00		NEW
Masters 10 Workout Pass - Non-Resident	per pass			\$100.00	\$100.00		NEW
Masters Plus—Any Masters Workout/Lap Swim 1 Month Only (No quarterly discount)							
Resident	valid 30 days	3.5%	\$3.89	\$114.89	\$115.00		
Non-Resident	valid 30 days	3.5%	\$4.69	\$138.69	\$139.00		
2. Recreation Parent & Child Swim/Splash Park/Tot Splash							
Drop-in							
Adult	per use		\$0.00	\$6.00	\$6.00		market rates
Child (1-6 years)	per use		\$0.00	\$3.00	\$3.00		market rates
Youth (7-17 years)	per use		\$0.00	\$4.00	\$4.00		market rates
Splash Park Only & Tot Splash	per use		\$0.00	\$3.00	\$3.00		market rates
Non-Swimmer Fee	per use		\$0.00	\$3.00	\$3.00		market rates
Organized Groups (minimum of 15)	per child		\$0.00	\$3.00	\$3.00		market rates
Monthly							
Child (1-6 years) Resident	per month		\$0.00	\$42.00	\$43.00		
Child (1-6 years) Non-Resident	per month		\$0.00	\$50.00	\$52.00		
Youth—(7-17 years) Resident	per month		\$0.00	\$46.00	\$48.00		
Youth—(7-17 years) Non-Resident	per month		\$0.00	\$54.00	\$56.00		
Ten Swim Pass (valid April through Oct.)							
Child Resident (ages 1-6)	per pass		\$0.00	\$25.00	\$25.00		market rates
Child Non-Resident (ages 1-6)	per pass		\$0.00	\$30.00	\$30.00		market rates
Youth Resident (7-17)	per pass		\$0.00	\$35.00	\$35.00		market rates
Youth Non Resident (7-17)	per pass		\$0.00	\$40.00	\$40.00		market rates
Family Season Passes							
Family Season Pass (6/1-9/30) Resident (max 5 family members per address)	Valid Season	3.5%	\$12.71	\$375.71	\$376.00		
Family Season Pass (6/1-9/30) Non-Res (max 5 family members per address)	Valid Season	3.5%	\$14.35	\$424.35	\$424.00		
Additional Family Members (up to 3 additional)	Valid Season	3.5%	\$0.91	\$26.91	\$27.00		
Splash Park Only Ten Swim Pass							
Resident	per pass		\$0.00	\$21.00	\$21.00		market rates
Non-Resident	per pass		\$0.00	\$26.00	\$26.00		market rates
3. Water Aerobics Deep/Shallow							
Drop In							
Four Punch Pass—Resident	per pass	11.1%	\$1.00	\$10.00	\$10.00		market rates
Four Punch Pass—Non-Resident	per pass	3.5%	\$1.02	\$30.02	\$30.00		
Ten Punch Pass - Resident	per pass	3.5%	\$1.23	\$36.23	\$36.00		
Ten Punch Pass - Non-Resident	per pass			\$68.00	\$68.00		NEW
Fifteen Punch Pass - Resident	per pass			\$85.00	\$85.00		NEW
Fifteen Punch Pass - Non-Resident	per pass			\$92.00	\$92.00		NEW
	per pass			\$115.00	\$115.00		NEW
4. Swim Lessons							
Private—Resident	per class	3.5%	\$0.98	\$28.98	\$29.00		
Private—Non-Resident	per class	3.5%	\$1.16	\$34.16	\$34.00		
Semi-Private - Resident	per class			\$50.00	\$50.00		NEW
Semi-Private - Non-Resident	per class			\$60.00	\$60.00		NEW
Private/Semi-Private Transfer/Cancellation Fee	per class			\$10.00	\$10.00		NEW
Youth Small Groups—Resident	per class	3.5%	\$0.35	\$10.35	\$10.00		
Youth Small Groups—Non-Resident	per class	3.5%	\$0.46	\$13.46	\$13.00		
Adult/Special Arrangement Group Lesson—Resident	per class	3.5%	\$0.39	\$11.39	\$11.00		
Adult/Special Arrangement Group Lesson—Non-Resident	per class	3.5%	\$0.49	\$14.49	\$14.00		
5. Swimming Clubs, Teams & Meets							
Pre-Swim Team (50 minutes, 4 days/week)							
Resident	per month	4.0%	\$2.28	\$59.28	\$59.00		adding 5 minutes
Non-Resident	per month	4.0%	\$2.72	\$70.72	\$71.00		adding 5 minutes
El Cerrito High School Swim Team (February through May)	per season	3.5%	\$84.32	\$2,493.32	\$2,493.00		

IV. Recreation Department

Item/Description	Basis	Cost Adjustment	Cost Adjustment	Proposed FY 2018-19	Proposed (Rounded) FY 2018-19	Adopted FY 2018-19	Explanation of Changes
Gators Swim Team							
One Swimmer—Resident (1 hr., 5 days per week)	per month	3.5%	\$2.87	\$84.87	\$85.00		
One Swimmer Non-Resident (1 hr., 5 days per week)	per month	3.5%	\$3.40	\$100.40	\$100.00		
One Swimmer - Resident (1.5 hrs., 5 days per week)	per month	3.5%	\$3.71	\$109.71	\$110.00		
One Swimmer Non-Resident (1.5 hrs., 5 days per week)	per month	3.5%	\$4.17	\$123.17	\$123.00		
Each Additional Household Member Discount	percent			20%	20%		
6. Swim Center Rentals							
Long-Term Pool Rentals	per hour	3.5%	\$1.82	\$53.82	\$54.00		
Lane Rental Fee	per hour	-48.4%	-\$30.01	\$32.00	\$32.00		switching to per 1 lane basis
Emery G. Weed III Lap Pool—Resident	per hour	3.5%	\$7.70	\$227.70	\$228.00		
Emery G. Weed III Lap Pool—Non-Resident/Commercial	per hour	3.5%	\$9.45	\$279.45	\$279.00		
Swim Center Rental Deposit (refundable)	per event			\$100.00	\$100.00		NEW
Recreation Pool-Resident (1-50 people) (2-hour minimum)	per hour			\$159.00	\$159.00		NEW
Recreation Pool-Non-Resident (1-50 people) (2-hour minimum)	per hour			\$198.50	\$199.00		NEW
Recreation Pool-Resident (51-100 people) (2-hour minimum)	per hour			\$170.50	\$171.00		NEW
Recreation Pool-Non-Resident (51-100 people) (2-hour minimum)	per hour			\$210.00	\$210.00		NEW
Splash Park Rental-Resident (1-50 people) (2-hour minimum)	per hour			\$138.50	\$139.00		NEW
Splash Park Rental-Non-Resident (1-50 people) (2-hour minimum)	per hour			\$173.50	\$174.00		NEW
Splash Park Rental-Resident (51-100 people) (2-hour minimum)	per hour			\$150.00	\$150.00		NEW
Splash Park Rental-Non-Resident (51-100 people) (2-hour minimum)	per hour			\$185.00	\$185.00		NEW
Recreation Pool & Splash Park Combo - Resident (1-50 people) (2-hour minimum)	per hour			\$297.50	\$298.00		NEW
Recreation Pool & Splash Park Combo - Non-Resident (1-50 people) (2-hour minimum)	per hour			\$372.00	\$372.00		NEW
Recreation Pool & Splash Park Combo - Resident (51-100 people) (2-hour minimum)	per hour			\$320.50	\$321.00		NEW
Recreation Pool & Splash Park Combo - Non-Resident (51-100 people) (2-hour minimum)	per hour			\$395.00	\$395.00		NEW
Transfer Fee	per booking			\$46.00	\$46.00		NEW
Swim Center Picnic Area Rental During Recreation Swim (Splash Park Area & Swim Camp Lawn Area) Resident (1-10 people)	per event			\$98.00	\$98.00		NEW
Swim Center Picnic Area Rental During Recreation Swim (Splash Park Area & Swim Camp Lawn Area) Non-Resident (1-10 people)	per event			\$114.00	\$114.00		NEW
Swim Center Picnic Area Rental During Recreation Swim (Splash Park Area & Swim Camp Lawn Area) Resident (11-20 people)	per event			\$128.00	\$128.00		NEW
Swim Center Picnic Area Rental During Recreation Swim (Splash Park Area & Swim Camp Lawn Area) Non-Resident (11-20 people)	per event			\$144.00	\$144.00		NEW
Swim Center Picnic Area rental during Recreation Swim (Swim Camp Lawn Area) Resident (11-15 people)	per event			\$114.00	\$114.00		NEW
Swim Center Picnic Area rental during Recreation Swim (Swim Camp Lawn Area) Non-Resident (11-15 people)	per event			\$130.00	\$130.00		NEW
Lifeguard Fee	per hour	13.6%	\$3.00	\$25.00	\$25.00		rising employee costs
Youth Programs							
1. Day & Resident Camps							
Camp Resident (Price based on number of days, hours, special events, field trips, supplies needed)	See brochure for actual costs			\$35-\$350	\$35-\$350		To accommodate daily fees thorough potential camps with high expenses (i.e. field trips)
City Run Camp Non-Resident	125% of resident fee						
Counselors in Training Camp Resident (2 weeks)	per session	153.3%	\$114.98	\$189.98	\$190.00		changing from one week sessions to 2 weeks
Counselors in Training Camp Non-Resident (2 weeks)	per session	153.2%	\$144.01	\$238.01	\$238.00		changing from one week sessions to 2 weeks
Day Camp Deposit	per camp/week	3.5%	\$1.09	\$32.09	\$32.00		
Day Camp Cancellation Fee	per camp/week	3.5%	\$1.09	\$32.09	\$32.00		
Resident Camp							
Camper - Resident	per week	3.5%	\$18.03	\$533.03	\$533.00		
Camper - Non-Resident	per week	3.5%	\$21.63	\$639.63	\$640.00		
Teen Program - Resident	per week	3.5%	\$7.21	\$213.21	\$213.00		
Teen Program - Non-Resident	per week	3.5%	8.72	\$257.72	\$258.00		
Deposit	per week	3.5%	4.52	\$133.52	\$134.00		
2. Before/After School Childcare							
5 day schedule, AM Care (-1.5 hours/day)	per month (9 Total)			\$248.00	\$248.00		Fees approved by City Council on March 6, 2018
5 day schedule, AM Traditional Kindergarten Care (-2 hours/day)	per month (9 Total)			\$330.00	\$330.00		Fees approved by City Council on March 6, 2018
5 day schedule, PM Kindergarten Care (~ 1 hour/day)	per month (9 Total)			\$167.00	\$167.00		Fees approved by City Council on March 6, 2018
5 day schedule, PM Kindergarten Continuous Care (~ 4.25 hours/day)	per month (9 Total)			\$682.00	\$682.00		Fees approved by City Council on March 6, 2018
5 day schedule, PM Care (~3.33 hours/day)	per month (9 Total)			\$560.00	\$560.00		Fees approved by City Council on March 6, 2018
4 day schedule, AM Care	per month (9 Total)			\$218.00	\$218.00		Fees approved by City Council on March 6, 2018
4 day schedule, AM Traditional Kindergarten Care	per month (9 Total)			\$290.00	\$290.00		Fees approved by City Council on March 6, 2018
4 day schedule, PM Kindergarten Care	per month (9 Total)			\$147.00	\$147.00		Fees approved by City Council on March 6, 2018
4 day schedule, PM Kindergarten Continuous Care	per month (9 Total)			\$600.00	\$600.00		Fees approved by City Council on March 6, 2018
4 day schedule, PM Care	per month (9 Total)			\$493.00	\$493.00		Fees approved by City Council on March 6, 2018
3 day schedule, AM Care	per month (9 Total)			\$178.00	\$178.00		Fees approved by City Council on March 6, 2018
3 day schedule, AM Traditional Kindergarten Care	per month (9 Total)			\$238.00	\$238.00		Fees approved by City Council on March 6, 2018
3 day schedule, PM Kindergarten Care	per month (9 Total)			\$120.00	\$120.00		Fees approved by City Council on March 6, 2018
3 day schedule, PM Kindergarten Continuous Care	per month (9 Total)			\$491.00	\$491.00		Fees approved by City Council on March 6, 2018
3 day schedule, PM Care	per month (9 Total)			\$403.00	\$403.00		Fees approved by City Council on March 6, 2018
2 day schedule, AM Care	per month (9 Total)			\$129.00	\$129.00		Fees approved by City Council on March 6, 2018
2 day schedule, AM Traditional Kindergarten Care	per month (9 Total)			\$172.00	\$172.00		Fees approved by City Council on March 6, 2018
2 day schedule, PM Kindergarten Care	per month (9 Total)			\$87.00	\$87.00		Fees approved by City Council on March 6, 2018

IV. Recreation Department

Item/Description	Basis	Cost Adjustment	Cost Adjustment	Proposed FY 2018-19	Proposed (Rounded) FY 2018-19	Adopted FY 2018-19	Explanation of Changes
2 day schedule, PM Kindergarten Continuous Care	per month (9 Total)			\$354.00	\$354.00		Fees approved by City Council on March 6, 2018
2 day schedule, PM Care	per month (9 Total)			\$291.00	\$291.00		Fees approved by City Council on March 6, 2018
1 day schedule, AM Care	per month (9 Total)			\$64.00	\$64.00		Fees approved by City Council on March 6, 2018
1 day schedule, AM Traditional Kindergarten Care	per month (9 Total)			\$86.00	\$86.00		Fees approved by City Council on March 6, 2018
1 day schedule, PM Kindergarten Care	per month (9 Total)			\$43.00	\$43.00		Fees approved by City Council on March 6, 2018
1 day schedule, PM Kindergarten Continuous Care	per month (9 Total)			\$177.00	\$177.00		Fees approved by City Council on March 6, 2018
1 day schedule, PM Care	per month (9 Total)			\$146.00	\$146.00		Fees approved by City Council on March 6, 2018
3. Preschool							Fees approved by City Council on March 6, 2018
5 day schedule, 3 hour program	per month			\$507.00	\$507.00		Fees approved by City Council on March 6, 2018
5 day schedule, 4 hour program	per month			\$677.00	\$677.00		Fees approved by City Council on March 6, 2018
4 day schedule, 3 hour program	per month			\$426.00	\$426.00		Fees approved by City Council on March 6, 2018
4 day schedule, 4 hour program	per month			\$568.00	\$568.00		Fees approved by City Council on March 6, 2018
3 day schedule, 3 hour program	per month			\$335.00	\$335.00		Fees approved by City Council on March 6, 2018
3 day schedule, 4 hour program	per month			\$446.00	\$446.00		Fees approved by City Council on March 6, 2018
2 day schedule, 3 hour program	per month			\$233.00	\$233.00		Fees approved by City Council on March 6, 2018
2 day schedule, 4 hour program	per month			\$311.00	\$311.00		Fees approved by City Council on March 6, 2018
1 day schedule, 3 hour program	per month			\$117.00	\$117.00		Fees approved by City Council on March 6, 2018
1 day schedule, 4 hour program	per month			\$156.00	\$156.00		Fees approved by City Council on March 6, 2018
4. Other Fees							Fees approved by City Council on March 6, 2018
Non Refundable Registration Fee	per registration			\$70.00	\$70.00		Fees approved by City Council on March 6, 2018
Drop-In fee, under 3 hours program	per day/per program			\$20.00	\$20.00		Fees approved by City Council on March 6, 2018
Drop-In fee, over 3 hours program	per day/per program			\$40.00	\$40.00		Fees approved by City Council on March 6, 2018
Before/After School Program - Receives Reduced Lunch	discount			40%	40%		Fees approved by City Council on March 6, 2018
Before/After School Program - Receives Free Lunch	discount			60%	60%		Fees approved by City Council on March 6, 2018
Preschools - Non Resident Rate	surcharge			12.5%	12.5%		Fees approved by City Council on March 6, 2018
Preschools - Qualifies for City Scholarship	discount			30%	30%		Fees approved by City Council on March 6, 2018
Fees can be adjusted proportionally due to substantial changes in program hours at the discretion of the Recreation Director	program hours						Fees approved by City Council on March 6, 2018
Preschools - Over 8 hours (full day)	monthly discount			10%	10%		NEW
Adult Programs and Services							
Ticket Based Class Fee—Resident	per class	5%	0.25	\$5.00	\$5.00		
Senior Center Class Fee—Non-Resident	per class	4%	0.25	\$6.00	\$6.00		
Local Weekly Shopping Trips, each way	per trip		\$0.00	\$2.00	\$2.00		market rates
Respite Group—Resident	per month	3.5%	\$3.43	\$101.43	\$101.00		
Respite Group—Non-Resident	per month	3.5%	\$4.34	\$128.34	\$128.00		
Easy Ride Paratransit, each way	per trip		\$0.00	\$2.00	\$2.00		agreed upon rate with WCCTAC
Drop-In Activities Fee	per class			\$0.00	\$2.00		NEW
Other Fees, Discounts & Refunds							
Registration Fees—Refunds, Transfers, Cancellations, and Late Payments	per transaction	3.5%	\$0.63	\$18.63	\$19.00		
Late Pick-Up Fee (\$1.00 per minute beginning at minimum)	minimum late pick-up fee	0.0%	\$0.00	\$15.00	\$15.00		
Late Payment Fee (unless defined by City Ordinance)	per 30 days				15%		
Misc. Event and Field Trip Transportation/Admission	per trip						
Misc. Product Fee (depending on level of effort)	each + surcharge			Cost + 5%-20%	Cost + 5%-20%		NEW
Staff Total Cost (i.e. custodian, part time recreation leader, etc.)	per hour			Full Hourly Cost	Full Hourly Cost		
Signage/Banner on Recreational Facilities (per policy)	per banner or sign/month			\$0 - \$50	\$0 - \$50		NEW
Long Term Rental Discount - as determined by Recreation Director							
Third Party Programs and Classes							
The fees for all third party provided activities may vary based on contract negotiations & market rates at discretion of the Recreation Director							
No Non-Resident Surcharges for El Cerrito School Based Enrichment Programs							
Surcharge on Fee-Based Programs by Independent Contractor (4% of fee, up to maximum and rounded to nearest dollar)	maximum charge per session		\$0.00	\$8.00	\$8.00		
Optional Disabled and Senior Discount (independent contractors may choose to use discount and split discount with City) - for ages 60+, disabled patrons. Does not apply to fees in "Adult Programs and Services" section.	percent of fee	20%		20%	20%		
Special Promotion/Marketing Fundraising Opportunities - as determined by Recreation Director							
New Classes, Events, Field Trips, Leagues, Programs, Products, Uniforms, etc. as approved by Recreation Director							
Recreation Brochure Advertisements							
Copy Ready, 1/8 page	each			\$200	\$200		
Copy Ready, Quarter page	each			\$450	\$450		
Copy Ready, Half page	each			\$750	\$750		
Copy Ready, Full page	each			\$1,250	\$1,250		
Full Year of Advertising (3 rECguide Issues)	Discount			15%	15%		
Graphic Preparation	Graphic Designer's Actual Hourly Rate						

V. Business License Tax

				3%	
Business License Category	Municipal Code Section	Code	Cost Adjustment- 3.5%	Proposed FY 2018-19	
Exemption Level (Casual and Fine Arts Teachers)	4.32.080				
Business License Residential Rentals (10-000-4052-00-00)					
Apt. Houses, Duplexes, In-laws & Single Family Units					
Per Unit	4.32.260	260	3.5%		\$110.87
Business License All Others (10-000-4051-00-00)					
a. Fixed Place of Business (Annual)					
Employer Only	4.32.230	T23	3.5%		\$308.09
" + 1 employee	4.32.230	T23	3.5%		\$308.09
" + 2 employees	4.32.230	T23	3.5%		\$352.59
" + 3 employees	4.32.230	8-11	3.5%		\$397.10
" + 4 employees	4.32.230	12-14	3.5%		\$441.60
" + 5 employees	4.32.230	15-17	3.5%		\$486.11
" + 6 employees	4.32.230	18-19	3.5%		\$530.61
Miscellaneous Building Permits	4.32.230	20-26	3.5%		\$575.12
" + 8 employees	4.32.230	27-28	3.5%		\$619.62
FY 18-19 90% Fee Tables	4.32.230	29	3.5%		\$664.13
Building Valuation Table Data	4.32.230	30	3.5%		\$708.63
b. Professional Offices (Annual)					
Employer Only	4.32.231	231	3.5%		\$374.18
" + 1 employee	4.32.231	231	3.5%		\$374.18
" + 2 employees	4.32.231	231	3.5%		\$418.69
" + 3 employees	4.32.231	231	3.5%		\$463.19
" + 4 employees	4.32.231	231	3.5%		\$507.70
" + 5 employees	4.32.231	231	3.5%		\$552.20
" + 6 employees	4.32.231	231	3.5%		\$596.71
" + 7 employees	4.32.231	231	3.5%		\$641.21
" + 8 employees	4.32.231	231	3.5%		\$685.72
" + 9 employees	4.32.231	231	3.5%		\$730.22
" + 10 employees	4.32.231	231	3.5%		\$774.73
Each Additional Employee	4.32.231	231	3.5%		\$44.77
c. Contractors & Subcontractors					
Quarterly	4.32.240	242	3.5%		\$132.19
Semiannually	4.32.240	241	3.5%		\$220.67
Annually	4.32.240	240	3.5%		\$396.57
d. Home Occupations (Annual)	4.32.245	245	3.5%		\$220.67
e. Casual Business					
Quarterly	4.32.246	247	3.5%		\$65.03
Annually	4.32.246	246	3.5%		\$260.12
f. Delivery Vehicles (Per Vehicle)	4.32.251	250	3.5%		\$176.96
g. Fine Arts Teachers (Per Teacher)	4.32.255	255	3.5%		\$71.43
h. Hotels & Motels					
Base Fee	4.32.270	270	3.5%		\$440.28
Plus, per Unit Fee	4.32.270	270	3.5%		\$18.12
i. Trailer Courts					
Base Fee	4.32.280	280	3.5%		\$440.28

V. Business License Tax

Business License Category	Municipal Code Section	Code	Cost Adjustment- 3.5%	Proposed FY 2018-19
Plus, per Unit Fee	4.32.280	280	3.5%	\$18.12
j. Restaurants & Nightclubs	4.32.290	290	3.5%	\$880.56
k. Public Amusement				
1. Amusement Rides & Shows				
First Day	4.32.300	300	3.5%	\$176.96
Each Additional Day	4.32.300	300	3.5%	\$88.48
2. Billiards, Bagatelle, Pool Tables				
Per Table, in Addition to Other Applicable	4.32.300	301	3.5%	\$88.48
3. Bowling Lanes				
First Lane	4.32.300	302	3.5%	\$466.93
Each Additional Lane	4.32.300	302	3.5%	\$46.91
4a. Circus (=<4,000 seats)				
First Day	4.32.300	303	3.5%	\$1,320.84
Each Additional Day	4.32.300	303	3.5%	\$880.56
4b. Carnival & Circus (>4,000 seats)				
First Day	4.32.300	304	3.5%	\$2,640.61
Each Additional Day	4.32.300	304	3.5%	\$1,761.11
5. Motion Picture Theater & Plays				
Quarterly	4.32.300	307	3.5%	\$176.96
Semiannually	4.32.300	306	3.5%	\$352.86
Annually	4.32.300	305	3.5%	\$704.66
6. Public Dance				
Daily	4.32.300	308	3.5%	\$132.19
Quarterly	4.32.300	309	3.5%	\$440.28
7. Amusement Not Otherwise Defined				
Educational - Daily	4.32.300	310	3.5%	\$132.19
Educational - Quarterly	4.32.300	311	3.5%	\$440.28
Noneducational - Daily	4.32.300	312	3.5%	\$4,400.65
l. Distribution and Circulation of Advertising Matter				
Quarterly	4.32.310	313	3.5%	\$440.28
m. Amplification Vehicles (Per Day)	4.32.320	320	3.5%	\$4,400.65
n. Taxicabs (Per Vehicle)	4.32.330	330	3.5%	\$264.38
o. Auctioneer				
Daily	4.32.340	340	3.5%	\$220.67
Annually	4.32.340	341	3.5%	\$1,761.11
p. Vehicle Parking Lot				
Per Lot	4.32.345	342	3.5%	\$353.93
Plus per 100 square feet	4.32.345	342	3.5%	\$36.25
q. Pawnbroker and Check Casher	4.32.350	350	3.5%	\$880.56

V. Business License Tax

Business License Category	Municipal Code Section	Code	Cost Adjustment- 3.5%	Proposed FY 2018-19
r. Patrol Services				
Employer Only	4.32.355	T35	3.5%	\$308.09
" + 1 employee	4.32.355	T35	3.5%	\$308.09
" + 2 employees	4.32.355	T35	3.5%	\$352.59
" + 3 employees	4.32.355	T35	3.5%	\$397.10
" + 4 employees	4.32.355	T35	3.5%	\$441.60
Each Additional Employee	4.32.355	T35	3.5%	\$44.77
s. Peddler & Solicitors				
Quarterly	4.32.360	360	3.5%	\$440.28
Annually	4.32.360	361	3.5%	\$1,761.11
t. Ice Cream Vendor				
Quarterly	4.32.365	366	3.5%	\$143.92
Annually	4.32.365	365	3.5%	\$429.62
u. Temporary Sales				
	4.32.375	375	3.5%	\$370.99
v. Bingo				
Pursuant to California Penal Code Section 326.5(l)1	4.32.300	652	3.5%	\$57.57
w. Transient/Itinerant Vendor				
Employer Only	4.32.010	T25	3.5%	\$308.09
" + 1 employee	4.32.010	T25	3.5%	\$308.09
" + 2 employees	4.32.010	T25	3.5%	\$352.59
" + 3 employees	4.32.010	T25	3.5%	\$397.10
" + 4 employees	4.32.010	T25	3.5%	\$441.60
" + 5 employees	4.32.010	T25	3.5%	\$486.11
" + 6 employees	4.32.010	T25	3.5%	\$530.61
" + 7 employees	4.32.010	T25	3.5%	\$575.12
" + 8 employees	4.32.010	T25	3.5%	\$619.62
" + 9 employees	4.32.010	T25	3.5%	\$664.13
" + 10 employees	4.32.010	T25	3.5%	\$708.63
Each Additional Employee	4.32.010	T25	3.5%	\$44.77
Business License Gross Receipts (10-000-4053-000)				
a. Coin-operated vending, amusement & Service Machines, Distributors				
\$0-1,000	4.32.370	V01	3.5%	\$46.91
\$1,001-5,000	4.32.370	V02	3.5%	\$69.29
\$5,001-15,000	4.32.370	V03	3.5%	\$138.59
>\$15,001 per \$1,000	4.32.370	T04	3.5%	\$9.59
b. Coin-operated vending, amusement & Service Machines, Games of Skill				
\$0-1,000	4.32.380	G01	3.5%	\$46.91
\$1,001-5,000	4.32.380	G02	3.5%	\$69.29
\$5,001-15,000	4.32.380	G03	3.5%	\$138.59
>\$15,001 per \$1,000	4.32.380	T05	3.5%	\$9.59
Adjustment Per Municipal Code: % Change in Feb CPI				
CPI Urban Wage Earners and Clerical Workers				
2016 Change is 3.02%				

VI. Public Works

Item/Description	Basis	Cost Adjustment	Proposed FY 2018-19	
Grading				
1. Plan Check				
(No permit required below 50 CY)				
50 to 10,000 CY	each	3.5%	\$16	\$478
10,001 to 100,000 CY	each	3.5%	\$22	\$664
Add for each 10,000 CY above 100,000	10,000 CY	3.5%	\$5	\$159
2. Permit Issuance				
	each	3.5%	\$3	\$92
3. Permit Bond				
	per CY	3.5%	\$0	\$4
4. Inspection				
(No permit required below 50 CY)				
50 to 10,000 CY	each	3.5%	\$29	\$856
10,001 to 1000,000 CY	each	3.5%	\$58	\$1,721
Add for each 10,000 CY above 100,000	10,000 CY	3.5%	\$4	\$107
5 Grading Work Started Prior to Obtaining a Permit				
	Double the Plan Check, Permit Issuance Fee and Inspection Fee			
Encroachments				
1. On-site Improvements (major, over 1/2 acre) - minimum deposit = \$1,870				
	hourly	3.5%	\$10	\$295
2. Permit Issuance Fee (all permits except trees)				
	each	3.5%	\$3	\$92
3. Permit bond/deposit (except street tree permit)				
a. One-year maintenance bond for streetcuts in the amount of the value of the work or as determined by City Engineer.				
	minimum	3.5%	\$54	\$1,599
b. One-year maintenance bond for drainage modifications equal to the value of the work or as determined by City Engineer. Deposit is returned upon passing final inspection for concrete work or after removal of storage unit.				
	minimum	3.5%	\$23	\$677
4. Encroachment Permits (also subject to the Issuance Fee (#2))				
a. Concrete Flat Work or Under Sidewalk Drain - up to 500 s.f. (includes two inspections)				
	each	3.5%	\$9	\$272
b. ADD for each add'l 500 s.f.				
	500 s.f.	3.5%	\$2	\$65
c. Street cut or drainage modifications(< 10 C.Y. excavated) (includes two inspections and striping restoration fee)				
	each	3.5%	\$10	\$296
d. ADD for each add'l 10 CY.				
	10 CY	3.5%	\$7	\$221
e. Work in Public Right-of-Way Started Prior to Obtaining a Permit				
	Double the Permit Issuance Fee and Inspection Fee			
f. Revocable Encroachment Permit/Hold Harmless Agreement				
	each	3.5%	\$12	\$350
g. Storage in Public ROW (applicable only to overnight storage and portable toilets; East Bay Sanitary dumpsters exempt) (moving pods for residential moving exempt from bond deposit)				
	per one week	3.5%	\$5	\$157
h. Moratorium Street Restoration Fee				
	each	3.5%	\$24	\$697
i. Re-inspection (for reasons such as work not ready for a scheduled inspection or work done without an inspection)				
	each	3.5%	\$3	\$75
j. Newsrack Fees - for placement of newsrack boxes in designated Newsrack Zones per Section 13.60 of the El Cerrito Municipal Code				
Permit Issuance Fee				
	each	3.5%	\$3	\$92
Permit Renewal Fee				
	each	3.5%	\$2	\$46
Newsrack Box Fee				
1 - 5 boxes				
	per permit period	3.5%	\$5	\$157
6 - 10 boxes				
	per permit period	3.5%	\$8	\$234
11 - 15 boxes				
	per permit period	3.5%	\$11	\$312
More than 15 boxes				
	per permit period	3.5%	\$13	\$390
5. New Street Tree Planting by City, Residential				
a. Tree Planting (includes furnishing, issuance, and installing of tree)				
	per tree	3.5%	\$7	\$217
b. Concrete Removal for Tree Well				
	per 16 s. f.	3.5%	\$6	\$171
c. Concrete Removal for Tree Well (per s.f. after first 16 s.f. removal)				
	per s.f.			\$11
c. Replacement Street Tree Bond - Three-year maintenance bond for when City is replacing an existing street tree.				
	per tree, refundable after 3-year health verification	3.5%	\$3	\$92
6 Utility Pole - Set, Relocate or Remove				
	each	3.5%	\$9	\$272
7. Transportation Permit - Per Calif. State Vehicle Code Section 35795				
	per trip			\$16
8. Haul Route Impact Fees				
For qualifying projects as determined by the City Engineer, Haul Route Fees are				
a. Arterial				

VI. Public Works

Item/Description	Basis	Cost Adjustment		Proposed FY 2018-19
100<pci<70		3.5%	\$0	\$0.2878
69<pci<50		3.5%	\$0	\$0.8102
49<pci<25		3.5%	\$0	\$0.8315
24<pci<0		3.5%	\$0	\$1.4605
b. Collector				
100<pci<70		3.5%	\$0	\$0.2878
69<pci<50		3.5%	\$0	\$0.6716
49<pci<25		3.5%	\$0	\$0.8315
24<pci<0		3.5%	\$0	\$1.4605
c. Residential				
100<pci<70		3.5%	\$0	\$0.2239
69<pci<50		3.5%	\$0	\$0.6290
49<pci<25		3.5%	\$0	\$0.7569
24<pci<0		3.5%	\$0	\$1.2579
d. PCI Discount				
100<pci<70	pts/year			2.2
69<pci<50	pts/year			2.7
49<pci<25	pts/year			3.3
24<pci<0	pts/year			3.6
9. Time Extension	each	3.5%	\$2	\$46
Mapping (Collected by the Planning Department)				
1. Lot Line Adjustment - flat rate plus any 3rd party costs	each	3.5%	\$6	\$186
2. Parcel Map - up to 4 lots (flat rate plus any 3rd party costs)	each	3.5%	\$30	\$875
Erosion and Clean Water				
1. SWPP Permit	each	3.5%	\$9	\$272
Additional Inspections	each	3.5%	\$4	\$128
Erosion & Sediment Control Field Manual	each	3.5%	\$2	\$49
2. C.3 Fees for projects which create or replace more than 10,000 square feet of impervious surface				
Stormwater Control Plan Review/Approval (Collected by Planning Dept at initial submittal)	each	3.5%	\$16	\$483
Operations & Maintenance Plan Review/Approval (O&M Plan to include Maintenance Agreement and description of annual inspection fees) (Collected by Building Dept at plan check submittal)	per square feet of impervious surface	3.5%	\$0	\$0.0426
Annual Inspection Fee-Collected by Public Works Department as described in Maintenance Agreement	up to 25,000 sf	3.5%	\$13	\$396
	more than 25,000 sf	3.5%	\$27	\$791
Miscellaneous				
1. Hazardous Materials Spill Clean-Up - costs to include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved	hourly with minimum two hour response	3.5%	\$20	\$594
2. Public Works Hourly Rates (for other Services Not Specified)				
Public Works Director	hourly		\$0	\$279.32
Management Assistant	hourly		\$0	\$98.66
Engineering Manager/Senior Engineer	hourly		\$0	\$209.47
Operations + Environmental Services Division Manager	hourly		\$0	\$199.36
Environmental Programs Manager/City Arborist	hourly		\$0	\$193.92
Associate Engineer	hourly		\$0	\$162.85
Maintenance Superintendent	hourly		\$0	\$193.84
Technician/Inspector	hourly		\$0	\$151.28
Maintenance Worker	hourly		\$0	\$125.28
3. Bid Protest Fee				
				\$500
4. Recycling + Environmental Services				
a. Construction Waste Management Plan Review Fee	per plan review, inclusive of pre plan and post report	3.5%	\$7	\$206
b. Solid Waste Collection and Disposal Subscription Exemption Application Fee	per application	3.5%	\$7	\$203
c. Salvage Permit Application Fee	per application per year	3.5%	\$1	\$27
d. Recycling + Environmental Resource Center Tour Fee	per tour, excluding free monthly tours	3.5%	\$5	\$154
e. Recycling Cart Cleaning Fee (64 and 96 gallon carts)	per cart	3.5%	\$1	\$29
f. Recycling Bin Cleaning Fee (1 and 2 cubic yard bins)	per bin	3.5%	\$2	\$57
g. Recycling Cart Replacement fee due to customer damage	per bin			\$72
h. Waste Enclosure Padlock Replacement due to customer loss	per lock			\$14
i. Citywide Garage Sale Listing	per registration	3.5%	\$1	\$17
j. Solid Waste Event Stands Rental (set of three - Recycling, Compost, and Garbage)	per event per event	3.5%	\$0	\$12
k. Solid Waste Event Stand Replacement	per stand	3.5%	\$2	\$69

VI. Public Works

Item/Description		Basis	Cost Adjustment		Proposed FY 2018-19
l.	Compost	per cubic foot	3.5%	\$0	\$1.50
n.	Compact Fluorescent Bulb (CFL) Recycling *	per bulb	3.5%	\$0	\$3
o.	Fluorescent Tube Recycling *	per linear foot	3.5%	\$0	\$1
p.	CFL & Tube Large Quantity (up to 15 CFLs and/or 30 feet) Recycling	flat fee	3.5%	\$0	\$11
r	Misc. Product Fee**	per items			actual cost
*No cost for residents in RecycleMore service area. Proof of residency required					
*Includes market rate sale of more than ten (10) pounds of salvaged materials on a given day to permitted salvagers.					
Parking Controls					
1. Appeals					
	No Parking/Stopping Anytime Zones (includes two hours of Manager's time)	each	3.5%	\$18	\$519
2. Temporary No Parking/Stopping Anytime Signs					
		each	3.5%	\$0	\$7
3. Temporary Barricades					
a.	Pick-up/drop-off by City crew	per pick-up/drop-off	3.5%	\$2	\$63
b.	Replacement	per barricade	3.5%	\$3	\$96

VII. Planning

Description	Basis	Adopted FY 2018-19 5/7/2018	(effective)	NOTES
San Pablo Avenue Specific Plan Design Review				
Tier 1 Residential and Non-Residential Projects (includes signs)		\$1,931		Cat Ex and mailing cost included
Tier 1 Permanent Signs		\$549		Cat Ex and mailing cost included
Tier 1 Sidewalk Sign Permit (only)		\$103		Cat Ex and mailing cost included
Tier 1 Temporary Sign and/or Banner		\$51		Cat Ex and mailing cost included
Tier 1/AUP Sidewalk Seating (off ROW)		\$560		Cat Ex and mailing cost included
AUP Sidewalk Seating (in ROW)		\$604		Cat Ex and mailing cost included
Tier 1 - Minor		\$778		Cat Ex and mailing cost included
Tier 2 Residential and Non-Residential Projects - Up to 2,500 sqft		\$2,854		Mailing costs included
Tier 3 Residential and Non-Residential Projects - Up to 2,500 sqft		\$3,678		Mailing costs included
Tier 2 Residential and Non-Residential Projects - 2,501 - 10,000 sqft		\$4,735		Mailing costs included
Tier 3 Residential and Non-Residential Projects - 2,501 - 10,000 sqft		\$6,155		Mailing costs included
Tier 2 Residential and Non-Residential Projects - 10,001 – 40,000 sqft		\$8,711		Mailing costs included
Tier 3 Residential and Non-Residential Projects - 10,001 – 40,000 sqft		\$9,535		Mailing costs included
Tier 2 Residential and Non-Residential Projects - 40,001 – 100,000 sqft		\$12,612		Mailing costs included
Tier 3 Residential and Non-Residential Projects - 40,001 – 100,000 sqft		\$13,437		Mailing costs included
Tier 2 Residential and Non-Residential Projects - 100,001+ sqft base fee plus per hour of staff time		\$12,612 - after base fee depleted, project goes to hourly rate.		Mailing costs included
Tier 3 Residential and Non-Residential Projects - 100,001+ sqft base fee plus per hour of staff time		\$13,437 - after base fee depleted, project goes to hourly rate.		Mailing costs included
Tier 4 Residential and Non-Residential Projects - Up to 10,000 sqft		\$6,476		Mailing costs included
Tier 4 Residential and Non-Residential Projects - 10,001 – 40,000 sqft		\$9,773		Mailing costs included
Tier 4 Residential and Non-Residential Projects - 40,001 – 100,000 sqft		\$14,309		Mailing costs included
Tier 4 Residential and Non-Residential Projects - 100,001+ sqft base fee plus per hour of staff time		\$14,309 - after base fee depleted, project goes to hourly rate.		Mailing costs included
Administrative Use Permit - Residential		\$924		Cat Ex and mailing cost included
Conditional Use Permit - Residential		\$2,663		Cat Ex and mailing cost included
Environmental Review (CEQA)				
Environmental Review - Specific Plan Environmental Check List and Initial Study		Consultant costs, plus City administrative fee (30% of consultant cost)		
Environmental Review - Categorical Exemption		\$164		If not already included in fee
Notice of Exemption		County Clerk Filing Fees		
General Plan and Zoning Ordinance				
General/Specific Plan and/or Amendment	each	\$18,182		
Zoning Amendment	each	\$18,182		
Subdivisions and Lot Adjustments				
Tentative Parcel Map 1-4 lots	each	\$6,782		
Tentative Tract Map 5-10 lots	each	\$10,217		
Tentative Tract Map 11-25 lots	each	\$13,667		
Tentative Tract Map 26+ lots (per lot)	per lot	\$2,086		
Final Map 1-4 lots	each	\$6,042		
Final Map 5+ lots	each	\$7,984		
Exception to Subdivision Ordinance	each	\$8,467		
Lot Line Adjustment or Lot Merger	each	\$6,042		
Certificate of Compliance	each	\$5,861		
Planned Development				
Planned Development	each	\$37,263		Mailing costs included
Development Agreement	each	\$40,934		Mailing costs included

VII. Planning

Description	Basis	Adopted FY 2018-19 5/7/2018	(effective)	NOTES
Development Fees				
Incentives Program Permit (Staff and Design Review Board review prior to application for Planning Commission action, does not include Use	each	\$10,836		Mailing costs included
Large Family Day Care	each	\$510		Mailing costs included
Accessory Dwelling Unit	each	\$603		
Home Occupation	each	\$82		
Zoning Clearance (Commercial)	each	\$292		
Individual Business Sign Permit (as part of Master Sign Program)	each	\$82		
Preliminary Review of Multi-Story Single Family Construction (RAD)	each	\$1,419		Cat Ex and mailing cost included
Unspecified or Research - hourly	per hour	\$210		
Rebuild or Interpretation Letter	each	\$833		
Fence Clearance	each	\$82		
Residential Chicken Clearance	each	\$82		
Honeybee Keeping Clearance	each	\$82		Mailing costs included
Goat Weed Abatement Permit	each	\$82		
Unanimous Neighbor Consent Exception for Chickens and Bees	each	\$41		
Permit Amendment/Time Extension	each	1/2 Permit Fee		Mailing costs included
Appeals - By nonapplicant	each	\$500		Mailing costs included
Appeals - By applicant	each	1/2 Current Fee		Mailing costs included
Community Development Director	per hour	\$236		
Development Services Manager	per hour	\$181		
Senior Planner	per hour	\$164		
Massage	each	\$502		
Cannabis Permit - Operator	Deposit account	as needed to cover cost of application		
Design Review and Signs				
Residential - 1 unit and projects deemed minor by Planning Manager	each	\$778		Mailing costs included
Residential - 2 - 4 units	each	\$2,854		Mailing costs included
Residential - 5 - 10 units	each	\$4,735		Mailing costs included
Residential - 11+ units	each	\$7,063		Mailing costs included
Nonresidential - 1 - 2,500 s.f.	each	\$1,748		Mailing costs included
Nonresidential - 2,501 - 10,000 s.f.	each	\$3,487		Mailing costs included
Nonresidential - 10,000+ s.f.	each	\$6,097		Mailing costs included
Administrative Design Review		\$1,748		Mailing costs included
Permanent signs conforming to sign regulations	each	\$549		
Temporary signs	each	\$51		
Sidewalk Sign Permit (only)		\$51		
Variances				
Variance - Residential	each	\$4,492		Mailing costs included
Variance - Nonresidential	each	\$6,775		Mailing costs included
Miscellaneous				
Pre-Application Review Meeting with Staff	each	\$0		staff review and comments provided to applicant
Pre-Application Study Session with Planning Commission or Design Review Board	each	\$3,763		staff review and up to two public "meetings"
Landscape Consultant or Design Consultant	each	Cost of consultant's time plus 30% administrative overhead		
Document Library and Associated Fees				
Electronic Media-CD (of Plans etc.)	each	\$19		
Laserfiche/Archiving	per page/sheet	\$3		
Zoning Map	each	\$14		
General Plan Map	each	\$14		
Specific Plan	each	\$202		
Urban Greening Plan	each	\$132		
Active Transportation Plan	each	\$132		
General Plan	each	\$46		
Zoning Questionnaire	each	\$41		
Use Permits				
Use Permit Residential - 1 unit		\$1,839		Projects deemed minor by Development Services Manager. Mailing costs included.
Use Permit Residential - 2-4 units		\$3,081		Mailing costs included
Use Permit Residential - 5-10 units		\$3,905		Mailing costs included
Use Permit Residential - 11+ units		\$4,729.00		Mailing costs included
Administrative Use Permit		\$1,015		Mailing costs included
Administrative Use Permit - Keeping Animals (Title 7)		\$924		Mailing costs included
Temporary Use Permit		\$924		Mailing costs included
<p>Note: Fees are based on the City's Cost Allocation Study to cover the cost of processing applications for all projects. The Development Services Manager may determine a project to be unusually complex or time consuming, and require a deposit at the time of application for estimated staff and consultant costs. If a standard fee has previously been paid, additional deposits may be required to cover extraordinary costs resulting from unforeseen complexities, delays or extra meetings. Hourly staff costs are based on employee wages and benefits, overhead, equipment and supervision, as determined by the City's Cost Allocation Study. Charges for third-party consultants will equal actual contract costs plus 30% administrative charge.</p>				

XI. MISCELLANEOUS BUILDING PERMIT FEES

The following permit fee table includes fees for miscellaneous projects other than new construction such as remodels, additions, repairs, reroofs, decks, carports, patio rooms, and retaining walls. These fees include any associated mechanical, plumbing, or electrical work. The table also includes additional miscellaneous fees that apply to all building permits, including new construction.

Intake and Plan check fees as indicated are due and payable at the time of submittal.

This table effective 5/7/2018 to 6/30/2019

Item	Unit	Comment	Intake and Plan Check	Issuance and Inspection	Total Fee
Standard Hourly Rate	per hour	Charges for projects that do not fit into categories listed.	NA	NA	\$152.00
MISCELLANEOUS PROJECTS					
Antenna (i.e. res HAM or CB)	each		\$236.36	\$363.64	\$600.00
Equipment Container/Building (PreFab)	each		\$342.33	\$526.67	\$869.00
Cellular/Mobile Phone, free-standing	each		\$479.42	\$737.58	\$1,217.00
Cellular/Mobile Phone, co-location	each		\$223.36	\$343.64	\$567.00
Awning or Canopy	each		\$174.52	\$268.48	\$443.00
Balcony addition	each		\$272.61	\$419.39	\$692.00
Change or Assigned Address Request	each		NA	NA	\$380.00
Change of Occupancy/Use	each		\$126.85	\$195.15	\$322.00
Close Existing Openings	each		\$144.97	\$223.03	\$368.00
Commercial Coach (per unit)	each unit		\$228.09	\$350.91	\$579.00
Commercial Vapor Recovery Systems	each		\$222.18	\$341.82	\$564.00
Demolition Pre-Inspection	each		\$87.85	\$135.15	\$223.00
Demolition Inspection	each		\$102.42	\$157.58	\$260.00
Dry Rot/Termite Repair (Minor)	each		\$626.00	\$29.00	\$655.00
Earthquake Mitigation Inspection - first hour	per hour		NA	\$30.00	\$253.00
Earthquake Mitigation Inspection - add't hour	per hour		NA	NA	\$120.00
Fire Permit Handling Fee	each		NA	NA	\$97.00
Flag pole	each		\$138.27	\$212.73	\$351.00
Permit Renewal (within one year of expiration)	each	50% of original permit fee			
Permit Renewal (after one year of expiration)	each	100% of original fee			
Permit Re-Inspection Fee	per hour	1/2 hour minimum			\$144.00
Emergency (Non-Scheduled) Call-Out Fee	per hour	4 hour minimum			\$120.00
After Hours (Scheduled) Call-Out Fee	per hour	2 hour minimum			\$144.00
Each additional hour emergency or aftr hours	per hour				\$120.00
Research (first 1/2 hour)	per 1/2 hour	up to one half hour			\$105.00
Each additional 1/2 hour (or portion thereof)	per 1/2 hour				\$52.00
Residential Drainage – French Drain/Sump Pump	each		\$138.27	\$212.73	\$351.00
Revisions to Existing Permits - Minor	each	flat fee - not per hour	\$208.00	NA	\$208.00
Revisions to Existing Permits - Major	per hour	3 hour minimum charge	\$208.00	NA	\$208.00
Supplemental Plan Check Fee	per hour		\$184.00		\$184.00
Supplemental Inspection Fee	per hour			\$144.00	\$144.00
Soils Review (City Staff Processing Only)	each		\$97.00		\$97.00
Soils Report Review Fee (Consultant Review)			\$2,000.00		\$2,000.00
FEMA Flood Zone Review	each		\$479.00	NA	\$479.00
ACCESSORY STRUCTURES					
Accessory Structure/Storage shed <= 200 sq.ft.- no MEP		up to 200 sq ft	\$216.67	\$333.33	\$550.00
Accessory Structure/Storage shed - no MEP >200 sq ft		each additional 100 sq ft or fraction thereof above 200 sq. ft.	\$19.70	\$30.30	\$50.00
Carport	each		\$248.58	\$382.42	\$631.00
Garage (detached) < =500 sq ft	each		\$307.67	\$473.33	\$781.00
Garage (detached) > 500 sq ft	additional	each additional 100 sq ft or fraction thereof	\$60.67	\$93.33	\$154.00

XI. MISCELLANEOUS BUILDING PERMIT FEES

Item	Unit	Comment	Intake and Plan Check	Issuance and Inspection	Total Fee
ACCESSORY DWELLING UNITS					
		Fees represent 75% of full cost recovery			
Accessory Dwelling Unit - Addition per 300 sq.ft.	each 300 square feet or fraction thereof	includes kitchen and bath	\$534.97	\$823.03	\$1,358.00
Accessory Dwelling Unit - Conversion per 300 sq.ft.	each 300 square feet or fraction thereof	includes kitchen and bath	\$403.39	\$620.61	\$1,024.00
ALTERATIONS/ADDITIONS					
Room Addition - First Story: <=300 sq ft	1st 300 sq. ft.	First 300 sq.ft. without engineering calculations	\$405.76	\$624.24	\$1,030.00
Room Addition - First Story: <=300 sq ft (with calcs)	1st 300 sq.ft.	First 300 sq.ft. with engineering calculations	\$432.15	\$664.85	\$1,097.00
Room Addition - First Story: >300 sq ft (with or without engineer's calculations)	Additional	Per each additional 100 sq.ft. or fraction thereof above first 300 sq.ft.	\$104.39	\$160.61	\$265.00
Remodel <=300 sq ft w/o kit. or bath	up to 300 sq.ft.		\$325.39	\$500.61	\$826.00
Remodel >300 sq. ft.	additional	each additional 100 sq ft or fraction thereof	\$60.67	\$93.33	\$154.00
Remodel - Kitchen/Bathroom	each	regardless of size	\$257.24	\$395.76	\$653.00
Remodel - Additional Kitchen/Bathroom Remodel	each additional	50% of the 1st kit or bath when done at the same time as the first.	\$104.39	\$160.61	\$265.00
Misc Bathroom Repair (1 fixture maximum)	each		\$99.67	\$153.33	\$253.00
Misc Minor Repairs	each		\$99.67	\$153.33	\$253.00
New or remodel commercial bathroom	each		\$354.55	\$545.45	\$900.00
New Residential or accessory building bathroom or kitchen	each		\$265.12	\$407.88	\$673.00
DECKS					
Deck - New <=100 sq ft	each	Small decks of up to 100 sq. ft.	\$208.79	\$321.21	\$530.00
Deck - New 101-500 sq ft	each	Decks larger than 100 and up to 500 sq. ft.	\$293.48	\$451.52	\$745.00
Deck - New 501 + sq ft	each additional 500 sq.ft.	Additional fee per additional 500sq.ft.or fraction thereof for decks larger than 500 sq.ft	\$90.61	\$139.39	\$230.00
Deck - Repair (up to 25% of orig sq ft) <100 sq ft	each	Small decks of up to 100 sq. ft.	\$147.73	\$227.27	\$375.00
Deck - Repair (up to 25% of orig sq ft) 101 < 500 sq ft	each	Decks larger than 100 and up to 500 sq. ft.	\$232.42	\$357.58	\$590.00
Deck - Repair (up to 25% of orig sq ft) 501 + sq ft	each additional 500 sq ft	Additional fee per 500 sq.ft.or fraction thereof for decks larger than 500 sq.ft.	\$37.03	\$56.97	\$94.00
ELECTRIC VEHICLE CHARGING					
Electric Vehicle Charging Stations: Residential	each		\$101.24	\$155.76	\$257.00
Electric Vehicle Charging Stations: Commercial	each		\$212.33	\$326.67	\$539.00
FENCES					
Fence or Freestanding Wall (6-10' high non-masonry) <=100 lf	each	1st 100 lineal feet	\$151.67	\$233.33	\$385.00
Fence or Freestanding Wall (6-10' high non-masonry) each additional 100 lf	additional	each additional 100 lf or fraction thereof of fence or wall	\$32.30	\$49.70	\$82.00
Fence or Freestanding Wall (<10' high masonry) <=100 lf	each	1st 100 lineal feet	\$307.67	\$473.33	\$781.00
Fence or Freestanding Wall (<10' high masonry) each additional 100 lf	additional	each additional 100 lf or fraction thereof of fence or wall	\$47.27	\$72.73	\$120.00

XI. MISCELLANEOUS BUILDING PERMIT FEES

Item	Unit	Comment	Intake and Plan Check	Issuance and Inspection	Total Fee
FIREPLACE					
Fireplace: Masonry	each		\$270.64	\$416.36	\$687.00
Fireplace: Pre-Fabricated/Metal	each		\$222.97	\$343.03	\$566.00
Fireplace: Demo	each		\$161.91	\$249.09	\$411.00
FOUNDATION					
Foundation Repair - Non-Engineered	1st 100 lf	up to 100 lf	\$212.33	\$326.67	\$539.00
Foundation Repair - Non-Engineered	additional 50 lf	each additional 50 lf or fraction thereof	\$60.67	\$93.33	\$154.00
Foundation Repair - Engineered	1st 100 lf	up to 100 lf	\$286.79	\$441.21	\$728.00
Foundation Repair - Engineered	additional 50 lf	each additional 50 lf or fraction thereof	\$60.67	\$93.33	\$154.00
PARTITIONS					
Partition - Commercial, Interior <= 30 lf	up to 30 lf		\$161.91	\$249.09	\$411.00
Additional commercial partition >30 lf	additional 30 lf	each additional 30 lf or fraction thereof	\$37.03	\$56.97	\$94.00
Partition - Residential, Interior <= 30 lf	up to 30 lf		\$161.91	\$249.09	\$411.00
Additional residential partition >30 lf	additional 30 lf	each additional 30 lf or fraction thereof	\$37.03	\$56.97	\$94.00
PATIO AND PORCH					
Covered Porch			\$171.76	\$264.24	\$436.00
Patio Cover: Wood frame <= 300 sq.ft.	up to 300 sq.ft.		\$173.73	\$267.27	\$441.00
Patio Cover: Metal frame <= 300 sq.ft.	up to 300 sq.ft.		\$173.73	\$267.27	\$441.00
Additional patio cover of wood or metal >300 sq.ft.	each additional 300 sq ft or fraction thereof		\$48.85	\$75.15	\$124.00
Patio Room: Enclosed, wood frame	up to 300 sq.ft.		\$260.00	\$400.00	\$660.00
Patio Room: Enclosed, metal frame	up to 300 sq.ft.		\$260.00	\$400.00	\$660.00
Additional enclosed patio wood or metal >300 sq.ft.	each additional 300 sq ft or fraction thereof		\$121.73	\$187.27	\$309.00
RETAINING WALLS					
Retaining Wall: Standard Design Non Engineered	up to 50 lf		\$199.33	\$306.67	\$506.00
Additional retaining wall >50 lf	additional	each additional 50 lf or fraction thereof	\$48.85	\$75.15	\$124.00
Retaining Wall: Special Design, 3-10 ft High and Engineered			\$337.21	\$518.79	\$856.00
Additional retaining wall >50 lf		each additional 50 lf or fraction thereof	\$60.67	\$93.33	\$154.00
Retaining Wall: Special Design, Over 10 ft High and Engineered			\$432.15	\$664.85	\$1,097.00
Additional retaining wall >50 lf		each additional 50 lf or fraction thereof	\$97.70	\$150.30	\$248.00
ROOFS					
Misc Roof Repair < 500 sq ft	each		\$99.67	\$153.33	\$253.00
Re-Roof Residential: <=1,500 sq ft	each	up to 1,500 sq ft	\$135.52	\$208.48	\$344.00
Re-Roof Residential: Each additional 100 sf		each additional 100 sq ft or fraction thereof	\$3.55	\$5.45	\$9.00
Re-Roof Commercial: <5,000 sq ft	each	up to 5000 sq.ft.	\$170.97	\$263.03	\$434.00
Re-Roof Commercial: 5,001 - 10,000 sq ft	each	each roof within this range	\$242.27	\$372.73	\$615.00
Re-Roof Commercial: 10,001 - 20,000 sq ft	each	each roof within this range	\$313.58	\$482.42	\$796.00
Re-Roof Commercial: 20,001 - 50,000 sq ft	each	each roof within this range	\$408.91	\$629.09	\$1,038.00
Re-Roof Commercial: 50,001 - 100,000 sq ft	each	each roof within this range	\$503.85	\$775.15	\$1,279.00
Re-Roof Commercial: >100,001 (each add't 10,000 sq. ft.)		Each additional 10,000 sq. ft. or fraction thereof above 100,000 sq. ft.	\$76.03	\$116.97	\$193.00
Roof Structure Replacement <= 100 sq.ft.	each	up to 100 sq.ft.	\$161.91	\$249.09	\$411.00
Additional roof structure replacement > 100 sq.ft.	additional above first 100 sq.ft.	each additional 100 sq ft or fraction thereof.	\$37.03	\$56.97	\$94.00

XI. MISCELLANEOUS BUILDING PERMIT FEES

Item	Unit	Comment	Intake and Plan Check	Issuance and Inspection	Total Fee
SEISMIC IMPROVEMENT					
Seismic Retrofit/Structural Strengthening Engineered	each		\$209.58	\$322.42	\$532.00
Seismic Retrofit/Structural Strengthening Non-Engineered	each		\$209.58	\$322.42	\$532.00
Seismic Retrofit/Structural Strengthening using Planset A	each	When designed using Standard Planset A or using prescriptive measures in the 2016 California Existing Building Code Appendix Chapter A3.	\$104.79	\$161.21	\$266.00
SIDING AND STUCCO					
Siding <= 400 sq.ft.	up to 400 sq ft		\$99.67	\$153.33	\$253.00
Additional siding >400 sq.ft.		each additional 400 sq ft or fraction thereof	\$35.45	\$54.55	\$90.00
Stucco Applications <= 400 sq.ft.	up to 400 sq.ft.		\$123.70	\$190.30	\$314.00
Additional Stucco Application >400 sq.ft.	additional	each additional 400 sq ft or fraction thereof	\$23.64	\$36.36	\$60.00
SIGNS					
Sign: Structural			\$209.58	\$322.42	\$532.00
Signs: Non-Structural			\$138.27	\$212.73	\$351.00
SKYLIGHTS					
Skylight: <=10 sf	each		\$126.45	\$194.55	\$321.00
Skylight: >10 sf or structural	each		\$151.67	\$233.33	\$385.00
SOLAR ENERGY					
Solar Photovoltaic up to 10KW	each system		\$138.27	\$212.73	\$351.00
Solar PV each 10KW or fraction thereof over 10KW	additional	added to 10 Kw base	\$69.73	\$107.27	\$177.00
STORAGE RACKS					
Storage Racks: 0-5' high (<=100 lf)	each	1st 100 lf	\$138.27	\$212.73	\$351.00
Storage Racks: 5-8' high (<=100 lf)	each	1st 100 lf	\$161.91	\$249.09	\$411.00
Storage Racks: over 8' high (<=100 lf)	each	1st 100 lf	\$199.33	\$306.67	\$506.00
Storage Racks: each additional 100 lf of any type		each additional 100 lf or fraction thereof above the first 100 lf.	\$48.85	\$75.15	\$124.00
SWIMMING POOLS, SPAS, HOT TUBS, SAUNAS					
Spa or Hot Tub (Pre-fabricated)	each		\$138.27	\$212.73	\$351.00
Sauna	each		\$185.94	\$286.06	\$472.00
Swimming Pool: Residential	each		\$246.61	\$379.39	\$626.00
Swimming Pool: Commercial pool (<=800 sf)	each	up to 800 sq.ft.	\$527.48	\$811.52	\$1,339.00
Swimming Pool: Commercial pool (> 800 sf)	additional	each additional 100 sq ft or fraction thereof above first 800 sq.ft.	\$60.67	\$93.33	\$154.00
TENANT IMPROVEMENTS					
Office Tenant Improvement - Minimum		First 500 sq.ft.	\$673.64	\$1,036.36	\$1,710.00
Office Tenant Improvement - Above 500 sq. ft.		per addn'l 100 sq ft or fraction thereof above 500 sq. ft.	\$59.09	\$90.91	\$150.00
Retail Tenant Improvement - Minimum		First 500 sq.ft.	\$728.79	\$1,121.21	\$1,850.00
Retail Tenant Improvement - 501 sq.ft. to 25,000 sq.ft.	added to minimum	per addn'l 100 sq ft or fraction thereof above 500 sq. ft.and up to 25,000 sq.ft.	\$42.94	\$66.06	\$109.00
Retail Tenant Improvement > 25,000 sq.ft.	added to minimum plus mid bracket	each addn'l 100 sq ft or fraction thereof above 25,000 sq. ft.	\$20.48	\$31.52	\$52.00
Restaurant Tenant Improvement - Minimum		first 750 sq.ft.	\$925.76	\$1,424.24	\$2,350.00
Restaurant Tenant Improvement - Above 750 sq. ft.		per addn'l 100 sq ft or fraction thereof above 750 sq. ft.	\$74.85	\$115.15	\$190.00

XI. MISCELLANEOUS BUILDING PERMIT FEES

Item	Unit	Comment	Intake and Plan Check	Issuance and Inspection	Total Fee
WINDOWS AND DOORS - NEW AND REPLACEMENTS					
New door (non- structural-replacement)	each		\$51.21	\$78.79	\$130.00
New door (structural shear wall/masonry)	each		\$104.39	\$160.61	\$265.00
Windows - Structural or with stucco break-out	1st opening	one window, sliding glass door, or solar tube	\$209.58	\$322.42	\$532.00
Windows - Structural (Additional) when done at the same time as the first opening	each additional	each additional window, sliding glass door, or solar tube done at the same time as the first.	\$35.45	\$54.55	\$90.00
Windows - Non-Structural/Replacement or solar tubes	only one window	windows, sliding glass doors, and solar tubes	\$76.03	\$116.97	\$193.00
Windows - Non-Structural/Replacement or solar tubes	1 to 5 windows	first 5 windows, sliding glass doors, solar tubes done at the same time	\$123.70	\$190.30	\$314.00
Windows - Non-Structural Additional Windows or solar tubes	additional	each additional 5 windows, sliding glass doors, solar tubes or fraction thereof	\$23.64	\$36.36	\$60.00
RENTAL HOUSING INSPECTION PROGRAM					
Rental Housing Inspection: Single Family	each	per dwelling unit			\$241.00
Rental Housing Inspection: Multi-Family	each	First unit in building or complex			\$211.00
Rental Housing Inspection: Multi-Family	each	each additional unit in the same building or complex			\$120.00
Rental Housing Inspection: Re-Inspection Fee	each	additional inspections after the first reinspection			\$57.00
MISCELLANEOUS ADDITIONAL FEES AND ASSESSMENTS					
Document Imaging	per page of all required documents				\$3.00
Continuing Education	each permit				\$5.00
Issue New Certificate of Occupancy	each				\$250.00
Planning Plan Review (if needed)	20% of Building permit fee				
Public Works Plan Review (if needed)	20% of Building permit fee				
Public Works Engineering Site Inspection (if needed)	20% of Building permit fee				
Fire Department Plan Review (if needed)				See Fire FeeSchedule	
Real Estate Transfer Inspection and Certificate: Residential/Commercial	First hour				\$208.00
Real Estate Transfer Inspection and Certificate: Residential/Commercial	each additional hour or fraction thereof				\$167.00
SPA Specific Plan Maintenance Fee - Construction of new residential units	per residential unit				\$200.00
SPA Specific Plan Maintenance Fee - Additions to existing non-residential buildings	per new non-residential additional sq.ft.				\$0.18

XII. MECHANICAL, PLUMBING, ELECTRICAL (MPE) PERMITS

The following permit fee tables are for all stand alone Mechanical, Plumbing, and Electrical work that is not included in new construction and other miscellaneous permits.

The permit issuance fee (travel and documentation) is to be added to the mechanical, plumbing, or electrical permit fees listed below.

MPE fees effective 5/7/2018 to 6/30/2019

Item	Unit	Adopted FY 2018-19 Fee
Permit Issuance Fee (applies to all MP&E permits)	each permit	\$97.00
MECHANICAL PERMIT FEES		
Stand Alone Mechanical Plan Check	per hour or fraction thereof	\$184.00
Minimum Mechanical Permit for Miscellaneous Work	each	\$60.00
A/C (residential)	each	\$90.00
Furnaces (FAU, floor)	each	\$124.00
Heater (wall)	each	\$154.00
Appliance Vent/Chimney (only)	each	\$60.00
Refrigeration Compressor	each	\$90.00
Boiler - < 2,000k BTU	each	\$124.00
Boiler - greater than 2,000k BTU	each	\$214.00
Chiller	each unit	\$90.00
Central Heating System - New (includes duct, gas piping, electric, etc.)	each	\$214.00
Fan Coil Unit	each	\$60.00
Heat Pump (package unit)	each	\$90.00
Heater (unit, radiant, etc)	each	\$154.00
Air Handler w/ducts to 10k CFM	per hour	\$60.00
Air Handler w/ducts more than 10k CFM	per hour	\$60.00
Duct Work only each outlet/register	each	\$30.00
Evaporative Cooler	each	\$60.00
Make-up Air System	each	\$90.00
Moisture Exhaust Duct (clothes dryer)	each	\$60.00
Variable Air Volume Box (including duct work)	each	\$90.00
Vent Fan (single duct)	each	\$60.00
Vent System	each	\$90.00
Exhaust Hood and Duct (residential)	per hour	\$60.00
Exhaust Hood - Type I (commercial grease hood)	per hour	\$120.00
Exhaust Hood - Type II (commercial steam hood)	per hour	\$90.00
Non-Residential Incinerator	per hour	\$301.00
Refrigerator Condenser Remote	per 1/2 hour	\$180.00
Walk-in Box/Refrigerator Coil	per 1/2 hour	\$90.00
Other Mechanical Inspections (min. 1\2 hr increments or fraction thereof)	per hour	\$120.00

XII. MECHANICAL, PLUMBING, ELECTRICAL (MPE) PERMITS

Item	Unit	Adopted FY 2018-19 Fee
PLUMBING / GAS PERMIT FEES		
Stand Alone Plumbing Plan Check	per hour or fraction thereof	\$135.00
Minimum Plumbing Permit for Miscellaneous Work	each	\$60.00
Fixtures (each three)	each three or fraction thereof	\$90.00
Gas System (one outlet)	one only	\$90.00
Gas System (first five outlets)	first five	\$120.00
Gas Outlets (each additional)	each additional above first 5	\$19.00
Building Sewer	each	\$60.00
Grease Trap	each	\$90.00
Ejector Pump	each	\$90.00
Backflow Preventer (first five)	first five	\$90.00
Backflow Preventer (>5)	each additional above first 5	\$19.00
Roof Drain - Rainwater System	each	\$60.00
Water Heater (new and replacements)	each	\$60.00
Water Pipe Repair/Replacement per dwelling unit	each	\$120.00
Water Service	each	\$60.00
Drain-Vent Repair/Alterations	each main or branch line	\$60.00
Drinking Fountain	each	\$60.00
Solar Water System Fixtures (solar panels, tanks, water treatment equipment)	each system	\$213.00
Graywater Systems	each system	\$222.00
Swimming Pool Piping and Gas	each pool	\$120.00
Medical Gas System (each outlet)	each outlet	\$180.00
Sump Pump	each	\$90.00
Private Storm Drainage System (each Inlet)	each inlet	\$60.00
Other Plumbing and Gas Inspections (min. 1½ hr increments or fraction thereof)	per hour	\$120.00
ELECTRICAL PERMIT FEES		
Stand Alone Electrical Plan Check	per hour or fraction thereof	\$135.00
Minimum Electrical Permit for Miscellaneous Work	each	\$60.00
Single Phase Service (per 100 amps)	per 100 amps	\$30.00
Three Phase Service (per 100 amps)	per 100 amps	\$60.00
Electrical Subpanel with subfeed	each	\$60.00
15 or 20 amp circuits - first ten	first ten circuits	\$90.00
15 or 20 amp circuits - each additional	each add'l circuit above the first 10	\$9.00
25 to 40 amp circuits	each	\$60.00
50 to 175 amp circuits	each	\$60.00
200 amp and larger circuits	each	\$60.00
Temporary Service	each	\$60.00
Temporary Pole	each	\$60.00
Light Poles Commercial - first	first pole	\$309.00
Light Poles Commercial - additional	each add'l pole above the first	\$60.00
Pre-Inspection/consultation	each	\$90.00
Swimming Pool/Spa	each	\$120.00
Solar Photovoltaic Repairs	each	\$90.00
Generator Installation - Residential	each	\$343.00
Generator Installation - Commercial	each	\$497.00
Electrical Outlets (receptable & light fixture)	first ten	\$90.00
Electrical Outlets (each additional)	each add'l outlet above the first	\$9.00
Other Electrical Inspections (min. 1½ hr increments or fraction thereof)	per hour or fraction thereof	\$120.00

X. NEW CONSTRUCTION VALUATION TABLES

These tables are used to calculate permit and plan review fees based on the valuation of all new residential, commercial, and industrial construction not covered in the miscellaneous building fee table. Valuation will be determined by the 1997 UBC Valuation Table and adjusted by the S.F. Bay Area Engineering News Record Construction Cost Index increase from 1997 to January 2018.

These tables are effective 5/7/2018 to 6/30/2019

Permit Issuance and Inspection Fee

Building Permit Fees (Schedule A2)- Suggested - 90% Cost Recovery

Valuation	Fee				
\$1 - \$800	\$69.00				
\$501 - \$3,000	\$69.00 for first	\$800	plus	\$6.11 for each additional	\$100 or fraction thereof, to and including \$3,000
\$3,001 - \$38,000	\$203.34 for first	\$3,000	plus	\$27.06 for each additional	\$1,000 or fraction thereof, to and including \$38,000
\$38,001 - \$75,000	\$1,150.28 for first	\$38,000	plus	\$20.00 for each additional	\$1,000 or fraction thereof, to and including \$75,000
\$75,001 - \$150,000	\$1,890.23 for first	\$75,000	plus	\$13.70 for each additional	\$1,000 or fraction thereof, to and including \$150,000
\$150,001 - \$750,000	\$2,917.92 for first	\$150,000	plus	\$10.96 for each additional	\$1,000 or fraction thereof, to and including \$750,000
\$750,001 - \$1,500,000	\$9,495.17 for first	\$750,000	plus	\$9.30 for each additional	\$1,000 or fraction thereof, to and including \$1,500,000
\$1,500,001 - \$10,000,000	\$16,468.82 for first	\$1,500,000	plus	\$7.96 for each additional	\$1,000 or fraction thereof, to and including \$10,000,000
\$10,000,001 - and up	\$84,149.30 for first	\$10,000,000	plus	\$3.79 for each additional	\$1,000 or fraction thereof

Plan Review Only (65% of Inspection and Issuance Fee)

Building Permit Fees (Schedule A2)- Suggested - 90% Cost Recovery

Valuation	Fee				
\$1 - \$800	\$44.85				
\$501 - \$3,000	\$44.85 for first	\$800	plus	\$3.97 for each additional	\$100 or fraction thereof, to and including \$3,000
\$3,001 - \$38,000	\$132.17 for first	\$3,000	plus	\$17.59 for each additional	\$1,000 or fraction thereof, to and including \$38,000
\$38,001 - \$75,000	\$747.69 for first	\$38,000	plus	\$13.00 for each additional	\$1,000 or fraction thereof, to and including \$75,000
\$75,001 - \$150,000	\$1,228.65 for first	\$75,000	plus	\$8.91 for each additional	\$1,000 or fraction thereof, to and including \$150,000
\$150,001 - \$750,000	\$1,896.65 for first	\$150,000	plus	\$7.13 for each additional	\$1,000 or fraction thereof, to and including \$750,000
\$750,001 - \$1,500,000	\$6,171.86 for first	\$750,000	plus	\$6.04 for each additional	\$1,000 or fraction thereof, to and including \$1,500,000
\$1,500,001 - \$10,000,000	\$10,704.73 for first	\$1,500,000	plus	\$5.18 for each additional	\$1,000 or fraction thereof, to and including \$10,000,000
\$10,000,001 - and up	\$54,697.05 for first	\$10,000,000	plus	\$2.46 for each additional	\$1,000 or fraction thereof

Combination Permit and Issuance Fee plus Plan Check Fee

Building Permit Fees (Schedule A2)- Suggested - 90% Cost Recovery

Valuation	Fee				
\$1 - \$800	\$113.85				
\$501 - \$3,000	\$113.85 for first	\$800	plus	\$10.08 for each additional	\$100 or fraction thereof, to and including \$3,000
\$3,001 - \$38,000	\$335.51 for first	\$3,000	plus	\$44.64 for each additional	\$1,000 or fraction thereof, to and including \$38,000
\$38,001 - \$75,000	\$1,897.97 for first	\$38,000	plus	\$33.00 for each additional	\$1,000 or fraction thereof, to and including \$75,000
\$75,001 - \$150,000	\$3,118.87 for first	\$75,000	plus	\$22.61 for each additional	\$1,000 or fraction thereof, to and including \$150,000
\$150,001 - \$750,000	\$4,814.57 for first	\$150,000	plus	\$18.09 for each additional	\$1,000 or fraction thereof, to and including \$750,000
\$750,001 - \$1,500,000	\$15,667.04 for first	\$750,000	plus	\$15.34 for each additional	\$1,000 or fraction thereof, to and including \$1,500,000
\$1,500,001 - \$10,000,000	\$27,173.56 for first	\$1,500,000	plus	\$13.14 for each additional	\$1,000 or fraction thereof, to and including \$10,000,000
\$10,000,001 - and up	\$138,846.35 for first	\$10,000,000	plus	\$6.25 for each additional	\$1,000 or fraction thereof



CITY OF EL CERRITO BUILDING VALUATION TABLE DATA

The following building valuation data are derived from the 1997 Uniform Building Code and adjusted with 1.725 S.F. Bay Area ENR construction cost index 1997-2018 increase and regional modifier of 1.16.

Occupancy and Type	per/sqft	Occupancy and Type	per/sqft	Occupancy and Type	per/sqft	Occupancy and Type	per/sqft
APARTMENT BUILDINGS (R-2 OCC)		DWELLINGS R-3 OCC)		LIBRARIES (A-3 OCC)		RESTAURANTS (A-2, B OCC)	
Type I-A or II-A*	\$218.48	Type V-B - Wood Frame	\$184.87	Type I-A or II-A	\$232.88	Type III-A	\$194.87
Type V-A Masonry (or Type III)	\$177.46	Type V-B- Wood Frame (Engrd)	\$203.35	Type II-A	\$170.46	Type III -B	\$188.27
Type V-B - Wood Frame	\$164.06	Type V-B - Masonry	\$193.87	Type II -B	\$162.06	Type V-A	\$178.46
Type I Basement Garage	\$74.83	Basements		Type III-A	\$180.06	Type V-B	\$171.46
Type V-A	\$179.06	Semi Finished	\$46.42	Type III -B	\$171.06		
		Unfinished	\$35.41	Type V-A	\$169.06		
				Type V-B	\$162.06	SCHOOLS (E OCC)	
AUDITORIUMS (A-3 OCC)		FIRE STATIONS (Essential Services)		MEDICAL OFFICES (B OCC)		Type I-A & B	\$222.48
Type I or II-A	\$209.67	Type I-A or II-A	228.8814	Type I-A or II-A*	239.085	Type II-A	\$151.85
Type II-B	\$151.85	Type II -B	142.0505	Type IIA	184.4656	Type III-A	\$162.46
Type III -A	\$159.66	Type III-A	164.8586	Type II -B	175.2623	Type III -B	\$156.26
Type III -B	\$151.45	Type III -B	157.8562	Type III-A	200.0712	Type V-A	\$152.25
Type V-A	\$152.65	Type V-A	154.655	Type III -B	186.2663	Type V-B	\$145.25
Type V-B	\$142.45	Type V-B	146.6522	Type V-A	180.4642		
				Type V-B	174.0619	SERVICE STATIONS (Special OCC)	
		CARE FACILITIES (R-4, R-2.1, R-3.1 OCC)				Type II -B	\$134.45
BANKS (B OCC)		Type I-A or II-A	\$207.47	OFFICES (B OCC)**		Type III-A	\$140.25
Type I-A or II-A*	\$296.31	Type II-A	\$207.47	Type I-A or II-A*	\$213.68	Type V-A	\$119.44
Type II-A	\$218.28	Type II -B	\$161.26	Type II-A	\$143.05	Canopies	\$56.02
Type II -B	\$211.28	Type III-A	\$175.46	Type II -B	\$136.25		
Type III-A	\$240.89	Type III -B	\$168.26	Type III-A	\$154.86		
Type III -B	\$232.28	Type V-A	\$169.46	Type III -B	\$147.65	STORES (M OCC)	
Type V-A	\$218.28	Type V-B	\$163.66	Type V-A	\$144.65	Type I-A or II-A*	\$164.86
Type V-B	\$209.07			Type V-B	\$136.25	Type II-A	\$100.84
		HOTELS AND MOTELS (R-1 OCC)				Type II -B	\$98.64
BOWLING ALLEYS (A-3 OCC)		Type I-A or II-A	\$202.07	PRIVATE GARAGES (U OCC)		Type III-A	\$122.64
Type II-A	\$102.04	Type III-A	\$175.06	Type V-B - Wood Frame	\$46.62	Type III -B	\$115.04
Type II -B	\$95.23	Type III -B	\$166.86	Type V-B - Masonry:	\$54.82	Type V-A	\$103.24
Type III-A	\$111.04	Type V-A	\$152.45	Carport	\$28.11	Type V-B	\$95.43
Type III -B	\$103.84	Type V-B	\$149.45				
Type V-A	\$74.83						
		INDUSTRIAL, FACTORIES (F-1, F-2 OCC)		PUBLIC BUILDINGS (A-3, B OCC)		THEATERS (A-1 OCC)	
CHURCHES (A-3 OCC)		Type I-A or II-A	\$113.84	Type I-A or II-A*	\$246.89	Type I-A or II-A	\$219.68
Type I-A or II-A	\$198.47			Type II-A	\$200.07	Type III-A	\$160.06
Type II-A	\$149.05	Type II -B	\$72.83	Type II -B	\$191.27	Type III -B	\$152.45
Type II -B	\$141.65	Type III-A	\$87.23	Type III-A	\$207.67	Type V-A	\$150.65
Type III-A	\$162.06	Type III -B	\$82.23	Type III -B	\$200.47	Type V-B	\$142.45
Type III -B	\$154.86	Tilt-Up	\$60.02	Type V-A	\$190.07		
Type V-A	\$151.45	Type V-A	\$82.23	Type V-B	\$183.27		
Type V-B	142.4507	Type V-B	\$75.23			WAREHOUSES (S1, S2)***	
				PUBLIC GARAGES (S2)		Type I-A or II-A	\$98.84
CONVALESCENT HOSPITALS (I-2 OCC)		JAILS:		Type I-A or II-A*	\$97.83	Type V-A	\$58.62
Type I-A or II-A*	\$278.50	Type I-A or II-A	\$318.31	Type I-A or II-B Open Parking*	\$73.43	Type II-B or V-B	\$55.02
Type II-A	\$193.27	Type III-A	\$291.10	Type II -N	\$56.02	Type III-A	\$66.42
Type III-A	\$198.07	Type V-A	\$218.28	Type III 1-Hour	\$74.03	Type III -B	\$63.22
Type V-A	\$186.67			Type III -N	\$65.82		
				Type V 1-Hour	\$67.42		

*Add 0.5 percent to total cost for each story over 3

** Deduct 20 percent for shell only buildings

Effective 1/1/2018 to 6/30/2018

*** Deduct 11 percent for mini-warehouses

Increases are based on the Engineering News Record Construction Cost Index increase for the San Francisco Bay Area as of June of each year.