



AGENDA

REGULAR CITY COUNCIL MEETING MAY 4, 2021 – 7:00 p.m.

Members:

Mayor Paul Fadelli

Mayor Pro Tem Gabe Quinto • Councilmember Janet Abelson
Councilmember Lisa Motoyama • Councilmember Tessa Rudnick

Join Via Zoom:

<https://zoom.us/j/96500493534?pwd=TIg2eWkrVURrU3lXZnRKMnVKOFZQZz09>

Meeting ID: 965 0049 3534 **Password:** 603726
or Dial in: 1-408-638-0968

Pursuant to Executive Order N-29-20, teleconference restrictions of the Brown Act have been suspended, as well as the requirement to provide a physical location for members of the public to participate in the meeting.

Members of the public can watch or listen to City Council meetings as follows:

1. Cable T.V. Broadcast on KCRT Channel 28
2. Radio Broadcast on FM 88.1 Or 97.7
3. Livestream Online at www.el-cerrito.org/CouncilMeetingMaterials
4. Via Zoom using the meeting information listed above.

Each period for public comment will be announced. Public Comments may be submitted one of two ways:

- Via Zoom using the “[Raise Hand](#)” icon to request to speak. If joining by phone, dial *9 to "raise your hand", and when prompted by the host, *6 to unmute/mute.
- Via email to cityclerk@ci.el-cerrito.ca.us. Email must contain in the subject line **Public Comments – Not on the Agenda** or **Public Comments – agenda item #**.

To ensure City Council receives your written comments prior to taking action, they must be received by **4:00 p.m. the day of the meeting**. All written comments received by this deadline will be provided to the City Council and posted online in advance of the meeting.

Comments received after the deadline will be provided to the City Council and included with supplemental materials **after the meeting**. **No written comments will be read into the record.**

7:00 P.M. ROLL CALL – CONVENE REGULAR CITY COUNCIL MEETING

1. TELECONFERENCE AND PUBLIC COMMENT INSTRUCTIONS

2. COUNCIL/STAFF COMMUNICATIONS

Reports of closed session, commission appointments and informational reports on matters of general interest which are announced by the City Council and staff.

3. ORAL COMMUNICATIONS FROM THE PUBLIC

Remarks are typically limited to 3 minutes per person. The Mayor may reduce the time limit per speaker depending upon the number of speakers and may limit the total time for public comment to facilitate the completion of business on the agenda. Comments regarding non-agenda, presentation and consent calendar items will be heard first. Comments related to items appearing on the Public Hearing or Policy Matter portions of the Agenda will be heard prior to the City Council taking action on each item.

4. ADOPTION OF THE CONSENT CALENDAR

All items on the consent calendar shall be acted upon in one motion, unless a member of the City Council or staff request separate consideration.

A. Urban Forest Committee Appointment

Action Proposed: Approve an Urban Forest Committee recommendation to appoint Jennifer Kaczor to the Urban Forest Committee effective May 10, 2021.

Contact: Stephen Prée, Environmental Programs Manager / City Arborist; Will Provost, Operations + Environmental Services Division Manager; Yvetteh Ortiz, City Engineer / Public Works Director, Public Works Department

B. National Public Works Week Proclamation

Action Proposed: Pass a motion approving a proclamation designating May 16 through 22, 2021 as National Public Works Week in El Cerrito.

Contact: Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

C. East Bay Affordable Housing Week Proclamation

Action Proposed: Pass a motion approving a proclamation designating May 13 - 20 2021 as East Bay Affordable Housing Week.

Contact: Aissia Ashoori, Housing Analyst, Community Development Department

D. Jewish American Heritage Month Proclamation

Action Proposed: Pass a motion to approve a proclamation declaring the Month of May 2021 as Jewish American Heritage Month in the City of El Cerrito.

Contact: Alexandra Orologas, Assistant City Manager, City Management

E. Asian Pacific American Heritage Proclamation

Action Proposed: Pass a motion to approve a proclamation declaring the Month of May 2021 as Asian Pacific American Heritage Month in the City of El Cerrito.

Contact: Alexandra Orologas, Assistant City Manager, City Management

F. Adopt a resolution authorizing a joint applicant with BRIDGE Housing for Mayfair El Cerrito located at 11690 San Pablo Avenue.

Action Proposed: Adopt a resolution authorizing staff to apply for the Affordable Housing Sustainable Communities Program funding as a joint applicant with BRIDGE Housing for Mayfair El Cerrito located at 11690 San Pablo Avenue.

Contact: Aissia Ashoori, Housing Analyst; Melanie Mintz, Community Development Director, Community Development Department; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

5. PRESENTATIONS

A. Receive and file a presentation on proposed transit-oriented development (TOD) at El Cerrito Plaza BART station

Action Proposed: Receive and file a presentation and status update on the Bay Area Rapid Transit (BART) proposed development project at the El Cerrito Plaza station.

Contact: Melanie Mintz, Community Development Director, Community Development Department

6. PUBLIC HEARINGS

A. Public Hearing to Confirm the Diagram and to Levy the Assessment for Fiscal Year 2021-22 for Landscape and Lighting Assessment District No. 1988-1

Notice Published 4/24/21

Action Proposed: Conduct a public hearing, and upon conclusion adopt a resolution setting the annual Landscape and Lighting Assessment for Fiscal Year (FY) 2021-22 as \$72 per single-family residential parcel, and as noted in the Engineer's Report for other classes of properties.

Contact: Shannon Collins, Finance Supervisor, Finance Department, Yvetteh Ortiz, Public Works Director, Public Works Department, Mark Rasiah, Finance Director, Finance Department

B. Public Hearing regarding Fiscal Year 2021-22 Storm Drain Annual Report and method of collecting storm drain fees

Notice Published 4/24/21 & 4/30/21

Action Proposed: Conduct a public hearing and upon conclusion adopt a resolution approving the Fiscal Year 2021-22 Storm Drain Annual Report and directing that Storm Drain Fees be collected on the property tax rolls.

Contact: Shannon Collins, Finance Supervisor, Finance Department, Yvetteh Ortiz, Public Works Director, Public Works Department, Mark Rasiah, Finance Director, Finance Department

C. Public Hearing on Master Fee Schedule Revisions for Fiscal Year 2021-22

Notice Published 4/24/21 & 4/30/21

Action Proposed: Conduct a public hearing, and upon conclusion adopt a resolution approving the Fiscal Year 2021-22 Master Fee Schedule.

Contact: Shannon Collins, Finance Supervisor, Finance Department

D. Public hearing to consider an ordinance of the City of El Cerrito amending Sections of Title 19, of the El Cerrito Municipal Code to amend regulations for Inclusionary Zoning.

Notice Published 4/24/21 & 4/30/21

Action Proposed: Conduct a public hearing and, upon conclusion, introduce by title and waive any further reading of an Ordinance amending Chapter 19.30 of the El Cerrito Municipal Code to establish an application process for currently exempt projects to request a limited extension that must be filed with the City Manager by June 30, 2021. If the application is approved, the extension will require that building permit applications be submitted by January 1, 2022, and that construction begin by July 1, 2022. Any approved extension for all exempt projects will expire on January 1, 2022, if a building permit has not been applied for, or July 1, 2022, if construction has not commenced, as described further below.

Contact: Aissia Ashoori, Housing Analyst; Sean Moss, Planning Manager; Melanie Mintz, Community Development Director, Community Development Department

7. POLICY MATTERS

A. FY 2020-21 General Fund Budget Update for March 2021

Action Proposed: Receive and file an update on City General Fund revenues and expenses for FY 2020-21 through March 2021.

Contact: Mark R. Rasiah, Finance Director/City Treasurer, Finance Department

8. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS

Mayor and City Council communications regarding local and regional liaison assignments and committee reports.

9. ADJOURN REGULAR CITY COUNCIL MEETING

The next regularly scheduled City Council meeting is Tuesday, May 18, 2021 at 7:00 p.m. via teleconference.

The City of El Cerrito serves, leads and supports our diverse community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety and creating an economically and environmentally sustainable future.

- Council Meetings can be heard live on FM Radio, KECG – 88.1 and 97.7 FM and viewed live on Cable TV - KCRT- Channel 28. The meetings are rebroadcast on Channel 28 the following Thursday and Monday at 12 noon, except on holidays. Live and On-Demand Webcast of the Council Meetings can be accessed from the City's website <http://www.el-cerrito.org/CouncilMeetingMaterials> and is streamed with closed caption. Copies of the agenda bills and other written documentation relating to items of business referred to on the agenda are on file and available for public inspection in the Office of the City Clerk, at the El Cerrito Library and posted on the City's website at www.el-cerrito.org prior to the meeting.
- In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk, 510-215-4305. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title I).
- ***The Deadline for agenda items and communications*** is eight days prior to the next meeting by 12 noon, City Clerk's Office, 10890 San Pablo Avenue, El Cerrito, CA. Tel: 510-215-4305, email cityclerk@ci.el-cerrito.ca.us
- IF YOU CHALLENGE A DECISION OF THE CITY COUNCIL IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE COUNCIL MEETING. ACTIONS CHALLENGING CITY COUNCIL DECISIONS SHALL BE SUBJECT TO THE TIME LIMITATIONS CONTAINED IN CODE OF CIVIL PROCEDURE SECTION 1094.6.
- The City Council believes that late night meetings deter public participation, can affect the Council's decision-making ability, and can be a burden to staff. City Council Meetings shall be adjourned by 11:00 p.m., unless extended to a specific time determined by a majority of the Council.



AGENDA BILL

Agenda Item No. 4.A.

Date: May 4, 2021
To: El Cerrito City Council
From: Stephen Prée, Environmental Programs Manager / City Arborist; Will Provost, Operations + Environmental Services Division Manager; Yvetteh Ortiz, City Engineer / Public Works Director, Public Works Department
Subject: Urban Forest Committee Appointment

ACTION PROPOSED

Approve an Urban Forest Committee recommendation to appoint Jennifer Kaczor to the Urban Forest Committee effective May 10, 2021.

BACKGROUND

Jennifer Kaczor submitted her application to serve as an Urban Forest Committee (UFC) member on December 19, 2020. During the April 12, 2021 UFC meeting, the Committee voted unanimously to recommend to the City Council that Ms. Kaczor be appointed to the Urban Forest Committee.

Ms. Kaczor has been a resident of El Cerrito for two years and she was recently appointed to serve on the City's Park and Recreation Commission. As stated in her application, Ms. Kaczor is an advocate for both "wildlife and human friendly public green spaces" and a proponent of "increased physical and mental health via outdoor activities and exercise". She hopes to contribute to an improved future of El Cerrito with the City effectively balancing citizens' wants and needs, environmental best practices, and the realities of budget and other constraints. She has a Bachelor's degree in Broadcast and Electronic Communication Arts from San Francisco State University. Her professional experience includes project management for federal agencies with a focus on strategic design solutions to improve institutional problems and customer services. Ms. Kaczor has volunteered for the Golden Gate Raptor Observatory as a raptor bander and volunteer coordinator. She is an active member of the Lindsey Wildlife Experience, Golden Gate Audubon Society, and the California State Parks Foundation.

Jennifer Kaczor has attended at least three consecutive regular UFC meetings, as required for appointment to the UFC. If the City Council approves this recommendation, the number of Urban Forest Committee members will be six (6) out of a possible membership total of fifteen (15).

STRATEGIC PLAN CONSIDERATIONS

The work of the UFC members helps the City achieve Goal C to "Deepen a sense of place and community identity" and Goal F of the El Cerrito Strategic Plan, which is to "Foster environmental sustainability citywide."

ENVIRONMENTAL CONSIDERATIONS

As stated in its enabling Resolution 2007-96, the Urban Forest Committee was established to assist the City in its “stewardship of its urban forest, including establishing a citywide commitment to a healthy, growing forest, and creating a coordinated, high quality forestry management program.” The Urban Forest Committee supports the City in developing programs and policies that help protect the local environment, while also engaging in activities that have a direct impact on trees and environmental quality (e.g. tree planting).

FINANCIAL CONSIDERATIONS

This section is not applicable to this agenda item.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

A handwritten signature in blue ink, appearing to read 'Karen Pinkos'.

Karen Pinkos, City Manager

Attachments:

Application(s) on file with City Clerk



**EL CERRITO CITY COUNCIL PROCLAMATION
Designating May 16 through 22, 2021 as National Public Works Week
in the City of El Cerrito**

WHEREAS, Public Works personnel focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, safety and well-being of the people of El Cerrito; and

WHEREAS, Public Works personnel of the City of El Cerrito are involved in the maintenance, planning, design, and construction of streets, transportation facilities, parks, playfields, open space, creeks, paths, storm drains, stormwater treatment, and public buildings; operations of recycling, solid waste and environmental programs and facilities; right-of-way management; and emergency planning and response; and

WHEREAS, during the on-going COVID-19 pandemic, El Cerrito Public Works personnel are essential workers who are continuing to work hard each and every day to keep our community safe and functioning, with various responsibilities related to the COVID-19 response; and

WHEREAS, it is in the public interest for the citizens, civic leaders and children in El Cerrito to gain knowledge of and to maintain a progressive interest and understanding of the importance of Public Works infrastructure and services in their respective communities; and

WHEREAS, the year 2021 marks the 61th annual National Public Works Week sponsored by the American Public Works Association; and

WHEREAS, the 2021 National Public Works Week theme is “Stronger Together” representing that by working together, the impact citizens and Public Works personnel can have on their communities is magnified and results in the ability to accomplish community goals.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby proclaim the week of May 16 through 22, 2021 as “National Public Works Week” in the City of El Cerrito and encourages all citizens and civic organizations to recognize the substantial contributions Public Works personnel make to protect our health, safety, and quality of life.

Dated: May 4, 2021

Paul Fadelli, Mayor

EL CERRITO CITY COUNCIL PROCLAMATION
Designating May 13 to 20, 2021 as the
25th Annual East Bay Affordable Housing Week

WHEREAS, quality affordable housing is vital to healthy, safe, vibrant, and diverse communities; and

WHEREAS, affordable homes are the solution to homelessness, and provide support to seniors, families, youth, veterans, and people with disabilities who are an essential part of our community; and

WHEREAS, the COVID-19 pandemic and its economic consequences have placed an unprecedented number of tenants at risk of eviction or significant rental debt and threatens the stability of non-profit and small-scale housing providers to provide stable affordable housing; and

WHEREAS, rising housing costs have led longtime residents to be displaced, live in overcrowded and substandard homes, or live in cars and on the street, threatening our region's diversity and economic prosperity; and

WHEREAS, creating new permanently affordable homes, preserving, and improving existing housing makes for stable, vibrant communities, by reducing homelessness, helping residents maintain community roots, and fostering racial and economic equity for generations; and

WHEREAS, affordable homes close to public transit and jobs reduce greenhouse gas emissions and provide low-income families better access to opportunities and amenities; and

WHEREAS, when non-profit organizations, local jurisdictions, community organizations, faith-based groups, and many others come together to invest in affordable homes for all, they continue to build inclusive communities that support low-income people and interrupt patterns of racial and economic inequity in housing; and

WHEREAS, this week is part of a Bay Area Affordable Housing Month because the housing crisis can only be resolved when the entire 9-county region takes action to expand affordable housing and end homelessness; and

WHEREAS, local jurisdictions such as El Cerrito, play an important role by raising local resources for affordable housing to leverage federal, state and other funds; and

WHEREAS, the 2017 El Cerrito Affordable Housing Strategy identifies the following four policy pillars to produce, preserve and protect affordable housing for very low, low and moderate-income households:

- A. Leverage Private Development to Address Affordable Housing Needs;
- B. Reduce the Risk of Displacement and Help Stabilize At-Risk Populations;
- C. Encourage Development of Missing Middle Housing Types; and
- D. Increase Local Funding to Continue Support of Low Income and Special Needs Housing Development.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby proclaims May 13-20, 2021 as the 25th Annual Affordable Housing Week in El Cerrito; and will work to support affordable housing at the local, regional and state level; and will encourage residents of El Cerrito to participate in Affordable Housing Week activities listed at www.ebho.org.

Dated: May 4, 2021

Paul Fadelli, Mayor

EL CERRITO CITY COUNCIL PROCLAMATION
May 2021 is Jewish American Heritage Month

WHEREAS, from our Nation's earliest days, Jewish Americans have been a critical part of the American story, greatly contributing to the religious, cultural, political, economic, and intellectual advancement of all people even while in the face of unspeakable discrimination and adversity, fighting tirelessly to realize their piece of the American dream with relentless spirit, and these remarkable achievements have enriched our country, stirred our conscience, and challenged us to extend the miracles of freedom and security; and

WHEREAS, as we celebrate the rich heritage of the Jewish American community, including those who live, work and play in the City of El Cerrito, we recognize that American Jews have worked to strengthen the promise of religious freedom and civil rights by coming together across all faiths to reject ignorance and intolerance, teach empathy and compassion, and root out hatred wherever it exists; and

WHEREAS, we are reminded that the vibrant culture of the Jewish people has not always been embraced and that Jewish communities continue to confront hostility and bigotry, including in America, therefore the City of El Cerrito shares an obligation to condemn and combat anti-Semitism and hatred wherever it exists; and

WHEREAS, May 2021 is recognized as Jewish American Heritage Month by Congressional resolution and by Presidential Proclamation; and

WHEREAS, during Jewish American Heritage Month, the City of El Cerrito celebrates the hard-fought progress won through the struggle and sacrifice of Jewish Americans, and we rededicate ourselves to building a world where diversity is cherished, and faith is protected.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby proclaim May 2021 as Jewish American Heritage Month in the City of El Cerrito and calls upon all residents to celebrate Jewish Americans who have helped weave the fabric of not only American history, culture and society but also the City of El Cerrito; to visit www.jewishheritagemonth.gov to learn more about the heritage and contributions of Jewish Americans; and to observe this month with solemn remembrance, appropriate programs, activities, and ceremonies.

Dated: May 4, 2021

Paul Fadelli, Mayor

EL CERRITO CITY COUNCIL PROCLAMATION
May 2021 is Asian Pacific American Heritage Month

WHEREAS, the earliest Asian Americans immigrated to the United States in the 1800s and many Asian laborers contributed to the completion of the transcontinental railroad during the 1860s, and in the development of California's agricultural industry to this day; and

WHEREAS, Asian Americans and Pacific Islanders have played a critical role in the social, economic, and political development of California throughout its history; and

WHEREAS, Asian Americans and Pacific Islander immigrants have contributed greatly to California's economic success, rural growth and urban development; and

WHEREAS, Asian Americans and Pacific Islander entrepreneurs have led many of California's businesses to the pinnacle of their respective industries; and

WHEREAS, approximately 27 million Asian Americans and Pacific Islanders in the nation are one of the fastest growing ethnic populations in the country; and

WHEREAS, Asian Americans and Pacific Islanders represent 27.2 percent of El Cerrito's population, representing ancestries throughout Asia; and

WHEREAS, Asian Americans and Pacific Islanders will continue to be an important part of El Cerrito's cultural diversity and understanding; and

WHEREAS, Asian Americans and Pacific Islanders have a proud legacy of service and dedication to our community, our City, our State and our Country; and

WHEREAS, May has become a symbolic month in which Asian Americans and Pacific Islanders and supporters come together in various celebrations of culture, traditions and history.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby proclaim the month of May 2021 as Asian Pacific American Heritage Month in the City of El Cerrito and invites everyone to reflect on the notable accomplishments and outstanding services provided by Asian Americans and Pacific Islanders to the Nation, California and the City of El Cerrito.

Dated: May 4, 2021

Paul Fadelli, Mayor



AGENDA BILL

Agenda Item No. 4.F.

Date: May 4, 2021
To: El Cerrito City Council
From: Aissia Ashoori, Housing Analyst; Melanie Mintz, Community Development Director, Community Development Department; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department
Subject: Adopt a resolution authorizing a joint applicant with BRIDGE Housing for Mayfair El Cerrito located at 11690 San Pablo Avenue.

ACTION PROPOSED

Adopt a resolution authorizing staff to apply for the Affordable Housing Sustainable Communities Program funding as a joint applicant with BRIDGE Housing for Mayfair El Cerrito located at 11690 San Pablo Avenue.

BACKGROUND

The Affordable Housing Sustainable Communities (AHSC) Program is administered by the Strategic Growth Council (SGC) and implemented by the California Department of Housing and Community Development (HCD). The purpose of the AHSC Program is to reduce greenhouse gas (GHG) emissions through projects that implement land-use, housing, transportation, and land preservation practices. On February 26, 2021, SGC and HCD issued a [Notice of Funding Availability](#) (NOFA) for Round 6 FY 2019-2020.

This funding opportunity is provided from the Greenhouse Gas Reduction Fund, an account established to receive Cap-and-Trade from auction proceeds. The maximum AHSC Program loan, grant award, or combination of both is \$30 million with a minimum award of at least \$1 million. A single developer may receive no more than \$60 million per NOFA funding cycle.

The deadline for this competitive application is June 8, 2021. HCD requires that the City Council authorize submittal of an application. Award announcements are expected to be adopted by SGC on October 28, 2021.

In 2015, the City and Eden Housing successfully applied for and received AHSC funds for Hana Gardens Senior Apartments. There were three components to the award: 1) Housing; 2) Transportation Funds (Ohlone Greenway); and 3) Transit Passes. The 62-unit affordable housing project was successfully completed in 2019 with support from this program.

ANALYSIS

The City and BRIDGE Housing Corporation, the non-profit developer, have been exploring a variety of financing options for moving Mayfair El Cerrito located at 11690 San Pablo Avenue (Project) forward. Since the 67-unit Project was entitled in August 2017, the City Council authorized a predevelopment loan for \$350,000 in 2019 as a

local match and to support predevelopment activity. More recently, the City was awarded \$500,000 as part of [HUD's HOPE VI Main Street Program](#) to support the project. The City, as a joint applicant with BRIDGE, will apply for AHSC Program funds in an amount not to exceed \$30,000,000.

Leveraging AHSC funds would provide much needed funding for the affordable housing units as well as to support multi-modal transportation improvements, focusing on enhanced bicycling and pedestrian facilities, near/at the El Cerrito del Norte transit-oriented development (TOD) site. As outlined in the NOFA, AHSC program requirements prescribe the following eligible activities:

1. Affordable Housing Developments (AHD)
2. Housing-Related Infrastructure (HRI)
3. Sustainable Transportation Infrastructure (STI)
4. Transportation-Related Amenities (TRA)
5. Program Costs (including active transportation, transit ridership, and workforce development partnerships).

The above eligible activities are very much aligned with the City's *San Pablo Avenue Special Plan, Affordable Housing Strategy, Housing Element, Active Transportation Plan* and *Climate Action Plan*. The AHSC Program also fosters collaboration between the City's Community Development Department and Public Works Department as well as San Francisco Bay Area Rapid Transit (BART). BRIDGE, with the City as joint applicant, has also partnered with BART to identify the areas where AHSC grant money could be allocated competitively and most effectively for our community to encourage residents to walk, bike, and use public transit. Below is summary by eligible categories, lead agency and the proposed activities:

Agency	Funding Category	Amount	Description
BRIDGE	AHD	\$17.2M	Affordable housing ranging from extremely low to very-low incomes.
City	STI	\$3M	Additional funding to support the El Cerrito del Norte TOD Complete Streets Improvements Project in the City's Capital Improvement Program.
BART	STI	\$5M	Funds will be allocated to purchase new fleet of the future BART rail car(s).
BART	TRA	\$1.3M	Assist with new fare gates at the El Cerrito del Norte Station
BART	Program Costs	\$385,000	Includes the purchase of transit passes for Project residents.

Total Estimated Request	\$26,885,000	<i>Note: The Resolution contains the maximum application amount (\$30M) to allow for adjustments that may occur between now and the application deadline.</i>
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STI – City of El Cerrito

The El Cerrito del Norte TOD Complete Streets Improvements Project will implement multimodal transportation improvements, as identified in the *San Pablo Avenue Specific Plan* and *Active Transportation Plan*, to support TOD in the del Norte Area. It will improve access, circulation, safety, and streetscape elements for bicyclists, pedestrians, transit users, and motorists traveling to the regional transit hub at the del Norte BART station as well as the surrounding TOD area. Specific components include new and enhanced protected crossings for pedestrians, new context-sensitive bikeways, and enhanced bus access along with vehicle circulation changes that will enable the Complete Streets improvements by reallocating the use of the public right-of-way.

The City is leveraging \$7.6 million of committed City Transportation Impact Fee and Developer Contributions and Regional, State, and Federal transportation funding. The total budget for the key segments of the El Cerrito del Norte TOD Complete Streets Improvements Project for which AHSC funding is sought is \$10.6 million. The key segments include San Pablo Avenue between Knott Avenue and Hill Street, Cutting Boulevard between I-80 and Ohlone Greenway, and Eastshore Boulevard between Potrero Avenue and San Pablo Avenue. The STI request of \$3 million will fill in the funding gap to complete these segments of El Cerrito del Norte TOD Complete Streets Improvements Project.

City staff believes that the Project is a good candidate for AHSC. The Project is TOD and has received all necessary approvals and anticipates breaking ground in late 2022. If the application is successful, it will increase the City's affordable housing production while providing much needed transportation infrastructure improvements to reduce GHG.

STRATEGIC PLAN CONSIDERATIONS

This grant application and the efforts described herein will assist the City in implementing the following goals of the Strategic Plan: Goal A: Deliver Exemplary Government Services; Goal B: Achieve Long-Term Financial Sustainability; Goal C: Deepen a Sense of Place and Community Identity; and Goal F: Foster Environmental Sustainability Citywide.

ENVIRONMENTAL CONSIDERATIONS

Authorization of the filing of the grant application is not a project pursuant to the California Environmental Quality Act (CEQA). Any projects funded by the grant will be evaluated under CEQA, as applicable.

FINANCIAL CONSIDERATIONS

The City is not required to provide additional matching funds toward this grant. Projects funded by the grant must be received a Certificate of Occupancy no later than November 30, 2027. Staff time spent administering the grant is not eligible for grant funds.

LEGAL CONSIDERATIONS

The City Attorney has reviewed the proposed action and found that legal considerations have been addressed.

Reviewed by:

A handwritten signature in blue ink, appearing to read "Karen Pinkos".

Karen Pinkos, City Manager

Attachments:

1. Resolution

RESOLUTION 2021-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO TO APPLY FOR, ACCEPT AND APPROPRIATE LOAN AND GRANT FUNDS UNDER THE STATE OF CALIFORNIA'S ROUND 6 AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES PROGRAM FOR MAYFAIR EL CERRITO LOCATED AT 11690 SAN PABLO AVENUE IN AN AMOUNT NOT TO EXCEED \$30,000,000, AND AUTHORIZE AGREEMENTS WITH BART FOR TRANSPORTATION-RELATED IMPROVEMENTS

WHEREAS, the State of California, the Strategic Growth Council (SGC) and the California Department of Housing and Community Development (HCD) have issued a Notice of Funding Availability dated February 24, 2021 (NOFA), under the Affordable Housing and Sustainable Communities (AHSC) Program established under Division 44, Part 1 of the Public Resources Code commencing with Section 75200; and

WHEREAS, there will be one application submitted for the City of El Cerrito; and

WHEREAS, a resolution is required for each application for which the City of El Cerrito is a joint applicant; and

WHEREAS, BRIDGE Housing Corporation (BRIDGE), as a joint applicant with the City of El Cerrito, desire to apply for AHSC Program funds and submit the Application Package released by HCD for the AHSC Program; and

WHEREAS, the City of El Cerrito, as a joint applicant with BRIDGE, desire to apply for AHSC Program funds and submit the Application Package released by HCD for the AHSC Program for the Project (as defined below); and

WHEREAS, the SGC is authorized to approve funding allocations for the AHSC Program, subject to the terms and conditions of the NOFA, Program Guidelines, Application Package, and Standard Agreement; and

WHEREAS, HCD is authorized to administer the approved funding allocations of the AHSC Program; and

WHEREAS, there is substantial need for additional funds for the development of affordable housing in the City of El Cerrito; and

WHEREAS, the project known as Mayfair Affordable El Cerrito is located at 11690 San Pablo Avenue (Project) was vetted by the City's Planning Commission and is being supported by the City to apply for an award of AHSC program funds; and

WHEREAS, the City Council wishes to delegate authority to the City Manager or her designee to apply for, receive and accept such AHSC Program Funds on behalf of the City, and to negotiate, execute, enter into and deliver such agreements and instruments with HCD related to or in connection with such AHSC Program Funds without returning to the City Council, including agreements with the San Francisco Bay Area Rapid Transit District (BART) for transportation-related improvements; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that the City is hereby authorized and directed to incur an obligation for the AHSC Loan, and that in connection with the AHSC Loan, the City Manager or her designee is authorized and directed on behalf of the City to enter into, execute, and deliver a State of California Standard Agreement in an amount not to exceed \$20,000,000 and any and all other documents required or deemed necessary or appropriate to carry into effect the full intent and purpose of this Resolution or as may be required by HCD in connection with the AHSC Loan and all amendments thereto (collectively, the AHSC Loan Documents).

BE IT FURTHER RESOLVED that the City is hereby authorized and directed to incur an obligation for the AHSC Grant, and that in connection with the AHSC Grant, the City Manager or her designee is hereby authorized and directed on behalf of the City to enter into, execute, and deliver a State of California Standard Agreement in an amount not to exceed \$10,000,000 and any and all other documents required or deemed necessary or appropriate to carry into effect the full intent and purpose of this Resolution, in order to evidence the AHSC Grant, the City's obligations related thereto, and HCD's security therefor, including, but not limited to, a disbursement agreement, a covenant and certain other documents required by HCD as security for, evidence of, or pertinent to the AHSC Grant, and all amendments thereto (collectively, the AHSC Document, and together with the AHSC Loan Documents, collectively, the AHSC Documents).

BE IT FURTHER RESOLVED that that the City Manager is authorized to negotiate and enter into an agreement that provides for joint and several liability and mutual indemnities between joint applicants as the City Manager deem necessary.

BE IT FURTHER RESOLVED that said agreements shall be reviewed and approved by the City Attorney for form and legality prior to their execution by the City and copied will be placed on file with the City Clerk.

BE IT FURTHER RESOLVED that the City Manager or her designee on behalf of the City of El Cerrito is authorized to accept the California Strategic Growth Council Affordable Housing and Sustainable Communities Program funds, and appropriate said funds in a total amount not to exceed \$30,000,000 to the Project.

BE IT FURTHER RESOLVED that, if awarded, the housing portions of said AHSC Loan and AHSC Grant funds shall be deposited in the State of California Fund (2159), Housing Development Organization (89929), Project (TBD), and transportation portions of said AHSC Loan and AHSC Grant funds shall be deposited in the State of California Fund (2159), Complete Streets Design Organization (35212), Project (TBD).

BE IT FURTHER RESOLVED that the City shall be subject to the terms and conditions as specified in the Standard Agreements; that funds are to be used for allowable capital asset Project expenditures to be identified in Exhibit A or other relevant portions of the Standard Agreements; that any and all activities funded, information provided, and timelines represented in the application are enforceable through the Standard Agreements; and that the City hereby agrees to use the funds for eligible capital assets in the manner presented in the application as approved by HCD and in accordance with the NOFA and applicable AHSC Program Guidelines.

BE IT FURTHER RESOLVED that the City Council hereby appoints the City Manager or her designee, as agent of the City, to conduct negotiations, execute and deliver all documents (including, without limitation, all AHSC Documents), accept AHSC Program Funds, and take any and all other action with respect to the AHSC Program and the AHSC Loan and AHSC Grant as required by HCD for participation in the AHSC Program.

BE IT FURTHER RESOLVED that the City Manager or her designee is authorized to negotiate and execute agreements with BART pertaining to transportation-related improvements funds by the AHSC Loan or AHSC Grant.

BE IT FURTHER RESOLVED that the City Manager or her designee is hereby authorized to take any other action with respect to the AHSC Loan, the AHSC Grant, or the Project consistent with this Resolution and its basis purposes.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on May 4, 2021 the City Council of the City of El Cerrito passed this Resolution by the following vote:

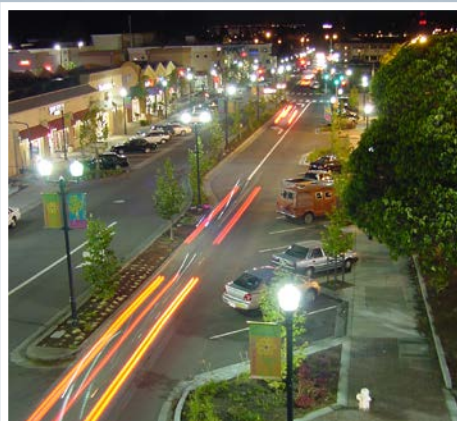
AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on _____, 2021.

Holly M. Charléty, City Clerk

APPROVED:

Paul Fadelli, Mayor



Transit Oriented Development (TOD)
@ El Cerrito Plaza BART
City Council
May 4, 2021



TONIGHT

- Provide Background
- Overview of Project/Process
- Introduce Development and BART Team
- Question/Answer



Next Public Meeting/Workshop

May 25, Tuesday, 6-7:30pm

<https://www.bart.gov/about/business/tod/el-cerrito-plaza>

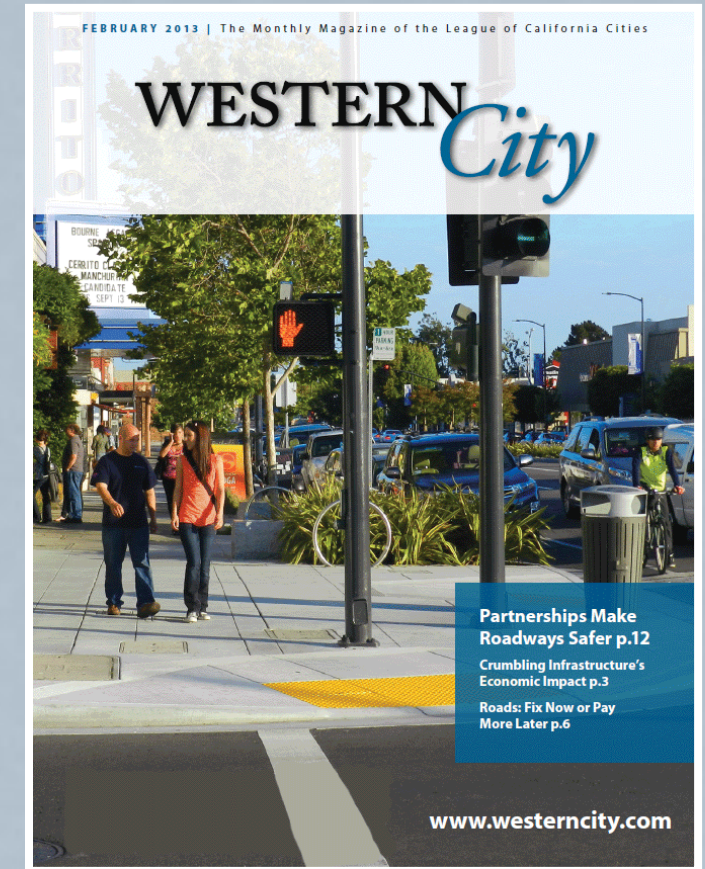
BACKGROUND

Imagine San Pablo Avenue as a grand boulevard stretching from Oakland to Hercules, with jewels of pedestrian-friendly and family-friendly mixed-use urban and distinctive neighborhoods along the way. The San Pablo Avenue of the future will include a diverse range of housing, business, service, recreational, educational, transportation and civic opportunities with distinct nodes of activity in each city connected by an attractive, multi modal world class boulevard.

(Loni Hancock, former State Senator)

Maximize TOD, including higher density residential in-fill development close to existing infrastructure (BART, AC Transit and the Ohlone Greenway), to improve air quality and protect natural resources, through increased walkability and reduced auto use.

(El Cerrito Economic Development Action Plan, 2016)



BACKGROUND

BART-City of El Cerrito

- Station is built in 1973
 - Small City/Two BART Stations
 - Residential Parking Permit program established 1982
- Partnerships
 - Safe Routes to Transit
 - Ohlone Greenway: Original HUD Pilot Project and Earthquake Safe Program Restoration
 - Affordable Housing Sustainable Communities Grant (Mayfair)
 - Del Norte Gateway Station-Ohlone Greenway Improvements
 - Plaza BART TOD



BACKGROUND

City Council

- August 17, 2016 (Resolution 2016-68)
 - Advance Development at El Cerrito Plaza
 - Enter into MOU to determine feasibility of potential new library
- November 2019
 - Approved Plaza TOD BART Goals and Objectives

Public Workshops

- July, August, October 2019
- Upcoming
 - May 25, 2021, 6-7:30pm
- Ongoing over next 2-3 years

What's your vision for development at El Cerrito Plaza BART Station?



BART is working with the City of El Cerrito to advance Transit-Oriented Development (TOD) at El Cerrito Plaza Station. Our goal is to partner with a developer in early 2020 and begin the process of community outreach, design, and entitlement with the City.



Credit: Ann Cheng, TransForm

BART will host an Open House event at El Cerrito Plaza Station on Wednesday, August 14 from 5-7PM. Please come join BART staff to talk about Goals and Objectives for the new development, and provide your input on Parking and Access considerations.

WHAT: BART Open House about El Cerrito Plaza TOD

WHERE: El Cerrito Plaza BART Station, outside the faregates

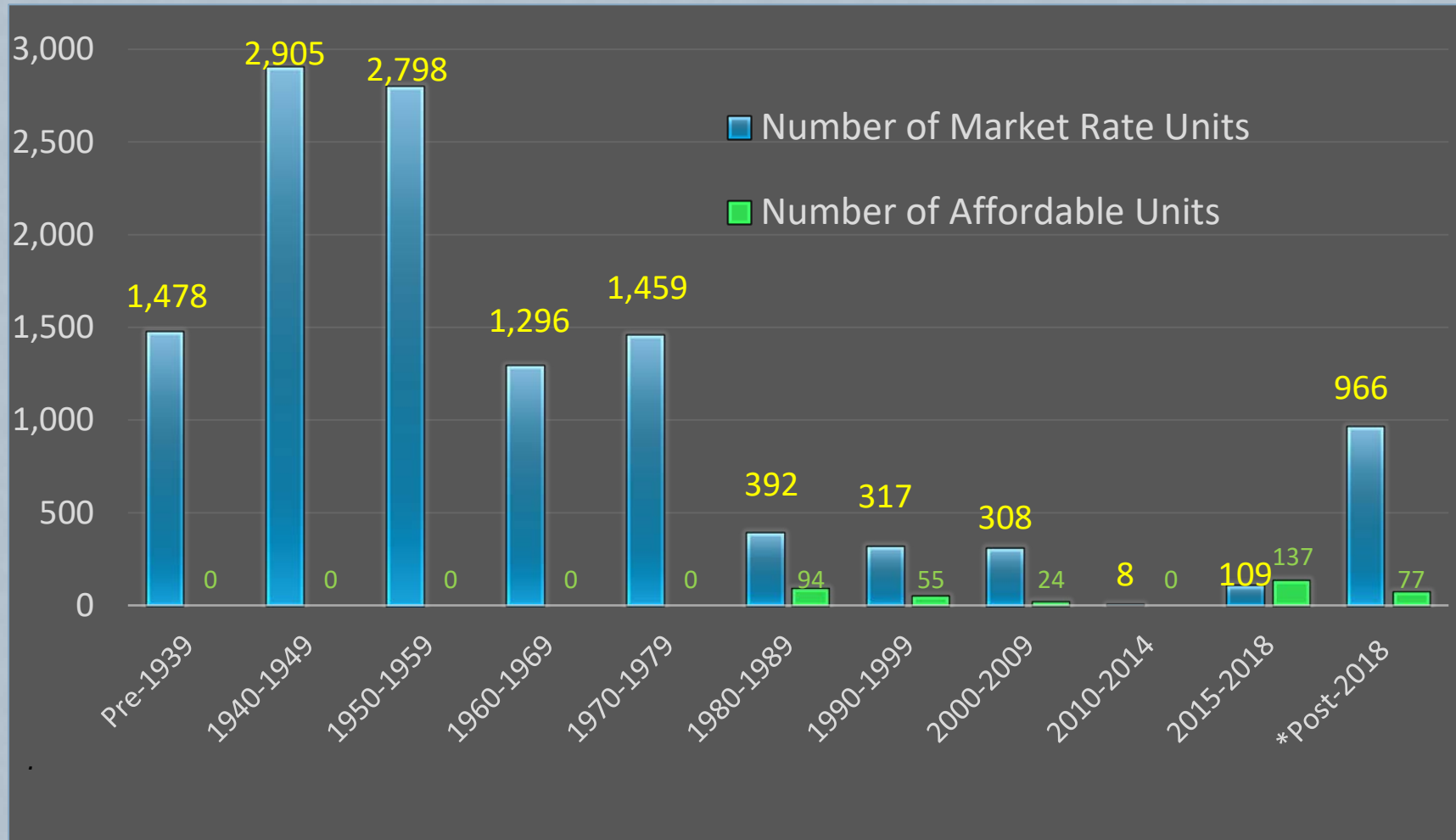
WHEN: August 14th, 5-7PM

WHO: BART Staff will be on hand to answer questions about development, take community input on Goals and Objectives for TOD, and discuss Parking and Access.

Learn more at: <https://www.bart.gov/TODElCerritoPlaza>

If you need language assistance services, please call (510) 464-6752 at least 72 hours prior to the date of the event.
Si necesita servicios para comunicarse en otro idioma, por favor llame al (510) 464-6752 al menos 72 horas antes de la fecha del evento.
如需語言協助服務，請於活動日期前至少 72 小時致電 (510) 464-6752。
"Yung kahalagang mag-ang tulung ng mga serbisyo ng wikang hindi-Ingles sa 72 na mga oras bago ang petsang pangyayari."
Nếu quý vị cần dịch vụ trợ giúp về ngôn ngữ, xin vui lòng gọi số (510) 464-6752 ít nhất là 72 tiếng đồng hồ trước ngày của dịp tổ chức.
언제든 서비스: 필요하시면, 행사 일주일전부터 72시간 전 (510) 464-6752로 전화해 주십시오.

BACKGROUND



*San Pablo Avenue Specific Plan Pipeline Data As of 06/11/2018; Inclusionary Zoning Ordinance Effective 06/14/2018

Source: 2012-2012 American Community Survey (3-Year Estimate), El Cerrito Affordable Housing Strategy, 2017

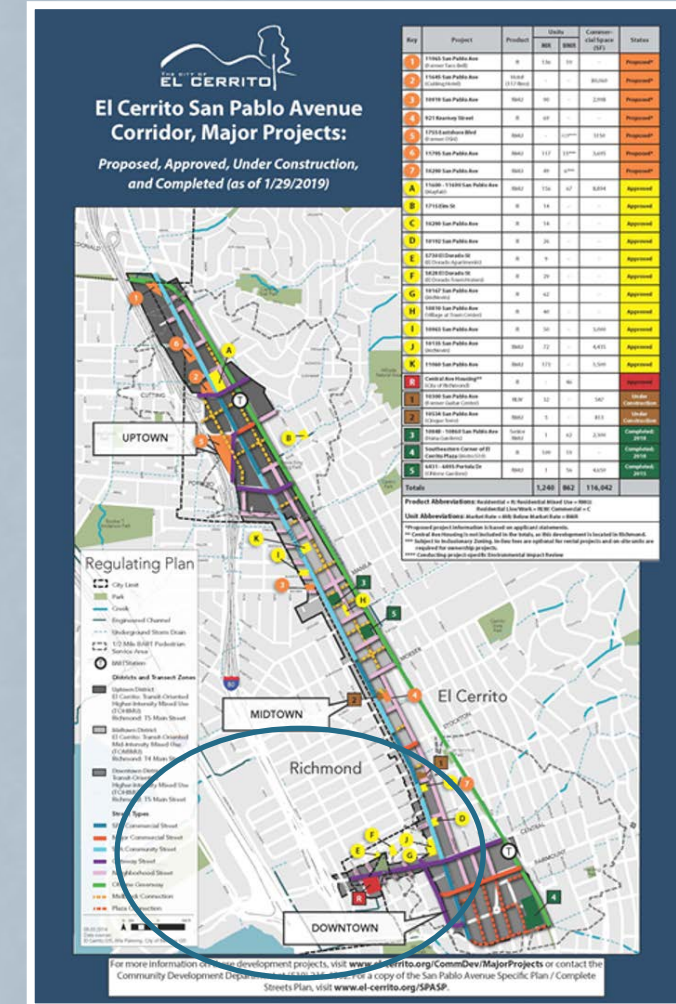
BACKGROUND

- Draft **Goals and Objectives** to City Council, November 19, 2019
- **Complete Community**
 - Regularly **Engage** the Community, Enhance the Ohlone Greenway, City manage **on street parking** with BART support, Explore Options for public library
- **Sustainable Community**
 - Deliver community serving facilities, Address Regional Housing Needs, Incorporate Green and Sustainable Design
- **Ridership**
 - Increase BART ridership
- **Value Creation/Valuable Capture**
 - Deliver feasible development, participate in future area-wide financing efforts
- **Transportation Choice**
 - Minimize need for BART replacement parking, expand bicycle –pedestrian network, new residents reduced reliance on cars
- **Affordability**
 - Minimum 20% Affordable Housing

BACKGROUND

- Currently being updated
- *Urban Design Framework:*
 - Downtown: An entertainment/theater and shopping district that serves as the southern gateway

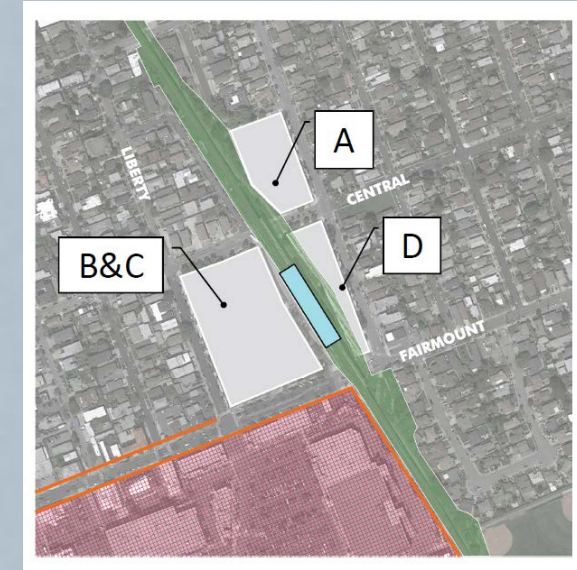
- Opportunities: Construct higher-intensity, mixed-use development in proximity to the BART Station



BACKGROUND

San Pablo Avenue Specific Plan

- Maximum height: 6 stories (or 8 if consistent as an affordable housing project per State Law)
 - 0.5 parking space/unit (or fewer with adequate Transportation Demand Measures)
- Requirements
 - Ground Floor Commercial: 50% of frontage along Fairmount Avenue
 - Open Space, Public Art, View Analysis, Bicycle Parking, Frontage Requirements



AB 2923

- Requires minimum zoning 7-stories on BART properties
- Provides streamlining
- <https://www.bart.gov/about/business/tod/ab2923>

WHAT, WHY, HOW, WHO...

What?

- Market Rate and Affordable Housing:
- Approximately 750-800 Total Units
 - Approximately 280-300 Affordable Units
 - Approximately 94 Middle Income Housing Units
- Street Facing Commercial Space (or Library)
- Public Open Space & Art
- Transportation Access Improvements (including structured and on-street parking, micromobility and more)

Transit Oriented Development

- A neighborhood that allows people to connect to other places in the region with transit
- A walkable, compact, mixed-use higher intensity development within walking distance of a transit facility

WHAT, WHY, HOW, WHO...

Why?

- Underutilized: Parking Lot/“Hole” in Downtown
- **Housing** (Affordable, Missing Middle and Market Rate)
- **Transportation Improvements**
- **Climate Action Plan**
 - Sustainable Communities Strategy: Compact, higher density development; Reduce overall Vehicle Miles Traveled (VMT)
- **Economic Development**
 - Foot Traffic/Customers
 - Property Tax (currently untaxed)
 - “Pursue higher quality, more dynamic urban lifestyle to attract more unique retail and restaurants” (Economic Development Action Plan, 2006/16)
 - Fairmount Avenue “strolling street”
- **Open Space/Urban Greening**
 - Integration with Ohlone Greenway; Stormwater Treatment; Public, Private & Common Open Space

WHAT, WHY, HOW, WHO...

How?

- **Multiyear Planning Process**
 - Project Refinement/Site Master Plan (underway)
 - Transportation Access Studies/Parking Studies
 - Project Entitlement (Design Review)
 - Financing/Construction Phase
- **Public Workshops**
- **Design Review Board/Planning Commission Study Sessions**
- **Design Review Board/Planning Commission Public Hearings** (Entitlement)
- **City Council:** On-Street Parking/Library

WHAT, WHY, HOW, WHO...

Who?

BART

- Transportation Access (all modes)
- Public Engagement
- Landowner

Development Team

- Holliday Development, LLC
- Related California
- Satellite Affordable Housing Associates, Inc. (SAHA)
- Factory O/S
- Team of Architects/Landscape Architects

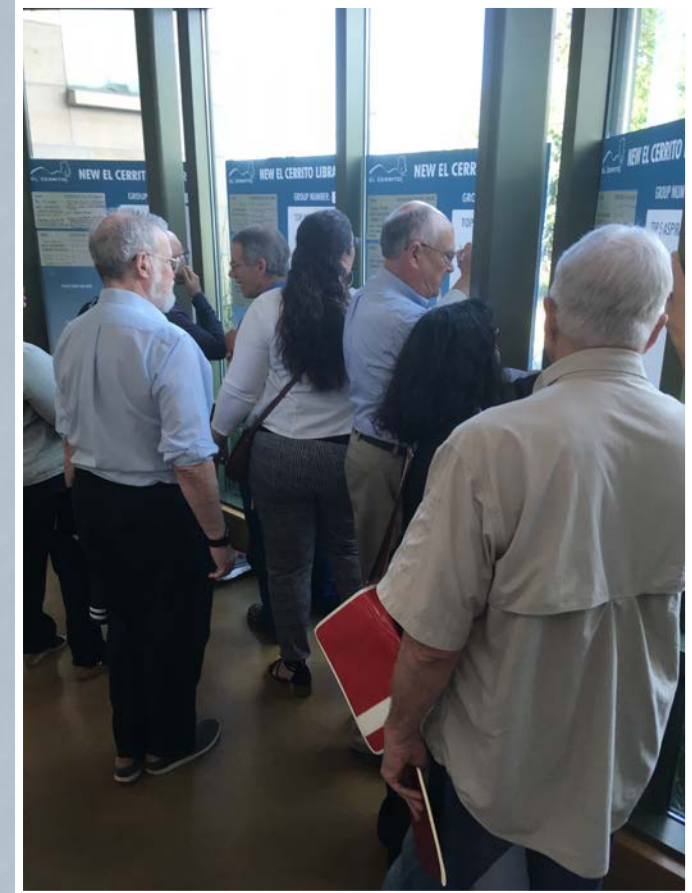
City

- Streets/Public Right of Way
- Land Use Entitlement (Design Review Board/Planning Commission)
- Public Engagement
- Library Determination
- Public Right of Way

LIBRARY

El Cerrito Plaza TOD BART Goals & Objectives

- **Explore options for integrating public library** into the TOD in partnership with City
- Developer concept includes site plan with and without library
- Multiple decision points in process



August 10, 2019 Library Public Workshop



Transit Oriented Development (TOD) @ El Cerrito Plaza BART

Contact: Melanie Mintz, Community Development Director, City of El Cerrito

mmintz@ci.el-cerrito.ca.us 510-215-4339



▶ Transit-Oriented Development (TOD) at El Cerrito Plaza

El Cerrito City Council

May 4, 2021



Why Transit-Oriented Development (TOD)?

Increase Ridership: TOD residents are twice as likely to commute on BART vs non-TOD residents (43% vs. 22%)

Reduce Greenhouse Gas (GHG) Emissions: TOD can offset up to 30% of household GHG relative to conventional development

Support Affordable Living: Household transportation costs are 24% lower near BART, and low income households are more likely to live without a car



Credit: Maria J. Avila

AB 2923 Overview

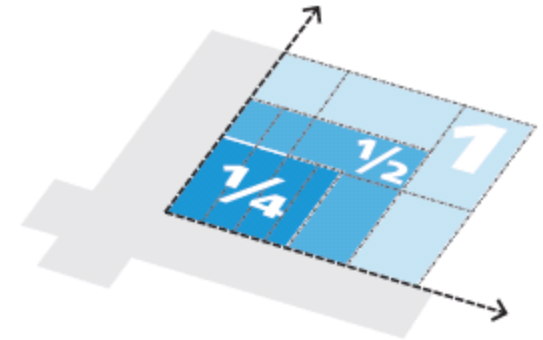
- State law as of September 30, 2018
- Zones most BART property for transit-oriented development
- Allows developers to seek streamlined approvals for projects
- Current zoning for most of BART's property at El Cerrito Plaza aligns with State zoning requirements



BART-owned property located in Alameda, Contra Costa, or San Francisco counties (areas that elect BART Board representatives);

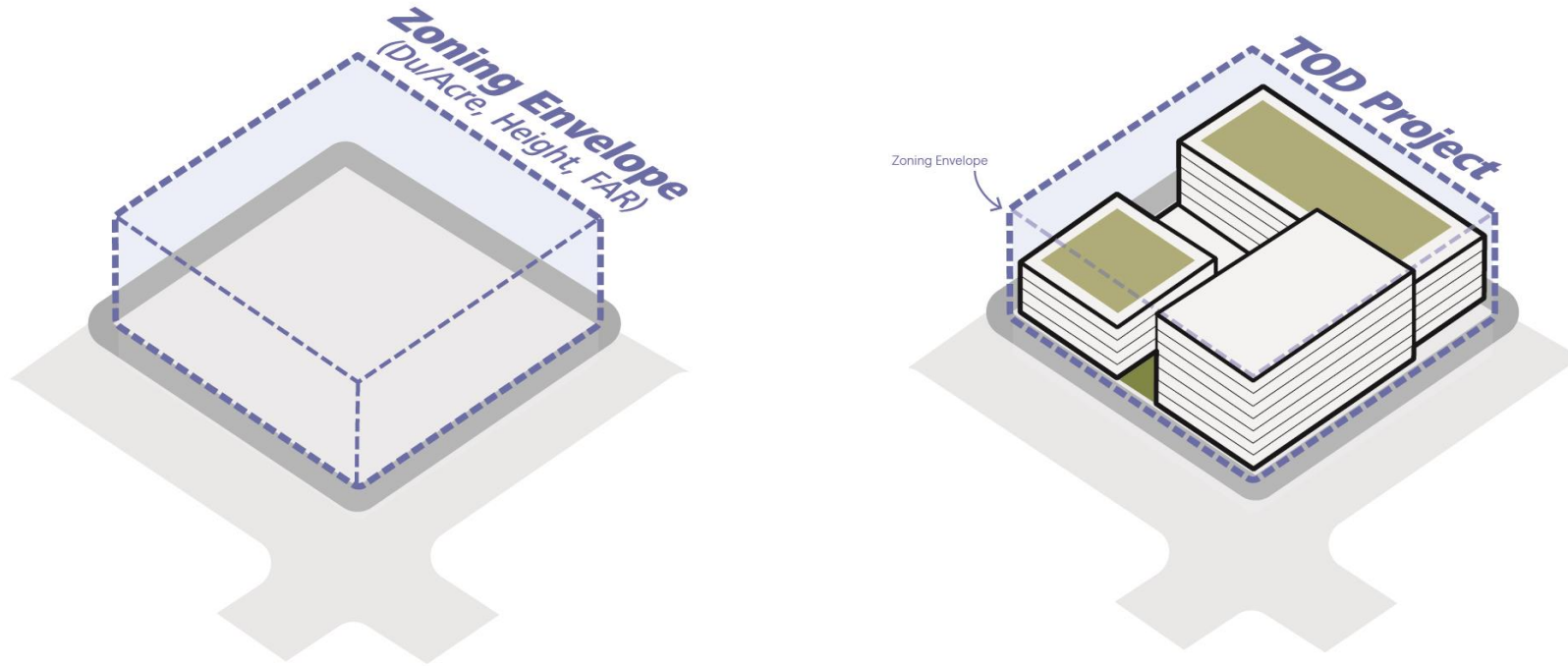


Within a half a mile of a BART station entrance. Parcels must contain at least 75 percent of their total land area within the half-mile radius; and



Single or contiguous parcels of at least one-quarter acre in size.

Zoning is not development



Development will look different than what is required under AB 2923

2019 Outreach: Laying the Ground for TOD

- Community helped shape the “Goals & Objectives” to guide TOD
 - Using local plans & BART Board-adopted goals as starting point
- Public input opportunities:
 - Rider survey (early 2019)
 - 2 Station open houses (mid-2019)
 - 2 City meetings for San Pablo Ave Specific Plan Update (late summer 2019)
 - Community workshop (Fall 2019)
 - City Council (Nov 2019 & BART Board (Jan 2020)



Open House at the Station in 2019

2019 El Cerrito Plaza Community Workshop



- 250+ participants
- Covered all aspects of development
- Special focus on how passengers get to El Cerrito Plaza station, or “station access”
- Informed Goals & Objectives for TOD

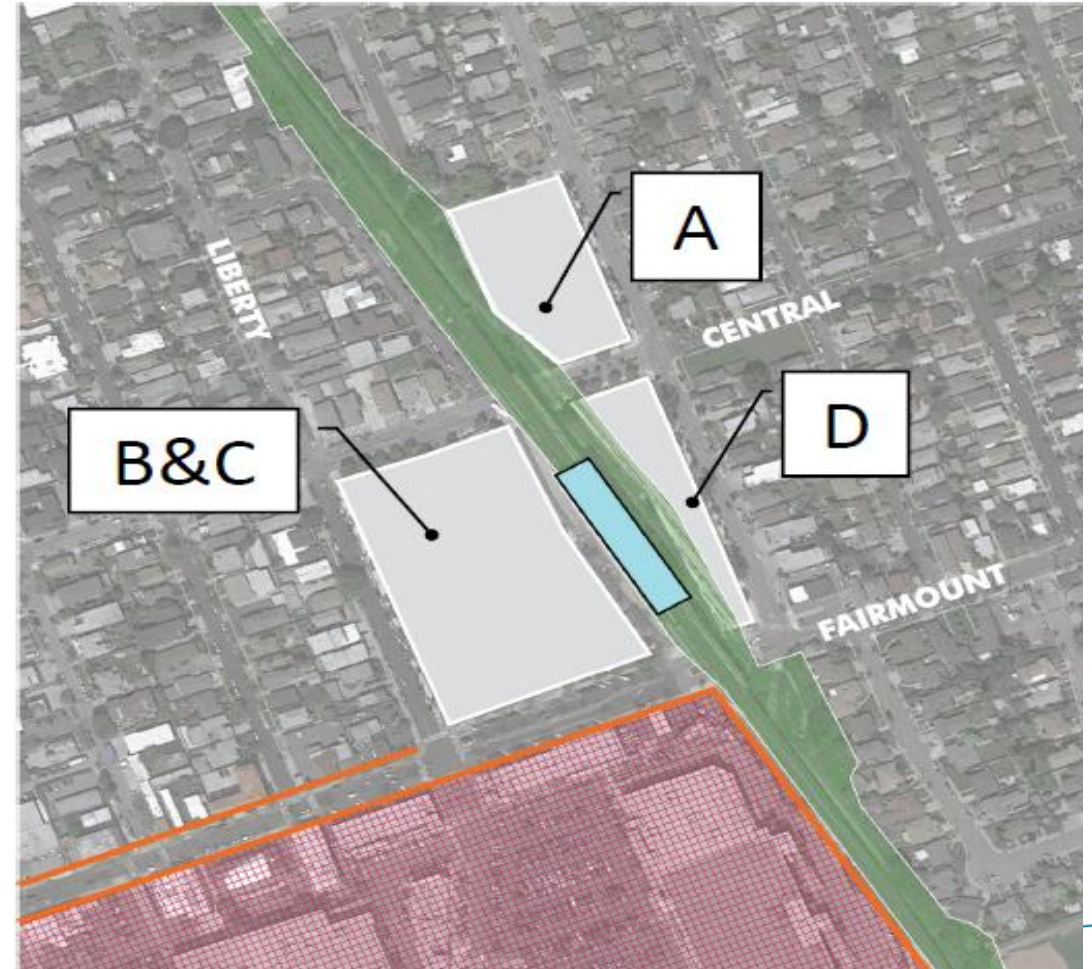


El Cerrito Plaza TOD: Developer Selection Process

- Sought developer (or team of developers) for the 3 parcels currently used as parking
- Selection criteria informed by Goals & Objectives
- Request for Qualifications (RFQ) released July 2020
- Selection panel comprised of 4 BART staff + 3 City of El Cerrito staff

Recommended team:

Holliday Development, Related California, & Satellite Affordable Housing Associates (SAHA)



Holliday/Related/SAHA Qualifications Highlights

- Team success with similar projects, including master-planned developments near transit
- Preliminary development concept aligned with BART's Goals & Objectives and City's San Pablo Avenue Specific Plan
- Affordable housing concept envisions 37% affordable housing for those with incomes up to 80% of Area Median Income (AMI), plus 12% "missing middle" housing up to 120% of AMI
- Successful community engagement on prior relevant projects, including in West Oakland, Coliseum and El Cerrito, and deep knowledge of the surrounding community

*Mayfair Apartments
El Cerrito del Norte BART
Holliday Development*



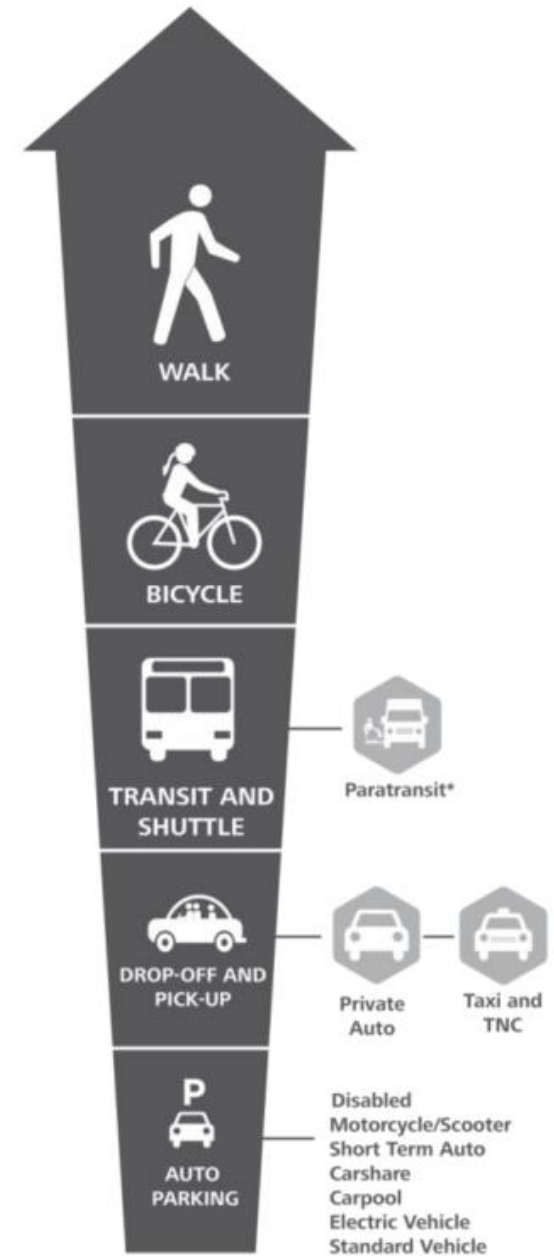
Station Access

BART's Policies on Station Access (How Riders get to BART) & TOD

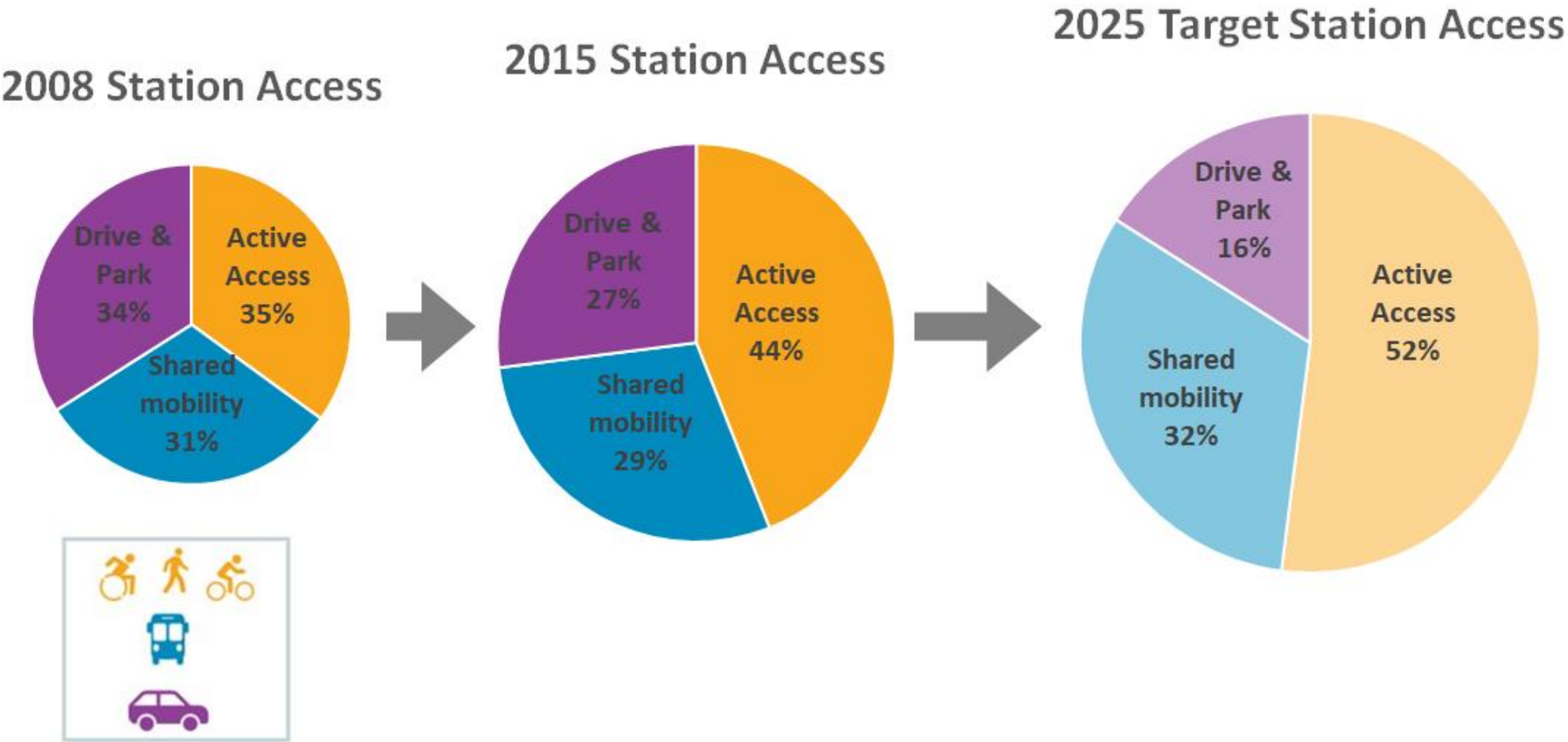
- Prioritize housing
- Increase BART's ridership
- Prioritize sustainable ways for riders to get to stations
- Maximize the use of off-site and on-site parking
- Benefit the majority of riders
- Allow for flexibility over time

Source: www.bart.gov/TOD

<https://www.bart.gov/about/planning/station-access/policy>

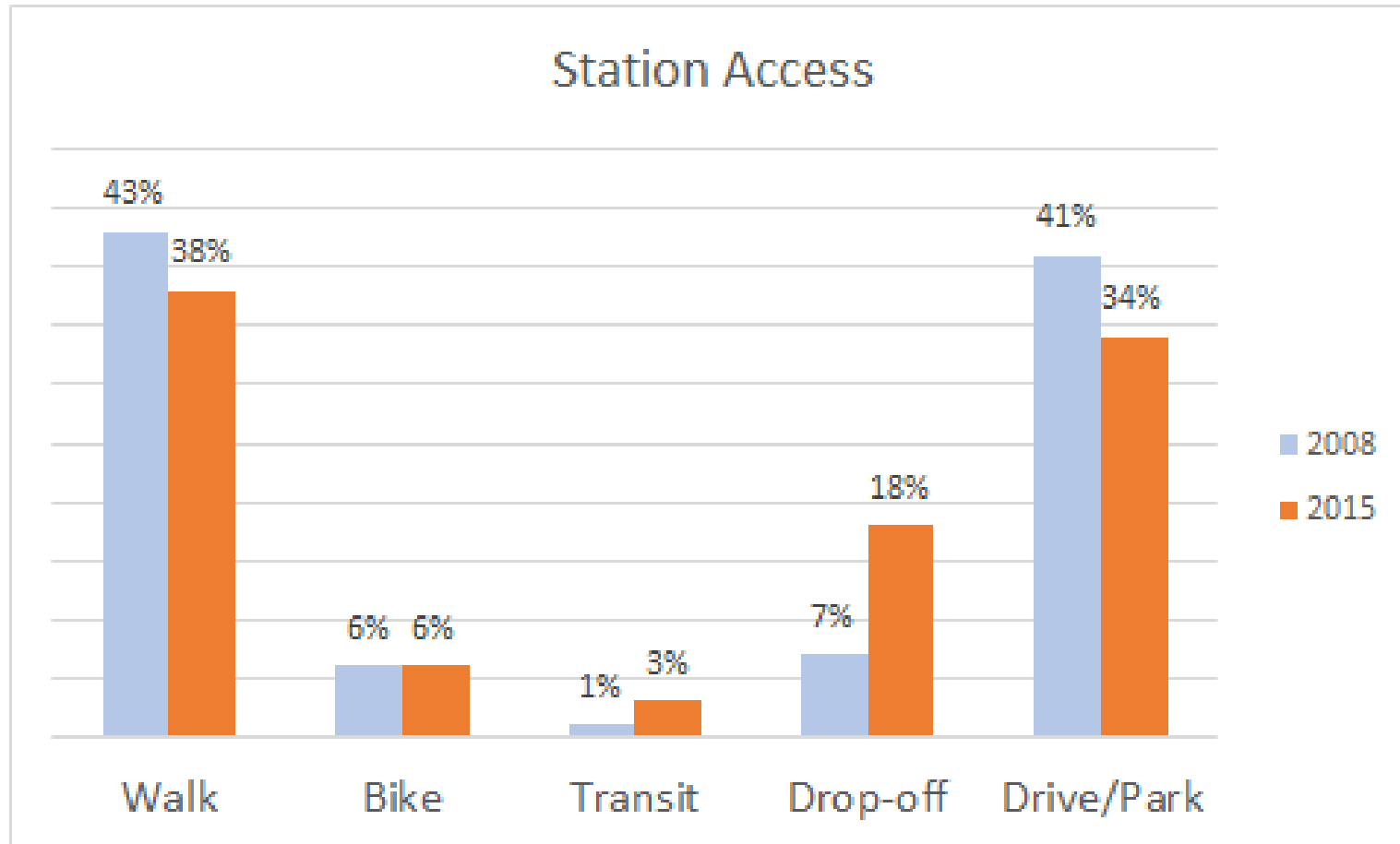


How Riders Get to BART Stations is Evolving



Source: 2008 and 2015 Station Profile Survey Data (home-based trips)

2/3 of El Cerrito Plaza riders access the station by walking/biking/transit or are dropped off (pre-Pandemic)



Source: BART Station Profile Survey, 2008 & 2015.

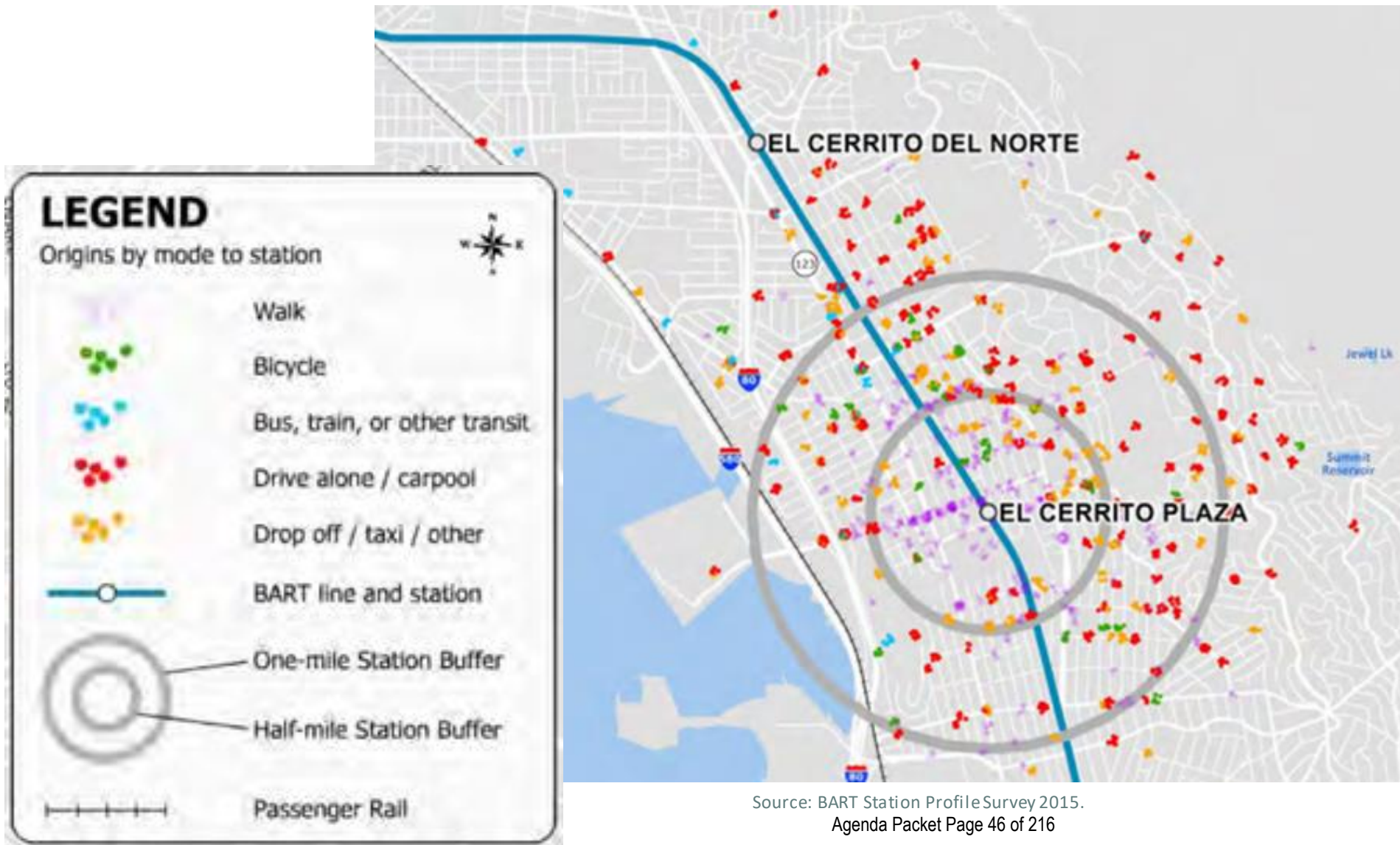
Auto Parking

- BART Parking Spaces: 742 spaces
- BART Parking fill time: 8:30 AM

Bike Parking

- 230 spaces

Most people don't travel far to get to El Cerrito Plaza Station, including those who drive & park



Average travel distance to station

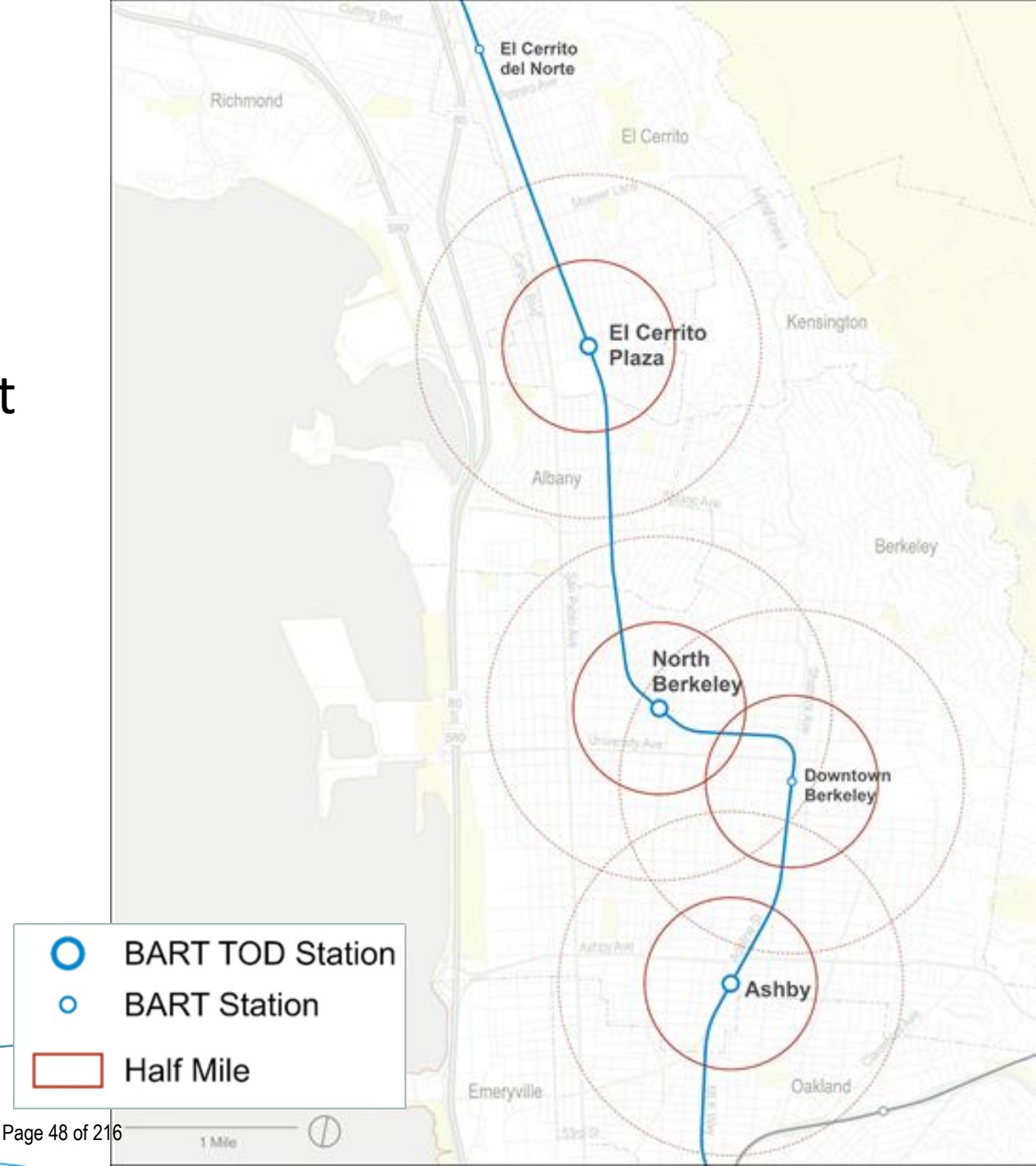
- Walking: 0.5 miles
- Drive & Park: 1.4 miles
- Drop off: 1.0 mile
- **All modes: 0.9 miles**

2019 El Cerrito Plaza Survey: What BART Heard

- Most people walk or bike to El Cerrito Plaza station
- People driving alone to BART, many from within a 1-mile, because of:
 - Convenience faster, pick up/drop off duties, run errands (60%)
 - Live too far away (32%)
 - Mobility challenges (3%)
- Around 1/3 of those who drive park on the streets
- Under a hypothetical scenario without BART rider parking at the station:
 - Most would continue to use BART (75%)
 - Some would drive alone, carpool or take Uber/Lyft directly to their destination (6%)
- Over half of qualitative responses were about passenger safety and comfort
- 40% of respondents were willing to try new mobility services (e.g., electric bikes or scooters, shuttle buses or “microtransit”)
- Many advocated for more bike parking and improved bus service

What is the Berkeley - El Cerrito Corridor Access Plan (BECCAP)?

- A coordinated plan for improving ways to get to 3 stations where development is planned
 - Responsive to public input from an area spanning multiple jurisdictions
 - Establishes and addresses station access and parking needs
 - Develops strategies that can be implemented when TOD is built



Berkeley - El Cerrito Access Corridor Plan Goals



Identify future station
access investments



Evaluate their
effectiveness



Prioritize and plan for
these with cities and
regional agencies

Access Toolbox: Illustrative Strategies (multijurisdictional)

Mode		Illustrative Strategies
	Walk	Sidewalk widening and/or repair, street lighting, curb bulbs
	Bike	Protected bike lanes, station bike parking (cargo bikes, tricycles)
	Bus	Bus service/reliability enhancements, fare policy, shuttles, bus stop improvements
	Drop-off	Designated curb space adjacent to station
	On-ste BART customer parking	Dedicated to BART riders or shared with the TOD, parking for persons with disabilities, market-rate pricing, driving to other stations with parking
	Off-BART site parking	On-street managed parking, garages and lots shared with other privately-owned parking (retail, religious institutions, etc.)

What is the El Cerrito Plaza Station Access Plan?

- Goal: Preserve & enhance ways passengers get to station when transit-oriented development (TOD) is introduced
- Identifies:
 - Improvements on BART property & on surrounding City streets/sidewalks
 - Alternatives to get to/ from the stations that don't require parking (including recommendations from the BECCAP)
 - Parking replacement decisions
 - Creating space in TOD design for the needs of BART, passenger pick up/drop off, transit & shuttle, bike, ped, shared mobility
- Short & long term priorities
- Funding plan for improvements involves developer, BART, and grants





El Cerrito Plaza BART Station Development Team Introduction

prepared by

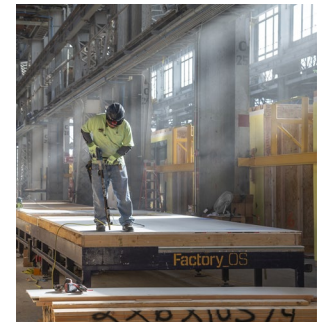
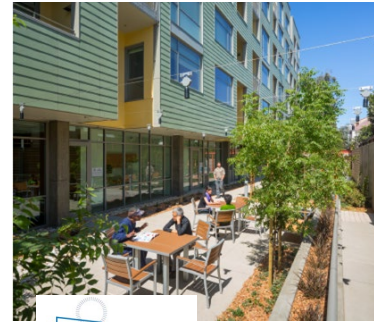
Holliday Development

Related California

Satellite Affordable
Housing Associates



Development



Factory_OS™

Design



MONICA WILSON
Community & Real Estate Development

Community Engagement

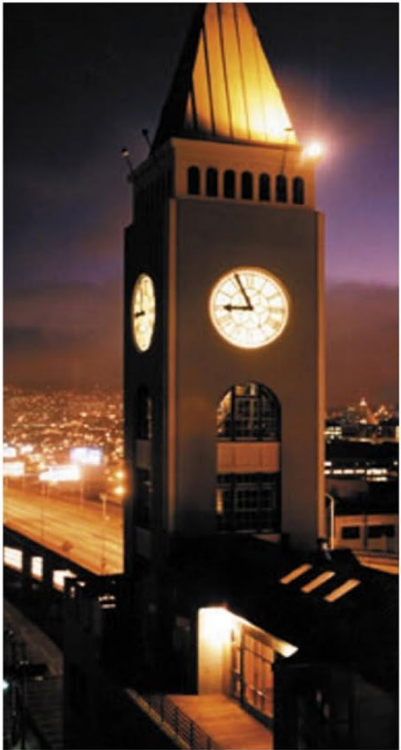
Affordable Development Team



RELATED

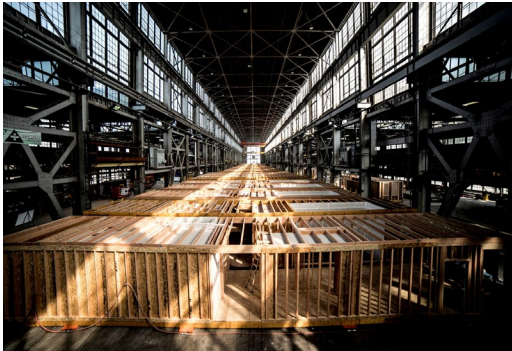
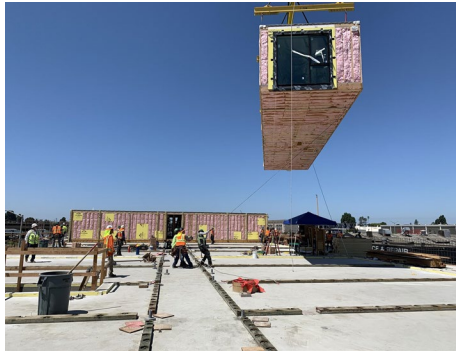
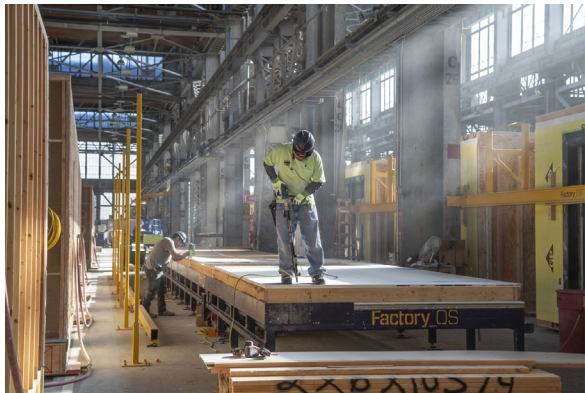
SAHA
SATELLITE
AFFORDABLE
HOUSING
ASSOCIATES

Market-Rate Development



**HOLLIDAY
DEVELOPMENT**

Off-Site Housing Producer



Vision



A project that contributes to a positive future

Connecting to Community



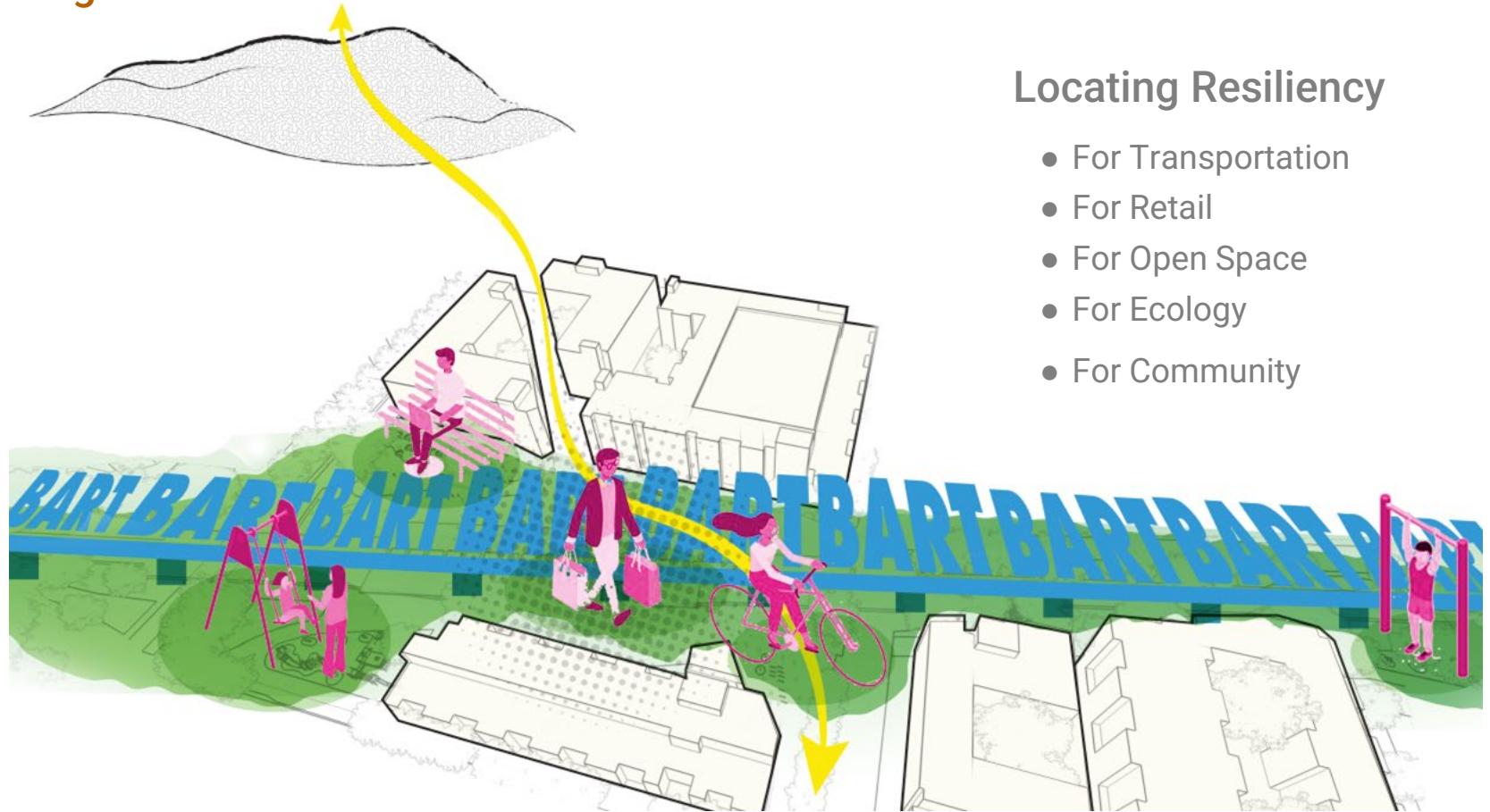
Design Principles



- Consolidating Open Space at the Station
- Enhancing Flow from Hills to Bay
- Variety in Building Scale
- Transition from Neighborhood to Downtown
- Sustainable at Every Scale

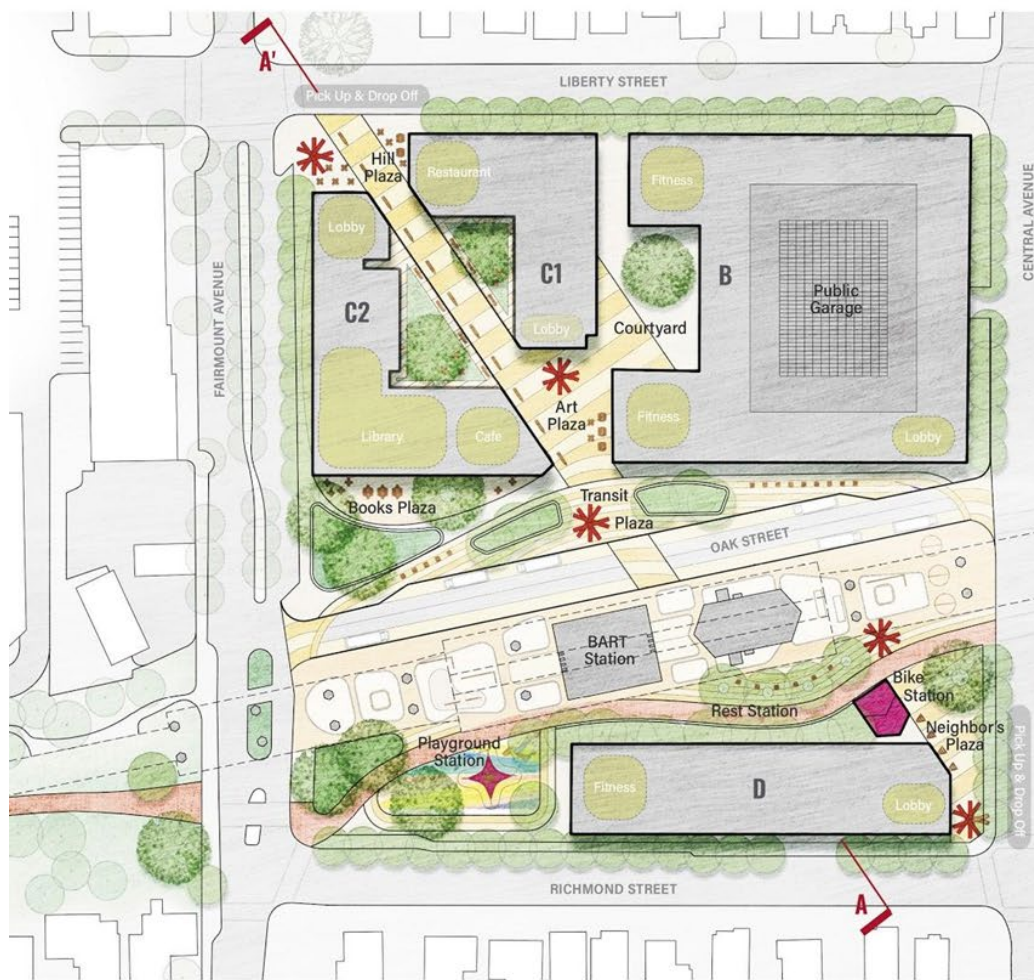
Connecting to Landscape





Locating Resiliency

- For Transportation
- For Retail
- For Open Space
- For Ecology
- For Community



Open Space Framework

1. Extend Oak Street
2. Connect Ohlone Greenway directly to Station
3. Locate New Linear Park Experiences along the Greenway
4. Insert a New Linear Plaza to Connect to Downtown
5. Locate Buildings to Address and Activate Open Spaces



Housing



50% Market-Rate Units
15% Missing Middle Units
35% Affordable Units

750 - 850 Units Total

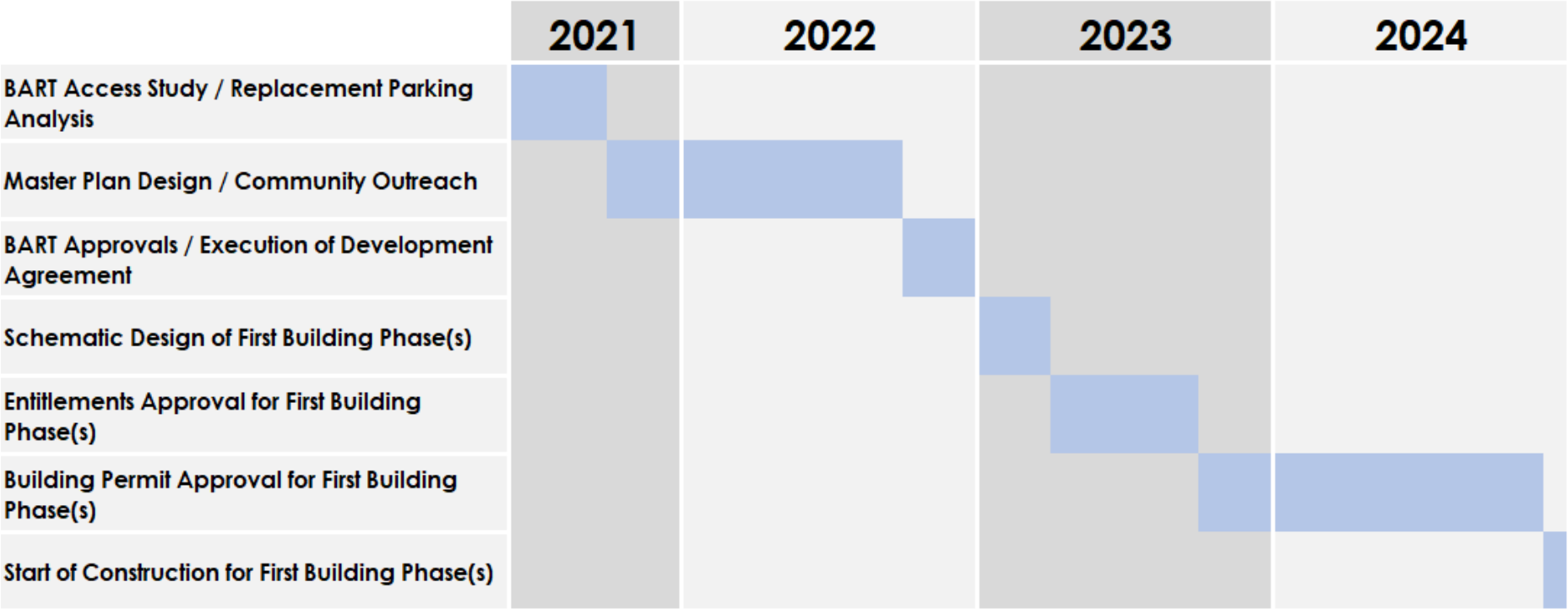
- Maximum Housing for All Incomes
- Strategic Phasing
- Sustainable and Resilient



Community Engagement



Preliminary Schedule





In fashioning this conceptual proposal we have become deeply aware of how the future of this station is closely tied to the aspirations and of the larger El Cerrito Community.

We look forward to developing each element of the this station plan in close collaboration with the City, BART, and Community Partners to help ensure that this station achieves its immense potential.



El Cerrito Plaza Transit-Oriented Development BART Goals & Objectives

A. Complete Communities

1. **Regularly engage with the community** in the development of the project and associated access investments, and trade-offs between parking, housing and community amenities.
2. **Enhance the Ohlone Greenway's role** in increasing connectivity, sustainability and placemaking.
3. **Create visual and physical connection** between the BART station, adjacent neighborhoods, and shopping/services in El Cerrito Plaza, and along San Pablo Avenue and Fairmount Avenue.
4. **Create active ground floor on Fairmount Avenue**, with a mix of uses that complements and leverages the surrounding area and generates revenue to the City and BART. Consider integration of office as part of site development.
5. **City to manage area parking** – with BART's support - to ensure neighborhood and business needs can be met.
6. **Explore options for integrating public library** into the TOD in partnership with City.

B. Sustainable Communities Strategy

1. **Deliver community serving facilities and dense residential mid-rise uses at the station** to support envisioned growth in the "San Pablo Avenue Corridor" Priority Development Area and the San Pablo Avenue Specific Plan.
2. **Address the regional housing need** while simultaneously helping the City put in place transportation management tools to avoid potential congestion and traffic impacts of population growth.
3. **Incorporate green and sustainable design** to minimize vehicle- and building-related greenhouse gas emissions.

C. Ridership

1. **Increase BART ridership at times and locations when BART has capacity.**
2. **Attract BART patrons from the larger San Pablo Avenue Specific Plan area** and beyond through sustainable access alternatives.

D. Value Creation & Value Capture

1. **Deliver a feasible development** that generates long term revenue to support BART and City operations.
2. **Participate in future area-wide financing efforts** (such as a developer supported set up of a parking benefit district, enhanced infrastructure financing district or business district) to capture value changes resulting from TOD to support community amenities and other investments.
3. **Leverage innovative third-party funding and financing options** that deliver TOD-related BART infrastructure and programming.

E. Transportation Choice

1. Per BART's Access Policy, **increase the share of patrons who walk, bike, or take transit to BART** through access improvements that offer safe, viable non-auto alternatives to BART patrons, including accessible demand responsive services.
2. **Minimize the need for BART patron parking replacement** in an on-site garage by exploring and developing other parking and access options for patrons who do not live near the station, and by maximizing the use of existing available parking capacity in close proximity to the station.
3. Per BART's TOD Policy, develop an **Access Plan** to identify future access needs and strategies.
4. **Enable new residents of the development to reduce their reliance on cars** by providing transportation alternatives through GreenTRIP certification or equivalent.
5. **Expand the pedestrian and bicycle network** – particularly connecting to the Ohlone Greenway – to support the City and BART's active transportation goals.
6. **Embrace the rapid evolution of mobility trends and technologies** to adapt to future transportation needs.

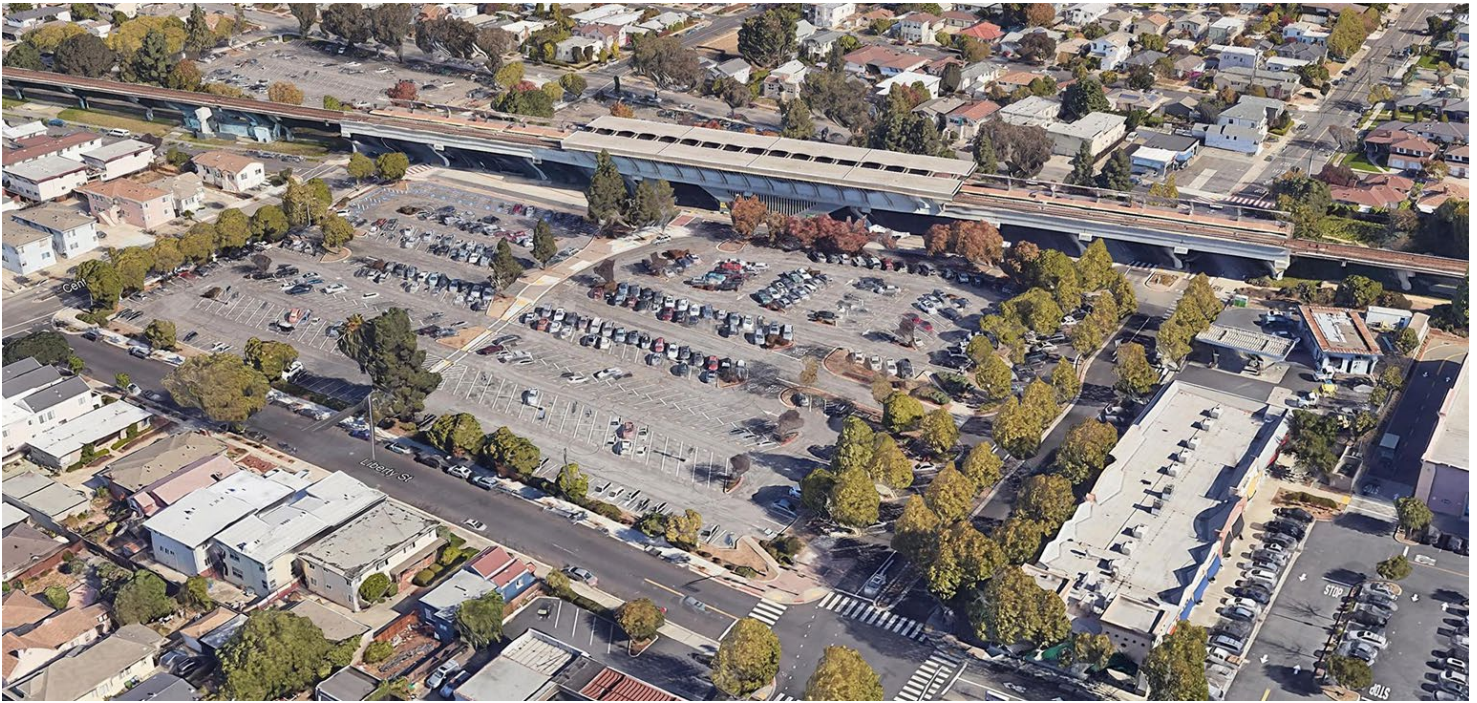
F. Affordability

1. **Minimum of 20% of housing units will be affordable** to low and very-low income households or below, and support BART's 35% systemwide affordability goal by aiming for a higher percentage of affordable units.
2. **Support local economy through project labor agreements** for construction of project. Aim for Small Business Enterprise inclusion in design and construction of the TOD.

Transit-Oriented Development at El Cerrito Plaza Station

Team Introduction & Community Meeting: Tuesday, May 25th at 6-7:30pm

<https://us02web.zoom.us/j/84342090452>



To keep current with the project, please visit:

<https://www.bart.gov/about/business/tod/el-cerrito-plaza>

If you need language assistance services, please call (510) 464-6752 at least 72 hours prior to the date of the event.

如需語言援助服務，請於活動日期之前至少 72 小時致電 (510) 464-6752。

Si necesita servicios para comunicarse en otro idioma, por favor llame al (510) 464-6752 al menos 72 horas antes de la fecha del evento.

Kung kailangan mo ang tulong ng mga serbisyo ng wika, paki tawagan ang (510) 464-6752 hindi liliit sa 72 na mga oras bago ang petsa ng pangyayari.

언어 지원 서비스가 필요하시면, 행사 날짜로부터 늦어도 72시간 전에 (510) 464-6752로 전화해 주십시오.

Nếu quý vị cần dịch vụ trợ giúp về ngôn ngữ, xin vui lòng gọi số (510) 464-6752 ít nhất là 72 tiếng đồng hồ trước ngày của dịp tổ chức.





AGENDA BILL

Agenda Item No. 6.A.

Date: May 4, 2021
To: El Cerrito City Council
From: Shannon Collins, Finance Supervisor, Finance Department, Yvetteh Ortiz, Public Works Director, Public Works Department, Mark Rasiah, Finance Director, Finance Department
Subject: Public Hearing to Confirm the Diagram and to Levy the Assessment for Fiscal Year 2021-22 for Landscape and Lighting Assessment District No. 1988-1

ACTION PROPOSED

Conduct a public hearing, and upon conclusion adopt a resolution setting the annual Landscape and Lighting Assessment for Fiscal Year (FY) 2021-22 as \$72 per single-family residential parcel, and as noted in the Engineer's Report for other classes of properties.

BACKGROUND

On June 6, 1988, the City Council established Assessment District No. 1988-1 pursuant to the Landscape and Lighting Act of 1972. The purpose of this Landscape and Lighting Assessment District (LLAD) is to raise funds to support improvements and maintenance of the City's park areas, landscaping areas, and street lighting. Every year since 1988, this Assessment District has generated approximately \$785,000 to support LLAD activities.

In November 1996, the LLAD was approved by the voters and therefore complies with the provisions of Proposition 218. Any increase in the assessment fee level would be subject to Proposition 218's voter approval requirement.

In order to impose this annual assessment, the City Council must annually authorize an Engineer's Report to identify the costs, uses, and general benefits of those parcels within the Assessment District. As detailed in the Engineer's Report, the revenues are used for eligible activities including staff salaries and wages, utility costs for the District, landscaping services and supplies, and park maintenance.

ANALYSIS

The City Council authorized such a report on April 6, 2021. The Engineer of Record, NBS Local Government Solutions (NBS) prepared and delivered the Engineer's Report prior to the April 20, 2021 City Council meeting. At the April 20, 2021 City Council meeting, this public hearing was scheduled.

In order for these assessments to be imposed, the City Council must accept the Engineer's Report and conduct a public hearing to hear comments on their imposition. The City is also required to cause the notice of the public hearing to be published one

time at least ten days prior to the hearing in a newspaper of general circulation. Such a notice was published in the West County Times on April 24, 2021.

The purpose of this public hearing is to confirm the diagram and the assessment, as appearing in the Engineer's Report. The procedures for conducting the public hearing and receiving protests are the same as for forming the District; however, there are no provisions for majority protest.

The California Streets and Highways Code Section 22631 specifies the options available to the City Council, as follows:

If a majority protest has not been filed, the legislative body may adopt a resolution confirming the diagram and assessment, either as originally proposed or as changed by it. The adoption of the resolution shall constitute the levy of an assessment for the fiscal year referred to in the assessment.

STRATEGIC PLAN CONSIDERATIONS

Approving the attached resolution will help the City to ensure financial sustainability for the Landscape and Lighting Maintenance Program that benefit all residents of the City.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

NBS estimates that the current rate of assessment will generate approximately \$785,000 of revenue, which is included in the total revenue estimate for the City's FY 2021-22 Budget.

The LLAD assessment rate has not increased since the LLAD's creation in 1988. The LLAD does not contain a provision for inflation and thus has not kept pace with escalation of costs for personnel, utilities, lighting and landscaping maintenance contract services, and supplies since it was first created. A proposed Assessment District with increased rates was presented to the City's property owners during a ballot proceeding in 2006, but a majority protest was filed, and the increased assessment rates were not imposed. As the sources and uses of all City revenues are currently under review, the cost for LLAD eligible expenditures in excess of the assessment revenue will be covered by City contributions from other appropriate funding sources or expenses will be reduced to ensure that the LLAD expenditures do not exceed available LLAD revenues in FY 2021-22. The City Council appropriates expenditures of these funds as part of its annual budget process.

City staff anticipates that additional or alternative funding sources will need to be identified in FY 2022-23 to maintain the existing levels of service.

LEGAL CONSIDERATIONS

The provisions of the Landscape and Lighting Act of 1972 require that a public hearing be held prior to adopting a resolution levying the annual assessment.

Reviewed by:

A handwritten signature in blue ink, appearing to read "Karen Pinkos".

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Exhibit A to Resolution

RESOLUTION NO. 2021-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO CONFIRMING THE DIAGRAM AND LEVYING THE ASSESSMENT FOR FISCAL YEAR 2021-22 FOR THE LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT NO. 1988-1.

WHEREAS, the City of El Cerrito, by Resolution No. 88-53 dated June 6, 1988, adopted Assessment District No. 1988-1 pursuant to the Landscape and Lighting Act of 1972; and

WHEREAS, the City of El Cerrito, by Resolution No. 2021-16 dated April 6, 2021, directed the filing of the Annual Report of the Engineer of Record for Assessment District No. 1988-1; and

WHEREAS, the Engineer of Record, NBS Local Government Solutions prepared and, on April 15, 2021 filed said Annual Report; and

WHEREAS, the City of El Cerrito by Resolution No. 2021-19, dated April 20, 2021, reviewed and accepted said annual report and declared its intent to order improvements and provided notice of a public hearing to be held May 4, 2021, and notice of the hearing was given in the time and manner required by law; and

WHEREAS, in November 1996, the voters approved the Landscape and Lighting Assessment thereby complying with the provisions of Proposition 218; and

WHEREAS, at the public hearing, the City Council afforded to every interested person an opportunity to make a protest to the annual report, and the City Council has considered each protest.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that the diagram and assessment as set forth in the Annual Report of the Engineer of Record, attached hereto as Exhibit A, is hereby confirmed and the assessment set forth therein for Fiscal Year 2021-22 is hereby levied.

BE IT FURTHER RESOLVED that this Resolution is adopted pursuant to California Streets and Highways Code §22631.

BE IT FURTHER RESOLVED that upon adoption of this resolution, the diagram and assessment, or a certified copy thereof is hereby directed to be filed with the County Auditor no later than August 9, 2021.

I CERTIFY that at the regular meeting on May 4, 2021 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 May 4, 2021.

Holly M. Charléty, City Clerk

APPROVED:

Paul Fadelli, Mayor

CITY OF EL CERRITO

Fiscal Year 2021/22 Annual Report for:

Landscape and Lighting District No. 1988-1

March 2021

CITY OF EL CERRITO
10890 San Pablo Avenue
El Cerrito, California 94530
Phone - (510) 215-4300
Fax - (510) 215-4319

CITY COUNCIL

Paul Fadelli, Mayor

Gabriel Quinto, Mayor Pro Tem

Janet Abelson, Councilmember

Lisa Motoyama, Councilmember

Tessa Rudnick, Councilmember

CITY STAFF

Karen Pinkos, City Manager

Mark Rasiah, Finance Director / City Treasurer

Yvetteh Ortiz, Public Works Director / City Engineer

Shannon Collins, Finance Supervisor

NBS

Tim Seufert, Client Services Director

Stephanie Parson, Project Manager

Andrew Kraus, Consultant

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1. EXECUTIVE SUMMARY

The City of El Cerrito (the “City”) directed NBS to prepare and file a report presenting plans and specifications describing the general nature, location, and extent of the improvements to be maintained, and an estimate of the costs of the maintenance, operations, and servicing of the improvements for the City of El Cerrito Landscape and Lighting Assessment District No. 1988-1 (the “District”) for Fiscal Year 2021/22 pursuant to the provisions of the *Landscaping and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500)* (the “Act”).

The report includes a map of the District, showing the area and properties proposed to be assessed; an assessment of the estimated costs of the maintenance, operations, and servicing of the improvements; and the net amount to be assessed upon all assessable lots and/or parcels within the District in proportion to the special benefit received.

The following tables summarize the annual levy by Zoning for Fiscal Year 2020/21 and Fiscal Year 2021/22:

Fiscal Year 2021/22

Zoning	Number of Parcels	Levy Total ⁽¹⁾
Residential	8,355	\$684,449.78
Commercial	476	100,524.30
Total:	8,831	\$784,974.08

(1) Total amount may vary slightly due to rounding adjustments.

Fiscal Year 2020/21

Zoning	Number of Parcels	Levy Total ⁽¹⁾
Residential	8,355	\$684,449.78
Commercial	476	100,524.30
Total:	8,831	\$784,974.08

(1) Total amount may vary slightly due to rounding adjustments.

2. OVERVIEW

2.1 Introduction

The District provides for the installation, maintenance, and servicing of public lighting, landscaping, and park and recreational facility improvements located within the incorporated limits of the City.

The costs to acquire and construct major new facilities to be maintained will generally be paid by sources other than District funds. While the District pays for the maintenance costs associated with various park and recreation programs, the costs of the programs themselves are not supported by District funds.

2.2 Plans and Specifications

The services performed are primarily maintenance and generally do not require plans. The plans and specifications to the extent that they exist, include but are not limited to:

- Conceptual plans
- Street lighting maps, detail lists, schedules, and PUC schedules
- Street Tree Planting Master Plan
- Maintenance specifications, programs, and policies for:
 - Landscaping
 - Medians
 - Graffiti abatement
 - Recreation buildings
 - Community and neighborhood park grounds
 - Weed abatement
 - Creeks and trails
 - Litter and debris removal
- Water, gas, and electric company requirements, policies and specifications

These documents are available in the City's Public Works Department and Recreation Department offices, and are included in this report by reference. A diagram indicating the location of the improvements to be serviced and maintained is included in Section 4 of this report.

3. DESCRIPTION OF IMPROVEMENTS

The improvements to be installed, serviced, and maintained generally consist of the following:

Street Lighting

Residential Lighting - The District provides funding for street lighting throughout the City, which is typically located at intersections and at mid-block. Spacing of lights is typically 500 feet, although this distance may vary depending on topographic and right-of-way restraints.

Medium-Intensity Commercial Lighting - Industrial and some commercial districts have closer spacing of street lighting, typically at 250-foot intervals. Commercial districts on San Pablo Avenue and other arterial streets require a higher level of lighting intensity.

Medians and Rights-of-Way

Corresponding numbers on the map in Section 4 depict the location of medians. Landscaped medians are located on the following arterial streets:

1. San Pablo Ave. (entire length)
2. Carlson Blvd. (north City limit to Adams St.)
3. Moeser Lane (San Pablo Ave. to Pomona Ave. and Shevlin Dr. to Arlington Blvd.)
4. Central Ave. (Carlson Blvd. to San Pablo Ave. and Liberty St. to Richmond St.)
5. Ashbury Ave. (south City limit to Fairmount Ave.)
6. Fairmount Ave. (Liberty St. to Richmond St. and Carlson Blvd. to San Pablo Ave.)
7. Potrero Ave. (Eastshore Blvd. to San Pablo Ave.)
8. Hagen Blvd. (6526 to 6712)
9. Elm St. (at Blake St.)
10. Cutting Blvd. (at Elm St.)
11. Behrens St. (at south City limit)
12. Blake St. (at Navellier St.)

Maintained Stairways and Pathways

Corresponding letters on the map in Section 4 depict the location of the stairways and pathways.

- A. Alta Vista to north City limit
- B. Francisco to Tulare (2 segments)
- C. Barrett to Tassajara
- D. Alva to Barrett
- E. Tapscott to Harper
- F. Blake to Manor
- G. Madera to Julian to Potrero to Hillside Natural Area (4 segments)
- H. Madera to Hillside Natural Area
- I. Arlington to Shevlin (3 segments)
- J. King to Shevlin (south of Moeser)
- K. Bay Tree to Contra Costa
- L. Terrace to Huber Park (2 segments)
- M. Adams to Creekside Park

Creek and Street Trees

Day-lighted Creek in Public Property - Cerrito Creek, Baxter Gateway, and Poinsett

Street Trees - City-wide

Parks and Structures

Arlington Park and Clubhouse

1120 Arlington; tennis courts, picnic tables, barbecues, playground equipment, pond, basketball court, large grass area

Canyon Trail Park & Art Center

6757 Gatto; tennis courts, picnic tables, barbecue, playground equipment, large grass area, lower play area: creek, walking trails, small pond, and play equipment

Castro Park and Clubhouse

1420 Norvell; large playground and grassy area, field adjacent to Korematsu Middle School yard, tennis courts, small grassy area behind tennis courts, barbecue, and picnic table

Centennial Park

Eureka Avenue at Liberty Street; playground equipment, grassy area, benches, plaza and path network

Cerrito Vista Park

950 Pomona; Large, well equipped playground area, field, track for jogging, tennis courts, barbecue, recreation building, and picnic area adjacent to park

Fairmont Park and Clubhouse

715 Lexington; field adjacent to Fairmont Elementary School

Harding Park and Clubhouse

7115 C Street; play equipment, field adjacent to Harding School blacktop area (basketball courts, kickball diamond), tennis courts, and barbeque located on patio

Huber Park and Clubhouse

7711 Sea View; lower cement area with basketball court and kickball area, climbing, large cement slide, and picnic area

Poinsett Park and Clubhouse

5611 Poinsett; basketball, kickball area, and play equipment

Tassajara Park and Clubhouse

2575 Tassajara; playground equipment, field, basketball court, tennis courts, and picnic area

Madera Clubhouse

1500 Devonshire; childcare center, playground area, and clubhouse

Ohlone Greenway

One block east of Kearney, the Ohlone Greenway is a linear park that runs 2.5 miles, the length of El Cerrito, ideal for walking or bicycling. It is the site of the frog habitat and wetland restoration classroom projects. At the corner of Manila and Kearney, is the Richard Itaya mini-park with its play equipment for younger school age children.

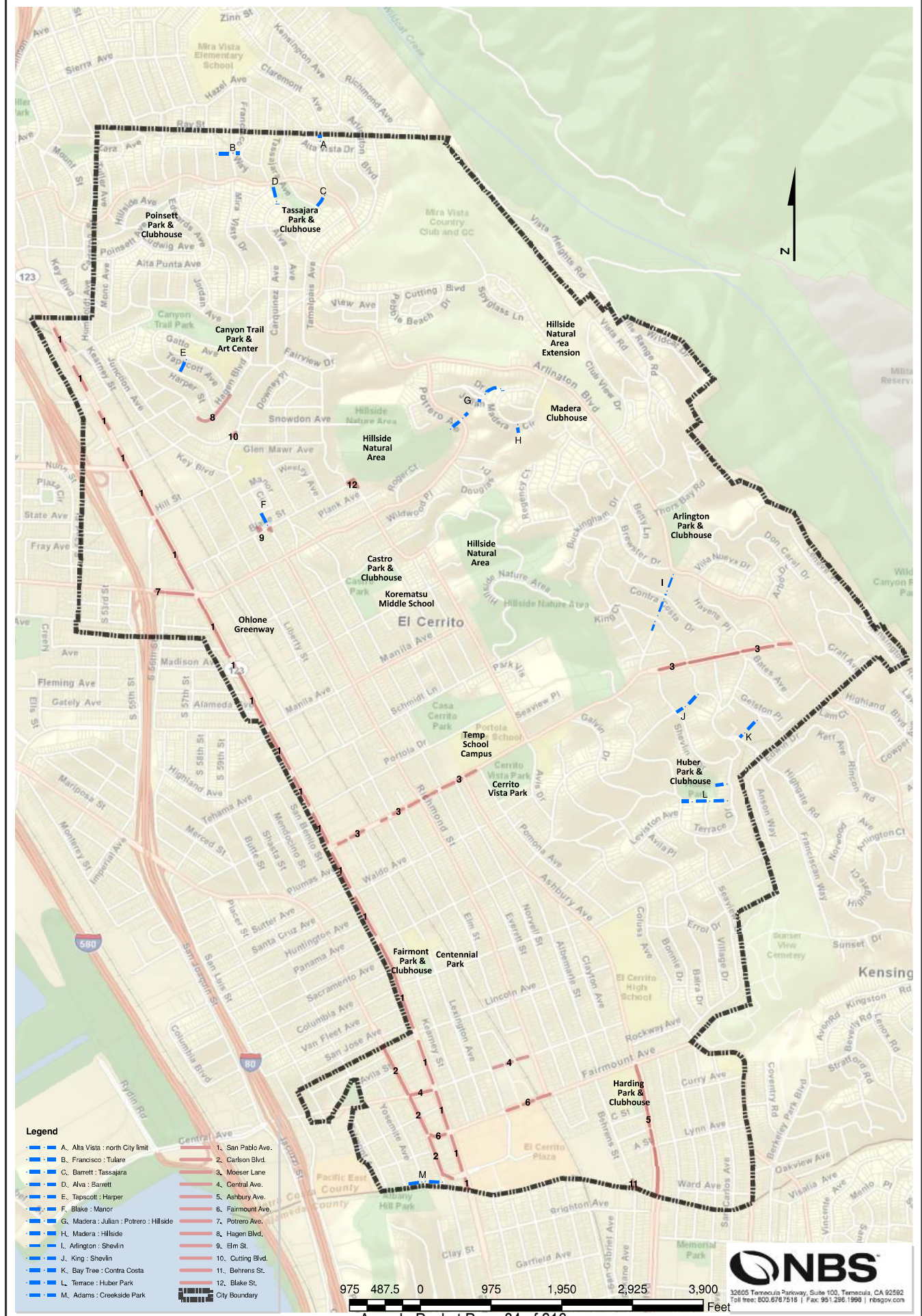
Hillside Natural Area

This natural area of approximately 102 acres can be accessed from the east end of Schmidt Lane, north end of Potrero, and through King Court. Dogs, under their owner's control and on a leash, are allowed.

4. MAP OF DISTRICT

The following page contains a map of the District depicting the locations of medians, rights-of-way, stairways, and pathways. The Assessment Diagram is on file with the City Clerk and incorporated by reference and made part of this report.

CITY OF EL CERRITO
LANDSCAPE AND LIGHTING DISTRICT NO. 1988-1



5. METHOD OF ASSESSMENT

The estimated net cost of the improvements has been divided among the several parcels of land within the District in proportion to the estimated benefits to be received by the parcels, respectively, from the improvements. The method used to apportion the cost among the benefiting properties follows:

- 1) Residential costs were identified as the total estimated cost to provide landscaping and lighting on residentially zoned streets plus 98% of the net cost to maintain park and recreational facilities, plus a prorated share of the incidental expenses.
- 2) Commercial costs were identified as the total estimated cost to provide landscaping, lighting, and sweeping to frontage on commercially zoned streets, plus 2% of the net cost to maintain park and recreational facilities, plus a prorated share of the incidental expenses.

The net residential cost was apportioned within residentially zoned areas and the net commercial cost was apportioned within commercially zoned areas as follows:

RESIDENTIALLY ZONED AREAS

Occupied Single Family Residential (SFR) properties were assumed to benefit equally and were assessed the same. Multifamily Residential (MFR) parcels and condominiums were assumed to benefit less, due to increased density and private maintenance costs. MFR units were assessed 75% of the SFR rate for the first twenty units and 50% of the SFR rate for each additional unit over twenty.

Churches and private schools in residentially zoned areas were assessed for direct frontage benefits received. Commercial land uses in residential neighborhoods were assessed at the Zone 3 frontage rate, plus the commercial park assessment rate. One-hundred (100) feet of corner relief, or the side street dimension, whichever was less, was credited to corner parcels. Open space owned by private parties, utilities, and the golf course were assessed for one-half the Zone 3 frontage assessment rates. Public property was not assessed.

Vacant lots were assessed at one-half the amount calculated for a similar occupied parcel. Assessments for common areas were considered to be included in the assessment for the various residential units.

Unusual or exceptional parcels were assessed according to the judgment of the engineer. Assessments for SFR properties that are divided by the City boundary were calculated by multiplying the rate for a SFR by the ratio of land area in the City's boundary.

COMMERCIALLY ZONED PROPERTY

Three zones of commercial street landscaping, lighting, and sweeping service are identified on the assessment diagram. The cost per foot to provide services to frontage on San Pablo Avenue (Zone 1) was estimated to be six times the cost of Commercial Zones 2 & 3 streets. Parcels with San Pablo Ave. frontage were assessed \$2.00 per front foot for direct benefit received.

Parcels with frontage in Zones 2 and 3 were assessed \$0.33 per foot, or one-sixth the San Pablo Ave. assessment. Corner lots were credited one-hundred feet or the side yard dimensions, whichever was less. Parcels with frontage in more than one zone were assessed for the applicable frontage in each zone.

The remaining costs to provide street landscaping, lighting, and sweeping within the commercially zoned areas, including a prorated share of the incidental expenses, were assessed to the properties located on Zones 1 and 2 streets in proportion to parcel area.

Areas and frontages were calculated using information on file with the County Assessor. Areas and frontages are approximations intended only as indicators of benefit.

The assessments for parcels within the El Cerrito Plaza and the Del Norte Marketplace shopping centers were calculated by totaling the frontage and area assessments and then prorating the total according to area.

SFR residential parcels in commercially zoned areas were presumed not to benefit more from increased levels of lighting and landscaping and were assessed at SFR rates.

MFR parcels in commercially zoned areas were assessed at MFR rates less 20%, representing a credit for the residential street lighting and sweeping benefit not received. MFR parcels in commercially zoned areas were also assessed for direct frontage benefits received. The commercial park and area assessment was not applied to MFR parcels.

Private institutions within the commercially zoned areas were assessed for the applicable frontage benefit, but were not assessed for commercial area or park benefit.

Motels were assessed as commercial properties.

Vacant lots were assessed at one-half the occupied rate.

Public properties were not assessed.

Unusual or exceptional properties were assessed according to the judgment of the engineer.

5.1 Assessment Rates

The following tables provide the assessment rates for Fiscal Year 2021/22.

Residential Zoning

Category	Per Unit	Per Foot
SFR	\$72.00	\$0.00
MFR 2-20 Units	54.00	0.00
MFR > 20 Units	1,080.00 + 36.00 (over 20)	0.00
PVT Inst	0.00	0.33
Vacant Lot	36.00	0.00
Vacant Land	0.00	0.17

Commercial Zoning

Commercial Street Assessment					Commercial Park Assessment
Category	Zone	Per Unit	Per Foot	Per Acre	Per Acre
Commercial	1	\$0.00	\$2.00	\$121.00	\$80.00
	2	0.00	0.33	121.00	80.00
	3	0.00	0.33	0.00	0.00
MFR 2-20 Units	1	43.00	2.00	0.00	0.00
MFR > 20 Units	1	864.00 + 29.00 over 20	2.00	0.00	0.00
MFR 2-20 Units	2	43.00	0.33	0.00	0.00
MFR > 20 Units	2	864.00 + 29.00 over 20	0.33	0.00	0.00
PVT Inst	1	0.00	2.00	0.00	0.00
	2	0.00	0.33	0.00	0.00
Vacant	1	0.00	1.00	61.00	40.00
	2	0.00	0.17	61.00	40.00
	3	0.00	0.17	0.00	0.00

Assessments for parcels not described above were made in proportion to the estimated benefits received as determined by the engineer.

6. ESTIMATE OF COSTS

Revenues

Special Assessments	\$784,974
Other Local Reimbursements	10,500
Total Revenues	\$795,474

Expenditures

Collect & Admin Services	\$3,500
Legal & Financial Services	10,000
Dues & Subscriptions	1,000
Regular Salaries & Wages	115,025
Overtime Pay	4,761
Straight OT	2,006
Special Pay	558
PERS Contributions	13,189
PERS UAL	22,584
FICA/Medicare	8,842
Medical Benefits	37,138
Life & LTD	1,026
Workers Comp	8,142
Other Technical Services	1,030
Utilities Energy	21,594
Utilities-Water & Sewer	188,434
Utilities-Street Lights	56,614
Infrastructure Maintenance Services	11,272
Landscape/Park Maintenance Services	104,213
Travel & Training	1,345
Landscape & Park Supplies	20,000
Indirect Transfer-GEN	163,200
Total Expenditures	\$795,474

7. COUNTY USE CODES

The following pages contain the Contra Costa County use codes and a description of each.

<u>Use Code</u>	<u>Description</u>
1	Residential
10	Vacant, unbuildable
11	Single family, 1 residential on 1 Site and Duets w/o minor common areas
12	Single family, 1 residential on 2 or more sites
13	Single family, 2 or more residential on 1 or more sites
14	Single family on other than single family land
15	Miscellaneous improvements, 1 or more site, incl. trees and vines
16	Single family attached residence, townhouses, duets
17	Vacant, 1 site (includes PUD sites)
18	Vacant, 2 or more sites
19	Single family detached res. with major common area (pool, tennis, clubhouse, or other amenities), Cluster Homes
2	Multiple
20	Vacant
21	Duplex
22	Triplex
23	Fourplex
24	Combinations; e.g., single and a double
25	Apartments, 5-12 units, inclusive
26	Apartments, 13-24 units, inclusive
27	Apartments, 25-59 units, inclusive
28	Apartments, 60 units or more
29	Condos, cooperatives (-1 Single Family) (-2 Rossmoor)
3	Commercial
30	Vacant
31	Commercial stores (not supermarkets)
32	Small grocery stores (7-11, mom and pop, quick-stop)
33	Office buildings
34	Medical; dental
35	Service stations; car washes; bulk plants; mini lube
36	Auto repair
37	Community facilities; recreational; swim pool association
38	Golf courses
39	Bowling alleys
4	Commercial
40	Boat Harbors
41	Supermarkets (not in shopping centers)
42	Shopping centers (all parcels include vacant for future shopping Center)
43	Financial buildings (insurance and title companies, banks, savings And loans)
44	Motels, hotels, and mobile home parks
45	Theaters
46	Drive-in restaurants (hamburger, taco, etc.)
47	Restaurants (not drive-in; inside service only)
48	Multiple and commercial; miscellaneous improved
49	New car auto agencies

This information is courtesy of ParcelQuest and is deemed reliable, but is not guaranteed. For a complete or current list, please contact the appropriate County Assessor's office. Rev. 4/16/13

- 5 Industrial**
- 50 Vacant Land
- 51 Industrial Park (with structures)
- 52 Research and Development, with or without structures
- 53 Light industrial
- 54 Heavy industrial
- 55 Mini-warehouse (public storage)
- 56 Miscellaneous improvements, including trees & vines on light or heavy industrial
- 59 Pipeline rights-of-way

- 6 Land**
- 61 Rural, residential improved; 1 to 10 acres
- 62 Rural, with or without miscellaneous structures, 1 to 10 acres
- 63 Urban acreage, 10 to 40 acres
- 64 Urban acreage, more than 40 acres
- 65 Orchards, vineyards, row crops, irrigated pastures, 10 to 40 acres
- 66 Orchards, vineyards, row crops, irrigated pastures, over 40 acres
- 67 Dry farming, grazing and pasturing, 10 to 40 acres
- 68 Dry farming, grazing and pasturing, over 40 acres
- 69 Agricultural preserves

- 7 Institutional**
- 70 Convalescent hospitals and rest homes
- 71 Churches
- 72 Schools & colleges, public or private, with or without improvements
- 73 Hospitals, with or without improvements
- 74 Cemeteries, mortuaries
- 75 Fraternal and service organizations, group homes, shelters
- 76 Retirement housing complex
- 77 Cultural uses (libraries, museums)
- 78 Parks and playgrounds
- 79 Government-owned, with or without buildings (federal, state, city, BART)

- 8 Miscellaneous**
- 80 Mineral rights (productive/nonproductive)
- 81 Private roads
- 82 Pipelines and canals
- 83 State board assessed parcels
- 84 Utilities, with or without buildings (not assessed by SBE)
- 85 Public and private parking
- 86 Taxable municipally-owned property
- 87 Common area parcels in PUD's (open spaces, recreational facilities)
- 88 Mobile home
- 89 Other; split parcels in different Tax Code Areas

This information is courtesy of ParcelQuest and is deemed reliable, but is not guaranteed. For a complete or current list, please contact the appropriate County Assessor's office. Rev. 4/16/13

8. ASSESSMENT ROLL

The parcel listing of assessments is provided as a separate document.



AGENDA BILL

Agenda Item No. 6.B.

Date: May 4, 2021
To: El Cerrito City Council
From: Shannon Collins, Finance Supervisor, Finance Department, Yvetteh Ortiz, Public Works Director, Public Works Department, Mark Rasiah, Finance Director, Finance Department
Subject: Public Hearing regarding Fiscal Year 2021-22 Storm Drain Annual Report and method of collecting storm drain fees

ACTION PROPOSED

Conduct a public hearing and upon conclusion adopt a resolution approving the Fiscal Year 2021-22 Storm Drain Annual Report and directing that Storm Drain Fees be collected on the property tax rolls.

BACKGROUND

In March 1993, the voters of the City of El Cerrito approved the issuance of \$6.3 million in revenue bonds for the reconstruction of the City's storm drain system. In June 1993, the City Council adopted Ordinance 93-4, which amends Title 4 (Revenue and Finance) of the El Cerrito Municipal Code by adding a new Chapter 4.44, providing for the imposition and collection of Storm Drain Fees to pay the debt service on the revenue bonds and to fund the acquisition, construction, reconstruction, maintenance, and operation of storm drain facilities. Ordinance 93-4 set the Storm Drain Fee at \$58 for each single-family residential property and other amounts for other property types.

Ordinance 93-4 further provided that the Storm Drain Fees are to be collected on the property tax roll, based on amounts specified in an annual written report. Attachment 2 to this staff report is the FY 2021-22 Storm Drain Annual Report (Annual Report) which contains the description of each parcel of real property receiving storm drain services and the amount of the annual fee for each parcel. The engineering firm of NBS Local Government Solutions prepared the Annual Report.

The City must annually conduct a public hearing to consider the method of collecting the Storm Drain Fees. Notice of such a public hearing must be made at least twice within a two-week period, as specified in Government Code §6066, as follows:

Publication of notice pursuant to this section shall be once a week for two successive weeks. Two publications in a newspaper published once a week or oftener, with at least five days intervening between the respective publication dates not counting such publication dates, are sufficient. The period of notice commences upon the first day of publication and terminates at the end of the fourteenth day, including therein the first day.

The City met this notification requirement by publishing the notice of public hearing in the West County Times on April 24, 2021 and April 30, 2021.

This hearing is not for consideration of the amounts of the Storm Drain Fees, which were already set by the City Council by adoption of Ordinance 93-4; however, the City Council may consider corrections to the use classification of properties in the Annual Report.

ANALYSIS

The City Council needs to determine whether a majority protest exists with respect to the method of collecting the Storm Drain Fees. If a majority protest is lodged against collecting these fees on the property tax roll (as a method of collection), the Storm Drain Fees shall be collected on behalf of the City by a public utility and the City Council would be required to authorize negotiation of an agreement with such a utility.

If the City Council finds that protest is made by the owners of a majority of the parcels of property described in the Annual Report, then the Annual Report shall not be adopted. The administrative costs of collecting the Storm Drain Fee through utility services are substantially higher than by using the property tax bill. Also, if collected through a utility, the Storm Drain Fees would not constitute a lien against any parcel or parcels of land, which would make delinquent collections far more cumbersome and costly.

Since the amount of the Storm Drain Fee is based on property use, the public hearing also provides an opportunity for property owners to contest the fee amount based on the actual use of their property. The City Council may accordingly adjust the fee amount based on the property use.

The adoption of the Annual Report requires the same two-thirds vote as was required to enact Ordinance 93-4. If approved, the Annual Report must be filed with the County Auditor-Controller not later than August 9, 2021, per California Health and Safety Code Section 5474.4, as follows:

On or before the tenth day of August of each year following such final determination, the legislative body shall certify to the auditor a list of the lots or parcels of land, as they appear on the current assessment roll, subject to such fees or charges and the amounts of the installments of such fees or charges and interest to be entered against such lots or parcels on the assessment roll.

STRATEGIC PLAN CONSIDERATIONS

This section is not applicable to this agenda item.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

The annual Storm Drain Fee will continue to be assessed at \$58 for each single-family residential unit. Such a rate is expected to generate annual revenues of approximately \$706,325, which are included in the total revenue estimate for the City's FY 2021-22 Budget. The last debt service payment on the Storm Drain Revenue Bonds was paid in FY 2013-14. Therefore, the FY 2021-22 proceeds of the Storm Drain Fees will be used to fund storm drain improvements, maintenance, and operations, which include personnel, contract services, infrastructure supplies, and City Administration. The City Council appropriates expenditures of these funds as part of its annual budget process.

LEGAL CONSIDERATIONS

California Health and Safety Code Section 5470 et seq. requires that a public hearing be held prior to adopting a resolution to accept the Annual Report and levying the annual Storm Drain Fees. The City has complied with the minimum public notice requirements.

Reviewed by:

A handwritten signature in blue ink, appearing to read "Karen Pinkos".

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Exhibit A to Resolution

RESOLUTION NO. 2021-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ADOPTING THE FISCAL YEAR 2021-22 STORM DRAIN ANNUAL REPORT AND DIRECTING THAT STORM DRAIN FEES FOR FISCAL YEAR 2021-22 BE COLLECTED THROUGH THE PROPERTY TAX ROLLS

WHEREAS, the City of El Cerrito, by Ordinance 93-4, directed the filing of an annual report for the imposition and collection of storm drain fees; and

WHEREAS, the Engineering firm of NBS Local Government Solutions has prepared said Fiscal Year 2021-22 Storm Drain Annual Report (the "Annual Report"); and

WHEREAS, the City provided notice on April 24, 2021 and April 30, 2021 of a public hearing to be held by the City Council, with the notice of the hearing being given in the time and manner required by law; and

WHEREAS, at the public hearing the City Council afforded to every interested person an opportunity to make a protest to the Annual Report and the City Council has considered each protest.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of El Cerrito hereby confirms the storm drain fees as set forth in the Annual Report, attached hereto as Exhibit A, directs the collection of these fees through the property tax rolls, and directs the City Clerk through NBS Local Government Solutions to file the Annual Report or a certified copy thereof with the County Auditor-Controller not later than August 9, 2021.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on May 4, 2021 the City Council of the City of El Cerrito passed this Resolution by the following vote:

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

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on May _____, 2021.

Holly M. Charl  ty, City Clerk

APPROVED:

Paul Fadelli, Mayor

CITY OF EL CERRITO

Fiscal Year 2021/22 Annual Report for:

Storm Drain Reconstruction Project Fee

March 2021

CITY OF EL CERRITO
10890 San Pablo Avenue
El Cerrito, California 94530
Phone - (510) 215-4300
Fax - (510) 215-4319

CITY COUNCIL

Paul Fadelli, Mayor

Gabriel Quinto, Mayor Pro Tem

Janet Abelson, Councilmember

Lisa Motoyama, Councilmember

Tessa Rudnick, Councilmember

CITY STAFF

Karen Pinkos, City Manager

Mark Rasiah, Finance Director / City Treasurer

Yvetteh Ortiz, Public Works Director / City Engineer

Shannon Collins, Finance Supervisor

NBS

Tim Seufert, Client Services Director

Stephanie Parson, Project Manager

Andrew Kraus, Consultant

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1. EXECUTIVE SUMMARY

On March 2, 1993, the qualified voters of the City of El Cerrito (the “City”) approved the issuance of revenue bonds in an amount not to exceed \$6.3 million to finance the first phase of the reconstruction of the City’s storm drain system. The qualified voters also approved the repayment of those bonds through the imposition of an annual storm drain fee on property within the City.

Section 5470, et seq. of the *California Health and Safety Code* authorizes cities to enact an ordinance, approved by a two-thirds vote of the members of the legislative body, establishing fees and charges for services and facilities furnished by the City in connection with its storm drain system. The proceeds of these fees and charges may be used only for the acquisition, construction, reconstruction, maintenance, and operation of its storm drain facilities, including the repayment of principal and interest on bonds issued to finance the construction or reconstruction of such facilities.

According to the ordinance establishing the storm drain fee, the storm drain fees and charges may be used exclusively for the purposes of the storm drain system and for the payment of interest and redemption, including premiums payable from the calling of bonds, for those bonds authorized by the qualified voters on March 2, 1993, and for the payment of interest and redemption, including premiums payable from the calling of bonds, for any other bonds for storm drain construction or reconstruction which may be authorized in the future, provided that such bonds are approved in the manner required by California law.

The proposed Fiscal Year 2021/22 rates for the storm drain fee are as follows:

Parcel Classification	Rate
Single Family residential	\$58.00 per unit
Multi Family residential 2 through 20 units	\$43.50 per unit
Multi Family residential over 20 units	\$870.00 plus \$29.00 for each unit over 20
Commercial/Industrial	\$870.00 per acre
Institutional (Churches, Schools, Fraternal and Service Organizations)	\$406.00 per acre
Golf Courses, Cemeteries, Vacant Land	\$11.60 per acre

The following table summarizes the estimated Fiscal Year 2021/22 annual levy by classification of parcel. These amounts are subject to change based upon Contra Costa County’s final secured roll data.

Parcel Classification	Number of Parcels ⁽¹⁾	Levy Total ⁽²⁾
Single Family residential	7,520	\$441,894.00
Multi Family residential	632	131,065.50
Commercial/Industrial	255	99,041.70
Institutional (Churches, Schools, Fraternal and Service Organizations)	49	32,033.52
Golf Courses, Cemeteries, Vacant Land	218	2,290.18
Exempt	157	0.00
Totals:	8,831	\$706,324.90

(1) Includes parcels divided by City boundaries.

(2) Total amount may vary slightly due to rounding adjustments.

2. FEES

2.1 Fee Methodology

The number of Equivalent Residential Units (“ERUs”) was determined for each parcel based upon an estimate of the impervious surface associated with the use of the property.

- 1) Single Family (detached) Residential (“SFR”) parcels were assumed to have an average of 2,900 sq. ft. of impervious surface. Approximately 90% of the properties in the City are SFRs. These parcels were assigned 1.0 ERU.
- 2) Multi Family dwelling unit complexes of up to 20 units were assigned 0.75 ERU (2,175 sq. ft.) of impervious surface area per unit. Complexes of more than 20 units were assigned 15.0 ERU plus 0.5 ERU (1,450 sq. ft.) for each unit over 20.
- 3) Commercial/Industrial uses were assigned 15.0 ERU (43,560/2,900 sq. ft.) of impervious surface area per acre.
- 4) Institutional uses such as Churches, Schools, Fraternal and Service Organizations were assigned 7.0 ERU (21,000 sq. ft.) of impervious surface area per acre based upon the Contra Costa County Report on Stormwater Utility Assessment dated March 1994 (County Report).
- 5) Golf courses, cemeteries, and other open spaces were assigned 0.2 ERU (580 sq. ft.) per acre based upon the County Report.

The storm drain fee for a parcel is calculated by multiplying the number of ERU assigned to such parcel by the rate per ERU. The rate for Fiscal Year 2021/22 is \$58.00/ERU.

The following table shows a breakdown of the classification of parcels by Contra Costa County Use Code and the associated rates for Fiscal Year 2021/22:

Parcel Classification	County Use Code ⁽¹⁾⁽²⁾⁽³⁾⁽⁴⁾	ERU ⁽⁵⁾	Rates
Single Family residential	11, 12, 13, 14, 15, 16, 19, 29, 89	1.0	\$58.00 per unit
Multi Family residential 2 through 20 units	21, 22, 23, 24, 25, 26	0.75*n	\$43.50 per unit
Multi Family residential over 20 units	26, 27, 28	15.0 + 0.5*m	\$870.00 + \$29.00 for each unit over 20
Commercial/Industrial	31, 32, 33, 34, 35, 36, 41, 42, 43, 44, 45, 46, 47, 48, 49, 53, 85	15.0*A	\$870.00 per acre
Institutional (Churches, Schools, Fraternal and Service Organizations)	70, 71, 72, 75, 76	7.0*A	\$406.00 per acre
Golf Courses, Cemeteries, Vacant Land	10, 17, 18, 20, 30, 37, 38, 50, 63, 74, 78, 81	0.2*A	\$11.60 per acre

(1) Use Code 79 is assigned to Government Owned, and is not charged

(2) Use Code 83 is assigned to State Board Assessed, and is not charged

(3) Use Code 77 is assigned to Cultural Uses, and is not charged

(4) Use Code 87 is assigned to Common Area Parcels in PUD's and is not charged

(5) n = number of residential units up to 20

m = number of residential units over 20

A = acreage, per Contra Costa County Assessor or City Estimate

2.2 Collection of Fees and Charges

The storm drain fees and charges may be collected on the tax roll in the same manner, by the same persons, and at the same time as, together with and not separately from, the City's general taxes.

The City Council will have prepared each year, prior to the commencement of the fiscal year, a written report which will be filed with the City. The report is to contain a description of each parcel of real property receiving storm drain services and the amount of the annual fee and charge for each parcel. This charge will be computed in conformity with the fees and charges prescribed in the report.

2.3 Annual Hearing

Each year, prior to the commencement of the fiscal year, the City Council will hold a public hearing at which the Council will hear and consider all objections and protests, if any, to the written report. The City Council may continue the hearing from time to time. If the City Council finds that protest is made by the owners of a majority of the parcels of property described in the report, then the report will not be adopted. In the event of such majority protest, the storm drain fees and charges will be collected with the rates for any other publicly or privately owned public utility through agreement with such utility. If collected in this manner, the storm drain fees and charges will not constitute a lien against any parcel or parcels of land.

2.4 Notice

Notice of the filing of the report and of the time and place of hearing thereon, is to be published once a week for two consecutive weeks prior to the hearing, in a newspaper of general circulation printed, published or distributed in the City.

3. LIST OF CHARGES

The parcel list of charges is provided as a separate document and is incorporated herein by reference.



AGENDA BILL

Agenda Item No. 6.C.

Date: May 4, 2021
To: El Cerrito City Council
From: Shannon Collins, Finance Supervisor, Finance Department
Subject: Public Hearing on Master Fee Schedule Revisions for Fiscal Year 2021-22

ACTION PROPOSED

Conduct a public hearing, and upon conclusion adopt a resolution approving the Fiscal Year 2021-22 Master Fee Schedule.

BACKGROUND

The Master Fee Schedule (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.

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 services but lowering the fee may be necessary to keep it in line with other cities and organizations that have comparable programs. Increases in fees must also be analyzed in order to be consistent with legal restrictions and regulatory guidelines.

Over the last several years, the methodology used to formulate the proposed changes has been derived from the ABAG Consumer Price Indices. The current proposal reflects a recommended 2% increase for most fees, apart from those fee variations that differ due to restrictions or allowable cost recovery recommendations. The primary factors in these varying adjustments are due to market conditions that call for competitive pricing, changes in staffing, re-evaluation of costs for services, or other issues that will be discussed further in this report.

In the attached proposed FY 2021-22 Schedule, the "Increase/Decrease" column reflects the 2% increase amount or other adjustment variation percentage/increase to be applied to the previously adopted fee. Cost adjustments will be rounded up in the final adopted document.

Lastly, administrative changes are being proposed to clarify the intent and applicability of fees, to modified language to be consistent, or to move fees to more appropriate locations within the Schedule.

ANALYSIS

Attachment 2 is the full Proposed Master Fee Schedule document. There are several changes and modifications being proposed throughout the Schedule. In order to quickly identify these changes and review the explanations, the modifications have been color-coded, and an additional document labeled “Master Fee-Adjustment Explanations” (Attachment 3) has been created for reference. The color-coding legend of types is listed below:

New Fees:	All new fees are highlighted in “ GREEN ” throughout the Schedule.
Modified Fees:	All modified fees are highlighted in “ BLUE ”.
Deleted Fees:	All deleted fees are highlighted in “ RED ”.
Deleted Language:	All deleted language is annotated by a “ RED ” strike-out

Overall, City staff reviewed costs this year with an increased focus on cost recovery and decreasing subsidized costs, as recommended by the State Auditor report. The following are brief descriptions of the major adjustments within the Schedule and included in Attachment 3:

Parking Permits

Community Development assumed management of the Parking Permit program in FY20. Prior to that, the program was administered by the Police Department and later the Finance Department. In reviewing the costs of administering the program, it is evident that the program is being both subsidized and that the price was below surrounding cities. The current cost is \$7/year. For comparison, the City of Richmond is \$20/year and the City of Berkeley is \$66/year. There are currently 850 total active permits. The Community Development Department is proposing raising the fee from \$7/year (\$21/3-years) to \$36/year (\$108/3-years) to get closer to offsetting costs. The costs include a portion of an Administrative Clerk’s time, database management, mailing/printing permits, and signage/stripping maintenance for a total program cost of approximately \$30,585 over three years, depending upon the number of permits actually issued. The proposed fee does not include indirect costs or management to oversee the parking program.

Building and Planning Fees

The Community Development Department annually reviews fees to assure that they best meet cost recovery and City Council goals. The 2018 Community Development Fee Study, conducted by third party consultants Willdan (Resolution 2018-12) created the formulas used as the basis for fees with respect to cost allocation and staff time assumed. If the actual amount of time for activities is higher (or lower) than those assumed, an adjustment is entered into the calculations for the fee. The fees include fully loaded rates and indirect costs as determined through the fee study. Most of the fee assumptions were still accurate and are therefore increased only by CPI. Where there were additional hours required to complete a task, adjustments were provided.

Public Works Fees

The Public Works Department is proposing several fee adjustments outside the 2% CPI rate to reflect the City's cost of providing programs and services, as well as streamline administration. Key changes include:

- Annual Encroachment Permit for Utility Companies, Administrative Fee – Developed a new fee to be used for utility companies doing work with minimal public right-of-way impact, such as routine maintenance work, to streamline permitting process, reducing City administrative effort and expediting issuance of permits. Fee is for two hours of Engineering Manager time to set up the annual permit each year in-lieu of the issuance fee per permit.
- Encroachment Permit for Newsrack Boxes – Replaced tiered fee with a flat fee equivalent to one hour of Maintenance Worker staff time over the three-year permit period, per box, for maintenance, graffiti removal, trash removal, and other needed upkeep. Fee also includes costs associated with administering the program.
- Street Tree Permits – Decreased fee and maintenance bond for planting of new trees to partially cover Program Manager time, yet incentivize planting initiated by resident requests given that we do not charge residents/business owners for responding to pruning request or other street tree concerns, but do need to spend staff time to ensure the appropriate tree is planted in an appropriate location. Additionally, developed a new fee for performing unauthorized street tree pruning, mutilation or removal (work without a permit). The fee covers the value of tree assets, cost to repair or replace, and staff time needed to pursue resolution under El Cerrito Municipal Code Chapter 13.28.

Fire Department and Recreation Department Fees

Please see attachments 4 and 5 for detailed descriptions for the Fire and Recreation Departments.

STRATEGIC PLAN CONSIDERATIONS

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.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

The revenue generated by fees, charges for service, and business license taxes that will appear in the City's FY 2021-22 proposed budget will be based on the Master Fee Schedule approved by the City Council.

LEGAL CONSIDERATIONS

Except for Development Fees, which will become effective 60 days after approval of this schedule, all fees listed in the Master Fee Schedule will become effective July 1, 2021, on the first day of the fiscal year.

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. Notification of this public hearing was completed in accordance with State law and the El Cerrito Municipal Code. Notice was emailed to individual/entities that have previously requested to be notified regarding development fees and publicly posted on April 20, 2021 and published in the West County Times on April 24th and April 30, 2021.

Reviewed by:

A handwritten signature in blue ink, appearing to read "Karen Pinkos".

Karen Pinkos, City Manager

Attachments:

1. Resolution
2. Exhibit A - Proposed Master Fee Schedule 2021-22
3. Master Fee - Adjustment Explanations
4. Fire Department Fee Schedule Memo
5. Recreation Department Fee Change Descriptions

RESOLUTION 2021-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ADOPTING
REVISIONS TO THE MASTER FEE SCHEDULE FOR FISCAL YEAR 2021-22

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, 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 2021-22.

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.

BE IT FURTHER RESOLVED that the fees, charges, and taxes in the Proposed Master Fee Schedule will become effective on July 1, 2021, except for Development Fees, which will become effective 60 days after approval of this resolution, Swim Center, Day and Overnight Camps, and Preschool Fees, which will become effective on September 1, 2021.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on May 4, 2021 the City Council of the City of El Cerrito passed this Resolution by the following vote:

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

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on May _____, 2021.

Holly M. Charléty, City Clerk

APPROVED:

Paul Fadelli, Mayor

Master Fee Schedule

Fiscal Year 2021 - 2022



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CONTACT INFORMATION

DEPARTMENT	PHONE NUMBER
City Hall - 10890 San Pablo Avenue - El Cerrito, CA 94530	
City Clerk's Office	(510) 215-4305
City Council	
City Hall.....	(510) 215-4300
City Manager's Office	
City Attorney	
Community Development/Economic Development	
Affordable Housing/Planning Divisions.....	(510) 215-4330
Building Department.....	(510) 215-4360
Building Inspections/Code Enforcement.....	(510) 215-4363
Finance Department.....	(510) 215-4335
Fire Department.....	(510) 215-4450
El Cerrito Station 71	
El Cerrito Station 72	
Kensington Station 65	
Human Resources Department.....	(510) 215-4315
Information Technology Division.....	(510) 215-4316
Police Department.....	(510) 215-4400
Administration	
Field Operations	
Investigations Division	
Police Records	
Public Works Department	(510) 215-4382
Engineering Division	(510) 215-4382
Maintenance Division	(510) 215-4369
Operations & Environmental Services	(510) 215-4350

Recycling Center	(510) 215-4350
Recreation Department	(510) 559-7000
Community Center	(510) 559-7000
Swim Center	(510) 559-7011
El Cerrito Midtown Activity Center.	(510) 559-7677
Aquatics & Facilities Division	(510) 559-7011
Youth Services (Childcare & Preschool) Division.....	(510) 559-7000
Youth Programs & Sports Division.....	(510) 559-7000
Adult Programs & Services Division	(510) 559-7677

RESOLUTION 2021–XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ADOPTING REVISIONS TO THE MASTER FEE SCHEDULE FOR FISCAL YEAR 2021-22

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, 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 2021-22.

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.

BE IT FURTHER RESOLVED that the fees, charges, and taxes in the Proposed Master Fee Schedule will become effective on July 1, 2021, except for Development Fees, which will become effective 60 days after approval of this resolution, Swim Center, Day and Overnight Camps, and Preschool Fees, which will become effective on September 1, 2021.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption.

I CERTIFY that at a regular meeting on May 4, 2021 the City Council of the City of El Cerrito passed this Resolution by the following vote:

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

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on May _____, 2021.

Holly M. Charléty, City Clerk

APPROVED:

Paul Fadelli, Mayor

CITYWIDE SERVICES

Item	Description	Basis	Adopted FY 2020-21	Increase/Decrease	
					New Fee
Printing, Reproduction, Documents					
1	Photocopies				
	Photocopies (8 1/2" x 14" or smaller)	per page	\$0.10	\$0.00	\$0.10
	Retrieval fee for Campaign Statements older than 5 years	per request	\$5	\$0.10	\$5.10
	Photocopies (larger than 8 1/2" x 14")	per page	\$0.22	\$0.00	\$0.22
	Photocopies, including mail & administrative costs		actual cost		
	Application forms, information sheets	each	free		
2	Public Meeting Materials				
	City Council Agenda Meeting Materials (Agendas, Packets & Minutes) Packet & Minutes — Full (resident)	per year — copy charge per page + mailing cost	1067 actual cost	-	-
	City Council Agenda only (resident)	-	\$1,256	\$25.12	\$1,281.12
	City Council Agenda & Minutes only (resident)	per year	\$109	\$2.18	\$111.18
	City Council Agenda & Minutes only (non-resident)	-	\$127	\$2.54	\$129.54
	Other Boards, Commission, and Committees Meeting Materials (Agendas, Packets & Minutes) — (non-resident)	per year — copy charge per page + mailing cost	54 actual cost	-	-
-	Other Boards, Commission, and Committees Agenda only (resident)	per year	\$23	\$0.46	\$23.46
-	Other Boards, Commission, and Committees Agenda only (non-resident)	per year	\$27	\$0.54	\$27.54
-	Planning Commission or Design Review Board Agendas — Resident	per packet	\$23	\$0.46	\$23.46
-	Planning Commission or Design Review Board Agendas — Non-Resident	per packet	\$27	\$0.54	\$27.54
	Budget, Final or Proposed	each	\$141	\$2.82	\$143.82
	Business License Listing	each + photocopy charge above	\$38	\$0.76	\$38.76
	Comprehensive Annual Financial Reports (CAFRs)	each	\$123	\$2.46	\$125.46
	Economic Development Strategy & Action Plan	each	\$4	\$0.08	\$4.08
	Fire Investigative Reports	per page	\$0.18	\$0.00	\$0.18
	General Plan Environmental Impact Report (EIR), 1999	each	\$25	\$0.50	\$25.50
	General Plan, 1999	each	\$51	\$1.02	\$52.02
	Master Fee Schedule	each	\$9	\$0.18	\$9.18
	Parking Guidelines	each	\$4	\$0.08	\$4.08
	Redevelopment Plan	each	\$9	\$0.18	\$9.18
	Redevelopment Plan Environmental Impact Report (EIR)	each	\$21	\$0.42	\$21.42
	Redevelopment Implementation Plan	each	\$5	\$0.10	\$5.10
	Report on the Redevelopment Plan	each	\$9	\$0.18	\$9.18
	Subdivision Ordinance	each	\$4	\$0.08	\$4.08
	Zoning Map	each	\$5	\$0.10	\$5.10
	Zoning Ordinance	each	\$51	\$1.02	\$52.02
	Miscellaneous Bound Reports	per page	\$0.48	\$0.01	\$0.49
3	Maps				
	City Maps (First sheet includes search and restock cost per original searched.)	each	\$3	\$0.06	\$3.06
	Special Studies Maps, 11" x 17"	each	\$5	\$0.10	\$5.10
	Special Studies Maps, 36" x 54"	each	\$38	\$0.76	\$38.76
4	Subpoena Duces Tecum				
	per CA Evidence Code §1563	Code	varies		

5	Electronic Media				
	Electronic Media—CD-ROM Copy	per CD	\$9	\$0.18	\$9.18
	Electronic Media—DVD of Council Meeting	per DVD	\$17	\$0.34	\$17.34
6	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	\$4	\$0.08	\$4.08
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	\$15	\$0.30	\$15.30
	Notary Services for City employees	per notarization	free		
	City Clerk Document Certification	each	\$6	\$0.12	\$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	\$4	\$0.08	\$4.08
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	\$26	\$0.52	\$26.52
	Duplicate Business License Certificate	per copy	\$7	\$0.14	\$7.14
	Credit Card Transaction Fee	per transaction	3%		
3	Business License Related Fees				
	Business Enrollment	per license	\$79	\$1.58	\$80.58
	Business License Renewal	per license	\$26	\$0.52	\$26.52
	Accessibility Compliance and Education Fee (State mandated SB 1186)	per license	\$4	\$0.08	\$4.08
4	Parking Permits				
	1 to 3-year cycles	per year	\$7		\$36.00
	14-day Temporary Parking Permit	each	\$7		\$36.00
5	Use of Council Chambers (Government Agencies Only)	per meeting	\$42	\$0.84	\$42.84
6	Tobacco Retailer License Program Fees				
	Tobacco retailer license (initial license)	Per location	\$466		\$466
	Tobacco retailer license renewal	Per location	\$466	\$9.32	\$475.32
	Re-inspection fee (for non-compliant businesses)	Hourly	Based on actual costs		
7	Rent Registry				
	Rent Registry	per unit	\$39	\$0.78	\$39.78
8	Election Related Filing Fees				
	Citizen Initiative Petition Filing Fee (refunded if petition qualifies within one year of filing)	per filing	\$200	\$4.00	\$204
9	Code Enforcement				
	Administration Citation Fee		\$18.6200	\$1	\$20

POLICE DEPARTMENT

				Increase/Decrease	
Item	Description	Basis	Adopted FY 2020-21		New Fee
1	Services & Fees				
	Fingerprinting, Solicitor or other (plus Department of Justice Fees*)	per set	\$50	\$1.00	\$51
	Citation Sign-offs—Resident	per citation	free		
	Citation Sign-offs—Non-Resident	per citation	\$25		\$25
	VIN Verification	per verification	\$50	\$1.00	\$51
	Alcohol Beverage Control One Day License	per letter	\$50	\$1.00	\$51
	False Alarm Response (1st incident)	each	free		
	False Alarm Response (2nd through 5th incident)	each	\$90		\$90
	False Alarm Response (6th and subsequent incidents)	each	\$194	\$1.00	\$195
	Non-permitted Alarms	each	\$125		\$125
	Vehicle Removal/Vehicle Release Fee [Towed vehicles abandoned or stored on a public street and vehicles towed pursuant to 14602.6; 14607.6; 22651(b),(d), (e), or (h) through (r); 22651.3, 22651.5, 22651.5 (a); 22652.5; 22658; 22660; or 22669 of the California Vehicle Code]	per release	\$158	\$3.00	\$161
	DUI Cost Recovery Fee* (\$1,000 maximum)	per 30 min increments	actual cost to max		
	Firearm Storage Fee	initial	\$25	\$0.50	\$25.50
		per day	\$1		\$1
	Weapons Seizure, Storage & Return	each	\$202	\$4.00	\$206
2	Reports, Photocopies & Records				
	Clearance Letter	each	\$26	\$1.00	\$27
	Report Copy		\$7		\$7
	Traffic Collision Report Copy	per report	\$7		\$7
	Police Photographs, audio tapes & videotapes & CDs	actual cost	actual cost		
		plus fee	\$35	\$1.00	\$36
3	Permits				
	Concealed Weapons Permit (plus Department of Justice Fees*)	each	\$100	\$2.00	\$102
	Peddler/Solicitor Permit	each	\$406		\$406
	Permit to Sell Firearms—Initial Permit	each	\$355		\$355
	Permit to Sell Firearms—Annual Renewal	each	\$175		\$175
	Taxi Permit Processing Fee	each	\$190		\$190
	Taxicab Drivers Permit	each	\$90		\$90
	Second-Hand Dealer's Permit	each	\$500		\$500
	Bingo Permit	each	\$215		\$215
	Alarm Permit - Residential and Commercial	each	\$34		\$34
	Alarm Permit Renewal	each	\$19		\$19
	Block Party Permit	each	\$48		\$48
	Parade Permit	each	\$310		\$310

	Street Closure Permit	each	\$85		\$85
	* Determined by State of California				
4	Police Department Hourly Rates				
	Police Chief -ST	hourly	\$217		\$229
	Police Chief - OT	hourly	\$325		\$344
	Police Captain - ST	hourly	\$211		\$212
	Police Captain - OT	hourly	\$316		\$318
	Police Lieutenant - ST	hourly	\$184		\$187
	Police Lieutenant - OT	hourly	\$275		\$280
	Police Sergeant/Investigations Assignment-ST	hourly	\$151		\$168
	Police Sergeant/Investigations Assignment-OT	hourly	\$226		\$252
	Police Corporal - ST	hourly	\$120		\$136
	Police Corporal - OT	hourly	\$180		\$203
	Police Officer - ST	hourly	\$78		\$81
	Police Office - OT	hourly	\$117		\$121
	Records Supervisor - ST	hourly	\$89		\$92
	Records Supervisor - OT	hourly	\$134		\$139
	Police Executive Assistant - ST	hourly	\$51		\$51
	Police Executive Assistant - OT	hourly	\$77		\$47
	Senior Records Specialist- ST	hourly	\$69		\$74
	Senior Records Specialist - OT	hourly	\$104		\$112
	Police Records Specialist - ST	hourly	\$56		\$60
	Police Records Specialist - OT	hourly	\$85		\$89
	Cadet - ST	hourly	\$23		\$23
	Cadet - OT	hourly	\$35		\$35
5	Parking Violation Fines				
	Violation	Section			
	Obstruction or interference with Officers	11.12.020	\$95	\$1	\$96
	Barriers & Signs	11.28.040b	\$89	\$1	\$90
	City Parking Lot	11.40.020	\$71	\$1	\$72
	Parking on Sidewalk or Curb Prohibited	11.40.030	\$71	\$1	\$72
	Vehicle Storage-Parking in excess of 72 hours	11.40.050a	\$78	\$1	\$79
	Vehicle Storage-Trailer Parked on Street Overnight	11.40.050c	\$71	\$1	\$72
	Vehicle Storage-Parking for the purpose of engaging in vehicle sale	11.40.050d	\$62	\$1	\$63
	Parking for Certain Purposes-On Street for Sale	11.40.060a	\$93	\$1	\$94
	Parking for Certain Purposes-on Street for Repairs	11.40.060b	\$78	\$1	\$79
	Parking for Certain Purposes-on Street when charging for washing/polishing	11.40.060c	\$78	\$1	\$79
	Parking Regulations in Certain Zones	11.40.070	\$78	\$1	\$79
	Angle and Parallel Parking Signs-Loading Clearance between Vehicle and Street	11.40.080b	\$71	\$1	\$72
	Angle and Parallel Parking Signs-Loading Clearance between other Street	11.40.090a	\$71	\$1	\$72

	Loading and Unloading-Angle to Curb	11.40.090b	\$71	\$1	\$72
	Grades-Wheels not Turned	11.40.100	\$78	\$1	\$79
	Emergency Parking Signs	11.40.130b	\$71	\$1	\$72
	Curb Markings	11.40.160b	\$71	\$1	\$72
	Bus Zone	11.40.190e	\$250		\$250
	Parking-Limited Time	11.40.210	\$71	\$1	\$72
	Parking-Prohibited during Certain Hours	11.40.230	\$71	\$1	\$72
	Parking-Prohibited at all Times	11.40.240	\$71	\$1	\$72
	Parking on Private Property	11.44.040	\$71	\$1	\$72
	Violations Designated-4 Hour Permit Parking	11.68.050a	\$90	\$2	\$92
	Any ECMC parking violation not listed above shall be subject to a civil penalty		\$71	\$1	\$72
6	Curfew Violation Fines				
	Daytime (8:00 am - 2 pm) 1st offense		\$65		\$65
	Daytime (8:00 am - 2 pm) 2nd offense within one year		\$128		\$128
	Daytime (8:00 am - 2 pm) 3rd offense within one year of 2nd offense		\$255		\$255
	Nighttime (10:00 pm - 5 am) 1st Offense		\$67		\$67

FIRE DEPARTMENT

Item	Description	Basis	Adopted FY 2020-21	Increase/Decrease	
					New Fee
1	Occupancy 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	\$195	\$3.90	\$199
	Fire Safety Inspection: Annual Inspection plus one (1) re-inspection	Each	\$295	New	\$295
	Educational Inspection-Public Schools (Group E): Annual Inspection plus one (1) re-inspection		N/C	New	N/C
	Educational Inspection-Private Schools (Group E): Annual Inspection plus one (1) re-inspection		\$295	New	\$295
	Hotels & Apartments (Group R-1): < 15 Units Annual Inspection plus one (1) re-inspection		\$195	New	\$195
	Hotels & Apartments (Group R-1): 15-99 Units Annual Inspection plus one (1) re-inspection		\$295	New	\$295
	Hotels & Apartments (Group R-1): 100-249 Units Annual Inspection plus one (1) re-inspection		\$443	New	\$443
	Hotels & Apartments (Group R-1): 250 or more Units Annual Inspection plus one (1) re-inspection		\$590	New	\$590
	Residential (R-3) Single Family Requested Fire Safety Inspection		Free	New	Free
	Day Care (Group R-3): Annual Inspection plus one (1) re-inspection		\$295	New	\$295
	Additional Reinspections		\$195		\$195
	R-3 Single Residential Occupancies		free	New	free
2	Operational Permits & Inspection Fees				
	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		\$195	\$3.90	\$199
	Assembly Permit: Requires Fire Safety Inspection	Each	\$295	New	\$295
	Christmas Tree Lot Operation Permit		\$295	New	\$295
	Compressed Gas Permit: Requires Fire Safety Inspection		\$148	New	\$148
	Demolition Permit: Includes pre and post inspections		\$590	New	\$590
	Dispense & Store Flammable Liquid Permit Requires Fire Safety Inspection		\$148	New	\$148
	Dry Cleaning Permit: Requires Fire Safety Inspection		\$148	New	\$148
	Fire Alarm Annual Inspection: Requires Fire Safety Inspection		\$148	New	\$148
	Food Booth Permit		\$222	New	\$222
	Hood & Duct Annual Inspection: Requires Fire Safety Inspection		\$148	New	\$148
	Model Rocket Permit		Free	New	Free
	Repair Garage Permit: Requires Fire Safety Inspection		\$295	New	\$295
	Open Burning Permit: Residential		Free	New	Free
	Open Flame in an Assembly Permit		\$148	New	\$148
	Sprinkler & Standpipe Annual Inspection: Requires Fire Safety Inspection		\$148	New	\$148
	Membrane Structure, Tent or Canopy Permit		\$295	New	\$295
	Underground Tank Removal Permit: Includes pre and post inspections		\$590	New	\$590

	Welding & Cutting Permit: Requires Fire Safety Inspection		\$295	New	\$295
	Miscellaneous No- Action Permits		Free	New	Free
3	Plan Review				
	Preliminary Plan Review: Residential Remodel (1-2 family units)	Each	\$404	New	\$404
	Preliminary Plan Review: Residential/ADU (1-2 family units)		\$530	New	\$530
	Preliminary Plan Review: Commercial (including multi-family/apartment/condo/townhouse)		\$732	New	\$732
	New Construction Plan Check & One Site Inspection (< 4999 sq. ft.)		\$513	New	\$590
	New Construction Plan Check & Site Inspection (>5000 sq. ft., each add'l 1000 sq. ft.)		\$203	New	\$202
	Additional Site Inspections		\$195	New	\$195
	Fire Alarm System Plan Review: First 25 Devices		\$404	New	\$404
	Fire Alarm System Plan Review: each additional 25 Devices or Portion Thereof		\$126	New	\$126
	Fire Alarm System On Site Inspection: First 25 Devices		\$328	New	\$328
	Fire Alarm System Inspection: each additional 25 Devices or Portion Thereof		\$126	New	\$126
	Halon System Plan Review and One Field Inspection		\$454	New	\$454
	Hood & Duct Plan Review and One Field Inspection		\$454	New	\$454
	Medical Gas Plan Review and One Field Inspection		\$454	New	\$545
	Sprinkler System Plan Review: Residential- First 25 Heads (New or Modify 1 -2 family units)		\$404	New	\$404
	Sprinkler System Plan Review: Residential- Each Additional 25 Heads (New or Modify)		\$202	New	\$202
	Sprinkler Systems Field Inspections Residential: Rough in & Final - First 25 heads		\$328	New	\$328
	Sprinkler Systems Field Inspections Residential: Rough in & Final - Each Additional 25 heads		\$126	New	\$126
	Sprinkler System Plan Review: Commercial (New)- First 25 Heads (includes multi-family)		\$606	New	\$808
	Sprinkler System Plan Review: Commercial (New)- Each Additional 25 Heads or Portion Thereof		\$202	New	\$606
	Underground Review and Inspection		\$126	New	\$126
	Standpipe System Plan Review & Inspection		\$706	New	\$706
	Sprinkler Systems Field Inspections Commercial: First 25 heads		\$530	New	\$530
	Sprinkler Systems Field Inspections Commercial: Each Additional 25 heads		\$195	New	\$302
	Additional Risers		\$126	New	\$126
	Car Stacker System Review: double/triple		\$195	New	\$195
	Fire Pumps & Related Equipment Plan Review and Two Field Inspections (Acceptance)		\$454	New	\$454
	Hydrant Water Flow Test for Sprinkler Calculations (per Test)		\$195	New	\$195
	Emergency Responder Radio Communication System (ERRCS) Plan Review & Inspection		\$454	New	\$454
3.1	Vegetation Management				
	Vegetation Management Parcel Inspection and One Reinspection	Each		New	Free
	Additional Inspections	Each		New	\$126
	Vegetation Abatement Fees	Each		New	Additional cost + 10%
	Court Fees	Each		New	Additional cost + 10%
4	CERT Classes				
	CPR Classes - El Cerrito & Kensington Residents	Each	\$45	\$0.9	\$55
	First Aid - El Cerrito & Kensington Residents		\$45	\$0.9	\$55
	CPR Classes - Non- Residents		\$55	\$1.10	\$65
	First Aid - Non-Residents		\$55	\$1.10	\$65
5	False Alarm				
	1 st False Alarm	Each	\$0.00	\$0.00	\$0.00
	2-5 False Alarms in 12 Months		\$143	\$2.86	\$145.86
	6-10 False Alarms in 12 Months		\$179	\$3.58	\$182.58
	11 or Over False Alarms in 12 months		\$215	\$11.80	\$590
	Supplies Used		actual cost		actual cost

	Equipment Destroyed		actual cost		actual cost
6	Fire Department Hourly Rates				
	Fire Apparatus Response or Standby Charge per hour (Engine)	Each	\$400	New	\$400
	Fire Apparatus Response or Standby Charge per hour (Truck)		\$500	New	\$500
	Fire Apparatus Response or Standby Charge per hour (Command)		\$200	New	\$200
	Fire Investigation per hour (plus costs)		\$397	New	\$397
	Fire Chief - ST		\$196		\$207
	Fire Chief - OT		\$294		\$310
	Battalion Chief - Training - ST		\$133		\$187
	Battalion Chief - Training - OT		\$200		\$280
	Battalion Chief - ST		\$122		\$132
	Battalion Chief - OT		\$183		\$199
	Captain-Fire Prevention - ST		\$122		\$126
	Captain-Fire Prevention - OT		\$183		\$189
	Captain-Paramedic - ST		\$117		\$120
	Captain-Paramedic - OT		\$175		\$179
	Captain - ST		\$107		\$110
	Captain - OT		\$161		\$165
	Engineer/Paramedic - ST		\$104		\$104
	Engineer/Paramedic - OT		\$156		\$156
	Engineer - ST		\$96		\$99
	Engineer - OT		\$144		\$149
	Firefighter/Paramedic - ST		\$67		\$72
	Firefighter/Paramedic - OT		\$101		\$107
	Firefighter - ST		\$49		\$68
	Firefighter - OT		\$73		\$102
	Fire Executive Assistant - ST		\$56		\$50
	Fire Executive Assistant - OT		\$85		\$76

BUSINESS LICENSE

Item	Description	Municipal Code Section	Code	Adopted FY 2020-21	Increase/Decrease	
						New Fee
Business Enrollment		per license		\$79	\$2	\$81
Business License Renewal		per license		\$26	\$1	\$27
Accessibility Compliance and Education Fee		per license		\$4	\$0	\$4
(State Mandated AB 1379)						
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	\$117	\$2	\$119
Business License All Others (10-000-4051-00-00)						
	a. Fixed Place of Business (Annual)					
	Employer Only	4.32.230	T23	\$326	\$7	\$333
	" + 1 employee	4.32.230	T23	\$326.00	\$7	\$333
	" + 2 employees	4.32.230	T23	\$374	\$7	\$381
	" + 3 employees	4.32.230	T23	\$421	\$8	\$429
	" + 4 employees	4.32.230	T23	\$469	\$9	\$478
	" + 5 employees	4.32.230	T23	\$516	\$10	\$526
	" + 6 employees	4.32.230	T23	\$563	\$11	\$574
	" + 7 employees	4.32.230	T23	\$611	\$12	\$623
	" + 8 employees	4.32.230	T23	\$658	\$13	\$671
	" + 9 employees	4.32.230	T23	\$705	\$14	\$719
	" + 10 employees	4.32.230	T23	\$753	\$15	\$768
	Each Additional Employee	4.32.231	T23	\$47	\$1	\$48
	b. Professional Offices (Annual)					
Employer Only	Employer Only	4.32.231	231	\$396	\$8	\$404
employee " + 1	" + 1 employee	4.32.231	231	\$396	\$8	\$404
employees " + 2	" + 2 employees	4.32.231	231	\$444	\$9	\$453
employees " + 3	" + 3 employees	4.32.231	231	\$491	\$10	\$501
employees " + 4	" + 4 employees	4.32.231	231	\$539	\$11	\$550
employees " + 5	" + 5 employees	4.32.231	231	\$586	\$12	\$598
employees " + 6	" + 6 employees	4.32.231	231	\$633	\$13	\$646
employees " + 7	" + 7 employees	4.32.231	231	\$681	\$14	\$695
employees " + 8	" + 8 employees	4.32.231	231	\$728	\$15	\$743
employees " + 9	" + 9 employees	4.32.231	231	\$776	\$16	\$792
employees " + 10	" + 10 employees	4.32.231	231	\$823	\$16	\$839
Each Additional Employee	Each Additional Employee	4.32.231	231	\$47	\$1	\$48

	c. Contractors & Subcontractors					
	Quarterly	4.32.240	242	\$140	\$3	\$143
	Semiannually	4.32.240	241	\$235	\$5	\$240
	Annually	4.32.240	240	\$421	\$8	\$429
	d. Home Occupations (Annual)	4.32.245	245	\$235	\$5	\$240
	e. Casual Business					
	Quarterly	4.32.246	247	\$69	\$1	\$70
	Annually	4.32.246	246	\$276	\$6	\$282
	f. Delivery Vehicles (Per Vehicle)	4.32.251	250	\$187	\$4	\$191
	g. Fine Arts Teachers (Per Teacher)	4.32.255	255	\$75	\$2	\$77
	h. Hotels & Motels					
	Base Fee	4.32.270	270	\$467	\$9	\$476
	Plus, per Unit Fee	4.32.270	270	\$20	\$0	\$20
	i. Trailer Courts					
	Base Fee	4.32.280	280	\$467	\$9	\$476
	Plus, per Unit Fee	4.32.280	280	\$20	\$0	\$20
	j. Restaurants & Nightclubs	4.32.290	290	\$934	\$19	\$953
	k. Public Amusement					
	1. Amusement Rides & Shows					
	First Day	4.32.300	300	\$187	\$4	\$191
	Each Additional Day	4.32.300	300	\$94	\$2	\$96
	2. Billiards, Bagatelle, Pool Tables					
	Per Table, in Addition to Other Applicable	4.32.300	301	\$94	\$2	\$96
	3. Bowling Lanes					
	First Lane	4.32.300	302	\$495	\$10	\$505
	Each Additional Lane	4.32.300	302	\$49	\$1	\$50
	4a. Circus (≤4,000 seats)					
	First Day	4.32.300	303	\$1,402	\$28	\$1,430
	Each Additional Day	4.32.300	303	\$934	\$19	\$953
	4b. Carnival & Circus (>4,000 seats)					
	First Day	4.32.300	304	\$2,802	\$56	\$2,858
	Each Additional Day	4.32.300	304	\$1,868	\$37	\$1,905

	5. Motion Picture Theater & Plays					
	Quarterly	4.32.300	307	\$187	\$4	\$191
	Semiannually	4.32.300	306	\$375	\$8	\$383
	Annually	4.32.300	305	\$748	\$15	\$763
	6. Public Dance					
	Daily	4.32.300	308	\$140	\$3	\$143
	Quarterly	4.32.300	309	\$467	\$9	\$476
	7. Amusement Not Otherwise Defined					
	Educational - Daily	4.32.300	310	\$140	\$3	\$143
	Educational - Quarterly	4.32.300	311	\$467	\$9	\$476
	Noneducational - Daily	4.32.300	312	\$4,669	\$93	\$4,762
	I. Distribution and Circulation of Advertising Matter					
	Quarterly	4.32.310	313	\$467	\$9	\$476
	m. Amplification Vehicles (Per Day)	4.32.320	320	\$4,669	\$93	\$4,762
	n. Taxicabs (Per Vehicle)	4.32.330	330	\$280	\$6	\$286
	o. Auctioneer					
	Daily	4.32.340	340	\$235	\$5	\$240
	Annually	4.32.340	341	\$1,868	\$37	\$1,905
	p. Vehicle Parking Lot					
	Per Lot	4.32.345	342	\$376	\$8	\$384
	Plus per 100 square feet	4.32.345	342	\$38	\$1	\$39
	q. Pawnbroker and Check Casher	4.32.350	350	\$934	\$19	\$953
	r. Patrol Services					
	Employer Only	4.32.355	T35	\$326	\$7	\$333
	" + 1 employee	4.32.355	T35	\$326	\$7	\$333
	" + 2 employees	4.32.355	T35	\$374	\$7	\$381
	" + 3 employees	4.32.355	T35	\$421	\$8	\$429
	" + 4 employees	4.32.355	T35	\$469	\$9	\$478
	Each Additional Employee	4.32.355	T35	\$47	\$1	\$48
	s. Peddler & Solicitors					
	Quarterly	4.32.360	360	\$467	\$9	\$476
	Annually	4.32.360	361	\$1,868	\$37	\$1,905
	t. Ice Cream Vendor					

	Quarterly	4.32.365	366	\$152	\$3	\$155
	Annually	4.32.365	365	\$456	\$9	\$465
	u. Temporary Sales	4.32.375	375	\$393	\$8	\$401
	v. Bingo	4.32.300	652	\$62	\$1	\$63
	Pursuant to California Penal Code Section 326.5(l)1					
	w. Transient/Itinerant Vendor					
	Employer Only	4.32.010	T25	\$326	\$7	\$333
	" + 1 employee	4.32.010	T25	\$326	\$7	\$333
	" + 2 employees	4.32.010	T25	\$374	\$7	\$381
	" + 3 employees	4.32.010	T25	\$421	\$8	\$429
	" + 4 employees	4.32.010	T25	\$467	\$9	\$476
	" + 5 employees	4.32.010	T25	\$516	\$10	\$526
	" + 6 employees	4.32.010	T25	\$563	\$11	\$574
	" + 7 employees	4.32.010	T25	\$611	\$12	\$623
	" + 8 employees	4.32.010	T25	\$658	\$13	\$671
	" + 9 employees	4.32.010	T25	\$705	\$14	\$719
	" + 10 employees	4.32.010	T25	\$753	\$15	\$768
	Each Additional Employee	4.32.010	T25	\$47	\$1	\$48
Business License Gross Receipts (10-000-4053-000)						
	a. Coin-operated vending, amusement & Service Machines, Distributors					
	\$0-1,000	4.32.370	V01	\$49	\$1	\$50
	\$1,001-5,000	4.32.370	V02	\$73	\$1	\$74
	\$5,001-15,000	4.32.370	V03	\$147	\$3	\$150
	>\$15,001 per \$1,000	4.32.370	T04	\$10	\$0	\$10
	b. Coin-operated vending, amusement & Service Machines, Games of Skill					
	\$0-1,000	4.32.380	G01	\$49	\$1	\$50
	\$1,001-5,000	4.32.380	G02	\$73	\$1	\$74
	\$5,001-15,000	4.32.380	G03	\$147	\$3	\$150
	>\$15,001 per \$1,000	4.32.380	T05	\$10	\$0	\$10
	Adjustment Per Municipal Code: % Change in Apr CPI					
	CPI Urban Wage Earners and Clerical Workers					
	2021 Change is 2%					

RECREATION DEPARTMENT

Item/Description		Basis	Adopted FY 2020-21	Increased/ Decreased %	New Fee
Facility Rentals					
1	Community Center				
	<i>Minimum Rental Time (Fri-Sun); 5 Hours</i>				
	<i>Maximum Advance Reservation: 12 Months Resident, Non-Profit or Co-Sponsored Group; 10 Months Non-Resident or Commercial; 12 months Annual Rentals.</i>				
	Main Hall				
	Resident (includes Skylight Room, Kitchen and Courtyard)	per hour	\$200	2.0%	\$204.00
	Non-Resident/Commercial (includes Skylight Room, Kitchen and Courtyard)	per hour	\$250	2.0%	\$255.00
	Optional Clean-Up Service (2 hours of 1 custodian after rental)	per event	\$150	2.0%	\$153.00
	Optional Clean-Up Service Additional Hours	per hour	\$80	2.5%	\$82.00
	Deposit (credit card only)				
	Private	per event	\$635	2.0%	\$648.00
	Non-Profit/City Co-Sponsored	per event	\$320	2.2%	\$327.00
	Skylight, Garden and Tot Rooms				
	Resident	per hour	\$75	2.7%	\$77.00
	Non-Resident/Commercial	per hour	\$94	2.1%	\$96.00
	Non-Profit/City Co-Sponsored	per hour	\$27	3.7%	\$28.00
	Deposit (credit card only)	per event	\$108	2.8%	\$111.00
	Craft Room/Courtyard				
	Resident	per hour	\$40	2.5%	\$41.00
	Non-Resident/Commercial	per hour	\$50	2.0%	\$51.00
	Deposit (credit card only)	per event	\$108	2.8%	\$111.00
	Kitchen Use	per hour	\$52	3.8%	\$54.00
	Alcohol Service Permit	per event	\$197	2.0%	\$201.00
2	Group Picnic Areas				
	Cerrito Vista				
	Reservation—Resident	per day	\$216	2.3%	\$221.00
	Reservation—Non-Resident	per day	\$270	2.2%	\$276.00
	Volleyball Net and Ball Deposit	per day	\$50	2.0%	\$51.00
	Arlington (large group area with tables & BBQ)				
	Spaces 4 & 5—Resident	per day	\$160	2.5%	\$164.00
	Spaces 4 & 5—Non-Resident	per day	\$200	2.0%	\$204.00
	Spaces 4, 5 & 6—Resident	per day	\$216	2.3%	\$221.00
	Spaces 4, 5 & 6—Non-Resident/Commercial	per day	\$270	2.2%	\$276.00
	Other Parks, picnic tables with BBQ pit				
	Resident	per day	\$86	2.3%	\$88.00
	Non-Resident	per day	\$108	2.8%	\$111.00
	Other Parks, picnic tables without BBQ pit				

	Resident	per day	\$72	2.8%	\$74.00
	Non-Resident	per day	\$90	2.2%	\$92.00
	Picnic Area Cleaning Deposit	per day	\$50	2.0%	\$51.00
	Restroom Key (purchase or refundable deposit)	per key	\$22	4.5%	\$23.00
	Picnic Sites Weekday Discount		15%		15%
3	Adult Programs Buildings				
	Midtown Activity Center Social Hall/Kitchen				
	Resident	per hour	\$107	2.8%	\$110.00
	Non-Resident, Commercial	per hour	\$133	2.3%	\$136.00
	Hana Gardens Senior Center				
	Combined Room - Resident	per hour	\$129	2.3%	\$132.00
	Combined Room - Non-Resident/Commercial	per hour	\$161	2.5%	\$165.00
	Decoration/Clean-Up/Rehearsal Time (1-hour max. day of event)	per hour per rental	\$62	3.2%	\$64.00
	Alcohol Service Permit	per event	\$189	2.1%	\$193.00
	Deposit	per event	\$325	2.2%	\$332.00
4	Clubhouses				
	<i>Minimum Rental Time (Sat-Sun); 3 hours (Arlington, Castro Side A, Castro Side B)</i>				
	<i>Maximum Advance Reservation: 12 Months Resident, Non-Profit or Co-Sponsored Group; 10 Months Non-Resident or Commercial; 12 Months Annual Rentals</i>				
	Private, Resident	per hour	\$80	2.5%	\$82.00
	Private, Non-Resident	per hour	\$100	2.0%	\$102.00
	Renovated Clubhouse Private, Resident	per hour	100	2.0%	\$102.00
	Renovated Clubhouse Private, Non-Resident	per hour	125	2.4%	\$128.00
	Clubhouse Weekday Discount	per hour	15%		15%
	Deposit	per event	\$240	2.1%	\$245.00
	Alcohol Service Permit	per event	\$46	2.2%	\$47.00
	Art Studio Instructor	per hour	\$42	2.4%	\$43.00
5	Facility Rental Related Fees & Discounts				
	Transfer Fee - Rooms and Clubhouses	per date	\$50	2.0%	\$51.00
	Transfer Fee - Picnics	per date	\$21	4.8%	\$22.00
	Late Payment Fee	percent	15%		15%
	City Co-Sponsored Rental Fee Discount	percent	40%		40%
	Non-Profit Rental Fee Discount	percent	20%		20%
	Governmental Agency/School District Rentals (per WCCUSD Joint Use Agreement)	per event	Cost of Additional Staff (if needed)		
	Chair Rental—Non-Profit/Co-Sponsored	each	\$3	33.3%	\$4.00
	6-Foot Table Rental—Non-Profit/Co-Sponsored	each	\$5		
	8-Foot Table Rental—Non-Profit/Co-Sponsored	each	\$6	16.7%	\$7.00
6	Storage Fee - Co-Sponsored Groups Only				
	Small Locker	per year	\$357	2.2%	\$365.00
	Medium Locker	per year	\$423	2.1%	\$432.00
	Large Locker	per year	\$568	2.1%	\$580.00

	Room/Small Clubhouse	per year	\$800	25.0%	\$1,000.00
Recreation Field/Sports Venue Rentals and Fees					
1	Tennis Courts				
	Resident	per hour	\$10		\$10.00
	Non-Resident	per hour	\$12		\$12.00
	Tennis Club	per hour	\$7	3.6%	\$7.25
	Instruction Use	per hour	\$16	6.3%	\$17.00
	City Co-Sponsored Group Team Permit Fee	per season	\$25	4.0%	\$26.00
	Tennis Transfer/Cancellation Fee	per hour	\$1		\$1.00
	Private Instructor Processing Fee (Tennis Certification and Insurance Required)	per year	\$27	3.7%	\$28.00
	Light Surcharge (Cerrito Vista)	per hour	NEW		\$4.00
2	Play Fields				
	Resident	per hour	\$30	3.3%	\$31.00
	Non-Resident	per hour	\$41	2.4%	\$42.00
	Cerrito Vista Hardball Field (2 hr. minimum)—Resident	per hour	\$42	2.4%	\$43.00
	Cerrito Vista Hardball Field (2 hr. minimum)—Non-Resident	per hour	\$52	3.8%	\$54.00
	El Cerrito Co-Sponsored Youth Group	per hour	\$10	25.0%	\$12.50
	Fine for violation of field policies and/or damaging fields when wet and or not playable or signs are posted.	per infraction	\$342	2.0%	\$349.00
Swim Center Programs/Fees * Effective 9/1/21					
1	Adult Swim Fees				
	Lap Swim/Recreation/Family Swim				
	30 Monthly Day Pass—Resident	per month	\$91	2.2%	\$93.00
	30 Monthly Day Pass—Non-Resident	per month	\$113	2.7%	\$116.00
	30 Day Pass Three Month Discount	per month	\$7		
	Ten Fifteen-Swim Pass—Resident	per pass	\$52	78.8%	\$93.00
	Ten Fifteen-Swim Pass—Non-Resident	per pass	\$65	78.5%	\$116.00
	Drop-In	per use	\$8	0.0%	\$8.00
	Masters Swim Team				
	Drop-In	per use	\$11	9.1%	\$12.00
	30 Day Monthly Pass - Resident	valid 30 days per month	\$82	9.8%	\$90.00
	30 Day Monthly Pass - Non-Resident	valid 30 days per month	\$103	9.7%	\$113.00
	Masters Three Month Discount	per month	\$9		
	Masters 10 Workout Pass—Resident	per pass	\$99		
	Masters 10 Workout Pass—Non-Resident	per pass	\$110		
	Masters Plus—Any Masters Workout/Lap Swim 1 Month Only (No quarterly discount)				
	Monthly Masters Plus Resident	valid 30 days per month	\$126	2.4%	\$129.00
	Monthly Masters Plus Non-Resident	valid 30 days per month	\$158	2.5%	\$162.00
2	Recreation Parent & Child Swim/Splash Park/Tot Splash				
	Drop-in				
	Adult (18+)	per use	\$8		\$8.00

	Child (1-6 years)	per use	\$4		
	Youth (7 1-17 years)	per use	\$5		\$5.00
	Splash Park Only & Tot Splash	per use	\$4		\$4.00
	Non-Swimmer Fee	per use	\$4		\$4.00
	Organized Groups (minimum of 15)	per child	\$4		\$4.00
	30 Days				
	Child (1-6 years) Resident	valid 30 days	\$48		
	Child (1-6 years) Non-Resident	valid 30 days	\$60		
	Youth— (1-17 years) Resident	valid 30 days	\$53	3.8%	\$55.00
	Youth— (1-17 years) Non-Resident	valid 30 days	\$66	3.0%	\$68.00
	Ten Swim Pass (valid April through Oct.)				
	Child Resident (ages 1-6)	per pass	\$27		
	Child Non-Resident (ages 1-6)	per pass	\$34		
	Youth Resident (1-17)	per pass	\$37	2.7%	\$38.00
	Youth Non-Resident (1-17)	per pass	\$46	2.2%	\$47.00
	Family Season Passes				
	Family Season Pass (6/1-9/30) Resident (max 5 family members per address)	Valid Season	\$399	2.0%	\$407.00
	Family Season Pass (6/1-9/30) Non-Res (max 5 family members per address)	Valid Season	\$450	2.0%	\$459.00
	Additional Family Members (up to 3 additional)	Valid Season	\$30	3.3%	\$31.00
	Additional Family Members (up to 3 additional) Non-Res	Valid Season	\$38	2.6%	\$39.00
	Splash Park/Tot Splash Only Ten Swim Pass				
	Resident	per pass	\$27	3.7%	\$28.00
	Non-Resident	per pass	\$34	2.9%	\$35.00
3	Water Aerobics Deep/Shallow				
	Drop In	per use	\$11	9.1%	\$12.00
	Ten Workout Pass - Resident	per pass	\$80	2.5%	\$82.00
	Ten Workout Pass - Non-Resident	per pass	\$95	2.1%	\$97.00
4	Swim Lessons				
	Private—Resident	per class	\$32	3.1%	\$33.00
	Private—Non-Resident	per class	\$40	2.5%	\$41.00
	Semi-Private - Resident	per class	\$54	3.7%	\$56.00
	Semi-Private - Non-Resident	per class	\$68	2.9%	\$70.00
	Youth Groups—Resident	per class	\$12	8.3%	\$13.00
	Youth Groups—Non-Resident	per class	\$15	6.7%	\$16.00
	Teen/Adult & Special Arrangement Group Lesson—Resident	per class	\$13	7.7%	\$14.00
	Teen/Adult & Special Arrangement Group Lesson—Non-Resident	per class	\$16	6.3%	\$17.00
5	Swimming Clubs, Teams & Meets				
	Pre-Swim Team (50 minutes, 4 days/week)				
	Resident	per hour	\$4	25.0%	\$5.00
	Non-Resident	per hour	\$5	20.0%	\$6.00
	El Cerrito High School Swim Team (February through May)	per season	\$2,671	12.3%	\$3,000
	El Cerrito High School Swim Team (February through May) non-operating hours	per hour per staff	\$30	3.3%	\$31.00

	Gators Swim Team				
	One Swimmer - Resident	per hour	\$5	20.0%	\$6.00
	One Swimmer - Non-Resident	per hour	\$6	16.7%	\$7.00
	Each Additional Household Member Discount	monthly discount percent	15%	-5%	10%
6	Swim Center Rentals				
	Long-Term Pool Rentals	per lane/ per hour	\$15	6.7%	\$16.00
	Lane Rental Fee	per lane/ per hour	\$20	5.0%	\$21.00
	Emery G. Weed III Lap Pool-Resident, non-operating hours, practice time	per hour	\$150	2.0%	\$153.00
	Emery G. Weed III Lap Pool-Non-Resident, non-operating hours, practice time	per hour	\$188	2.1%	\$192.00
	Emery G. Weed III Lap Pool—Resident, non-operating hours, event rental	per hour	\$249	2.0%	\$254.00
	Emery G. Weed III Lap Pool—Non-Resident/Commercial, non-operating hours, event rental	per hour	\$311	2.3%	\$318.00
	Swim Center Rental Deposit (refundable)	per event	\$106	2.8%	\$109.00
	Recreation Pool-Resident (1-50 people) (2-hour minimum)	per hour	\$174	2.3%	\$178.00
	Recreation Pool-Non-Resident (1-50 people) (2-hour minimum)	per hour	\$218	2.3%	\$223.00
	Recreation Pool-Resident (51-100 people) (2-hour minimum)	per hour	\$188	2.1%	\$192.00
	Recreation Pool-Non-Resident (51-100 people) (2-hour minimum)	per hour	\$235	2.1%	\$240.00
	Splash Park Rental-Resident (1-50 people) (2-hour minimum)	per hour	\$153	2.6%	\$157.00
	Splash Park Rental-Non-Resident (1-50 people) (2-hour minimum)	per hour	\$191	2.1%	\$195.00
	Splash Park Rental-Resident (51-100 people) (2-hour minimum)	per hour	\$164	2.4%	\$168.00
	Splash Park Rental-Non-Resident (51-100 people) (2-hour minimum)	per hour	\$205	2.4%	\$210.00
	Transfer Fee	per booking	\$50	2.0%	\$51.00
	Picnic Area Rental During Recreation Swim (Splash Park Area & Swim Camp Lawn Area) Resident (11-20 people) - listed fee plus lifeguard rate below	per event	\$80 + \$30/hour	2.5%	\$82.00
	Picnic Area Rental During Recreation Swim (Splash Park Area & Swim Camp Lawn Area) Non-Resident (11-20 people) - listed fee plus lifeguard rate below	per event	125% of Res Fee		125% of Res Fee
	Picnic Area rental during Recreation Swim (Swim Camp Lawn Area) Resident (11-15 people) - listed fee plus lifeguard rate below	per event	\$60 + \$30/hour	3.3%	\$62.00
	Picnic Area rental during Recreation Swim (Swim Camp Lawn Area) Non-Resident (11-15 people) - listed fee plus lifeguard rate below	per event	125% of Res Fee		125% of Res Fee
	Lifeguard Fee	per hour	\$30	-	\$30.00
7	Miscellaneous Swim Center Fees				
	Auto-Debit Pass Discount	per month	NEW		5%
	Single Lane Program/Holiday Reservation Surcharge - Resident	per swim	NEW		\$2.00
	Single Lane Program/Holiday Reservation Surcharge - Non-Resident	per swim	NEW		\$4.00
	Monthly Passes Pro-Rated for Remaining Days Based on Beginning Effective Date Only - (proration will not be applied to the Admin Fee)	per pass	NEW		
	Youth Programs				
1	Day & Overnight Camps *Effective 9/1/2021				
	City Run Camp Resident (Price based on number of days, hours, special events, field trips, supplies needed)	See brochure for actual costs	\$20-\$420		\$20-\$500
	City Run Camp Non-Resident	125% of resident fee			
	Day Camp Deposit	per camp/week	\$33	6.1%	\$35.00
	Day Camp Cancellation Fee	per camp/week	\$33	6.1%	\$35.00

2	Overnight Camp				
	Camper - Resident (price depends on staffing and rental costs, duration of session and other fixed costs)	per session	\$415 - \$775		\$425-\$825
	Camper Non-Resident	120% of resident fee	120% of resident fee		
	CIT/TILT Programs - Residents	per session	\$185 - \$370		\$200- \$425
	CIT/TILT Programs - Non-Residents	120% of resident fee	120% of resident fee		
	Deposit	per week	\$155	2.6%	\$159.00
3	Before/After School Childcare				
	5 day schedule, AM Care (~ 1.5 hours/day)	per month (10 Total)	\$247	17.0%	\$289.00
	4 day schedule, AM Care (~1.5vhours/day)	per month (10 Total)	\$218	16.5%	\$254.00
	3 day schedule, AM Care (~1.5 hours/day)	per month (10 Total)	\$178	16.9%	\$208.00
	2 day schedule, AM Care (~1.5 hours/day)	per month (10 Total)	\$129	16.3%	\$150.00
	1 day schedule, AM Care (~1.5 hours/day)	per month (10 Total)	\$65	15.4%	\$75.00
	5 day schedule, AM Transitional Kindergarten Care (~ 1.75 hours/day)	per month (10 Total)	\$288	17.0%	\$337.00
	4 day schedule, AM Transitional Kindergarten Care (~ 1.75 hours/day)	per month (10 Total)	\$254	16.5%	\$296.00
	3 day schedule, AM Transitional Kindergarten Care (~ 1.75 hours/day)	per month (10 Total)	\$208	16.8%	\$243.00
	2 day schedule, AM Transitional Kindergarten Care (~ 1.75 hours/day)	per month (10 Total)	\$150	16.7%	\$175.00
	1 day schedule, AM Transitional Kindergarten Care (~ 1.75 hours/day)	per month (10 Total)	\$75	17.3%	\$88.00
	5 day schedule, TK/ Madera Kinder Childcare (~ 4.25 hours/day)	per month (10 Total)	\$679	6.8%	\$725.00
	4 day schedule, TK/ Madera Kinder Childcare (~4.25 hours/day)	per month (10 Total)	\$597	6.9%	\$638.00
	3 day schedule, TK/ Madera Kinder Childcare (~4.25 hours/day)	per month (10 Total)	\$489	6.7%	\$522.00
	2 day schedule, TK/ Madera Kinder Childcare (~4.25 hours/day)	per month (10 Total)	\$353	6.8%	\$377.00
	1 day schedule, TK/ Madera Kinder Childcare (~4.25 hours/day)	per month (10 Total)	\$177	6.8%	\$189.00
	5 day schedule, Kindergarten Childcare (~ 4 hours/day)	per month (10 Total)	\$626	9.1%	\$683.00
	4 day schedule, Kindergarten Childcare (~4 hours/day)	per month (10 Total)	\$552	8.9%	\$601.00
	3 day schedule, Kindergarten Childcare (~4 hours/day)	per month (10 Total)	\$451	8.9%	\$491.00
	2 day schedule, Kindergarten Childcare (~4 hours/day)	per month (10 Total)	\$327	8.6%	\$355.00
	1 day schedule, Kindergarten Childcare (~4 hours/day)	per month (10 Total)	\$164	7.9%	\$177.00
	5 day schedule, 1 st - 6 th PM Care (~3.33 hours/day)	per month (10 Total)	\$557	6.1%	\$591.00

	4 day schedule, 1 st - 6 th Care (3.33 hours/day)	per month (10 Total)	\$491	5.9%	\$520.00
	3 day schedule, 1 st - 6 th PM Care (~3.33 hours/day)	per month (10 Total)	\$402	6.0%	\$426.00
	2 day schedule, 1 st - 6 th PM Care (~3.33 hours/day)	per month (10 Total)	\$290	6.2%	\$308.00
	1 day schedule, 1 st - 6 th PM Care (~3.33 hours/day)	per month (10 Total)	\$145	6.2%	\$154.00
	4 day schedule, TK & Madera Kinder Club (~1 hour/day)	per month (10 Total)	\$146	8.2%	\$158.00
	3 day schedule, TK & Madera Kinder Club (~1 hour/day)	per month (10 Total)	\$132	-2.3%	\$129.00
	2 day schedule, TK & Madera Kinder Care (~1 hour/day)	per month (10 Total)	\$96	-3.1%	\$93.00
	1 day schedule, TK & Madera Kinder Club (~1 hour/day)	per month (10 Total)	\$48	-2.1%	\$47.00
	4 day schedule, Kinder Club (~.6 hours/day)	per month (10 Total)	\$88	-100.0%	
	3 day schedule, Kinder Club (~.6 hours/day)	per month (10 Total)	\$79	-100.0%	
	2 day schedule, Kinder Club (~.6 hours/day)	per month (10 Total)	\$58	-100.0%	
	1 day schedule, Kinder Club (~.6 hours/day)	per month (10 Total)	\$29	-100.0%	
4	Preschool *Effective 9/1/2021				
	5 day schedule, 3 hour program	per month	\$544	-100.0%	-
	5 day schedule, 4 hour program	per month	\$727	-100.0%	-
	4 day schedule, 3 hour program	per month	\$458	17.2%	\$537.00
	4 day schedule, 4 hour program	per month	\$609	-100.0%	-
	3 day schedule, 3 hour program	per month	\$360	11.9%	\$403.00
	3 day schedule, 4 hour program	per month	\$478	12.3%	\$537.00
	2 day schedule, 3 hour program	per month	\$251	6.8%	\$268.00
	2 day schedule, 4 hour program	per month	\$334	7.2%	\$358.00
	1 day schedule, 3 hour program	per month	\$126	6.3%	\$134.00
	1 day schedule, 4 hour program	per month	\$168	6.5%	\$179.00
4	Other Fees				
	Before/After School & Preschool Programs - Non-Refundable Registration Fee	per registration	\$76	2.6%	\$78.00
	Before/After School & Preschool Programs - Drop-In fee, under 3 hours program	per day/per program	\$21	4.8%	\$22.00
	Before/After School & Preschool Programs - Drop-In fee, over 3 hours program	per day/per program	\$42	2.4%	\$43.00
	Before/After School Program - Receives Reduced Lunch	discount	35%	-14.3%	30%
	Before/After School Program - Receives Free Lunch	discount	55%	-9.1%	50%
	Preschools - Non-Resident Rate	surcharge	15%		20%
	Preschools - Qualifies for City Scholarship - Residents	discount	25%		25%
	Preschools - Qualifies for City Scholarship – Non-Resident	discount	Regular Resident Rate		Regular Resident Rate
	Fees can be adjusted proportionally due to substantial changes in program hours at the discretion of the Recreation Director	program hours			
	Fees can be adjusted proportionate to any mandated staff to child ratio changes at the discretion of the Recreation Director	staffing/ enhanced requirements			
	Preschools - Over 8 hours (full day)	monthly discount	10%		10%

	City Run Youth Program (Price based on number of days, hours, supplies or equipment needed)	-	\$5-\$200		
	Before/After School & Preschool Fees Include 3% Admin. Surcharge listed in "Other Fees & Discounts" Section				
Adult Programs and Services					
	60 & Better Rewards Club - Resident	annual	\$20		\$20.00
	60 & Better Rewards Club - Non-Resident	annual	\$25		\$25.00
	Ticket Based Class Fee—Resident	per class	\$6	16.7%	\$7.00
	Ticket Based Class Fee—Non-Resident	per class	\$7	14.3%	\$8.00
	5 Class Pass (ticket-based class) - Resident	per class	\$25	4.0%	\$26.00
	5 Class Pass (ticket-based class) - Non-Resident	per class	\$30	3.3%	\$31.00
	Local Monthly Shopping Trips, round trip	per trip	\$7	14.3%	\$8.00
	Respite Group—Resident	per month	\$109	2.8%	\$112.00
	Respite Group—Non-Resident	per month	\$136	2.2%	\$139.00
	Easy Ride Paratransit, each way	per trip	\$3		\$3.00
	Drop-In Activities Fee - Resident	per class	\$3	33.3%	\$4.00
	Drop-In Activities Fee - Non-Resident	per use	\$4	25.0%	\$5.00
	10 Punch Drop-In Activity Pass - Resident	per pass	\$20	5.0%	\$21.00
	10 Punch Drop-In Activity Pass - Non-Resident	per pass	\$30	3.3%	\$31.00
	Wellness Services (rental rates are % of revenue collected)	per date	20%-40%		20%-40%
	City Run Day Trips Resident (Price based on mileage, length of trip, admission rates, volunteer trip leader expenses and supplies needed)	see brochure for actual costs	\$15-\$150	0%-33%	\$15-\$200
	City Run Day Trips - Non-Resident	% of resident fee	125% of resident rate		125% of resident rate
Other Fees & Discounts & Refunds					
1	Miscellaneous				
	Registration Fees—Refunds , Transfers, Cancellations, and Late Payments (25% of fee, up to maximum and rounded to nearest dollar)	maximum charge per session	\$21	4.8%	\$22.00
	Late Pick-Up Fee (\$20 minimum + \$1.00 per minute)	minimum late pick-up fee	\$20		\$20.00
	Misc. Product Fee (depending on level of effort)	each + surcharge	Cost + 5%-20%		Cost + 5%-20%
	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
	Long Term Rental Discount - as determined by Recreation Director				\$0.00
	Administrative Surcharge Fee for City Run Programs	per transaction	3%		3%
	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				
	City Run Program (Price based on number of days and hours)	per day/per program + any supply, entrance & trans. costs	\$5-\$200		\$5-\$200
2	Third Party Programs				

	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	\$12	8.3%	\$13.00
	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%	-25.0%	15%
3	Recreation Brochure Advertisements				
	Copy Ready, 1/8 page	each	\$200	2.0%	\$204.00
	Copy Ready, Quarter page	each	\$450	2.0%	\$459.00
	Copy Ready, Half page	each	\$750	2.0%	\$765.00
	Copy Ready, Full page	each	\$1,250	2.0%	\$1,275.00
	Full Year of Advertising (3 rECguide Issues)	Discount	15%		15%
	Graphic Preparation-Graphic Designer	Actual	Actual Cost		Actual Cost

PUBLIC WORKS DEPARTMENT

Items	Description	Basis	Adopted FY 2020-21	Increase/Decrease	
					New Fee
Grading					
1	Plan Check				
	(No permit required below 50 CY)				
a.	50 to 10,000 CY	each	\$507	\$10	\$517
b.	10,001 to 100,000 CY	each	\$704	\$14	\$718
c.	Add for each 10,000 CY above 100,000	10,000 CY	\$169	\$3	\$172
2	Permit Issuance	each	\$98	\$9	\$107
3	Permit Bond	per CY	\$5	\$0	\$5 .10
4	Inspection (C.6 inspections are separately listed in "Erosion & Clean Water Section")				
	(No permit required below 50 CY)				
a.	50 to 10,000 CY (up to 8 inspections; any additional inspections will be charged at hourly rate)	each	\$908	\$18	\$926
b.	10,001 to 100,000 CY (up to 15 inspections, add'l inspections will be charged at hourly rate)	each	\$1,826	\$37	\$1,863
c.	Add for each 10,000 CY above 100,000	10,000 CY	\$113	\$2	\$115
5	Grading Work Started Prior to Obtaining a Permit	Double the Plan Check, Permit Issuance Fee and Inspection Fee			
Encroachments					
1	Permit Issuance Fee (all permits except planting of street trees)	each	\$105	\$2	\$107
2	Permit Renewal Fee/Time Extension	each	\$52.33	\$1	\$53
3	Permit bond/deposit (except street tree permit)				
a.	One-year maintenance bond for street cuts in the amount of the value of the work or as determined by City Engineer.	minimum	\$1,696	\$34	\$1,730
b.	Bond for concrete work, including curb, gutter and sidewalk drains. Deposit is equal to the value of the work or as determined by City Engineer. Deposit is returned upon passing final inspection for concrete work.	minimum	\$718	\$14	\$732
c.	One-year maintenance bond for storm drainage modifications equal to the value of the work or as determined by City Engineer.	each			
4	Permit Types (also subject to the Issuance Fee (#2))				
a.	Concrete Flat Work or Under Sidewalk Drain - up to 500 s.f. (includes two inspections)	each	\$289	\$6	\$295
b.	ADD for each add'l 500 s.f.	500 s.f.	\$69	\$1	\$70
c.	Street cut or drainage modifications (< 10 C.Y. excavated) (includes two inspections)	each	\$314	\$6	\$320
d.	ADD for each add'l 10 CY.	10 CY	\$234	\$5	\$239

e.	Traffic Control Plan Review	each	\$259	\$5	\$264
f.	Work in Public Right-of-Way Started Prior to Obtaining a Permit	Double the Permit Issuance Fee and Inspection Fee			
g.	Revocable Encroachment Permit/Hold Harmless Agreement	each	\$371	\$7	\$378
h.	Storage in Public ROW for Moving Pods and Portable Toilets (East Bay Sanitary dumpsters exempt; storage pods for residential moving exempt from bond deposit)	per two weeks	\$167	\$3	\$170
i.	Moratorium Street Restoration Fee for Street cuts not exceeding 5' x 5'; Restoration for street cuts larger than 5' x 5' on a moratorium street will be calculated by the City Engineer based on recent bid costs for annual City slurry seal projects	each	\$739	\$15	\$754
j.	Re-inspection/Additional Inspection (for reasons such as work not ready for a scheduled inspection, work done without an inspection, work partially completed or annual permit inspection)	each	\$80	\$2	\$82
k.	Traffic Striping Restoration -Thermoplastic Pavement Legends (includes removal and replacement and related contract work)	each	\$323	\$6	\$329
l.	Traffic Striping Restoration -Thermoplastic 4" Line (includes removal and replacement and related contract work)	LF	\$8	\$0.16	\$8.16
m.	Traffic Striping Restoration -Thermoplastic 12' Line (includes removal and replacement and related contract work)	LF	\$6	\$0.12	\$6.12
n.	Traffic Striping Restoration -Thermoplastic Detail 22 (includes removal and replacement and related contract work)	LF	\$4	\$0.08	\$4.08
o.	Pavement Marker Restoration - Caltrans Type AY Pavement Reflective Markers (includes replacement and related contract work)	each	\$8	\$0.16	\$8.16
p.	Utility Pole - Set, Relocate or Remove	each	\$280	\$5.60	\$286
q.	Temporary Construction Parking for vehicles that have commercial license plates and Limited Construction Equipment Storage (includes construction parking permit)	per week	\$260	\$5.20	\$265
r.	Annual Encroachment Permit for Utility Companies, Administrative Fee (In-lieu of Issuance Fee to be applied for annual utility permit agreements. Inspections are charged at the Additional Inspection rate.)	per year		New	\$452.88
s.	Transportation Permit - Per Calif. State Vehicle Code Section 35795	per trip	\$16	\$0.00	\$16
t.	Haul Route Impact Fees				
	For qualifying projects as determined by the City Engineer, Haul Route Fees are charged on the following costs per square yard of pavement per PCI point drop in each 500-foot long section of haul route. For haul routes in use for over one year, a PCI discount will be applied against the PCI change as listed below. If the Post-construction PCI is higher than the Pre-construction PCI, the PCI change shall be considered to be zero. The final PCI value will determine the category of the fee charged.				
i.	Arterial				
	100<pci<70		\$0.31	\$0.01	\$0.31
	69<pci<50		\$0.86	\$0.02	\$0.88
	49<pci<25		\$0.88	\$0.02	\$0.90
	24<pci<0		\$1.55	\$0.03	\$1.58
ii.	Collector				
	100<pci<70		\$0.31	\$0.01	\$0.31
	69<pci<50		\$0.71	\$0.01	\$0.73
	49<pci<25		\$0.88	\$0.02	\$0.90
	24<pci<0		\$1.55	\$0.03	\$1.58

iii.	Residential				
	100<pci<70		\$0.24	\$0.00	\$0.24
	69<pci<50		\$0.67	\$0.01	\$0.68
	49<pci<25		\$0.80	\$0.02	\$0.82
	24<pci<0		\$1.33	\$0.03	\$1.36
iv.	PCI Discount				
	100<pci<70	pts/year	\$2.30		\$2.30
	69<pci<50	pts/year	\$2.80		\$2.80
	49<pci<25	pts/year	\$3.40		\$3.40
	24<pci<0	pts/year	\$3.70		\$3.70
u	Newsrack Box Fee [Permit fee for permitted use of a box inside the specified newsrack location. The permit is valid for a three-year period and fee includes cost of administrative and maintenance expenses associated with the newsrack program. Permittee shall comply with box dimensions, style, and model as designated by the Public Works Director, see Municipal Code Section 13.60]	per box per permit period			\$170.34
i.	1-5 boxes	per permit period	\$167	\$3	\$170
ii.	6-10 boxes	per permit period	\$248	\$5	\$253
iii.	11-15 boxes	per permit period	\$331	\$7	\$338
iv.	More than 15 boxes	per permit period	\$414	\$8	\$422
Parking Controls					
1	Appeals				
a.	No Parking/Stopping Anytime Zones (includes two hours of Manager's time)	each	\$551	\$11	\$562
b.	Red curb marking next to residential driveway (Subject to City Engineer approval of Resident Request)	each	\$374	\$7	\$381
2	Temporary No Parking/Stopping Anytime Signs	each	\$7	\$0.14	\$7.14
3	Temporary Barricades				
a.	Pick-up/drop-off by City crew	per pick-up/drop-off	\$133	\$3	\$136
b.	Replacement	per barricade	\$102	\$2	\$104
Street Tree Permits					
1	Street Tree Planting by Property Owner (Includes planting permit, site approval, and planting inspection)	per 1-3 trees	\$103		\$53
a.	Street Tree Maintenance Bond - Required three-year refundable maintenance bond for when property owner plants new Street Trees to cover Staff time needed to rehabilitate or remove a tree that has not been properly maintained.	per tree, refundable after 3- year health verification	\$98	\$2	\$100
2	New Street Tree Planting and Related Work by City (Includes permit, one 15-gallon tree, planted, staked, and mulched, and comes with watering bag. Requires signed City Tree Care Agreement)	per tree	\$335		\$315
a.	Concrete Removal for Tree Well	per 16 s. f.	\$181	\$3.62	\$185
b.	Concrete Removal for Tree Well (per s.f. after first 16 s.f. removal)	per s.f.	\$12	\$0.24	\$12.24

c.	Maintenance to Establish New Tree - Three-year maintenance fee when City is establishing new tree without a City Tree Care Agreement, usually in case of mitigation for street tree removal and planting in a different location that the responsible property owner is not able to maintain.	per tree	\$800	\$16	\$816
3	Permit for Street Tree Pruning or Removal by Property Owner (includes inspection by Program Manager)	minimum	\$206	\$4	\$210
4	Bond for Street Tree Pruning, Protection, or Removal by Property Owner	minimum	\$250	\$5	\$255
5	Violation for Unauthorized Street Tree Pruning, Mutilation or Removal (i.e., work without a Permit)				
	0-5.99 inch	Tree Diameter @ 4.5 feet			\$500
	6.0-11.99 inch	Tree Diameter @ 4.5 feet			\$750
	12.0-17.99 inch	Tree Diameter @ 4.5 feet			\$1,000
	18.0-23.99 inch	Tree Diameter @ 4.5 feet			\$1,500
	24 inch and greater	Tree Diameter @ 4.5 feet			\$2,000
Erosion and Clean Water					
1	Stormwater Pollution Prevention Construction Permit: C.6 Inspections (Permits for construction projects that require Stormwater Pollution Prevention, includes monthly inspection)				
a.	Less than 1-acre hillside site, requiring an erosion and sediment control plan		\$321	\$6	\$327
b.	More than an acre, requiring an erosion and sediment control plan		\$642	\$13	\$655
c.	Re- Inspections (Due to Fail in maintaining BMP's)		\$160	\$3	\$163
2	C.3 Fees for projects which create or replace more than 10,000 square feet of impervious surface				
a.	Stormwater Control Plan Review/Approval (Collected by Planning Dept at initial submittal)	each	\$512	\$10	\$522
b.	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	\$0.05	\$0	\$0 .05
c.	Annual Inspection Fee-Collected by Public Works Department as described in Maintenance Agreement (Includes max of one field inspection. Additional re-inspection will be charged additional inspection fee)	up to 25,000 sf	\$420	\$8	\$428
d.	Annual Inspection Fee-Collected by Public Works Department as described in Maintenance Agreement	more than 25,000 sf	\$839	\$17	\$856
Miscellaneous					
1	Illicit Discharge Response / Hazardous Materials Spill Clean-Up - costs to include supervision, reporting, overhead, equipment, hourly wages and fringe benefits of the employees involved	per response, per day	\$630		\$1,260
2	Public Works Hourly Rates (for other Services Not Specified)				
a.	Public Works Director	hourly	\$296		\$243
b.	Management Assistant	hourly	\$105		\$73
c.	Engineering Manager/Senior Engineer	hourly	\$222		\$186
d.	Operations + Environmental Services Division Manager	hourly	\$212		\$124
e.	Programs Manager/Analyst	hourly	\$206		\$133
f.	Associate Engineer	hourly	\$173		\$162

g.	Maintenance Superintendent/Operations Supervisor	hourly	\$206		\$153
h.	Technician/Inspector	hourly	\$160		\$84
i.	Maintenance Worker / Recycling Maintenance Worker	hourly	\$133		\$111
j.	Admin Clerk Specialist	hourly	\$88		\$60
k.	Waste Prevention Specialist	hourly	\$136		\$115
3	Bid Protest Fee		\$530	\$11	\$541
4	Recycling + Environmental Services				
a.	Construction Waste Management Plan Review Fee	per plan review, inclusive of pre plan and post report	\$218	\$4	\$222
b.	Solid Waste Collection and Disposal Subscription Exemption Application Fee	per application	\$272	\$5	\$277
c.	Salvage Permit Application Fee	per application per year	\$44	\$1	\$45
d.	Recycling + Environmental Resource Center Tour Fee	per tour, excluding free monthly tours	\$163	\$3	\$166
e.	Recycling Cart Cleaning Fee (64 and 96 gallon carts)	per cart	\$66	\$1	\$67
f.	Recycling Bin Cleaning Fee (1 and 2 cubic yard bins)	per bin	\$100	\$2	\$102
g	Recycling Cart Replacement fee due to customer damage	per bin	\$76	\$2	\$78
h.	Extra Recycling Truck Pick Up due to customer fault	per pick-up	\$25	\$1	\$26
i.	Waste Enclosure Padlock Replacement due to customer loss	per lock	\$15	\$0	\$15
j.	Citywide Garage Sale Listing	per registration	\$25	\$0	\$25
k.	Solid Waste Event Stands Rental (set of three - Recycling, Compost, and Garbage)	per event	\$50	\$1	\$51
l.	Solid Waste Event Stand Replacement	per stand	\$73	\$1	\$74
m.	Compost	per 5 gallons	\$1	\$0	\$1
n.	Compact Fluorescent Bulb (CFL) Recycling *	per bulb	\$4	\$0	\$4
o.	Fluorescent Tube Recycling *	per linear foot	\$0.63	\$0.01	\$0.64
p.	CFL & Tube Large Quantity (over 15 CFLs and/or 30 feet) Recycling	additional flat fee	\$13	\$0.25	\$13.25
q.	Expanded Polystyrene drop off at Recycling Center ** (minimum cost \$2.00)	per pound (or 12 gallons by volume)	\$2	\$0.00	\$2.00
r.	Sharps and Pharms Disposal*	per disposal	\$1	\$0.00	\$1.00
s.	Misc. Product Fee***	per items			
t.	Cardboard, Paper, Books, Magazines, and Newspaper Recycling Drop-off - for amounts greater than 1 cubic yard ** (minimum charge \$7.50)	per cubic yard	\$7.50	\$0.00	\$7.50
	*No cost for residents in RecycleMore service area. Proof of residency required				
	** No cost for El Cerrito rate payers. City reserves the right to reject large quantities. Proof of residency required				
	***Includes market rate sale of salvaged materials plus processing fee				

PLANNING DIVISION

Description	Basis	Adopted FY 2020-21	Increase/Decrease	
				New Fee
San Pablo Avenue Specific Plan Design Review				
Tier 1 Residential and Non-Residential Projects (with or without signage)	each	\$2,049	\$41	\$2,273
Tier 1 Permanent Signs (only)	each	\$582	\$12	\$594
Tier 1 Sidewalk Sign Permit (only)	each	\$109		\$50
Tier 1 Temporary Sidewalk Seating/Temporary Outdoor Improvements	each			No charge
Tier 1 Temporary Sign and/or Banner	each	\$54	\$1	\$55
Tier 1/AUP Sidewalk Seating (off ROW)	each	\$594	\$12	\$606
AUP Sidewalk Seating (in ROW)	each	\$864	\$17	\$881
Tier 1 - Minor Projects (as determined by Planning Manager)	each	\$825	\$17	\$842
Tier 2 Residential and Non-Residential Projects - Up to 2,500 sqft	each	\$3,124	\$62	\$3,347
Tier 3 Residential and Non-Residential Projects - Up to 2,500 sqft	each	\$3,996	\$80	\$4,222
Tier 2 Residential and Non-Residential Projects - 2,501 - 10,000 sqft	each	\$5,947	\$119	\$8,830
Tier 3 Residential and Non-Residential Projects - 2,501 - 10,000 sqft	each	\$7,050	\$141	\$8,564
Tier 2 Residential and Non-Residential Projects - 10,001 – 40,000 sqft	each	\$10,733	\$215	\$14,472
Tier 3 Residential and Non-Residential Projects - 10,001 – 40,000 sqft	each	\$11,051	\$221	\$12,166
Tier 2 Residential and Non-Residential Projects - 40,001 – 100,000 sqft	each	\$15,868	\$317	\$18,748
Tier 3 Residential and Non-Residential Projects - 40,001 – 100,000 sqft	each	\$15,621	\$312	\$17,626
Tier 2 Residential and Non-Residential Projects - 100,001+ sqft base fee plus per hour of staff time	each	\$15,868 after base fee depleted, project goes to hourly rate.		\$18763.00 - after base fee depleted, project goes to hourly rate.
Tier 3 Residential and Non-Residential Projects - 100,001+ sqft base fee plus per hour of staff time	each	\$15,621 - after base fee depleted, project goes to hourly rate.		\$18449.00 - after base fee depleted, project goes to hourly rate.
Tier 4 Residential and Non-Residential Projects - up to 10,000 sqft	each	\$8,129	\$163	\$10,326
Tier 4 Residential and Non-Residential Projects - 10,001 – 40,000 sqft	each	\$12,415	\$248	\$13,529
Tier 4 Residential and Non-Residential Projects - 40,001 – 100,000 sqft	each	\$17,823	\$356	\$19,829
Tier 4 Residential and Non-Residential Projects - 100,001+ sqft base fee plus per hour of staff time	each	\$17,823 - after base fee depleted, project goes to hourly rate.		\$21592.00 - after base fee depleted, project goes to hourly rate.
Environmental Review (CEQA)				

Environmental Review - Specific Plan Environmental Checklist/Initial Study/Negative Declaration/Mitigated Negative Declaration/Environmental Impact Report	each	Consultant costs, plus City administrative fee (30% of consultant cost)		
Environmental Review - Categorical Exemption	each	\$174	\$3	\$177
Notice of Exemption	each	County Clerk Filing Fees		
General Plan and Zoning Ordinance				
General/Specific Plan and/or Amendment	each	\$19,289	\$386	\$19,675
Zoning Amendment	each	\$19,289	\$386	\$19,675
Subdivisions and Lot Adjustments				
Tentative Parcel Map 1-4 lots	each	\$7,195	\$144	\$7,339
Tentative Tract Map 5-10 lots	each	\$10,839	\$217	\$12,325
Tentative Tract Map 11-25 lots	each	\$14,499	\$290	\$14,789
Tentative Tract Map 26+ lots (per lot)	per lot	\$2,213	\$44	\$2,257
Final Map 1-4 lots	each	\$6,410	\$128	\$7,598
Final Map 5+ lots	each	\$8,470	\$169	\$8,639
Exception to Subdivision Ordinance	each	\$8,983	\$180	\$10,172
Lot Line Adjustment or Lot Merger	each	\$6,410	\$128	\$7,598
Certificate of Compliance	each	\$6,218	\$124	\$6,342
Planned Development				
Planned Development	each	\$39,532	\$791	\$40,323
Development Agreement	each	\$43,427	\$869	\$44,296
Development Fees				
Incentives Program Permit (Staff and Design Review Board review prior to application for Planning Commission action, does not include Use Permit Fee)	each	\$11,496	\$230	\$11,726
Accessory Dwelling Unit Permit	each	\$320	\$6	\$326
Home Occupation Permit	each	\$87	\$2	\$89
Zoning Clearance (Commercial)	each	\$310	\$6	\$573
Individual Business Sign Permit (as part of Master Sign Program)	each	\$87	\$2	\$89
Preliminary Review of Multi-Story Single Family Construction (RAD)	each	\$1,505	\$30	\$1,535
Unspecified or Research - hourly	per hour	\$223	\$4	\$227
Rebuild or Interpretation Letter	each	\$884	\$18	\$902
Fence Clearance	each	\$87	\$2	\$89
Residential Chicken Clearance	each	\$87	\$2	\$89
Honeybee Keeping Clearance	each	\$87	\$2	\$89
Goat Weed Abatement Permit	each	\$87	\$2	\$89
Unanimous Neighbor Consent Exception for Chickens and Bees	each	\$43	\$1	\$44
Zoning Information Form/Questionnaire	each	\$43	\$1	\$44
Permit Amendment/Time Extension	each	1/2 of current fee		
Appeals - By nonapplicant	each	\$530	\$11	\$541
Appeals - By applicant	each	1/2 of current fee		
Community Development Director	per hour	\$250		\$243

Planning Manager	per hour	\$192		\$183
Senior Planner	per hour	\$174		\$135
Assistant Planner	per hour			\$73
Massage Operator's Permit	each	\$533		\$544
Cannabis Operating Permit	Deposit account	as needed to cover cost of application		
Inclusionary Zoning				
Inclusionary Zoning In-lieu Fee - 9 or more rental units	per habitable square foot	\$18	\$0	\$18
Inclusionary Zoning In-lieu Fee - 10 or more "for sale" units	per habitable square foot	\$22	\$0	\$22
Inclusionary Zoning In-lieu Fee for combined rental and "for sale" projects	To be determined by City Staff based on square footage of each type.	To be determined by City Staff based on square footage of each type.		
Inclusionary Exemption Extension Application	per project			\$1,200
Inclusionary Monitoring: Rental	annually per project			\$1,500
Inclusionary Monitoring: Ownership	per project			\$2,500
Inclusionary Housing Agreement	per project			\$700
Design Review and Signs				
Residential - 1 unit and projects deemed minor by Planning Manager	each	\$836	\$17	\$853
Residential - 2 - 4 units	each	\$3,028	\$61	\$3,089
Residential - 5 - 10 units	each	\$5,023	\$100	\$5,123
Residential - 11+ units	each	\$7,493	\$150	\$7,643
Nonresidential - 1 - 2,500 s.f.	each	\$1,854	\$37	\$1,891
Nonresidential - 2,501 - 10,000 s.f.	each	\$3,699	\$74	\$3,773
Nonresidential - 10,000+ s.f.	each	\$6,468	\$129	\$6,597
Administrative Design Review	each	\$1,854	\$37	\$1,891
Permanent signs conforming to sign regulations	each	\$582	\$12	\$594
Temporary signs	each	\$54	\$1	\$55
Sidewalk Sign Permit (only)	each	\$54	\$1	\$55
Variances				
Variance - Residential	each	\$4,766	\$95	\$4,861
Variance - Nonresidential	each	\$7,188	\$144	\$7,332
Miscellaneous				
Pre-Application Review Meeting with Staff	each	\$0		
Pre-Application Study Session with Planning Commission or Design Review Bord	each	\$3,992	\$80	\$4,072
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	\$20	\$0	\$20
Laserfiche/Archiving	per page/sheet	\$3	\$0	\$3
Zoning Map	each	\$15	\$0	\$15
General Plan Map	each	\$15	\$0	\$15

Specific Plan	each	\$214	\$4	\$218
Urban Greening Plan	each	\$140	\$3	\$143
Active Transportation Plan	each	\$140	\$3	\$143
General Plan	each	\$49	\$1	\$50
Use Permits				
Use Permit Residential - 1 unit	each	\$1,951	\$39	\$1,990
Use Permit Residential - 2-4 units	each	\$3,269	\$65	\$3,334
Use Permit Residential - 5-10 units	each	\$4,143	\$83	\$4,226
Use Permit Residential - 11+ units	each	\$5,017	\$100	\$5,117
Use Permit Nonresidential - 1 - 2,500 s.f.	each	\$3,269	\$65	\$3,334
Use Permit Nonresidential - 2,501 - 10,000 s.f.	each	\$4,143	\$83	\$4,226
Use Permit Nonresidential - 10,000+ s.f.	each	\$5,017	\$100	\$5,117
Administrative Use Permit	each	\$1,077	\$22	\$1,099
Administrative Use Permit - Keeping Animals (Title 7)	each	\$980	\$20	\$1,000
Temporary Use Permit	each	\$980	\$20	\$1,000
Code Enforcement				
Administrative Citation Fee				\$19

Note: Fees are based on the City's Cost Allocation Study to cover the cost of processing applications for all projects. The Planning 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.

MISC BUILDING PERMIT FEES FOR PROJECTS REQUIRING A PLAN REVIEW

Building permit fees include inspection and permit issuance. Plan review fees are calculated at a rate of 65 percent of the building permit fees and are in addition to the building permit fee The fees below are per each occurrence or unit unless otherwise noted and include any associated plumbing, electrical, and/or mechanical work. The following abbreviations are used: sq.ft. = square feet l.f. = linear feet KW = kilowatt electric kWth = kilowatt thermal		Increase/Decrease	
			New Fee
PROJECT TYPES	FEE		
MISCELLANEOUS PROJECTS			
Standard Hourly Rate	\$175	\$4	\$179
Antenna - residential HAM or CB	\$524		\$624
Equipment Container/Building (Prefab)	\$682		\$903
Free-standing cellular building, antenna, and building site	\$755		\$1,265
New cellular antenna and supporting equipment added to existing site	\$316	\$6	\$322
Light pole or telephone pole mounted cellular 5G equipment	\$202	\$4	\$206
Awning or Canopy	\$333		\$461
Commercial Coach (per unit)	\$333		\$602
Commercial Vapor Recovery Systems	\$480		\$586
Demolition – whole or partial when exterior walls are removed	\$335	\$7	\$342
Demolition surcharge when PCB mitigation is involved	\$242	\$5	\$247
Flagpole	\$304		\$365
ACCESSORY STRUCTURES			
Accessory Structure/Storage shed of 200 sq.ft. or less – unfinished interior and no MEP	\$552		\$579
Accessory Structure/Storage shed for each additional 100 sq.ft. > 200 sq.ft.	\$37		\$53
Carport not exceeding 400 sq.ft.	\$450		\$657
New Garage (detached or attached) 500 sq. ft. or less (unfinished inside and only 1 electrical circuit)	\$552		\$812
New Garage (detached or attached) per additional 100 sq.ft. > 501 sq. ft.	\$101		\$160
ACCESSORY DWELLING UNITS			
New attached or detached accessory dwelling units – each 300 sq.ft. or fraction thereof. Includes 1 kitchen and 1 bathroom.	\$991		\$1,481
Conversion of existing space into an accessory dwelling unit – each 300 sq.ft. or fraction thereof. Includes 1 kitchen and 1 bathroom.	\$698		\$1,065
New or conversion accessory dwelling units employing Universal Design will receive a 25% discount off the above ADU fees.			
ALTERATIONS/ADDITIONS/REPAIRS			
Room additions of 300 sq. ft. or less without engineered calculations without a kitchen or bathroom	\$816		\$1,071
Room addition of 300 sq. ft. or less with engineered calculations without a kitchen or bathroom	\$962		\$1,141
Room additions per additional 100 sq.ft. > 300 sq.ft. with or without engineered calculations.	\$220		\$286
Residential remodel 300 sq. ft. or less without kitchen or bathroom remodel	\$588		\$859
Each additional 100 sq. ft. of residential remodel > 300 sq.ft.	\$130		\$160
Kitchen or bathroom remodel	\$480		\$679
Each additional kitchen or bathroom remodel when work is done at the same time as the first	\$240		\$339
New bathroom or kitchen added to existing dwelling or new/existing accessory structure	\$462		\$700
New or remodel commercial bathroom	\$625		\$996
Miscellaneous bathroom/kitchen repair involving only 1 fixture with plan review	\$304	\$6	\$310
Foundation repair (non-engineered) of 100 linear feet or less	\$480		\$561

Foundation repair (engineered) of 100 linear feet or less	\$552		\$757
Each additional 100 lin. ft. foundation repair (engineered or non- engineered) exceeding the first 100 l.f..	\$101		\$160
Commercial and residential interior partitions not exceeding 30 linear feet	\$333		\$428
Each additional 30 lin. ft. of partition exceeding first 30 l.f.	\$101	\$2	\$103
New masonry fireplace when allowed by BAAQMD	\$670		\$714
Pre-fabricated metal fireplace that is EPA compliant	\$524		\$588
Fireplace demolition	\$377		\$428
Miscellaneous minor and structural repairs, alterations, dry rot/termite repairs of \$10,000 valuation or less and requiring plan review	\$450		\$681
Dry rot/termite damage, miscellaneous alterations, and structural repairs of greater than \$10,000 valuation must use Valuation Table as for new construction.	Use Valuation Table		
Residential Drainage - French Drain/Sump Pump	\$305		\$365
Building permit fees include inspection and permit issuance.			
Plan review fees are calculated at a rate of 65 percent of the building permit fees and are in addition to the building permit fee			
The fees below are per each occurrence or unit unless otherwise noted and include any associated plumbing, electrical, and/or mechanical work.			
The following abbreviations are used:			
sq.ft. = square feet l.f. = linear feet KW = kilowatt electric kWth = kilowatt thermal			
PROJECT TYPES	FEE		
DECKS, BALCONIES, PATIOS, PORCHES			
New decks and balconies not exceeding 100 sq.ft.	\$405		\$551
New decks and balconies not exceeding 500 sq.ft.	\$625		\$775
Each additional 100 sq. ft. of new deck or balcony exceeding 500 sq. ft.	\$130		\$239
Deck and balcony repairs of 100 sq. ft. or less	\$333		\$390
Deck and balcony repairs over 100 sq.ft and less than \$10,000 valuation	\$450		\$614
Deck and balcony repairs of greater than \$10,000 valuation must use the Valuation Table as for new construction.	Use Valuation Table		
Covered porch	\$231		\$453
Patio or deck cover – wood or metal frame not exceeding 300 sq.ft.	\$442		\$459
Each additional 300 sq.ft. of patio or deck cover exceeding 300 sq.ft.	\$138	\$3	\$141
Patio room constructed of wood or metal frame not exceeding 300 sq.ft.	\$560		\$686
Each additional 300 sq.ft. of patio room exceeding the first 300 sq.ft.	\$327	\$7	\$334
ELECTRIC VEHICLE CHARGING			
Commercial electric vehicle charging station – one only	\$370		\$561
Each Commercial EV charging station when 2 to 4 are installed at the same site	\$278	\$6	\$284
Each Commercial EV charging station when 5 or more installed at the same site	\$185	\$4	\$189
FENCES			
Fences or free-standing non-masonry walls 6 to 10 ft. high and not exceeding 100 linear feet	\$296		\$400
Each additional 100 lin. ft. of 6 to 10 feet high non-masonry fences or free- standing walls exceeding the first 100 lin. ft.	\$113		\$125
Fences or free-standing masonry walls less than 10 feet high and not exceeding 100 linear feet	\$597		\$812
Each additional 100 lin. ft. of less than 10 feet high masonry free-standing fences or walls exceeding the first 100 lin. ft.	\$146	\$3	\$149
RETAINING WALLS			
Retaining Wall: Standard Design Non-Engineered not exceeding 50 linear feet	\$406		\$526

Each additional 50 l.f. non-engineered retaining wall exceeding 50 l.f.	\$101		\$129
Retaining Wall: Engineered 3-10' High not exceeding 50 linear feet	\$625		\$890
Each additional 50 l.f. eng. 3'-10' high retaining wall exceeding 50 l.f.	\$175	\$4	\$179
Retaining Wall: Engineered over 10' High retaining wall not exceeding 50 l.f.	\$845		\$1,141
Each additional 50 l.f. eng. over 10' high retaining wall exceeding 50 l.f.	\$248		\$258
ROOFS			
Roof structure replacement not exceeding 100 sq.ft.	\$406		\$428
Each additional 100 sq.ft. roof structure replacement exceeding 100 sq.ft.	\$75		\$97
SEISMIC IMPROVEMENT			
Engineered or non-engineered seismic retrofit/structural strengthening	\$406		\$553
Engineered or non-engineered seismic retrofit/structural strengthening when using Planset A or conforming to Existing Building Code appendix chapter A3	\$203		\$276
SIGNS			
Structural Signs such as monument or large signs attached to a building, etc.	\$406		\$553
Non-structural signs such as individual lettering attached to building, etc.	\$260		\$365
Additional fee for each illuminated sign	\$75	\$2	\$77
SOLAR ENERGY & BATTERY STORAGE			
Solar Photovoltaic up to 10 KW	\$300	\$6	\$250
Solar PV each 10KW or fraction thereof over 10 KW	\$150	\$3	\$265
Solar Thermal (solar water heating) up to 30 kWth	\$300	\$6	\$306
Solar Thermal each 30kWth or fraction thereof over first 30 kWth	\$150	\$3	\$153
Residential battery storage systems	\$260	\$5	\$265
STORAGE RACKS			
Storage Racks: 0-5' high not exceeding 100 l.f.	\$260	\$5	\$365
Storage Racks: Greater than 5 feet and up to 8 feet high not exceeding 100 l.f.	\$333	\$7	\$428
Storage Racks: Greater than 8 feet high and not exceeding 100 l.f.	\$406	\$8	\$526
Each additional 100 l.f. of storage regardless of height	\$101	\$2	\$129
Building permit fees include inspection and permit issuance. Plan review fees are calculated at a rate of 65 percent of the building permit fees and are in addition to the building permit fee The fees below are per each occurrence or unit unless otherwise noted and include any associated plumbing, electrical, and/or mechanical work. The following abbreviations are used: sq.ft. = square feet l.f. = linear feet KW = kilowatt electric kWth = kilowatt thermal			
PROJECT TYPES	FEE		
SWIMMING POOLS, SPAS, HOT TUBS, SAUNAS			
Prefabricated Spa or Hot Tub	\$260		\$365
Sauna or Steam Room added to existing or new/addition construction	\$377		\$491
Swimming Pool - Residential	\$552		\$651
Swimming Pool – Commercial not exceeding 800 sq. ft.	\$990		\$1,392
Each additional 100 sq. ft. commercial pool exceeding 800 sq. ft.	\$130		\$160
TENANT IMPROVEMENTS			
Office tenant improvements – minimum for T.I. not exceeding 500 sq. ft.	\$1,195		\$1,787
Each additional 100 sq. ft. or fraction thereof of office T.I. exceeding 500 sq.ft.	\$102		\$156

Retail tenant improvements – minimum for T. I. not exceeding 500 sq. ft.	\$1,340		\$1,928
Each additional 100 sq.ft. or fraction thereof retail T.I. exceeding 500 sq.ft. and not exceeding 25,000 sq. ft.	\$65		\$113
Each additional 100 sq.ft. or fraction thereof retail T.I. exceeding 25,000 sq.ft.	\$34		\$54
Restaurant tenant improvement – minimum for T.I. not exceeding 750 sq.ft.	\$1,632		\$2,446
Each additional 100 sq.ft. or fraction thereof restaurant T.I. exceeding 750 sq.ft.	\$115	\$2	\$199
WINDOWS, SKYLIGHTS, DOORS			
New door cut into an existing wall	\$305		\$317
First replacement window or sliding glass door -structural with exterior surface break-out and/or frame modification	\$305		\$317
Each additional replacement structural window or sliding glass door when work is performed at the same time as the first	\$61	\$1	\$62
Skylights: New or replacement not exceeding 10 sq.ft.	\$230	\$5	\$235
Skylights: New or replacement and/or structural exceeding 10 sq.ft.	\$296	\$6	\$302

MISC BUILDING PERMIT FEES FOR PROJECTS NOT REQUIRING PLAN REVIEWS

The following Building Permit fees unless otherwise noted are for projects that are not associated with or require plan review. Per hour fees are for each hour or fraction thereof unless otherwise noted.

		Adopted FY 2020-21	Increase/Decrease	
sq.ft. = square feet min. = minimum				New Fee
MISCELLANEOUS PROJECTS/ITEMS				
Standard per hour rate for items not specifically covered in the fee schedule		\$155	\$3	\$158
Change-of or assigned-new address request		\$412	\$8	\$420
Earthquake mitigation inspection first hour		\$268	\$5	\$273
Earthquake mitigation inspection per hour after the first hour		\$155	\$3	\$158
Fire permit handling fee		\$103	\$2	\$105
Building permit renewal when within one year after expiration date		50% of original building fee		
Building permit renewal when after one year after expiration date		100% of original building fee		
Building permit re-inspection fee after 2 failed inspections of the same item(s)		\$155	\$3	\$158
Building permit re-inspection fee when nobody is on site for the inspection and it has not been cancelled ahead of the inspector's leaving the office.		\$155	\$3	\$158
Emergency non-scheduled emergency inspection call-out: per hour with a 4-hour minimum		\$155	\$3	\$158
Pre-arranged or scheduled after hours inspection paid in advance: per hour with a 2-hour minimum		\$155	\$3	\$158
Research – per half hour or fraction thereof		\$78	\$2	\$80
Minor revisions to issued, non-expired permits: per hour		\$256	\$5	\$261
Major revisions to issued non-expired permits: per hour with 3-hour min.		\$256	\$5	\$261
Additional plan review by consultant after the second re-check		1.5 times Consultant's fee		
Additional plan review by City staff after 2 nd re-check: per hour		\$222	\$4	\$226
Supplemental plan review: per hour		\$222	\$4	\$226
Supplemental inspection or inspection request not related to an issued and active permit: per hour with one hour minimum		\$181	\$4	\$185
Soils review processing by City staff		\$103	\$2	\$105
Soils peer review by consultant		Consultant's fee to the City		
FEMA flood zone review		\$577	\$12	\$589
New or replacement Certificate of Occupancy		\$258	\$5	\$263
Temporary Certificate of Occupancy: per 30-day period		\$258	\$5	\$263
ELECTRIC VEHICLE CHARGERS				
Residential electric vehicle level 1 or 2 charging station per each		\$195		\$267
MINOR REPAIRS AND ALTERATIONS				
Miscellaneous minor bathroom/kitchen repair – 1 fixture only		\$315	\$6	\$321
Miscellaneous minor repairs who PC and less than \$10,000 valuation		\$315	\$6	\$321
RE-ROOFS				
Miscellaneous roof repairs not exceeding 500 sq.ft.		\$315	\$6	\$321
Residential re-roof not exceeding 1,500 sq.ft.		\$418	\$8	\$426
Each additional 100 sq.ft. residential re-roof exceeding 1,500 sq.ft.		\$13	\$0	\$13
Commercial exceeding 5,000 sq.ft.		\$569	\$11	\$580
		Adopted FY 2020-21		

sq.ft. = square feet min. = minimum			
RE-ROOFS			
Commercial exceeding 5,000 sq.ft. and not exceeding 10,000 sq.ft.	\$796	\$16	\$812
Commercial exceeding 10,000 sq.ft. and not exceeding 20,000 sq.ft.	\$1,021	\$20	\$1,041
Commercial exceeding 20,000 sq.ft. and not exceeding 50,000 sq.ft.	\$1,322	\$26	\$1,348
Commercial exceeding 50,000 sq.ft. and not exceeding 100,000 sq.ft.	\$1,623	\$32	\$1,655
Commercial each 10,000 sq.ft. above 10,000 sq.ft.	\$268	\$5	\$273
SIDING AND STUCCO			
Siding new or replacement	\$343	\$7	\$350
Each additional 400 sq.ft. siding or fraction thereof over 400 sq.ft.	\$103	\$2	\$105
Stucco new or replacement	\$418	\$8	\$426
Each additional 400 sq.ft. stucco or fraction thereof over 400 sq.ft.	\$103	\$2	\$105
WINDOWS AND DOORS – NON-STRUCTURAL			
Door replacement not involving alterations to wall framing or exterior wall coverings	\$130		\$138
Window, sliding door, solar tube replacement – one only and no alterations to framing or exterior wall coverings	\$130		\$201
Multiple window, sliding door, solar tube replacements – first 5 with no alterations to framing or exterior wall coverings and all done at the same time	\$419	\$8	\$427
Multiple window, sliding door, solar tube replacements – each additional 5 or fraction thereof above the first 5 with no alterations to framing or exterior wall coverings and all done at the same time	\$76	\$2	\$78
RENTAL HOUSING INSPECTIONS			
Rental Housing Inspection: Single Family per unit	\$258	\$5	\$263
Rental Housing Inspection: Multi-family first unit	\$227	\$5	\$232
Rental Housing Inspection: Multi-family additional units after the first	\$129	\$3	\$132
Rental Housing Inspection: Reinspection after the first reinspection	\$78	\$2	\$80
Rental Housing Inspection: cancellation with less than 72-hour notice	50% of fee assessed		
Rental Housing Inspection: late payment	10% of fee billed		
OTHER MISCELLANEOUS FEES AND ASSESSMENTS			
Document imaging of plans, calculations, and other supporting documents	\$3/page		
Continuing education	\$5/permit		
Planning plan review when required	20% of combined building inspection and plan review with a minimum \$192 charge		
Public Works review when required	20% of combined building inspection and plan review with a minimum \$223 charge		
Public Works Engineering site inspection when required – per hour or fraction thereof	\$223/hour		
Fire Department plan review when required	See Fire fee schedule		
SPA Specific Plan maintenance fee – Construction of new residential units	\$206/unit		
SPA Specific Plan maintenance fee – Additions to existing non-residential buildings per additional sq.ft.	\$0.19/sq.ft.		

MECHANICAL, PLUMBING ELECTRICAL (MPE Permit Issuance Fees)

The following permit fee tables are for all stand alone Mechanical, Plumbing, and/or Electrical work that is not included in new construction or other projects listed on the miscellaneous fee schedule.

The permit issuance fee is to be added to each mechanical, plumbing, and/or electrical permit in addition to the fees listed below:

MPE fees effective 7/1/2020 to 6/30/2021			Increase/Decrease	
Item	Unit	FY2020-21 Fees		New Fee
Permit Issuance Fee (applies to all MP&E permits)	each permit	\$118		\$132
MECHANICAL PERMIT FEES				
Stand alone Mechanical Plan Check	per hour or fraction thereof	\$227	\$5	\$232
Minimum Mechanical Permit for Miscellaneous Work	each	\$76	\$2	\$78
A/C (residential)	each	\$114	\$2	\$116
Furnaces (FAU, floor)	each	\$114		\$129
Heater (wall)	each	\$114		\$160
Appliance Vent/Chimney (only)	each	\$76	\$2	\$78
Refrigeration Compressor	each	\$114	\$2	\$116
Boiler - <2,000k BTU	each	\$114		\$129
Boiler - greater than 2,000k BTU	each	\$227	\$5	\$232
Chiller	each unit	\$114	\$2	\$116
Central Heating System - New (includes duct, gas piping, electric, etc.)	each	\$227	\$5	\$232
Fan Coil Unit	each	\$76	\$2	\$78
Heat Pump (package unit)	each	\$114	\$2	\$116
Heater (unit, radiant, etc.)	each	\$152		\$160
Air Handler w/ducts more to 10k CFM	each	\$76	\$2	\$78
Air Handler w/ducts more than 10k CFM	each	\$76	\$2	\$78
Duct Work only each outlet/register	each	\$39	\$1	\$40
Evaporative Cooler	each	\$76	\$2	\$78
Make-up Air System	each	\$114	\$2	\$116
Moisture Exhaust Duct (clothes dryer)	each	\$76	\$2	\$78
Variable Air Volume Box (including duct work)	each	\$114	\$2	\$116
Vent Fan (single duct)	each	\$76	\$2	\$78
Vent System	each	\$114	\$2	\$116
Exhaust Hood and Duct (residential)	each	\$76	\$2	\$78
Exhaust Hood - Type I (commercial grease hood)	each	\$151	\$3	\$154
Exhaust Hood - Type II (commercial steam hood)	each	\$114	\$2	\$116
Non-Residential Incinerator	each	\$377	\$8	\$385
Refrigerator Condenser Remote	each	\$227	\$5	\$232
Walk-In Box/Refrigerator Coil	each	\$114	\$2	\$116
Other Mechanical Inspections (min. 1/2 hr increments or fraction thereof)	per hour	\$187	\$4	\$191
PLUMBING / GAS PERMIT FEES				
Stand Alone Plumbing Plan Check	per hour or fraction thereof	\$227	\$5	\$232
Minimum Plumbing Permit for Miscellaneous Work	each	\$76	\$2	\$78

Fixtures (each three)	each 3 or fraction thereof	\$114	\$2	\$116
Gas System (one outlet)	one only	\$114	\$2	\$116
Gas System (first five outlets)	first five	\$151	\$3	\$154
Gas Outlets (each additional)	each above the first 5	\$25	\$1	\$26
Gas Test (stand alone or re-test)	each occurrence	\$114	\$2	\$116
Building Sewer	each	\$76	\$2	\$78
Grease Trap	each	\$114	\$2	\$116
Ejector Pump	each	\$114	\$2	\$116
Backflow Preventer (first five)	first five	\$114	\$2	\$116
Backflow Preventer (>5)	each above the first 5	\$25	\$1	\$26
Roof Drain - Rainwater System	each	\$76	\$2	\$78
Water Heater (new and replacements)	each	\$76	\$2	\$78
Water Pipe Repair/Replacement per dwelling unit	each	\$151	\$3	\$154
Water Service	each	\$76	\$2	\$78
Drain-Vent Repair/Alterations	each main or branch line	\$76	\$2	\$78
Drinking Fountain	each	\$76	\$2	\$78
Graywater Systems	each system	\$151	\$3	\$154
Swimming Pool Piping and Gas	each pool	\$227	\$5	\$232
Medical Gas System (each outlet)	each outlet	\$227	\$5	\$232
Sump Pump	each	\$114	\$2	\$116
Private Storm Drainage System (each inlet)	each inlet	\$76	\$2	\$78
Other Plumbing and Gas Inspections (min. 1/2 hr increments or fraction thereof)	per hour	\$187	\$4	\$191
ELECTRICAL PERMIT FEES				
Stand Alone Electrical Plan Check	per hour or fraction thereof	\$227	\$5	\$232
Minimum Electrical Permit for Miscellaneous Work	each	\$76	\$2	\$78
Single Phase Service (per 100 amps)	per 100 amps	\$76	\$2	\$78
Three Phase Service (per 100 amps)	per 100 amps	\$114	\$2	\$116
Electrical Subpanel with subfeed	each	\$76	\$2	\$78
15 or 20 amp circuits - first ten	first ten circuits	\$76	\$2	\$78
15 or 20 amp circuits - each additional	each add'l circuit > 10	\$13	\$0	\$13
25 to 40 amp circuits	each	\$76	\$2	\$78
50 to 175 amp circuits	each	\$76	\$2	\$78
200 amp and larger circuits	each	\$76	\$2	\$78
Temporary Service	each	\$76	\$2	\$78
Temporary Pole	each	\$76	\$2	\$78
Light Poles Commercial - first	first pole	\$152		\$321
Light Poles Commercial - additional	each add'l pole after the first	\$76	\$2	\$78
Pre-Inspection/consultation	each	\$114	\$2	\$116
Swimming Pool/Spa	each	\$152	\$3	\$155
Solar Photovoltaic Repairs	each	\$114	\$2	\$116
Generator Installation - Residential	each	\$302		\$356

Generator Installation - Commercial	each	\$454		\$517
Electrical Outlets (receptable & light fixture)	first ten	\$114		\$125
Electrical Outlets (each additional)	each add'l outlet after 1st 10	\$13	\$0	\$13
Other Electrical Inspections (min. 1/2 hr increments or fraction thereof)	per hour or fraction thereof	\$187	\$4	\$191

ADDITIONAL FEES - OTHER MANDATED BUILDING PERMITS

				Increase/Decrease	
SMIP, CBSC, and STMP Fees are collected by, but not set by the City					New Fee
Construction Tax, ECMC 4.36.010		% of total permit fee	0.50%	0.01%	0.51%
for new construction and additions					
Art in Public Places, ECMC 13.50		% of project cost	1%	0.02%	1.02%
for projects \$250,000 or more					
Master Fee Schedule FY 2020-21					
Calif. Strong Motion Instrumentation Program					
SMIP	residential	const. value x .00013			
		(.50 minimum)			
	commercial	const. value x .00028			
		(.50 minimum)			
Calif. Building Standards Commission					
CBSC	\$1 - \$25,000 Permit Valuation		\$1	0.02	1.02
	\$25,001 - \$50,000		\$2	0.04	2.04
	\$50,001 - \$75,000		\$3	0.06	3.06
	\$75,001 - \$100,000		\$4	0.08	4.08
	Every \$25,000 or fraction above \$100,000		Add \$1		
Type of Fee		Unit Basis	Adopted FY2020-21		
STMP	single family residential	per dwelling unit	\$5,744	137.00	5,881
	multi-family residential	per dwelling unit	\$2,829	68.00	2,897
	senior housing	per dwelling unit	\$1,551	37.00	1,588
	Hotel	per room	\$3,676	88.00	3,764
	Retail	per square foot	\$6.96	0.17	7.13
	Office	per square foot	\$9.21	0.22	9.43
	industrial	per square foot	\$5.87	0.14	6.01
	storage facility	per square foot	\$0.80	0.02	0.82
	Other* (as determined by Public Works)	per AM peak hour trip	\$7,762	186.00	7,948
Notes: *Applies to development projects that do not clearly conform to one of the defined residential or nonresidential categories and is likely to be applicable only in exceptional cases. In such cases, consult the STMP Administrative Guidelines.					
(**STMP & TIF are increased yearly based on the San Francisco region February ENR Construction Cost Index (SFCCI) increase as compared to the prior February rate. The Feb 2020 SFCCI was 12.807.67 and Feb 2019 was 12.131.37 resulting in a 5.6% increase).					

Transportation Impact Fee (as established by City Council Resolution No. 2018-70 on December 18, 2018 and Ordinance No. 2019-01 on January 15, 2019).

TIF**	RESIDENTIAL				
	Single Family	per dwelling unit	\$3,543	85.03	3,628
	Multi-Family	per dwelling unit	\$2,479	59.50	2,539
	NONRESIDENTIAL				
	Commercial	per square foot	\$4.77	0.11	4.89
	Hotel/Motel	per square foot	\$3.90	0.09	3.99
	Office	per square foot	\$4.11	0.10	4.21
	Industrial	per square foot	\$2.59		
	Other*	to be determined			

Note: * Applies to development projects that do not clearly conform to one of the defined residential or nonresidential categories and is likely to be applicable only in exceptional cases. In such cases, consult the Transportation Impact Fee Administrative Guidelines.

NEW CONSTRUCTION AND OTHER FEES BASED ON VALUATION

The following table is used to calculate permit (Issuance and Inspection) fees based on the valuation of all new residential, commercial, and industrial construction either not covered in or referenced by the Miscellaneous Building Permit 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 June 2020 or by actual contract price when the type of construction is not represented in the Valuation Table. Plan review is additional and is calculated at 65% of the established permit fee.

This schedule is effective 7/1/2021 to 6/30/2022

Valuation	Fee
\$1 to \$800	Minimum fee of \$131.56
\$801 to \$3,000	\$131.56 for the first \$800 plus \$11.64 for each additional \$100 valuation or fraction thereof, to and including \$3,000
\$3,001 to \$38,000	\$387.70 for the first \$3,000 plus \$51.59 for each additional \$1,000 valuation or fraction thereof, to and including \$38,000
\$38,001 to \$75,000	\$2,193.21 for the first \$38,000 plus \$38.13 for each additional \$1,000 valuation or fraction thereof, to and including \$75,000
\$75,0001 to \$150,000	\$3,604.03 for the first \$75,000 plus \$26.13 for each additional \$1,000 valuation or fraction thereof, to and including \$150,000
\$150,001 to \$750,000	\$5,563.50 for the first \$150,000 plus \$20.90 for each additional \$1,000 valuation or fraction thereof, to and including \$750,000
\$750,000 to \$1,500,000	\$18,104.13 for the first \$750,000 plus \$17.73 for each additional \$1,000 valuation or fraction thereof, to and including \$1,500,000
\$1,500,001 to \$10,000,000	\$31,400.55 for the first \$1,500,000 plus \$15.18 for each additional \$1,000 valuation or fraction thereof, to and including \$10,000,000
\$10,000,001 and up	\$160,444.67 for the first \$10,000,000 plus \$6.79 for each additional \$1,000 valuation or fraction thereof

BUILDING VALUATION TABLE DATA

The following building valuation data are based on the 1997 *Uniform Building Code* and adjusted

with 1.835 S.F. Bay Area modifier based on ENR construction cost index 1997-2019

Occupancy and Type	per/ sqft		New Fee	Occupancy and Type	per/ sqft		New Fee	Occupancy and Type	per/ sqft		New Fee	Occupancy and Type	per/ sqft		New Fee
APARTMENT BUILDINGS (R-2 OCC)		Increase/Decrease		DWELLINGS R-3 OCC)		Increase/Decrease		LIBRARIES (A-3 OCC)		Increase/Decrease		RESTAURANTS (A-2, B OCC)		Increase/Decrease	
Type I-A or II-A*	245	5.880	250.880	Type V-B - Wood Frame	207	4.968	211.968	Type I-A or II-A	261	6.264	267.264	Type III-A	219	5.256	224.256
Type V-A Masonry (or Type III)	199	4.776	203.776	Type V-B- Wood Frame (Engrd)	228	5.472	233.472	Type II-A	191	4.584	195.584	Type III -B	211	5.064	216.064
Type V-B - Wood Frame	184	4.416	188.416	Type V-B - Masonry	217	5.208	222.208	Type II -B	182	4.368	186.368	Type V-A	200	4.800	204.800
Type I Basement Garage	84	2.016	86.016	Basements				Type III-A	202	4.848	206.848	Type V-B	192	4.608	196.608
Type V-A	201	4.824	205.824	Semi Finished	52	1.248	53.248	Type III -B	192	4.608	196.608				
				Unfinished	40	0.960	40.960	Type V-A	190	4.560	194.560				
								Type V-B	182	4.368	186.368	SCHOOLS (E OCC)			
AUDITORIUMS (A-3 OCC)				FIRE STATIONS (Essential Services)								Type I-A & B	250	6.000	256.000
Type I or II-A	235	5.640	240.640	Type I-A or II-A	257	6.168	263.168	MEDICAL OFFICES (B OCC)				Type II-A	170	4.080	174.080
Type II-B	170	4.080	174.080					Type I-A or II-A*	268	6.432	274.432	Type III-A	182	4.368	186.368
				Type II -B	159	3.816	162.816	Type IIA	207	4.968	211.968	Type III -B	175	4.200	179.200
Type III -A	179	4.296	183.296	Type III-A	185	4.440	189.440	Type II -B	197	4.728	201.728	Type V-A	171	4.104	175.104
Type III -B	170	4.080	174.080	Type III -B	177	4.248	181.248	Type III-A	224	5.376	229.376	Type V-B	163	3.912	166.912
Type V-A	171	4.104	175.104	Type V-A	173	4.152	177.152	Type III -B	209	5.016	214.016				
Type V-B	160	3.840	163.840	Type V-B	164	3.936	167.936	Type V-A	202	4.848	206.848				
								Type V-B	195	4.680	199.680	SERVICE STATIONS (Special OCC)			
				Care Facilities (R-4, R-2.1, R-3.1 OCC)								Type II -B	151	3.624	154.624
BANKS (B OCC)				Type I-A or II-A	233	5.592	238.592	OFFICES (B OCC)**				Type III-A	157	3.768	160.768
Type I-A or II-A*	332	7.968	339.968	Type II-A	233	5.592	238.592	Type I-A or II-A*	240	5.760	245.760	Type V-A	134	3.216	137.216
Type II-A	245	5.880	250.880	Type II -B	181	4.344	185.344	Type II-A	160	3.840	163.840	Canopies	63	1.512	64.512
Type II -B	237	5.688	242.688	Type III-A	197	4.728	201.728	Type II -B	153	3.672	156.672				
Type III-A	270	6.480	276.480	Type III -B	189	4.536	193.536	Type III-A	174	4.176	178.176				
Type III -B	261	6.264	267.264	Type V-A	190	4.560	194.560	Type III -B	166	3.984	169.984	STORES (M OCC)			
Type V-A	245	5.880	250.880	Type V-B	184	4.416	188.416	Type V-A	162	3.888	165.888	Type I-A or II-A*	185	4.440	189.440
Type V-B	234	5.616	239.616					Type V-B	153	3.672	156.672	Type II-A	113	2.712	115.712

				HOTELS AND MOTELS (R-1 OCC)								Type II -B	111	2.664	113.664
BOWLING ALLEYS (A-3 OCC)				Type I-A or II-A	227	5.448	232.448	PRIVATE GARAGES (U OCC)				Type III-A	138	3.312	141.312
Type II-A	114	2.736	116.736	Type III-A	196	4.704	200.704	Type V-B - Wood Frame	52	1.248	53.248	Type III -B	129	3.096	132.096
Type II -B	107	2.568	109.568	Type III -B	187	4.488	191.488	Type V-B - Masonry:	61	1.464	62.464	Type V-A	116	2.784	118.784
Type III-A	125	3.000	128.000	Type V-A	171	4.104	175.104	Carport	31	0.744	31.744	Type V-B	107	2.568	109.568
Type III -B	116	2.784	118.784	Type V-B	168	4.032	172.032								
Type V-A	84	2.016	86.016												
				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	128	3.072	131.072	Type I-A or II-A*	277	6.648	283.648	Type I-A or II-A	246	5.904	251.904
Type I-A or II-A	223	5.352	228.352					Type II-A	224	5.376	229.376	Type III-A	179	4.296	183.296
Type II-A	167	4.008	171.008	Type II -B	82	1.968	83.968	Type II -B	214	5.136	219.136	Type III -B	171	4.104	175.104
Type II -B	159	3.816	162.816	Type III-A	98	2.352	100.352	Type III-A	233	5.592	238.592	Type V-A	169	4.056	173.056
Type III-A	182	4.368	186.368	Type III -B	92	2.208	94.208	Type III -B	225	5.400	230.400	Type V-B	160	3.840	163.840
Type III -B	174	4.176	178.176	Tilt-Up	67	1.608	68.608	Type V-A	213	5.112	218.112				
Type V-A	170	4.080	174.080	Type V-A	92	2.208	94.208	Type V-B	206	4.944	210.944				
Type V-B	160	3.840	163.840	Type V-B	84	2.016	86.016					WAREHOUSES (S1, S2)***			
								PUBLIC GARAGES (S2)				Type I-A or II-A	111	2.664	113.664
CONVALESCENT HOSPITALS (I-2 OCC)				JAILS:				Type I-A or II-A*	110	2.640	112.640	Type V-A	66	1.584	67.584
Type I-A or II-A*	312	7.488	319.488	Type I-A or II-A	357	8.568	365.568	Type I-A or II-B Open Parking*	82	1.968	83.968	Type II-B or V-B	62	1.488	63.488
Type II-A	217	5.208	222.208	Type III-A	326	7.824	333.824	Type II -N	63	1.512	64.512	Type III-A	74	1.776	75.776
Type III-A	222	5.328	227.328	Type V-A	245	5.880	250.880	Type III 1-Hour	83	1.992	84.992	Type III -B	71	1.704	72.704
Type V-A	209	5.016	214.016					Type III -N	74	1.776	75.776				
								Type V 1-Hour	76	1.824	77.824				

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

*** Deduct 11 percent for mini-warehouses

** Deduct 20 percent for shell only buildings

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

Master Fee-Adjustment Explanations

Agenda Item No. 4.C.

Attachment 3

LEGEND	
New Fees:	All new fees are highlighted in “ GREEN ” throughout the Schedule.
Modified Fees:	All modified fees are highlighted in “ BLUE ”.
Deleted Fees:	All deleted fees are highlighted in “ RED ”.
Deleted Language:	All deleted language is annotated by a “ RED ” strike-out

CITYWIDE SERVICES						
Item		Basis	Adopted 2020-21	Increase	New Fee	Comments
Printing, Reproduction, Documents						
1	Photocopies					
	Retrieval fee for Campaign Statements older than 5 years	per request	\$5	\$0.00	\$5	fixed cost set by FPPC, cannot be increased
2	Public Meeting Materials					
	City Council Agenda Meeting Materials (Agendas, Packets & Minutes) Packet & Minutes—Full (resident)	per year- copy charge per page + mailing cost	4067-actual cost			Fee is SUBSTANTIALLY more than a charge of per page copy fees and mailing costs indicated in section 1 (average around \$400-450 for a full year). In addition all records are now available online. Recommend section is changed to reflect such.
	City Council Agenda-only (resident)		\$1,256	\$0.00	\$1,256	
	City Council Agenda & Minutes only (resident)	per year	\$109	\$0.00	\$109	
	City Council Agenda & Minutes only (non-resident)		\$127	\$0.00	\$127	
	Other Boards, Commission, and Committees Meeting Materials (Agendas, Packets & Minutes) (non-resident)	per year- copy charge per page + mailing cost	54-actual cost			Same comments as above, however the cost is even less as most advisory bodies on average don't have a packet, only agenda and minutes.
	Other Boards, Commission, and Committees Agenda-only (resident)	per year	\$23	\$0.00	\$23	
	Other Boards, Commission, and Committees Agenda-only (non-resident)	per year	\$27	\$0.00	\$27	
	Planning Commission or Design Review Board Agendas—Resident	per packet	\$23	\$0.00	\$23	
	Planning Commission or Design Review Board Agendas—Non-Resident	per packet	\$27	\$0.00	\$27	
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	\$15	\$0.00	\$15	fixed charge set by state law, cannot be increased
4	Parking Permits					
	1 to 3-year cycles	per year	\$7			Proposed fee is based on cost recovery of database, administrative costs, issuance and maintenance. Administrative costs are estimated to be: (PSI, Admin Clerk/20 min) plus Public Works Maintenance.
	14-day Temporary Parking Permit	each	\$7		\$36	
8	Election Related Filing Fees					
	Citizen Initiative Petition Filing Fee (refunded if petition qualifies within one year of filing)	per filing	\$200	\$0.00	\$200	Max amount set by Election Code, cannot increase
9	Code Enforcement					
	Administration Citation Fee		\$18.6200	\$1	\$20	cost recovery plus 30% administrative fee

Master Fee-Adjustment Explanations

POLICE DEPARTMENT						
Item		Basis	Adopted 2020-21	2% Increase	New Fee	Comments
1	Services & Fees					
	Citation Sign-offs—Non-Resident		per citation	\$25	\$0.00	\$25 Maintain
	Firearm Storage Fee		initial	\$25	\$0.00	\$25
			per day	\$1	\$0.00	\$1 rounded down/maintain
3	Permits					
	Peddler/Solicitor Permit		each	\$406	\$0.00	\$406 Maintain
	Permit to Sell Firearms—Initial Permit		each	\$355	\$0.00	\$355 Maintain
	Permit to Sell Firearms—Annual Renewal		each	\$175	\$0.00	\$175 Maintain
	Taxi Permit Processing Fee		each	\$190	\$0.00	\$190 Maintain
	Taxicab Drivers Permit		each	\$90	\$0.00	\$90 Maintain
	Alarm Permit - Residential and Commercial		each	\$34	\$0.00	\$34 Plan to increase in 2022 by \$1
	Alarm Permit Renewal		each	\$19	\$0.00	\$19 Plan to increase in 2022 by \$1

FIRE DEPARTMENT						
Item		Basis	Adopted 2020-21	2% Increase	New Fee	Comments
1	Occupancy 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	\$495	\$0.00	\$495 Revamping below for individual inspections
	Fire Safety Inspection: Annual Inspection plus one (1) re-inspection			\$295	New	\$295 These are new and priced to reflect true costs
	Educational Inspection-Public Schools (Group E): Annual Inspection plus one (1) re-inspection			N/C	New	N/C These are new and priced to reflect true costs
	Educational Inspection-Private Schools (Group E): Annual Inspection plus one (1) re-inspection			\$295	New	\$295 These are new and priced to reflect true costs
	Hotels & Apartments (Group R-1): < 15 Units Annual Inspection plus one (1) re-inspection			\$195	New	\$195 These are new and priced to reflect true costs
	Hotels & Apartments (Group R-1): 15-99 Units Annual Inspection plus one (1) re-inspection		Each	\$295	New	\$295 These are new and priced to reflect true costs
	Hotels & Apartments (Group R-1): 100-249 Units Annual Inspection plus one (1) re-inspection			\$443	New	\$443 These are new and priced to reflect true costs
	Hotels & Apartments (Group R-1): 250 or more Units Annual Inspection plus one (1) re-inspection			\$590	New	\$590 These are new and priced to reflect true costs
	Residential (R-3) Single Family Requested Fire Safety Inspection			Free	New	Free Move in order from below
	Day Care (Group R-3): Annual Inspection plus one (1) re-inspection			\$295	New	\$295 These are new and priced to reflect true costs
	R-3 Single Residential Occupancies			free	New	free See above
2	Operational Permits & Inspection Fees					
	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			\$495	\$0.00	\$495 Revamping below for individual inspections and priced to reflect true cost and be in line with other agencies.
	Assembly Permit: Requires Fire Safety Inspection			\$295	New	\$295
	Christmas Tree Lot Operation Permit			\$295	New	\$295

Master Fee-Adjustment Explanations

	Compressed Gas Permit: Requires Fire Safety Inspection				\$148	New	\$148	
	Demolition Permit: Includes pre and post inspections				\$590	New	\$590	
	Dispense & Store Flammable Liquid Permit Requires Fire Safety Inspection				\$148	New	\$148	
	Dry Cleaning Permit: Requires Fire Safety Inspection				\$148	New	\$148	
	Fire Alarm Annual Inspection: Requires Fire Safety Inspection				\$148	New	\$148	
	Food Booth Permit				\$222	New	\$222	
	Hood & Duct Annual Inspection: Requires Fire Safety Inspection				\$148	New	\$148	
	Model Rocket Permit				Free	New	Free	
	Repair Garage Permit: Requires Fire Safety Inspection				\$295	New	\$295	
	Open Burning Permit: Residential				Free	New	Free	
	Open Flame in an Assembly Permit				\$148	New	\$148	
	Sprinkler & Standpipe Annual Inspection: Requires Fire Safety Inspection				\$148	New	\$148	
	Membrane Structure, Tent or Canopy Permit				\$295	New	\$295	
	Underground Tank Removal Permit: Includes pre and post inspections				\$590	New	\$590	
	Welding & Cutting Permit: Requires Fire Safety Inspection				\$295	New	\$295	
	Miscellaneous No- Action Permits				Free	New	Free	
3	Plan Review							
	Preliminary Plan Review: Residential Remodel (1-2 family units)				\$404	New	\$404	Adjusted fee to reflect actual average cost
	Preliminary Plan Review: Residential/ADU (1-2 family units)				\$530	New	\$530	Adjusted fee to reflect actual average cost
	Preliminary Plan Review: Commercial (including multi-family/apartment/condo/townhouse)				\$732	New	\$732	Adjusted fee to reflect actual average cost
	New Construction Plan Check & One Site Inspection (< 4999 sq. ft.)				\$513	New	\$590	Adjusted fee to reflect actual average cost
	New Construction Plan Check & Site Inspection (>5000 sq. ft., each add'l 1000 sq. ft.)				\$203	New	\$202	Adjusted fee to reflect actual average cost
	Additional Site Inspections				\$195	New	\$195	Adjusted fee to reflect actual average cost
	Fire Alarm System Plan Review: First 25 Devices				\$404	New	\$404	Adjusted fee to reflect actual average cost
	Fire Alarm System Plan Review: each additional 25 Devices or Portion Thereof				\$126	New	\$126	Adjusted fee to reflect actual average cost
	Fire Alarm System On Site Inspection: First 25 Devices				\$328	New	\$328	Adjusted fee to reflect actual average cost
	Fire Alarm System Inspection: each additional 25 Devices or Portion Thereof				\$126	New	\$126	Adjusted fee to reflect actual average cost
	Halon System Plan Review and One Field Inspection				\$454	New	\$454	Adjusted fee to reflect actual average cost
	Hood & Duct Plan Review and One Field Inspection				\$454	New	\$454	Adjusted fee to reflect actual average cost
	Medical Gas Plan Review and One Field Inspection				\$454	New	\$545	Adjusted fee to reflect actual average cost
	Sprinkler System Plan Review: Residential- First 25 Heads (New or Modify 1 -2 family units)				\$404	New	\$404	Adjusted fee to reflect actual average cost
	Sprinkler System Plan Review: Residential- Each Additional 25 Heads (New or Modify)				\$202	New	\$202	Adjusted fee to reflect actual average cost
	Sprinkler Systems Field Inspections Residential: Rough in & Final - First 25 heads				\$328	New	\$328	Adjusted fee to reflect actual average cost
	Sprinkler Systems Field Inspections Residential: Rough in & Final - Each Additional 25 heads				\$126	New	\$126	Adjusted fee to reflect actual average cost
	Sprinkler System Plan Review: Commercial (New)- First 25 Heads (includes multi-family)				\$606	New	\$808	Adjusted fee to reflect actual average cost
	Sprinkler System Plan Review: Commercial (New)- Each Additional 25 Heads or Portion Thereof				\$202	New	\$606	Adjusted fee to reflect actual average cost
	Underground Review and Inspection				\$126	New	\$126	Adjusted fee to reflect actual average cost
	Standpipe System Plan Review & Inspection				\$706	New	\$706	Adjusted fee to reflect actual average cost
	Sprinkler Systems Field Inspections Commercial: First 25 heads				\$530	New	\$530	Adjusted fee to reflect actual average cost
	Sprinkler Systems Field Inspections Commercial: Each Additional 25 heads				\$195	New	\$302	Adjusted fee to reflect actual average cost
	Additional Risers				\$126	New	\$126	Adjusted fee to reflect actual average cost
	Car Stacker System Review: double/triple				\$195	New	\$195	Adjusted fee to reflect actual average cost
	Fire Pumps & Related Equipment Plan Review and Two Field Inspections (Acceptance)				\$454	New	\$454	Adjusted fee to reflect actual average cost

Each

Each

Master Fee-Adjustment Explanations

	Hydrant Water Flow Test for Sprinkler Calculations (per Test)			\$195	New	\$195	Adjusted fee to reflect actual average cost
	Emergency Responder Radio Communication System (ERRCS) Plan Review & Inspection			\$454	New	\$454	Adjusted fee to reflect actual average cost
3.1	Vegetation Management						
	Vegetation Management Parcel Inspection and Reinspection		Each		New	Free	
	Additional Inspections		Each		New	\$126	
	Vegetation Abatement Fees		Each		New	onal cost + 10%	
	Court Fees		Each		New	onal cost + 10%	
4	CERT Classes						
	CPR Classes - El Cerrito & Kensington Residents		Each	\$45	\$0-0000	\$55	Bring in line with other Cities and round off cost
	First Aid - El Cerrito & Kensington Residents			\$45	\$0-0000	\$55	bring in line with other Cities and round off cost
	CPR Classes - Non- Residents			\$55	\$0-0000	\$65	bring in line with other Cities and round off cost
	First Aid - Non-Residents			\$55	\$0-0000	\$65	bring in line with other Cities and round off cost
5	False Alarm						
	11 or Over False Alarms in 12 months			\$215	\$11.60	\$590	Need to get more serious with fines for this many false alarms
6	Fire Department Hourly Rates						
	Fire Apparatus Response or Standby Charge per hour (Engine)			\$400	New	\$400	
	Fire Apparatus Response or Standby Charge per hour (Truck)			\$500	New	\$500	
	Fire Apparatus Response or Standby Charge per hour (Command)			\$200	New	\$200	
	Fire Investigation per hour (plus costs)			\$397	New	\$397	
	Battalion Chief - Training - ST			\$133		\$128	Rounded off actual cost

BUSINESS LICENSE						
Item		Basis	Adopted 2020-21	Increase	New Fee	Comments
Accessibility Compliance and Education Fee		per license	\$4	#VALUE!	#VALUE!	This will be eligible for increase on 1/1/2024 by \$1.00

PUBLIC WORKS DEPARTMENT						
Item		Basis	Adopted 2020-21	Increase	New Fee	Comments
Grading						
2	Permit Issuance	each	\$98	\$0.0000	\$107.0000	This fee should match the permit issuance fee. It was inadvertently not increased for the FY20-21 fee schedule.
Encroachments						
4	Permit Types (also subject to the Issuance Fee (#2))					Adjusted description for clarity
j.	Re-inspection/Additional Inspection (for reasons such as work not ready for a scheduled inspection, work done without an inspection, work partially completed or annual permit inspection)	each	\$80	\$2.0000	\$82.0000	Adjusted description for clarity
r.	Annual Encroachment Permit for Utility Companies, Administrative Fee (In-lieu of Issuance Fee to be applied for annual utility permit agreements. Inspections are charged at the Additional Inspection rate.)	per year		New	\$452.8800	New fee to be used with annual permit agreements with utility companies for work involving minimal ROW impact, such as routine maintenance of utility equipment, that includes traffic control and does not involve any excavation in ROW. Fee is for two hours of Engineering Manager time to set up the annual permit each year in lieu of the issuance fee for each permit. This permit type is intended to
s.	Transportation Permit - Per Calif. State Vehicle Code Section 35795	per trip	\$16	\$0.00	\$16	Fee should not change
i.	Arterial					

Master Fee-Adjustment Explanations

	Newsrack Box Fee [Permit fee for permitted use of a box inside the specified newsrack location. The permit is valid for a three-year period and fee includes cost of administrative and maintenance expenses associated with the newsrack program. Permittee shall comply with box dimensions, style, and model as designated by the Public Works Director, see Municipal Code Section 13.60]	per permit period			\$170.3400	Flat fee of \$170.34 per box, equivalent to one hour of maintenance worker staff time over the three-year permit period, per box, for maintenance and upkeep, graffiti removal, illegal dumping removal, and painting. Fee also includes costs associated with administering the program.
i.	1-5 boxes	per permit period	\$167	\$0.0000	\$167.0000	Removed to switch to per box fee
ii.	6-10 boxes	per permit period	\$248	\$0.0000	\$248.0000	Removed to switch to per box fee
iii.	11-15 boxes	per permit period	\$331	\$0.0000	\$331.0000	Removed to switch to per box fee
iv.	More than 15 boxes	per permit period	\$414	\$0.0000	\$414.0000	Removed to switch to per box fee
Street Tree Permits						
1	Street Tree Planting by Property Owner (Includes planting permit, site approval, and planting inspection)	per 1-3 trees	\$103		\$53.0000	Adjusted fee order for clarity; updated fee calculation to partially cover Program Manager time, yet incentivize planting given that we do not charge residents/business owners for responding to pruning request or other street tree complaint, but do need to spend some staff time to ensure the appropriate tree is planted in an appropriate location
a.	Street Tree Maintenance Bond - Required three-year refundable maintenance bond for when property owner plants new Street Trees to cover Staff time needed to rehabilitate or remove a tree that has not been properly maintained.	per tree, refundable after 3- year health verification	\$98	\$2.0000	\$100	Adjusted description for clarity.
2	New Street Tree Planting and Related Work by City (Includes permit, one 15-gallon tree, planted, staked, and mulched, and comes with watering bag. Requires signed City Tree Care Agreement)	per tree	\$335		\$315.0000	Adjusted language to make more clear, updated fee calculation
c.	Maintenance to Establish New Tree - Three-year maintenance fee when City is establishing new tree without a City Tree Care Agreement, usually in case of mitigation for street tree removal and planting in a different location that the responsible property owner is not able to maintain.	per tree	\$800	\$16.0000	\$816.0000	Adjusted description for clarity.
3	Permit for Street Tree Pruning or Removal by Property Owner (includes inspection by Program Manager)	minimum	\$206	\$4.0000	\$210.0000	Adjusted description for clarity.
5	Violation for Unauthorized Street Tree Pruning, Mutilation or Removal (i.e., work without a Permit)					New Fee consistent with value of tree assets, cost to repair or replace, and staff time needed to pursue resolution under El Cerrito Municipal Code Chapter 13.28.
	0-5.99 inch	Tree Diameter @ 4.5 feet			\$500.0000	New Fee
	6.0-11.99 inch	Tree Diameter @ 4.5 feet			\$750.0000	New Fee
	12.0-17.99 inch	Tree Diameter @ 4.5 feet			\$1,000.0000	New Fee

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	18.0-23.99 inch	Tree Diameter @ 4.5 feet			\$1,500.0000	New Fee
	24 inch and greater	Tree Diameter @ 4.5 feet			\$2,000.0000	New Fee
Erosion and Clean Water						
c.	Annual Inspection Fee-Collected by Public Works Department as described in Maintenance Agreement (Includes max of one field inspection. Additional re-inspection will be charged additional inspection fee)	up to 25,000 sf	\$420	\$8.0000	\$428.0000	Adjusted description for clarity that re-inspection of failed inspection will be charge at the Re-inspection Fee.
Miscellaneous						
1	Illicit Discharge Response / Hazardous Materials Spill Clean-Up - costs to include supervision, reporting, overhead, equipment, hourly wages and fringe benefits of the employees involved	per response, per day	\$630		\$1,260.0000	Adjusted fee to be per response rather than hourly, since the calculation includes the hourly rate of multiple staff. Formerly \$630 per hour with a minimum of two hours, the fee is now \$1,260 per response per day, thereby standardizing the fee and setting a max on the potential daily charge. Other state and federal fees and penalties may apply.
4 Recycling + Environmental Services						
g	Recycling Cart Replacement fee due to customer damage	per bin	\$76	\$1.50	\$77.50	Adjusted calculation to round down to \$77.50
i.	Waste Enclosure Padlock Replacement due to customer loss	per lock	\$15	\$0.0000	\$15.0000	Edited to remove inflation
j.	Citywide Garage Sale Listing	per registration	\$25	\$0.0000	\$25.0000	Edited to remove inflation
m.	Compost	per 5 gallons	\$1	\$0.0000	\$1.0000	Edited to remove inflation
n.	Compact Fluorescent Bulb (CFL) Recycling *	per bulb	\$4	\$0.0000	\$4.0000	Edited to remove inflation
p.	CFL & Tube Large Quantity (over 15 CFLs and/or 30 feet) Recycling	additional flat fee	\$13	\$0.2500	\$13.2500	Updated fee description for clarity; changed calculation to round down to 13.25
q.	Expanded Polystyrene drop off at Recycling Center ** (minimum cost \$2.00)	per pound (or 12 gallons by volume)	\$2	\$0.0000	\$2.0000	Edited to remove inflation; revised language to show minimum cost of \$2.00
r.	Sharps and Pharms Disposal*	per disposal	\$1	\$0.0000	\$1.0000	Edited to remove inflation
t.	Cardboard, Paper, Books, Magazines, and Newspaper Recycling Drop-off - for amounts greater than 1 cubic yard ** (minimum charge \$7.50)	per cubic yard	\$7.50	\$0.0000	\$7.5000	Updated fee description for clarity; edited to remove inflation
	***Includes market rate sale of salvaged materials plus processing fee					Updated note for clarity

PLANNING							
Item		Basis	Adopted 2020-21		Increase	New Fee	Comments
San Pablo Avenue Specific Plan Design Review							
Tier 1 Residential and Non-Residential Projects (with or without signage)		each		\$2,049		\$2,273	New fee amount based on adjustment of staff hours for permit processing
Tier 1 Sidewalk Sign Permit (only)		each		\$109		\$50	Changing to support businesses and encourage submittal of signs for review
Tier 1 Temporary Sidewalk Seating/Temporary Outdoor Improvements		each				No charge	No Charge. Continuation of over the counter Temporary Outdoor Seating program established during the pandemic.
Tier 2 Residential and Non-Residential Projects - Up to 2,500 sqft		each		\$3,124		\$3,347	New fee amount based on adjustment of staff hours for permit processing
Tier 3 Residential and Non-Residential Projects - Up to 2,500 sqft		each		\$3,996		\$4,222	New fee amount based on adjustment of staff hours for permit processing

Master Fee-Adjustment Explanations

Tier 2 Residential and Non-Residential Projects - 2,501 - 10,000 sqft	each		\$5,947		\$8,830	New fee amount based on adjustment of staff hours for permit processing
Tier 3 Residential and Non-Residential Projects - 2,501 - 10,000 sqft	each		\$7,050		\$8,564	New fee amount based on adjustment of staff hours for permit processing
Tier 2 Residential and Non-Residential Projects - 10,001 – 40,000 sqft	each		\$10,733		\$14,472	New fee amount based on adjustment of staff hours for permit processing
Tier 3 Residential and Non-Residential Projects - 10,001 – 40,000 sqft	each		\$11,051		\$12,166	New fee amount based on adjustment of staff hours for permit processing
Tier 2 Residential and Non-Residential Projects - 40,001 – 100,000 sqft	each		\$15,868		\$18,748	New fee amount based on adjustment of staff hours for permit processing
Tier 3 Residential and Non-Residential Projects - 40,001 – 100,000 sqft	each		\$15,621		\$17,626	New fee amount based on adjustment of staff hours for permit processing
Tier 2 Residential and Non-Residential Projects - 100,001+ sqft base fee plus per hour of staff time	each		\$15,868 after base fee depleted, project goes to hourly rate.		\$18,763 - after base fee depleted, project goes to hourly rate.	New fee amount based on adjustment of staff hours for permit processing
Tier 3 Residential and Non-Residential Projects - 100,001+ sqft base fee plus per hour of staff time	each		\$15,621 - after base fee depleted, project goes to hourly rate.		\$18,449 - after base fee depleted, project goes to hourly rate.	New fee amount based on adjustment of staff hours for permit processing
Tier 4 Residential and Non-Residential Projects - up to 10,000 sqft	each		\$8,129		\$10,326	New fee amount based on adjustment of staff hours for permit processing
Tier 4 Residential and Non-Residential Projects - 10,001 – 40,000 sqft	each		\$12,415		\$13,529	New fee amount based on adjustment of staff hours for permit processing
Tier 4 Residential and Non-Residential Projects - 40,001 – 100,000 sqft	each		\$17,823		\$19,829	New fee amount based on adjustment of staff hours for permit processing
Tier 4 Residential and Non-Residential Projects - 100,001+ sqft base fee plus per hour of staff time	each		\$17,823 - after base fee depleted, project goes to hourly rate.		\$21,592 - after base fee depleted, project goes to hourly rate.	New fee amount based on adjustment of staff hours for permit processing
Subdivisions and Lot Adjustments						
Tentative Tract Map 5-10 lots	each		\$10,839		\$12,325	New fee amount based on adjustment of staff hours for permit processing
Final Map 1-4 lots	each		\$6,410		\$7,598	New fee amount based on adjustment of staff hours for permit processing
Exception to Subdivision Ordinance	each		\$8,983		\$10,172	New fee amount based on adjustment of staff hours for permit processing
Lot Line Adjustment or Lot Merger	each		\$6,410		\$7,598	New fee amount based on adjustment of staff hours for permit processing
Development Fees						
Zoning Clearance (Commercial)	each		\$310		\$573	New fee amount based on adjustment of staff hours for permit processing
Inclusionary Zoning						
Inclusionary Exemption Extension Application	per project			\$1,200	\$1,200	New fee.
Inclusionary Monitoring: Rental	annually per project			\$1,500	\$1,500	New fee.
Inclusionary Monitoring: Ownership	per project			\$2,500	\$2,500	New fee.
Inclusionary Housing Agreement	per project			\$700	\$700	New fee.
Code Enforcement						
Administrative Citation Fee				\$18.62	\$19	\$14 cost recovery plus 30% administrative fee

RECREATION						
Item		Basis	Adopted 2020-21	Increase	New Fee	Comments

Master Fee-Adjustment Explanations

Facility Rentals							
5	Facility Rental Related Fees & Discounts						
	Late Payment Fee	percent	15%	\$1.00	0.0%	15%	
	City Co-Sponsored Rental Fee Discount	percent	40%	\$1.00	0.0%	40%	
	Non-Profit Rental Fee Discount	percent	20%	\$1.00	0.0%	20%	
	Governmental Agency/School District Rentals (per WCCUSD Joint Use Agreement)	per event	Cost of Additional Staff (if needed)				per WCCUSD El Cerrito Joint Use Agreement
	6-Foot Table Rental—Non-Profit/Co-Sponsored	each	\$5	\$1.00	20.0%	\$6.00	
	8-Foot Table Rental—Non-Profit/Co-Sponsored	each	\$6	\$1.00	16.7%	\$7.00	actual table size depends on availability on specific date
6	Storage Fee - Co-Sponsored Groups Only						
	Room/Small Clubhouse	per year	\$800	\$16.00	25.0%	\$1,000.00	substantially more space than lockers above
Recreation Field/Sports Venue Rentals and Fees							
1	Tennis Courts						
	Light Surcharge (Cerrito Vista)	per hour	NEW			\$4.00	
2	Play Fields						
	El Cerrito Co-Sponsored Youth Group	per hour	\$10	\$2.50	25.0%	\$12.50	matching area average hourly rate for local youth leagues
Swim Center Programs/Fees * Effective 9/1/21							
1	Adult Swim Fees						
	Lap Swim/Recreation/Family Swim						
	30 Monthly Day Pass—Resident	per month	\$91	\$2.00	2.2%	\$93.00	
	30 Monthly Day Pass—Non-Resident	per month	\$113	\$3.00	2.7%	\$116.00	
	30-Day Pass-Three Month Discount	per month	\$7				see misc. fee section
	Ten Fifteen -Swim Pass—Resident	per pass	\$52	\$41.00	78.8%	\$93.00	Pass increased from 10 to 15 visits
	Ten Fifteen -Swim Pass—Non-Resident	per pass	\$65	\$51.00	78.5%	\$116.00	Pass increased from 10 to 15 visits
	30-Day-Monthly Pass - Resident	valid-30-days per month	\$82	\$8.00	9.8%	\$90.00	
	30-Day-Monthly Pass - Non-Resident	valid-30-days per month	\$103	\$10.00	9.7%	\$113.00	
	Masters-Three Month Discount	per month	\$9				moved to section 7
	Masters-10 Workout Pass—Resident	per pass	\$99				purchase monthly or drop-in
	Masters-10 Workout Pass—Non-Resident	per pass	\$110				purchase monthly or drop-in
2	Recreation Parent & Child Swim/Splash Park/Tot Splash						
	Drop-in						
	Adult (18+)	per use	\$8			\$8.00	should match Lap Swim Rate
	Child (1-6 years)	per use	\$4				one price for all youth
	Youth (7 1-17 years)	per use	\$5			\$5.00	
	30 Days						
	Child (1-6 years) Resident	valid-30-days	\$48				
	Child (1-6 years) Non-Resident	valid-30-days	\$60				
	Youth—(7-17 years) Resident	valid 30 days	\$53	\$2.00	3.8%	\$55.00	
	Youth—(7-17 years) Non-Resident	valid 30 days	\$66	\$2.00	3.0%	\$68.00	
	Ten Swim Pass (valid April through Oct.)						
	Child Resident (ages 1-6)	per pass	\$27	\$1.00	3.7%	\$28.00	one price for all youth
	Child Non-Resident (ages 1-6)	per pass	\$34	\$1.00	2.9%	\$35.00	one price for all youth
	Youth Resident (1-17)	per pass	\$37	\$1.00	2.7%	\$38.00	
	Youth Non Resident (1-17)	per pass	\$46	\$1.00	2.2%	\$47.00	
6	Swim Center Rentals						
	Picnic Area Rental During Recreation Swim (Splash Park Area & Swim Camp Lawn Area)	per event	\$80 + \$30/hour	\$2.00	2.5%	\$82.00	
	Resident (11-20 people) - listed fee plus lifeguard rate below						

Master Fee-Adjustment Explanations

	Picnic Area Rental During Recreation Swim (Splash Park Area & Swim Camp Lawn Area) Non-Resident (11-20 people) - listed fee plus lifeguard rate below	per event	125% of Res Fee			125% of Res Fee	
	Picnic Area rental during Recreation Swim (Swim Camp Lawn Area) Resident (11-15 people) - listed fee plus lifeguard rate below	per event	\$60 + \$30/hour	\$2.00	3.3%	\$62.00	
	Picnic Area rental during Recreation Swim (Swim Camp Lawn Area) Non-Resident (11-15 people) - listed fee plus lifeguard rate below	per event	125% of Res Fee			125% of Res Fee	
7	Miscellaneous Swim Center Fees						
	Auto-Debit Pass Discount	per month	NEW			5%	
	Single Lane Program/Holiday Reservation Surcharge - Resident	per swim	NEW			\$2.00	
	Single Lane Program/Holiday Reservation Surcharge - Non-Resident	per swim	NEW			\$4.00	
	Monthly Passes Pro-Rated for Remaining Days Based on Beginning Effective Date Only - (proration will not be applied to the Admin Fee)	per pass	NEW				
Youth Programs							
1	Day & Overnight Camps *Effective 9/1/2021						
2	Overnight Camp						
	CIT/TILT Programs - Residents	per session	\$185 - \$370	\$15-\$55	#REF!	\$200- \$425	aligning with comparable programs, increasing cost recovery
3	Before/After School Childcare						
	5 day schedule, AM Care (~ 1.5 hours/day)	per month (10 Total)	\$247	\$42.00	17.0%	\$289.00	aligning with comparable programs, accounting for hard costs associated with program even though it is only 1.5 hours per day
	4 day schedule, AM Care (~1.5hours/day)	per month (10 Total)	\$218	\$36.00	16.5%	\$254.00	aligning with comparable programs, accounting for hard costs associated with program even though it is only 1.5 hours per day
	3 day schedule, AM Care (~1.5 hours/day)	per month (10 Total)	\$178	\$30.00	16.9%	\$208.00	aligning with comparable programs, accounting for hard costs associated with program even though it is only 1.5 hours per day
	2 day schedule, AM Care (~1.5 hours/day)	per month (10 Total)	\$129	\$21.00	16.3%	\$150.00	aligning with comparable programs, accounting for hard costs associated with program even though it is only 1.5 hours per day
	1 day schedule, AM Care (~1.5 hours/day)	per month (10 Total)	\$65	\$10.00	15.4%	\$75.00	aligning with comparable programs, accounting for hard costs associated with program even though it is only 1.5 hours per day
	5 day schedule, AM Transitional Kindergarten Care (~ 1.75 hours/day)	per month (10 Total)	\$288	\$49.00	17.0%	\$337.00	aligning with comparable programs, accounting for hard costs associated with program even though it is only 1.5 hours per day
	4 day schedule, AM Transitional Kindergarten Care (~ 1.75 hours/day)	per month (0 Total)	\$254	\$42.00	16.5%	\$296.00	aligning with comparable programs, accounting for hard costs associated with program even though it is only 1.5 hours per day
	3 day schedule, AM Transitional Kindergarten Care (~ 1.75 hours/day)	per month (10 Total)	\$208	\$35.00	16.8%	\$243.00	aligning with comparable programs, accounting for hard costs associated with program even though it is only 1.5 hours per day
	2 day schedule, AM Transitional Kindergarten Care (~ 1.75 hours/day)	per month (10 Total)	\$150	\$25.00	16.7%	\$175.00	aligning with comparable programs, accounting for hard costs associated with program even though it is only 1.5 hours per day
	1 day schedule, AM Transitional Kindergarten Care (~ 1.75 hours/day)	per month (10 Total)	\$75	\$13.00	17.3%	\$88.00	aligning with comparable programs, accounting for hard costs associated with program even though it is only 1.5 hours per day
	5 day schedule, TK/Madera Kinder Childcare (~ 4.25 hours/day)	per month (10 Total)	\$679	\$46.00	6.8%	\$725.00	
	4 day schedule, TK/Madera Kinder Childcare (~4.25 hours/day)	per month (10 Total)	\$597	\$41.00	6.9%	\$638.00	
	3 day schedule, TK/Madera Kinder Childcare (~4.25 hours/day)	per month (10 Total)	\$489	\$33.00	6.7%	\$522.00	
	2 day schedule, TK/Madera Kinder Childcare (~4.25 hours/day)	per month (10 Total)	\$353	\$24.00	6.8%	\$377.00	
	1 day schedule, TK/Madera Kinder Childcare (~4.25 hours/day)	per month (10 Total)	\$177	\$12.00	6.8%	\$189.00	
	4 day schedule, TK & Madera Kinder Club (~1 hour/day)	per month (10 Total)	\$146	\$12.00	8.2%	\$158.00	making minimum charge 1 hour regardless of program time due to staffing and hard costs

Master Fee-Adjustment Explanations

	3 day schedule, TK & Madera Kinder Club (~1 hour/day)	per month (10 Total)	\$132	(\$3.00)	-2.3%	\$129.00	last year's fee was incorrect
	2 day schedule, TK & Madera Kinder Care (~1 hour/day)	per month (10 Total)	\$96	(\$3.00)	-3.1%	\$93.00	last year's fee was incorrect
	1 day schedule, TK & Madera Kinder Club (~1 hour/day)	per month (10 Total)	\$48	(\$1.00)	-2.1%	\$47.00	last year's fee was incorrect
	4 day schedule, Kinder Club (~6 hours/day)	per month (10 Total)	\$88		-100.0%		making minimum charge 1 hour regardless of program time due to staffing costs and level of effort
	3 day schedule, Kinder Club (~6 hours/day)	per month (10 Total)	\$79		-100.0%		making minimum charge 1 hour regardless of program time due to staffing costs and level of effort
	2 day schedule, Kinder Club (~6 hours/day)	per month (10 Total)	\$68		-100.0%		making minimum charge 1 hour regardless of program time due to staffing costs and level of effort
	1 day schedule, Kinder Club (~6 hours/day)	per month (10 Total)	\$29		-100.0%		making minimum charge 1 hour regardless of program time due to staffing costs and level of effort
4	Preschool *Effective 9/1/19						
	5 day schedule, 3 hour program	per month	\$544		-100.0%		licensed care only, not planned for this year
	5 day schedule, 4 hour program	per month	\$727		-100.0%		licensed care only, not planned for this year
	4 day schedule, 4 hour program	per month	\$609		-100.0%		licensed care only, not planned for this year
4	Other Fees						
	Before/After School & Preschool Programs - Non-Refundable Registration Fee	per registration	\$76	\$2.00	2.6%	\$78.00	
	Before/After School & Preschool Programs - Drop-In fee, under 3 hours program	per day/per program	\$21	\$1.00	4.8%	\$22.00	
	Before/After School & Preschool Programs - Drop-In fee, over 3 hours program	per day/per program	\$42	\$1.00	2.4%	\$43.00	
	Fees can be adjusted proportionate to any mandated staff to child ratio changes at the discretion of the Recreation Director	staffing/ enhanced requirements					
	City Run Youth Program (Price based on number of days, hours, supplies or equipment needed)		\$5-\$200				moved to "Other Fees & Discounts" Section
	Before/After School & Preschool Fees Include 3% Admin. Surcharge listed "Other Fees & Discounts" Section						
Adult Programs and Services							
	60 & Better Rewards Club - Resident	annual	\$20			\$20.00	was never implemented due to pandemic
	60 & Better Rewards Club - Non-Resident	annual	\$25			\$25.00	was never implemented due to pandemic
	Easy Ride Paratransit, each way	per trip	\$3			\$3.00	mainly grant funded program, pricing coordinated with WCCTAC
1	Miscellaneous						
	Registration Fees—Refunds ; Transfers, Cancellations, and Late Payments (25% of fee, up to maximum and rounded to nearest dollar)	maximum charge per session	\$21	\$1.00	4.8%	\$22.00	
	City Run Program (Price based on number of days and hours)	per day/per program + any supply, entrance & trans. costs	\$5-\$200			\$5-\$200	moved from youth section to apply to all Department programs

MISCELLANEOUS BUILDING FEES - REQUIRE PLAN REVIEW						
Item		Basis	Adopted 2020-21	2% Increase	New Fee	Comments
MISCELLANEOUS PROJECTS						
	Antenna - residential HAM or CB		\$524		\$624.00	Adjustments per 2018 Fee study full recovery
	Equipment Container/Building (Prefab)		\$682		\$903.00	Adjustments per 2018 Fee study full recovery
	Free-standing cellular building, antenna, and building site		\$755		\$1,265.00	Adjustments per 2018 Fee study full recovery

Master Fee-Adjustment Explanations

	Awning or Canopy			\$333		\$461.00	Adjustments per 2018 Fee study full recovery
	Commercial Coach (per unit)			\$333		\$602.00	Adjustments per 2018 Fee study full recovery
	Commercial Vapor Recovery Systems			\$480		\$586.00	Adjustments per 2018 Fee study full recovery
	Flagpole			\$304		\$365.00	Adjustments per 2018 Fee study full recovery
ACCESSORY STRUCTURES							
	Accessory Structure/Storage shed of 200 sq.ft. or less – unfinished interior and no MEP			\$552		\$679.00	Adjustments per 2018 Fee study full recovery
	Accessory Structure/Storage shed for each additional 100 sq.ft. > 200 sq.ft.			\$37		\$53.00	Adjustments per 2018 Fee study full recovery
	Carport not exceeding 400 sq.ft.			\$450		\$657.00	Adjustments per 2018 Fee study full recovery
	New Garage (detached or attached) 500 sq. ft. or less (unfinished inside and only 1 electrical circuit)			\$552		\$812.00	Adjustments per 2018 Fee study full recovery
	New Garage (detached or attached) per additional 100 sq.ft. > 501 sq. ft.			\$101		\$160.00	Adjustments per 2018 Fee study full recovery
ACCESSORY DWELLING UNITS							
	New attached or detached accessory dwelling units – each 300 sq.ft. or fraction thereof. Includes 1 kitchen and 1 bathroom.			\$991		\$1,481.00	Adjustments per 2018 Fee study full recovery
	Conversion of existing space into an accessory dwelling unit – each 300 sq.ft. or fraction thereof. Includes 1 kitchen and 1 bathroom.			\$698		\$1,065.00	Adjustments per 2018 Fee study full recovery
ALTERATIONS/ADDITIONS/REPAIRS							
	Room additions of 300 sq. ft. or less without engineered calculations without a kitchen or bathroom			\$816		\$1,071.00	Adjustments per 2018 Fee study full recovery
	Room addition of 300 sq. ft. or less with engineered calculations without a kitchen or bathroom			\$962		\$1,141.00	Adjustments per 2018 Fee study full recovery
	Room additions per additional 100 sq.ft. > 300 sq.ft. with or without engineered calculations.			\$220		\$286.00	Adjustments per 2018 Fee study full recovery
	Residential remodel 300 sq. ft. or less without kitchen or bathroom remodel			\$588		\$859.00	Adjustments per 2018 Fee study full recovery
	Each additional 100 sq. ft. of residential remodel > 300 sq.ft.			\$130		\$160.00	Adjustments per 2018 Fee study full recovery
	Kitchen or bathroom remodel			\$480		\$679.00	Adjustments per 2018 Fee study full recovery
	Each additional kitchen or bathroom remodel when work is done at the same time as the first			\$240		\$339.00	Adjustments per 2018 Fee study full recovery
	New bathroom or kitchen added to existing dwelling or new/existing accessory structure			\$462		\$700.00	Adjustments per 2018 Fee study full recovery
	New or remodel commercial bathroom			\$625		\$996.00	Adjustments per 2018 Fee study full recovery
	Foundation repair (non-engineered) of 100 linear feet or less			\$480		\$561.00	Adjustments per 2018 Fee study full recovery
	Foundation repair (engineered) of 100 linear feet or less			\$552		\$757.00	Adjustments per 2018 Fee study full recovery
	Each additional 100 lin. ft. foundation repair (engineered or non-engineered) exceeding the first 100 l.f..			\$101		\$160.00	Adjustments per 2018 Fee study full recovery
	Commercial and residential interior partitions not exceeding 30 linear feet			\$333		\$428.00	Adjustments per 2018 Fee study full recovery
	Each additional 30 lin. ft. of partition exceeding first 30 l.f.			\$101		\$101.00	
	New masonry fireplace when allowed by BAAQMD			\$670		\$714.00	Adjustments per 2018 Fee study full recovery
	Pre-fabricated metal fireplace that is EPA compliant			\$524		\$688.00	Adjustments per 2018 Fee study full recovery
	Fireplace demolition			\$377		\$428.00	Adjustments per 2018 Fee study full recovery

Master Fee-Adjustment Explanations

	Miscellaneous minor and structural repairs, alterations, dry rot/termite repairs of \$10,000 valuation or less and requiring plan review			\$450		\$681.00	Adjustments per 2018 Fee study full recovery
	Residential Drainage - French Drain/Sump Pump			\$305		\$365.00	Adjustments per 2018 Fee study full recovery
	PROJECT TYPES			FEE			
	DECKS, BALCONIES, PATIOS, PORCHES						
	New decks and balconies not exceeding 100 sq.ft.			\$405		\$551.00	Adjustments per 2018 Fee study full recovery
	New decks and balconies not exceeding 500 sq.ft.			\$625		\$775.00	Adjustments per 2018 Fee study full recovery
	Each additional 100 sq. ft. of new deck or balcony exceeding 500 sq. ft.			\$130		\$239.00	Adjustments per 2018 Fee study full recovery
	Deck and balcony repairs of 100 sq. ft. or less			\$333		\$390.00	Adjustments per 2018 Fee study full recovery
	Deck and balcony repairs over 100 sq.ft and less than \$10,000 valuation			\$450		\$614.00	Adjustments per 2018 Fee study full recovery
	Covered porch			\$231		\$453.00	Adjustments per 2018 Fee study full recovery
	Patio or deck cover – wood or metal frame not exceeding 300 sq.ft.			\$442		\$459.00	Adjustments per 2018 Fee study full recovery
	Patio room constructed of wood or metal frame not exceeding 300 sq.ft.			\$560		\$686.00	Adjustments per 2018 Fee study full recovery
	ELECTRIC VEHICLE CHARGING						
	Commercial electric vehicle charging station – one only			\$370		\$561.00	Adjustments per 2018 Fee study full recovery
	FENCES						
	Fences or free-standing non-masonry walls 6 to 10 ft. high and not exceeding 100 linear feet			\$296		\$400.00	Adjustments per 2018 Fee study full recovery
	Each additional 100 lin. ft. of 6 to 10 feet high non-masonry fences or free-standing walls exceeding the first 100 lin. ft.			\$113		\$125.00	Adjustments per 2018 Fee study full recovery
	Fences or free-standing masonry walls less than 10 feet high and not exceeding 100 linear feet			\$597		\$812.00	Adjustments per 2018 Fee study full recovery
	RETAINING WALLS						
	Retaining Wall: Standard Design Non-Engineered not exceeding 50 linear feet			\$406		\$526.00	Adjustments per 2018 Fee study full recovery
	Each additional 50 l.f. non-engineered retaining wall exceeding 50 l.f.			\$101		\$129.00	Adjustments per 2018 Fee study full recovery
	Retaining Wall: Engineered 3-10' High not exceeding 50 linear feet			\$625		\$890.00	Adjustments per 2018 Fee study full recovery
	Retaining Wall: Engineered over 10' High retaining wall not exceeding 50 l.f.			\$845		\$1,141.00	Adjustments per 2018 Fee study full recovery
	Each additional 50 l.f. eng. over 10' high retaining wall exceeding 50 l.f.			\$248		\$258.00	Adjustments per 2018 Fee study full recovery
	ROOFS						
	Roof structure replacement not exceeding 100 sq.ft.			\$406		\$428.00	Adjustments per 2018 Fee study full recovery
	Each additional 100 sq.ft. roof structure replacement exceeding 100 sq.ft.			\$75		\$97.00	Adjustments per 2018 Fee study full recovery
	SEISMIC IMPROVEMENT						
	Engineered or non-engineered seismic retrofit/structural strengthening			\$406		\$553.00	Adjustments per 2018 Fee study full recovery
	Engineered or non-engineered seismic retrofit/structural strengthening when using Planset A or conforming to Existing Building Code appendix chapter A3			\$203		\$276.00	Adjustments per 2018 Fee study full recovery
	SIGNS						
	Structural Signs such as monument or large signs attached to a building, etc.			\$406		\$553.00	Adjustments per 2018 Fee study full recovery

Master Fee-Adjustment Explanations

	Non-structural signs such as individual lettering attached to building, etc.			\$260		\$365.00	Adjustments per 2018 Fee study full recovery
SOLAR ENERGY & BATTERY STORAGE							
	Solar Photovoltaic up to 10 KW			\$300		\$250.00	250.00- State mandated maximum fee for res.rooftop solar 10kWor less
	Solar PV each 10KW or fraction thereof over 10 KW			\$150		\$265.00	\$250 +\$15 per kWth (State mandate)
STORAGE RACKS							
	Storage Racks: 0-5' high not exceeding 100 l.f.			\$260		\$365.00	Adjustments per 2018 Fee study full recovery
	Storage Racks: Greater than 5 feet and up to 8 feet high not exceeding 100 l.f.			\$333		\$428.00	Adjustments per 2018 Fee study full recovery
	Storage Racks: Greater than 8 feet high and not exceeding 100 l.f.			\$406		\$526.00	Adjustments per 2018 Fee study full recovery
	Each additional 100 l.f. of storage regardless of height			\$101		\$129.00	Adjustments per 2018 Fee study full recovery
PROJECT TYPES				FEE			
SWIMMING POOLS, SPAS, HOT TUBS, SAUNAS							
	Prefabricated Spa or Hot Tub			\$260		\$365.00	Adjustments per 2018 Fee study full recovery
	Sauna or Steam Room added to existing or new/addition construction			\$377		\$491.00	Adjustments per 2018 Fee study full recovery
	Swimming Pool - Residential			\$552		\$651.00	Adjustments per 2018 Fee study full recovery
	Swimming Pool – Commercial not exceeding 800 sq. ft.			\$990		\$1,392.00	Adjustments per 2018 Fee study full recovery
	Each additional 100 sq. ft. commercial pool exceeding 800 sq. ft.			\$130		\$160.00	Adjustments per 2018 Fee study full recovery
TENANT IMPROVEMENTS							
	Office tenant improvements – minimum for T.I. not exceeding 500 sq. ft.			\$1,195		\$1,787.00	Adjustments per 2018 Fee study full recovery
	Each additional 100 sq. ft. or fraction thereof of office T.I. exceeding 500 sq.ft.			\$102		\$156.00	Adjustments per 2018 Fee study full recovery
	Retail tenant improvements – minimum for T. I. not exceeding 500 sq. ft.			\$1,340		\$1,928.00	Adjustments per 2018 Fee study full recovery
	Each additional 100 sq.ft. or fraction thereof retail T.I. exceeding 500 sq.ft. and not exceeding 25,000 sq. ft.			\$65		\$113.00	Adjustments per 2018 Fee study full recovery
	Each additional 100 sq.ft. or fraction thereof retail T.I. exceeding 25,000 sq.ft.			\$34		\$54.00	Adjustments per 2018 Fee study full recovery
	Restaurant tenant improvement – minimum for T.I. not exceeding 750 sq.ft.			\$1,632		\$2,446.00	Adjustments per 2018 Fee study full recovery
	Each additional 100 sq.ft. or fraction thereof restaurant T.I. exceeding 750 sq.ft.			\$115		\$199.00	Adjustments per 2018 Fee study full recovery
WINDOWS, SKYLIGHTS, DOORS							
	New door cut into an existing wall			\$305		\$317.00	Adjustments per 2018 Fee study full recovery
	First replacement window or sliding glass door -structural with exterior surface break-out and/or frame modification			\$305		\$317.00	Adjustments per 2018 Fee study full recovery

MISCELLANEOUS BUILDING FEES - NOT REQUIRING PLAN REVIEW						
Item		Basis	Adopted 2020-21	2% Increase	New Fee	Comments
ELECTRIC VEHICLE CHARGERS						
Residential electric vehicle level 1 or 2 charging station per each			\$195		\$267.00	Adjustments per 2018 Fee study full recovery
WINDOWS AND DOORS – NON-STRUCTURAL						
Door replacement not involving alterations to wall framing or exterior wall coverings			\$130		\$138.00	Adjustments per 2018 Fee study full recovery

Master Fee-Adjustment Explanations

Window, sliding door, solar tube replacement – one only and no alterations to framing or exterior wall coverings	\$130		\$201.00	Adjustments per 2018 Fee study full recovery
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MECHANICAL, PLUMBING ELECTRICAL (MPE Permit Issuance Fees)						
Item	Basis	Adopted 2020-21		2% Increase	New Fee	Comments
Permit Issuance Fee (applies to all MP&E permits)	each permit		\$118		\$132.00	Adjustments per 2018 Fee study full recovery
MECHANICAL PERMIT FEES						
Furnaces (FAU, floor)	each		\$114		\$129.00	Adjustments per 2018 Fee study full recovery
Heater (wall)	each		\$114		\$160.00	Adjustments per 2018 Fee study full recovery
Boiler - <2,000k BTU	each		\$114		\$129.00	Adjustments per 2018 Fee study full recovery
Heater (unit, radiant, etc.)	each		\$152		\$160.00	Adjustments per 2018 Fee study full recovery
ELECTRICAL PERMIT FEES						
Light Poles Commercial - first	first pole		\$152		\$321.00	Adjustments per 2018 Fee study full recovery
Generator Installation - Residential	each		\$302		\$356.00	Adjustments per 2018 Fee study full recovery
Generator Installation - Commercial	each		\$454		\$517.00	Adjustments per 2018 Fee study full recovery
Electrical Outlets (receptable & light fixture)	first ten		\$114		\$125.00	Adjustments per 2018 Fee study full recovery

ADDITIONAL FEES - OTHER MANDATED BUILDING PERMITS						
Item	Basis	Adopted 2020-21		Increase	New Fee	Comments
Type of Fee	Unit Basis	Adopted FY2020-21				
STMP	single family residential	per dwelling unit	\$5,744	\$137.00	\$5,881.00	per WCCTAC fee update@2.4%
	multi-family residential	per dwelling unit	\$2,829	\$68.00	\$2,897.00	per WCCTAC fee update@2.4%
	senior housing	per dwelling unit	\$1,551	\$37.00	\$1,588.00	per WCCTAC fee update@2.4%
	Hotel	per room	\$3,676	\$88.00	\$3,764.00	per WCCTAC fee update@2.4%
	Retail	per square foot	\$6.96	\$0.17	\$7.13	per WCCTAC fee update@2.4%
	Office	per square foot	\$9.21	\$0.22	\$9.43	per WCCTAC fee update@2.4%
	Industrial	per square foot	\$5.87	\$0.14	\$6.01	per WCCTAC fee update@2.4%
	storage facility	per square foot	\$0.80	\$0.02	\$0.82	per WCCTAC fee update@2.4%
	Other* (as determined by Public Works)	per AM peak hour trip	\$7,762	\$186.00	\$7,948.00	per WCCTAC fee update@2.4%

Transportation Impact Fee (as established by City Council Resolution No. 2018-70 on December 18, 2018 and Ordinance No. 2019-01 on January 15, 2019).

TIF**	RESIDENTIAL					
	Single Family	per dwelling unit	\$3,543	\$85.03	\$3,628.00	February ENR Construction Cost Index of 2.4%
	Multi-Family	per dwelling unit	\$2,479	\$59.50	\$2,539.00	February ENR Construction Cost Index of 2.4%
	NONRESIDENTIAL					
	Commercial	per square foot	\$4.77	\$0.11	\$4.89	February ENR Construction Cost Index of 2.4%
	Hotel/Motel	per square foot	\$3.90	\$0.09	\$3.99	February ENR Construction Cost Index of 2.4%
	Office	per square foot	\$4.11	\$0.10	\$4.21	February ENR Construction Cost Index of 2.4%
	Industrial	per square foot	\$2.59	\$0.06	\$2.65	February ENR Construction Cost Index of 2.4%
	Other*	to be determined				



EL CERRITO FIRE DEPARTMENT

10900 San Pablo Avenue

El Cerrito, CA 94530

Phone: (510) 215-4450 Fax: (510) 2362-4917

DATE: April 27, 2021
TO: Karen Pinkos: City Manager
FROM: Michael Pigoni: Fire Chief
RE: Fire Department Fee Schedule

This year the Fire Department has revamped most of our fee schedule costs. This is due to several reasons, first being that the existing schedule was difficult to interpret or understand. For example, the entire section for “Inspection Fees” was lumped into an expanded continuous paragraph that included every inspection. (see Example 1)

Example 1

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

This is also the case for the “Operation Permits” that are required for specialized services such as hazardous storage, cutting and welding, etc. (See Example 2)

Example 2

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

To add clarity to the Fire Department’s Fee Schedule, they were listed into individual fees for inspections that are performed. Additionally, the fee calculation required determining actual time spent at the business and internal administrative costs to calculate the fee charged which led to confusion both for business owners and within administration. Many times, improper or missed documentation resulted in fees being missed or not charged at all. Furthermore, with the new construction currently and planned in the City, the old fee schedule did not completely recover costs, as an example, an annual Fire Safety Inspection of the new Cerrito Vista apartment building with 5 floors and 60,000+ sf of area takes a considerably longer time to inspect than 2 story garden apartment complex. To bring parity and clarity to the fee schedule, apartment inspections are listed based on the number of units.

The Department’s fees for plan reviews and checks for new construction including fire alarms and fire sprinklers systems were inadequately listed for new building trends. The existing schedule did not address hood and duct checks for new construction, fire pumps that are now being required in the

higher buildings, standpipe systems, water flow tests, car stackers or even Emergency Responder Radios Communication Systems in the larger buildings that helps ensure our crews can communicate to Dispatch and each other inside the structure. Also, as with the annual Fire Safety inspections, inspecting a sprinkler system in a 5 or 6 story building takes a considerably long time. The final fire alarm inspection for Cerrito Vista took over 4 hours for two personnel with no fee to recover costs. The final inspection for a fire pump can take upwards of 3 hours, all costs that presently we have no fee to cover.

Over the years, proper review and updating of the fees were underestimated and the actual costs were never fully analyzed. More so, while the State Auditors were focusing on a different City Department when they indicated that there are “missed opportunities to increase revenue”, the message is clear to all. In addition, the City’s consultants that helped develop the fiscal response and recovery plan also recommended looking at contracting out some of these services and insuring proper cost recovery. Additionally, the City Council has expressed specifically that the Fire Department look at ways to increase revenue such as with First Responder fees.

In review of the actual costs to the City for a fire crew to go out and perform inspections, Fire Prevention to perform site inspections, and outside fire engineers to certify life safety systems in new constructions, it was realized that true costs were not being charged. Based on Finances “fully loaded” personnel costs and estimate average times for these services, the fees were adjusted to reflect full recovery.

While some of the increases in the fees may be considered high, in reviewing City of Richmond, Contra Costa County Fire, San Ramon Valley Fire and Moraga – Orinda Fire fee schedules, we are in line and in many areas still lower than the fees that they are charging. Based on these comparisons, State Auditor recommendations, City Council recommendations and the consultants assisting with the fiscal plan, the Fire Department’s fee schedule is being presented for approval.

RECREATION DEPARTMENT
DESCRIPTION OF MAJOR FEE CHANGES

Facility Rentals

Room/Small Clubhouse Fee

\$1,000.00 per year

Small, Medium and Large Lockers are cabinet spaces in a room. The Room/Small Clubhouse is an entire room, not just a cabinet space, and therefore needs a higher fee to reflect the higher value. Additionally, in some cases the use of rooms or clubhouses for Co-Sponsor storage means these spaces cannot be used for City storage or recreation program locations. The increased revenue from a higher fee helps to compensate for this opportunity cost.

Recreation Field/Sports Venue Rentals and Fees

Tennis Court Light Surcharge (New)

\$4.00 per hour

Currently, there are lights at Cerrito Vista Tennis Courts that players use free of charge. A light surcharge allows the opportunity to increase tennis court rental revenue by charging more for reservations that are more expensive to operate, while keeping El Cerrito courts competitively priced compared to neighboring cities. Other cities in the East Bay charge fees for lights at Sports Facilities, including Albany, Pinole, and Alameda.

Play Fields: El Cerrito Co-Sponsored Youth Group (25% Increase)

\$12.50 per hour

In Fiscal Year 2020-21, the Co-Sponsored field use fee was changed from a flat seasonal fee to an hourly fee. The flat seasonal fee broke down to an hourly rate significantly less than what other neighboring cities were charging youth and other special groups. Co-Sponsored groups were previously paying an average \$8.30 per hour, where other local cities such as Albany, Pinole, Berkeley and San Pablo charge an average of \$12.30 per hour.

Swim Center Programs/Fees

Lap Swim/Recreation/Family Swim, Masters Swim Team

Miscellaneous Swim Center Fees (Auto-Debit Pass Discount & Pro-Rated)

Lap Swim \$93.00 Res/ \$116.00 Non-Res per month

Masters Swim Team \$90.00 Res/ \$113.00 Non-Res per month

Changing from a 30-day pass to a monthly pass will allow swimmers to be enrolled in auto-debit. Often, a swimmer's 30-day pass would expire, and they would go a few days without renewing it. Through auto-debit, swimmers will automatically be charged at the beginning of each month for their pass. Swimmers will not have to renew the pass in person increasing efficiency (i.e. staff time) and revenue

generated from having passes automatically renew. A 5% discount will incentivize swimmers to choose this option.

“Monthly Pass Pro-Rated” option allows swimmers to start any day of the month with a pro-rated fee.

Recreation Parent & Child Swim/Splash Park/Tot Splash

\$5.00 per youth ages 1-17

Combining Youth and Child fees for Recreation Swim simplifies the fee structure while increasing the rate for youth ages 1-6 years by \$1.00 which is on the higher end of comparable rates at nearby municipal pools.

Miscellaneous Swim Center Fees: Single Lane Program/Holiday Reservation Surcharge

\$2.00 Res/ \$4.00 Non-Res per swimmer

Based on feedback from swimmers during the COVID pandemic, many have been enjoying swimming in lanes all to themselves and would like that a certain number of lanes continue to remain available for reservation. This fee gives the option to increase revenue, especially during times when the pool is less utilized.

During City holidays, staff get paid time and half if they work. In order to remain open on City holidays, which swimmers appreciate, and be able to afford to pay Lifeguard staff at a higher rate, the Holiday Reservation Surcharge has been added.

Swimming Clubs, Teams & Meets: El Cerrito High School Swim Team

\$3,000 per season February through May

Swim Team often practices right after school, which is a highly used time frame at the pool with the Gators Swim Team and Lap Swim. Increasing the rate helps off-set missing revenue from these programs.

Youth Programs

Before & After School Childcare and Preschool Fees

Multiple fees see item referenced above

Costs to provide childcare and preschool services continue to rise. In an analysis of the different program hours the Recreation Department offers to the community, it is apparent that there are additional costs for programs that run for short periods of time. Before school care, for example, is a timeframe that parents need for 60 to 90 minutes, but the costs of deploying staff, opening and closing facilities, and additional cleaning each day remain the same whether the program is open for a short or longer period of time. These hard costs are now reflected in the fee schedule; the impact being that the percentage increase is greater for shorter programs than longer programs.

Comparing our fees to those of other youth service organizations is challenging during COVID as most programs currently have inflated rates, primarily due to very low ratios of staff to children. School-age

childcare fees are in line with other local providers in the area including the YMCA of the East Bay, and the cities of Albany and Piedmont. Staff will continue to monitor pricing of comparable programs.

Adult Programs and Services

The addition of the 60 and Better Rewards Club annual fee provides an opportunity for revenue generation and aligns with nearby senior centers that have annual membership fees such as Pinole, Hercules, Pleasant Hill and San Ramon. Benefits include receiving a printed copy of the monthly 60+ Bulletin by mail and priority registration days for programs/services. Additionally, enrolling in the program provides revenue to offset the cost of printed materials and establish a curated list of seniors using our services that can in turn be used for Senior Outreach/wellness checks. Other fees are increased beyond the 2% mark due to rounding.

Rather than significantly increase fees on this schedule beyond what are charged at other senior centers, small classes with low cost recovery will likely be phased out. Other classes that appeal to all adults will be transferred to the Community Services Division who manages all specialty and fee classes.



AGENDA BILL

Agenda Item No. 6.D.

Date: May 4, 2021
To: El Cerrito City Council
From: Aissia Ashoori, Housing Analyst; Sean Moss, Planning Manager; Melanie Mintz, Community Development Director, Community Development Department
Subject: Public hearing to consider an ordinance of the City of El Cerrito amending Sections of Title 19, of the El Cerrito Municipal Code to amend regulations for Inclusionary Zoning.

ACTION PROPOSED

Conduct a public hearing and, upon conclusion, introduce by title and waive any further reading of an Ordinance amending Chapter 19.30 of the El Cerrito Municipal Code to establish an application process for currently exempt projects to request a limited extension that must be filed with the City Manager by June 30, 2021. If the application is approved, the extension will require that building permit applications be submitted by January 1, 2022, and that construction begin by July 1, 2022. Any approved extension for all exempt projects will expire on January 1, 2022, if a building permit has not been applied for, or July 1, 2022, if construction has not commenced, as described further below.

BACKGROUND

The City Council adopted the City's first Inclusionary Zoning Ordinance (Ordinance), Chapter 19.30, in May 2018. This policy was identified in the City's 2017 [Affordable Housing Strategy](#) as a tool to *Leverage Private Development to Address Affordable Housing Needs* to increase our affordable housing stock.

Requiring market-rate developers to set aside a portion of their units at below market rate or the option of an in-lieu fee payment assists the City in meeting its housing needs/goals by increasing the supply of low- and moderate-income units while also contributing to the overall market supply. Given that inclusionary housing is produced by the market and is informed and driven by development economics, it differs from affordable housing tools that require subsidies.

Table 1 provides details about the Inclusionary Zoning provisions (more information can be found at www.el-cerrito.org/InclusionaryHousing):

Table 1: City of El Cerrito Chapter 19.30 Inclusionary Zoning Existing Provisions

	<i>For-Sale Projects</i>	<i>Rental Projects</i>
<i>Applicability</i>	All residential development applications not deemed complete by the Ordinance effective date.	All residential development applications not deemed complete by the Ordinance effective date.
<i>Threshold</i>	9 units	10 units
<i>Exemptions</i>	Accessory Dwelling Unit (ADU) < 9 units	< 10 units
<i>Compliance Options</i>	On-site	In-lieu fee or on-site
<i>Set-aside</i>	12%	10%
	<i>For-sale Projects</i>	<i>Rental Projects</i>
<i>Affordability</i>	Moderate income (80-120%)	5% low (up to 80% AMI) + 5% moderate-income
<i>In-lieu Fee</i>	\$22.00 per square foot (for fractional units)	\$18.00 per square foot - optional
<i>Fractional Unit</i>	≥ .5, provide unit < .5, pay fee	≥ .5, provide unit < .5, pay fee
<i>Exempt</i>	A residential development project for which has been determined to be complete prior to the effective date, and for which a building permit application is submitted by June 30, 2021 and a building permit is issued within six months of submittal.	
<i>Sunset Provision</i>	All exempt projects will expire on June 30, 2021 regardless of any entitlement extensions or amendments.	

When the Ordinance was adopted, it provided that entitled projects or projects that had submitted entitlement applications which had been deemed ‘complete’ prior to the effective date to remain exempt from the inclusionary requirements. This exemption included provisions which required developers of the exempt projects to obtain a building permit within two years of their entitlement or by June 30, 2021, whichever comes first. A total of 13 projects were exempt from the Ordinance on this basis.

Creating an exemption for previously entitled projects was recommended as a part of an Economic Analysis completed by Keyser Marston Associates in 2018 which evaluated residential development economics in El Cerrito and determined financial feasibility for the Ordinance.

Due to the lack of multifamily housing production in El Cerrito over the previous decade, this exemption was driven by the need for catalyzing development by creating market-rate comparables with the first generation of Specific Plan projects to be built. Until 2017, it had been nearly a decade since El Cerrito had seen new multi-family housing development. This shift was a result of the adoption of the San Pablo Avenue

Specific Plan in 2014 by the City Council, recognizing the regional housing crisis and the need to increase housing opportunities. Given El Cerrito's proximity to transit and jobs, the Plan not only serves this need but also creates opportunities to address our Active Transportation Plan, Climate Action Plan, Urban Greening Plan, and Housing Element. The adoption of the Specific Plan along with a robust economy began to catalyze new development and led to the entitlement of 15 projects in the Specific Plan area, including 1,170 new residential units, 27,254 square feet of new commercial space, and 124 new hotel rooms. Between 2018 and 2019 four of these projects began construction. By 2018, Metro 510 opened (109 market-rate + 19 below market rate units) and Hana Gardens (62 affordable units) was completed.

The Economic Analysis also tested the feasibility of establishing affordable housing requirements, including on-site requirements and an in-lieu fee option, and to perform an on-site cost equivalency analysis to assist in understanding the cost associated with complying with on-site requirements at various income levels. One finding in the Analysis cited the need "to balance between setting an inclusionary requirement or fee high enough to support a meaningful contribution to affordable housing in El Cerrito without discouraging new residential development." It also took into consideration that while there are many residential projects in the development pipeline, very few new projects had been completed and were operating. The Analysis pointed out that projects initiated after the effective date of the Ordinance would be able to negotiate land prices and make other adjustments necessary to absorb the costs of the new requirements. At the time of the adoption of the Ordinance, staff recommended that a new economic analysis be conducted 24-36 months after adoption and subject to completion of development projects in the pipeline at the time. See **Table 2** for a summary and status of these early/exempt projects.

Table 2: Status of Entitled Projects

Project Address	Final Design Approval	Unit Count	Status	Notes
Completed Projects				
10963 San Pablo Avenue	05/02/2018	50 rentals	Completed	Certificate of Occupancy issued February 2021
10534 San Pablo Avenue	05/04/2016	5 rentals	Completed	Certificate of Occupancy issued March 2020
Under Construction				
11600 San Pablo Avenue (Mayfair - Phase I)	08/02/2017	156 market-rate rentals	Under Construction	Estimated Completion Summer 2021
10300 San Pablo Avenue	09/06/2017	32 condos (includes 2 live/work units)	Under Construction	Estimated Completion June 2021

Entitled				
10810 San Pablo Avenue	04/04/2018	40	Entitled	Entitlement extension granted
11690 San Pablo Avenue (Mayfair - Phase II)	08/02/2017	69 affordable rentals	Entitled	BRIDGE Housing is expecting to break ground in 2022
10167 San Pablo Avenue	06/06/2018	62	Entitled	Entitlement extension granted
10135 San Pablo Avenue	06/18/2018	72	Entitled	Entitlement extension granted
11048/11060 San Pablo Avenue	01/24/2019 (original); 03/04/2020 (amended)	173 (original entitlement); 183 (amended entitlement)	Entitled	Entitlements amended to improve financial feasibility. Underground parking level and 3-bedroom units eliminated. Entitlement extension granted.
10919 San Pablo Avenue	07/03/2019	90 rentals	Entitled	Developer recently completed 10963 SPA. Entitlement extension granted.
921 Kearney	03/04/2019	59 rentals	Entitled	Entitlement extension granted
11965 San Pablo Avenue	06/18/2019	144 rentals	Entitled	Density Bonus project with 10 low-income units
10192 San Pablo Avenue	01/24/2019	26 condos	Entitled	Developer is currently completing construction of 10300 SPA. Entitlement extension granted.
Subject to Inclusionary Zoning				
11795 San Pablo Avenue	10/2/2019	130 rentals	Entitled	Subject to Inclusionary Zoning
10290 San Pablo Avenue	08/02/2017 (original entitlement); 03/04/20 (revised entitlement)	55 rentals	Entitled	Subject to Inclusionary Zoning

In early 2020, the global COVID-19 pandemic began to impact our lives and economy in unprecedented ways. In Contra Costa County and across the nation, Shelter-In-Place (SIP) Orders took effect starting March 2020. Ongoing construction was halted at this time and projects were stalled. Without knowing the ultimate duration that the SIP Orders would be in effect, City staff recommended that the Planning Commission and City Council amend the exemptions to the Ordinance as the June 30, 2021 sunset approached. The following amendments were adopted in May-June 2020:

1. Establish the expiration of all exemptions to the Inclusionary Zoning Ordinance as June 30, 2021.
2. Modify the exemption to require that building permit applications be submitted by June 30, 2021 and that building permits be issued within 6 months of submittal.
3. Allow the exemption for all exempt projects to expire on June 30, 2021 regardless of any entitlement extensions or amendments which have been granted.

Staff is returning to the City Council to consider and recommend additional amendments to Chapter 19.30 due to the ongoing effects of the COVID-19 pandemic that have resulted in continued construction and financing delays. Staff presented the draft Ordinance amendments to the Planning Commission on April 21, 2021. The Planning Commission recommended the City Council move forward with the draft Ordinance and adopted Resolution PC2021-06 to that effect.

Any extension granted through this amendment will be subject to performance timelines driven by the submittal and issuance of a building permit including the commencement of construction. Based on the Governor's announcement that aims to fully reopen the State on June 15, 2021, staff does not anticipate recommending any future extensions unless economic circumstances change dramatically.

ANALYSIS

During the global pandemic, construction costs have continued to rise. Over the last year, City staff has stayed in contact with developers who have expressed the desire to continue moving their projects forward. However, under current conditions, developers have expressed their inability to move forward due to delays caused by Shelter-in-Place orders, lending constraints associated with construction loans, and the approaching inclusionary exemption sunset deadline. As an example, the developers of the projects located at 10919 and 10192 San Pablo Avenue are currently unable to proceed with financing and construction due to certain lending requirements that have been delayed because of COVID-19 at their nearly completed projects at 10963 and 10300 San Pablo Avenue. Developers must fulfill certain rental/sales occupancy thresholds before additional financing can be approved. Since the cost of implementing inclusionary housing requirements was not accounted for during the land negotiations for these sites, it endangers the project's financing and feasibility.

There are currently seven exempt projects that will lose their exemption on June 30, 2021. Considering the variables involved, staff is recommending amendments to the Ordinance to allow projects to continue to move toward the construction phase and completion in the current environment. The following changes are recommended:

1. Allow limited extensions of exemptions to the Ordinance due to COVID-19 delay. In recognition of delays to residential development projects resulting from the economic dislocations of the COVID-19 pandemic, Residential Development projects that are current exempt under the Ordinance may apply for a limited extension of their exemption under certain conditions.

2. An application for a limited extension under this subsection shall be filed by June 30, 2021 and include all of the following:

- An application on a form prepared by the City or a Letter of Request.
- A narrative description on the economic impacts of the COVID-19 pandemic on the Residential Development project.
- A project schedule for the Residential Development project showing that the applicant will be able to file a substantially complete application for building permits by January 1, 2021, and to begin construction of the Residential Development project by July 1, 2022.
- An Application Fee to be established by the City Council.

3. The City Manager may grant a limited extension of a Residential Development project's exemption from this Chapter under the Ordinance, based upon a determination in light of the information provided in the application and any other information regarding the economic impact of the COVID-19 pandemic on the project or information regarding the project schedule and delays in the project that the City Manager considers relevant, that the Applicant will be able to comply with the requirements of the extension listed below. Any extension granted shall be subject to the following conditions and any others that the City Manager determines are necessary or appropriate for the Residential Development project:

- The Applicant shall submit a building permit application by January 1, 2022; and
- The Applicant shall start construction by July 1, 2022.

4. No extension of exemption may be approved for a Residential Development project if the Applicant has been provided notice of violations of the El Cerrito Municipal Code, California Building Codes, or other state or federal laws related to conditions on the Residential Development project property that have not been corrected prior to the filing of an extension application.

5. In the event that an extension is approved by the City Manager and the Residential Development has not submitted a building permit application by January 1, 2022, and construction of the Residential Development project has not commenced by July 1, 2022, the project will be subject to inclusionary zoning.

As staff continues to work with developers to maintain the feasibility of entitled projects and move toward construction, the proposed limited extensions will only be reviewed and granted on a request basis by developers applying to the City Manager by June 30, 2021 along with an application fee (unlike the blanket exemption that was provided within the 2020 amendments). Each request must demonstrate that the project is in position to meet the extension timelines. If approved, project extensions will be subject to performance standards by requiring a building permit application to be submitted by January 1, 2022 and construction to begin by July 1, 2022. If a project is granted an extension and unable to meet these performance timelines, it will be subject to Chapter

19.30: Inclusionary Zoning. If a project does not apply for an extension by June 30, 2021, under the above proposed amendments, the inclusionary requirements will also apply.

Staff is also utilizing this Ordinance amendment to correct the State Density Bonus language contained in paragraph 19.30.030(A)(1) to maintain consistency with 19.30.040.D, that the inclusionary calculations shall include the total unit count for the project as a result of the Density Bonus. This was the intent when the Ordinance was adopted in 2018, as approved by the City Attorney.

On April 21, 2021 the Planning Commission considered the proposed Ordinance. The Planning Commission unanimously adopted Resolution PC2021-06 with a slight modification to the Ordinance. Commissioners recommend adding language to the Ordinance to clarify that any additional application information reviewed by the City Manager was *regarding the economic impact of the COVID-19 pandemic on the project or information regarding the project schedule and delays in the project*. This is incorporated in the Ordinance.

STRATEGIC PLAN CONSIDERATIONS

The proposed development fulfills the City's Strategic Plan Goal C: Deepen a sense of place and community identity and specifically the strategy to promote strong neighborhoods and Goal B: Achieve long-term financial sustainability through the exploration of opportunities for public/private partnerships.

ENVIRONMENTAL CONSIDERATIONS

This action is exempt from the requirements of the California Environmental Quality Act pursuant to CEQA Guidelines Section 15061 (b)(3). The activity is covered by the general rule which exempts activities that can be seen with certainty to have no possibility for causing a significant effect on the environment. Any project that would implement inclusionary housing being constructed would be subject to its own review under the California Environmental Quality Act at the earliest possible time prior to approval.

FINANCIAL CONSIDERATIONS

The proposed Ordinance amendment will set forth an application fee requirement for developers who request a limited extension. The funds are cost recovery to account for staff time and subject to the application fee of \$1200 as established in the FY 2021-22 Master Fee Schedule. This action continues to incentivize already exempt and entitled projects to move forward, which in turn will continue to establish a stronger tax base and establish market metrics to strengthen future development of both market rate and inclusionary housing, including payment of in-lieu fees to the City's Housing Trust Fund.

LEGAL CONSIDERATIONS

The proposed Ordinance and recommended action have been reviewed by the City Attorney and all legal considerations have been addressed.

Reviewed by:

A handwritten signature in blue ink, appearing to read "Karen Pinkos".

Karen Pinkos, City Manager

Attachments:

1. Ordinance

ORDINANCE NO. 2021-XX

AN ORDINANCE OF THE CITY OF EL CERRITO AMENDING TITLE 19 OF THE EL CERRITO MUNICIPAL CODE SECTIONS 19.30.030 AND 19.30.040 RELATED TO INCLUSIONARY ZONING AND A LIMITED EXTENSION OF EXEMPTIONS TO ACCOUNT FOR THE IMPACTS OF THE COVID-19 PANDEMIC.

WHEREAS, the San Pablo Specific Plan and Form Based Code were adopted in 2014 to promote new high-density and mixed use in transit-oriented development for all income levels;

WHEREAS, the El Cerrito Affordable Housing Strategy adopted on August 17, 2017 identifies four policy pillars for implementation over the next five years to produce, protect and preserve affordable housing for El Cerrito residents;

WHEREAS, Pillar A: Leveraging private development to address affordable housing needs, of the El Cerrito Affordable Housing Strategy, recommends establishing a new inclusionary zoning ordinance and/or enacting new housing in-lieu fees for affordable housing;

WHEREAS, on May 15, 2018, the El Cerrito City Council adopted an ordinance (Inclusionary Zoning Ordinance) adding Chapter 19:30: Inclusionary Zoning to the El Cerrito Municipal Code;

WHEREAS, the Inclusionary Zoning Ordinance initially exempted projects with approved entitlements or a complete entitlement application as of the effective date of the ordinance, provided that a building permit was issued within two years of entitlement or by June 30, 2021, whichever came first;

WHEREAS, the COVID-19 global pandemic has added much uncertainty to financial markets;

WHEREAS, on June 2, 2020, the City Council amended the ordinance allowing existing exempt projects to be exempt from the ordinance until June 30, 2021, provided that a building permit application is submitted by this date and the permit is issued within six months of submittal;

WHEREAS, in order to allow developers to secure financing to construct entitled projects in the current uncertain environment, additional time is needed;

WHEREAS, the proposed ordinance amendments will allow additional time to secure financing by allowing existing exempt projects to submit an application to the City Manager to request a limited extension from the ordinance by June 30, 2021, provided that a building permit application is submitted by January 1, 2022 and construction begins by July 1, 2022;

WHEREAS, any approved extension will expire on January 1, 2022, if a building permit application has not been submitted, or July 1, 2022, if construction has not commenced;

WHEREAS, no extension of exemption may be approved for a project if noticed violations of the Municipal Code, California Building Codes, or other state or federal laws related to conditions on the Residential Development project property have not been corrected prior to the filing of an extension application;

WHEREAS, the City of El Cerrito supports the production of housing at all income levels; and

WHEREAS, on April 21, 2021 the Planning Commission, adopted Resolution PC2021-06 recommending that the City Council amend Chapter 19.30, "Inclusionary Zoning" of the El Cerrito Municipal Code, as detailed in this ordinance.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF EL CERRITO DOES HEREBY ORDAIN AS FOLLOWS:

Section 1: Incorporation of Recitals. The City Council finds that the above Recitals are true and correct and are incorporated herein by reference.

Section 2: Amendment of Title 19 of the Municipal Code. Subsection D of Section 19.30.030 and Subsection A of Section 19.30.040 of the El Cerrito Municipal Code is hereby amended to read as follows: (~~strikeout indicating deleted text and~~ underline indicating added text)

19.30.030. - Effective Date and Applicability.

D. Special Circumstances Related to Exemptions.

3. Limited extension of exemption due to COVID-19 delay. In recognition of delays to residential development projects resulting from the economic dislocations of the COVID-19 pandemic, Residential Development projects that are exempt under subsections (C)(4) and (C)(5) of this Section may apply for a limited extension of their exemption, as provided for in this subsection.

- a. An application for a limited extension under this subsection shall be filed by June 30, 2021, and include all of the following:
 1. An application on a form prepared by the City or a Letter of Request.
 2. A narrative description on the economic impacts of the COVID-19 pandemic on the Residential Development project.
 3. A project schedule for the Residential Development project showing that the applicant will be able to file a substantially complete application for building permits by January 1, 2021, and to begin construction of the Residential Development project by July 1, 2022.
 4. An Application Fee to be established by the City Council.

- b. The City Manager may grant a limited extension of a Residential Development project's exemption from this Chapter under subsections (C)(4) and (C)(5) of this Section, based upon a determination, in light of the information provided in the application and any other information regarding the economic impact of the COVID-19 pandemic on the project or information regarding the project schedule and delays in the project and delays in the project that the City Manager considers relevant, that the Applicant will be able to comply with the requirements of the extension listed below. Any extension granted shall be subject to the following conditions and any others that the City Manager determines are necessary or appropriate for the Residential Development project:
 - 1. The Applicant shall submit a building permit application by January 1, 2022; and
 - 2. The Applicant shall start construction by July 1, 2022.
- c. No extension of exemption may be approved for a Residential Development project if noticed violations of the Municipal Code, California Building Codes, or other state or federal laws related to conditions on the Residential Development project property have not been corrected prior to the filing of an extension application.
- d. In the event that an extension is approved by the City Manager and the Residential Development has not submitted a building permit application by January 1, 2022, or construction of the Residential Development project has not commenced by July 1, 2022, the provisions of this Chapter shall apply, unless the requirements are waived pursuant to Section 19.30.070(C).

19.30.040. - Inclusionary Housing Requirements.

A. Inclusionary Housing Requirement.

- 1. All new residential developments and contiguous property under common ownership and control shall include inclusionary units. Calculations of the number of inclusionary units required by this section shall be based on the number of dwelling units in the residential development, ~~excluding~~ including any density bonus units as defined in this chapter.

Section 3: Severability. If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this chapter. The city council hereby declares that it would have passed the ordinance codified in this chapter, and each and every section, subsection, sentence, clause or phrase not declared invalid or unconstitutional without regard to whether any portion of this chapter would be subsequently declared invalid or unconstitutional.

Section 4: Effective Date. This Ordinance shall take effect and be enforced thirty days after the date of its adoption. Prior to the expiration of fifteen days

from the passage thereof, the ordinance or a summary thereof shall be posted or published as may be required by law, and thereafter the same shall be in full force and effect.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the City Council on May 4, 2021 and passed by the following vote:

AYES:	Councilmembers
NOES:	Councilmembers
ABSENT:	Councilmembers
ABSTAIN:	Councilmembers

ADOPTED AND ORDERED published at a regular meeting of the City Council held on May 18, 2021 and passed by the following vote:

AYES:	Councilmembers
NOES:	Councilmembers
ABSENT:	Councilmembers
ABSTAIN:	Councilmembers

APPROVED:

Paul Fadelli, Mayor

ATTEST:

Holly M. Charléty, City Clerk

ORDINANCE CERTIFICATION

I, Holly M. Charléty, City Clerk of the City of El Cerrito, do hereby certify that this Ordinance is the true and correct original Ordinance No. (2021-XX) of the City of El Cerrito; that said Ordinance was duly enacted and adopted by the City Council of the City of El Cerrito at a meeting of the City Council held on the (DD day of Month, 2021); and that said Ordinance has been published and/or posted in the manner required by law.

WITNESS my hand and the Official Seal of the City of El Cerrito, California, this ____ day of (Month), 2021.

Holly M. Charléty, City Clerk



AGENDA BILL

Agenda Item No. 7.A.

Date: May 4, 2021
To: El Cerrito City Council
From: Mark R. Rasiah, Finance Director/City Treasurer, Finance Department
Subject: FY 2020-21 General Fund Budget Update for March 2021

ACTION PROPOSED

Receive and file an update on City General Fund revenues and expenses for FY 2020-21 through March 2021.

BACKGROUND

The El Cerrito City Council adopted an annual Budget for FY 2020-21 on June 16, 2020. Following that, the City Council amended the budget on October 6, 2020 and again at mid-year on February 16, 2021 taking revenue trends into consideration that were not readily apparent earlier on in the year. The Council has been closely monitoring the City's budget and financial position over the past several months during the COVID-19 closure of the City and has directed staff to provide a monthly General Fund budget update which is to include an Income Statement, Balance Sheet and Cash Flow projection. This report will discuss material variances if any through the end of March 2021, from this most recent amendment.

ANALYSIS

The General Fund Income Statement in Attachment 1 provides a summary of the major General Fund Revenue and Expenditure categories through March 2021 on a cash basis. Monthly revenue and expenditure projections are based on the mid-year Amended Budget (as of February 2021) and known revenue trends for the major revenue components. The Statement now includes the FY 2020-21 Adopted budget as of October 2020 for comparison purposes. The draft General Fund Balance Sheet and Cash Flow Forecast statements are presented in Attachments 2 and 3 respectively.

The following are some of the highlights on a cash basis through March 2021 with 9 months or 75% of the year complete:

1. Total revenue was \$25.9 million or 68% of budget. This compares with an average of \$24.6 million for the same time frame over the preceding 3 years. The increase is mainly due to higher than budgeted Real Property Transfer Tax revenues in FY 2021.
2. Total expenditure was \$27.7 million or 74% of budget, compared with a three year average of \$29.1 million.
3. Personnel costs of \$22.4 million include reimbursable Fire Department OES overtime costs of \$850,000, Workers Compensation Insurance premiums of \$680,000 for the year and payouts to staff that separated from the City through February. OES

reimbursements to date were \$897,000 with a remaining balance of \$253,000 expected by May 2021. This has been factored into the Cash Flow Forecast in Attachment 3. Public Safety regular overtime to date is a little over \$1.2 million. This is lower than the average overtime costs for the past three years through March and is partly due to filling the three Firefighter vacancies.

4. On an adjusted budget basis, recognizing the timing lags in revenue sources, revenues were \$944,000 over budget and expenses were \$307,000 under budget.

5. Real Property Transfer Tax receipts through March continue to exceed expectations by \$720,000. Receipts have been trending at a monthly average of about \$306,000, versus an expectation of \$216,000 per month.

6. Charges for Services are currently running \$140,000 behind expectations. Recreation program revenues (\$1.5 million to date) are expected to end the year at the recently revised budget estimate of \$2.4 million in the remaining 3 months of the year, with the Spring/Summer program enrollments currently underway.

7. The Cash Flow Forecast in Attachment 3 has been revised based on mid-year budget amendments approved by the City Council on February 16th, 2021. The forecast projects a cash balance of \$9.6 million at the end of June.

STRATEGIC PLAN CONSIDERATIONS

This report is consistent with the City's Strategic Plan Goal B - Achieve long-term financial sustainability— and will allow the City Manager to develop a plan to ensure that Citywide Revenue meets the cost of providing Citywide services, including adequate reserves in the face of significant unanticipated revenue shortfalls. It further ensures procedures that represent best practices in financial management.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

- With 3 months remaining in the fiscal year, Staff expects to achieve the projected year end General Fund surplus of \$633,000.
- The Tax Receipts Anticipation Note (TRAN) will be paid off in July with the projected year end cash balance of \$9.6 million.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

A handwritten signature in blue ink, appearing to read "Karen Pinkos".

Karen Pinkos, City Manager

Attachments:

1. General Fund Income Statement
2. General Fund Balance Sheet
3. General Fund Cash Flow Forecast

DRAFT FY 2020-21 General Fund Revenues and Expenditures from July 2020 to March 2021.

	A	B	C	D	E	F	G	H	I
Revenues (\$000s)	FY 2018-19 Audited	FY 2019-20 Audited	FY 2020-21 Adopted Budget	Actuals July- March 2021	Year to Date Budget Expectations	Variance from Budget Expectations Fav./Unfav.)	FY 2020-21 Projected Year-End	with 75% Year to date - actuals as a % of Projections	Comments
Taxes									
Property Taxes	10,182	9,840	10,440	5,676	5,676	-	10,240	55%	\$3.5 million in April. \$1.1 million in June
Sales Taxes	7,545	6,975	6,450	4,662	4,688	(26)	6,250	75%	Through Feb with est. March.
Utility Tax	3,208	3,166	3,200	2,215	2,133	82	3,200	69%	Through March.
Property Transfer Taxes	1,102	3,467	2,400	2,670	1,950	720	2,600	103%	Through March. Exceeds Amended Budget.
Franchise Taxes	1,244	1,587	1,250	510	583	(73)	1,000	51%	Through Feb.
Business License Tax	910	919	850	890	850	40	850	105%	Through March. Exceeds Adopted Budget.
Other Tax	149	173	136	88	88	-	136	65%	TOT through Feb.
Total Taxes	\$24,340	\$26,127	\$24,726	\$16,711	\$15,968	\$743	\$24,276	69%	
Licenses & Permits	776	785	758	478	554	(76)	739	65%	Through March.
Fines and Forfeitures	219	227	170	128	86	42	115	111%	Through March.
Use of Money and Property	157	465	350	228	249	(21)	332	69%	Through March.
Intergovernmental Revenues	6,744	6,729	6,958	5,225	4,805	420	7,805	67%	\$1.5m VLF, \$0.9m Kensington, \$0.2m OES.
Charges for Services	6,934	4,748	5,223	2,604	2,744	(140)	3,658	71%	Through March.
Other Revenues	182	118	253	136	160	(24)	213	64%	Through March.
Interfund Transfers	2,036	1,024	938	476	476	-	941	51%	Semi-annual cost allocation
Total	\$41,388	\$40,222	\$39,376	\$25,986	\$25,042	\$944	\$38,079	68%	
Expenditures (\$000s)	FY 2018-19 Audited	FY 2019-20 Audited	FY 2020-21 Adopted Budget	Actuals July- March 2021	Year to Date Budget Expectations	Variance from Budget Expectations Fav./Unfav.)	FY 2020-21 Mid Year Budget Projected Year-End	with 75% Year to date - actuals as a % of Projections	
Personnel	29,862	30,383	29,490	22,370	22,100	(270)	29,268	76%	Terminal/annual pmts, Worker's Comp.
Professional Services	4,487	3,702	3,534	1,842	2,067	225	3,100	59%	Through March.
Purchased Property Services	2,300	2,152	1,814	948	1,140	192	1,710	55%	Through March.
Other Services	1,840	1,806	1,833	1,177	1,182	5	1,576	75%	Through March.
Supplies	726	606	611	210	272	62	408	51%	Through March.
Property & Capital	422	413	456	237	273	36	409	58%	Through March.
Financing Costs	478	536	310	253	310	57	310	82%	Includes annual interest costs.
Other Financing Uses	1,416	697	665	623	623	-	665	94%	City Hall Debt Svc. & Retiree Pension.
Total	\$41,531	\$40,294	\$38,713	\$27,660	\$27,967	\$307	\$37,446	74%	
Net Change in Fund Balance (\$000s)	(\$143)	(\$72)	\$663	(\$1,674)	(\$2,925)		\$633		

Quantities within parenthesis (-) denote reduction in revenue or overage in expenditure.

City of El Cerrito			
DRAFT General Fund - Balance Sheet		Audited	Audited
		6/30/19.	6/30/20.
			Unaudited
			03/31/21 Est.
Assets			
Cash and Investments	4,349,089	9,016,794	5,929,479
Taxes Receivable	2,113,059	1,882,887	-
Accounts Receivable Net	-	32,158	12,409
Due from other funds	2,590,773	2,011,397	2,011,397
Inventory	11,772	27,737	52,950
Prepaid Expense	-	3,278	76,650
Total Assets	9,064,693	12,974,251	8,082,885
Liabilities			
Accounts Payable	888,579	844,570	(1,288)
Accrued Payroll	1,231,945	1,227,263	28,758
Other Accrued Liabilities	-	324,585	92,351
Short Term Note	6,000,000	9,000,000	8,659,545
Unearned Revenues	62,651	82,890	82,990
Deposit Payable	804,162	1,604,964	1,700,484
Total Liabilities	8,987,337	13,084,272	10,562,840
Deferred inflows of Resources			
Deferred Inflows of Resources - Unavailable Revenue	116,319	-	-
Total deferred Inflows of Resources	116,319	-	-
Fund Balances	(38,963)	(110,022)	(2,479,955)
Total Liabilities, Deferred Inflows of Resources and Fund balance	9,064,693	12,974,251	8,082,885

DRAFT

FY 2020-21 Projected General Fund Cash Flows - March 2021

(Currency: \$000s)	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	FORECAST	FORECAST	FORECAST	TOTAL	FY 2020-21 Mid-Year Projected Year End
	July	August	September	October	November	December	January	February	March	April	May	June		
Beginning Balance	\$9,017	\$6,789	\$5,451	\$4,572	\$4,543	\$3,419	\$6,427	\$7,062	\$7,063	\$6,414	\$9,397	\$8,894	\$9,017	
Cash Receipts														
Property Tax	-	-	-	261	-	4809	606	-	-	3,430	-	1,134	\$10,240	10,240
Sales Tax	-	585	556	554	845	486	469	695	472	510	510	500	6,182	6,250
Transfer Tax	-	311	-	664	418	615	328	193	141	110	110	110	3,000	2,600
Franchise Tax	-	-	95	29	253	-	-	133	-	134	134	100	878	1,050
Business Licenses	505	106	89	62	16	43	32	18	19	-	-	-	890	821
Utility Users Tax	87	173	134	342	234	258	349	313	325	300	350	310	3,175	3,200
Licenses and Permits	37	59	44	84	22	76	50	57	49	69	82	82	711	739
Fines and Forfeitures	13	1	6	17	14	17	29	11	20	-	-	-	128	95
Use of Property	15	33	14	40	12	20	35	22	37	33	33	34	328	332
Other Government Reimb.	-	-	742	766	108	476	10	308	427	350	350	100	3,637	3,855
Fire OES Overtime Reimbursements	-	-	-	-	-	113	-	566	218	-	253	-	1,150	1,150
In-Lieu Fees	-	-	-	-	-	-	1491	-	-	-	-	1,309	2,800	2,800
Fees for Service - Other	170	17	194	287	58	110	104	61	187	61	61	61	1,371	1,245
Fees for Service - Recreation	118	73	222	53	122	251	135	156	286	300	350	350	2,416	2,414
Other Revenues/Taxes	-	8	-	22	64	-	3	117	10	50	20	15	309	349
Transfers In	-	-	-	-	-	476	-	-	-	-	-	465	941	941
TRAN Proceeds	8,660	-	-	-	-	-	-	-	-	-	-	-	8,660	
Total Cash Receipts	\$9,605	\$1,366	\$2,096	\$3,181	\$2,166	\$7,750	\$3,641	\$2,650	\$2,191	\$5,347	\$2,253	\$4,570	\$46,816	38,081
Cash Disbursements														
Personnel	\$2,129	\$2,210	\$2,172	\$2,226	\$2,320	\$3,758	\$2,377	\$2,235	\$2,091	\$2,041	\$2,041	\$3,063	\$28,663	28,418
Fire OES Overtime	-	\$133	421	236	59	\$0	-	-	\$3	-	-	-	\$852	850
Professional Services	91	213	222	249	109	279	262	295	122	335	335	335	2,847	3,100
Property/Other Services	408	105	141	315	66	601	203	135	151	290	290	287	2,992	3,286
Supplies	8	25	14	23	25	38	27	19	31	50	50	48	358	408
Financing Costs and Debt Service	-	18	-	36	120	12	16	39	12	17	17	18	305	409
Property and Capital	-	-	5	125	11	32	23	3	38	23	23	23	306	310
CIP - Cash Flow	-	-	-	76	19	158	77	-	392	-	294	50	1,066	1,066
CIP - Reimbursement	-	-	-	(76)	(19)	(158)	-	(77)	0	(392)	(294)	(50)	(1,066)	(1,066)
Transfers Out	-	-	-	-	580	22	21	-	-	-	-	42	665	665
TRAN Principal Payment	9,000	-	-	-	-	-	-	-	-	-	-	-	9,000	
TRAN Interest Payment	196	-	-	-	-	-	-	-	-	-	-	-	196	
Total Cash Disbursements	\$11,832	\$2,704	\$2,975	\$3,210	\$3,290	\$4,742	\$3,006	\$2,649	\$2,840	\$2,364	\$2,756	\$3,816	\$46,184	37,446
Net Cash Flow Surplus/(Deficit)	(\$2,227)	(\$1,338)	(\$879)	(\$29)	(\$1,124)	\$3,008	\$635	\$1	(\$649)	\$2,983	(\$503)	\$754	\$632	\$635
Ending Balance	\$6,789	\$5,451	\$4,572	\$4,543	\$3,419	\$6,427	\$7,062	\$7,063	\$6,414	\$9,397	\$8,894	\$9,648	\$9,648	



SUPPLEMENTAL AGENDA MATERIALS

REGULAR CITY COUNCIL MEETING

May 4, 2021

(Revised May 6, 2021)

PUBLIC COMMENT INDEX

1. Public Comments received

AGENDA ITEM 6D – Public hearing to consider a draft ordinance of the City of El Cerrito amending Sections of Title 19, of the El Cerrito Municipal Code to amend regulations for Inclusionary Zoning

1. Presentation



SUPPLEMENTAL AGENDA MATERIALS PUBLIC COMMENT INDEX

REGULAR CITY COUNCIL MEETING May 4, 2021

The following Public Comments were **received by 4:00 p.m. 5/4/2021**, were provided directly to City Councilmembers in advance of the meeting, and were posted online as supplemental materials at www.el-cerrito.org/CouncilMeetingMaterials

Public Comments – Items Not on the Agenda

1. Ira Sharenow
2. Cordell Hindler

Agenda Item 4B – National Public Works Week Proclamation

1. John Stashik

Agenda Item 5A – Receive and file a presentation on proposed transit-oriented development (TOD) at El Cerrito Plaza BART station

1. Steven Price
2. Rebecca Benassini
3. Rosemarie Vekony
4. Jahan Byrne

Agenda Item 7A – FY 2020-21 General Fund Budget Update for March 2021

1. Ira Sharenow

.

From: [Ira Sharenow](#)
To: [City Clerk](#); [Holly Charléty](#)
Cc: [Cathy Hanville](#); [Sherry Drobner](#); [Paul Fadelli](#); [Tessa Rudnick](#); [Lisa Motoyama](#); [Ira Sharenow](#); [Gabe Quinto](#); [Janet Abelson](#); [Kimberly White](#); [Debra Saunders](#)
Subject: public comments –not on the agenda
Date: Saturday, May 1, 2021 2:03:49 PM

I would like to thank and commend the police department for working cooperatively with me on my records request. It is nice to know that there is one department in El Cerrito government that believes its mission is to serve the people.

Unfortunately, I cannot say the same for the finance department. I think the finance director's presentations are pretty useless. Lots of numbers but very little insight. We need more transparency. We need Excel data with drill downs and scenarios and historical data. We need to better understand the growing pension liability. We need to know how a potential El Cerrito Plaza BART project will impact taxes on the over-burdened El Cerrito taxpayers. We need to understand the impact of the upcoming raises to the overpaid firefighters. They do the same work as paramedics but at more than twice the pay.

In any case in order to help the council, I requested payroll data in a usable form. Unfortunately, it has been a significant struggle to obtain the data. I am still waiting.

There is another community meeting. I hope that management and their paid allies will not drone on indefinitely providing non-actionable minutiae. We need fundamental changes in the way the government spends money and is organized.

We understand that management will want to retain its high levels of compensation along with essentially no meaningful performance standards. However, the council is supposed to represent the public. As Bill Belichick might say, "Just do your job". It is 896 days since the first "going concern" statement. It is time for action.

Ira Sharenow
El Cerrito, CA

From: [Cordell Hindler](#)
To: [City Clerk](#)
Subject: Public Comments - Not on the Agenda
Date: Monday, May 3, 2021 4:37:48 PM

good Evening Mayor Fadelli, Council Members and City Staff, I have a Couple of Comments for the Record

1, I have a Solution in regarding the Class and comp study, How about if the City work with Koff & Associates

2. I would suggest that Andy Katz to come and provide an update on the needs for a hospital in West County

Sincerely
Cordell

From: [John Stashik](#)
To: [City Clerk](#)
Subject: Public Comments--Agenda item 4B
Date: Tuesday, May 4, 2021 2:34:13 PM

There is a team of hard working and dedicated El Cerrito city employees that don't get much attention. They go to work every day and what they do on their jobs keeps our city livable. These workers are really VIPs and totally essential.

This resident appreciates and thanks our Public Works people. Maintaining our infrastructure of streets, parks, signs, lights, drains, buildings, and everything else, keeps the city running and makes El Cerrito such a great place to live.

Too bad we cannot give them a bonus. So a proclamation signed by the Mayor will have to suffice. Keep up the good work and thanks many times over. City Council: ensure they get the acknowledgement they deserve.

John C. Stashik
El Cerrito

From: [STEVEN PRICE](#)
To: [City Clerk](#)
Subject: For El Cerrito City Council
Date: Tuesday, May 4, 2021 10:37:28 AM

Dear El Cerrito City Council,

I'm heartened that a new role for the El Cerrito Plaza BART Station is taking shape. In Europe and Japan train stations serve as nuclei of community development. In our more auto-oriented society, train stations, to the extent that we have them, are most often just park-and-ride lots. In the long quest to give El Cerrito a town center, let's take this opportunity of state mandates and a more sympathetic BART, to make that happen.

I've reviewed the PowerPoint presentations that were included with the staff packet and have some comments:

My hope is that BART development can help catalyze eventual development on the Plaza property that could be experienced as continuous walkable urbanism with BART. It's important not to lose sight of the possibilities for Fairmount Avenue. The conceptual illustration offered by the developer team shows a diagonal pedestrian passage from the intersection of Fairmount and Liberty to the BART Station entrance. This shortcut would lessen pedestrian movements on Fairmount potentially undermining the viability of shop fronts on the Avenue and encourage BART riders parking in the Plaza.

The issue of BART Station access is critical to reducing the dependency of BART riders on driving to the Station. Autonomous shuttles providing access to El Cerrito BART may be a pipe dream in the immediate future, but the possibility is growing. Livermore Amador Valley Transit Authority (LAVTA) and BART are testing this possibility at the Dublin BART station. The EasyMile buses they are using are 100% electric and travel at slow speeds so could navigate a fixed route gathering commuters in El Cerrito hills. The vehicle's footprint is significantly smaller than many pickup trucks. It's worth keeping an eye on this experiment.

Any development on the BART property should be built at a variety of heights avoiding abrupt changes in scale across streets (Fairmount Avenue could be the exception). And it would be important to avoid a monolithic look for an entire block face. It is only fair to the neighbors that the architecture has a fine grain and avoids uninterrupted rooflines. For instance, the view on Central could look like two or three buildings.

In our time the need to move away from automobile dependency is getting more and more urgent. It's good for the planet and for families who now struggle to afford housing coupled with the cost burden of car ownership. There will, of course, be opposition to developing the BART station and concerns need to be listened to, but I hope the Council will be visionary and continue to support the role BART development can play in giving El Cerrito a town center.

Sincerely,

Steve Price



From: [Rebecca Benassini](#)
To: [City Clerk](#)
Subject: Plaza Development - happy to see progress
Date: Tuesday, May 4, 2021 2:48:46 PM

Can you please share the below with the Councilmembers?

Good afternoon,

I was very pleased to have the opportunity to review the ppt presentations posted on the City's website from the City, Bart, and the Developer for the plaza lot. I am pleased by the appropriate level of density of housing at this transit rich site and I am impressed with the high- level of affordability integrated into the development project. I work in development in San Francisco and we often struggle mightily to have a single private development shoulder the costs of 20% to 30% affordable housing within the building. This affordability inclusion is excellent.

Rather than spending a lot of time on the private portions of the building design, I encourage you to spend your efforts working **to make sure the publicly-accessible portions of the site provide a significant enhancement for residents and visitors.** Work to make sure those are high quality and valuable to the community, a place that you and your family members of all ages would like to visit and linger in.

Thank you for your work on this item; this will be an excellent project to get to completion.

Best regards,
Rebecca Benassini

From: [Rose V](#)
To: [City Clerk](#)
Subject: Public Comments - Agenda Item #5 for tonight's meeting
Date: Tuesday, May 4, 2021 2:55:10 PM
Attachments: [last-mile pilot program in FLA.pdf](#)

Dear City Clerk,

I am submitting my comment for tonight's meeting by email because I have an attachment I'd like to include, if possible. It's about a pilot program by Florida's DOT that offers free Uber rides to and from transit stations. I have no idea how it's funded, but I think it's exciting to see that some places are already actively testing solutions to the "last-mile problem" that is likely to be the most controversial aspect of BART's TOD plans, given that they entail loss of parking. I would love to see a similar program for El Cerrito, along with other solutions such as shuttle services, e-bike shares, etc. With the Biden Administration, and with Buttigieg heading DOT, states and cities are due to receive funding for new efforts to combat climate change through transit modal shift. I believe it's important for all of us to keep in mind that substantial transit improvements are within our reach and to insist on them.

Thank you,
Rosemarie Vekony



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YOUR OPTIONS ▾

COLLEGES/UNIVERSITIES ▾

FOR EMPLOYERS ▾

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FREE UBER RIDES FROM TRI-RAIL



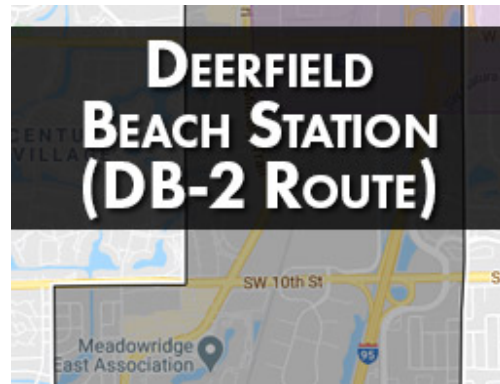
FREE UBER RIDES FROM TRI-RAIL
to work... and back!

Commuters who take Tri-Rail to the following Tri-Rail stations:

- **Deerfield Beach Station (DB-2 Route).**
- **Sheridan Street Station (SS-1 Route).**

Are now able to take Uber to your final destination (and back) for **FREE**.

Uber Rides are available to/from the Tri-Rail station within the boundaries below.



How to book your Uber rides to/from the Station:

1. Download the Uber app (if you do not already have it) from the App Store or Google Play Store.
2. Click on the button below.



3. Add the voucher to your account. Voucher will appear in your Uber Wallet.
4. Request an Uber trip in the Uber app.
5. Your Uber ride will be free as voucher will be automatically applied to your trip if...

- The Uber trip begins at the Tri-Rail station and ends at any location within either of the zones identified in the thumbnailed maps above, or
- The Uber trip begins at any location within either of the zones identified in the thumbnailed maps above and ends at the Tri-Rail station.

6. Once you've entered your destination during an eligible time frame the voucher will automatically appear on the ride request screen, directly above the "Choose..." button. You also can view voucher details in your Uber app by selecting the Menu bar, tapping Wallet, scrolling down and tapping Vouchers.

PLEASE NOTE: Tri-Rail passengers can make up to two (2) Uber trips per day within the defined zones, around the Deerfield Beach and Sheridan Street Tri-Rail stations. Any other trips, additional trips, or trips that extend beyond the defined zones of this pilot study areas, will be charged to the passenger.

For assistance, please call 1-800-234-RIDE (7433)

Operators are available M-F, 5:30 AM to 8:00 PM

Additionally, if you who would like to give Tri-Rail a try, we will mail you three (3) all day passes, FOR FREE, to allow you to ride Tri-Rail to and from work (plus take advantage of the Free Uber connections) for three full days at no cost to you. We are that confident that if you give it a try, you will see that Tri-Rail can work for you and your commute.



This Free Tri-Rail passes offer can be redeemed only once per e-mail or home address.

Information on Tri-Rail's stations and schedules can be found at

<https://www.tri-rail.com/>

To request your Free Tri-Rail passes, toggle the button below.

Get Free Tri-Rail passes *



BUT WAIT, THERE'S MORE! You will also be signed up for the Department of Transportation's Guaranteed Ride Home program. This means that the government will pay for your ride home (via Uber, Lyft or taxicab) in the event of certain emergencies when you are unable to take transit to get home. You can also use your free Guaranteed Rides Home if you have to work late unexpectedly and are unable to take your normal transit service. More information on the Guaranteed Ride Home program is available at [What is Guaranteed Ride Home](#)

DISCLAIMER: This program is being implemented by South Florida Commuter Services (SFCS), a program of the Florida Department of Transportation, as a pilot study to help determine the long-term feasibility of using Transportation Network Companies (TNCs) to make the first and last mile connections of Tri-Rail trips. The outcome of this effort will help transportation decision makers better understand how including services, like Uber, to compliment regional commuter rail impacts costs, total travel time, ADA accessibility, ridership, convenience and public perception of regional commuter rail in South Florida.



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04 May 2021

Dear Mayor Fadelli and Councilmembers:

TESTIMONY IN OPPOSITION TO BART AND THE DEVELOPER'S OBJECTIVE TO ELIMINATE MOST—IF NOT ALL—PARKING AT THE EL CERRITO PLAZA BART STATION

[Item 5.A. — Receive and file a presentation on proposed transit-oriented development \(TOD\) at El Cerrito Plaza BART station](#)

BART's objective is to "replace little or no BART patron parking to maximize the benefits associated with future TOD at the station."

I believe this push is based on flawed survey methodology, incorrectly categorizing the station as semi-urban (thereby needing little to no parking), and BART's desire to secure stable lease revenue and make the project more appealing to developers.

Removing most of the station parking will create severe hardships for those who must use a car for work, commuting, family, or health reasons.

This will push cars and create massive parking issues for residents of the surrounding streets. BART's survey was flawed in that it counted restricted 4-hour parking as available to BART riders. If a rider worked an 8-hour day, then he or she could not use that street parking option.

I know the City of El Cerrito is excited to provide more housing and retail space to earn more tax revenue. It is also giddy about the possibility of issuing visitor parking permit for street parking, generating another source of revenue. And the idea to have a developer-subsidized new library is enticing.

I live more than a mile away from BART. It is not an easy or safe walk (dark streets and having to cross both Carlson and San Pablo Avenues.) I go to events in San Francisco and return on BART after midnight. I would not feel safe walking home in the dark at that hour, or even walking several blocks to my car.

If there is no option to park, I will likely drive or take a ride-share service to San Francisco and other destinations. How will that help with promoting public transit and removing cars from the road?

I provided these scenarios to BART and to my BART representative. None of them would answer how these El Cerrito residents would be able to continue to use BART with no station parking.

Scenario 1. A single parent commutes from ELC Plaza to San Francisco each day.

After work, the parent rides BART back to ELC Plaza, jumps in the car, and picks up their two children from preschool before 6:00 pm. The parent relies on reserved parking spot to ensure their children can be picked up before the preschool closes.

If there is no station parking, the parent would have to hunt around for blocks and blocks in the morning, with no guarantee of parking. If they parked far away, the long walk to the station could make them late for work.

And on the return from work, they would have to race to their car parked on a random street and race again to pick up their children. A bicycle, bus, or ride-share option is simply not feasible.

Removing parking may force the parent to make tough choices about childcare, or even where they could work. You would have removed a critical component – daily parking - to their ability to work and care for their children.

Scenario 2. An elderly couple enjoys going to the Opera and Symphony in San Francisco. They live in the Kensington hills, where there is no bus service. Today, they drive to El Cerrito Plaza Station in the early evening and take BART into the city. The Del Norte station is too far and too dangerous for them to consider. After the performance ends they return to the ELC Plaza station, sometimes close to midnight.

If there was no station parking, they would not want to risk walking several blocks to their car late at night on streets that are not well-lit or actively patrolled by police. (Several days ago, a woman was robbed at gunpoint on Fairmount Ave, just a couple of blocks east of the station).

Instead, they would stop attending these events, or take a taxi or ride-share at considerable expense and inconvenience to them. Again, it would put more cars on the road, not fewer.

Please ask BART to conduct a more thorough rider survey that is based in a stronger methodology and does not make so many assumptions. Also, the survey was not an accurate nor representative sample.

It was based on self-identified riders who volunteered to take a survey. As BART itself admits: "This survey does not provide a comprehensive view of travel behavior and relies on stated preference and stated behaviors instead of observed behaviors."

Too many initial decisions and directions are being based on this flawed survey methodology and findings. It lacks real-world examples.

With BART also wanting to remove parking at North Berkeley BART, the only station nearby with any parking capacity will be the Del Norte BART Station. Imagine how crowded that neighborhood will become and how frustrated citizens will be to drive a distance to get there, only to find no parking in the structure.

Don't make automobile drivers the enemy in this process. BART, some El Cerrito officials, and other TOD advocates arrogantly assume that all drivers can easily and magically switch to walking, bikes, scooters, and other mobile transport. Or they can patiently wait for shuttle buses that will never run efficiently or on time.

Efforts to remove parking to promote more public transit use will have the opposite effect. More frustrated citizens who depend on reserved or available station parking for their livelihood or to care for their family will give up on BART and end up driving more.

Respectfully submitted,

[REDACTED]
Jahan Byrne

From: [Ira Sharenow](#)
To: [City Clerk](#)
Cc: [Cathy Hanville](#); [William Ktsanes](#); [Sherry Drobner](#); [Mike Cunningham](#); [Ira Sharenow](#); [Paul Fadelli](#); [Tessa Rudnick](#); [Lisa Motoyama](#); [Gabe Quinto](#); [Janet Abelson](#); [Debra Saunders](#); [Kimberly White](#); [Holly Charléty](#)
Subject: Public Comments – agenda item #7A
Date: Sunday, May 2, 2021 12:44:20 PM

I think these budget presentations are a waste of time.

First of all, since there was no presentation in January, the monthly reports are delayed to the first meeting of the next month, so that the council reviews the report prior to FAB. And since there are no Excel spreadsheets with drill down capability and no historical data and no scenario analyses, FAB can only rubber stamp management's reports without offering any useful guidance to the council.

In 2018, there was not yet the property transfer tax. Now the property transfer tax brings in a few million dollars per year. Where did all of that money go to? As the highly respected state auditor pointed out, during a preceding five-year period both revenues and expenses went up about \$10 million each. Where did all of the money go?

Just because management's long-winded presentations leave you exhausted, it does not mean that you gained any new actionable insights.

It seems that management wants to be highly compensated without having to meet any performance standards. It is up to the council to act.

This is management's recent performance.

1. Annual "going concern"
2. Annual state auditor high risk list
3. An actual state auditor audit
4. Multiple credit downgrades
5. Lending bank stopped lending for the TRAN

The council needs to work cooperatively with the public in order to solve the problems created by management and a previously compliant council.

Ira Sharenow
El Cerrito, CA

Inclusionary Zoning El Cerrito Municipal Code Chapter 19.30

City Council Meeting: May 4, 2021



INCLUSIONARY ZONING ORDINANCE TABLE

May 4, 2021

ACTION	DATE	EXEMPT	SUNSET PROVISISON
Chapter 19.30 - Adopted	May 15, 2018	A project that is entitled or with an application that has been deemed complete by the effective date of the ordinance and for which a building permit is issued within 2 years from their entitlement date.	All projects that have not been issued a building permit by June 30, 2021.
Chapter 19.30 - Amendment	June 16, 2020	- Established the expiration of all exemptions to the ordinance as June 30, 2021. - Modify the exemption to require that building permit applications be submitted by June 30, 2021, and that building permits be issued within 6 months of submittal.	All projects that have not been issued a building permit by June 30, 2021.
Chapter 19.30 - Amendment	Proposed	- Establish an application process for projects to request a limited extension that must be filed with the City Manager by June 30, 2021. - If granted, the extension will require that building permit applications be submitted by January 1, 2022, and that construction begin by July 1, 2022.	Allow any approved extension for all exempt projects to expire on January 1, 2022, if a building permit has not been issued, and July 1, 2022, if construction has not commenced.

QUESTIONS & COMMENTS

THANK YOU!

