AGENDA

REGULAR CITY COUNCIL MEETING
Tuesday, May 2, 2017 – 7:00 p.m.
City Council Chambers

Meeting Location
El Cerrito City Hall
10890 San Pablo Avenue, El Cerrito

Janet Abelson – Mayor

Mayor Pro Tem Gabriel Quinto
Councilmember Greg Lyman
Councilmember Paul Fadelli
Councilmember Rochelle Pardue-Okimoto

ROLL CALL

7:00 p.m. CONVENE REGULAR CITY COUNCIL MEETING

1. PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF MOMENT OF SILENCE – *Councilmember Paul Fadelli.*

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 & City Staff.)*

3. ORAL COMMUNICATIONS FROM THE PUBLIC

All persons wishing to speak should sign up with the City Clerk. Remarks are typically limited to 3 minutes per person. The Mayor may reduce the time limit per speaker depending upon the number of speakers. Kindly state your name and city of residence for the record. 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 are taken up at the time the City Council deliberates each action item. Individuals wishing to comment on any closed session scheduled after the regular meeting may do so during this public comment period or after formal announcement of the closed session.

4. ADOPTION OF THE CONSENT CALENDAR – Item No. 4(A) through 4(G)

A. Approval of Minutes

Approve the April 18, 2017 Regular City Council meeting minutes.

B. Affordable Housing Week Proclamation

Approve a proclamation declaring May 11 to May 21, 2017 as Annual Affordable Housing Week in the City of El Cerrito and confirming the City's commitment toward working to support affordable housing at the local, regional and state level and encouraging the residents of the City of El Cerrito to participate in regional Affordable Housing Week activities to raise awareness about the importance of affordable housing for families and communities.

C. Bike to Work Day Proclamation

Approve a proclamation declaring May 11, 2017 as Bike to Work Day in the City of El Cerrito, recognizing the value of increased bicycle use and encouraging participation in the 23rd Annual Bike to Work Day and other bicycling activities during the month of May.

D. May is Mental Health Month Proclamation

Approve a proclamation declaring May 2017 as Mental Health Month in the City of El Cerrito and calling upon the residents of El Cerrito to recommit our community to increasing awareness and understanding of mental health, the steps our residents can take to protect their mental health, and the need for appropriate and accessible services for all people with mental illness at all stages.

E. Asian American and Pacific Islander Heritage Month

Approve a proclamation declaring May 2017 as Asian American and Pacific Islander Heritage Month in the City of El Cerrito and inviting everyone to reflect on the notable accomplishments and outstanding services provided by Asian American and Pacific Islanders to the Nation, California and the City of El Cerrito.

F. Landscape and Lighting Assessment District No. 1988-1

Accept the Engineer's Report specifying assessments for the Landscaping and Lighting Assessment District and adopt a Resolution of Intention to Order Improvements pursuant to the Landscape and Lighting Act of 1972, and set the time, date, and place of the public hearing as May 16, 2017 at 7:00 p.m.

G. Summer 2017 City Council Meeting Schedule

Approve a reduced City Council summer meeting schedule consisting of the third Tuesday in July, August and September 2017. City Council meeting dates in July, August and September 2017 would be held on July 18, August 15 and September 19, 2017 with an additional request to keep the first Tuesday in August and September reserved for additional meetings as needed.

5. PRESENTATIONS

A. East Bay Municipal Utility District Presentation

Receive a presentation from East Bay Municipal Utility District (EBMUD) Director Andy Katz on EBMUD water supply infrastructure, water supply update, innovation and rates.

B. Contra Costa County Library Commissioner Report

Receive a report from El Cerrito's representative to the Contra Costa County Library Commission regarding Commissioner Michael Fischer's activities since appointment and provide a brief opportunity for questions and answers as necessary.

6. PUBLIC HEARINGS

Master Fee Schedule Revision for Fiscal Year 2017-18

Conduct a public hearing and upon conclusion, adopt a resolution approving the

Fiscal Year 2017-18 Master Fee Schedule.

7. POLICY MATTERS

A. Parks and Recreation Facilities Master Plan Consultant Award

Adopt a resolution authorizing the City Manager to execute a professional services agreement with RHAA ("Consultant") in an amount not to exceed $180,188 for preparation of a citywide Parks and Recreation Facilities Master Plan ("Master Plan") and to authorize change orders in an amount not to exceed $19,812.

B. City Council Goals and Priorities Worksession

City Council discussion and possible action regarding city goals and priorities.

8. CITY COUNCIL LOCAL AND 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 16, 2017 at 7:00 p.m. in the City Council Chambers, 10890 San Pablo Avenue, El Cerrito.

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 and AT&T Uverse Channel 99. 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/streamingmedia. 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: 215–4305 Fax: 215–4379, email cmorse@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 10:30 p.m., unless extended to a specific time determined by a majority of the Council.

EL CERRITO CITY COUNCIL

MINUTES

REGULAR CITY COUNCIL MEETING
Tuesday, April 18, 2017 – 7:00 p.m.
City Council Chambers

Meeting Location
El Cerrito City Hall
10890 San Pablo Avenue, El Cerrito

Janet Abelson – Mayor

Mayor Pro Tem Gabriel Quinto
Councilmember Greg Lyman
Councilmember Paul Fadelli
Councilmember Rochelle Pardue-Okimoto

7:00 p.m. ROLL CALL

Councilmembers Fadelli, Lyman, Pardue-Okimoto, Quinto and Mayor Abelson all present.

CONVENE REGULAR CITY COUNCIL MEETING

Mayor Abelson convened the regular City Council meeting at 7:00 p.m.

1. PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF MOMENT OF SILENCE was led by Mayor Janet Abelson.

2. COUNCIL / STAFF COMMUNICATIONS

COUNCIL COMMUNICATIONS

Councilmember Fadelli reported that he attended the Rosies Forever – 2017 Rosie Trust Annual Dinner on April 8 at the Mira Vista Country Club with former El Cerrito Mayors Letitia Moore and Sandi Potter and Mayor Pro Tem Quinto. Councilmember Fadelli also attended the City's affordable housing strategy workshop on April 15. It was well attended.

Councilmember Lyman stated that everyone should have received a notice from Stege Sanitary District announcing that there will be no sewer rate increase this year and thanked Stege. Councilmember Lyman also reported that BART is considering different rate models for service. Those wishing to provide input can complete a survey online at bart.gov/faresurvey.

Mayor Pro Tem Quinto reported that he attended the 75th anniversary of the Bataan Death March at the Presidio in San Francisco on April 8. In 1942 there were over 60,000 soldiers that walked for many days and were killed. The event honored the few survivors that are left. One of the survivors, Ramon Regalado, lives in El Cerrito. Mayor Pro Tem Quinto thanked him for his service. Mayor Pro Tem Quinto noted that he attended the Rosie Trust Annual dinner with former El Cerrito Mayors Bartke, Potter and Moore. It was a great fundraising event with many El Cerrito residents in attendance. He also attended the Good Friday Prayer Breakfast at the St. Peter Christian Methodist Episcopal Church. Police Chief Keith was also there.

Mayor Abelson reported that there was a mudslide on Highway Route 101 while she was travelling between El Cerrito and Lake County recently. It reminded her how badly the roads throughout the state need repair and of the need for the "Fix our Roads" funding that was passed by the state legislature recently for state and local roads and transit. Mayor Abelson also invited all to participate in the City's Earth Day event and work parties on April 22.

STAFF COMMUNICATIONS

Michael Bond, Battalion Chief, reflected on his 26 years of service and thanked all on the occasion of his retirement which will begin on April 27, 2017.

3. ORAL COMMUNICATIONS FROM THE PUBLIC

Cordell Hindler, Richmond, thanked Chief Bond for his service, noted the importance of Alta Bates Hospital, and congratulated the City Council for declaring El Cerrito a Sanctuary City.

Judith Tannenbaum, El Cerrito, said many people present at the meeting this evening are outraged by Sheriff Livingston's reaction to the letter the City Council sent to the California Board of State and Community Corrections opposing the proposed jail expansion and stated that Sheriff Livingston is a bully. Ms. Tannenbaum said that she and others will do everything they can to support the Council's action. Jess Laird created a petition that 122 people have signed.

Chris Sterba, Chair, El Cerrito Arts and Culture Commission, asked the City Council to support Consent Calendar Item No. 4(I) expressing support for continued funding of the National Endowment of the Arts and the National Endowment for the Humanities Fiscal Year 2018 budget.

Joe Shelfo, congratulated Battalion Chief Bond on the occasion of his retirement and thanked him for his service.

4. ADOPTION OF THE CONSENT CALENDAR – Item No. 4(A) through 4(I)

Moved, seconded (Quinto/Lyman) and carried unanimously to approve Consent Calendar Item Nos. 4(A) through 4(I) in one motion as indicated below.

A. Approval of Minutes

Approve the April 4, 2017 Regular City Council meeting minutes.

Action: Approved minutes.

B. Sexual Assault Awareness Month Proclamation

Approve a proclamation declaring April 2017 as Sexual Assault Awareness Month in the City of El Cerrito, and encouraging everyone to support anti-sexual violence advocates and service programs in the belief that all community members must be part of the solution to end sexual violence.

Action: Approved proclamation.

C. El Cerrito / Kensington Fire Protection District "Community Wildfire Protection Plan"

Adopt a resolution establishing a Community Wildfire Protection Plan (CWPP) for the City of El Cerrito in its entirety. In doing so the City of El Cerrito will use the plan to guide pre-wildland urban interface fire (WUI) mitigation Federal Grant applications. Once receiving federal grant funding the CWPP will be used to guide development of those mitigation projects. After implementation of the plan the City will continue to support the partnership developed and describe in the CWPP. The City of El Cerrito will promote and support the mitigation success of the CWPP planning partnership.

Action: Adopted Resolution No. 2017-22.

D. On-Call Transportation Engineer Services Agreements

Adopt a resolution authorizing the City Manager to execute professional services agreements with three consultant firms, Fehr & Peers, W-Trans, and Wood Rodgers, Inc. to provide on-call transportation engineering services for three years with options to extend for an additional two years in an amount not to exceed $150,000 per fiscal year for each agreement. *Exempt from CEQA.*

Action: Adopted Resolution No. 2017-23.

E. On-Call Building Services Agreements

Adopt a resolution authorizing the City Manager to execute professional services agreements with ten consulting firms to provide on-call building services for three years with options to extend for an additional two years. *Exempt from CEQA.*

Action: Adopted Resolution No. 2017-24.

F. Ohlone Greenway BART Station Area Access, Safety and Placemaking Improvements Project – Cooperative Agreement

Adopt a resolution authorizing the City Manager to execute Cooperative Agreement No. 28W.03 between the Contra Costa Transportation Authority (CCTA) and the City of El Cerrito for the Ohlone Greenway BART Station Area Access, Safety and Placemaking Improvements (Ohlone ASP) Project. *The project is consistent with the Ohlone Greenway Master Plan and will not have a significant effect on the environment.*

Action: Adopted Resolution No. 2017-25.

G. Extension of Mayfair Block Exclusive Negotiating Rights Agreement

Adopt a resolution authorizing the extension of an Exclusive Negotiating Rights Agreement (ENRA) with Holliday Development, LLC and BRIDGE Housing Corporation through December 28, 2017. *(City Council and Redevelopment Successor Agency Item.) The action requested is not a project pursuant to the California Environmental Quality Act. The approval of the ENRA does not commit the City to a specific project or to the sale of the property.*

Action: Adopted Resolution No. 2017-26.

H. Amendments to the City's Classification Plan

Adopt a resolution amending the City's Classification Plan to: 1) Ratify the reclassification of Account Clerk to Account Clerk Technician in the Finance Department; and 2) Ratify the reclassification of one Management Assistant to Waste Prevention Specialist in the Operations and Environmental Services Division of the Public Works Department.

Action: Adopted Resolution No. 2017-27.

I. Support for the National Endowment for the Arts and Humanities

Approve a recommendation authorizing the Mayor to sign and send a letter to President Trump, Senator Feinstein, Senator Harris and Congressman DeSaulnier supporting the National Endowment for the Arts (NEA) and National Endowment for the Humanities (NEH) and urging them to maintain funding for the two agencies in the Fiscal Year 2018 budget.

Action: Approved recommendation.

5. PRESENTATIONS – *None*

6. POLICY MATTERS

Presentation and Possible Direction on Marijuana Regulation

Receive a presentation and provide direction regarding regulation of marijuana in El Cerrito.

Presenter: Sean Moss, Senior Planner.

Speakers: Cordell Hindler, Richmond, stated that the former president of the Richmond Heights Neighborhood does not have any problems with a dispensary. The Richmond Annex expressed some concerns.

Delfina Fung, El Cerrito, expressed concerns regarding marijuana and encouraged the Council to ban all dispensaries, outdoor marijuana growth, sales and use within a ten block radius of schools and due to the passage of Proposition 64 regulate indoor growth to allow notification of neighbors, inspections for safety and fire issues, criminal background checks and other requirements.

Jean Nudelman, El Cerrito, expressed opposition to the development of marijuana businesses in El Cerrito and urged the City Council not to move forward.

Joshua Kirby, Benicia, expressed support for marijuana businesses in El Cerrito and noted that the proposed regulations do not include standalone cannabis light-scale manufacturing businesses. Manufacturing businesses generate revenue and are not consumer facing. The City could benefit by allowing cannabis businesses.

Janny Lee, El Cerrito, said she and her neighbors are against marijuana distribution and dispensaries in El Cerrito. Marijuana is illegal because of a high abuse potential. Ms. Zane asked the Council to keep El Cerrito a safe and drug-free city.

Lydia Zane, El Cerrito, expressed her opposition to marijuana use and dispensaries in El Cerrito.

Olivia Lion, El Cerrito, expressed her opposition to marijuana dispensaries in El Cerrito and urged the City Council to refrain from allowing marijuana to come into the City.

Mark Friedman, El Cerrito, Former Mayor, commended city staff for all of the research and work that has been done. Former Mayor Friedman noted that in 1996 El Cerrito voted overwhelming for marijuana. In 2016 over 70% of voters voted in favor of Proposition 64 to legalize adult use of marijuana. In El Cerrito there are 25-35 outlets that sell alcohol and others dispense opiates and tobacco. Marijuana is a much less addictive and dangerous drug than alcohol. Former Mayor Friedman encouraged the City Council to allow one or two dispensaries in El Cerrito.

Kathryn Meehan, El Cerrito, stated that a fair trade standard should be included in any proposed regulations.

Miguel Espino, El Cerrito, stated that cannabis grows all over the world, not just Mexico, and allows him to relieve pain from a chronic disease. Mr. Espino said his life would be shortened if he did not have access to it.

Nathan DeClue, El Cerrito, spoke in support of marijuana dispensaries and use in El Cerrito. Mr. DeClue said marijuana is the best medicine to treat his anxiety and other issues.

Chris Gray, Fremont, spoke in support of marijuana dispensaries in El Cerrito and the need for guidance and regulations for businesses. Marijuana is currently being delivered in El Cerrito without any opportunity for compensation to the City.

Action: Received presentation and directed staff by mutual consensus to proceed with a public process to remove the ban on marijuana.

Moved, seconded (Lyman/Quinto) and carried unanimously to modify or end the ban on medical marijuana businesses in El Cerrito.

Moved, seconded (Pardue-Okimoto/Fadelli; Ayes – Councilmembers Fadelli, Pardue-Okimoto, Quinto and Mayor Abelson; Noes – Councilmember Lyman; Abstain – None) and carried to remove the ban on recreational use of marijuana in El Cerrito.

City Councilmembers also provided preliminary input and feedback regarding the need for implementing best standards on deliveries, limiting dispensaries to no more than two outlets, requesting that a very clear definition of what indoor means for personal cultivation, permitting light industrial manufacturing distinct from retail use that is potentially grouped with similar medical and lab testing businesses, compliance with state law fair trade requirements, consideration of options for generating local revenue beyond the standard sales tax.

7. PUBLIC HEARINGS

Appeal of the Planning Commission's Design Review Action to Approve the El Dorado Townhomes

Conduct a public hearing and upon conclusion, adopt a resolution upholding the Planning Commission's Design Review action to approve the El Dorado Townhomes.

Presenter: Sean Moss, Senior Planner.

Mayor Abelson opened the public hearing.

Appellant remarks: Howdy Goudey, El Cerrito.

Applicant Rebuttal: Keith McCoy, Principal, Urban Community Partners, LLC and Peter Stackpole, LCA Architects.

Speakers: Cordell Hindler, Richmond, stated that he agrees with Mr. Goudey.

Tomi Nagai-Rothe, El Cerrito, on behalf of El Cerrito Progressives and an Audiss RV Park neighbor, stated that the empty lot is sad to look at and stressed the need for new housing and resident displacement policies that reflect the values of El Cerrito.

Sharon Maldonado, Berkeley, spoke about the history of the former Audiss RV Park residents and their displacement at the site and also expressed her opposition to the project.

Robin Mitchell, El Cerrito, noted that the Audiss community was displaced and said the project does not reflect the values of El Cerrito, should be rejected and, if approved, will be a black mark on El Cerrito's history.

Glenn Wood, El Cerrito, Design Review Board Member, stated that the project is an innovative project with innovative design and meets a lot of the goals of the General Plan and Specific Plan.

Sidney Manchester-Jones, El Cerrito, said he is homeless now and that the City Council must be conscious, act with integrity and exercise its duty to do the right thing.

Paul Taybi, El Cerrito, stated that the developer has complied with all of the City's requests. Mr. Taybi said the project will generate funds and is a great project as currently approved. Mr. Taybi urged the City Council to deny the appeal and move forward with the project.

Moved, seconded (Lyman/Quinto) and carried to unanimously to extend the City Council meeting to 11:00 p.m.

Moved, seconded (Lyman/Pardue-Okimoto) and carried to close the public hearing.

Moved, seconded (Lyman/Quinto; Ayes – Councilmembers Fadelli, Lyman and Quinto; Noes – None; Abstain – Councilmember Pardue-Okimoto) and carried to extend the Council meeting to 11:35 p.m.

Moved, seconded (Lyman/Quinto) and carried unanimously to extend the Council meeting to 11:40 p.m.

Moved, seconded (Fadelli/Quinto) and carried unanimously to extend the Council meeting to 11:50 p.m.

Action: Moved, seconded (Lyman/Quinto) and carried to adopt Resolution No. 2017-28 as amended by Councilmember Lyman to add two additional conditions:

1. Remove lamp Type A on sheet A-19; and
2. Require internal conduits for potential future solar power panels and prohibit any external power conduits.

8. CITY COUNCIL LOCAL AND REGIONAL LIAISON ASSIGNMENTS

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

Councilmember Lyman reported that the West Contra Costa Integrated Waste Management Authority Board is considering the effects of the Cities of Richmond and El Cerrito potentially leaving the Joint Powers Authority (JPA). The Authority continues to look at various withdrawal models in the JPA agreement. Councilmember Lyman said he may be bringing either the withdrawal issue or new language in the agreement back to the City Council for direction.

9. ADJOURNED REGULAR CITY COUNCIL MEETING at 11:49 p.m.

SUPPLEMENTAL REPORTS AND COMMUNICATIONS

Item No. 7 Appeal of the Planning Commission's Design Review Action to Approve the El Dorado Townhomes

1. Comments in support of upholding the Planning Commission's Design Review action and to approve the El Dorado Townhomes – *Submitted by Rebecca*

Benassini, El Cerrito, Former Mayor.

2. Powerpoint presentation – *Submitted by Sean Moss, Senior Planner.*

3. Revised Plan A-1.1, A-1, and A-11 through A-13 – *Submitted by Sean Moss, Senior Planner*

4. Revised powerpoint presentation – *Submitted by Sean Moss, Senior Planner.*

5. Applicant powerpoint – *Submitted by Keith McCoy, Principal, Urban Community Partners.*

6. Appellant powerpoint – *Submitted by Howdy Goudey, El Cerrito, Appellant.*

7. Comments from City Council Meeting, September 20, 2016 – *Submitted by Howdy Goudey, El Cerrito, Appellant.*

8. Fair treatment for Audiss Trailer Park Residents Petition: Long time members of the El Cerrito Community face mass displacement - *Submitted by Howdy Goudey, El Cerrito.*

9. Comments on displacement of residents and housing protections – *Submitted by El Cerrito Progressives.*

Other:

10. Supporting El Cerrito City Council's Leadership on Jail Expansion Opposition *(without signatures) – Submitted by Jess Laird, El Cerrito.*

EL CERRITO CITY COUNCIL PROCLAMATION

Designating May 11 to May 21, 2017 as the 21st Annual East Bay Affordable Housing Week: "Together for Housing Justice"

WHEREAS, quality affordable housing is vital to healthy, safe, vibrant, and diverse communities, and affordable homes are the solution to homelessness, and provide support to seniors, families, youth, veterans, and people with disabilities; and

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

WHEREAS, creating new permanently affordable homes and preserving and improving existing housing helps our residents maintain community roots and encourages racial and economic diversity for generations, and 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, empowering and engaging local resident leaders helps to shape better housing, tenant protections, and development policies, and non-profit organizations, local jurisdictions, community organizations and many others continue to build inclusive communities by providing shelter, homes and support for low-income people and those with special needs; and

WHEREAS, local jurisdictions like El Cerrito can play an important role by supporting revenue for and investments in affordable homes, and East Bay Housing Organizations has organized Affordable Housing Week for 20 years and will feature 22 events acknowledging the need for and benefits of affordable housing.

NOW THEREFORE, the City Council of the City of El Cerrito hereby proclaims May 11 to May 21, 2017 as Annual Affordable Housing Week in the City of El Cerrito and confirms the City's commitment to work to support affordable housing at the local, regional and state level and encourage residents of El Cerrito to participate in regional Affordable Housing Week activities www.ebho.org/eventslist to raise awareness about the importance of affordable housing for families and communities.

Dated: May 2, 2017

Janet Abelson, Mayor

EL CERRITO CITY COUNCIL PROCLAMATION
Bike to Work Day on May 11, 2017

WHEREAS, May is National Bike Month. Bicycling has multiple environmental and personal health benefits, and the City of El Cerrito is committed to making the City more bike-friendly and encourages increased bicycle use; and

WHEREAS, in 2013, the Council adopted a Climate Action Plan to reduce locally produced greenhouse gas emissions, help El Cerrito respond to the effects of climate change and create a safer and more sustainable El Cerrito, including strategies to increase bicycle use and reduce vehicle miles traveled. In April 2016, the Council adopted a citywide Active Transportation Plan, an update to the City's Circulation Plan for Bicyclists and Pedestrians adopted in 2007; and

WHEREAS, the San Francisco Bay Area's 23rd annual Bike to Work Day will take place on Thursday, May 11, 2017 with all nine Bay Area counties participating in the celebration, and as part of Bike to Work Day, Energizer Stations will be located along Bay Area commute routes where bicyclists can stop for refreshments, giveaways and bicycling information or simply to be 'cheered on' by fellow participants; and

WHEREAS, on Bike to Work Day, the City of El Cerrito will host an Energizer Station on the Ohlone Greenway at the El Cerrito Plaza BART Station 'wave' bike lockers; and

WHEREAS, drivers should remember to drive the speed limit, share the roadway and always watch for bicyclists; and

WHEREAS, the City Council encourages everyone to consider participating in Bike to Work Day and other Bike Month activities, to participate in a bicycle safety class, and to consider bicycling more often.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby approves a proclamation proclaiming May 11, 2017 as Bike to Work Day in the City of El Cerrito, recognizing the value of increased bicycle use and encouraging participation in the 23rd Annual Bike to Work Day and other bicycling activities during the month of May.

Dated: May 2, 2017

Janet Abelson, Mayor

Agenda Item No. 4(D)

EL CERRITO CITY COUNCIL PROCLAMATION
Recognizing May as Mental Health Month in the City of El Cerrito

WHEREAS, mental health is essential to everyone's overall health and well-being; and

WHEREAS, mental illnesses are real and prevalent in our nation, and half of us will have a mental health diagnosis at some point in our lives; and

WHEREAS, all Americans experience times of difficulty and stress in their lives, and should feel comfortable in seeking help and support to manage these times; and

WHEREAS, engaging in prevention, early identification, and early intervention are effective ways to reduce the burden of mental illnesses and reduce the burden of other chronic conditions; and

WHEREAS, there is a strong body of research that identifies behavioral health risks and supports specific tools that all Americans can use to protect their health and well-being; and

WHEREAS, with effective treatment before Stage 4, all individuals with mental illnesses – even serious mental illnesses - can make progress toward recovery and lead full, productive lives; and

WHEREAS, jails and prisons have often become the default places of custodial care for even nonviolent people with serious mental illnesses; and

WHEREAS, each business, school, government agency, healthcare provider, organization and citizen has a responsibility to promote mental health and well-being for all.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby proclaim May 2017 as Mental Health Month in the City of El Cerrito, and calls upon the residents in El Cerrito to recommit our community to increasing awareness and understanding of mental health, the steps our residents can take to protect their mental health, and the need for appropriate and accessible services for all people with mental illness at all stages.

Dated: May 2, 2017

____

Janet Abelson, Mayor

CITY COUNCIL OF THE CITY OF EL CERRITO PROCLAMATION
May 2017 is Asian American and Pacific Islander 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 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 hereby proclaims the month of May 2017 Asian American and Pacific Islander 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 2, 2017

____

Janet Abelson, Mayor

AGENDA BILL

Agenda Item No. 4(F)

Date: May 2, 2017

To: El Cerrito City Council

From: Shannon Collins, Accounting Supervisor

Subject: Accept the Engineer's Report on Landscape and Lighting Assessment District No. 1988-1, and Resolution of Intention to Order Improvements for Assessment District No. 1988-1; and Set the Date for the Public Hearing as May 16, 2017

ACTION REQUESTED

Accept the Engineer's Report specifying assessments for the Landscaping and Lighting Assessment District and adopt a Resolution of Intention to Order Improvements pursuant to the Landscape and Lighting Act of 1972, and set the time, date, and place of the public hearing as May 16, 2017 at 7:00 p.m.

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 $770,000 to support LLAD activities.

In November 1996, LLAD 1988-1 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 LLAD. The City Council authorized such a report on April 4, 2017 by Resolution No. 2017-20. The report was prepared by the Engineer of Record, NBS Local Government Solutions.

The City Council must accept the Engineer's Report and conduct a public hearing to hear comments on the imposition of these assessments in order for the assessment to be imposed. The intent of this Agenda Bill and resolution is to accept the Engineer's Report and to schedule the public hearing for May 16, 2017.

ANALYSIS

The Resolution of Intention to Order Improvements describes the work to be performed during the next fiscal year, as outlined in the Engineer's Report. In addition, the attached Resolution sets the time, date, and place of the public hearing. A copy of the Fiscal Year 2017-18 Engineer's Report is on file at City Hall for public review.

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 funding levels specified in the Engineer's Report include revenue from the assessment. The funding is consistent with the work described in the Engineer's Report and in the Resolution of Intention to Order Improvements. Without the imposition of this assessment, the City would need to identify alternate funding sources for those items proposed to be funded by the LLAD or eliminate those items from the City's work plan in FY 2017-18.

STRATEGIC PLAN

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

FINANCIAL CONSIDERATIONS

The current rate of assessment will generate approximately $774,580 of LLAD revenue, which will be included in the City's FY 2017-18 budget. As the sources and uses of all public works revenues are currently under review, the cost for 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 budget for FY 2017-18 is balanced.

LEGAL CONSIDERATIONS

The Resolution of Intention must be adopted in order to collect revenues from the Assessment District in accordance with the provisions of State law.

Reviewed by:

Scott Hanin, City Manager

Attachments:

1. Resolution
2. LLAD Annual Engineer's Report FY 2017-18

RESOLUTION NO. 2017–XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ACCEPTING THE ANNUAL REPORT ON LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT NO. 1988-1 AND RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO TO ORDER IMPROVEMENTS FOR ASSESSMENT DISTRICT NO. 1988-1 AND TO SET THE DATE FOR THE PUBLIC HEARING AS MAY 16, 2017.

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. 2017-XX dated April 4, 2017 directed the filing of the Annual Report for Assessment District No. 1988-1; and

WHEREAS, the Engineer of Record, NBS Local Government Solutions, has prepared and, on April 27, 2017, filed said Annual Report; and

WHEREAS, the City Council has reviewed and accepted said Annual Report; and

WHEREAS, the Landscape and Lighting Act of 1972 requires the City Council to adopt a Resolution of Intention to Order Improvements within Assessment District No. 1988-1.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that:

1. The City of El Cerrito intends to levy and collect assessments within Assessment District No. 1988-1 during Fiscal Year 2017-18. The area of land to be assessed is located in the City of El Cerrito, Contra Costa County, California.

2. The improvements to be made in this Assessment District are generally described as follows: Install, maintain and service public lighting, landscaping, and park and recreational facility improvements located within the incorporated limits of the City of El Cerrito, Contra Costa County, California.

3. In accordance with the City Council's resolution directing the filing of an Annual Report, the firm of NBS Local Government Solutions, Engineer of Work, has filed at City Hall the Report required by the Landscape and Lighting Act of 1972. All interested persons are referred to that Report for a full and detailed description of the improvements, the boundaries of the Assessment District, and the proposed assessments upon assessable lots and parcels of land within the Assessment District.

4. On Tuesday, the 16th day of May 2017 at the hour of 7:00 P.M., the City Council will conduct a public hearing on the question of the levy of the proposed annual

assessment. The hearing will be held in the City Council Chambers, 10890 San Pablo Avenue, El Cerrito, California 94530.

5. The City Clerk is authorized and directed to give the notice of hearing required by the Landscape and Lighting Act of 1972.

BE IT FURTHER RESOLVED this Resolution is scheduled for adoption on May 2, 2017 pursuant to California Streets and Highways Code §22624.

I CERTIFY that at the regular meeting on May 2, 2017 the El Cerrito City Council passed this resolution by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAINED: COUNCILMEMBERS:

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on May X, 2017. *[Due to statutory requirements and tight publishing deadlines please contact the City Clerk at 510-215-4305 for the vote.]*

Cheryl Morse, City Clerk

APPROVED:

Janet Abelson, Mayor

Agenda Item No. 4(F)
Attachment 2

THE CITY OF EL CERRITO

CITY OF EL CERRITO

Landscape and Lighting District No. 1988-1

Annual Report

Fiscal Year 2017/18

OFFICE LOCATIONS:

Temecula – Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592

San Francisco – Regional Office
870 Market Street, Suite 1223
San Francisco, CA 94102

California Satellite Offices
Atascadero, Davis
Huntington Beach,
Joshua Tree, Riverside
Sacramento, San Jose

www.nbsgov.com

Prepared by:

NBS helping communities fund tomorrow

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

CITY COUNCIL

Janet Abelson, Mayor

Gabriel Quinto, Mayor Pro Tem

Paul Fadelli, Councilmember

Greg Lyman, Councilmember

Rochelle Pardue-Okimoto, Councilmember

CITY STAFF

Scott Hanin, City Manager

Mark Rasiah, Finance Director / City Treasurer

Yvetteh Ortiz, Public Works Director / City Engineer

Shannon Collins, Accounting Supervisor

NBS

Tim Seufert, Client Services Director

Greg Davidson, Project Manager

Andrew Kraus, Financial Analyst

TABLE OF CONTENTS

Section 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 2017/18 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 2017/18 and Fiscal Year 2016/17:

Fiscal Year 2017/18

Zoning	Number of Parcels	Levy Total (1)
Residential	8,330	$683,121.48
Commercial	469	91,458.24
Total:	**8,799**	**$774,579.72**

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

Fiscal Year 2016/17

Zoning	Number of Parcels	Levy Total (1)
Residential	8,330	$683,499.52
Commercial	469	89,970.48
Total:	**8,799**	**$773,470.00**

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

Section 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 Community Development, Public Works Division Office 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.

Section 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. This lighting typically consists of 70-watt bulbs 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 higher (100 or 150) watt bulbs spaced closer, typically at 250 foot intervals. Commercial districts on San Pablo Avenue and other arterial streets require a higher level of lighting intensity (typically four 150 watt bulbs every 500 feet).

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 Castro School blacktop (basketball courts, kickball diamond), tennis courts, small grassy area behind tennis courts, barbecue, and picnic table

Cerrito Vista Park

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

Fairmont Park and Clubhouse

715 Lexington; adjacent to the Open House Senior Center, playground equipment, grassy area, and field

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

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

Poinsett Park

5611 Poinsett; basketball, kickball area, and play equipment

Tassajara Park & Pottery Studio

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

Madera Clubhouse

1500 Devonshire; childcare center 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.

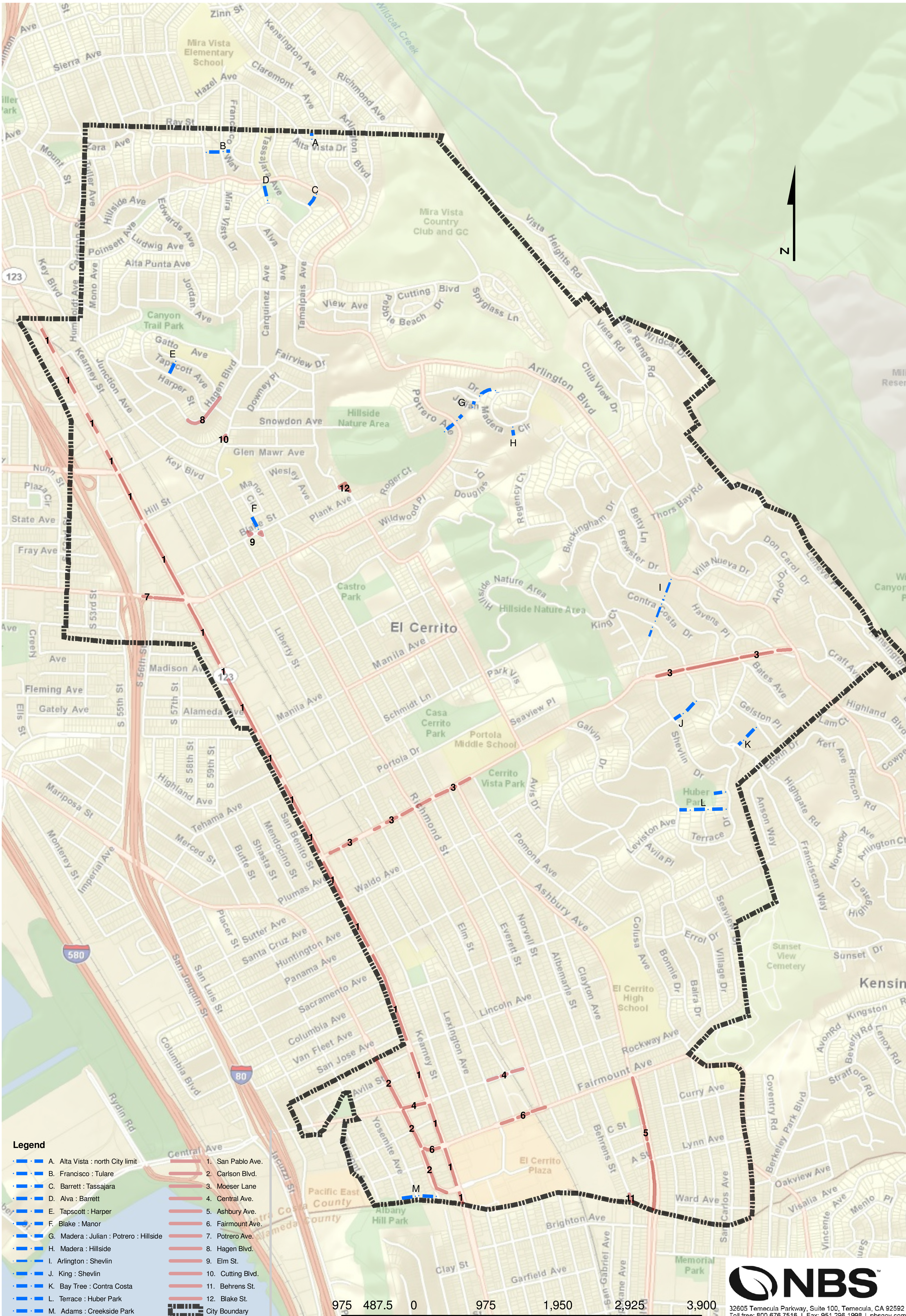
Hillside Natural Area

This natural area of 79.3 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.

Section 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



Section 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, lighting, and sweeping 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 Ave. (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 2017/18.

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.

Section 6. ESTIMATE OF COSTS

Revenues	
Special Assessments	$774,579.72
Total Revenues	$774,579.72
Expenditures	
Regular Salaries & Wages	$179,717.00
Part-Time Salaries & Wage	15,450.00
Overtime Pay	5,786.00
Special Pay	1,558.00
PARS Contributions	390.00
PERS Contributions	47,190.00
FICA/Medicare	14,570.00
Insurance & Other Benefits	66,025.00
Workers Compensation	9,237.00
Salary Savings	(66,114.00)
Collect & Admin Services	17,000.00
Other Technical Services	1,000.00
Utilities	111,481.00
Utilities-Street Lights	38,000.00
Infrastructure Maintenance Services	34,000.00
Building Maintenance Services	0.00
Landscape/Park Maintenance Services	77,300.00
Travel & Training	1,500.00
Dues and Subscriptions	900.00
Building Supplies	3,000.00
Landscape & Park Supplies	43,000.00
Operating Transfer Out-GEN	173,590.00
Total Expenditures	$774,580.00

Section 7. COUNTY USE CODES

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

CONTRA COSTA COUNTY USE CODES

Use Code	Description
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; miscellaneously improved
49	New car auto agencies

CONTRA COSTA COUNTY USE CODES

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

Section 8. CITY-OWNED PARCELS

The following pages show the parcels owned by the City of El Cerrito.

CITY OF EL CERRITO
Landscape and Lighting Assessment District 1988-1
Fiscal Year 2017/18 City-Owned Parcel Listing

APN	ADDRESS	OWNER	USE CODE	ASSESSMENT
500-220-006	TASSAJARA AVE	EL CERRITO CITY OF	78	$0.00
500-370-017	5611 POINSETT AVE	EL CERRITO CITY OF	78	0.00
501-092-006	CUTTING BLVD	EL CERRITO CITY OF	79	0.00
501-140-012	CUTTING BLVD	EL CERRITO CITY OF	79	0.00
501-241-017	SAN PABLO AVE	EL CERRITO CITY OF	79	0.00
501-261-017	6327 KNOTT AVE	EL CERRITO REDEVELOPMENT AGY	79	0.00
501-360-008	6757 GATTO AVE	EL CERRITO CITY OF	78	0.00
501-370-003	GATTO ST	EL CERRITO CITY OF	79	0.00
501-422-016	GATTO ST	EL CERRITO CITY OF	79	0.00
502-124-009	ELM ST	EL CERRITO CITY OF	79	0.00
502-154-014	7315 GANGES CT	EL CERRITO CITY OF	79	0.00
502-411-007	10900 SAN PABLO AVE	EL CERRITO CITY OF	79	0.00
503-010-003	10860 SAN PABLO AVE	EL CERRITO CITY OF	79	0.00
503-010-013	10890 SAN PABLO AVE	EL CERRITO CITY OF	79	0.00
503-010-014	10848 SAN PABLO AVE	EL CERRITO CITY OF	79	0.00
503-142-014	6927 PORTOLA DR	EL CERRITO CITY OF	79	0.00
503-160-029	7550 SCHMIDT LN	EL CERRITO CITY OF	79	0.00
503-170-001		EL CERRITO CITY OF	79	0.00
503-170-003	MOESER LN	EL CERRITO CITY OF	79	0.00
503-182-048	MOESER LN	EL CERRITO CITY OF	79	0.00
503-203-021	7007 MOESER LN	EL CERRITO CITY OF	79	0.00
503-210-018	KEARNEY ST	EL CERRITO CITY OF	79	0.00
503-280-008	MOESER LN	EL CERRITO CITY OF	79	0.00
503-280-009		EL CERRITO CITY OF	79	0.00
503-280-010	951 POMONA AVE	EL CERRITO CITY OF	79	0.00
503-383-002	6500-6510 STOCKTON AVE	EL CERRITO CITY OF	77	0.00
503-383-011	EUREKA AVE	EL CERRITO CITY OF	79	0.00
503-383-012	LEXINGTON AVE	EL CERRITO CITY OF	79	0.00
504-160-008	SAN PABLO AVE	EL CERRITO CITY OF	79	0.00
504-160-009	SAN PABLO AVE	EL CERRITO CITY OF	79	0.00
504-182-029	6800 FAIRMOUNT AVE	EL CERRITO CITY OF	79	0.00
505-040-004		EL CERRITO CITY OF	79	0.00
505-040-005		EL CERRITO CITY OF	79	0.00
505-050-004		EL CERRITO CITY OF	79	0.00
505-061-024	1625 ROGER CT	EL CERRITO CITY OF	79	0.00
505-061-025	1629 ROGER CT	EL CERRITO CITY OF	79	0.00
505-061-026	1633 ROGER CT	EL CERRITO CITY OF	79	0.00
505-061-027	1637 ROGER CT	EL CERRITO CITY OF	79	0.00
505-061-028	ROGER CT	EL CERRITO CITY OF	79	0.00
505-061-029	ROGER CT	EL CERRITO CITY OF	79	0.00
505-070-035		EL CERRITO CITY OF	79	0.00
505-080-004		EL CERRITO CITY OF	79	0.00
505-080-005		EL CERRITO CITY OF	79	0.00
505-080-010		EL CERRITO CITY OF	79	0.00
505-080-013	NAVELLIER ST	EL CERRITO CITY OF	79	0.00

CITY OF EL CERRITO
Landscape and Lighting Assessment District 1988-1
Fiscal Year 2017/18 City-Owned Parcel Listing

APN	ADDRESS	OWNER	USE CODE	ASSESSMENT
505-080-015	NAVELLIER ST	EL CERRITO CITY OF	79	0.00
505-090-015	7431-7501 SCHMIDT LN	EL CERRITO CITY OF	79	0.00
505-090-016		EL CERRITO CITY OF	79	0.00
505-090-017		EL CERRITO CITY OF	79	0.00
505-110-003		EL CERRITO CITY OF	79	0.00
505-122-025	KENT DR	EL CERRITO CITY OF	79	0.00
505-130-002		EL CERRITO CITY OF	79	0.00
505-142-012	MADERA DR	EL CERRITO CITY OF	79	0.00
505-142-013	MADERA DR	EL CERRITO CITY OF	79	0.00
505-142-014	MADERA DR	EL CERRITO CITY OF	79	0.00
505-171-008	1520 ARLINGTON BLVD	EL CERRITO CITY OF	79	0.00
505-203-030	CONTRA COSTA DR	EL CERRITO CITY OF	79	0.00
505-222-004	928 SHEVLIN DR	EL CERRITO CITY OF	79	0.00
505-222-011	969 KING DR	EL CERRITO CITY OF	79	0.00
505-222-012	961 KING DR	EL CERRITO CITY OF	79	0.00
505-222-013	953 KING DR	EL CERRITO CITY OF	79	0.00
505-222-014	945 KING DR	EL CERRITO CITY OF	79	0.00
505-222-015	KING DR	EL CERRITO CITY OF	79	0.00
505-230-030	TERRACE DR	EL CERRITO CITY OF	78	0.00
505-401-014	POTRERO AVE	EL CERRITO CITY OF	79	0.00
505-403-018	DOUGLAS DR	EL CERRITO CITY OF	79	0.00
505-410-007	1110 ARLINGTON BLVD	EL CERRITO CITY OF	79	0.00
505-410-010	1120 ARLINGTON BLVD	EL CERRITO CITY OF	79	0.00
505-421-020		EL CERRITO CITY OF	79	0.00
510-011-011	BELMONT AVE	EL CERRITO CITY OF	79	0.00
510-012-019	3448 BELMONT AVE	EL CERRITO CITY OF	79	0.00
510-013-021	SANTA CLARA ST	EL CERRITO CITY OF	79	0.00
72 Parcels				**$0.00**

Section 9. ASSESSMENT ROLL

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

THE CITY OF
EL CERRITO
OFFICE OF THE CITY CLERK

May 2, 2017
Regular City Council Meeting

Agenda Item No. 4(F)
Landscape and Lighting Assessment District No. 1988-1

Attachment 2 Report Levy List

is available for review in hardcopy format at the following locations:

Office of the City Clerk
10940 San Pablo Avenue
El Cerrito
(510) 215-4305

and

The El Cerrito Library
El Cerrito
6510 Stockton Avenue

Agenda Item No. 5(A)

EAST BAY MUNICIPAL UTILITY DISTRICT

EBMUD Water Supply Secured

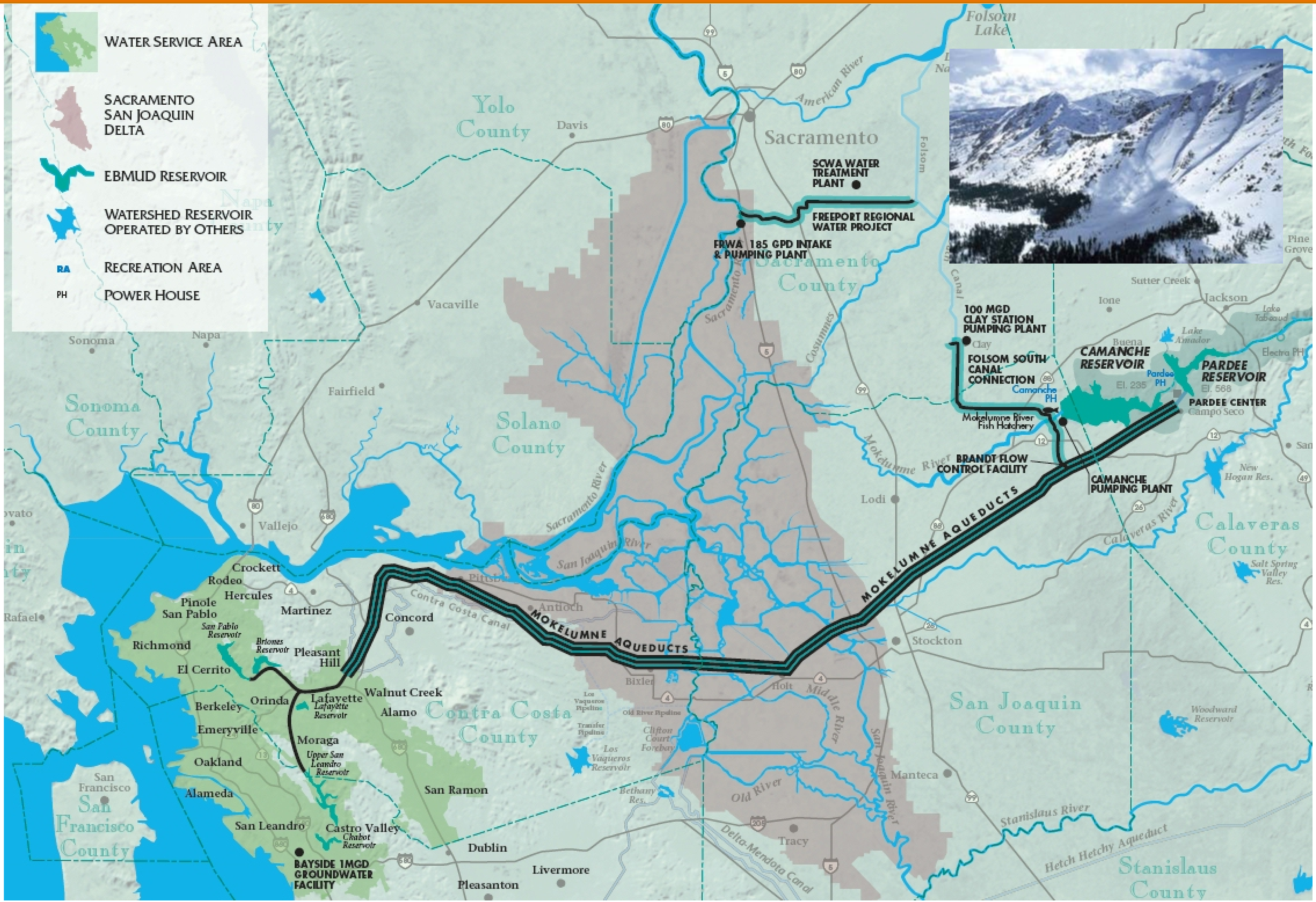
Infrastructure, innovation, rates and more

El Cerrito City Council Meeting

April 25, 2017

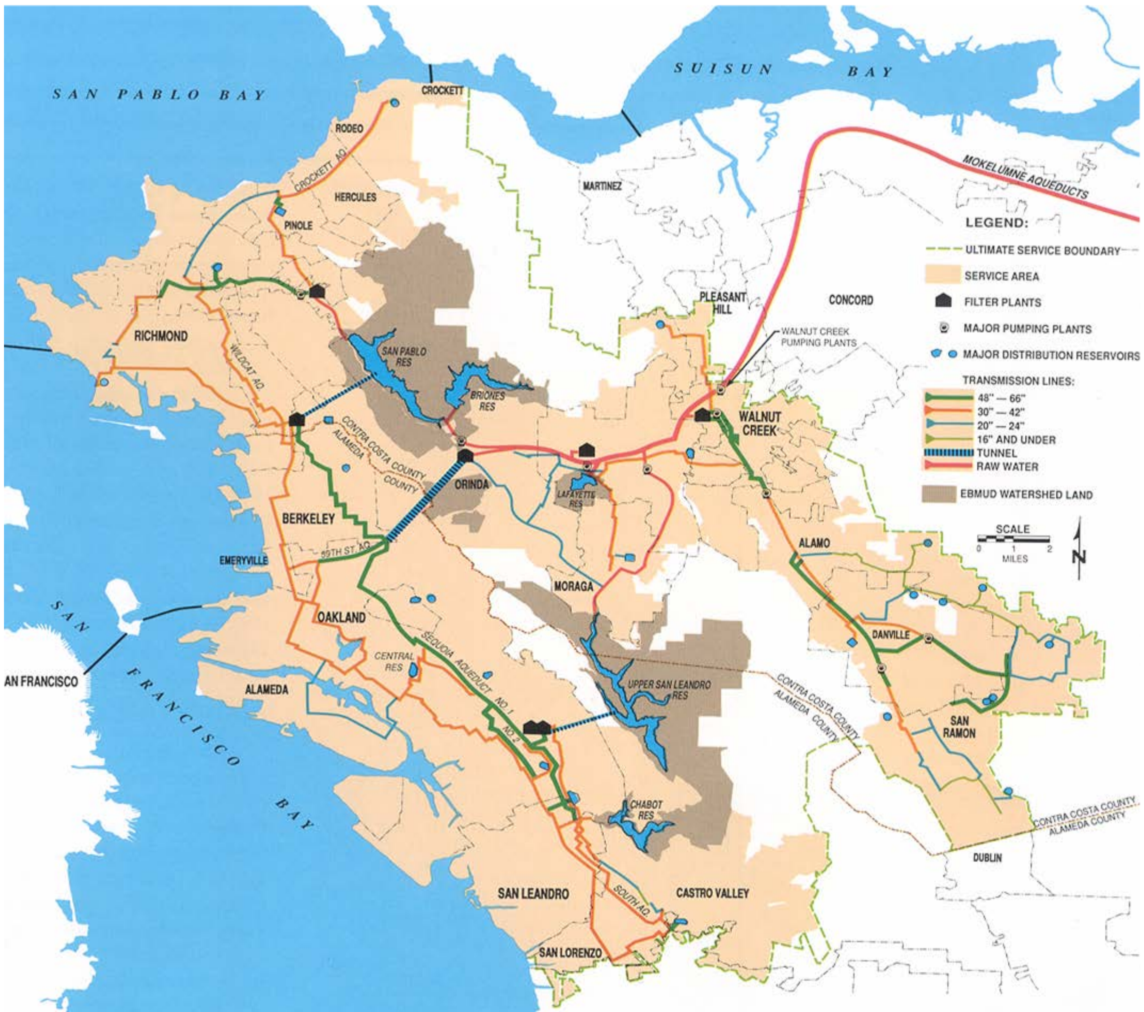
Andy Katz, EBMUD Board Director, Ward 4

Water System Overview



EBMUD System & Service Area

EBMUD



Raw Water System

- 5 local reservoirs

Treatment System

- 3 inline WTPs
- 3 conventional WTPs

Distribution System

- 4,200 miles of pipeline
- 122 pressure zones
- 164 reservoirs
- 135 pumping plants
- 100 regulators/RCS

Water Supply Secured

Water Supply Update
(through April 23)

- Total system storage, 80% full
- Mokelumne watershed precipitation, 80.49 inches
- Precipitation is 182% of average

Investments in Infrastructure

- 4,200 miles of pipeline
- Historic annual leak rate ≤ 20 breaks per 100 miles/year; well-maintained system
- Current replacement: 10 miles/yr
- Ramp-up to 40 miles/yr

- **Age and Material of Pipe**
  - Cast Iron
    - 35% of system
    - 75% of leaks
    - Average 78 years old
  - Asbestos Cement
    - 30% of system
    - 16% of leaks
    - Average 47 years old

Delivering Safe, Reliable Water Through Reinvestment and Innovation

EBMUD

customer Pipeline

EBMUD

January • February 2017

Innovating with your dollars

Every day, EBMUD uses your dollars to reinvest in the water and wastewater systems that serve the East Bay. We use your money to make smart, sustainable investments for you and future generations. We find ways to save energy and money, reduce greenhouse gasses and ensure our skilled workforce remains safe and on the job. Just as you stretch your dollars at home, we work hard to make every dollar work for you.

Looking ahead

EBMUD continues to improve energy efficiency in our water and wastewater operations. In addition to selling clean hydroelectric power to Marin Clean Energy for $4.3 million annually, investments in solar installations could add up to 7 megawatts in the next few years.

We'll explore more ways to maximize preservation of our watershed lands. We improve salmon populations while preserving our high quality water for drinking. By recovering energy from wastewater, we gain revenue and maximize the efficiency of our wastewater plant.

More upgrades and continued maintenance of pipes, facilities, and treatment plants prepare us for earthquakes and reduce expensive emergency repairs. We continue to evaluate new work methods and materials to reduce impacts to the environment and the communities we work in.

Finally, like paying off a mortgage, EBMUD aims to never over borrow. We lock in low interest rates and keep our bond ratings high. Visit ebmud.com/stewardship to learn more.

In 2016, onsite power generation at EBMUD's Wastewater Plant provided 135% of the plant's energy needs, and we sold the surplus for $1.2 million. At Pardee and Camanche Reservoirs, EBMUD generated more than 120,000 megawatt hours of clean hydropower, which we sold for $4.3 million. And we're generating more than 1,800 megawatt hours of photovoltaic power a year.

In Berkeley, we saved almost ten times as much time and money while reducing community impacts by helicoptering pipes to the top of Panoramic Hill.

We created a 430-acre conservation bank at Oursan Ridge. The sale of conservation bank credits will generate up to $9 million and pay for the $5 million purchase of the 605-acre Carr Ranch. That preserves more than 1,000 acres of pristine watershed land forever.

We've saved your money for a not-so-rainy-day —EBMUD's $95 million rate stabilization fund offset the costs of drought.

- Pipeline Rebuild
- Helipipe

- Carr Ranch & Oursan Ridge Conservation Bank

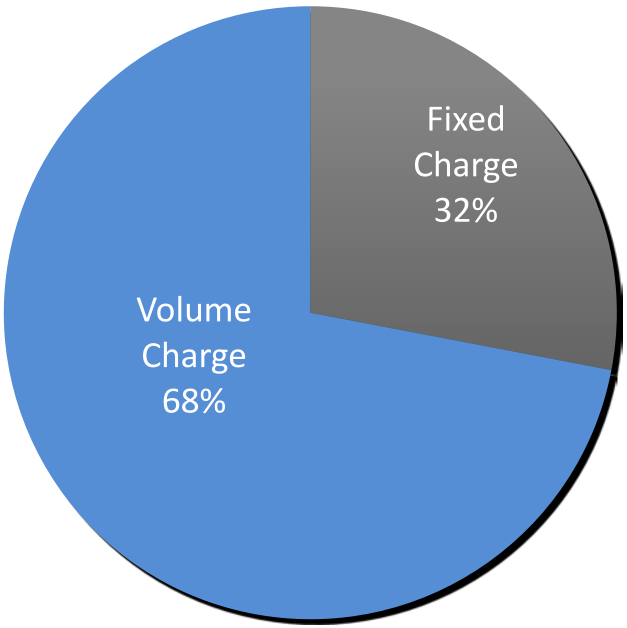
- Energy Generation & Efficiency:
  - Hydroelectric
  - Solar
  - Biogas

- $95M Rate Stabilization Fund

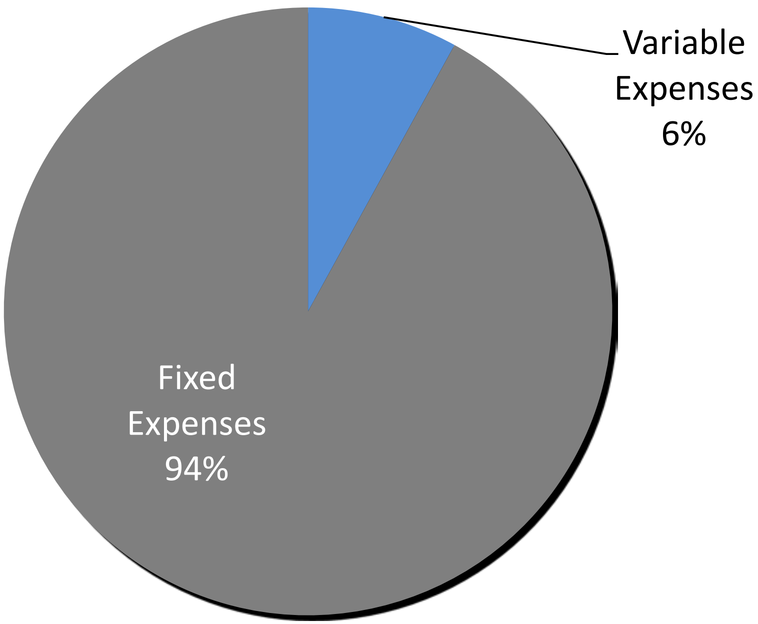
Budget, Rates and Revenues

EBMUD

Water Rate Revenues



Water Operating Expenses



- Fixed meter charge
- Volume charge

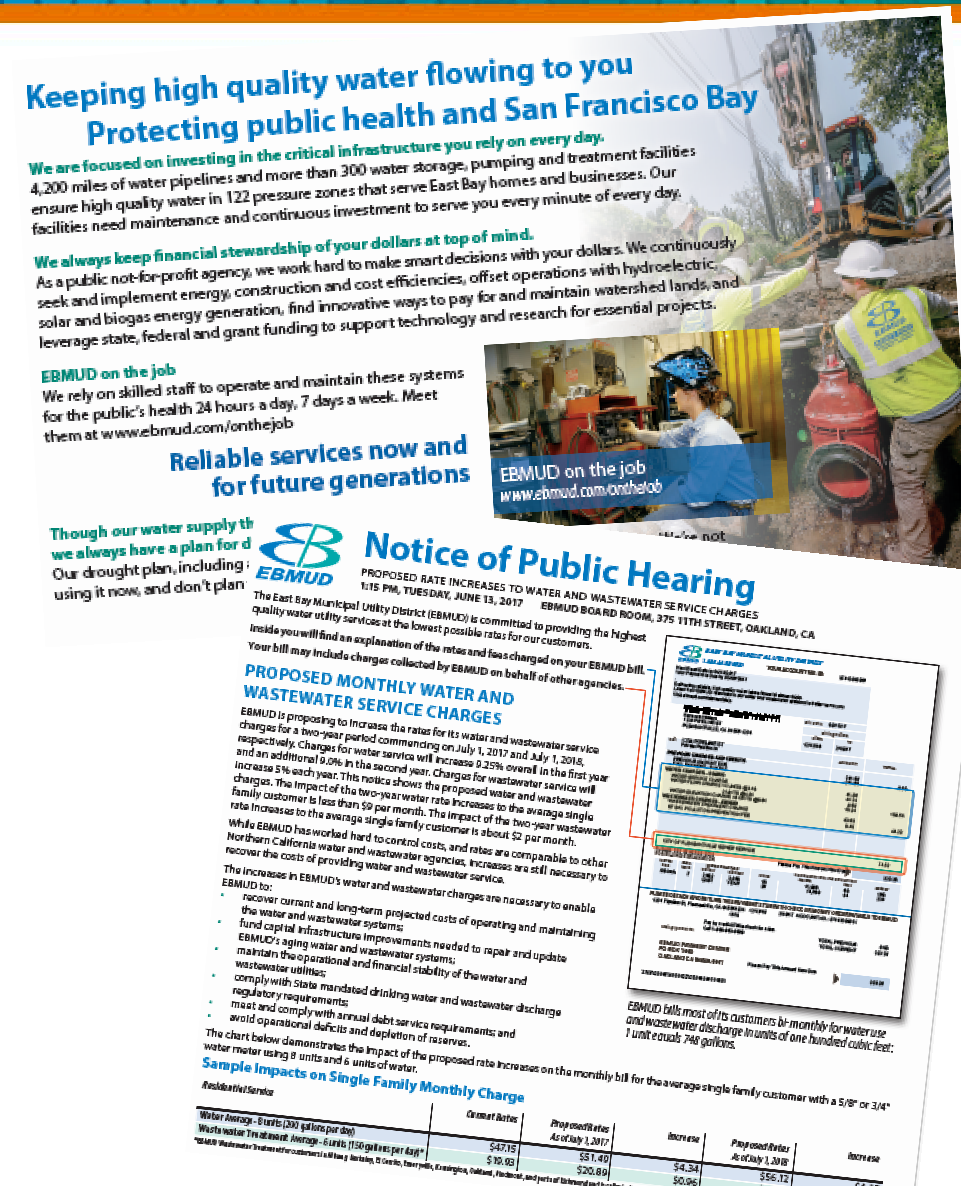
- Variable Operating Expenses: electricity, chemicals, disposal
- Fixed Operating Expenses – equipment, materials and labor

Budget and Rates Schedule

EBMUD

Information available to customers:

- Notice mailed to all customers
- **Public hearing:**
  June 13, 1:15 p.m. 375 11th St, 2nd floor Board Room, Oakland
- **Mail written protests to**
  EBMUD, MS 218, P.O. Box 24055, Oakland, CA 94623-1055
  Must:
  - Include account holder's name and service address or EBMUD account number
  - AND be received before the Tuesday, June 13, 2017 public hearing.



Keeping high quality water flowing to you
Protecting public health and San Francisco Bay

We are focused on investing in the critical infrastructure you rely on every day.
4,200 miles of water pipelines and more than 300 water storage, pumping and treatment facilities ensure high quality water in 122 pressure zones that serve East Bay homes and businesses. Our facilities need maintenance and continuous investment to serve you every minute of every day.

We always keep financial stewardship of your dollars at top of mind.
As a public not-for-profit agency, we work hard to make smart decisions with your dollars. We continuously seek and implement energy, construction and cost efficiencies, offset operations with hydroelectric, solar and biogas energy generation, find innovative ways to pay for and maintain watershed lands, and leverage state, federal and grant funding to support technology and research for essential projects.

EBMUD on the job
We rely on skilled staff to operate and maintain these systems for the public's health 24 hours a day, 7 days a week. Meet them at www.ebmud.com/onthejob

Reliable services now and for future generations

EBMUD on the job
www.ebmud.com/onthejob

Notice of Public Hearing

PROPOSED RATE INCREASES TO WATER AND WASTEWATER SERVICE CHARGES
1:15 PM, TUESDAY, JUNE 13, 2017 EBMUD BOARD ROOM, 375 11TH STREET, OAKLAND, CA

The East Bay Municipal Utility District (EBMUD) is committed to providing the highest quality water utility services at the lowest possible rates for our customers.
Inside you will find an explanation of the rates and fees charged on your EBMUD bill.
Your bill may include charges collected by EBMUD on behalf of other agencies.

PROPOSED MONTHLY WATER AND WASTEWATER SERVICE CHARGES

EBMUD is proposing to increase the rates for its water and wastewater service charges for a two-year period commencing on July 1, 2017 and July 1, 2018, respectively. Charges for water service will increase 9.25% overall in the first year and an additional 9.0% in the second year. Charges for wastewater service will increase 5% each year. This notice shows the proposed water and wastewater charges. The impact of the two-year water rate increases to the average single family customer is less than $9 per month. The impact of the two-year wastewater rate increases to the average single family customer is about $2 per month.

While EBMUD has worked hard to control costs, and rates are comparable to other Northern California water and wastewater agencies, increases are still necessary to recover the costs of providing water and wastewater service.

The increases in EBMUD's water and wastewater charges are necessary to enable EBMUD to:
- recover current and long-term projected costs of operating and maintaining the water and wastewater systems;
- fund capital infrastructure improvements needed to repair and update EBMUD's aging water and wastewater systems;
- maintain the operational and financial stability of the water and wastewater utilities;
- comply with State mandated drinking water and wastewater discharge regulatory requirements;
- meet and comply with annual debt service requirements; and
- avoid operational deficits and depletion of reserves.

The chart below demonstrates the impact of the proposed rate increases on the monthly bill for the average single family customer with a 5/8" or 3/4" water meter using 8 units and 6 units of water.

EBMUD bills most of its customers bi-monthly for water use and wastewater discharge in units of one hundred cubic feet: 1 unit equals 748 gallons.

Sample Impacts on Single Family Monthly Charge

Residential Service	Current Rates	Proposed Rates As of July 1, 2017	Increase	Proposed Rates As of July 1, 2018	Increase
Water Average - 8 units (200 gallons per day)	$47.15	$51.49	$4.34	$56.12	
Wastewater Treatment Average - 6 units (150 gallons per day)*	$19.93	$20.89	$0.96		

Customer Assistance Program

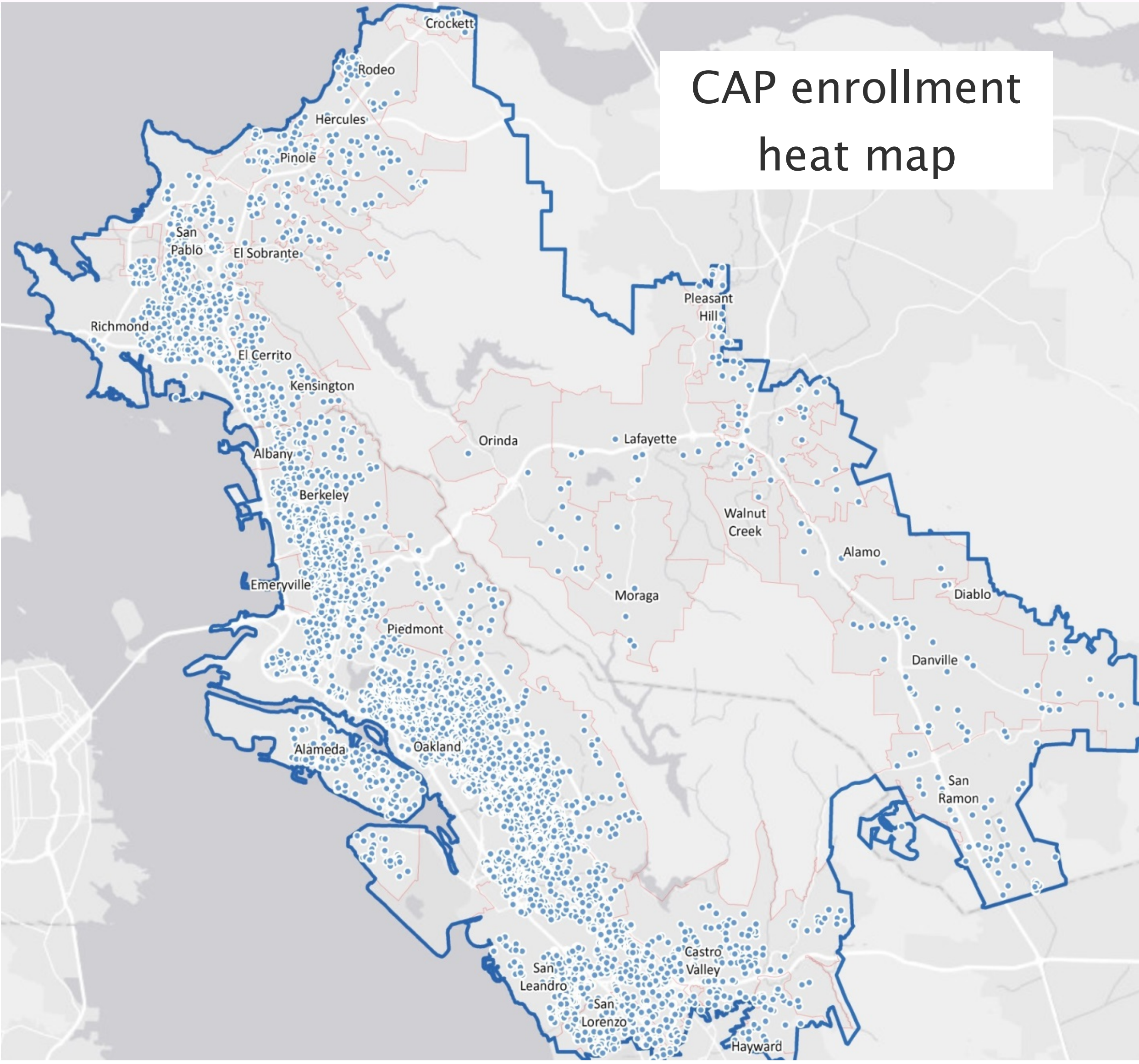
EBMUD

Financial Assistance

- CAP
- Payment Plans
- Agency Partnerships
- Outreach to low income households

Water Use Efficiency

- Water Audits
- Free Devices
- Home Water Report



Questions?

More information at:
www.ebmud.com

Construction at
www.ebmud.com/construction

We also post on:

Twitter @ebmud

Nextdoor

Agenda Item No. 5(B)

Michael A. Fischer
El Cerrito City Nominated Commissioner
Contra Costa County Library Commission
Email: bichael@berkeley.edu

To: Members of the El Cerrito City Council

Date: April 24, 2017

Subject: Report on Activities

As I promised in my interview prior to being appointed as the city's representative to the Contra Costa County Library Commission, this is my report on activities since appointment.

I want to thank the council for their trust in making me the city's representative to the County Library Commission. I also want to thank the members of the "library community" who have helped orient me to the issues and facts concerning our library, especially (in alphabetical order) Georgina Edwards, Heidi Goldstein, Marlene Keller, Grace MacNeill, Al Miller, and Tom Panas.

Interface with the "library community"

As the council knows, there is an active and committed community of El Cerrito residents that has long bee working to make our branch library a better place:

1. The El Cerrito Library Foundation has an "honorary member" position on its board for the person serving as El Cerrito nominated County Commissioner and I have accepted that position. I attended both a retreat and a board meeting. This is an organization that is working on what is needed to develop a proposal, in conjunction with the city, the Friends, and other interested parties, for an appropriate and affordable 21st century library for our city. I am happy to join with them in this regard. The Foundation engages in several activities:
    a. Collecting money that can be used to purchase items for a new library that is outside of what is permitted to be part of the publicly-authorized funding for that library.

b. Seeking ways to increase the hours our library is open.
c. Working on developing a strong consensus on the need for and details of an appropriate and affordable library.

2. The Friends of the El Cerrito Library is an organization dedicated to supporting library services in El Cerrito. Through membership dues and book sales revenue, the Friends provides the library with additional books, magazines and compact discs as well as matching grants for special collections. The Friends also helps support the library's cultural and educational programs for children and adults. I have attended their monthly board meetings in March and April and will continue to do so.

3. I visited the El Cerrito library and was given a tour of the various parts of that building, including staff working areas, by our acting library branch manager, Heidi Goldstein.

<u>Library Commission-related Activities</u>

1. I have attended the one Library Commission meeting since my appointment (agenda as attachment 1). The major issues discussed or acted on at that meeting are listed below.

2. Federal funding for libraries is at great risk under the current administration proposals. The Commission, and the County, are working to oppose any cuts to importing additional funding for our libraries. More on this subject is discussed below in talking about the appearance of the California Poet Laureate at our library in April.

3. An effort is being made, under the leadership of the State Librarian, to seek some increased funding for libraries as part of the state budget. The $2 million increase, if adopted, would result in about $70,000 for the Contra Costa County system. (Op-Ed by State Librarian Greg Lucas as attachment 2).

4. The California Library Association is sponsoring SCA-3, a constitutional amendment that, if adopted, would reduce the threshold for library bond measures from 66-2/3% to 55%, which is the current threshold for school bond measures. The Library Commission and the County Board of Supervisors have endorsed this measure as this council did at their April 4 meeting. That measure has passed out of its first committee and there is a hearing scheduled for its second committee for May 2. I

hope to have the results of that committee meeting for you when you meet on May 2.

5. The Commission asked staff to work with it when staff develops the proposed fiscal year 2018-2019 budget when they begin that process later during this year. This is a change from the current practice of informing the Commission of the budget as it is being presented to the Board of Supervisors at a later point in the development cycle.

6. The library system, together with members of the Commission, meets with staff or legislators who represent parts of Contra Costa County. In conjunction with other members of the Commission, I have attended sessions with State Senator Glazer's staff and with Assembly Member Baker.

7. At the Commission meeting I raised the issue of the vacant positions and the significant staff turnover at the El Cerrito Library. (As the council knows, the provision of staff for our library is under the auspices of the county and not the city except to the extent that a city agrees to augment the branch budget to allow for more than the county-provided 35 hours a week.) As of the date of this memorandum the positions of adult librarian and children's librarian are vacant and the combined position of branch manager and teen librarian is being held in an acting capacity. In addition, the branch library appears to be losing one or more other staff members per year – for example they have just replaced a clerk and library assistant and another library assistant will be transferring to the Walnut Creek library. This problem exists for at least three reasons, two of which are countywide problems and one of which is in some branches (including El Cerrito) but not all:

    a. (Countywide) The county system has a lot of vacancies. However, they are working at cutting this down. The appropriate level of vacancies should be no more than 20 and the current level is 40, although this has been reduced in the last year from 72. A significant amount of recruiting is occurring now and library administrative staff is working to reduce the level to an appropriate level.

    b. (Countywide) The county has the lowest pay scale for librarians and staff of the nine Bay Area counties. The pay scale is set by the Board of Supervisors and library pay scales depend upon general county government pay scales. As a result, many employees start working (and get trained) in Contra Costa County and then move to other counties when opportunities present themselves.

c. (Some branches including El Cerrito) As the council knows, the county provides enough staffing for the branch library to be open 35 hours per week. Because of this, most of the staff does not work a full 40-hour week. People then move from these part-time positions to full time positions in either other branches or other system. For example, the El Cerrito library recently lost a staff person to the Walnut Creek library because the position in Walnut Creek was full time and the El Cerrito position was not. The main solution to this problem is to provide funding for increased hours at the El Cerrito library (which would have the primary benefit of providing more open hours for our residents). The El Cerrito Library Foundation is making a request that the City begin the process to fund an increase in the library hours and I join in this request. I will also work with county staff to see if there are other solutions to this issue.

8. I attended the open house for the new library administration office in Martinez. The library administration used to be a part of the so-called "Main" library in Pleasant Hill. The City of Pleasant Hill is building a new library that will replace the library part of the old "main" library.

9. I attended the grand opening of the new library in San Ramon. This was a remodel and expansion of the 1980 building. The building itself is both beautiful and appears to be everything a modern 21st century library should be.

<u>Appearance of State Poet Laureate at the El Cerrito Library</u>

The City's Arts & Culture Commission, as part of the City Centennial Celebration, sponsored an appearance of Dana Gioia, the California State Poet Laureate. Mr. Gioia has undertaken a tour of California that will involve an appearance in every one of California's 58 counties. He chose El Cerrito, and our branch library, for his Contra Costa County appearance.

The event attracted a standing-room-only crowd of over 75 people to the library which showed how inadequate our current library is for such events. (Mr. Gioia has requested that his appearance take place in local libraries as he believes that is the most appropriate venue for such events.) The lack of sound-proofing against the nearby BART tracks further showed the need for a new library for our city. Here are two photographs I took that evening:

Mr. Gioia was asked in the question and answer period after the event about the attack on library funding and on National Endowment of the Arts funding generally (he had served as member and chair of the NEA from 2002 through 2009, after being nominated by then-President George W. Bush). He stressed the importance of that funding and encouraged the action to oppose the cuts. He also stated that NEA has strong support throughout the county and he believes the attacks on its funding will be defeated.

An Appropriate and Affordable 21st Century Library for El Cerrito

As we all know, the measure to provide bond funding for a new library for El Cerrito lost at the polls in November because it got nearly 63% of the vote while it needed, under current state law, 66-2/3%. Even if SCA3 passes the Legislature and is approved by the electorate, it is important, in my view, that we listen to complaints of those who voted against Measure B in planning our next steps. I believe that the vast majority of El Cerrito residents want a new library that is an appropriate and affordable 21st century library. We need to listen to all our residents and build a strong consensus for this project. We cannot continue for long with our outdated, unsafe, and cramped space. The issues are where should it be, what should it look like, and how will we pay for it. I intend to be part of this effort and ask all people who share this view to join with me. I was pleased to see that at the most recent meeting of the El Cerrito Library Foundation, one person showed up who stated that he strongly supported libraries but he voted against Measure B. I'm hopeful that we can start a discussion with all of our residents who want an appropriate and affordable 21st Century library for our city, both those who supported and those who opposed Measure B last fall.

CONTRA COSTA COUNTY LIBRARY
Bringing People and Ideas Together
ccclib.org

DRAFT

MEETING OF THE LIBRARY COMMISSION
A G E N D A

DATE: Thursday, March 23, 2017

TIME: 5:30 p.m. **DOORS WILL OPEN AT 5:15 p.m. for New Commissioner Orientation**

LOCATION: **Library Administration, Quail Room**
777 Arnold Drive, Suite 210, Martinez, CA 94553

- Electronic agenda packet viewing is available at: http://guides.ccclib.org/commission
- Hard copy agenda packets are available upon request at each Contra Costa County Library

The Library Commission will provide reasonable accommodations for persons with disabilities planning to attend Library Commission meetings who contact Library Administration at least 48 hours before the meeting, at (925) 608-7700.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Contra Costa County Library Commission to a majority of members of the Library Commission less than 96 hours prior to that meeting are available for public inspection at Contra Costa County Library Administration, 777 Arnold Drive, Suite 210, Martinez, CA 94553.

Library Commissioners, please **call Library Administration,** at (925) 608-7700 by 5 p.m. **Wednesday, March 22, 2017 if you will NOT be at the meeting**. A quorum must be established before a meeting can be held. A record is maintained of Commissioner's attendance.

1. **5:30 p.m.** **ORIENTATION OF NEW COMMISSIONERS**

2. **7:00 p.m.** **CALL THE MEETING TO ORDER**
The Library Commission Chair will call the meeting to order.

3. **ROLL CALL**

4. **INTRODUCTIONS**
Visitors will have an opportunity to introduce themselves; self-introductions are voluntary.

5. **PUBLIC COMMENT**
Speakers from the audience may address the Library Commission on any relevant issue that is not scheduled for the agenda. Public comment can be made on agenda items when the item is discussed. Public comment is limited to three (3) minutes per speaker and speakers may fill out a speaker card. Public comment on agenda items can also be e-mailed to the Library Commission at ccclibcommission@ccclib.org to be received one day prior to the Library Commission meeting.

6. **ACTION** **ACCEPTANCE OF MINUTES** – *Agenda Attachment 1*
Commissioners will approve or amend the minutes for the meeting of January 26, 2017.

7. **ACTION** **APPROVAL OF AGENDA**
Commissioners will approve or amend the agenda for the meeting of March 23, 2017 and confirm time allocation for each agenda item.

8. **ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS**
Commissioners or Library staff may make announcements regarding the Library Commission and Library or Friends group activities of interest to other Library Commission members.

9. **CORRESPONDENCE**
Receipt and referral of Library Commission correspondence.

10. **COUNTY LIBRARIAN REPORT**
County Librarian Melinda S. Cervantes will report on items of interest to Commissioners.

11. **7:45 p.m.** **OLD BUSINESS**

A. **ACTION** **STATE LIBRARY FUNDING AND LEGISLATION**
Commissioners will discuss and consider recommendations to the Board of Supervisors regarding State Library funding and legislation affecting public libraries.

12. **8:15 p.m.** **NEW BUSINESS**

A. **ACTION** **SENATE CONSTITUTIONAL AMENDMENT 3 –** *Agenda Attachment 2*
California Library Association article regarding Senator Bill Dodd Introducing SCA 3: Establish 55% Vote Threshold for Local Library Bond Construction Projects.

B. **DISCUSSION** **2017 DAY IN THE DISTRICT –** *Agenda Attachment 3*
CLA annual event promoting meeting with legislators and advocating for libraries.

C. **DISCUSSION** **FISCAL YEAR 2017-18 LIBRARY BUDGET –** *Agenda Attachment 4*
Library budget presentation – L. Martinez, Administrative Services Officer

D. **DISCUSSION** **DISCUSSION OF THE FORMATION OF A FRIENDS COUNCIL**
How the Library Commission could assist in the formation of a Friends Council

13. **ACTION** **AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS**
Commissioners will suggest items for future meetings.

14. **9:00 p.m.** **ADJOURNMENT TO THE May 25, 2017 LIBRARY COMMISSION MEETING.**

OPEN FORUM On the Trump Administration's Proposed Budget

Invest where it counts — in libraries

By Greg Lucas

Hearst Connecticut Media 2016

Californians — and Americans in general — love their libraries. Stacks of studies say so, but the proof is really in the 160 million in-person visits and 32 million online visits California libraries receive every year. In fact, communities like their libraries so much they don't think libraries are part of government.

But taxpayer dollars keep library doors open to provide anyone who wants it the opportunity to improve their lives — by learning to read, by accessing public services, by getting help with a resume, by connecting to the Internet and online databases, by finding material for the visually impaired.

Maybe by even checking out a book or two.

Around $180 million of America's investment in its 123,000 libraries comes from the federal Institute of Museum and Library Services, set for elimination under the president's budget framework released on March 10. Of that total, roughly $16 million is California's share.

The independent institute may have been inadvertently swept up in the Trump administration's stated desire to zero out federal funding for the National Endowment for the Arts and public broadcasting.

Not to diminish the intrinsic value of the arts, but the role libraries play in communities, states and the nation is far broader and more basic.

Libraries are an essential part of the nation's education system.

The best investment of a taxpayer dollar is helping someone read better. Downward life trajectories start slanting upward.

The odds are long a good reader will ever do crime. The odds are strong their personal success will far exceed that of poor readers.

These federal funds, only 0.045 percent of the nearly $4 trillion federal budget, support a wide array of important services in the nation's libraries.

More than two years ago, Congress included libraries in the Workforce Innovation and Opportunity Act to work as community partners in increasing access to training and employment options. Those partnerships, routinely forged with federal funds, are beginning to blossom and connect more idled Americans with job opportunities.

California, the nation's most library-rich state, with 1,100 branches, also has a tradition of using federal funds to incubate new programs as well as to ensure that libraries in lesser-served communities can offer the same opportunities other libraries can.

For example, federal funds opened 50 Veterans Connect centers in libraries throughout California.

Federal funds also piloted a program that allows people to complete a high school degree online.

Other states use these funds in similar ways to respond to their unique challenges. California has lots of rural libraries but "rural" is more like "frontier" in Alaska.

That's why the state librarians of the 22 states west of the Mississippi wrote a letter before the president's budget outline became public arguing that federal spending on public libraries should climb to $300 million.

"Smart investors concentrate resources on areas that show the greatest rate of return for the amount invested," the letter reads. "Dollars invested in libraries return 10-fold dividends.

"At this time, when the structure of our nation's economy is changing so rapidly, … (help) America's workforce gain the nimbleness and flexibility they need to succeed. Invest in libraries."

Greg Lucas is the state librarian of California.

AGENDA BILL

Agenda Item No. 6

Date: May 2, 2017

To: El Cerrito City Council

From: Shannon Collins, Accounting Supervisor

Subject: Master Fee Schedule Revision for Fiscal Year 2017-18

ACTION REQUESTED

Conduct a public hearing and upon conclusion adopt a resolution approving the Fiscal Year 2017-18 Master Fee Schedule.

BACKGROUND

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

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

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

Over the last few years, fees and charges for services have generally been increased between 3% and 5% each year. Commonly used consumer price indices have increased by close to 3% in recent years, while the City's costs have increased at a higher rate. For FY 2017-18, fees were generally increased by 3%, with some exceptions discussed in more detail below.

ANALYSIS

General Adjustments

The proposed FY 2017-18 Master Fee Schedule reflects a recommended 3% increase for most fees, representing the City's increased costs of providing services. This adjustment reflects increases in both personnel and non-personnel related costs.

Some proposed fees have been adjusted by amounts other than the 3% general adjustment or held constant with the FY 2016-17 levels. The primary factors in these varying adjustments are market conditions that call for competitive pricing, changes in staffing, re-evaluation of cost of a service, or have other issues that will be discussed further in this report. In the attached Draft FY 2017-18 Master Fee Schedule, the cost adjustment column reflects the percentage applied to the particular fee, including where the adjustment varies from 3%. Cost adjustments are applied to the fees before rounding.

Building Construction and Inspection Fees

Building construction and inspection fees are increased by the general 3% factor, except in 3 categories:1) All A Tenant Improvements; 2) Office Tenant Improvements; and 3) Retail Tenant Improvements. Staff does not recommend increasing fees for these specific commercial improvements at this time, in order to incentivize commercial improvements and due to these fees being higher than some adjacent communities. A Permit Fee Study has been started this fiscal year that will carry over into next fiscal year to assure that our fees are both adequately set for cost recovery while also achieving City goals, for example to promote and encourage economic development.

Additional permit fees mandated by other agencies are included in the fee schedule for information only, as the City does not set but does collect those fees.

POLICE FEES

A reduction to a flat rate of $100 is being proposed for the “Concealed Weapons Permit Fee” under the Permits section of the Police fee schedule to be more in line with costs associated with this permit.

Public Works Fees

An increase of 20% to the rate of $210 is being proposed for the “New Street Tree Planting” section of the Public Works fee schedule to cover costs for the furnishing, issuance, and installing of trees for Tree Planting. Other minor edits have been proposed to better identify the item/description of services.

Recreation Fees

Every year, staff analyzes the usage of various programs and adjusts fees in accordance with market and cost changes as well as the needs of the community. This year’s proposed fees reflect a 3% increase generally. Exceptions include market-driven fees for programs and rentals, as well as accounting for adjustments to the amount of time that programs take place.

A change in language is being proposed to the Community Center area, Decoration/Clean-Up/Rehearsal Hours. The language would be revised to include “2 additional hours maximum on the day of the event after the minimum rental hours are met” for decoration and cleanup of the Community Center. Also, the existing language for the Tennis Court Rental Fees under the Facility Rental Related Fees & Discounts would be changed to incorporate the word “Cancellation” to the Tennis Court Transfer Fee.

There are several changes and additional fees being proposed for the Community Center, Senior Center and Youth programs. For the Community Center, there is a proposal for a new fee for the rental of an 8 Foot Table for Non-Profit/Co-Sponsored events at $4 each. The department also proposes that the Storage Fee for Co-Sponsored Groups Only be changed from a monthly fee to an annual fee for Small to Large lockers and Storage Rooms, and that “Casa Cerrito” storage area upstairs be removed from the fee schedule because these fees are incorporated in other areas within the overall clubhouse fees.

For the Senior Center Program, there is a proposal for a new fee to provide a ride on the “Easy Ride Paratransit” at a rate of $2, each way, per trip.

For the Youth Programs an increase is being proposed for Counselors in Training Camp due to increased staff time and materials devoted to this program. The weekly fee for residents will be increased by 42%, from $53 to $75, and for Non-Residents the fee will be increased by 54%, from $61 to $94.

Several discounts are also being proposed this fiscal year. The first is a 15% discount for the Arlington Picnic Sites and Arlington Clubhouse for rentals that occur before 1pm or after 3pm. This is an attempt to rent the picnic sites or clubhouse twice per day, rather than just once to increase cost recovery. There is a proposal to add a 50% discount to the facility rental fees for the Clubhouses, Rooms and Picnic Sites for City Co-Sponsored events. There is also a proposal to add a 5% discount to the Youth Non Resident (7 – 17) fee and a 7% discount to the Child Non-Resident (ages 1-6) fee for valid season in order to maintain a discount for bulk purchases.

Business License Tax

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

> *All business license taxes or fees payable under this chapter for ensuing years after 1988-89, beginning with the fiscal year which starts July 1, 1989, with the exception of rates in Sections 4.32.370 and 4.32.380 (gross receipts taxes), shall be adjusted upward or downward based on the % change from the February 1988 figure of 117.0 in the Revised Consumer Price Index for Urban Wage Earners and Clerical Workers for the San Francisco-Oakland Bay*

> *Area as published by the Department of Labor for the month of February prior to the fiscal year in which the rate adjustment is applicable. The license administrator shall compute such changes each year and submit them to the city council, which may incorporate same into the master fee schedule.*

The CPI change for this year is based on the change from 262.600 (February 2016) to 2.7 (February 2017) which yields a 3.02% adjustment for the year.

STRATEGIC PLAN

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

FINANCIAL CONSIDERATIONS

The revenue generated by fees, charges for service, and business license taxes that will appear in the City's FY 2017-18 proposed budget will be based on the Master Fee Schedule approved by the City Council.

LEGAL CONSIDERATIONS

With the exception of development fees, all fees listed in the Master Fee Schedule will become effective July 1, 2017, on the first day of the fiscal year. Development fees will become effective 60 days after City Council approval.

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

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

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

Reviewed by:

Scott Hanin
City Manager

Attachments:

1. Resolution
   Exhibit A Proposed FY 2017-18 Master Fee Schedule

Agenda Item No. 6
Attachment 1

RESOLUTION NO. 2017–XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ADOPTING REVISIONS TO THE MASTER FEE SCHEDULE FOR FISCAL YEAR 2017-18

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 2017-18.

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, 2017, except development fees, which will become effective 60 days after adoption of this resolution.

I CERTIFY that at the regular meeting on May 2, 2017 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 ___, 2017.

____
Cheryl Morse, City Clerk

APPROVED:

____
Janet Abelson, Mayor

Agenda Item No.6

Exhibit A

THE CITY OF EL CERRITO

Master Fee Schedule FY 2017-18

I. Miscellaneous

	Item/Description	Basis	Cost Adjustment	Proposed FY 2017-18
Printing, Reproduction, Documents				
1.	**Photocopies**			
	Photocopies (8 1/2" x 14" or smaller)	per page	3.0%	$0.10
	Photocopies (larger than 8 1/2" x 14")	per page	3.0%	$0.20
	Photocopies, includng mail & administrative costs			actual cost
	Application forms, information sheets	each		free
2.	**Public Meeting Materials**			
	City Council Agenda Packet & Minutes—**Full** (resident)	per year		$1,006
	City Council Agenda Packet & Minutes—**Full** (non-resident)	per year		$1,184
	City Council Agenda & Minutes only (resident)	per year	3.0%	$99
	City Council Agenda & Minutes only (non-resident)	per year	3.0%	$116
	City Council Agenda only (resident)	per year	3.0%	$50
	City Council Agenda only (non-resident)	per year	3.0%	$57
	Other Boards, Commission, and Committees Agenda/Minutes (resident)	per year	3.0%	$38
	Other Boards, Commission, and Committees Agenda/Minutes (non-resident)	per year	3.0%	$50
	Other Boards, Commission, and Committees Agenda only (resident)	per year	3.0%	$21
	Other Boards, Commission, and Committees Agenda only (non-resident)	per year	3.0%	$25
	Planning Commission or Design Review Board Agendas—Resident	per packet	3.0%	$21
	Planning Commission or Design Review Board Agendas—Non-Resident	per packet	3.0%	$25
3.	**Publications**			
	Mailing may be arranged on a prepaid basis. Postage charges will be added. Items sent via fax will generally be limited to five pages.			
	Budget, Final or Proposed	each	3.0%	$129
	Business License Listing	each + photocopy charge above	3.0%	$34
	Comprehensive Annual Financial Reports (CAFRs)	each	3.0%	$112
	Economic Development Strategy & Action Plan	each	3.0%	$4
	Fire Investigative Reports	per page	3.0%	$0.16
	General Plan Environmental Impact Report (EIR), 1999	each	3.0%	$22
	General Plan, 1999	each	3.0%	$46
	Master Fee Schedule	each	3.0%	$8
	Parking Guidelines	each	3.0%	$4
	Redevelopment Plan	each	3.0%	$8
	Redevelopment Plan Environmental Impact Report (EIR)	each	3.0%	$19
	Redevelopment Implementation Plan	each	3.0%	$5
	Report on the Redevelopment Plan	each	3.0%	$8
	Subdivision Ordinance	each	3.0%	$4
	Zoning Map	each	3.0%	$5
	Zoning Ordinance	each	3.0%	$46
	Miscellaneous Bound Reports	per page	3.0%	$0.43
4.	**Maps**			
	City Maps (First sheet includes search and restock cost per original searched.)	each	3.0%	$2
	Special Studies Maps, 11" x 17"	each	3.0%	$5
	Special Studies Maps, 36" x 54"	each	3.0%	$34
5.	**Subpoena Duces Tecum**			
	per CA Evidence Code §1563	Code		varies
6.	**Electronic Media**			
	Electronic Media—CD-ROM Copy	per CD	3.0%	$8
	Electronic Media—DVD of Council Meeting	per DVD	3.0%	$15
7.	**Microfilm/Microfiche**			
	Fee per sheet or total hourly cost, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	per sheet	3.0%	$4

I. Miscellaneous

	Item/Description	Basis	Cost Adjustment	Proposed FY 2017-18
Advertising				
1.	**Recreation Brochure Advertisements**			
	Copy Ready, 1/8 page	each		$200
	Copy Ready, Quarter page	each		$450
	Copy Ready, Half page	each		$750
	Copy Ready, Full page	each		$1,250
	Full Year of Advertising (3 rECguide Issues)	Discount		15%
	Graphic Preparation	Graphic Designer's Actual Hourly Rate		
Miscellaneous Services and Charges				
1.	**Notary, Certification, Legal and Special Services**			
	Notary Services for Non-City employees (Set by Calif. Secretary of State)	per notarization		$10
	Notary Services for City employees	per notarization		free
	City Clerk Document Certification	each	3.0%	$6
	Legal Fees—Recovery of legal costs in lawsuits and other instances when the City could be entitled to reimbursement of legal costs.	labor and overhead		actual cost
	Special City services—For special services provided by City staff where special interest are served (other than the general public). Overhead charges for City-sponsored public events may vary from this policy.	pro-rated salary, 15-min increment	3.0%	$4
2.	**Finance Charges**			
	Finance Charge on fees remaining unpaid for a period exceeding 30 days (unless the ordinance establishing the fee provides for a penalty in a different amount)	unpaid balance		1.5% per month
	Returned Check Fee	per check		$25
	Duplicate Business License Certificate	per copy	3.0%	$7
3.	**Business License Related Fees**			
	Business Enrollment	per license	3.0%	$72
	Business License Renewal	per license	3.0%	$24
	Accessibility Compliance and Education Fee (State mandated SB 1186)	per license		$1
4.	**Parking Permits**			
	1 to 3 year cycles	per year	3.0%	$7
	14-day Temporary Parking Permit	each	3.0%	$7
5.	**Use of Council Chambers (Government Agencies Only)**			$40
6.	**Tobacco Retailer License Program Fees**			
	Tobacco retailer license (initial license)	Per location		$439.00
	Fee Reduction Incentive of **50%** (for full compliance at time of first license renewal in July 2016)	Per location		$219.50
	Tobacco retailer license renewal	Per location		$439.00
	Re-inspection fee (for non-compliant businesses)	Hourly		

II. Police

	Item/Description	Basis	Cost Adjustment	Proposed FY 2017-18
1.	**Services & Fees**			
	Fingerprinting, Solicitor or other (plus Department of Justice Fees*)	per set	3.0%	$47
	Citation Sign-offs—Resident	per citation		free
	Citation Sign-offs—Non-Resident	per citation	3.0%	$24
	VIN Verification	per verification	3.0%	$47
	Alcohol Beverage Control One Day License	per letter	3.0%	$47
	False Alarm Response (1st incident)	each		free
	False Alarm Response (2nd through 5th incident)	each	3.0%	$87
	False Alarm Response (6th and subsequent incidents)	each	3.0%	$187
	Non-permitted Alarms	each	3.0%	$118
	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	3.0%	$148
	DUI Cost Recovery Fee* ($1,000 maximum)	per 30 min increments		actual cost to max
	Fire Arm Storage Fee	initial	3.0%	$24
		per day	3.0%	$1
	Weapons Seizure, Storage & Return	each	3.0%	$189
	415 Disturbance Response Fee	hourly	3.0%	$129
2.	**Reports, Photocopies & Records**			
	Clearance Letter	each	3.0%	$24
	Report Copy	per report	3.0%	$6
	Traffic Collision Report Copy	per report	3.0%	$6
	Police Photographs, audio tapes & videotapes & CDs	actual cost		actual cost
		plus fee	3.0%	$30
3.	**Permits**			
	Concealed Weapons Permit (plus Department of Justice Fees*)	each		$100
	Peddler/Solicitor Permit	each	3.0%	$381
	Permit to Sell Firearms—Initial Permit	each	3.0%	$332
	Permit to Sell Firearms—Annual Renewal	each	3.0%	$164
	Taxi Permit Processing Fee	each	3.0%	$177
	Taxicab Drivers Permit	each	3.0%	$83
	Second Hand Dealer's Permit	each	3.0%	$468
	Bingo Permit	each	3.0%	$202
	Alarm Permit - Residential and Commercial	each	3.0%	$33
	Alarm Permit Renewal	each	3.0%	$18
	Block Party Permit	each	3.0%	$47
	Parade Permit	each	3.0%	$290
	Street Closure Permit	each	3.0%	$79
	* Determined by State of California			
4.	**Police Department Hourly Rates**			
	Police Chief	hourly	3.0%	$313
	Police Captain	hourly	3.0%	$256
	Police Lieutenant	hourly	3.0%	$202
	Police Corporal	hourly	3.0%	$173
	Records Supervisor	hourly	3.0%	$110
	Police Executive Assistant	hourly	3.0%	$95
	Senior Records Specialist	hourly	3.0%	$87
	Police Records Specialist	hourly	3.0%	$76
	Police Sergeant/Investigations Assignment	hourly	3.0%	$181
	Cadets	hourly	3.0%	$30
	Police Officer	hourly	3.0%	$160

II. Police

	Item/Description	Basis	Cost Adjustment	Proposed FY 2017-18
5.	**Parking Violation Fines**			
	Violation	**Section**		
	Obstruction or interference with Officers	11.12.020	3.0%	$87
	Barriers & Signs	11.28.040b	3.0%	$83
	City Parking Lot	11.40.020	3.0%	$67
	Parking on Sidewalk or Curb Prohibited	11.40.030	3.0%	$67
	Vehicle Storage-Parking in excess of 72 hours	11.40.050a	3.0%	$73
	Vehilce Storage-Trailer Parked on Street Overnight	11.40.050c	3.0%	$67
	Vehicle Storage-Parking for the purpose of engaging in vehic sale	11.40.050d	3.0%	$58
	Parking for Certain Purposes-On Street for Sale	11.40.060a	3.0%	$87
	Parking for Certain Purposes-on Street for Repairs	11.40.060b	3.0%	$73
	Parking for Certain Purposes-on Street when charging for washing/polishing	11.40.060c	3.0%	$73
	Parking Regulations in Certain Zones	11.40.070	3.0%	$73
	Angle and Parallel Parking Signs-Loading Clearance between Vehicle and Street	11.40.080b	3.0%	$67
	Angle and Parallel Parking Signs-Loading Clearance between other Street	11.40.090a	3.0%	$67
	Loading and Unloading-Angle to Curb	11.40.090b	3.0%	$67
	Grades-Wheels not Turned	11.40.100	3.0%	$73
	Emergency Parking Signs	11.40.130b	3.0%	$67
	Curb Markings	11.40.160b	3.0%	$67
	Bus Zone	11.40.190e	3.0%	$425
	Parking-Limited Time	11.40.210	3.0%	$67
	Parking-Prohibited during Certain Hours	11.40.230	3.0%	$67
	Parking-Prohibited at all Times	11.40.240	3.0%	$67
	Parking on Private Property	11.44.040	3.0%	$73
	Violations Designated-4 Hour Permit Parking	11.68.050a	3.0%	$84
	Any ECMC parking violation not listed above shall be subject to a civil penalty		3.0%	$67
6.	**Curfew Violation Fines**			
	Daytime (8:00 am - 2 pm) 1st offense		3.0%	$65
	Daytime (8:00 am - 2 pm) 2nd offense within one year		3.0%	$128
	Daytime (8:00 am - 2 pm) 3rd offense within one year of 2nd offense		3.0%	$255
	Nighttime (10:00 pm - 5 am) 1st Offense		3.0%	$65

III. Fire

Item/Description		Basis	Cost Adjustment	Proposed FY 2017-18
1.	**Inspection Fees**			
	Various types, including: Group A (Assemblies) occupancies; Group B (Business) occupancies; Group E (Private School); Group H (Hazardous) occupancies; Group I (Institutional) occupancies; Group M (Mercantile) occupancies; Group R-1 (Hotel and Apartment) occupancies; R-3 (Day Care 7-12); Group S (Storage) occupancies; Miscellaneous Inspections; 2nd re-inspection; 3rd re-inspection; Halon Test; Hood & Duct; Fire Sprinkler System; Fire Standpipe System; Fire Alarm System; AB2185 Inspections—Hazardous Materials Regulated Occupancy; Acceptance Tests	per hour	3.0%	$167
	R-3 Single Residential Occupancies			free
2.	**Permits**			
	Various types, including: Candles and open flame in assemblies; Compressed or flammable gases; Christmas Tree lots; Cryogens; Dry cleaning plants; Explosives or blasting agents; Fumigation or thermal insecticidal fogging; Flammable or combustible liquids and tanks (storage/use/dispense of Class I liquids; store/handle/use Class II or Class III-A liquids; store/use paints, oils, varnish, or similar mixtures; remove Class I or Class II liquids; inspect underground removal of tank(s)); Garages; Hazardous materials; Hazardous production materials; High-piled combustible storage; Liquefied Petroleum Gas; Lumber yards; Miscellaneous Permits; Model rocket launching; Parade floats; Places of Assembly 50-299 persons; Places of Assembly 300+ persons; Pumpkin patch lots; Radioactive materials; Spraying and dipping; Tents and air supported structures; Welding & cutting operations	per hour	3.0%	$167
	Miscellaneous No- Action Permits			free
3.	**Plan Review**			
	Fire Alarm System			
	Alarm Inspection < 15 devices	each	3.0%	$281
	Alarm Inspection -16-50 devices	each	3.0%	$472
	Alarm Inspection - 51-100 devices	each	3.0%	$654
	Alarm Inspection - 101-500 devices	each	3.0%	$1,031
	Alarm Inspection > 501- (each add'l 100)	each	3.0%	$184
	Halon System	each	3.0%	$241
	Hood & Duct	each	3.0%	$201
	Medical Gas	each	3.0%	$282
	Sprinkler Systems< 25 heads	each	3.0%	$281
	Sprinkler Systems - 25-99 heads	each	3.0%	$472
	Sprinkler Systems - 100-299 heads	each	3.0%	$937
	Sprinkler Systems - 300+ (each 100 heads)	each	3.0%	$184
	New Construction P/C & INSP (< 4999 sq. ft.)	each	3.0%	$468
	New Construction P/C & INSP (>5000 sq. ft., each add'l 1000 sq. ft.)	each	3.0%	$184
4.	**CERT Classes**			
	CPR Classes - El Cerrito & Kensington Residents	each	3.0%	$40
	First Aid - El Cerrito & Kensington Residents	each	3.0%	$40
	CPR Classes - Non- Residents	each	3.0%	$50
	First Aid - Non-Residents	each	3.0%	$50
5.	**False Alarm**			
	1st False	each		$0
	2-5	each	3.0%	$130
	6-10	each	3.0%	$163
	11 or over	each	3.0%	$196
	Supplies Used			actual cost
	Equipment Destroyed			actual cost
6.	**Fire Department Hourly Rates**			

III. Fire

Item/Description		Basis	Cost Adjustment	Proposed FY 2017-18
Fire Chief		hourly	3.0%	$308
Battalion Chief - Training		hourly	3.0%	$258
Battalion Chief		hourly	3.0%	$242
Captain-Fire Prevention		hourly	3.0%	$199
Captain-Paramedic		hourly	3.0%	$212
Captain		hourly	3.0%	$190
Engineer/Paramedic		hourly	3.0%	$178
Firefighter/Paramedic		hourly	3.0%	$167
Engineer		hourly	3.0%	$163
Firefighter		hourly	3.0%	$154
Fire Secretary		hourly	3.0%	$95

IV. Recreation Department

	Item/Description	Basis	Cost Adjustment	Proposed FY 2017-18
Event Facility Rentals				
1.	**Community Center**			
	Minimum Rental—Private: 3 Hours Friday/Sunday; 5 Hours Saturday.			
	Maximum Advance Reservation: 12 Months Resident, Non-Profit Fund Raiser or Co-Sponsored Group;			
	Main Hall			
	Resident (includes kitchen and courtyard area)	per hour		$255
	Non-Resident/Commercial (includes kitchen and courtyard area)	per hour		$314
	Decoration/Clean-Up/Rehearsal Hours (2 additional hours max. day of event after min. rental hours met)	per hour per rental		$107
	Optional Clean-Up Service (**2** hours of 1 custodian after rental)	per event	3%	$103
	Optional Clean-Up Service Additional Hours	per hour	3%	$77
	Fri/Sun Rental Discount—Private/Commercial (excludes holiday weekends)	per event		
	Set-up/Take Down			
	Non-Profit/City Co-Sponsored	per event		$50
	Deposit (credit card only)			
	Private	per event	3%	$603
	Non-Profit/City Co-Sponsored	per event	3%	$302
	Skylight, Garden and Tot Rooms			
	Resident	per hour		$70
	Non-Resident/Commercial	per hour		$88
	Weekday Non-Profit Room Rentals (8am - 2pm)	per hour		$30
	Deposit (credit card only)	per event		$100
	Craft Room/Courtyard (no weekends)			
	Resident	per hour		$37
	Non-Resident/Commercial	per hour		$47
	Deposit (credit card only)	per event		$100
	Kitchen Use (in conjunction with Main Hall rental only)			
	Non-Profit Organization	per event	3%	$125
	City Co-Sponsored	per event	3%	$19
	Governmental Agency/School District Rentals (per WCCUSD Joint Use Agreement)	per event		Cost of Additional Staff (if needed)
	Alcohol Service Permit	per event		$185
	Piano Room	per hour		$12
	Chair Rental—Non-Profit/Co-Sponsored	each		$1
	6 Foot Table Rental—Non-Profit/Co-Sponsored	each	3%	$3
	8 Foot Table Rental—Non-Profit/Co-Sponsored	each		$4
	Storage Fee - Co-Sponsored Groups Only			
	Small Locker	per year	3%	$324
	Medium Locker	per year	3%	$384
	Large Locker	per year	3%	$516
	Room	per year	3%	$636
2.	**Group Picnic Areas**			
	Cerrito Vista			
	Reservation—Resident	per day	3%	$141
	Reservation—Non-Resident	per day	3%	$176
	Volleyball Net and Ball Deposit	per day	3%	$80
	Arlington (large group area with tables & BBQ)			
	Spaces 4 & 5—Resident	per day	3%	$141
	Spaces 4 & 5—Non-Resident	per day	3%	$176
	Spaces 4, 5 & 6—Resident	per day	3%	$191

IV. Recreation Department

	Item/Description	Basis	Cost Adjustment	Proposed FY 2017-18
	Spaces 4, 5 & 6—Non-Resident/Commercial	per day	3%	$6
	Arlington Picnic Sites - discount if rental before 1pm or after 3pm	percent discount		15%
	Other Parks, picnic tables with BBQ pit			
	Resident	per day	3%	$75
	Non-Resident	per day	3%	$95
	Other Parks, picnic tables without BBQ pit			
	Resident	per day	3%	$64
	Non-Resident	per day	3%	$79
	Restroom Key (purchase or refundable deposit)	per key	3%	$18
3.	**Senior Center**			
	Social Hall/Kitchen			
	Resident	per hour		$97
	Non-Resident, Commercial	per hour		$121
	City Co-sponsored Group	per hour		$45
	Decoration/Clean-Up/Rehearsal Time (1 hour max. day of event)	per hour per rental		$56
	Alcohol Service Permit	per event		$171
	Deposit	per event		$253
4.	**Clubhouses**			
	Arlington, Canyon Trail , Castro (one room only), Fairmont, Harding (one room only), and Madera;			
	Private, Resident	per hour	3%	$77
	Private, Non-Resident	per hour	3%	$95
	Decoration/Clean-Up/Rehearsal Time (1 hour max. day of event)	per hour	3%	$41
	Arlington Clubhouse - discount if rental is before 2pm or after 4pm	percent		15%
	Deposit (without alcohol)	per event	3%	$178
	Deposit (with alcohol)	per event	3%	$295
	Alcohol Service Permit	per event	3%	$42
	Art Studio Instructor	per hour	3%	$39
5.	**Facility Rental Related Fees & Discounts**			
	Transfer Fee - Rooms and Clubhouses	per date	3%	$44
	Transfer Fee - Picnics	per date	3%	$18
	Late Payment Fee	percent	3%	$0
	City Co-Sponsored CC Main Hall Rental Fee Discount	percent		65%
	City Co-Sponsored Clubhouse, Rooms, & Picnic Sites Rental Fee Discount	percent		50%
	Non-Profit Rental Fee Discount	percent		35%
Recreation Field/Venue Rentals and Fees				
1.	**Tennis Court**			
	Resident	per hour	3%	$7
	Non-Resident	per hour	3%	$8
	Tennis Club	per hour	3%	$5
	Instruction Use	per hour	3%	$13
	ECHS surcharge	per hour		$2
	Tennis Transfer/Cancellation Fee	per date		$1
2.	**Play Fields**			
	Youth Groups (2 hour minimum)—Resident	per hour		$28
	Youth Groups (2 hour minimum)—Non-Resident	per hour		$38

IV. Recreation Department

Item/Description		Basis	Cost Adjustment	Proposed FY 2017-18
	Adult Groups (2 hour minimum)—Resident	per hour		$38
	Adult Groups (2 hour minimum)—Non-Resident	per hour		$47
	Cerrito Vista Hardball Field (2 hr. minimum)—Resident	per hour		$56
	Cerrito Vista Hardball Field (2 hr. minimum)—Non-Resident	per hour		$70
	El Cerrito Co-Sponsored Youth Group Discount (hourly rates only)	per hour		25%
	El Cerrito Youth Baseball Rental Fee	per season	3%	$4,189
	El Cerrito Soccer Association Rental Fee	per season	3%	$4,189
	Long-Term Permit Fee	per player/ season	3%	$23
	Field fine for violation of field policies / Baseball & Soccer for damaging the field, when fields are wet and not playable and signs are posted.	per infraction	3%	$311
3.	**Tennis Program Fees**			
	Tennis Court Permits			
	Adult Resident	per year	3%	$89
	Adult Non-Resident	per year	3%	$100
	Youth/Student Resident	per year		$34
	Youth/Student Non-Resident	per year		$43
	Adult Monthly Fee-Resident	per month	3%	$15
	Adult Monthly Fee-Non-Resident	per month	3%	$19
	Youth/Student Monthly Fee - Resident	per month		$8
	Youth/Student Monthly Fee - Non-Resident	per month		$10
	Private Instruction (Tennis Certification and Insurance Required)	per year	3%	$112
	Private Instruction Monthly	per month	3%	$19
Swim Center Programs/Fees				
1.	**Adult Swim Fees**			
	Lap Swim/Recreation/Family Swim			
	Monthly Pass—Resident	per month		$88
	Monthly Pass—Non-Resident	per month		$110
	Monthly Pass Three Month Discount	per month per swimmer		$6
	Ten-Swim Pass—Resident	per pass	3%	$47
	Ten-Swim Pass—Non-Resident	per pass	3%	$59
	Drop-In	per use		$6
	Masters Swim Team			
	Monthly Pass - Resident	valid 30 days	3%	$72
	Monthly Pass - Non-Resident	valid 30 days	3%	$84
	Masters Three Month Discount	per month per swimmer	3%	-$6
	Masters Plus—Any Masters Workout/Lap Swim 1 Month Only (No quarterly discount)			
	Resident	valid 30 days		$111
	Non-Resident	valid 30 days		$134
	Masters 6-Workout Pass—Resident	per pass	3%	$52
	Masters 6-Workout Pass—Non-Resident	per pass	3%	$58
	Masters Drop-In	per use		$10
2.	**Youth and Child Recreation/Family Swim/Splash Park**			
	Drop-in			
	Adult	per use		$6
	Youth (7-17 years)	per use		$4
	Child (1-6 years)	per use		$3
	Splash Park Only	per use		$3
	Non-Swimmer Fee	per use		$3

IV. Recreation Department

Item/Description		Basis	Cost Adjustment	Proposed FY 2017-18
	Organized Groups (minimum of 15)	per child		$3
	Monthly			
	Youth—(7-17 years) Resident	per month	3%	$46
	Youth—(7-17 years) Non-Resident	per month	3%	$54
	Child (1-6 years) Resident	per month	3%	$42
	Child (1-6 years) Non-Resident	per month	3%	$50
	Ten Swim Pass (valid April through Oct.)			
	Youth Resident (7-17)	Valid Season		$35
	Youth Non Resident (7-17)	Valid Season		$40
	Child Resident (ages 1-6)	Valid Season		$25
	Child Non-Resident (ages 1-6)	Valid Season		$30
	Family Season Passes			
	Family Season Pass (6/1-9/30) Resident (max 5 family members per address)	Valid Season	3%	$363
	Family Season Pass (6/1-9/30) Non-Res (max 5 family members per address)	Valid Season	3%	$410
	Additional Family Members (up to 3 additional)	Valid Season	3%	$26
	Splash Park Only Ten Swim Pass			
	Resident	per pass	3%	$21
	Non-Resident	per pass	3%	$26
3.	**Water Aerobics Deep/Shallow**			
	Drop In	per use		$9
	Four Punch Pass—Resident	per pass	3%	$29
	Four Punch Pass—Non-Resident	per pass	3%	$35
	Eight Punch Pass—Resident	per pass	3%	$56
	Eight Punch Pass—Non-Resident	per pass	3%	$69
	Twelve Punch Pass—Resident	per pass	3%	$82
	Twelve Punch Pass—Non-Resident	per pass	3%	$102
4.	**Swim Lessons**			
	Private—Resident	per class		$28
	Private—Non-Resident	per class		$33
	Youth Small Groups—Resident	per class		$10
	Youth Small Groups—Non-Resident	per class		$13
	Adult/Special Arrangement Group Lesson—Resident	per class		$11
	Adult/Special Arrangement Group Lesson—Non-Resident	per class		$14
5.	**Swimming Clubs, Teams & Meets**			
	Pre-Swim Team (45 minutes, 4 days/week)			
	Resident	per month	3%	$57
	Non-Resident	per month	3%	$68
	El Cerrito High School Swim Team (February through May)	per season	3%	$2,409
	Gators Swim Team			
	One Swimmer—Resident (1 hr., 5 days per week)	per month	3%	$82
	One Swimmer Non-Resident (1 hr., 5 days per week)	per month	3%	$97
	One Swimmer - Resident (1.5 hrs., 5 days per week)	per month	3%	$106
	One Swimmer Non-Resident (1.5 hrs., 5 days per week)	per month	3%	$119
	Each Additional Household Member Discount	per month	3%	$21
6.	**Swim Center Rentals**			

IV. Recreation Department

Item/Description	Basis	Cost Adjustment	Proposed FY 2017-18
Long-Term Pool Rentals	per hour	3%	$52
Lane Rental Fee (2 lane**)**	per hour	3%	$62
Emery G. Weed III Lap Pool—Resident	per hour	3%	$220
Emery G. Weed III Lap Pool—Non-Resident/Commercial	per hour	3%	$270
Recreation Pool-Resident (1.5 hour water time/0.5 hour deck time)	per event	3%	$263
Recreation Pool—Non Resident/Commercial (1.5 hour water time/.5 hour deck time)	per event	3%	$328
Splash Park Rental—Resident (2 hours)	per event	3%	$222
Splash Park Rental—Non-Resident (2 hours)	per event	3%	$278
Recreation Pool/Splash Park Combined Rental—Resident	per event	3%	$390
Recreation Pool/Splash Park Combined Rental—Non-Resident	per event	3%	$456
Transfer Fee	per booking	3%	$46
Splash Park Picnic Area Rental during Recreation Swim—Resident (+$3.00 per person)	per event	3%	$68
Splash Park Picnic Area Rental during Recreation Swim—Non-Res (+$3.00 per person)	per event	3%	$84
Extra Lifeguard Fee	per hour	3%	$22
Youth Programs			
1. Summer Day Camps			
Traditional Camp Resident (Price based on number of days, hours, special events, field trips, supplies needed)	See brochure for actual costs		$93-$268
Traditional Camp Non-Resident	125% of resident fee		
Daily Rate for Traditional Day Camp	traditional		
Third Party Contract Camps Resident	Contract Cost		
Third Party Contract Camps Non-Resident	Resident		
Counselors in Training Camp Resident	per week	3%	$75
Counselors in Training Camp Non-Resident	per week	3%	$94
Ravencliff Resident Camp Resident	per week	3%	$515
Ravencliff Resident Camp Non Resident	per week	3%	$618
Ravencliff CIT Program Resident	per week	3%	$206
Ravencliff CIT Program Non Resident	per week	3%	$249
Ravencliff Deposit	per week	3%	$129
Day Camp Deposit	per camp/week	3%	$31
Day Camp Cancellation Fee	per camp/week	3%	$31
2. Before/After School Childcare			
Resident, per child	per hour	3%	$8
Low/Moderate Income Fee (reduced price lunch), per child—Resident	per hour	3%	$4
Low/Moderate Income Rate (free lunch), per child—Resident	per hour	3%	$3
3. Preschool			
Resident, per child	per hour	3%	$8
Non-Resident, per child	per hour	3%	$9
Low/Moderate Income (qualifies for Scholarship), per child—Resident	per hour	3%	$6
Low/Moderate Income (qualifies for Scholarship), per child—Non-Resident	per hour	3%	$6
4. Other Fees			

IV. Recreation Department

Item/Description		Basis	Cost Adjustment	Proposed FY 2017-18
	Drop-in fee Surcharge, per child	percent	3%	15%
	Drop-in fee, per child without regular schedule	per hour	3%	$11
	Non Refundable Registration Fee	per registration	3%	$72
	Senior Center Programs and Services			
	Senior Center Class Fee—Resident	per class		
	Senior Center Class Fee—Non-Resident	per class		
	Senior Center Trips and Excursions	each		
	Senior Local Weekly Shopping Trips, each way	per trip	3%	$2
	Respite Group—Resident	per month	3%	$98
	Respite Group—Non-Resident	per month	3%	$124
	Easy Ride Paratransit, each way	per trip		$2
	Other Fees, Discounts & Refunds			
	Other Classes, Events, Leagues, Programs, and Uniforms approved by Rec. Dir.	each		
	Optional Disabled and Senior Discount (independent contractors may choose to use discount and split discount with City) - for ages 60+, disabled patrons	percent of fee	3%	20%
	Registration Fees—Refunds, Transfers, Cancellations, and Late Payments	per transaction	3%	$18
	Late Pick-Up Fee	$1/minute, min. 15	3%	$15
	Card Reprint Fee	per transaction		
	Long Term Rental Discount	each		
	Late Payment Fee (unless defined by City Ordinance)	per 30 days	3%	15%
	East Bay Sanitary Trash Bags	each	3%	$10
	Misc. Event and Field Trip Transportation/Admission	per trip		
	Misc. Product Fee	per product		
	Special Promotions/Marketing Opportunities	as		
	Staff Hourly Rate (i.e. custodian, part time recreation leader, etc.)	per hour		
	Signage/Banner on Recreational Facilities	per banner/sign		
	Surcharge on Fee-Based Programs by Independent Contractor (4% of fee, up to maximum and rounded to nearest dollar)	per session	3%	$8
	School Based Enrichment Programs	no non-resident surcharge		

V. Business License Tax

Business License Category	Municipal Code Section	Code	Cost Adjustment-3%	Proposed FY 2017-18
Exemption Level (Casual and Fine Arts Teachers)	4.32.080			
Business License Residential Rentals (10-000-4052-00-00)				
Apt. Houses, Duplexes, In-laws & Single Family Units				
Per Unit	4.32.260	260	3%	$107
Business License All Others (10-000-4051-00-00)				
a. Fixed Place of Business (Annual)				
Employer Only	4.32.230	T23	3%	$298
" + 1 employee	4.32.230	T23	3%	$298
" + 2 employees	4.32.230	T23	3%	$341
" + 3 employees	4.32.230	T23	3%	$384
" + 4 employees	4.32.230	T23	3%	$427
" + 5 employees	4.32.230	T23	3%	$470
" + 6 employees	4.32.230	T23	3%	$513
" + 7 employees	4.32.230	T23	3%	$556
" + 8 employees	4.32.230	T23	3%	$599
" + 9 employees	4.32.230	T23	3%	$642
" + 10 employees	4.32.230	T23	3%	$685
Each Additional Employee	4.32.230	T23	3%	$43
b. Professional Offices (Annual)				
Employer Only	4.32.231	231	3%	$362
" + 1 employee	4.32.231	231	3%	$362
" + 2 employees	4.32.231	231	3%	$405
" + 3 employees	4.32.231	231	3%	$448
" + 4 employees	4.32.231	231	3%	$491
" + 5 employees	4.32.231	231	3%	$534
" + 6 employees	4.32.231	231	3%	$577
" + 7 employees	4.32.231	231	3%	$620
" + 8 employees	4.32.231	231	3%	$663
" + 9 employees	4.32.231	231	3%	$706
" + 10 employees	4.32.231	231	3%	$749
Each Additional Employee	4.32.231	231	3%	$43
c. Contractors & Subcontractors				
Quarterly	4.32.240	242	3%	$128
Semiannually	4.32.240	241	3%	$213
Annually	4.32.240	240	3%	$383
d. Home Occupations (Annual)	4.32.245	245	3%	$213
e. Casual Business				
Quarterly	4.32.246	247	3%	$63
Annually	4.32.246	246	3%	$251
f. Delivery Vehicles (Per Vehicle)	4.32.251	250	3%	$171
g. Fine Arts Teachers (Per Teacher)	4.32.255	255	3%	$69
h. Hotels & Motels				

V. Business License Tax

Business License Category	Municipal Code Section	Code	Cost Adjustment-3%	Proposed FY 2017-18
Base Fee	4.32.270	270	3%	$425
Plus, per Unit Fee	4.32.270	270	3%	$18
i. Trailer Courts				
Base Fee	4.32.280	280	3%	$425
Plus, per Unit Fee	4.32.280	280	3%	$18
j. Restaurants & Nightclubs	4.32.290	290	3%	$851
k. Public Amusement				
1. Amusement Rides & Shows				
First Day	4.32.300	300	3%	$171
Each Additional Day	4.32.300	300	3%	$85
2. Billiards, Bagatelle, Pool Tables				
Per Table, in Addition to Other Applicable	4.32.300	301	3%	$85
3. Bowling Lanes				
First Lane	4.32.300	302	3%	$451
Each Additional Lane	4.32.300	302	3%	$45
4a. Circus (=<4,000 seats)				
First Day	4.32.300	303	3%	$1,276
Each Additional Day	4.32.300	303	3%	$851
4b. Carnival & Circus (>4,000 seats)				
First Day	4.32.300	304	3%	$2,551
Each Additional Day	4.32.300	304	3%	$1,702
5. Motion Picture Theater & Plays				
Quarterly	4.32.300	307	3%	$171
Semiannually	4.32.300	306	3%	$341
Annually	4.32.300	305	3%	$681
6. Public Dance				
Daily	4.32.300	308	3%	$128
Quarterly	4.32.300	309	3%	$425
7. Amusement Not Otherwise Defined				
Educational - Daily	4.32.300	310	3%	$128
Educational - Quarterly	4.32.300	311	3%	$425
Noneducational - Daily	4.32.300	312	3%	$4,252
l. Distribution and Circulation of Advertising Matter				
Quarterly	4.32.310	313	3%	$425
m. Amplification Vehicles (Per Day)	4.32.320	320	3%	$4,252
n. Taxicabs (Per Vehicle)	4.32.330	330	3%	$255
o. Auctioneer				
Daily	4.32.340	340	3%	$213

V. Business License Tax

Business License Category	Municipal Code Section	Code	Cost Adjustment-3%	Proposed FY 2017-18
Annually	4.32.340	341	3%	$1,702
p. Vehicle Parking Lot				
Per Lot	4.32.345	342	3%	$342
Plus per 100 square feet	4.32.345	342	3%	$35
q. Pawnbroker and Check Casher	4.32.350	350	3%	$851
r. Patrol Services				
Employer Only	4.32.355	T35	3%	$298
" + 1 employee	4.32.355	T35	3%	$298
" + 2 employees	4.32.355	T35	3%	$341
" + 3 employees	4.32.355	T35	3%	$384
" + 4 employees	4.32.355	T35	3%	$427
Each Additional Employee	4.32.355	T35	3%	$43
s. Peddler & Solicitors				
Quarterly	4.32.360	360	3%	$425
Annually	4.32.360	361	3%	$1,702
t. Ice Cream Vendor				
Quarterly	4.32.365	366	3%	$139
Annually	4.32.365	365	3%	$415
u. Temporary Sales	4.32.375	375	3%	$358
v. Bingo	4.32.300	652	3%	$56
Pursuant to California Penal Code Section 326.5(l)1				
w. Transient/Itinerant Vendor				
Employer Only	4.32.010	T25	3%	$298
" + 1 employee	4.32.010	T25	3%	$298
" + 2 employees	4.32.010	T25	3%	$341
" + 3 employees	4.32.010	T25	3%	$384
" + 4 employees	4.32.010	T25	3%	$427
" + 5 employees	4.32.010	T25	3%	$470
" + 6 employees	4.32.010	T25	3%	$513
" + 7 employees	4.32.010	T25	3%	$556
" + 8 employees	4.32.010	T25	3%	$599
" + 9 employees	4.32.010	T25	3%	$642
" + 10 employees	4.32.010	T25	3%	$685
Each Additional Employee	4.32.010	T25	3%	$43
Business License Gross Receipts (10-000-4053-000)				
a. Coin-operated vending, amusement & Service Machines, Distributors				
$0-1,000	4.32.370	V01	3%	$45
$1,001-5,000	4.32.370	V02	3%	$67
$5,001-15,000	4.32.370	V03	3%	$134
>$15,001 per $1,000	4.32.370	T04	3%	$9
b. Coin-operated vending, amusement & Service Machines, Games of Skill				
$0-1,000	4.32.380	G01	3%	$45
$1,001-5,000	4.32.380	G02	3%	$67

V. Business License Tax

Business License Category	Municipal Code Section	Code	Cost Adjustment-3%	Proposed FY 2017-18
$5,001-15,000	4.32.380	G03	3%	$134
>$15,001 per $1,000	4.32.380	T05	3%	$9
Adjustment Per Municipal Code: % Change in Feb CPI				
CPI Urban Wage Earners and Clerical Workers				
2016 Change is 3.02%				

VI. Public Works

		Basis	Cost Adjustment	Proposed FY 2017-18
Item/Description				
Grading				
1.	**Plan Check**			
	(No permit required below 50 CY)			
	50 to 10,000 CY	each	3.0%	$462
	10,001 to 100,000 CY	each	3.0%	$642
	Add for each 10,000 CY above 100,000	10,000 CY	3.0%	$154
2.	**Permit Issuance**	each	3.0%	$89
3.	**Permit Bond**	per CY	3.0%	$4
4.	**Inspection**			
	(No permit required below 50 CY)			
	50 to 10,000 CY	each	3.0%	$827
	10,001 to 100,000 CY	each	3.0%	$1,663
	Add for each 10,000 CY above 100,000	10,000 CY	3.0%	$103
5.	**Grading Work Started Prior to Obtaining a Permit**	Double the Plan Check, Permit Issuance Fee and Inspection Fee		
Encroachments				
1.	**On-site Improvements** (major, over 1/2 acre) - minimum deposit = $1,870	hourly	3.0%	$285
2.	**Permit Issuance Fee** (all permits except trees)	each	3.0%	$89
3.	**Permit bond/deposit** (except street tree permit)			
a.	One-year maintenance bond for streetcuts in the amount of the value of the work or as determined by City Engineer.	minimum	3.0%	$1,545
b.	One-year maintenance bond for drainage modifications equal to the value of the work or as determined by City Engineer. Deposit is returned upon passing final inspection for concrete work or after removal of storage unit.	minimum	3.0%	$654
4.	**Encroachment Permits** (also subject to the Issuance Fee (#2)			
a.	Concrete Flat Work **or** Under Sidewalk Drain - up to 500 s.f. (includes two inspections)	each	3.0%	$262
b.	ADD for each add'l 500 s.f.	500 s.f.	3.0%	$63
c.	Street cut or drainage modifications(< 10 C.Y. excavated) (includes two inspections and striping restoration fee)	each	3.0%	$286
d.	ADD for each add'l 10 CY.	10 CY	3.0%	$214
e.	Work in Public Right-of-Way Started Prior to Obtaining a Permit	Double the Permit Issuance Fee and Inspection Fee		
f.	Revocable Encroachment Permit/Hold Harmless Agreement	each	3.0%	$338
g.	Storage in Public ROW (applicable only to overnight storage and portable toilets; East Bay Sanitary dumpsters exempt) (moving pods for residential moving exempt from bond deposit)	per one week	3.0%	$151
h.	Moratorium Street Restoration Fee	each	3.0%	$674
i.	Re-inspection (for reasons such as work not ready for a scheduled inspection or work done without an inspection)	each	3.0%	$72
j.	Newsrack Fees - for placement of newsrack boxes in designated Newsrack Zones per Section 13.60 of the El Cerrito Municipal Code			
	Permit Issuance Fee	each	3.0%	$89
	Permit Renewal Fee	each	3.0%	$45
	Newsrack Box Fee			
	1 - 5 boxes	per permit period	3.0%	$151
	6 - 10 boxes	per permit period	3.0%	$226
	11 - 15 boxes	per permit period	3.0%	$301
	More than 15 boxes	per permit period	3.0%	$377

VI. Public Works

	Item/Description	Basis	Cost Adjustment	Proposed FY 2017-18
5.	**New Street Tree Planting by City, Residential**			
a.	Tree Planting (includes furnishing, issuance, and installing of tree)	per tree	20.0%	$210
b.	Concrete Removal for Tree Well	per 16 s. f.	3.0%	$166
c.	Replacement Street Tree Bond - Three-year maintenance bond for when City is replacing an existing street tree.	per tree, refundable after 3- year health verification	3.0%	$89
6	**Utility Pole** - Set, Relocate or Remove	each	3.0%	$262
7.	**Transportation Permit** - Per Calif. State Vehicle Code Section 35795	per trip		$16
8.	**Haul Route Impact Fees**			
	For qualifying projects as determined by the City Engineer, Haul Route Fees are			
a.	**Arterial**			
	100<pci<70		3.0%	$0.2781
	69<pci<50		3.0%	$0.7828
	49<pci<25		3.0%	$0.8034
	24<pci<0		3.0%	$1.4111
b.	**Collector**			
	100<pci<70		3.0%	$0.2781
	69<pci<50		3.0%	$0.6489
	49<pci<25		3.0%	$0.8034
	24<pci<0		3.0%	$1.4111
c.	**Residential**			
	100<pci<70		3.0%	$0.2163
	69<pci<50		3.0%	$0.6077
	49<pci<25		3.0%	$0.7313
	24<pci<0		3.0%	$1.2154
d.	**PCI Discount**			
	100<pci<70	pts/year		2.2
	69<pci<50	pts/year		2.7
	49<pci<25	pts/year		3.3
	24<pci<0	pts/year		3.6
9.	**Time Extension**	each	3.0%	$44
Mapping (Collected by the Planning Department)				
1.	**Lot Line Adjustment** - flat rate plus any 3rd party costs	each	3.0%	$180
2.	**Parcel Map** - up to 4 lots (flat rate plus any 3rd party costs)	each	3.0%	$845
3.	**Subdivision Map Review**			
	up to 4 Lots (flat rate plus any 3rd party costs)	each	3.0%	$1,203
	Add for each lot more than 4	per lot	3.0%	$57
Erosion and Clean Water				
1.	**SWPP Permit**	each	3.0%	$262
	Additional Inspections	each	3.0%	$124
	Erosion & Sediment Control Field Manual	each	3.0%	$47
2.	**C.3 Fees for projects which create or replace more than 10,000 square feet of impervious surface**			
	Stormwater Control Plan Review/Approval (Collected by Planning Dept at initial submittal)	each	3.0%	$467
	Operations & Maintenance Plan Review/Approval (O&M Plan to include Maintenance Agreement and description of annual inspection fees) (Collected by Building Dept at plan check submittal)	per square feet of impervious surface	3.0%	$0.04
	Annual Inspection Fee-Collected by Public Works Department as described in Maintenance Agreement	up to 25,000 sf	3.0%	$383
		more than 25,000 sf	3.0%	$765

VI. Public Works

	Item/Description	Basis	Cost Adjustment	Proposed FY 2017-18
Miscellaneous				
1.	**Hazardous Materials Spill Clean-Up** - costs to include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved	hourly with minimum two hour response	3.0%	$574
2.	**Public Works Hourly Rates (for other Services Not Specificed)**			
	Public Works Director	hourly	3.0%	$282
	Management Assistant	hourly	3.0%	$149
	Engineering Manager/Senior Engineer	hourly	3.0%	$228
	Operations + Environmental Services Division Manager	hourly	3.0%	$228
	Environmental Programs Manager/City Arborist	hourly	3.0%	$194
	Associate Engineer	hourly	3.0%	$216
	Maintenance Superintendent	hourly	3.0%	$194
	Technician/Inspector	hourly	3.0%	$151
	Maintenance Worker	hourly	3.0%	$125
3.	**Purchase Bid Documents**	each		
4.	**Bid Protest Fee**			$500
5.	**Recycling + Environmental Services**			
a.	Construction Waste Management Plan Review Fee	per plan review, inclusive of pre plan and post report	3.0%	$196
b.	Solid Waste Collection and Disposal Subscription Exemption Application Fee	per application	3.0%	$196
c.	Salvage Permit Application Fee	per application per year	3.0%	$26
d.	Recycling + Environmental Resource Center Tour Fee	per tour, excluding free monthly tours	3.0%	$149
e.	Recycling Cart Cleaning Fee (64 and 96 gallon carts)	per cart	3.0%	$28
f.	Recycling Bin Cleaning Fee (1 and 2 cubic yard bins)	per bin	3.0%	$55
g.	Citywide Garage Sale Listing	per registration	3.0%	$17
h.	Solid Waste Event Stands Rental (set of three - Recycling, Compost, and Garbage)	per event	3.0%	$11
i.	Solid Waste Event Stand Replacement	per stand	3.0%	$66
j.	Compost	per cubic foot	3.0%	$2
k.	Carpet Recycling	per sq ft, min $5	3.0%	$0.10
l.	Compact Flourescent Bulb (CFL) Recycling *	per bulb	3.0%	$3
m.	Flourescent Tube Recycling *	per linear foot	3.0%	$1
n.	CFL & Tube Large Quantity (up to 15 CFLs and/or 30 feet) Recycling	flat fee	3.0%	$11
o.	Paint Collection and Disposal Fee *	per gallon	3.0%	$6
p.	Misc. Product Fee**	per items		actual cost
	* No cost from West Contra Costa County Integrated Waste Management Authority			
	***Includes market rate sale of more than ten (10) pounds of salvaged materials on a given day to permitted salvagers.**			
Parking Controls				
1.	**Appeals**			
	No Parking/Stopping Anytime Zones (includes two hours of Manager's time)	each	3.0%	$501
2.	**Temporary No Parking/Stopping Anytime Signs**	each	3.0%	$5
3.	**Temporary Barricades**			
a.	Pick-up/drop-off by City crew	per pick-up/drop-off	3.0%	$61
b.	Replacement	per barricade	3.0%	$93

VII. Planning

Item/Description		Basis	Cost Adjustment	Proposed FY 2017-18
1	**San Pablo Avenue Specific Plan**			
	Design Review			
	Tier 1 Residential and Non-Residential Projects (includes signs)		3%	$1,274
	Tier 1 Permanent Signs		3%	$603
	Tier 1 Sidewalk Sign Permit (only)		3%	$46
	Tier 2 and Tier 3 Residential and Non-Residential Projects			
	1. Up to 2,500 sqft		3%	$2,995
	2. 2,501 - 10,000 sqft		3%	$4,076
	3. 10,001 – 40,000 sqft		3%	$5,196
	4. 40,001 – 100,000 sqft		3%	$6,547
	5. 100,001+ sqft base fee plus $193 per hour of staff time			
	Tier 4 Residential and Non-Residential Projects			
	1. Up to 10,000 sqft		3%	$8,040
	2. 10,001 – 40,000 sqft		3%	$10,247
	3. 40,001 – 100,000 sqft		3%	$12,514
	4. 100,001 + sqft base fee plus $193 per hour of staff time		3%	$15,589
	Use Permits			
	Use Permits (All Tiers)			
	1. Administrative Use Permit		3%	$960
	2. Use Permit (up to 2,500 sqft)		3%	$3,204
	3. Use Permit (2,501 to 10,000 sqft)		3%	$3,964
	4. Use Permit (10,001 – 40,000 sqft)		3%	$5,051
	5. Use Permit (40,001 – 100,000 sqft)		3%	$5,968
	6. Use Permit (100,001 + sqft)		3%	$7,339
	Environmental Review and Special Studies			
	1. Specific Plan Environmental Check List and Initial Study			Consultant costs, plus City administrative fee (30% of consultant cost)
	2. Categorical Exemption		3%	$216
	3. Negative Declaration (City Prepared) (Any consultant fees are extra)		3%	$3,892
	4. Mitigated Negative Declaration (City Prepared) (Any consultant fees are extra)			$10,641 (any consultant costs are additional)
	5. Administrative Fee for consultant prepared environmental documents			30% *of consultant cost*
	6. Administrative fee for consultant prepared special study			30% *of consultant cost*
	Miscellaneous			
	1. Staff time per hour		3%	$199
	2. Pre-Application Review Meeting with Staff			
	3. Pre-Application Design Review with Written Comments (staff time per hour)		3%	$197
	4. Pre-Application Study Session with Planning Commission or Design Review Board		3%	$2,045
	5. Community Design Charrette (if City Hosted)		3%	$2,951
	6. Public Notice Mailing List Generation		3%	$104
	7. Public Notice Mailing Fee (per address)			1st class postage,
	8. Laserfiche/ Archiving			$3 per page
	SPA Specific Plan Maintenance Fee	Projects		
		• Construction		$ 200 per residential
		• Additions to		$0.18 per sq ft of non-
2	**General Plan and Zoning Ordinance**			
	General/Specific Plan and/or Amendment	each	3%	$26,905
	Zoning Amendment	each	3%	$25,538
3	**Subdivisions and Lot Adjustments (See Public Works Section for possible additional fees)**			
	Tentative Parcel Map 1-4 lots	each	3%	$6,778

VII. Planning

	Item/Description	Basis	Cost Adjustment	Proposed FY 2017-18
	Tentative Tract Map 5-10 lots	each	3%	$9,112
	Tentative Tract Map 11-25 lots	each	3%	$10,370
	Tentative Tract Map 26+ lots (per lot)	per lot	3%	$1,130
	Final Map 1-4 lots	each	3%	$5,412
	Final Map 5+ lots	each	3%	$6,564
	Exception to Subdivision Ordinance	each	3%	$5,932
	Lot Line Adjustment or Lot Merger	each	3%	$1,820
	Certificate of Compliance	each	3%	$2,630
4	**Use and Development Permits, Development Agreement**			
	Planned Development	each	3%	$17,575
	Incentives Program Permit (Staff and Design Review Board review prior to application for Planning Commission action, does not include Use Permit Fee)	each	3%	$4,950
	Use Permit Residential			
	One unit and projects deemed minor by Development Service Manager	each	3%	$1,254
	2 - 4 units	each	3%	$3,633
	5 - 10 units	each	3%	$4,122
	11+ units	each	3%	$5,254
	Use Permit Nonresidential			
	1 - 2,500 s.f.	each	3%	$3,332
	2,501 - 10,000 s.f.	each	3%	$4,122
	10,000+ s.f.	each	3%	$5,254
	Administrative Use Permit	each	3%	$999
	Administrative Use Permit - Keeping Animals (Title 7)	each	3%	$690
	Temporary Use Permit	each	3%	$793
	Large Family Day Care	each	3%	$235
	Accessory Living Unit	each	3%	$568
	Home Occupation	each	3%	$110
	Zoning Clearance (Commercial)	each	3%	$285
	Development Agreement	each	3%	$24,730
5	**Design Review**			
	Residential			
	1 unit and projects deemed minor by Planning Manager	each	3%	$3,114
	2 - 4 units	each	3%	$4,239
	5 - 10 units	each	3%	$5,347
	11+ units	each	3%	$5,404
	Nonresidential			
	1 - 2,500 s.f.	each	3%	$3,114
	2,501 - 10,000 s.f.	each	3%	$4,239
	10,000+ s.f.	each	3%	$5,404
	Administrative Design Review			
	Structures (if elevated, full Design Review fee applies)	each	3%	$1,325
	Permanent signs conforming to sign regulations	each	3%	$645
	Temporary signs	each	3%	$321
	Sidewalk Sign Permit (only)		3%	$46
	Design Consultant Review (staff admin/review + consultant costs)	each	3%	$1,016
6	**Variances**			
	Residential			
	One unit and projects deemed minor by Planning Manager	each	3%	$1,241
	2 - 4 units	each	3%	$3,633
	5 - 10 units	each	3%	$4,122
	11+ units	each	3%	$5,254
	Nonresidential			
	1 - 2,500 s.f.	each	3%	$3,332
	2,501 - 10,000 s.f.	each	3%	$4,122
	10,000+ s.f.	each	3%	$5,254
7	**Environmental Review**			
	Categorical Exemption	each	3%	$225
	Negative Declaration (City prepared + any consultant cost)	each	3%	$4,048
	Mitigated Negative Declaration (City prepared + any consultant cost)	each	3%	$11,741

VII. Planning

Item/Description	Basis	Cost Adjustment	Proposed FY 2017-18
Administrative Fee for any environmental document/study prepared by a consultant			30% of consultant cost
Mitigation Monitoring Plan	each	3%	$8,536

VII. Planning

	Item/Description	Basis	Cost Adjustment	Proposed FY 2017-18
8	**Miscellaneous**			
	Study Session: Planning Commission or Design Review Board	each	3%	$2,278
	Planning Commission Review Fee	each	3%	$1,219
	Individual Business Sign Permit (as part of Master Sign Program)	each	3%	$239
	Preliminary Review of Multi-Story Single Family Construction (RAD)	each	3%	$481
	Street Vacation	each	3%	$3,426
	Unspecified or Research - hourly	each	3%	$210
	Rebuild or Intrepretation Letter	each	3%	$573
	Fence Clearance	each	3%	$74
	Residential Chicken Clearance	each	3%	$89
	Honeybee Keeping Clearance	each	3%	$106
	Goat Weed Abatement Permit	each	3%	$89
	Unanimous Neighbor Consent Exception for Chickens and Bees	each	3%	$30
	Public Notice Mailing List Generation	each	3%	$111
	Public Notice Mailing	per envelope		postage +7¢
	Laserfiche Fee (or total hourly cost to the City, whichever is greatest)	per page/sheet	3%	$4
	Permit Amendment/Time Extension	each		1/2 permit fee
	Appeals			
	By nonapplicant	each	3%	$373
	By applicant	each		1/2 current fee
	County Clerk Filing Fees (set by County)			
	Notice of Exemption	each		$50.00
	Notice of Determination (Neg. Dec. & Mitigated Neg Dec)	each		$2,181.25
	Notice of Determination (EIR)	each		$3,029.75
	CA Fish and Game Filing Fee (with Filing of Environmental Documents at (	Per Dept of Fish and Game Section 711.4		
	Planning Hourly Wages			
	Community Development Director	hourly	3%	$283
	Development Services Manager	hourly	3%	$254
	Senior Planner	hourly	3%	$199
	Administrative Fee for any special study prepared by a consultant			30% of consultant cost
	Electronic Media-CD (of Plans etc.)	each	3%	$9
	Note: Fees are based on the City's Cost Allocation Study to cover the cost of processing applications for all projects. The Development Services Manager may determine a project to be unusually complex or time consuming, and require a deposit at the time of application for estimated staff and consultant costs. If a standard fee has previously been paid, additional deposits may be required to cover extraordinary costs resulting from unforeseen complexities, delays or extra meetings. Hourly staff			

VIII. Building Permits - New Construction (Plan Check Only)

Plan check fees for new construction permits are based on occupancy group, description, and project square footage using the following methodology and tables. These permits include mechanical, plumbing, and electrical. There are additional permit fees to be added in Section VI.

Example: Plan check fees for a new 6,000 sq ft A-2 church of Type I FR Construction would be $13,742 for the first 5,000 sq ft, plus $34 for each additional 100 sq ft, equalling $340. The total plan check fee would be $14,082.

			Proposed FY 2017-18					
			Construction Types: I FR, II FR		Construction Types: II, III, V - A (1 HR)		Construction Types: II, III, IV, V - B (NR)	
UBC Occ. Group	Occupancy Description	Project Size Threshold	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *
* Each additional 100 square feet, or								
A-1	Theater	2,000	$18,373	$15	$15,311	$13	$12,249	$10
		10,000	$19,565	$24	$16,304	$20	$13,044	$16
		20,000	$21,951	$8	$18,293	$7	$14,634	$5
		40,000	$23,622	$47	$19,685	$39	$15,748	$31
		100,000	$51,665	$31	$43,053	$25	$34,443	$20
		200,000	$82,445	$41	$68,704	$34	$54,963	$28
A-2	Church	1,000	$13,291	$21	$11,076	$18	$8,861	$15
		5,000	$14,155	$35	$11,795	$29	$9,437	$23
		10,000	$15,881	$12	$13,234	$10	$10,587	$8
		20,000	$17,088	$68	$14,240	$56	$11,392	$45
		50,000	$37,372	$45	$31,144	$37	$24,915	$30
		100,000	$59,636	$59	$49,697	$50	$39,757	$39
A-2.1	Auditorium	1,000	$13,291	$21	$11,076	$18	$8,861	$15
		5,000	$14,155	$35	$11,795	$29	$9,437	$23
		10,000	$15,881	$12	$13,234	$10	$10,587	$8
		20,000	$17,088	$68	$14,240	$56	$11,392	$45
		50,000	$37,372	$45	$31,144	$37	$24,915	$30
		100,000	$59,636	$59	$49,697	$50	$39,757	$39
A-2.1	Restaurant	1,000	$13,926	$22	$11,605	$19	$9,284	$15
		5,000	$14,830	$36	$12,359	$30	$9,888	$24
		10,000	$16,639	$13	$13,866	$11	$11,093	$8
		20,000	$17,906	$71	$14,922	$59	$11,937	$48
		50,000	$19,367	$47	$32,631	$39	$26,105	$31
		100,000	$62,492	$63	$52,076	$52	$41,662	$41
A	All A Tenant	500	$6,422	$21	$5,351	$17	$4,281	$14
	Improvements	2,500	$6,839	$33	$5,699	$28	$4,559	$22
		5,000	$7,673	$12	$6,394	$10	$5,115	$8
		10,000	$8,256	$65	$6,880	$54	$5,504	$44
		25,000	$18,059	$43	$15,049	$36	$12,039	$29
		50,000	$28,813	$58	$24,011	$48	$19,209	$38
A-3	Small	500	$10,261	$33	$8,551	$28	$6,841	$22
	Assembly	2,500	$10,928	$53	$9,107	$45	$7,285	$35
	Buildings	5,000	$12,261	$19	$10,218	$16	$8,173	$13
		10,000	$13,193	$104	$10,994	$87	$8,795	$70
		25,000	$28,851	$69	$24,043	$57	$19,234	$46

VIII. Building Permits - New Construction (Plan Check Only)

			Proposed FY 2017-18					
			Construction Types: I FR, II FR		Construction Types: II, III, V - A (1 HR)		Construction Types: II, III, IV, V - B (NR)	
UBC Occ. Group	Occupancy Description	Project Size Threshold	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *
	* Each additional 100 square feet, or							
		50,000	$46,044	$92	$38,370	$76	$30,696	$62
B	Banks	1,000	$9,480	$16	$7,899	$13	$6,320	$11
		5,000	$10,096	$24	$8,413	$20	$6,730	$16
		10,000	$11,326	$8	$9,439	$7	$7,550	$5
		20,000	$12,189	$48	$10,157	$40	$8,125	$32
		50,000	$26,658	$32	$22,215	$27	$17,772	$21
		100,000	$42,530	$42	$35,441	$35	$28,354	$29
B	Laundromat	500	$11,117	$36	$9,264	$30	$7,411	$24
		2,500	$11,839	$57	$9,865	$48	$7,892	$38
		5,000	$13,282	$20	$11,069	$17	$8,855	$14
		10,000	$14,294	$114	$11,912	$94	$9,529	$75
		25,000	$31,257	$74	$26,048	$63	$20,838	$50
		50,000	$49,882	$100	$41,569	$83	$33,255	$67
B	Medical	500	$11,605	$38	$9,671	$32	$7,737	$25
	Office	2,500	$12,358	$60	$10,299	$50	$8,239	$40
		5,000	$13,866	$21	$11,555	$18	$9,244	$14
		10,000	$14,921	$118	$12,434	$99	$9,947	$79
		25,000	$32,631	$77	$27,192	$65	$21,754	$52
		50,000	$52,073	$104	$43,394	$87	$34,716	$69
B	Offices	1,000	$8,991	$15	$7,492	$12	$5,994	$10
		5,000	$9,575	$23	$7,979	$19	$6,383	$16
		10,000	$10,744	$8	$8,953	$6	$7,162	$5
		20,000	$11,561	$46	$9,634	$38	$7,707	$31
		50,000	$25,278	$30	$21,065	$25	$16,852	$20
		100,000	$40,351	$40	$33,626	$34	$26,900	$27
B	Office Tenant	250	$5,315	$35	$4,429	$29	$3,543	$23
	Improvements	1,250	$5,660	$55	$4,716	$46	$3,773	$37
		2,500	$6,350	$19	$5,292	$16	$4,233	$13
		5,000	$6,833	$108	$5,694	$90	$4,555	$72
		12,500	$14,942	$71	$12,451	$59	$9,961	$47
		25,000	$23,845	$95	$19,871	$79	$15,897	$64

VIII. Building Permits - New Construction (Plan Check Only)

			Proposed FY 2017-18					
			Construction Types: I FR, II FR		Construction Types: II, III, V - A (1 HR)		Construction Types: II, III, IV, V - B (NR)	
UBC Occ. Group	Occupancy Description	Project Size Threshold	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *
* Each additional 100 square feet, or								
E-1	Preschool/	500	$13,535	$44	$11,279	$37	$9,024	$30
	School	2,500	$14,414	$70	$12,012	$58	$9,610	$47
		5,000	$16,172	$24	$13,477	$20	$10,782	$16
		10,000	$17,402	$138	$14,503	$115	$11,602	$92
		25,000	$38,059	$91	$31,716	$75	$25,372	$60
		50,000	$60,735	$121	$50,612	$101	$40,490	$81
E-2	Preschool/	300	$16,919	$91	$14,099	$76	$11,279	$62
	School	1,500	$18,018	$146	$15,015	$122	$12,012	$98
		3,000	$20,215	$51	$16,846	$42	$13,477	$34
		6,000	$21,754	$286	$18,128	$239	$14,503	$191
		15,000	$47,571	$189	$39,642	$157	$31,713	$126
		30,000	$75,917	$254	$63,264	$211	$50,611	$169
E-3	Daycare	300	$16,919	$91	$14,099	$76	$11,279	$62
		1,500	$18,018	$146	$15,015	$122	$12,012	$98
		3,000	$20,215	$51	$16,846	$42	$13,477	$34
		6,000	$21,754	$286	$18,128	$239	$14,503	$191
		15,000	$47,571	$189	$39,642	$157	$31,713	$126
		30,000	$75,917	$254	$63,264	$211	$50,611	$169
F-1	Commercial/	1,000	$14,513	$23	$12,094	$20	$9,675	$16
	Manufacturing	5,000	$15,455	$38	$12,879	$32	$10,303	$25
		10,000	$17,340	$13	$14,451	$11	$11,561	$8
		20,000	$18,661	$74	$15,551	$62	$12,440	$49
		50,000	$40,805	$49	$34,004	$40	$27,204	$33
		100,000	$65,121	$65	$54,267	$54	$43,414	$44
F-2	Steel Production/	1,000	$15,099	$24	$12,582	$20	$10,066	$16
	Fabrication	5,000	$16,080	$39	$13,399	$33	$10,719	$27
	Industrial/	10,000	$18,040	$14	$15,033	$12	$12,026	$10
	Manufacturing	20,000	$19,412	$76	$16,178	$64	$12,942	$51
		50,000	$42,457	$51	$35,381	$42	$28,305	$34
		100,000	$67,754	$68	$56,461	$56	$45,169	$46
H-2	Moderate	300	$15,978	$87	$13,315	$72	$10,653	$57
	Explosion	1,500	$17,016	$138	$14,180	$116	$11,344	$92
	Hazard	3,000	$19,092	$49	$15,909	$40	$12,728	$32
		6,000	$20,544	$271	$17,120	$226	$13,696	$180
		15,000	$44,926	$178	$37,438	$149	$29,951	$119
		30,000	$71,695	$239	$59,746	$199	$47,797	$159
H-3	High	300	$15,978	$87	$13,315	$72	$10,653	$57
	Fire	1,500	$17,016	$138	$14,180	$116	$11,344	$92
	Hazard	3,000	$19,092	$49	$15,909	$40	$12,728	$32
		6,000	$20,544	$271	$17,120	$226	$13,696	$180
		15,000	$44,926	$178	$37,438	$149	$29,951	$119
		30,000	$71,695	$239	$59,746	$199	$47,797	$159
H-4	Repair Garage	300	$12,460	$68	$10,384	$56	$8,307	$45
		1,500	$13,270	$108	$11,058	$90	$8,847	$72
		3,000	$14,888	$38	$12,407	$32	$9,926	$25
		6,000	$16,021	$211	$13,350	$176	$10,680	$141

VIII. Building Permits - New Construction (Plan Check Only)

			Proposed FY 2017-18					
			Construction Types: I FR, II FR		Construction Types: II, III, V - A (1 HR)		Construction Types: II, III, IV, V - B (NR)	
UBC Occ. Group	Occupancy Description	Project Size Threshold	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *
* Each additional 100 square feet, or								
		15,000	$35,035	$139	$29,196	$116	$23,357	$92
		30,000	$55,912	$187	$46,594	$155	$37,275	$124
H-7	Health	300	$15,978	$87	$13,315	$72	$10,653	$57
	Hazard	1,500	$17,016	$138	$14,180	$116	$11,344	$92
	Materials	3,000	$19,092	$49	$15,909	$40	$12,728	$32
		6,000	$20,544	$271	$17,120	$226	$13,696	$180
		15,000	$44,926	$178	$37,438	$149	$29,951	$119
		30,000	$71,695	$239	$59,746	$199	$47,797	$159
I-1.1	Nursery	500	$13,535	$44	$11,279	$37	$9,024	$30
	Full-Time (5+)	2,500	$14,414	$70	$12,012	$58	$9,610	$47
		5,000	$16,172	$24	$13,477	$20	$10,782	$16
		10,000	$17,402	$138	$14,503	$115	$11,602	$92
		25,000	$38,059	$91	$31,716	$75	$25,372	$60
		50,000	$60,735	$121	$50,612	$101	$40,490	$81
I-1.2	Health Care	500	$13,535	$44	$11,279	$37	$9,024	$30
	Centers	2,500	$14,414	$70	$12,012	$58	$9,610	$47
		5,000	$16,172	$24	$13,477	$20	$10,782	$16
		10,000	$17,402	$138	$14,503	$115	$11,602	$92
		25,000	$38,059	$91	$31,716	$75	$25,372	$60
		50,000	$60,735	$121	$50,612	$101	$40,490	$81
I-2	Nursing Home/	500	$14,757	$48	$12,298	$40	$9,838	$32
	Assisted Living /	2,500	$15,715	$76	$13,096	$64	$10,477	$51
	Convalescent	5,000	$17,632	$27	$14,693	$22	$11,755	$18
	Hospital	10,000	$18,973	$150	$15,811	$125	$12,649	$100
		25,000	$41,491	$99	$34,576	$83	$27,660	$66
		50,000	$66,219	$133	$55,183	$110	$44,146	$88

VIII. Building Permits - New Construction (Plan Check Only)

UBC Occ. Group	Occupancy Description	Project Size Threshold	Proposed FY 2017-18 Construction Types: I FR, II FR Base Cost @ Threshold Size	Construction Types: I FR, II FR Cost for Each Additional 100 s.f. *	Construction Types: II, III, V - A (1 HR) Base Cost @ Threshold Size	Construction Types: II, III, V - A (1 HR) Cost for Each Additional 100 s.f. *	Construction Types: II, III, IV, V - B (NR) Base Cost @ Threshold Size	Construction Types: II, III, IV, V - B (NR) Cost for Each Additional 100 s.f. *
* Each additional 100 square feet, or								
M	Stores (Retail)	1,000	$11,849	$19	$9,875	$16	$7,899	$13
		5,000	$12,618	$31	$10,516	$25	$8,413	$20
		10,000	$14,158	$11	$11,798	$8	$9,439	$7
		20,000	$15,236	$60	$12,697	$50	$10,157	$40
		50,000	$33,323	$39	$27,769	$33	$22,215	$27
		100,000	$53,163	$53	$44,302	$45	$35,441	$35
M	Market	500	$10,628	$35	$8,856	$29	$7,086	$23
		2,500	$11,318	$55	$9,431	$46	$7,545	$37
		5,000	$12,698	$19	$10,581	$16	$8,466	$13
		10,000	$13,665	$108	$11,388	$90	$9,110	$72
		25,000	$29,884	$71	$24,904	$59	$19,923	$48
		50,000	$47,692	$95	$39,743	$80	$31,795	$64
M	Retail Tenant	500	$6,422	$21	$5,351	$17	$4,281	$14
	Improvements	2,500	$6,839	$33	$5,699	$28	$4,559	$22
		5,000	$7,673	$12	$6,394	$10	$5,115	$8
		10,000	$8,256	$65	$6,880	$54	$5,504	$44
		25,000	$18,059	$43	$15,049	$36	$12,039	$29
		50,000	$28,813	$58	$24,011	$48	$19,209	$38
R-1	Apartment	1,000	$17,298	$28	$14,416	$23	$11,532	$19
	Building	5,000	$18,421	$45	$15,351	$37	$12,281	$30
		10,000	$20,667	$16	$17,223	$13	$13,778	$11
		20,000	$22,242	$88	$18,535	$73	$14,828	$58
		50,000	$48,641	$58	$40,534	$49	$32,427	$38
		100,000	$77,614	$77	$64,679	$65	$51,743	$52
R-1	Apartment	1,000	$1,271	$2	$1,059	$2	$847	$1
	Building -	5,000	$1,353	$3	$1,128	$3	$902	$2
	Repeat Unit	10,000	$1,518	$1	$1,266	$1	$1,012	$1
		20,000	$1,635	$6	$1,362	$5	$1,090	$4
		50,000	$3,569	$4	$2,974	$3	$2,379	$3
		100,000	$5,702	$5	$4,752	$4	$3,801	$4
R-1	Hotel/	5,000	$21,403	$7	$17,836	$6	$14,269	$4
	Motel	25,000	$22,790	$11	$18,992	$10	$15,193	$7
		50,000	$25,569	$4	$21,307	$3	$17,045	$2
		100,000	$27,512	$22	$22,927	$18	$18,341	$15
		250,000	$60,200	$15	$50,167	$12	$40,133	$10
		500,000	$96,065	$19	$80,054	$16	$64,043	$13
R-3	Dwellings	1,500	$9,341	$175	$7,785	$146	$6,227	$117
	Custom, Models,	2,500	$11,093	$39	$9,244	$33	$7,396	$25
	First Master Plan	4,000	$11,676	$263	$9,731	$219	$7,785	$175
		5,000	$14,304	$123	$11,920	$102	$9,536	$82
		7,500	$17,369	$93	$14,474	$77	$11,579	$63
		10,000	$19,705	$197	$16,422	$164	$13,137	$132
R-3	Dwellings -	1,500	$803	$0	$669	$0	$536	$0
	Production Phase	2,500	$803	$0	$669	$0	$536	$0
	of Master Plan	4,000	$803	$0	$668	$0	$535	$0
	Repeat Unit	5,000	$802	$20	$668	$17	$556	$14

VIII. Building Permits - New Construction (Plan Check Only)

			Proposed FY 2017-18					
			Construction Types: I FR, II FR		Construction Types: II, III, V - A (1 HR)		Construction Types: II, III, IV, V - B (NR)	
UBC Occ. Group	Occupancy Description	Project Size Threshold	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *
* Each additional 100 square feet, or								
		7,500	$1,314	$0	$1,095	$0	$876	$0
		10,000	$1,314	$13	$1,095	$11	$876	$8
R-3	Dwellings -	1,500	$11,093	$263	$9,245	$219	$7,396	$175
	Alternative	2,500	$13,721	$39	$11,433	$33	$9,147	$25
	Materials	4,000	$14,304	$350	$11,920	$292	$9,536	$233
		5,000	$17,807	$135	$14,839	$111	$11,871	$89
		7,500	$21,164	$140	$17,636	$117	$14,109	$93
		10,000	$24,668	$247	$20,556	$206	$16,445	$164
R - 2.1,	Group Care,	1,000	$20,182	$33	$16,817	$28	$13,454	$22
2.3 &	Non-Amb. (6+)	5,000	$21,491	$52	$17,909	$44	$14,327	$35
6.1		10,000	$24,112	$18	$20,093	$15	$16,075	$13
		20,000	$25,946	$103	$21,622	$86	$17,298	$69
		50,000	$56,740	$68	$47,283	$56	$37,826	$45
		100,000	$90,545	$90	$75,453	$75	$60,363	$60
R-2.2 &	Group Care,	1,000	$20,182	$33	$16,817	$28	$13,454	$22
6.2	Ambulatory (6+)	5,000	$21,491	$52	$17,909	$44	$14,327	$35
		10,000	$24,112	$18	$20,093	$15	$16,075	$13
		20,000	$25,946	$103	$21,622	$86	$17,298	$69
		50,000	$56,740	$68	$47,283	$56	$37,826	$45
		100,000	$90,545	$90	$75,453	$75	$60,363	$60
R-2.1.1,	Group Care,	700	$25,226	$58	$21,022	$49	$16,817	$39
2.3.1 &	Non-Amb. (1-5)	3,500	$26,864	$93	$22,387	$79	$17,909	$63
6.1.1		7,000	$30,141	$33	$25,118	$28	$20,095	$22
		14,000	$32,434	$184	$27,029	$153	$21,623	$122
		35,000	$70,932	$121	$59,110	$101	$47,288	$81
		70,000	$113,183	$161	$94,319	$135	$75,455	$108

VIII. Building Permits - New Construction (Plan Check Only)

			Proposed FY 2017-18					
			Construction Types: I FR, II FR		Construction Types: II, III, V - A (1 HR)		Construction Types: II, III, IV, V - B (NR)	
UBC Occ. Group	Occupancy Description	Project Size Threshold	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *
	* Each additional 100 square feet, or							
R-2.2.1	Group Care,	700	$25,226	$58	$21,022	$49	$16,817	$39
& 6.2.1	Non-Amb. (1-5)	3,500	$26,864	$93	$22,387	$79	$17,909	$63
		7,000	$30,141	$33	$25,118	$28	$20,095	$22
		14,000	$32,434	$184	$27,029	$153	$21,623	$122
		35,000	$70,932	$121	$59,110	$101	$47,288	$81
		70,000	$113,183	$161	$94,319	$135	$75,455	$108
S-1	Moderate	1,000	$9,186	$15	$7,655	$13	$6,125	$10
	Hazard	5,000	$9,783	$24	$8,152	$20	$6,521	$16
	Storage	10,000	$10,976	$8	$9,146	$7	$7,317	$5
		20,000	$11,811	$47	$9,843	$39	$7,874	$31
		50,000	$25,832	$31	$21,527	$25	$17,222	$20
		100,000	$41,222	$41	$34,352	$34	$27,482	$28
S-1	Mini Storage	1,000	$9,089	$15	$7,574	$13	$6,059	$10
		5,000	$9,680	$23	$8,066	$20	$6,452	$16
		10,000	$10,859	$8	$9,049	$6	$7,240	$5
		20,000	$11,684	$47	$9,737	$38	$7,789	$31
		50,000	$25,551	$31	$21,292	$25	$17,034	$20
		100,000	$40,786	$40	$33,989	$34	$27,191	$28
S-2	Low Hazard	1,000	$11,361	$18	$9,467	$15	$7,574	$13
	Storage	5,000	$12,099	$30	$10,083	$24	$8,066	$20
		10,000	$13,574	$11	$11,312	$8	$9,049	$6
		20,000	$14,605	$57	$12,171	$48	$9,737	$38
		50,000	$31,938	$38	$26,616	$32	$21,292	$25
		100,000	$50,984	$51	$42,486	$42	$33,989	$34
S-3	Repair Garage	500	$13,682	$45	$11,401	$37	$9,122	$30
	(not H-4)	2,500	$14,570	$71	$12,142	$59	$9,714	$48
		5,000	$16,347	$24	$13,623	$21	$10,899	$17
		10,000	$17,592	$139	$14,661	$116	$11,728	$92
		25,000	$38,470	$91	$32,058	$76	$25,647	$62
		50,000	$61,391	$123	$51,160	$102	$40,927	$82
S-3	Motor Vehicle	1,000	$10,163	$17	$8,470	$14	$6,776	$11
	Fuel Dispensing	5,000	$10,824	$27	$9,020	$22	$7,216	$18
	(including canopy)	10,000	$12,143	$10	$10,120	$7	$8,096	$6
		20,000	$13,068	$52	$10,890	$44	$8,712	$34
		50,000	$28,574	$34	$23,812	$29	$19,050	$22
		100,000	$45,600	$46	$37,999	$38	$30,399	$31
S-3	Open Parking	2,000	$16,321	$13	$13,601	$11	$10,881	$8
	Garage	10,000	$17,381	$21	$14,483	$18	$11,587	$14
		20,000	$19,500	$7	$16,250	$6	$13,000	$5
		40,000	$20,986	$41	$17,488	$35	$13,990	$28
		100,000	$45,889	$28	$38,241	$22	$30,593	$18
		200,000	$73,220	$37	$61,017	$31	$48,813	$24
S-4	Enclosed Parking	2,000	$14,660	$12	$12,215	$10	$9,773	$7
	Garage	10,000	$15,611	$19	$13,009	$16	$10,408	$13
		20,000	$17,515	$6	$14,595	$5	$11,677	$4
		40,000	$18,744	$37	$15,708	$31	$12,567	$24

VIII. Building Permits - New Construction (Plan Check Only)

UBC Occ. Group	Occupancy Description	Project Size Threshold	Proposed FY 2017-18 Construction Types: I FR, II FR Base Cost @ Threshold Size	Construction Types: I FR, II FR Cost for Each Additional 100 s.f. *	Construction Types: II, III, V - A (1 HR) Base Cost @ Threshold Size	Construction Types: II, III, V - A (1 HR) Cost for Each Additional 100 s.f. *	Construction Types: II, III, IV, V - B (NR) Base Cost @ Threshold Size	Construction Types: II, III, IV, V - B (NR) Cost for Each Additional 100 s.f. *
* Each additional 100 square feet, or								
		100,000	$41,222	$24	$34,351	$20	$27,483	$16
		200,000	$65,768	$33	$54,805	$28	$43,848	$22
	Other Tenant	250	$5,864	$38	$4,887	$32	$3,909	$25
	Improvements	1,250	$6,244	$60	$5,204	$51	$4,163	$40
	(not Office/Retail)	2,500	$7,006	$21	$5,838	$18	$4,671	$14
		5,000	$7,539	$119	$6,283	$100	$5,025	$80
		12,500	$16,485	$79	$13,738	$66	$10,991	$52
		25,000	$26,309	$105	$21,925	$88	$17,539	$70
SHELL BUILDINGS								
	All Shell	1,000	$10,139	$17	$8,450	$14	$6,760	$11
	Buildings	5,000	$10,798	$27	$8,999	$22	$7,199	$18
		10,000	$12,114	$10	$10,096	$7	$8,077	$6
		20,000	$13,034	$52	$10,861	$44	$8,690	$34
		50,000	$28,511	$34	$23,759	$29	$19,007	$22
		100,000	$45,490	$46	$37,908	$38	$30,327	$31

IX. Building Permits - New Construction (Inspection Only)

Inspection fees for new construction are based on occupancy group, description, and project square footage using the following methodology and tables. These permits include mechanical, plumbing, and electrical. There are additional permit fees to be added in Section VI.

Example: Permit inspection fees for a new 6,000 sq ft A-2 church of Type I FR Construction would be $11,554 for the first 5,000 sq ft, plus $50 for each additional 100 sq ft, equalling $500. The total permit inspection fee would be:

			Proposed FY 2017-18					
			Construction Types: I FR, II FR		Construction Types: II, III, V - A (1 HR)		Construction Types: II, III, IV, V - B (NR)	
UBC Occ. Group	Occupancy Description	Project Size Threshold	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *
* Each additional 100 square feet, or								
A-1	Theater	2,000	$17,780	$59	$14,817	$50	$12,328	$40
		10,000	$22,563	$48	$18,803	$40	$15,644	$32
		20,000	$27,349	$42	$22,790	$35	$18,961	$29
		40,000	$35,818	$17	$29,848	$15	$24,834	$12
		100,000	$46,216	$14	$38,514	$24	$32,043	$8
		200,000	$59,710	$30	$49,757	$54	$41,398	$20
A-2	Church	1,000	$9,628	$65	$8,024	$44	$6,675	$44
		5,000	$11,900	$52	$10,181	$38	$8,471	$35
		10,000	$14,809	$46	$12,341	$16	$10,267	$31
		20,000	$19,399	$19	$16,165	$12	$13,450	$13
		50,000	$25,025	$15	$20,853	$27	$17,350	$10
		100,000	$32,325	$32	$26,937	$54	$22,413	$21
A-2.1	Auditorium	1,000	$9,628	$65	$7,715	$44	$6,418	$44
		5,000	$12,218	$52	$10,181	$38	$8,146	$35
		10,000	$14,809	$46	$12,341	$16	$9,873	$31
		20,000	$19,399	$19	$16,165	$12	$12,932	$13
		50,000	$25,025	$15	$20,853	$27	$16,683	$10
		100,000	$32,325	$32	$26,937	$75	$21,550	$21
A-2.1	Restaurant	1,000	$13,407	$90	$11,172	$60	$8,938	$60
		5,000	$17,014	$72	$14,178	$53	$11,342	$48
		10,000	$20,621	$64	$17,183	$22	$13,747	$42
		20,000	$27,013	$27	$22,510	$17	$18,009	$17
		50,000	$34,844	$20	$29,037	$37	$23,229	$14
		100,000	$45,013	$45	$37,511	$85	$30,009	$30
A	All A Tenant	500	$7,172	$96	$5,977	$80	$4,781	$64
	Improvements	2,500	$9,101	$77	$7,584	$64	$6,068	$51
		5,000	$11,031	$68	$9,192	$57	$7,354	$46
		10,000	$14,449	$28	$12,041	$23	$9,633	$19
		25,000	$18,640	$22	$15,533	$18	$12,426	$15
		50,000	$24,081	$48	$20,068	$40	$16,054	$32
A-3	Small	500	$7,654	$103	$6,378	$86	$5,103	$69
	Assembly	2,500	$9,714	$83	$8,095	$69	$6,476	$55
	Buildings	5,000	$11,772	$73	$9,810	$60	$7,849	$49
		10,000	$15,421	$30	$12,851	$24	$10,281	$20
		25,000	$19,894	$23	$16,579	$19	$13,262	$16
		50,000	$25,706	$51	$21,421	$42	$17,137	$34
B	Banks	1,000	$9,211	$62	$7,676	$52	$6,140	$41
		5,000	$11,689	$50	$9,740	$41	$7,792	$33

IX. Building Permits - New Construction (Inspection Only)

UBC Occ. Group	Occupancy Description	Project Size Threshold	Construction Types: I FR, II FR — Base Cost @ Threshold Size	Construction Types: I FR, II FR — Cost for Each Additional 100 s.f. *	Construction Types: II, III, V - A (1 HR) — Base Cost @ Threshold Size	Construction Types: II, III, V - A (1 HR) — Cost for Each Additional 100 s.f. *	Construction Types: II, III, IV, V - B (NR) — Base Cost @ Threshold Size	Construction Types: II, III, IV, V - B (NR) — Cost for Each Additional 100 s.f. *
* Each additional 100 square feet, or								
A-1	Theater	2,000	$17,780	$59	$14,817	$50	$12,328	$40
		10,000	$14,166	$44	$11,806	$36	$9,444	$30
		20,000	$18,555	$18	$15,463	$15	$12,370	$12
		50,000	$23,935	$14	$19,945	$12	$15,956	$10
		100,000	$30,926	$31	$25,771	$25	$20,618	$20
B	Laundromat	500	$10,421	$140	$8,685	$117	$6,948	$93
		2,500	$13,225	$112	$11,022	$93	$8,817	$74
		5,000	$16,029	$100	$13,358	$83	$10,686	$66
		10,000	$20,997	$40	$17,497	$34	$13,999	$28
		25,000	$27,087	$32	$22,572	$27	$18,058	$21
		50,000	$34,992	$70	$29,160	$58	$23,328	$47
B	Medical	500	$12,224	$164	$10,186	$137	$8,149	$109
	Office	2,500	$15,511	$132	$12,926	$109	$10,342	$88
		5,000	$18,801	$117	$15,667	$98	$12,533	$77
		10,000	$24,627	$48	$20,522	$39	$16,417	$32
		25,000	$31,769	$37	$26,474	$31	$21,179	$24
		50,000	$41,041	$82	$34,201	$68	$27,361	$55
B	Offices	1,000	$8,680	$58	$7,233	$49	$5,787	$39
		5,000	$11,015	$47	$9,180	$39	$7,344	$31
		10,000	$13,351	$41	$11,126	$34	$8,901	$28
		20,000	$17,488	$17	$14,574	$14	$11,658	$12
		50,000	$22,563	$13	$18,803	$11	$15,043	$8
		100,000	$29,146	$29	$24,288	$24	$19,430	$19
B	Office Tenant	250	$4,509	$121	$3,757	$101	$3,006	$81
	Improvements	1,250	$5,722	$97	$4,768	$81	$3,815	$65
		2,500	$6,935	$86	$5,779	$72	$4,623	$57
		5,000	$9,084	$35	$7,570	$29	$6,056	$23
		12,500	$11,719	$27	$9,766	$23	$7,813	$18
		25,000	$15,142	$61	$12,619	$50	$10,095	$40
E-1	Preschool/	500	$7,162	$97	$5,969	$81	$4,775	$65
	School	2,500	$9,089	$77	$7,574	$65	$6,059	$51
		5,000	$11,015	$68	$9,180	$57	$7,344	$46
		10,000	$14,429	$28	$12,024	$23	$9,620	$19
		25,000	$18,613	$22	$15,511	$18	$12,409	$15
		50,000	$24,053	$48	$20,044	$40	$16,036	$32

IX. Building Permits - New Construction (Inspection Only)

UBC Occ. Group	Occupancy Description	Project Size Threshold	Construction Types: I FR, II FR — Base Cost @ Threshold Size	Construction Types: I FR, II FR — Cost for Each Additional 100 s.f. *	Construction Types: II, III, V - A (1 HR) — Base Cost @ Threshold Size	Construction Types: II, III, V - A (1 HR) — Cost for Each Additional 100 s.f. *	Construction Types: II, III, IV, V - B (NR) — Base Cost @ Threshold Size	Construction Types: II, III, IV, V - B (NR) — Cost for Each Additional 100 s.f. *
* Each additional 100 square feet, or								
A-1	Theater	2,000	$17,780	$59	$14,817	$50	$12,328	$40
E-2	Preschool/	300	$10,566	$237	$8,804	$197	$7,043	$158
	School	1,500	$13,409	$190	$11,173	$158	$8,939	$126
		3,000	$16,251	$168	$13,542	$140	$10,834	$111
		6,000	$21,286	$69	$17,738	$57	$14,191	$46
		15,000	$27,461	$53	$22,884	$45	$18,307	$36
		30,000	$35,480	$118	$29,566	$99	$23,653	$79
E-3	Daycare	300	$15,402	$346	$12,835	$288	$10,268	$230
		1,500	$19,546	$276	$16,288	$230	$13,031	$185
		3,000	$23,690	$245	$19,741	$204	$15,793	$163
		6,000	$31,031	$100	$25,859	$84	$20,688	$67
		15,000	$40,029	$77	$33,357	$65	$26,686	$52
		30,000	$51,721	$173	$43,101	$143	$34,480	$115
F-1	Commercial/	1,000	$12,357	$83	$10,298	$69	$8,238	$55
	Manufacturing	5,000	$15,682	$67	$13,068	$55	$10,454	$45
		10,000	$19,006	$59	$15,838	$49	$12,670	$39
		20,000	$24,897	$24	$20,747	$20	$16,598	$16
		50,000	$32,116	$19	$26,763	$16	$21,410	$13
		100,000	$41,495	$41	$34,579	$35	$27,663	$28
F-2	Steel Production/	1,000	$12,357	$83	$10,298	$69	$8,238	$55
	Fabrication	5,000	$15,682	$67	$13,068	$55	$10,454	$45
	Industrial/	10,000	$19,006	$59	$15,838	$49	$12,670	$39
	Manufacturing	20,000	$24,897	$24	$20,747	$20	$16,598	$16
		50,000	$32,116	$19	$26,763	$16	$21,410	$13
		100,000	$41,495	$41	$34,579	$35	$27,663	$28
H-2	Moderate	300	$7,010	$157	$5,841	$130	$4,673	$105
	Explosion	1,500	$8,897	$126	$7,414	$105	$5,930	$84
	Hazard	3,000	$10,782	$111	$8,985	$92	$7,188	$74
		6,000	$14,123	$46	$11,770	$38	$9,415	$31
		15,000	$18,221	$35	$15,184	$30	$12,147	$23
		30,000	$23,540	$79	$19,617	$66	$15,694	$52
H-3	High	300	$7,010	$157	$5,841	$130	$4,673	$105
	Fire	1,500	$8,897	$126	$7,414	$105	$5,930	$84
	Hazard	3,000	$10,782	$111	$8,985	$92	$7,188	$74
		6,000	$14,123	$46	$11,770	$38	$9,415	$31
		15,000	$18,221	$35	$15,184	$30	$12,147	$23
		30,000	$23,540	$79	$19,617	$66	$15,694	$52
H-4	Repair Garage	300	$7,389	$166	$6,159	$138	$4,927	$110
		1,500	$9,377	$133	$7,815	$110	$6,252	$88
		3,000	$11,366	$118	$9,472	$98	$7,577	$79
		6,000	$14,888	$48	$12,407	$40	$9,926	$32
		15,000	$19,207	$37	$16,006	$31	$12,804	$24
		30,000	$24,816	$83	$20,679	$69	$16,544	$55
H-7	Health	300	$7,389	$166	$6,159	$138	$4,927	$110
	Hazard	1,500	$9,377	$133	$7,815	$110	$6,252	$88
	Materials	3,000	$11,366	$118	$9,472	$98	$7,577	$79
		6,000	$14,888	$48	$12,407	$40	$9,926	$32
		15,000	$19,207	$37	$16,006	$31	$12,804	$24
		30,000	$24,816	$83	$20,679	$69	$16,544	$55
I-1.1	Nursery	500	$9,704	$130	$8,086	$109	$6,469	$87

IX. Building Permits - New Construction (Inspection Only)

UBC Occ. Group	Occupancy Description	Project Size Threshold	Construction Types: I FR, II FR — Base Cost @ Threshold Size	Construction Types: I FR, II FR — Cost for Each Additional 100 s.f. *	Construction Types: II, III, V - A (1 HR) — Base Cost @ Threshold Size	Construction Types: II, III, V - A (1 HR) — Cost for Each Additional 100 s.f. *	Construction Types: II, III, IV, V - B (NR) — Base Cost @ Threshold Size	Construction Types: II, III, IV, V - B (NR) — Cost for Each Additional 100 s.f. *
* Each additional 100 square feet, or								
A-1	Theater	2,000	$17,780	$59	$14,817	$50	$12,328	$40
	Full-Time (5+)	2,500	$12,315	$104	$10,262	$87	$8,209	$70
		5,000	$14,926	$92	$12,438	$77	$9,950	$62
		10,000	$19,550	$38	$16,292	$32	$13,034	$25
		25,000	$25,220	$30	$21,016	$24	$16,813	$20
		50,000	$32,588	$65	$27,156	$54	$21,725	$44
I-1.2	Health Care	500	$9,704	$130	$8,086	$109	$6,469	$87
	Centers	2,500	$12,315	$104	$10,262	$87	$8,209	$70
		5,000	$14,926	$92	$12,438	$77	$9,950	$62
		10,000	$19,550	$38	$16,292	$32	$13,034	$25
		25,000	$25,220	$30	$21,016	$24	$16,813	$20
		50,000	$32,588	$65	$27,156	$54	$21,725	$44
I-2	Nursing Home/	500	$9,704	$130	$8,086	$109	$6,469	$87
	Assisted Living /	2,500	$12,315	$104	$10,262	$87	$8,209	$70
	Convalescent	5,000	$14,926	$92	$12,438	$77	$9,950	$62
	Hospital	10,000	$19,550	$38	$16,292	$32	$13,034	$25
		25,000	$25,220	$30	$21,016	$24	$16,813	$20
		50,000	$32,588	$65	$27,156	$54	$21,725	$44

IX. Building Permits - New Construction (Inspection Only)

UBC Occ. Group	Occupancy Description	Project Size Threshold	Construction Types: I FR, II FR — Base Cost @ Threshold Size	Construction Types: I FR, II FR — Cost for Each Additional 100 s.f. *	Construction Types: II, III, V - A (1 HR) — Base Cost @ Threshold Size	Construction Types: II, III, V - A (1 HR) — Cost for Each Additional 100 s.f. *	Construction Types: II, III, IV, V - B (NR) — Base Cost @ Threshold Size	Construction Types: II, III, IV, V - B (NR) — Cost for Each Additional 100 s.f. *
	* Each additional 100 square feet, or							
A-1	Theater	2,000	$17,780	$59	$14,817	$50	$12,328	$40
M	Stores (Retail)	1,000	$10,850	$73	$9,042	$60	$7,233	$49
		5,000	$13,769	$58	$11,475	$49	$9,180	$39
		10,000	$16,689	$52	$13,907	$44	$11,126	$34
		20,000	$21,860	$21	$18,217	$18	$14,574	$14
		50,000	$28,204	$17	$23,503	$14	$18,803	$11
		100,000	$36,433	$36	$30,361	$31	$24,288	$24
M	Market	500	$9,996	$132	$8,330	$112	$6,665	$90
		2,500	$12,685	$107	$10,572	$89	$8,457	$72
		5,000	$15,375	$95	$12,812	$80	$10,249	$64
		10,000	$20,139	$39	$16,782	$33	$13,426	$25
		25,000	$25,979	$31	$21,650	$25	$17,320	$20
		50,000	$33,573	$67	$27,977	$56	$22,382	$45
M	Retail Tenant	500	$5,322	$72	$4,435	$60	$3,548	$48
	Improvements	2,500	$6,754	$57	$5,629	$48	$4,503	$38
		5,000	$8,186	$51	$6,822	$42	$5,458	$34
		10,000	$10,723	$21	$8,936	$17	$7,149	$14
		25,000	$13,831	$16	$11,526	$13	$9,220	$11
		50,000	$17,868	$36	$14,890	$30	$11,912	$24
R-1	Apartment	1,000	$13,726	$92	$11,438	$77	$9,150	$62
	Building	5,000	$17,418	$74	$14,515	$62	$11,612	$49
		10,000	$21,111	$66	$17,592	$54	$14,074	$44
		20,000	$27,653	$27	$23,045	$22	$18,435	$18
		50,000	$35,675	$21	$29,729	$17	$23,783	$14
		100,000	$46,090	$46	$38,408	$38	$30,726	$31
R-1	Apartment	1,000	$13,726	$92	$11,438	$77	$9,150	$62
	Building -	5,000	$17,418	$74	$14,515	$62	$11,612	$49
	Repeat Unit	10,000	$21,111	$66	$17,592	$54	$14,074	$44
		20,000	$27,653	$27	$23,045	$22	$18,435	$18
		50,000	$35,675	$21	$29,729	$17	$23,783	$14
		100,000	$46,090	$46	$38,408	$38	$30,726	$31
R-1	Hotel/	5,000	$22,140	$30	$18,450	$24	$14,760	$20
	Motel	25,000	$28,098	$23	$23,415	$20	$18,731	$16
		50,000	$34,050	$21	$28,375	$18	$22,700	$14
		100,000	$44,600	$8	$37,167	$7	$29,734	$5
		250,000	$57,567	$6	$47,972	$5	$38,378	$4
		500,000	$74,364	$15	$61,970	$13	$49,576	$10
R-3	Dwellings	1,500	$10,341	$256	$8,617	$213	$6,894	$171
	Custom, Models,	2,500	$12,894	$122	$10,746	$101	$8,596	$81
	First Master Plan	4,000	$14,718	$204	$12,265	$170	$9,811	$136
		5,000	$16,759	$128	$13,966	$107	$11,172	$86
		7,500	$19,966	$140	$16,639	$117	$13,311	$93
		10,000	$23,467	$234	$19,556	$195	$15,645	$156
R-3	Dwellings -	1,500	$10,341	$256	$8,617	$213	$6,894	$171
	Production Phase	2,500	$12,894	$122	$10,746	$101	$8,596	$81
	of Master Plan	4,000	$14,718	$204	$12,265	$170	$9,811	$136
	Repeat Unit	5,000	$16,759	$128	$13,966	$107	$11,172	$86
		7,500	$19,966	$140	$16,639	$117	$13,311	$93
		10,000	$23,467	$234	$19,556	$195	$15,645	$156
R-3	Dwellings -	1,500	$13,959	$353	$11,633	$294	$9,306	$236

IX. Building Permits - New Construction (Inspection Only)

UBC Occ. Group	Occupancy Description	Project Size Threshold	Construction Types: I FR, II FR — Base Cost @ Threshold Size	Construction Types: I FR, II FR — Cost for Each Additional 100 s.f. *	Construction Types: II, III, V - A (1 HR) — Base Cost @ Threshold Size	Construction Types: II, III, V - A (1 HR) — Cost for Each Additional 100 s.f. *	Construction Types: II, III, IV, V - B (NR) — Base Cost @ Threshold Size	Construction Types: II, III, IV, V - B (NR) — Cost for Each Additional 100 s.f. *
* Each additional 100 square feet, or								
A-1	Theater	2,000	$17,780	$59	$14,817	$50	$12,328	$40
	Alternative	2,500	$17,489	$146	$14,575	$122	$11,659	$98
	Materials	4,000	$19,689	$219	$16,408	$181	$13,127	$145
		5,000	$21,870	$153	$18,225	$127	$14,580	$102
		7,500	$25,687	$163	$21,406	$137	$17,125	$109
		10,000	$29,777	$298	$24,814	$248	$19,852	$198
R - 2.1,	Group Care,	1,000	$10,292	$69	$8,576	$57	$6,861	$47
2.3 &	Non-Amb. (6+)	5,000	$13,062	$55	$10,885	$46	$8,708	$37
6.1		10,000	$15,830	$49	$13,191	$41	$10,553	$33
		20,000	$20,735	$20	$17,279	$17	$13,824	$14
		50,000	$26,750	$16	$22,291	$13	$17,833	$11
		100,000	$34,558	$35	$28,798	$29	$23,039	$23
R-2.2 &	Group Care,	1,000	$10,292	$69	$8,576	$57	$6,861	$47
6.2	Ambulatory (6+)	5,000	$13,062	$55	$10,885	$46	$8,708	$37
		10,000	$15,830	$49	$13,191	$41	$10,553	$33
		20,000	$20,735	$20	$17,279	$17	$13,824	$14
		50,000	$26,750	$16	$22,291	$13	$17,833	$11
		100,000	$34,558	$35	$28,798	$29	$23,039	$23
R-2.1.1,	Group Care,	700	$11,230	$108	$9,358	$90	$7,487	$72
2.3.1 &	Non-Amb. (1-5)	3,500	$14,251	$86	$11,877	$72	$9,501	$57
6.1.1		7,000	$17,273	$76	$14,393	$64	$11,515	$51
		14,000	$22,624	$31	$18,853	$27	$15,083	$21
		35,000	$29,190	$24	$24,324	$20	$19,460	$16
		70,000	$37,707	$54	$31,422	$45	$25,138	$36

IX. Building Permits - New Construction (Inspection Only)

UBC Occ. Group	Occupancy Description	Project Size Threshold	Construction Types: I FR, II FR — Base Cost @ Threshold Size	Construction Types: I FR, II FR — Cost for Each Additional 100 s.f. *	Construction Types: II, III, V - A (1 HR) — Base Cost @ Threshold Size	Construction Types: II, III, V - A (1 HR) — Cost for Each Additional 100 s.f. *	Construction Types: II, III, IV, V - B (NR) — Base Cost @ Threshold Size	Construction Types: II, III, IV, V - B (NR) — Cost for Each Additional 100 s.f. *
	* Each additional 100 square feet, or							
A-1	Theater	2,000	$17,780	$59	$14,817	$50	$12,328	$40
R-2.2.1	Group Care,	700	$11,230	$108	$9,358	$90	$7,487	$72
& 6.2.1	Non-Amb. (1-5)	3,500	$14,251	$86	$11,877	$72	$9,501	$57
		7,000	$17,273	$76	$14,393	$64	$11,515	$51
		14,000	$22,624	$31	$18,853	$27	$15,083	$21
		35,000	$29,190	$24	$24,324	$20	$19,460	$16
		70,000	$37,707	$54	$31,422	$45	$25,138	$36
S-1	Moderate	1,000	$8,072	$54	$6,727	$46	$5,382	$36
	Hazard	5,000	$10,245	$44	$8,537	$36	$6,830	$29
	Storage	10,000	$12,418	$38	$10,348	$32	$8,278	$25
		20,000	$16,264	$16	$13,553	$13	$10,842	$11
		50,000	$20,984	$13	$17,487	$11	$13,989	$8
		100,000	$27,112	$28	$22,594	$22	$18,075	$18
S-1	Mini Storage	1,000	$8,072	$54	$6,727	$46	$5,382	$36
		5,000	$10,245	$44	$8,537	$36	$6,830	$29
		10,000	$12,418	$38	$10,348	$32	$8,278	$25
		20,000	$16,264	$16	$13,553	$13	$10,842	$11
		50,000	$20,984	$13	$17,487	$11	$13,989	$8
		100,000	$27,112	$28	$22,594	$22	$18,075	$18
S-2	Low Hazard	1,000	$10,091	$68	$8,410	$56	$6,727	$46
	Storage	5,000	$12,806	$54	$10,672	$46	$8,537	$36
		10,000	$15,522	$48	$12,936	$40	$10,348	$32
		20,000	$20,330	$20	$16,942	$16	$13,553	$13
		50,000	$26,230	$15	$21,858	$13	$17,487	$11
		100,000	$33,890	$34	$28,242	$29	$22,594	$22
S-3	Repair Garage	500	$10,091	$136	$8,410	$114	$6,727	$90
	(not H-4)	2,500	$12,806	$108	$10,672	$90	$8,537	$72
		5,000	$15,521	$97	$12,934	$81	$10,347	$64
		10,000	$20,332	$39	$16,944	$33	$13,555	$27
		25,000	$26,230	$31	$21,858	$25	$17,487	$20
		50,000	$33,890	$68	$28,242	$56	$22,594	$46
S-3	Motor Vehicle	1,000	$8,072	$54	$6,727	$46	$5,382	$36
	Fuel Dispensing	5,000	$10,245	$44	$8,537	$36	$6,830	$29
	(including canopy)	10,000	$12,418	$38	$10,348	$32	$8,278	$25
		20,000	$16,264	$16	$13,553	$13	$10,842	$11
		50,000	$20,984	$13	$17,487	$11	$13,989	$8
		100,000	$27,112	$28	$22,594	$22	$18,075	$18
S-3	Open Parking	2,000	$10,382	$35	$8,652	$29	$6,921	$23
	Garage	10,000	$13,175	$28	$10,979	$23	$8,783	$19
		20,000	$15,967	$24	$13,305	$20	$10,644	$17
		40,000	$20,912	$11	$17,427	$8	$13,942	$6
		100,000	$26,985	$7	$22,488	$6	$17,991	$5
		200,000	$34,866	$17	$29,056	$15	$23,244	$12
S-4	Enclosed Parking	2,000	$11,052	$37	$9,211	$31	$7,369	$24
	Garage	10,000	$14,027	$30	$11,689	$24	$9,352	$20
		20,000	$17,001	$27	$14,166	$22	$11,335	$18
		40,000	$22,270	$11	$18,557	$8	$14,847	$7
		100,000	$28,723	$8	$23,935	$7	$19,149	$5
		200,000	$37,106	$18	$30,921	$16	$24,739	$13
	Other Tenant	250	$4,975	$134	$4,146	$111	$3,316	$89

IX. Building Permits - New Construction (Inspection Only)

UBC Occ. Group	Occupancy Description	Project Size Threshold	Construction Types: I FR, II FR — Base Cost @ Threshold Size	Construction Types: I FR, II FR — Cost for Each Additional 100 s.f. *	Construction Types: II, III, V - A (1 HR) — Base Cost @ Threshold Size	Construction Types: II, III, V - A (1 HR) — Cost for Each Additional 100 s.f. *	Construction Types: II, III, IV, V - B (NR) — Base Cost @ Threshold Size	Construction Types: II, III, IV, V - B (NR) — Cost for Each Additional 100 s.f. *
* Each additional 100 square feet, or								
A-1	Theater	2,000	$17,780	$59	$14,817	$50	$12,328	$40
	Improvements	1,250	$6,313	$107	$5,261	$89	$4,209	$71
	(not Office/Retail)	2,500	$7,651	$94	$6,376	$80	$5,101	$64
		5,000	$10,023	$39	$8,352	$32	$6,682	$25
		12,500	$12,930	$30	$10,776	$25	$8,620	$20
		25,000	$16,707	$67	$13,922	$55	$11,138	$45
SHELL BUILDINGS								
	All Shell	1,000	$8,623	$58	$7,185	$49	$5,749	$38
	Buildings	5,000	$10,943	$47	$9,120	$38	$7,296	$31
		10,000	$13,263	$41	$11,052	$34	$8,843	$28
		20,000	$17,374	$17	$14,478	$14	$11,583	$12
		50,000	$22,416	$13	$18,680	$11	$14,944	$8
		100,000	$28,965	$29	$24,138	$24	$19,309	$19

X. Construction (Plan Check and Inspections)

Combined plan check and inspection fees for new construction are based on occupancy group, description, and project square footage using the following methodology and tables. These permits include mechanical,

Combined plan check and inspection permit fees for a new 6,000 sq ft A-2 church of Type I FR Construction would be $25,296 for the first 5,000 sq ft, plus $84 for each additional 100 sq ft, equalling $840. The total plan check

& inspection fee would be $26,136.

			Proposed FY 2017-18					
			Construction Types: I FR, II FR		Construction Types: II, III, V - A (1 HR)		Construction Types: II, III, IV, V - B (NR)	
UBC Occ. Group	Occupancy Description	Project Size Threshold	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *
* Each additional 100 square feet, o								
A-1	Theater	2,000	$36,152	$74	$30,127	$63	$24,577	$50
		10,000	$42,128	$72	$35,107	$60	$28,688	$48
		20,000	$49,300	$51	$41,083	$42	$33,596	$34
		40,000	$59,440	$64	$49,533	$54	$40,582	$42
		100,000	$97,881	$45	$81,567	$50	$66,487	$29
		200,000	$142,154	$71	$118,461	$88	$96,362	$48
A-2	Church	1,000	$22,919	$86	$19,099	$62	$15,536	$58
		5,000	$26,055	$87	$21,977	$67	$17,908	$58
		10,000	$30,690	$57	$25,575	$25	$20,854	$39
		20,000	$36,486	$87	$30,405	$68	$24,842	$57
		50,000	$62,397	$59	$51,997	$64	$42,265	$39
		100,000	$91,961	$91	$76,634	$104	$62,170	$60
A-2.1	Auditorium	1,000	$22,919	$86	$18,791	$62	$15,279	$58
		5,000	$26,373	$87	$21,977	$67	$17,582	$58
		10,000	$30,690	$57	$25,575	$25	$20,459	$39
		20,000	$36,486	$87	$30,405	$68	$24,324	$57
		50,000	$62,397	$59	$51,997	$64	$41,598	$39
		100,000	$91,961	$91	$76,634	$125	$61,307	$60
A-2.1	Restaurant	1,000	$27,333	$112	$22,778	$80	$18,222	$75
		5,000	$31,844	$108	$26,537	$83	$21,230	$72
		10,000	$37,260	$76	$31,049	$33	$24,840	$51
		20,000	$44,919	$98	$37,432	$76	$29,946	$65
		50,000	$54,211	$67	$61,668	$76	$49,334	$45
		100,000	$107,505	$107	$89,588	$137	$71,670	$71
A	All A Tenant	500	$13,594	$117	$11,328	$98	$9,062	$78
	Improvements	2,500	$15,940	$111	$13,283	$92	$10,627	$74
		5,000	$18,704	$80	$15,586	$67	$12,469	$53
		10,000	$22,705	$93	$18,921	$78	$15,137	$62
		25,000	$36,698	$65	$30,582	$54	$24,466	$43
		50,000	$52,895	$106	$44,079	$88	$35,263	$71
A-3	Small	500	$17,915	$136	$14,929	$114	$11,944	$91
	Assembly	2,500	$20,642	$136	$17,201	$114	$13,761	$90
	Buildings	5,000	$24,033	$92	$20,028	$76	$16,022	$62
		10,000	$28,615	$134	$23,845	$111	$19,076	$90
		25,000	$48,745	$92	$40,622	$76	$32,496	$62
		50,000	$71,750	$143	$59,790	$119	$47,833	$95
B	Banks	1,000	$18,691	$77	$15,575	$65	$12,460	$52
		5,000	$21,785	$74	$18,153	$62	$14,523	$49
		10,000	$25,492	$52	$21,245	$44	$16,995	$35

X. Construction (Plan Check and Inspections)

UBC Occ. Group	Occupancy Description	Project Size Threshold	Proposed FY 2017-18 — Construction Types: I FR, II FR — Base Cost @ Threshold Size	Construction Types: I FR, II FR — Cost for Each Additional 100 s.f. *	Construction Types: II, III, V - A (1 HR) — Base Cost @ Threshold Size	Construction Types: II, III, V - A (1 HR) — Cost for Each Additional 100 s.f. *	Construction Types: II, III, IV, V - B (NR) — Base Cost @ Threshold Size	Construction Types: II, III, IV, V - B (NR) — Cost for Each Additional 100 s.f. *
		20,000	$30,744	$66	$25,620	$55	$20,496	$44
		50,000	$50,593	$46	$42,160	$38	$33,728	$31
		100,000	$73,457	$73	$61,213	$60	$48,971	$49
B	Laundromat	500	$21,538	$176	$17,948	$146	$14,359	$118
		2,500	$25,064	$170	$20,887	$141	$16,709	$112
		5,000	$29,312	$120	$24,427	$100	$19,542	$80
		10,000	$35,291	$154	$29,409	$128	$23,528	$103
		25,000	$58,344	$106	$48,620	$89	$38,896	$71
		50,000	$84,874	$170	$70,729	$141	$56,583	$114
B	Medical	500	$23,829	$203	$19,857	$169	$15,886	$135
	Office	2,500	$27,870	$192	$23,225	$159	$18,581	$128
		5,000	$32,667	$138	$27,223	$116	$21,777	$91
		10,000	$39,547	$166	$32,956	$138	$26,364	$110
		25,000	$64,400	$115	$53,666	$95	$42,933	$76
		50,000	$93,114	$186	$77,595	$155	$62,076	$124
B	Offices	1,000	$17,671	$73	$14,725	$60	$11,781	$49
		5,000	$20,590	$70	$17,159	$58	$13,727	$47
		10,000	$24,095	$50	$20,079	$40	$16,063	$33
		20,000	$29,049	$63	$24,208	$52	$19,366	$42
		50,000	$47,841	$42	$39,869	$36	$31,895	$29
		100,000	$69,497	$69	$57,915	$58	$46,331	$46
B	Office Tenant	250	$9,823	$156	$8,186	$130	$6,549	$104
	Improvements	1,250	$11,381	$152	$9,484	$127	$7,588	$102
		2,500	$13,285	$105	$11,071	$88	$8,857	$70
		5,000	$15,917	$143	$13,264	$119	$10,611	$96
		12,500	$26,661	$99	$22,217	$82	$17,774	$66

X. Construction (Plan Check and Inspections)

UBC Occ. Group	Occupancy Description	Project Size Threshold	Proposed FY 2017-18 Construction Types: I FR, II FR Base Cost @ Threshold Size	Construction Types: I FR, II FR Cost for Each Additional 100 s.f. *	Construction Types: II, III, V - A (1 HR) Base Cost @ Threshold Size	Construction Types: II, III, V - A (1 HR) Cost for Each Additional 100 s.f. *	Construction Types: II, III, IV, V - B (NR) Base Cost @ Threshold Size	Construction Types: II, III, IV, V - B (NR) Cost for Each Additional 100 s.f. *
		25,000	$38,987	$156	$32,489	$130	$25,991	$104
E-1	Preschool/	500	$20,697	$140	$17,248	$118	$13,799	$94
	School	2,500	$23,503	$147	$19,585	$123	$15,668	$98
		5,000	$27,188	$92	$22,657	$77	$18,125	$62
		10,000	$31,831	$166	$26,527	$138	$21,222	$111
		25,000	$56,672	$114	$47,227	$93	$37,782	$75
		50,000	$84,788	$169	$70,656	$141	$56,526	$112
E-2	Preschool/	300	$27,485	$328	$22,904	$274	$18,323	$220
	School	1,500	$31,427	$336	$26,188	$280	$20,951	$224
		3,000	$36,466	$219	$30,388	$182	$24,311	$145
		6,000	$43,040	$355	$35,866	$296	$28,693	$237
		15,000	$75,032	$242	$62,525	$202	$50,020	$162
		30,000	$111,397	$371	$92,830	$310	$74,264	$247
E-3	Daycare	300	$32,321	$437	$26,934	$364	$21,548	$292
		1,500	$37,564	$422	$31,303	$352	$25,043	$282
		3,000	$43,905	$296	$36,587	$246	$29,269	$197
		6,000	$52,785	$386	$43,987	$323	$35,190	$258
		15,000	$87,600	$266	$72,998	$222	$58,399	$178
		30,000	$127,638	$426	$106,365	$354	$85,092	$283
F-1	Commercial/	1,000	$26,870	$106	$22,392	$89	$17,913	$71
	Manufacturing	5,000	$31,137	$105	$25,948	$87	$20,758	$70
		10,000	$36,346	$72	$30,289	$59	$24,231	$48
		20,000	$43,558	$99	$36,298	$82	$29,038	$65
		50,000	$72,921	$68	$60,767	$56	$48,614	$46
		100,000	$106,616	$106	$88,846	$89	$71,077	$71
F-2	Steel Production/	1,000	$27,456	$107	$22,880	$89	$18,304	$71
	Fabrication	5,000	$31,762	$106	$26,467	$88	$21,173	$71
	Industrial/	10,000	$37,046	$73	$30,871	$60	$24,697	$49
	Manufacturing	20,000	$44,310	$101	$36,925	$84	$29,540	$67
		50,000	$74,573	$70	$62,144	$58	$49,715	$47
		100,000	$109,249	$109	$91,040	$91	$72,832	$73
H-2	Moderate	300	$22,989	$244	$19,157	$203	$15,326	$162
	Explosion	1,500	$25,912	$264	$21,594	$221	$17,275	$176
	Hazard	3,000	$29,874	$160	$24,894	$133	$19,915	$106
		6,000	$34,667	$316	$28,889	$264	$23,112	$211
		15,000	$63,147	$213	$52,622	$178	$42,099	$142
		30,000	$95,235	$317	$79,363	$265	$63,491	$211
H-3	High	300	$22,989	$244	$19,157	$203	$15,326	$162
	Fire	1,500	$25,912	$264	$21,594	$221	$17,275	$176
	Hazard	3,000	$29,874	$160	$24,894	$133	$19,915	$106
		6,000	$34,667	$316	$28,889	$264	$23,112	$211
		15,000	$63,147	$213	$52,622	$178	$42,099	$142
		30,000	$95,235	$317	$79,363	$265	$63,491	$211
H-4	Repair Garage	300	$19,849	$233	$16,543	$194	$13,234	$155
		1,500	$22,647	$241	$18,872	$201	$15,099	$160
		3,000	$26,254	$156	$21,879	$129	$17,503	$104
		6,000	$30,908	$259	$25,758	$216	$20,606	$173
		15,000	$54,242	$176	$45,202	$146	$36,161	$117
		30,000	$80,727	$269	$67,273	$224	$53,818	$179
H-7	Health	300	$23,367	$252	$19,474	$210	$15,579	$168

X. Construction (Plan Check and Inspections)

UBC Occ. Group	Occupancy Description	Project Size Threshold	Proposed FY 2017-18 Construction Types: I FR, II FR Base Cost @ Threshold Size	Construction Types: I FR, II FR Cost for Each Additional 100 s.f. *	Construction Types: II, III, V - A (1 HR) Base Cost @ Threshold Size	Construction Types: II, III, V - A (1 HR) Cost for Each Additional 100 s.f. *	Construction Types: II, III, IV, V - B (NR) Base Cost @ Threshold Size	Construction Types: II, III, IV, V - B (NR) Cost for Each Additional 100 s.f. *
	Hazard	1,500	$26,393	$271	$21,995	$226	$17,596	$180
	Materials	3,000	$30,458	$167	$25,381	$138	$20,305	$110
		6,000	$35,432	$318	$29,527	$266	$23,622	$212
		15,000	$64,132	$215	$53,444	$179	$42,755	$143

X. Construction (Plan Check and Inspections)

			Proposed FY 2017-18					
			Construction Types: I FR, II FR		Construction Types: II, III, V - A (1 HR)		Construction Types: II, III, IV, V - B (NR)	
UBC Occ. Group	**Occupancy Description**	**Project Size Threshold**	**Base Cost @ Threshold Size**	**Cost for Each Additional 100 s.f. ***	**Base Cost @ Threshold Size**	**Cost for Each Additional 100 s.f. ***	**Base Cost @ Threshold Size**	**Cost for Each Additional 100 s.f. ***
		30,000	$96,510	$321	$80,425	$268	$64,340	$214
I-1.1	Nursery	500	$23,239	$174	$19,366	$146	$15,493	$117
	Full-Time (5+)	2,500	$26,729	$174	$22,274	$145	$17,819	$117
		5,000	$31,098	$117	$25,915	$98	$20,732	$77
		10,000	$36,952	$176	$30,795	$146	$24,636	$118
		25,000	$63,278	$121	$52,732	$100	$42,186	$81
		50,000	$93,323	$186	$77,768	$155	$62,215	$124
I-1.2	Health Care	500	$23,239	$174	$19,366	$146	$15,493	$117
	Centers	2,500	$26,729	$174	$22,274	$145	$17,819	$117
		5,000	$31,098	$117	$25,915	$98	$20,732	$77
		10,000	$36,952	$176	$30,795	$146	$24,636	$118
		25,000	$63,278	$121	$52,732	$100	$42,186	$81
		50,000	$93,323	$186	$77,768	$155	$62,215	$124
I-2	Nursing Home/	500	$24,461	$178	$20,384	$150	$16,307	$119
	Assisted Living /	2,500	$28,030	$180	$23,358	$151	$18,687	$121
	Convalescent	5,000	$32,558	$119	$27,131	$100	$21,705	$80
	Hospital	10,000	$38,523	$188	$32,103	$157	$25,683	$125
		25,000	$66,710	$128	$55,592	$107	$44,473	$86
		50,000	$98,807	$197	$82,339	$164	$65,871	$132
M	Stores (Retail)	1,000	$22,699	$92	$18,917	$76	$15,133	$62
		5,000	$26,388	$89	$21,990	$74	$17,593	$59
		10,000	$30,847	$63	$25,706	$52	$20,564	$41
		20,000	$37,095	$82	$30,914	$68	$24,731	$54
		50,000	$61,527	$56	$51,272	$47	$41,019	$37
		100,000	$89,596	$89	$74,663	$75	$59,730	$59
M	Market	500	$20,624	$167	$17,187	$141	$13,750	$114
		2,500	$24,003	$162	$20,003	$135	$16,003	$109
		5,000	$28,072	$115	$23,394	$95	$18,715	$76
		10,000	$33,805	$147	$28,170	$123	$22,536	$98
		25,000	$55,864	$102	$46,553	$85	$37,243	$68
		50,000	$81,265	$162	$67,720	$136	$54,177	$108
M	Retail Tenant	500	$11,744	$92	$9,787	$77	$7,829	$62
	Improvements	2,500	$13,593	$91	$11,328	$76	$9,062	$60
		5,000	$15,859	$62	$13,216	$52	$10,573	$42
		10,000	$18,979	$86	$15,816	$72	$12,653	$57
		25,000	$31,889	$59	$26,574	$49	$21,259	$39

X. Construction (Plan Check and Inspections)

			Proposed FY 2017-18					
			Construction Types: I FR, II FR		Construction Types: II, III, V - A (1 HR)		Construction Types: II, III, IV, V - B (NR)	
UBC Occ. Group	Occupancy Description	Project Size Threshold	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *
		50,000	$46,682	$93	$38,901	$78	$31,121	$62
R-1	Apartment	1,000	$31,024	$120	$25,853	$101	$20,682	$81
	Building	5,000	$35,839	$119	$29,866	$99	$23,893	$79
		10,000	$41,778	$82	$34,814	$67	$27,852	$54
		20,000	$49,895	$115	$41,580	$95	$33,263	$76
		50,000	$84,316	$80	$70,262	$66	$56,211	$52
		100,000	$123,704	$123	$103,087	$103	$82,469	$83
R-1	Apartment	1,000	$14,997	$94	$12,496	$80	$9,997	$63
	Building -	5,000	$18,771	$77	$15,643	$65	$12,513	$51
	Repeat Unit	10,000	$22,629	$67	$18,857	$55	$15,086	$45
		20,000	$29,288	$33	$24,407	$28	$19,525	$22
		50,000	$39,244	$25	$32,702	$20	$26,162	$17
		100,000	$51,792	$51	$43,160	$42	$34,527	$35
R-1	Hotel/	5,000	$43,543	$37	$36,286	$30	$29,029	$24
	Motel	25,000	$50,888	$34	$42,407	$30	$33,924	$23
		50,000	$59,618	$25	$49,682	$21	$39,746	$16
		100,000	$72,113	$31	$60,094	$25	$48,075	$20
		250,000	$117,766	$21	$98,139	$17	$78,511	$14
		500,000	$170,428	$34	$142,025	$29	$113,619	$22
R-3	Dwellings	1,500	$19,682	$431	$16,402	$360	$13,121	$288
	Custom, Models,	2,500	$23,987	$161	$19,989	$134	$15,992	$106
	First Master Plan	4,000	$26,394	$467	$21,996	$388	$17,596	$311
		5,000	$31,063	$251	$25,886	$209	$20,709	$168
		7,500	$37,335	$233	$31,113	$194	$24,890	$156
		10,000	$43,172	$432	$35,977	$360	$28,782	$288
R-3	Dwellings -	1,500	$11,144	$256	$9,286	$213	$7,429	$171
	Production Phase	2,500	$13,697	$122	$11,415	$101	$9,132	$81
	of Master Plan	4,000	$15,521	$204	$12,933	$170	$10,346	$136
	Repeat Unit	5,000	$17,561	$149	$14,634	$124	$11,728	$100
		7,500	$21,281	$140	$17,734	$117	$14,187	$93
		10,000	$24,782	$247	$20,650	$206	$16,521	$164
R-3	Dwellings -	1,500	$25,052	$616	$20,877	$512	$16,702	$411
	Alternative	2,500	$31,210	$186	$26,008	$155	$20,806	$123
	Materials	4,000	$33,993	$569	$28,328	$473	$22,663	$379
		5,000	$39,678	$288	$33,064	$239	$26,451	$191
		7,500	$46,850	$303	$39,042	$254	$31,234	$203
		10,000	$54,445	$545	$45,370	$454	$36,297	$363
R - 2.1	Group Care,	1,000	$30,473	$102	$25,394	$85	$20,315	$69
2.3 &	Non-Amb. (6+)	5,000	$34,552	$107	$28,794	$89	$23,035	$72
6.1		10,000	$39,942	$67	$33,285	$56	$26,628	$46
		20,000	$46,682	$123	$38,901	$103	$31,122	$83
		50,000	$83,490	$84	$69,574	$69	$55,659	$55
		100,000	$125,102	$125	$104,251	$104	$83,402	$84
R-2.2 &	Group Care,	1,000	$30,473	$102	$25,394	$85	$20,315	$69
6.2	Ambulatory (6+)	5,000	$34,552	$107	$28,794	$89	$23,035	$72
		10,000	$39,942	$67	$33,285	$56	$26,628	$46
		20,000	$46,682	$123	$38,901	$103	$31,122	$83
		50,000	$83,490	$84	$69,574	$69	$55,659	$55
		100,000	$125,102	$125	$104,251	$104	$83,402	$84
R-2.1.1	Group Care,	700	$36,456	$167	$30,380	$139	$24,304	$111

X. Construction (Plan Check and Inspections)

			Proposed FY 2017-18					
			Construction Types: I FR, II FR		Construction Types: II, III, V - A (1 HR)		Construction Types: II, III, IV, V - B (NR)	
UBC Occ. Group	Occupancy Description	Project Size Threshold	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *
2.3.1 &	Non-Amb. (1-5)	3,500	$41,115	$179	$34,264	$151	$27,410	$120
6.1.1		7,000	$47,414	$109	$39,511	$91	$31,610	$73
		14,000	$55,058	$214	$45,882	$179	$36,706	$143
		35,000	$100,121	$145	$83,434	$121	$66,748	$97
		70,000	$150,890	$215	$125,741	$179	$100,593	$144
R-2.2.1	Group Care,	700	$36,456	$167	$30,380	$139	$24,304	$111
& 6.2.1	Non-Amb. (1-5)	3,500	$41,115	$179	$34,264	$151	$27,410	$120
		7,000	$47,414	$109	$39,511	$91	$31,610	$73
		14,000	$55,058	$214	$45,882	$179	$36,706	$143
		35,000	$100,121	$145	$83,434	$121	$66,748	$97

X. Construction (Plan Check and Inspections)

UBC Occ. Group	Occupancy Description	Project Size Threshold	Proposed FY 2017-18 Construction Types: I FR, II FR Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Construction Types: II, III, V - A (1 HR) Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Construction Types: II, III, IV, V - B (NR) Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *
		70,000	$150,890	$215	$125,741	$179	$100,593	$144
S-1	Moderate	1,000	$17,259	$69	$14,383	$58	$11,507	$46
	Hazard	5,000	$20,028	$68	$16,689	$56	$13,351	$45
	Storage	10,000	$23,394	$47	$19,494	$39	$15,595	$31
		20,000	$28,075	$63	$23,396	$52	$18,716	$41
		50,000	$46,815	$44	$39,014	$36	$31,211	$29
		100,000	$68,335	$69	$56,946	$56	$45,556	$46
S-1	Mini Storage	1,000	$17,161	$69	$14,301	$58	$11,441	$46
		5,000	$19,925	$67	$16,603	$56	$13,282	$45
		10,000	$23,277	$47	$19,398	$38	$15,518	$31
		20,000	$27,947	$63	$23,290	$51	$18,632	$41
		50,000	$46,534	$44	$38,779	$36	$31,023	$29
		100,000	$67,899	$68	$56,583	$56	$45,265	$46
S-2	Low Hazard	1,000	$21,452	$86	$17,877	$71	$14,301	$58
	Storage	5,000	$24,905	$84	$20,754	$70	$16,603	$56
		10,000	$29,096	$58	$24,248	$49	$19,398	$38
		20,000	$34,935	$77	$29,112	$64	$23,290	$51
		50,000	$58,168	$53	$48,474	$45	$38,779	$36
		100,000	$84,874	$85	$70,728	$71	$56,583	$56
S-1	Repair Garage	500	$23,774	$180	$19,811	$151	$15,849	$120
	(not H-4)	2,500	$27,377	$179	$22,814	$150	$18,251	$120
		5,000	$31,868	$121	$26,558	$102	$21,246	$81
		10,000	$37,924	$178	$31,604	$149	$25,283	$119
		25,000	$64,700	$122	$53,916	$102	$43,134	$82
		50,000	$95,282	$191	$79,402	$158	$63,521	$127
M	Motor Vehicle	1,000	$18,236	$71	$15,197	$59	$12,158	$47
	Fuel Dispensing	5,000	$21,069	$70	$17,557	$58	$14,046	$47
	(including canopy)	10,000	$24,561	$48	$20,468	$39	$16,374	$32
		20,000	$29,332	$68	$24,443	$56	$19,555	$45
		50,000	$49,558	$47	$41,299	$39	$33,039	$31
		100,000	$72,712	$73	$60,593	$60	$48,474	$49
S-2	Open Parking	2,000	$26,703	$48	$22,252	$39	$17,802	$32
	Garage	10,000	$30,556	$49	$25,463	$41	$20,370	$33
		20,000	$35,467	$32	$29,555	$27	$23,644	$22
		40,000	$41,898	$52	$34,915	$44	$27,932	$34
		100,000	$72,874	$35	$60,729	$29	$48,584	$23
		200,000	$108,087	$54	$90,073	$46	$72,057	$36
S-2	Enclosed Parking	2,000	$25,712	$49	$21,426	$40	$17,142	$32
	Garage	10,000	$29,638	$49	$24,698	$40	$19,760	$33
		20,000	$34,516	$33	$28,761	$28	$23,012	$22
		40,000	$41,014	$48	$34,265	$39	$27,415	$32
		100,000	$69,945	$33	$58,286	$28	$46,632	$21
		200,000	$102,874	$51	$85,726	$43	$68,587	$35
	Other Tenant	250	$10,838	$172	$9,033	$143	$7,226	$115
	Improvements	1,250	$12,558	$168	$10,465	$140	$8,372	$111
	(not Office/Retail)	2,500	$14,657	$116	$12,214	$98	$9,772	$77
		5,000	$17,562	$158	$14,635	$132	$11,707	$105
		12,500	$29,416	$108	$24,513	$91	$19,611	$72
		25,000	$43,016	$172	$35,847	$143	$28,677	$115
SHELL BUILDINGS								

X. Construction (Plan Check and Inspections)

			Proposed FY 2017-18					
			Construction Types: I FR, II FR		Construction Types: II, III, V - A (1 HR)		Construction Types: II, III, IV, V - B (NR)	
UBC Occ. Group	Occupancy Description	Project Size Threshold	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *	Base Cost @ Threshold Size	Cost for Each Additional 100 s.f. *
	All Shell	1,000	$18,762	$75	$15,636	$63	$12,509	$49
	Buildings	5,000	$21,741	$73	$18,118	$60	$14,495	$49
		10,000	$25,378	$51	$21,148	$41	$16,919	$34
		20,000	$30,409	$69	$25,340	$57	$20,273	$46
		50,000	$50,926	$47	$42,439	$39	$33,951	$31
		100,000	$74,455	$74	$62,046	$63	$49,636	$50

XI. Miscellaneous Building Permit Fees

The following permit fee table includes fees for miscellaneous projects other than new construction, such as remodels, additions, repairs, reroofs, decks, carports, patio rooms, and retaining walls. It also includes additional miscellaneous fees that apply to all building permits, including new construction.

A plan check fee of 50% will be charged at the time of submittal.

		Proposed FY 2017-18		
Item	**Unit**	**Intake and Plan Check**	**Inspection**	**Permit Fees**
Standard Hourly Rate	hour			$175
MISCELLANEOUS PROJECTS				
Antenna(ie res HAM or CB)	each	$585	$641	$1,225
Cellular/Mobile Phone				
Equipment Container/Building (PreFab)	each	$585	$1,048	$1,633
Cellular/Mobile Phone, free-standing	each	$812	$1,222	$2,034
Cellular/Mobile Phone, co-location	each	$585	$1,048	$1,633
Awning or Canopy	each	$303	$130	$434
Balcony addition	each	$303	$219	$521
Carport	each	$303	$351	$655
Change or Assigned Address Request	each	$303	$44	$347
Change of Occupancy	each	$568	$175	$743
Close Existing Openings	each	$303	$175	$478
Commercial Coach (per unit)	each unit	$830	$524	$1,354
Commercial Vapor Recovery Systems	each			$1,131
Covered Porch	each	$303	$264	$567
Deck - New				
<100 sq ft	each	$215	$264	$480
101-500 sq ft	each	$303	$352	$656
501+ sq ft	each 500 sq ft	$88	$88	$177
Deck Repair (up to 25% of orig sq ft)				
<100 sq ft	each	$215	$175	$391
101-500 sq ft	each	$303	$264	$567
501+ sq ft	each 500 sq ft	$88	$88	$177
Demolition				
Pre-Demolition Inspection	each	$212	$88	$300
Demolition Inspection	each	$130	$88	$220
Door				
New door (non structural-replacement)	each		$87	$87
New door (structural shear wall/masonry)	each	$88	$88	$177
Residential Drainage				
French Drain/ Sump Pump	each			$481
Driveway Replacement				
Concrete/Pavers	each			$178
Dry Rot/Termite Repair (Minor)	each	$303	$351	$655
Electric Vehicle Charging Stations:				
Residential Chargers	each			$219
Commercial Chargers	each	$185	$291	$477
Fence or Freestanding Wall (6-10' high non-masonry)				
<100 lf	up to 100 lf	$306	$87	$393
Each additional 100 lf	each 100 lf	$44	$44	$87
Fence or Freestanding Wall (<10' high masonry)				
<100 lf	up to 100 lf	$303	$351	$655
Each additional 100 lf	each 100 lf	$44	$88	$132
Fireplace				
Masonry	each	$303	$351	$655
Pre-Fabricated/Metal	each	$303	$264	$567
Demo	each			$351
Flag pole	each	$303	$175	$478

XI. Miscellaneous Building Permit Fees

Item	Unit	Proposed FY 2017-18 Intake and Plan Check	Inspection	Permit Fees
Foundation Repair - Non-Engineered	up to 100 lf	$303	$349	$652
Foundation Repair - Non-Engineered	ea add'l 50 lf	$44	$88	$135
Foundation Repair - Engineered	up to 100 lf	$391	$351	$743
Foundation Repair - Engineered	ea add'l 50 lf	$88	$88	$177
Garage (detached)				
<500 sq ft	each	$391	$526	$918
>501 sq ft	each 100 sq ft	$44	$88	$132
Partition - Commercial, Interior	up to 30 lf	$303	$219	$521
Additional partition	each 30 lf	$44	$88	$132
Partition - Residential, Interior	up to 30 lf	$303	$219	$521
Additional partition	each 30 lf	$44	$88	$132
Patio Cover				
Wood frame	up to 300 sq ft	$303	$132	$435
Metal frame	up to 300 sq ft	$391	$264	$656
Additional patio	each 300 sq ft	$88	$88	$177
Patio Room				
Enclosed, wood frame	up to 300 sq ft	$303	$349	$651
Enclosed, metal frame	up to 300 sq ft	$391	$349	$651
Additional enclosed patio	each 300 sq ft	$88	$349	$437
Stucco Applications	up to 400 sq ft	$215	$175	$391
Additional Stucco Application	each 400 sq ft	$44	$44	$87

XI. Miscellaneous Building Permit Fees

Item	Unit	Proposed FY 2017-18 Intake and Plan Check	Inspection	Permit Fees
Retaining Wall				
Standard Design Non Engineered	up to 50 lf	$303	$351	$655
Additional retaining wall	each 50 lf	$0	$175	$175
Special Design, 3-10' High Engineered	up to 50 lf	$655	$702	$1,356
Additional retaining wall	each 50 lf	$0	$175	$175
Special Design, Over 10' High Engineered	up to 50 lf	$830	$877	$1,707
Additional retaining wall	each 50 lf	$0	$351	$351
Remodel - Residential				
<500 sq ft	up to 500 sq ft	$391	$702	$1,094
500+ sf	each 100 sq ft	$87	$175	$263
Kitchen/Bathroom Major	up to 500 sq ft	$391	$439	$831
Additional Kitchen/Bathroom Remodel	each 100 sq ft	$88	$88	$177
Bathroom Minor (3 fixtures maximum)				$439
Kitchen Minor (3 fixtures maximum)				$439
Re-Roof Residential				
<1,500 sq ft	up to 1,500 sq ft	$215	$351	$567
Each additional 100 sf	each 100 sq ft	$0	$20	$20
Re-Roof Commerical				
<5,000 sq ft		$215	$351	$567
5,001-10,000 sq ft		$303	$526	$830
10,001-20,000 sq ft		$391	$615	$1,007
20,001-50,000 sq ft		$478	$702	$1,181
50,001-100,000 sq ft		$478	$790	$1,269
>100,001 (each add'l 10,000 sq ft)		$88	$88	$177
Roof Structure Replacement	up to 100 sq ft	$478	$175	$655
Additional roof structure replacement	each 100 sq ft	$88	$88	$177
Room Addition - First Story				
<500 sq ft	up to 500 sq ft	$478	$1,931	$2,409
<500 sq ft (with calcs)	up to 500 sq ft	$567	$2,107	$2,673
500+ sq ft (with or without calcs)	each 100 sq ft	$88	$88	$177
Room Addition - Multi-story				
<500 sq ft	up to 500 sq ft	$478	$1,580	$2,058
<500 sq ft (with calcs)	up to 500 sq ft	$655	$1,580	$2,234
500+ sq ft (with or without calcs)	each 100 sq ft	$88	$175	$264
Sauna - steam	each	$303	$351	$655
Seismic Retrofit/Structural Strengthening Engineered	each	$391	$351	$743
Seismic Retrofit/Structural Strengthening Non-Engineered	each	$391	$351	$743
Siding	up to 400 sq ft	$215	$175	$391
Additional siding	each 400 sq ft	$44	$44	$87
Signs				
Structural	each	$478	$351	$830
Non-Structural	each	$303	$175	$478
Skylight				
<10 sf	each	$303	$88	$391
>10 sf or structural	each	$391	$175	$567
Solar Photovoltaic up to 10KW	each	$170	$181	$351
Solar PV each10KW or fraction thereof over 10KW	each	$42	$135	$177
Spa or Hot Tub (Pre-fabricated)	each	$303	$88	$391
Storage Racks				
0-5' high (<100 lf)	first 100 lf	$303	$175	$478
5-8' high (<100 lf)	first 100 lf	$480	$262	$742
over 8' high (<100 lf)	first 100 lf	$656	$351	$1,007
each additional 100 lf	each 100 lf	$44	$88	$132
Swimming Pool				
Residential	each	$303	$526	$830
Commercial pool (<800 sf)	up to 800 sq ft	$655	$1,053	$1,708
Commercial pool (over 800 sf)	each 100 sq ft	$215	$411	$626
Window, or Sliding Glass Door and Solartube				
Structural or with stucco break-out	first opening	$391	$264	$656

XI. Miscellaneous Building Permit Fees

Item	Unit	Proposed FY 2017-18 Intake and Plan Check	Inspection	Permit Fees
Structural (Additional)	each	$88	$44	$132
Non-Structural/Replacement or solar tubes	one window	$127	$88	$215
Non-Structural/Replacement or solar tubes	first 5 windows	$127	$175	$303
Non-Structural Additional Windows or solar tubes	each add'l 5		$44	$44

XI. Miscellaneous Building Permit Fees

Item	Unit	Proposed FY 2017-18 Intake and Plan Check	Inspection	Permit Fees
OTHER MISCELLANEOUS FEES				
Earthquake Mitigation Inspection	first hour	$44	$175	$220
	each add'l hour		$175	$175
Permit Renewal (within one year of expiration)	% of original permit			$1
Permit Renewal (after one year of expiration)	% of original permit			$1
Permit Re-Inspection Fee	hour (1/2 hour min)			$175
Revisions to Existing Permits - Minor	each	$171	$88	$259
Revisions to Existing Permits - Major	hour (3 hour min)			$175
Misc Minor Repairs	each	$216	$175	$393
Misc Bathroom Repair (1 fixture maximum)	each	$127	$175	$303
Misc Roof Repair	each	$127	$175	$303
Misc Minor Commercial Tenant Improvement	each	$127	$175	$303
Fire Permit Handling Fee	each	$127		$127
Research (first 1/2 hour)	up to 1/2 hour	$215		$215
Each additional 1/2 hour (or portion thereof)	each 1/2 hour	$88		$88
Supplemental Plan Check Fee	hour	$175		$175
Supplemental Inspection Fee	hour		$175	$175
Emergency (Non-Scheduled) Call-Out Fee	4 Hours		$702	$702
After Hours (Scheduled) Call-Out Fee	2 Hours	$44	$351	$395
Each additional hour	Hour		$175	$175
FEMA Flood Zone Review	each	$568	$87	$655
Soils Review (City staff processing only)	each	$101	$0	$101
Soils Report Review Fee (consultant review)	each			
Document Imaging	page			$3
Planning Plan Review (if needed)	**each**	**20% of bldg permit fee, $180 min**		
Public Works Plan Review (if needed)	**each**	**20% of bldg permit fee, $221 min**		
Public Works Engineering Site Inspection (if needed)	**each**	**20% of bldg permit fee, $221 min**		
Fire Department Plan Review (if needed)	**each**	**See Fire Fee Schedule**		
RENTAL HOUSING INSPECTION				
Single Family	dwelling unit	$41	$208	$249
Multi-Family	first dwelling unit	$41	$167	$208
Multi-Family	each add'l unit	$0	$125	$125
Re-Inspection Fee	each dwelling unit	$0	$0	$38
Real Estate Transfer Inspection and Certificate				
Residential/Commercial	first hour	$41	$167	$208
	each add'l hour	$0	$167	$167

XII. Mechanical, Plumbing, Electrical (MPE) Permits

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

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

Work Item	Unit	Proposed FY 2017-18
ADMINISTRATIVE AND MISC FEES		
Permit Issuance Fee (applies to all MP&E permits)	each permit	$132
MECHANICAL PERMIT FEES		
Stand Alone Mechanical Plan Check	hour	$177
Minimum Mechanical Permit for Miscellaneous Work	each	$42
A/C (residential)	each	$58
Furnaces (FAU, floor)	each	$45
Heater (wall)	each	$45
Appliance Vent/Chimney (only)	each	$88
Refrigeration Compressor	each	$45
Boiler - < 2,000k BTU	< 2k	$30
Boiler - greater than 2,000k BTU	> 2k	$45
Chiller	each	$45
Central Heating System - New	each	$132
Fan Coil Unit	each	$45
Heat Pump (package unit)	each	$45
Heater (unit, radiant, etc)	each	$58
Air Handler w/ducts to 10k CFM	< 10k	$45
Air Handler w/ducts more than 10k CFM	> 10k	$45
Duct Work only	each	$45
Evaporative Cooler	each	$45
Make-up Air System	each	$30
Moisture Exhaust Duct (clothes dryer)	each	$30
Variable Air Volume Box (including duct work)	each	$88
Vent Fan (single duct)	each	$45
Vent System	each	$58
Exhaust Hood and Duct (residential)	each	$45
Exhaust Hood - Type I (commercial grease hood)	each	$58
Exhaust Hood - Type II (commercial steam hood)	each	$58
Non-Residential Incinerator	each	$264
Refrigerator Condenser Remote	each	$177
Walk-in Box/Refrigerator Coil	each	$88
Other Mechanical Inspections	hour	$177

XII. Mechanical, Plumbing, Electrical (MPE) Permits

Work Item	Unit	Proposed FY 2017-18
PLUMBING / GAS PERMIT FEES		
Stand Alone Plumbing Plan Check	hour	$177
Minimum Plumbing Permit for Miscellaneous Work	each	$37
Fixtures (each three)	each three	$58
Gas System (one outlet)	one only	$81
Gas System (first five outlets)	first five	$118
Gas Outlets (each additional)	ea add'l	$14
Building Sewer	each	$45
Grease Trap	each	$58
Ejector Pump	each	$58
Backflow Preventer (first five)	first five	$74
Backflow Preventer (>5)	ea add'l	$14
Roof Drain - Rainwater System	each	$45
Water Heater (first)	first	$45
Water Heater (each additional)	ea add'l	$30
Water Pipe Repair/Replacement	each	$88
Water Service	each	$58
Drain-Vent Repair/Alterations	each	$45
Drinking Fountain	each	$45
Solar Water System Fixtures (solar panels, tanks, water treatment equipment)	each	$213
Graywater Systems	per hour	$177
Swimming Pool Piping and Gas	each	$132
Medical Gas System (each outlet)	ea outlet	$132
Sump Pump	each	$45
Private Storm Drainage System (each Inlet)	each inlet	$37
Other Plumbing and Gas Inspections	hour	$177
ELECTRICAL PERMIT FEES		
Stand Alone Electrical Plan Check	hour	$177
Minimum Electrical Permit for Miscellaneous Work	each	$37
Single Phase Service (per 100 amps)	per 100A	$45
Three Phase Service (per 100 amps)	per 100A	$58
15 or 20 amp circuits - first ten	first ten	$88
15 or 20 amp circuits - each additional	ea add'l	$14
25 to 40 amp circuits	each	$58
50 to 175 amp circuits	each	$58
200 amp and larger circuits	each	$88
Temporary Service	each	$45
Temporary Pole	each	$45
Light Poles Commercial - first	first	$352
Light Poles Commercial - additional	ea add'l	$88
Pre-Inspection	each	$88
Swimming Pool/Spa	each	$88
Solar Photovoltaic Repairs	each	$85
Generator Installation - Residential	each	$352
Generator Installation - Commercial	each	$528
Electrical Outlets (receptable & light fixture)	first	$88
Electrical Outlets (each additional)	ea add'l	$14
Other Electrical Inspections (per hour)	per hour	$177

XIII. Additional Fees - Other Mandated Building Permits

SMIP, CBSC, and STMP Fees are collected by, but not set by the City

Construction Tax, ECMC 4.36.010		% of total permit fee	0.5%
for new construction and additions			
Art in Public Places, ECMC 13.50		% of project cost	1%
for projects $250,000 or more			
Calif. Strong Motion Instrumentation			
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
	$25,001 - $50,000		$2
	$50,001 - $75,000		$3
	$75,001 - $100,000		$4
	Every $25,000 or fraction above $100,000		Add $1
WCCTAC Subregional Transportation			
STMP	single family residential	per dwelling unit	$2,595
	multi family residential	per dwelling unit	$1,648
	senior housing	per dwelling unit	$701
	hotel	per room	$1,964
	retail	per square foot	$1.82
	office	per square foot	$3.51
	industrial	per square foot	$2.45
	storage facility	per square foot	$0.53
	church	per square foot	$1.58
	hospital	per square foot	$4.21

AGENDA BILL

Agenda Item No. 7(A)

Date: May 2, 2017

To: El Cerrito City Council

From: Christopher Jones, Recreation Director; Yvetteh Ortiz, Public Works Director

Subject: Parks and Recreation Facilities Master Plan Consultant Award

ACTION REQUESTED

Adopt a resolution authorizing the City Manager to execute a professional services agreement with RHAA in an amount not to exceed $180,188 for preparation of a citywide Parks and Recreation Facilities Master Plan ("Master Plan") and to authorize change orders in an amount not to exceed $19,812.

BACKGROUND

El Cerrito's parks and recreation facilities are heavily visited and utilized by the public. With the exception of the reconstruction of the El Cerrito Swim Center in 2004, El Cerrito's parks and recreation facilities were constructed several decades ago beginning with the Casa Cerrito Preschool (originally a single family home) in 1950 and most recently the Fairmont and Madera Clubhouses in 1988. Most of El Cerrito's parks and recreational assets were constructed or improved to the condition that they are in today thanks to the voter approved parks bond in 1964. Rehabilitation work has been minimal since these times and the system's age is evident throughout the City. .

In 2003, the *Landscape Management Plan* surveyed City properties to inventory trees, landscape plants and turf grass areas and assess existing conditions. The Plan identified the need for a "complete and proactive maintenance program" and corresponding budget to address significant issues including pest, disease and deferred maintenance risks. In 2004, the *Structural Facilities Master Plan* identified deferred maintenance needs for recreational facilities including buildings, playgrounds, and other hardscapes. Since this time there has not been any major work towards addressing the majority of issues identified in the reports. Millions of dollars of unfunded parks and recreational facility needs and projects remain with most major improvements being achieved only through the application of grant funds, most recently through Measure WW.

In April of 2013, the El Cerrito City Council adopted the City's Strategic Plan with a primary goal being to "develop and rehabilitate public facilities as community focal points" and identified a strategy to "develop a plan to address ongoing and deferred maintenance of facilities and infrastructure". On October 7, 2014 the Chair of the Park and Recreation Commission presented their Work Plan to the City Council. The

Commission highlighted the deterioration of facilities and parks as their main priority. The Urban Greening Plan, adopted by the City Council on December 15, 2015, calls for the creation of a Parks and Recreation Master Plan to "analyze access to a variety of recreation opportunities and to identify policies and programs to address these needs".

In June of 2016, during the Fiscal Years 2016-17 and 2017-18 budget process, staff communicated to the City Council that a key challenge was maintenance of the City's aging facilities, parks, open space, playgrounds and playfields. At that time, staff indicated that it would seek out proposals and cost information for a parks and recreation master plan as a basis for future development and maintenance of these important assets and bring it back to the City Council for approval and budget appropriation at a future date. On November 30, 2016 the Park and Recreation Commission recommended that the City pursue the hiring of a consultant to produce the El Cerrito Parks and Recreation Facilities Master Plan. Recognizing that the City has done several recent and related planning efforts in the past, the recommendation was that the Master Plan "fill the gaps" in terms of vision, public engagement, park enhancement needs, new facility needs, and prioritization of projects. They also recommended collecting asset data to contribute to a future, citywide asset management program and to explore funding options to implement the Master Plan recommendations.

ANALYSIS

City staff released the Request for Proposals (RFP) for the El Cerrito Parks and Recreation Facilities Master Plan on February 9, 2017. The availability of the RFP was posted on the City's website and the RFP was emailed to sixty-five landscape architecture and related firms. The City received eleven statements of interest and eventually four proposals from consultant teams by the deadline of March 6, 2017 (one proposal was received after the deadline). A consultant selection panel consisting of City staff and two Park and Recreation Commissioners reviewed the proposals based on the evaluation criteria listed in the RFP which are listed below:

1. Approach to delivering work with demonstrated clear understanding and creative approaches to project tasks;
2. Record of experience in strategic and master planning for parks and recreation facilities and services.
3. Record of experience in preparing asset management plans, systems, and/or programs.
4. Experience in working with diverse community and governmental constituencies to reach a consensus in master plan excellence.
5. Experience in working with municipal governments including parks and recreation and public works departments.
6. Client experience on similar projects.
7. Qualifications of the firm, project manager and other personnel to be assigned to the Project, including education, experience, and professional expertise in this type of work.

8. Reasonableness of cost for services.

The selection panel short-listed three consultant teams for interviews. One interview was conducted on Monday, March 20, 2017 and the remaining two on Wednesday, March 22, 2017. The panel developed the final ranking of the consultant teams as follows:

1. RHAA
2. WRT
3. MIG, Inc.

The RHAA team is supported by several specialized consulting firms including The Sports Management Group (a community recreation planning firm), mack5 (a construction planning and management firm), and Applied Development Economics (a consulting firm specializing in economic planning and development services). The RHAA proposal was selected as the best fit by the selection committee because of the level of expertise they have brought to bear on each topic that the Master Plan will cover. RHAA itself has a nearly 60 year history in creating places that enrich the fabric of the community. One of the firm's founders, Robert Royston, designed a few El Cerrito Parks in the 1960's including Fairmont Park along the Ohlone Greenway with its famous concrete turtle. Recently, RHAA has a successful track record delivering similar parks master plans, most notably for the cities of Newark, Santa Cruz and Oroville. The Sports Management Group, a national firm based in Berkeley, has assisted over 400 communities in planning and development of recreation programs and facilities including planning for winter and summer Olympic games. mack5 brings a seasoned staff of professionals and experts in cost estimating, architecture, engineering, and contracting. mack5 will prepare a comprehensive inventory and structural, architectural, mechanical, and electrical assessments of all parks, recreation facilities and programs to identify current and future maintenance and improvement needs. Applied Development Economics, located in Walnut Creek, will analyze potential funding and revenue sources to implement the strategies identified in the Master Plan.

Through an extensive public input process, plan review, and asset data collection effort the completed El Cerrito Parks and Recreation Facilities Master Plan will consist of:

1. Recreational Needs Assessment
2. Park and Recreation Facility Inventory and Condition Assessment
3. Potential Expansion and Enhancement Analysis
4. Priority Setting
5. Financial Evaluation, Prioritization and Funding Options
6. Final Report and Action Plan

The timeframe for development of the Master Plan is approximately 10 months and would begin immediately if approved by the City Council. The final Master Plan (or portions of the Master Plan) will be brought to the Park and Recreation Commission and to City Council for consideration and adoption.

STRATEGIC PLAN CONSIDERATIONS

To varying degrees, the Parks and Recreation Facilities Master Plan will help further every goal in El Cerrito's Strategic Plan and several identified strategies.

Goal A: Deliver exemplary government services

Strategy **-** Increase productivity and efficiency by utilizing data-driven analysis to ensure appropriate resource allocation.

Goal B: Achieve long-term financial sustainability

Strategies:

- Develop a financial plan to address ongoing and deferred maintenance of facilities and infrastructure.
- Continue to pursue and support opportunities for new funding, including outside grants and ballot measures.

Goal C: Deepen a sense of place and community identity

Strategies:

- Promote strong neighborhoods.
- Adopt a Revised General Plan that meets the needs of the community now and in the future.
- Identify, promote, and/or develop entertainment, recreational, and leisure activities for people of all ages and demographics.

Goal D: Develop and rehabilitate public facilities as community focal points

Strategies:

- Develop a plan to address ongoing and deferred maintenance of facilities and infrastructure.
- Continue the facilities assessment to prioritize and strategize investment.
- Revisit and update the Structural Facilities Management Plan.

Goal E: Ensure the public's health and safety

Strategies:

- Utilize environmental design techniques to deter and prevent crimes
- Explore innovative and best practices for promoting public health

Goal F: Foster environmental sustainability citywide

Strategies:

- Be a leader in setting policies and providing innovative programs that promote environmental sustainability.
- Promote environmental education to facilitate behavioral changes by working with the school district and other community groups.
- Encourage alternative modes of transportation to the single occupancy vehicle.

Environmental Considerations

Some level of environmental review will be required for the adoption of the Master Plan. As development of the Master Plan progresses, City staff anticipates that the appropriate level will be identified and will prepare the appropriate documentation.

Financial Considerations

Approval of this resolution will authorize the City Manager to enter into an agreement with RHAA for Parks and Recreation Facilities Master Plan Preparation services. Staff has identified RHAA as the preferred provider. The expenditure will span two fiscal years and Staff has identified the cost of the Parks and Recreation Facilities Master Plan as being no greater than $30,000 in FY 2016-17 with the balance to be spent in FY 2017-18, for a total amount not to exceed $200,000.

The funding required for the Master Plan is an unbudgeted expense. Based on current projections, no new appropriation is needed in the FY 2016-17 Budget. . The remainder shall be appropriated and included in the FY 2017-18 General Fund Budget. It is understood that this appropriation may result in a shortfall in the FY 2017-18 budget, thereby lowering the General Fund unrestricted balance.

Legal Considerations

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

Reviewed by:

Scott Hanin
City Manager

Attachments:

1. Parks and Recreation Facilities Master Plan Request for Proposals
2. RHAA's Work Plan, Timeline and Budget
3. Accompanying Resolution

Agenda Item NO. 7(A)
Attachment 1

REQUEST FOR PROPOSALS (RFP)

for

CITY OF EL CERRITO
PARKS AND RECREATION FACILITIES MASTER PLAN

CITY OF EL CERRITO
RECREATION DEPARTMENT
7007 Moeser Lane
El Cerrito, California 94530
(510) 559-7005

February 9, 2017

Proposals Due: 4:00 PM, March 6, 2017

REQUEST FOR PROPOSALS (RFP)

for

CITY OF EL CERRITO
PARKS AND RECREATION FACILITIES MASTER PLAN

CITY OF EL CERRITO
RECREATION AND PUBLIC WORKS DEPARTMENTS

APPENDIX A: SAMPLE CITY OF EL CERRITO – CONSULTANT SERVICES AGREEMENT

PROJECT DESCRIPTION

The City of El Cerrito ("City") is seeking proposals from qualified firms ("Consultant") to develop a **Parks and Recreational Facilities Master Plan** ("Plan") that achieves the following goals:

- Provides a Master Plan to maintain, rehabilitate and improve the City's network of parks, facilities, recreational, and open space assets, including current unfunded park and recreational opportunities;
- Evaluates the effective use of the City's financial and physical resources to proactively implement the Master Plan.

The Master Plan shall serve as a long-range planning and asset management document that provides a framework for understanding the recreational and open space assets the City owns, services it provides, risks it assumes, and financial investments it requires to maintain, repair, rehabilitate and improve these assets.

The City currently has several long-range plans related to the City's network of parks, facilities, recreational, and open space assets. It is intended that the Master Plan shall build upon, and update as necessary, rather than replace or replicate these plans. A partial list of these resources is listed in the "Available Resources" section of this RFP. The Plan should incorporate the applicable goals, strategies, and data from the recently adopted Urban Greening Plan, and other applicable plans, and devise a method(s) of "filling in the gaps" to create a Parks and Recreation Facilities Master Plan. It should document and clearly define the link between the community's high priority parks and recreation facilities needs and strategies to obtain those goals, including financing and funding strategies.

The City plans to simultaneously initiate a city-wide infrastructure asset management system. While provision of an asset management software package is not part of the scope of the Master Plan RFP, the selected consultant will provide support to the City in collecting and evaluating appropriate data to populate and maintain the asset management system. The Consultant team should articulate how the Master Planning process will balance this asset management component with the long-range planning aspects of the Plan.

The Plan will provide a better understanding of the current and future maintenance & improvement needs for the City's parks and recreational facilities, and the financial requirements to sustain an appropriate level of service and quality. The City intends to use the Plan to communicate this improved understanding of the park and recreational facility needs with the public and City decision makers; and to develop management strategies that deliver the established levels of service while managing individual facilities and assets in the most cost effective manner possible over the life of the asset.

The Plan should be ready for City Council consideration and adoption in April 2018. Proposals shall be submitted to the City no later than 4PM, March 6, 2017.

PROJECT SCOPE, TASKS AND DELIVERABLES

The Scope of Work will consist of working with City staff, a citizen advisory group, Boards, Committees and Commissions, and the public to develop a Parks and Recreation Facilities Master Plan to be adopted by the City Council. The City intends for the Plan to be a dynamic and useful planning and implementation document that enjoys broad community and political support. The selected consultant's proposed Work Plan and Schedule will form the basis for negotiations with the City to devise a final Work Plan and Schedule. Development of the Plan will consist of the general tasks and deliverables listed below.

Interested consultant teams should include further description and detail in their proposed Work Plan and Schedule than what is listed below. The City is seeking an effective, efficient and creative approach to providing these deliverables and meeting the City's goals and timeline for this project.

1) **Project Management:** Effectively manage Plan development in a timely and budget-conscious manner.
2) **City Policy and Document Review:** Review plans, policies, projects, and data from existing resources that can be utilized in the Master Plan.
3) **Plan Scope:** Work with City staff and citizen advisory group to identify gaps in current plans and resources that need to be addressed by the Plan and determine the appropriate breadth and depth of the Plan.
4) **Public Involvement Process:** Develop and implement a public involvement program that will support broad public support of the Plan. Examples of public participation methods include development of effective public information materials (website, social media, brochures, etc.); public events and meetings; effective engagement of citizen advisory group, Boards, Committees, Commissions and City Council; and survey tools. Contribute to the creation of a statistically valid survey, to be conducted by an outside firm, to both inform the Master Plan and gauge public support for funding strategies to implement Plan recommendations.
5) **Park and Recreational Facilities Goals, Strategies, and Priorities:** Establish Master Plan Goals, strategies, and priority criteria and methodology based on an articulated vision for City parks, recreational facilities, and desired levels of service. This deliverable should also outline priorities for the maintenance, repair and rehabilitation of existing park and recreational facilities, as well as opportunities for potential enhancement and expansion. All recommendations should reflect short-term and long-term maintenance needs as well as risk management considerations.
6) **Asset Management Methodology and Data Collection:** Determine framework for and appropriate list of park, recreational and facility assets to be included in the Master Plan; work with City staff to inventory existing assets; determine desired level of service for each class of assets; estimate maintenance, repair, rehabilitation and/or replacement costs of each asset. The asset management framework is intended to provide detailed information

to facilitate data-driven decision making that maximizes the efficient use of the City's resources over the life of an asset.

7) **Financial Evaluation and Prioritization:** Develop financial cost estimates, alternative funding strategies, and optimal financial plan for implementation of Master Plan recommendations, both maintenance and capital; Create a framework for communicating and prioritizing the financial resources required to sustain current and desired assets at the appropriate level of service.

8) **Plan Development & Timeline:** Development and submission of the Plan elements for review at various milestones in order for the City team to provide effective and timely feedback and support. Please list these milestones and the desired timeline for achieving the goal of bringing the Plan to the City Council in April, 2018 for adoption.

BUDGET

The anticipated consultant budget for the Master Plan is between $150,000 to $200,000 subject to negotiation and approval by the El Cerrito City Council. This includes all billable hours, reimbursable expenses, and materials. The consultant team shall provide a breakdown of the budget by proposed task, identifying employees and/or subcontractors, classification, billing rate and estimated hours per task. The City will support the consultant team with the City's Recreation and Public Works Departments' staff.

PROPOSAL REQUIREMENTS

This document, together with its Appendices, comprises the RFP for the project. Responses to the RFP should be submitted according to the instructions outlined herein. Proposal content and completeness are most important. Although no page limitation will be imposed, clarity and conciseness is essential. Proposers are encouraged to print double-sided to conserve paper. Each proposal should include, at a minimum, the following items:

1. Transmittal letter – Include contact information (physical address, telephone, fax and email address) for the primary person responsible for your proposal who will be the point of contact for the City on all correspondence and communications pertaining to this RFP. ***State whether any addendums to this RFP have been received by your firm and whether consideration of their content has been included in your proposal.***
2. Statement of Project Understanding – Provide a detailed discussion (in narrative and illustrated format, as necessary) of your understanding of the nature of the work, approach to be taken, and your vision for the project.
3. Consultant's Work Plan – Explain in detail your proposed work plan and timeline, including all anticipated tasks, along with any supplemental tasks (those not specifically identified in this RFP) you deem necessary for successful completion of this project by the anticipated Council adoption date. Include a spreadsheet showing all project tasks,

along with the proposed project team member assigned to each task and their estimated hours. Also, include a schedule for the work plan.

4. Statement of Experience and Qualifications – Present the qualifications and experience of the proposed key staff and any support staff and subcontractors proposed for the project. Include descriptions of the projects undertaken by your proposed Project Manager(s) and members of the proposed professional staff within the last five years for your firm that are similar in nature to this project. Demonstrate their availability to pursue completion of this project in terms of the involvement in other projects that are presently in your firm's backlog.
5. Cost Proposal – Provide your firm's estimated fee for providing the Consultant's Work. Provide a breakdown of your fee by task, identifying project team members, billing rates and estimated hours per task. Include information of any other incidental cost, such as mileage, etc.
6. References – Provide three (3) recent public agency references for your proposed Project Manager(s) and other key staff or sub-consultants; include names, addresses, email addresses, and telephone numbers.
7. Other Information (Optional) – Provide additional relevant information that may be helpful in the selection process (not to exceed two pages).

Proposers Statement of Interest: In order to ensure inclusion on the City's notification list for this RFP, proposers are strongly encouraged to submit a letter of interest by email to the address below no later than ***4:00 PM on February 23, 2017***.

Final Questions Concerning the RFP: Consultant questions pertaining to this RFP should be submitted no later than ***4:00 PM on February 28, 2017***, by email to the address below. Responses to questions timely submitted will be answered within three (3) business days and distributed to all consultants that have submitted a timely Statement of Interest to the City.

City of El Cerrito
Recreation Department
Attention: Christopher Jones, Recreation Director
7007 Moeser Lane
El Cerrito, CA 94530
Email: cjones@ci.el-cerrito.ca.us

Written addenda will be e-mailed to consultants. The City will not be bound by any oral representations, clarifications, or changes made to this RFP unless provided in written addenda form. ***Consultant shall identify receipt of all responses and addenda in their Transmittal Letter.***

Proposal Submittal: Seven (7) paper copies and an electronic copy on a USB drive of Consultant's proposal shall be submitted no later than ***4 PM on March 6, 2017*** to the address indicated above. Proposals will not be accepted after the deadline regardless of whether they are postmarked with the date of the deadline. Consultants submitting proposals assume the risk of their selected method of delivery.

Proposals shall be sealed and clearly marked on the outside of the envelope with the consultant's name and the description "Proposal for Parks and Recreation Facilities Master Plan". The proposal shall be signed by an officer of the firm who is authorized to bind the firm to contract and shall contain a statement to this effect.

Costs incurred by consultants in preparing and submitting their proposals for consideration by the City shall not be reimbursed.

SELECTION PROCESS

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. The City may reject any proposal if it is conditional, incomplete or contains irregularities. The City may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the consultant from compliance with the contract requirements if the consultant is awarded a contract.

Proposals will be evaluated based upon the following factors, but may not be limited to just these factors:

1) Approach to delivering work with demonstrated clear understanding and creative approaches to project tasks;
2) Record of experience in strategic and master planning for parks and recreation facilities and services.
3) Record of experience in preparing asset management plans, systems, and/or programs.
4) Experience in working with diverse community and governmental constituencies to reach a consensus in master plan excellence.
5) Experience in working with municipal governments including parks and recreation and public works departments.
6) Client experience on similar projects.
7) Qualifications of the firm, project manager and other personnel to be assigned to the Project, including education, experience, and professional expertise in this type of work.
8) Reasonableness of cost for services.

This list above is not necessarily in order of importance.

Contract award will be made to a team that presents the proposal that, in the opinion of the City of El Cerrito, is the most advantageous to the City, based on evaluation criteria outlined above. Having worked with the City is not a prerequisite for selection.

The selection committee will rank the proposals and may shortlist two or more firms. Those firms on the shortlist will be notified, no later than the ***week of March 13, 2017*** and interviews of the short-listed firms will be scheduled on ***Wednesday, March 22, 2017 between 1-5pm***.

Following the selection process, the City will begin fee negotiations with the top-ranked firm. If the City fails to reach an agreement with that firm, a new negotiation will be initiated with the next highest ranked firm. If the new negotiation fails to reach an agreement, then the process will be repeated until either a contract is successfully negotiated or the process is terminated by the City.

The City currently anticipates conducting the project and selection process proceeding in accordance with the following list of milestones. This selection process schedule is subject to revision and the City reserves the right to modify this schedule as necessary, in its sole discretion.

PROPOSAL AND PROJECT TIMELINE

It is the City's intent to follow the process and timetable as set forth below. At the City's discretion, estimated dates and process are subject to change as necessary:

Release RFP	February 9, 2017
Statement of Interest Due	February 23, 2017 (4 P.M.)*
Final Questions Due	February 28, 2017 (4 P.M.)**
Proposals Due	March 6, 2017 (4 P.M.)
Short List Notification	Week of March 13, 2017
Interviews	March 22, 2016 (1-5 P.M.)
Anticipated Council Award	April 18, 2017
Anticipated Council Adoption	April 2018

* Email Statement of Interest to cjones@ci.el-cerrito.ca.us

** Consultant questions pertaining to this RFP should be emailed to cjones@ci.el-cerrito.ca.us. Responses to questions timely submitted within the specified time period will be answered within three (3) business days by addendum distributed to all consultants who have submitted a statement of interest on or before February 23. Consultant shall identify receipt of all addenda in their Transmittal Letter.

AVAILABLE RESOURCES

The following resources are available online for familiarization with the City's related planning efforts.

1) El Cerrito Urban Greening Plan, 2015 http://www.el-cerrito.org/index.aspx?NID=928
2) El Cerrito Strategic Plan, 2015 http://www.el-cerrito.org/index.aspx?nid=747
3) Ohlone Greenway Master Plan, 2009 https://ca-elcerrito.civicplus.com/index.aspx?nid=478
4) Structural Facilities Master Plan, 2004 http://www.el-cerrito.org/index.aspx?nid=476
5) Active Transportation Plan, 2016 http://ca-elcerrito.civicplus.com/index.aspx?nid=638
6) San Pablo Avenue Specific Plan, 2014 http://www.el-cerrito.org/spasp
7) ADA Transition Plan, 2009 http://ca-elcerrito.civicplus.com/index.aspx?NID=522

CONTRACTUAL ISSUES

A sample of the City Consultant Services Agreement is provided in Appendix A for the review of all proposing consultants. The successful consultant will be required to execute a Consultant Services Agreement with the City and meet the insurance requirements therein. Please review carefully all sections and pay special attention to the indemnity portions of the contract. The City does not ordinarily allow modifications to the standard agreement when contracting for services from outside firms.

APPENDIX A: SAMPLE Agreement for Consultant Services

CONSULTING SERVICES AGREEMENT BETWEEN

THE CITY OF EL CERRITO AND
[NAME OF DESIGN PROFESSIONAL CONSULTANT]
[USE THIS AGREEMENT FOR CONSULTING AGREEMENTS WITH LICENSED ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, PROFESSIONAL LAND SURVEYORS, AND DESIGN FIRMS CONTAINING THESE DESIGN PROFESSIONALS]

THIS AGREEMENT for consulting services is made by and between the City Of El Cerrito ("City") and __________________ ("Consultant") (together sometimes referred to as the "Parties") as of ____________, 20__ (the "Effective Date").

Section 1. **SERVICES**. Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

1.1 **Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on _______________, the date of completion specified in Exhibit A, and Consultant shall complete the work described in Exhibit A on or before that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as referenced in Section 8.

1.2 **Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged.

1.3 **Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.

1.4 **Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.1 above and to satisfy Consultant's obligations hereunder.

Section 2. **COMPENSATION.** City hereby agrees to pay Consultant a sum not to exceed ________________, notwithstanding any contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Consultant's proposal, attached as Exhibit A, regarding the amount of compensation, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City in writing, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

2.1 **Invoices.** Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
- The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder;
- The Consultant's signature;

- Consultant shall give separate notice to the City when the total number of hours worked by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds 800 hours within a 12-month period under this Agreement and any other agreement between Consultant and City. Such notice shall include an estimate of the time necessary to complete work described in Exhibit A and the estimate of time necessary to complete work under any other agreement between Consultant and City, if applicable.

2.2 **Monthly Payment.** City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.

2.3 **Final Payment.** City shall pay the last 10% of the total sum due pursuant to this Agreement within 60 days after completion of the services and submittal to City of a final invoice, if all services required have been satisfactorily performed.

2.4 **Total Payment.** City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

2.5 **Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the compensation schedule attached hereto as Exhibit B.

2.6 **Reimbursable Expenses.** Reimbursable expenses are specified below, and shall not exceed $. Expenses not listed below are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.

[NOTE TO STAFF: IF NECESSARY, THE EXPENSES MAY BE INCLUDED IN OR ATTACHED AS EXHIBIT [C or D], AND THE PRECEDING LANGUAGE MODIFIED APPROPRIATELY.]

2.7 **<u>Payment of Taxes.</u>** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

2.8 **<u>Payment upon Termination.</u>** In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets to verify costs incurred to that date.

2.9 **<u>Authorization to Perform Services.</u>** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

<u>Section 3.</u> **<u>FACILITIES AND EQUIPMENT.</u>** Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein.

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

<u>Section 4.</u> **<u>INSURANCE REQUIREMENTS.</u>** Before beginning any work under this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work to the City. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence that such insurance is in effect to City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution. Consultant shall maintain all required insurance listed herein for the duration of this Agreement.

4.1 **Workers' Compensation.** Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than $ **$1,000,000** per accident. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the Contract Administrator. The insurer, if insurance is provided, or the Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against the City and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.

4.2 **Commercial General and Automobile Liability Insurance.**

4.2.1 **General requirements.** Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than $ **$1,000,000** per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

4.2.2 **Minimum scope of coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001, Code 1 (any auto). No endorsement shall be attached limiting the coverage.

4.2.3 **Additional requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

a. The Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.

b. City, its officers, officials, employees, and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired, or borrowed by the Consultant

c. For any claims related to this Agreement or the work hereunder, the Consultant's insurance covered shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

d. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after 30 days' prior written notice has been provided to the City.

4.3 **Professional Liability Insurance.**

4.3.1 **General requirements.** Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than $_ **$1,000,000** covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed $150,000 per claim.

4.3.2 **Claims-made limitations.** The following provisions shall apply if the professional liability coverage is written on a claims-made form:

a. The retroactive date of the policy must be shown and must be before the date of the Agreement.

b. Insurance must be maintained and evidence of insurance must be provided for at least five years after completion of the Agreement or the work, so long as commercially available at reasonable rates.

c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant shall purchase an extended period coverage for a minimum of five years after completion of work under this Agreement.

d. A copy of the claim reporting requirements must be submitted to the City for review prior to the commencement of any work under this Agreement.

4.3.3 **<u>Additional Requirements.</u>** A certified endorsement to include contractual liability shall be included in the policy

4.4 **<u>All Policies Requirements.</u>**

4.4.1 **<u>Acceptability of insurers.</u>** All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

4.4.2 **<u>Verification of coverage.</u>** Prior to beginning any work under this Agreement, Consultant shall furnish City with complete copies of all policies delivered to Consultant by the insurer, including complete copies of all endorsements attached to those policies. All copies of policies and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If the City does not receive the required insurance documents prior to the Consultant beginning work, it shall not waive the Consultant’s obligation to provide them. The City reserves the right to require complete copies of all required insurance policies at any time.

4.4.3 **<u>Deductibles and Self-Insured Retentions.</u>** Consultant shall disclose to and obtain the written approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, employees, and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

4.4.4 **<u>Wasting Policies.</u>** No policy required by this Section 4 shall include a “wasting” policy limit (i.e. limit that is eroded by the cost of defense).

4.4.5 Waiver of Subrogation. Consultant hereby agrees to waive subrogation which any insurer or contractor may require from vendor by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to affect this waiver of subrogation.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the consultant, its employees, agents, and subcontractors.

4.4.6 Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

4.5 Remedies. In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;

- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or

- Terminate this Agreement.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES. Consultant shall, to the fullest extent allowed by law, with respect to all Services performed in connection with this Agreement, defend with counsel acceptable to City, indemnify, and hold City, its officers, employees, agents, and volunteers, harmless from and against any and all claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, ("Claims"). Consultant will bear all losses, costs, damages, expense and liability of every kind, nature and description that arise out of, pertain to, or relate to such Claims, whether directly or indirectly ("Liability"). Such obligations to defend, hold harmless and indemnify the City shall not apply to the extent that such Liabilities are caused by the sole negligence, active negligence, or willful misconduct of the City.

With respect to third party claims against the Consultant, the Consultant waives any and all rights of any type of express or implied indemnity against the Indemnitees.

Notwithstanding the forgoing, to the extent this Agreement is a “construction contract” as defined by California Civil Code section 2783, as may be amended from time to time, such duties of Consultant to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782.

Section 6. STATUS OF CONSULTANT.

6.1 Independent Contractor. At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

6.2 Consultant Not an Agent. Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

7.1 Governing Law. The laws of the State of California shall govern this Agreement.

7.2 Compliance with Applicable Laws. Consultant and any subcontractors shall comply with all laws and regulations applicable to the performance of the work hereunder, including but not limited to, the California Building Code, the Americans with Disabilities Act, and any copyright, patent or trademark law. Consultant’s Failure to comply with any law(s) or regulation(s) applicable to the performance of the work hereunder shall constitute a breach of contract.

7.3 **Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.

7.4 **Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.

7.5 **Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

8.1 **Termination.** City may cancel this Agreement at any time and without cause upon written notification to Consultant.

Consultant may cancel this Agreement upon 60 days' written notice to City and shall include in such notice the reasons for cancellation.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

8.2 **Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if City grants such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

8.3 **Amendments.** The parties may amend this Agreement only by a writing signed by all the parties.

8.4 **Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.

8.5 **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.

8.6 **Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, the following:

8.6.1 Immediately terminate the Agreement;

8.6.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;

8.6.3 Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or

8.6.4 Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

Section 9. KEEPING AND STATUS OF RECORDS.

9.1 Records Created as Part of Consultant's Performance. All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties.

9.2 Consultant's Books and Records. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.

9.3 Inspection and Audit of Records. Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds $10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of 3 years after final payment under the Agreement.

Section 10 MISCELLANEOUS PROVISIONS.

10.1 **Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

10.2 **Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County _______________ or in the United States District Court for the __________ District of California.

10.3 **Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

10.4 **No Implied Waiver of Breach**. The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.

10.5 **Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.

10.6 **Use of Recycled Products.** Consultant shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.

10.7 **Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq*.

Consultant hereby warrants that it is not now, nor has it been in the previous 12 months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous twelve months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code §1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

10.8 **Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

10.9 **Contract Administration.** This Agreement shall be administered by ________________________________ ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

10.10 **Notices.** Any written notice to Consultant shall be sent to:

____
____
____

Any written notice to City shall be sent to:

____
____
____

10.11 **Professional Seal.** Where applicable in the determination of the contract administrator, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation. The stamp/seal shall be in a block entitled "Seal and Signature of

Registered Professional with report/design responsibility," as in the following example.

____ Seal and Signature of Registered Professional with report/design responsibility.

10.12 **Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibits A, B, [[and]C[, and D]] **[ENSURE THAT THE CORRECT EXHIBITS ARE LISTED]** represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

Exhibit A Scope of Services
Exhibit B Payment Schedule
Exhibit [C or D] Expenses **[DELETE IF NOT APPLICABLE]**

10.13 **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

[SIGNATURES ON FOLLOWING PAGE]

The Parties have executed this Agreement as of the Effective Date.

CITY OF EL CERRITO

____
[NAME, TITLE]

Attest:

____
[NAME], City Clerk

Approved as to Form:

____
[NAME], City Attorney

CONSULTANT

____
[NAME, TITLE]

1011035_1.DOC

EXHIBIT A

SCOPE OF SERVICES

.

EXHIBIT B

COMPENSATION SCHEDULE

Work Plan

Task 1: Needs Assessment

At a kickoff meeting the Consultant Team will discuss and refine the proposed scope and schedule for the project.

- Confirm project goals and objectives
- Establish communications plan
- Meet key city staff and schedule park and facilities tour
- Discuss public involvement process; set schedule
- Refine specific tasks; confirm the sequence of work
- Establish milestone dates including meetings, presentations and submittals
- Establish Advisory Committee

The Consultant Team will review all planning documents and relevant information to be utilized in the preparation of the Master Plan. With staff, we will review all current park and facilities conditions and maintenance practices and policies. The City's Capital Improvements Program will be evaluated. Gaps in plans and resources will be identified. The Consultant Team will refine the Public Involvement Process with staff and prepare web-ready uploads for the City's webmaster, including surveys and other supporting data. The Team will examine trends in relation to the demographic composition and characteristics of the City of El Cerrito community and identify and examine key demographic and societal trends that will likely shape and impact park and recreation services. The needs assessment will include Stakeholder interviews and meeting with the Advisory Committee for input. Working with City staff, we will facilitate the first workshop to encourage involvement and input in the needs assessment process and develop community "buy-in" to the findings. This first workshop will gather information regarding community desired recreation facilities and park amenities and to gain an understanding of the community's priorities. A PowerPoint presentation will be prepared to inspire and engage the community's input.

Task 2: Inventory and Assessment

Working with staff, the Consultant Team will compile a of list parks, facilities, and recreational assets to be included in the Master Plan. We will prepare a comprehensive inventory and assessments of all parks, recreation facilities and programs. Each park and facility will be documented for size, location, recreation provided, and conditions. Opportunities and constraints will be noted, as well as, an analysis of estimated maintenance, repair or replacement and code compliance. We will assist the City in collecting and evaluating data to populate and maintain the asset management system. Recreational programs will be inventoried for all City facilities that provide recreational services to El Cerrito residents. We will establish gaps in service and needs analyzing the capacity of current facilities and programs to meet the current and future demand. The findings will be presented to the Community in the second workshop.

Task 3: Potential Expansion and Enhancement Analysis

In addition to the "gaps analysis", we review and identify potential locations to improve and expand the City's recreation facilities. Potential projects will be defined by size, location, cost and feasibility. The team will perform financial analyses to identify the probable operating costs, including annual and long-term maintenance and the revenue potential. The Team will recommend potential approaches the fill the gaps between desired and available recreation. After input from the Advisory Committee, the analysis outcome will be presented to the Community at the third workshop.

Task 4: Priority Setting

The Consultant Team will identify specific goals and objectives for the Master Plan. We will prepare a methodology and framework to guide the prioritization of projects and their capital funding. We will also provide recommendations or action items for development or improvements based on community input, needs assessment, and capacity to meet community needs. A matrix with criteria will be developed for prioritizing projects — short, medium and long term development and/or improvements. We will work with City staff and the Advisory Committee to prepare the preliminary prioritization recommendations. The Preliminary Prioritization will be presented to the Parks and Recreation Commission during a public work session.

Task 5: Financial Evaluation and Prioritization

Concurrent with Task 4, the Consultant Team will prepare the Financial Analysis. The analysis will identify probable operating costs including annual and long term maintenance. Detailed capital costs, operating expenses, on-going maintenance, revenue estimates, and potential cost recovery and cost/benefit analysis will be identified. Potential revenue and funding sources will be identified for various strategies. Recommendations will be made to prioritize the financial resources needed to sustain the City's current and future recreation level of service and facilities' needs.

Task 6: Final Report and Action Plan

The Parks and Recreation Facilities Master Plan will summarize all the findings and data from the previous tasks and synthesize that information into a comprehensive report. Recommendations will be made for the current and future needs related to parks, programs, conditions of existing facilities and cost of improvements to serve short, medium and long range needs of the community. The report will address costs for major capital improvements, operating costs, and possible phasing based on priorities. At a minimum the report will include an Analysis Section, Development and Prioritization of Improvements, Projects and Programs Section, and Action Plan/Management and Implementation Section. A Draft Parks and Recreation Facilities Master Plan Report will be developed with input from City staff and the Advisory Committee. The Final Report will be presented to the Park and Recreation Commission and City Council for approval.

El Cerrito Parks and Recreation Facilities Master Plan

SCHEDULE

JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY 2018	FEBRUARY	MARCH

TASK 1: NEEDS ASSESSMENT

- City Policy and Document Review
- Identify gaps in plans and resources to be addressed
- Develop Public Involvement Process

TASK 2: INVENTORY AND ASSESSMENT

- Asset management methodology and data collection
- Inventory and analyze current programs and services
- Gap analysis

TASK 3: POTENTIAL EXPANSION AND ENHANCEMENT ANALYSIS

- Review and identify potential locations to improve and expand the City's recreation facilities
- Develop recommendations for potential approaches to fill the gaps
- Identify possible funding sources such as grants, impact fee revenue, donations, and user fees

TASK 4: PRIORITY SETTING

- Establish Goals and Objectives for the Master Plan
- Develop a methodology and framework for prioritization of projects and their capital funding
- Develop action items for development or improvements

TASK 5: FINANCIAL EVALUATION AND PRIORITIZATION

- Financial Analysis

TASK 6: FINAL REPORT AND ACTION PLAN

- Prepare draft Parks and Recreation Facilities Master Plan
- Prepare final Parks and Recreation Facilities Master Plan

Advisory Committee
City Staff
Community Meeting
Park and Recreation Commission
City Council

El Cerrito Parks and Recreation Facilities Master Plan
April 18, 2017

FEE SUMMARY

Task 1	Needs Assessment	$22,740
Task 2	Inventory and Assessment	$56,095
Task 3	Potential Expansion and Enhancement Analysis	$14,495
Task 4	Priority Setting	$18,220
Task 5	Financial Evaluation and Prioritization	$21,335
Task 6	Final Report and Action Plan	$44,640
Total Proposed Fee Labor		**$177,525**

Estimated reimbursable expenses $2,663

a. Printing and plotting for community meetings
b. Deliverables to include electronic copy and one printed copy

		RHAA			ADE	Sports Management			mack5		
		Principal	Project Manager	Staff	Svensson	Principal	Senior Associate	Staff	Senior Project Manager	Senior Cost Manager	MEP Engineers
Task 1 Needs Assessment		$210	$150	$110	$175	$190	$145	$100	**$170**	**$170**	**$200**
1A	Project initiation - Kickoff meeting										
a.	Refine scope and schedule	2	2			3	3				
b.	Park and Facilities tour with staff										
c.	Establish Advisory Committee										
1B	City Policy and Document Review	2	8	8		2	8				
a.	Review all planning documents and relevant information that can be utilized										
b.	Review all current park conditions, maintenance practices and policies										
c.	Evaluate the City's current Capital Improvements Program				4		2				
d.	Prepare Community Profile and identify recreational trends that will impact El Cerrito					3	4				
1C	Begin analysis of gap between community's interest and available assets to serve needs		2			1	3				
1D	Develop Public Involvement Process - develop survey	4	8	**2**		3	2				
1E	Prepare for Advisory Committee meeting # 1					2	2				
	Hours	**8**	**20**	**10**	**4**	**14**	**24**	**0**	**0**	**0**	**0**
Task 1 Meetings											
1F	Kick off meeting with City Staff	8	8		2	2	8		8		
1G	Advisory Committee Meeting #1 -Introduction; input for survey (tent. week of June 5)	1	1			2	2				
1H	Advisory Committee Meeting #2 Draft of Survey (tent. week of June 12)	1	1								
1I	Stakeholder interviews - 5		5	5			2				
1J	Review meetings with City Staff - 1	2	2				2				
	Meetings	**12**	**17**	**5**	**2**	**4**	**14**	**0**	**8**	**0**	**0**
	Total Hours	**20**	**37**	**15**	**6**	**18**	**38**	**0**	**8**	**0**	**0**
	Fees	**$4,200**	**$5,550**	**$1,650**	**$1,050**	**$3,420**	**$5,510**	**$0**	**$1,360**	**$0**	**$0**
	Total Task 1	**$22,740**									
Task 2 Inventory and Assessment											
2A	Asset management methodology and data collection										
a.	Confirm inventory and assessment of all parks and recreation facilities	1	4	4					28		99
b.	Determine desired level of service for each	1	2						4		
c.	Estimate maintenance, repair, rehabilitation/repair costs for each.	1	4	8			4		6	46	
2B	Inventory and analyze current programs and services based on nationally accepted standards					2	2				
2C	Gap analysis	2	4								
a.	Analyze capacity of existing parks and facilities to meet the demand					4	8				
b.	Determine gaps in services and capacity to meet demand					4	8				
c.	Survey analysis		3			3	3				
2D	Prepare for Community Meeting #1	1	8	16		4	4		2		
a.	Review Community Meeting program with City Staff and revise as needed										
b.	Summary/update sheet to Advisory Committee										
	Hours	**6**	**25**	**28**	**0**	**17**	**29**	**0**	40	46	99
Task 2 Meetings											
2E	Staff Meetings to review findings - 1		2						2		
2F	Community Meeting #1 - Overview; community profile; assets and needs (tent. week of September 11)with Advisory Committee Meeting #3 immediately following	6	6	6		6	6		4		
	Meetings	**6**	**8**	**6**	**0**	**6**	**6**	**0**	**6**	**0**	**0**
	Total Hours	**12**	**33**	**34**	**0**	**23**	**35**	**0**	**46**	**46**	**99**
	Fees	**$2,520**	**$4,950**	**$3,740**	**$0**	**$4,370**	**$5,075**	**$0**	**$7,820**	**$7,820**	**$19,800**
	Total Task 2	**$56,095**									
Task 3 Potential Expansion and Enhancement Analysis											
3A	Review and identify potential locations to improve and expand the City's recreation facilities	2	4	8					2		
3B	Develop recommendations for potential approaches to fill the gaps	1	2				6				
3C	Identify possible funding sources				4						
3D	Prepare for Community Meeting #3 and #4	1	10	12		2	3	2	2		
a.	Review Community Meeting program with City Staff and revise as needed										
	Hours	**4**	**16**	**20**	**4**	**2**	**9**	**2**	4	0	0
Task 3 Meetings											
3E	Staff Meetings to review findings - 1		2		2				2		
3F	Advisory Committee Meeting #4 Gaps analysis; priorities; community meeting (tent. week of Oct. 2)	1	1								
3G	Community Meeting #2 - Survey findings; assessment report ; prioritization criteria (tent. week of October 9)	4	4	4							
3H	Community Meeting #3 - Summary of findings; site opportunities; prioritization (tent. week of November 13)	4	4	4					4		
	Meetings	**9**	**11**	**8**	**2**	**0**	**0**	**0**	6	0	0
	Total Hours	**13**	**27**	**28**	**6**	**2**	**9**	**2**	**10**	**0**	**0**
	Fees	**$2,730**	**$4,050**	**$3,080**	**$1,050**	**$380**	**$1,305**	**$200**	**$1,700**	**$0**	**$0**
	Total Task 3	**$14,495**									

	RHAA			ADE	Sports Management			mack5		
	Principal	Project Manager	Staff	Svensson	Principal	Senior Associate	Staff	Senior Project Manager	Senior Cost Manager	MEP Engineers
Task 4 Priority Setting	$210	$150	$110	$175	$190	$145	$100	**$170**	**$170**	**$200**
4A Establish Goals and Objectives for the Master Plan	2	12	4							
4B Develop a methodology and framework for prioritization of projects and their capital funding	2	10	4	8	3	10	2			
a. Short, medium and long term										
4C Develop action items for development or improvements	2	10	4		4	10				
a. Recommend prioritization of action items										
4D Prepare for Parks and Recreation Commission work session	2	4	4		2	4	2			
a. Review with City Staff and revise as needed										
Hours	**8**	**36**	**16**	**8**	**9**	**24**	**4**	**0**	**0**	**0**
Task 4 Meetings										
4E Staff Meetings to review findings - 1		2				2				
4F Advisory Committee Meeting #5 Review for Parks and Rec. Commission work session (tent. week of Nov. 27)	1	1								
4G Special Parks and Recreation Commission work session with the community (tent. week of Dec. 4)	4	4								
Meetings	**5**	**7**	**0**	**0**	**0**	**2**	**0**	**0**	**0**	**0**
Total Hours	**13**	**43**	**16**	**8**	**9**	**26**	**4**	**0**	**0**	**0**
Fees	**$2,730**	**$6,450**	**$1,760**	**$1,400**	**$1,710**	**$3,770**	**$400**	**$0**	**$0**	**$0**
Total Task 4	**$18,220**									
Task 5 Financial Evaluation and Prioritization										
5A Financial Analysis	2	4		60						
a. Identify probable operating costs, maintenance, replacement for recreation facilities					4	16				
b. Identify potential revenue sources for various options and strategies		4			2	10				
c. Identify potential funding sources				8						
d. Develop optimal financial plan for implementation										
5B Revise based on staff input	1	4	16		1	1				
Hours	**3**	**12**	**16**	**68**	**7**	**27**	**0**	**0**	**0**	**0**
Task 5 Meetings										
5C Staff Meetings to review findings - 1		**2**								
5D Special Parks and Recreation Commission work session with community (same as above)										
Meetings	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total Hours	**3**	**12**	**16**	**68**	**7**	**27**	**0**	**0**	**0**	**0**
Fees	**$630**	**$1,800**	**$1,760**	**$11,900**	**$1,330**	**$3,915**	**$0**	**$0**	**$0**	**$0**
Total Task 5	**$21,335**									
Task 6 Final Report and Action Plan										
6A Prepare Draft Master Plan Report that analyzes all data and synthesizes that information into a comprehensive report.	8	60	40		4	6	2			
6B Analysis Section	1	8	6		4	8	2			
a. Analysis, prioritization and assessment of Parks and Recreation Facilities				8						
b. Development of matrices for short, medium and long term improvements										
c. Community profile trends					2					
d. Community meeting input										
e. City Staff input										
6C Develop Short, Medium and Long Term Projects and Programs	1	8	6		4	12	2			
a. Identify short, medium and long term capital projects and recreational programs										
6D Action Plan - Management and Implementation	1	20	6	6	4	12				
a. Goals, strategies, priorities and action items										
b. Identify areas of possible revenue generation										
c. Establish a time frame for accomplishing each task										
6E Prepare for Parks and Recreation Commission and City Council Meetings	1	4			2	2				
6F With input Finalize Parks Master Plan	2	8	20		2	2	6			
Hours	**14**	**108**	**78**	**14**	**22**	**42**	**12**	**0**	**0**	**0**
Task 6 Meetings										
6G City Staff meetings - 2 preliminary draft, final report		4								
6H Advisory Committee Meeting #6 Review Draft Report	2	2								
6I Parks and Recreation Commission Meeting -present Draft Master Plan	4									
6J City Council Meeting - present Draft Master Plan	4									
Meetings	**10**	**6**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total Hours	**24**	**114**	**78**	**14**	**22**	**42**	**12**	**0**	**0**	**0**
Fees	**$5,040**	**$17,100**	**$8,580**	**$2,450**	**$4,180**	**$6,090**	**$1,200**	**$0**	**$0**	**$0**
Total Task 6	**$44,640**									

Agenda Item No. 7(A)
Attachment 3

RESOLUTION NO. 2017-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH RHAA FOR PREPARATION OF THE EL CERRITO PARKS AND RECREATION FACILITIES MASTER PLAN IN AN AMOUNT NOT TO EXCEED $180,188 AND AUTHORIZE CHANGE ORDERS IN AN AMOUNT NOT TO EXCEED $19,812

WHEREAS, El Cerrito's parks and recreation facilities though very popular are by and large several decades old with visible signs of wear and tear, years of deferred maintenance, and do not meet desired energy efficiency standards; and

WHEREAS, preparation of a Parks and Recreation Facilities Master Plan will result in a framework for pursuing funding to maintain, enhance, and prioritize El Cerrito's current and future parks and recreation facilities; and

WHEREAS, preparation of a Parks and Recreation Facilities Master Plan will, to varying degrees, fulfill all of the goals and several identified strategies in the El Cerrito Strategic Plan; and

WHEREAS, preparation of a Parks and Recreation Facilities Master Plan fulfills several goals in the City's Strategic Plan adopted in 2013 and is a goal of the Urban Greening Plan adopted in 2015 and was also recommended by the Park and Recreation Commission on November 30, 2016; and

WHEREAS, the City issued a Request for Proposals for consultants to develop a comprehensive Parks and Recreation Facilities Master Plan; and

WHEREAS, the City received four complete and on-time proposals, convened an interview team consisting of staff and two Park and Recreation Commissioners and interviewed three consultant teams on March 20, 2017 and March 22, 2017; and

WHEREAS, RHAA was determined to be the most qualified firm to develop the City's Parks and Recreation Facilities Master Plan due to their comprehensive approach, usage of expert sub-consultants, and the qualifications of the firm's key personnel.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby authorizes the City Manager to execute a professional services agreement with RHAA in an amount not to exceed $180,188 for preparation of the El Cerrito Parks and Recreation Facilities Master Plan and to authorize change orders in an amount not to exceed $19,812. Funding in an amount not to exceed $30,000 shall be incorporated in the FY 2016-17 Budget, with the balance appropriated as part of the City's Budget in FY 2017-18, for a total amount not to exceed $200,000.

I CERTIFY that at a regular meeting on May 2, 2017 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 XX, 2017.

____
Cheryl Morse, City Clerk

APPROVED:

____
Janet Abelson, Mayor