



**Staff Liaison**  
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## MINUTES

### REGULAR MEETING OF THE FINANCIAL ADVISORY BOARD (FAB)

**Thursday, December 18, 2025 at 6:30 p.m.**  
 City hall, Council Chambers  
 10890 San Pablo Avenue  
 El Cerrito, CA 94530

**This Meeting Place is Wheelchair Accessible**

#### 6:30 p.m. CONVENE REGULAR MEETING

1. **ROLL CALL** – Chair David Carvel called the meeting to order at 6:37 PM.  
**Present:** Chair Carvel, Vice-Chair McDougall, Member Kimberly White. Youth Member Clive Watson-Lamprey Singer.  
**Absent:** Member Szlatenyi.
  
2. **ORAL COMMUNICATIONS FROM THE PUBLIC**  
 Remarks are typically limited to three (3) minutes per person and may be on anything within the subject matter jurisdiction of the body. Remarks on non-agenda items will be heard first, as well as introduction by individuals interested in serving on the advisory body. Remarks on agenda items will be heard at the time the item is discussed.  
**Cordell Hindler** – Richmond resident – Would like to invite the FAB to the Mayor's conference in Richmond is scheduled for Feb 5<sup>th</sup> location TBD (will provide update middle of January) \$70 per person and you must rsvp. Anniversary gala at the Berkley Country Club Feb 7<sup>th</sup> \$250 per person, register on Event Brite. Chamber of Commerce New Years Mega Mixer on January 26<sup>th</sup> at La Strada 5:30-7:30 PM \$15.
  
3. **COUNCIL/STAFF LIAISONS ANNOUNCEMENTS AND REPORTS** (5 min.)  
 Staff and/or Councilmembers may report Council policies, priorities and significant actions taken by the City Council, and/or on matters of general interest to the FAB.
  - [FY 2025-26 First Quarter General Fund Budget Update through September 30, 2025](#)
  - [Spending Authority and Contract Sward for Audio-Visual Upgrades to the Emergency Operations Center/Council Chambers](#)
  
4. **APPROVAL OF THE MINUTES** (5 min.) (Attachment)  
 Consider a motion adopting the minutes for the FAB meeting held on November 13, 2025.  
**Motion/Second:** Motion to approve the November minutes by Vice-Chair McDougall, second by Member White  
**Ayes:** Chair Carvel, Vice-Chair McDougall, Member White, Youth Member Watson-Lamprey Singer.  
**Noes:** None  
**Absent:** Member Szlatenyi

**Motion passes.**

**5. REVIEW COMPREHENSIVE FINANCIAL POLICY (20 min.)** (Attachment)

Review, discussion and possible action regarding recommendations to the City's Comprehensive Financial Policy.

**Public Comment:**

**Falkenstine** – El Cerrito resident, for a City budget you need to put fences around things and not leave it so subjective. Items should not be open ended; it should be within the next budget. Comments in regard to the replacement of General Fund reserves if they fall below 17%.

**Cordell Hindler** – Richmond resident, do the auditors need to look at this, they might have concerns regarding the wording. Would like the auditors to take a look at this policy.

**Justin** – Questioned whether you can add language “within current fiscal year” to replenish General Fund reserves if they fall below the 17%.

**Motion/Second:** Motion to approve the Comprehensive Financial Policy with grammatical edits and revisions to section 3.2 (see attached), by Member White, second by Chair Carvel.

**Ayes:** Chair Carvel, Member White, Youth Member Watson-Lamprey Singer.

**Noes:** Vice-Chair McDougall.

**Absent:** Member Szlatenvyi

**Motion passes.**

**6. REVIEW CALPERS ACTUARIAL REPORT AND UNFUNDED ACTUARIAL LIABILITY (UAL) AS OF JUNE 30, 2024 (20 min.)** (Attachment)

Review, discussion and possible action regarding recommendations to the City Council regarding the City's UAL.

**7. GENERAL FUND LONG-TERM FORECAST DEFICIT CONCERNS (30 min.)** (Attachment)

Discussion and possible recommendations of budget solutions to address the projected General Fund budget deficits in the long-term forecast.

**Deferred to next meeting**

**8. FUTURE AGENDA ITEMS (5 min.)**

- Purchasing Ordinance, updates as available
- Service Delivery Study, updates as available
- Pool, updates as available
  - Special meeting when appropriate to discuss funding
- Review investment policy
- Make recommendations on clear annual budget plan calendar
- Review cost allocation plan review January
- **NHA UAL presentation (January)**

9. **ADJOURNMENT 8:10**

Chair Carvel adjourned the meeting at 8:10 PM

## CITY OF EL CERRITO COMPREHENSIVE FINANCIAL POLICIES

Approved: Resolution No. 2024-82: November 19, 2024

### **PURPOSE:**

To establish a comprehensive set of financial policies for the City that will serve as a guideline for operational and strategic ~~decision-making~~decision-making related to financial matters.

### **POLICY:**

The following financial policies are intended to establish a comprehensive set of guidelines for use by the City Council and staff ~~on~~in decision-making that has a fiscal impact. The goal is to maintain the City's financial stability in order to be able to continually adapt to local, regional, and national economic changes. Such policies will allow the City to maintain and enhance a sound fiscal condition.

This financial policy will be reviewed annually by the Financial Advisory Board and any proposed substantive revisions will be submitted to the City Council for approval. The City's comprehensive financial policies will be utilized when preparing the Annual Operating Budget and shall be in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).

### **1. OVERVIEW & LONG-TERM FINANCIAL PLANNING**

- 1.1. A Five-Year ~~Year Financial Plan will be prepared at a minimum for the General Fund, and Financial Plan will be prepared at a minimum for the General Fund and the Integrated Waste Management Funds.~~ The City's Five-Year Financial Plan is the long-term picture of the City's finances and will be updated annually as part of the annual budget process.
- 1.2. The City shall seek a balance in the overall revenue structure between more stable revenue sources (e.g., Property Tax and Utility Taxes) and economically sensitive revenue sources (e.g., Sales Tax).
- 1.3. The City shall develop and maintain methods for the evaluation of future development and major fiscal impacts on the City budget.
- 1.4. The City shall develop and implement a financial plan to address its funding needs for issues like deferred maintenance and unfunded liabilities.
- 1.5. The City shall address issues related to cash flow requirements and any short term borrowing requirements on a timely basis.
- 1.6. The City shall require any annexation agreements to have a long- term beneficial financial impact on the City.

### **2. BUDGET POLICIES**

- 2.1. The City Manager shall prepare a proposed annual budget to be reviewed by the Financial Advisory Board and presented to the City Council within all statutorily prescribed deadlines. The City Council will adopt the budget at a public hearing by June 30 of each year.
- 2.2. A Budget will be adopted by Resolution of the City Council annually, which will contain the budget amendment process, budget amendment authority, and spending authorities. All departments are responsible for meeting the City's financial policy goals and ensuring the City's long-term financial health. Budget control is maintained at the fund level. The City Manager is authorized to transfer budgeted amounts within departments and within funds. In addition, amendments that are made to authorize spending of increased or new ~~special purposes~~special-purpose revenues may be approved by the City Manager. Budget modifications between funds or increases or decreases to a fund's overall budget must be approved by the City Council.

- 2.3. It is the City's policy to adopt a balanced General Fund budget where operating revenue is equal to, or exceeds, operating expenditures. In the event a balanced budget is not adopted, due to a deliberate reduction of accumulated fund balance or if the cause of the imbalance is expected to last for no more than one year, as with the case of a ~~one~~ one-time settlement or large purchase, the planned use of reserves to balance the budget is permitted as long as the reserve is consistent with the amounts described in Section 3., General Fund Balance Reserve Policy.
- 2.4. The operating budget shall serve as the annual financial plan for the City. It shall serve as the City's management plan for implementing goals and objectives of the City Council, City Manager and departments and will define service levels.
- 2.5. During the annual budget development process, the existing budget shall be examined to assure removal or reduction of any services or programs that should be eliminated or reduced in cost.
- 2.6. The annual review process shall include an assessment to determine if funds are available to operate and maintain proposed capital facilities and other public improvements.
- 2.7. Any General Fund year-end operating surplus (the excess of actual General Fund revenue less actual General Fund expenditures) shall be allocated for the following, subject to City Council approval, using the following priority order until any such annual General Fund surplus is fully allocated:
  1. General Fund Reserve, until the General Fund has reached 100% of its targeted reserve ratio as specified in the General Fund Reserve Policy (Section 3 of this policy).
  2. Emergency Disaster Relief Fund (EDRF), until the balance in that fund reaches 100% of the target balance as specified in Emergency and Disaster Recovery Fund (Section 4 of this policy).
  3. A minimum of 33% of the remaining surplus to additional discretionary payments towards the City's unfunded liabilities and/or contributions towards a pension or other post-employment benefit trust.
  4. The City Manager will make recommendations to the City Council to use any remaining surplus to fund non-recurring expenditures such as capital improvements, equipment purchases, or other, one-time expenditures which will not require additional future expense outlay for maintenance, additional staffing, or other recurring expenditures.
- 2.8. Where practical, the City's annual budget will include performance measures of workload, efficiency, and effectiveness.
- 2.9. Revenues:
  - 2.9.1. The City will estimate annual revenues using an objective, analytical process; specific assumptions will be documented and maintained. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies, and/or reliable economic forecasters when available.
  - 2.9.2. Specific revenue sources will not be dedicated for specific purposes, unless required by law or Generally Accepted Accounting Principles (GAAP). All non-tax increment, non-restricted revenues will be deposited in the General Fund and appropriated through the budget process. On-going revenues will fund on-going expenditures.
  - 2.9.3. A diversified and stable revenue system will be maintained to the extent possible to protect programs from short-term fluctuations in any single revenue source.

2.10. Appropriations:

- 2.10.1. The City shall, to the extent possible, pay for current year expenditures with current year revenues. Where authorized activities or equipment remain incomplete and/or unpurchased, revenues and/or fund balance may be carried forward at the City Manager's direction to the next fiscal year to support such an activity/purchase.
- 2.10.2. The City shall avoid budgetary procedures ~~which that~~ rely on financial strategies that defer payment of current operating expenses to future years.
- 2.10.3. Department Heads are responsible for ensuring that department expenditures stay within the department's budgeted appropriation.
- 2.10.4. A City Council Resolution is necessary to increase any total fund appropriation where no corresponding revenue offset exists that is restricted for that purpose.
- 2.10.5. The City Manager may adjust appropriations among departments within a fund.

**3. GENERAL FUND RESERVE POLICY**

- 3.1. The purpose of the reserve policy is to set aside funds to ~~insure-insure~~ ensure against events that would adversely affect the financial condition of the City and jeopardize the continuation of necessary public services. The reserve is designed to protect issuer ratings and offset economic downturns and revenue shortfalls.
- 3.2. It is a ~~goal-policy~~ of the City to maintain an unrestricted General Fund operating reserve of 17% of projected General Fund operating expenditures in each fiscal year. The City Council may adopt a deficit budget ~~if the projected reserve does not go below 10% in any year of the Five Year Budget Forecast.~~ Should the projected General Fund reserve fall below 17%, -% in any year of the five-year budget forecast, each budget year, the City will adopt a plan in the next budget cycle to restore the reserve percentage to 17%.
- 3.3. The unreserved fund balance in an Internal Service Fund may be transferred to the General Fund only for a fiscal emergency or for one-time uses such as natural disasters or unforeseen liabilities.

**4. EMERGENCY AND DISASTER RECOVERY FUND (EDRF)**

- 4.1. The City shall maintain a separate fund on its books called the Emergency and Disaster Recovery Fund (EDRF), which will be a restricted portion of the City's General Fund. The cash in this fund will be invested in accordance with the City's investment policy.
- 4.2. The purpose of this fund is to provide cash reserves in the event of severe economic downturns or disasters. The City shall fund and maintain the EDRF at 13% of the projected General Fund operating expenditures in each fiscal year.
- 4.3. The City Council may authorize the use of the EDRF for the purposes described in this Section 4 by a simple majority of the quorum. In the event that, because of an emergency, a quorum of the City Council is unavailable to meet, a single member or the City Manager may call a meeting to reconstitute the City Council, pursuant to the California Emergency Services Act (Gov. Code § 8642.) Once reconstituted, the City Council may authorize the use of the EDRF for the purposes described in this Section 4.
- 4.4. In the event that, because of the nature of an emergency, use of the EDRF is necessary before it is possible for the City Council to meet, the City Manager may use the EDRF for the purposes described in this Section 4. At the first meeting of the City Council thereafter, the City Council shall be asked to ratify the action of the City Manager. In the event that the City Manager is unavailable because of the emergency, the assistant director of emergency services, as defined in Chapter 2.28 of the El Cerrito Municipal Code, may use the EDRF for the purposes described in this Section 4. At the first meeting

of the City Council thereafter, the City Council shall be asked to ratify the action of the assistant director of emergency services.

## **5. FINANCIAL REPORTING POLICIES**

5.1. Accounting Standards: The City's accounting and financial reporting systems shall be maintained in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA). The City will make every attempt to implement all changes to governmental accounting practices at the earliest practicable time.

5.1.1. Annual Audit: An annual audit will be performed by an independent public accounting firm with an audit opinion to be included with the City's published Annual Comprehensive Financial Report (ACFR). The ACFR will be submitted annually to the Government Finance Officers Association for peer review with the goal of continuing receipt of the Certificate of Achievement for Excellence in Financial Reporting.

5.1.2. The independent firm will be selected through a competitive bidding process at least once every five years. The contract may be for an initial period of three years with two additional one-year options at the City Council's discretion. The current firm may be allowed to participate in the bid process. The need for rotation of the audit staff or audit firm will be considered in the bid process. The Finance Director will review the qualifications of prospective firms and make a recommendation to the City Council. The audit contract will be awarded by the City Council.

5.2. The City shall prepare and issue timely interim budget reports on the City's fiscal status to the City Council on no less than a quarterly basis. Reports will be prepared and presented to the City Council that explain key economic and fiscal developments, note significant deviations from the budget, include information on revenue and expenditures by operating department and by revenue/expenditure category, and when required, outline any corrective actions necessary to maintain the City's financial position. Reports may be required on a monthly basis by the City Council if they deem it necessary to more frequently monitor the budget. Reports will be provided to the public on the City's website.

## **6. OPERATIONAL MANAGEMENT POLICIES**

6.1. The City shall not commit to new spending for operating or capital improvement purposes until an analysis of all current and future cost implications relating to those programs and projects is completed.

6.2. All departments are responsible for meeting policy goals and ensuring long-term financial health. Future service plans and program initiatives will be developed to reflect current policy directives, projected resources and future service requirements.

6.3. Departmental requests for increases in staffing will be thoroughly analyzed; only those that meet adopted program initiatives and policy directives will be considered. To the extent feasible, personnel cost reductions will be achieved through attrition.

6.4. User Fees and Charges and Development Impact Fees:

6.4.1. Where direct services to users can be measured, as set forth in the Master Fee Schedule, the City should use appropriate fees, charges, or assessments rather than general tax funds. All user fees and charges will be examined or adjusted annually to determine the direct and indirect cost of service. User fees and charges for services shall be established at a level related to the cost of providing such service

except where the City Council has determined there is a public benefit to subsidize the service with tax-based revenue. The acceptable recovery rate and any associated changes to user fees and charges will be approved by the City Council following public review.

6.4.2. The City may identify the costs associated with new development as a basis for establishing development impact fees, but the long-term benefit of the development to the City should be considered in establishing such fees.

6.5. Grant Management:

6.5.1. The City shall actively pursue federal, state and other grant opportunities when deemed appropriate. Before accepting any grant, the City shall thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant and present that report for approval by the City Council.

6.5.2. The term of ~~Grant funded~~Grant-funded positions for programs should be clearly identified and presented to the City Council for approval. It is mandatory to disclose if General Fund revenues will be needed to fund a position during or after the Grant or program expires.

6.5.3. Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs. Programs financed with grant monies will be budgeted in separate cost centers, and the service program will be adjusted to reflect the level of available funding. In the event of reduced grant funding, City resources may be substituted only after all program priorities and alternatives are considered.

6.5.4. The cost of all externally mandated services for which funding is available shall be fully evaluated, including overhead, to allow for complete reimbursement of expenses.

**6.6. Revenue Collection Policy:**

6.6.1. The City will pursue revenue collection and auditing to ~~assure~~ensure that monies due the City are received in a timely manner.

6.6.2. The City will seek reimbursement from the appropriate agency for State and ~~Federal mandated~~Federal-mandated costs whenever possible.

6.6.3. The City will centralize accounts receivable/collection activities so that all receivables are handled consistently.

6.6.4. Accounts receivable management and diligent oversight of collections from all revenue sources are imperative. Sound financial management principles include the establishment of an allowance for doubtful accounts. Efforts shall be made to pursue the timely collection of delinquent accounts. When such accounts are deemed uncollectible, they will be written-off from the financial statements in accordance with established policies.

**7. FINANCIAL MANAGEMENT POLICIES**

7.1. Staff shall keep the City Council apprised of financial opportunities available and shall develop appropriate recommendations.

7.2. All requests for City Council action in excess of the City Manager's approval limit, shall include an analysis of the immediate and future fiscal impact of such action, particularly impacts on the General Fund. No appropriation for new or expanded programs or staffing levels shall be approved without identifying the amount and source of available funds.

7.3. Cash Management Investment:

7.3.1. Cash and investment programs will be maintained in accordance with California Government Code Section 53600 et seq. and the City's adopted investment policy

and will ensure that proper controls and safeguards are maintained. Pursuant to the Investment Policy, the Financial Advisory Board, at least annually will review, and the City Council will affirm, a detailed investment policy.

- 7.3.2. Reports on the investment portfolio and cash position will be developed and presented to the Financial Advisory Board and the City Council in conformity with the California Government Code.
- 7.3.3. Funds will be managed in a prudent and diligent manner with emphasis on safety of principal, liquidity, and yield, in that order.
- 7.3.4. The quarterly report shall include a statement in compliance with California Government Code 53646.

## 8. CAPITAL IMPROVEMENT PROJECT POLICIES

- 8.1. A ~~Ten-year~~Ten-Year Capital Improvement Plan will be developed and updated annually, including anticipated funding sources. Capital improvement projects are defined as infrastructure or equipment purchases or construction ~~which~~that result in a capitalized asset and have a useful (depreciable) life of two years or more.
- 8.2. Each Capital Improvement Project will identify, where applicable, current operating maintenance costs and funding streams available to repair and/or replace deteriorating infrastructure and to avoid significant unfunded liabilities.
- 8.3. The City will develop and implement a post-implementation evaluation of its ~~infrastructures~~infrastructure's condition on a specified periodic basis, estimating the remaining useful life, and projecting replacement costs.
- 8.4. The City shall actively pursue outside funding sources for all Capital Improvement Projects. Outside funding sources, such as grants, shall be used to finance only those Capital Improvement Projects that are consistent with the Ten-year Capital Improvement Plan and/or local governmental priorities, and ~~who's~~whose operating and maintenance costs will be included in future operating budget forecasts.
- 8.5. Capital improvement lifecycle costs will be coordinated with the development of the Operating Budget. Future operating, maintenance and replacement costs associated with new capital improvements will be forecasted, matched to available revenue sources, and included in the Operating Budget. Capital project contract awards will include a fiscal impact statement disclosing the expected operating impact of the project and when such cost is expected to occur.
- 8.6. The City must carefully seek and analyze the appropriate type of financing instrument ~~appropriate~~ for financing capital projects. Several options may be available – general obligation debt, fee-supported debt, fund reserves, tax increment, etc. All debt financing mechanisms shall be carefully considered and analyzed for fiscal benefit and cost effectiveness. Long-term borrowing shall be restricted to projects too large to be financed from current revenues (pay-as-you-go). Where possible, special assessment, revenue or other self-supporting bonds shall be used in lieu of general obligation bonds.

## 9. DEBT MANAGEMENT POLICIES

- 9.1. These Debt Management Policies are intended to comply with Government Code Section 8855(i) and shall govern all debt undertaken by the City. The City hereby recognizes that a fiscally prudent debt policy is required in order to:
  - Maintain the City's sound financial position.
  - Ensure the City has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
  - Protect the City's creditworthiness.

- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the City.
- Ensure that the City's debt is consistent with the City's planning goals and objectives and capital improvement program or budget, as applicable.

## 9.2. Purposes for Which Debt May Be Issued

9.2.1. Long-Term Debt: Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the City.

- a. Long-term debt financings are appropriate when the following conditions exist:
  - When the project to be financed is necessary to provide basic services
  - When the project to be financed will provide benefit to constituents over multiple years
  - When total debt does not constitute an unreasonable burden to the City and its taxpayers and ratepayers.
  - When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.
- b. Long-term debt financings are not appropriate for current operating expenses and routine maintenance expenses.
- c. The City may use long-term debt financings subject to the following conditions:
  - The project to be financed must be approved by the City Council.
  - The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project.
  - The City estimates that sufficient revenues will be available to service the debt through its maturity.
  - The City determines that the issuance of the debt will comply with the applicable state and federal law.

9.2.2. Short-term debt: Short-term debt may be issued to provide financing for the City's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the City may undertake lease-purchase financing for equipment.

9.2.3. Financings on Behalf of Other Entities. The City may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of the City. In such cases, the City shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.

9.3. Types of Debt: The following types of debt are allowable under these Debt Management Policies:

- general obligation bonds
- bond or grant anticipation notes
- tax and revenue anticipation notes
- lease revenue bonds, certificates of participation and lease-purchase transactions

- other revenue bonds (including sales tax revenue bonds) and certificates of participation
- pension obligation bonds
- land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes
- tax increment financing to the extent permitted under state law
- conduit financings, such as financings for affordable rental housing and qualified ~~501(c)(3)~~ 501(c)(3) organizations

The City may, from time to time, find that other forms of debt would be beneficial to further its public purposes and the City Council may approve such debt by amending these Debt Management Policies.

Debt shall be issued as fixed-rate debt unless the City makes a specific determination as to why a variable rate issue would be beneficial to the City in a specific circumstance.

9.4. Relationship of Debt to Capital Improvement Program and Budget: New debt issues, and refinancing of existing debt, must be analyzed for compatibility within the City's Ten-Year Capital Improvement Plan. The City shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The City shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear. The City shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its General Fund.

9.5. Policy Goals Related to Planning Goals and Objectives: The City is committed to long-term financial planning, maintaining appropriate ~~reserves-reserve~~ levels and employing prudent practices in governance, management and budget administration. The City intends to issue debt for the purposes stated in these Debt Management Policies and to implement policy decisions incorporated in the City's Five-Year Financial Plan and its annual operating budget.

It is a policy goal of the City to protect taxpayers, ratepayers, and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The City will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

When refinancing debt, it shall be the policy goal of the City to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings equal to or greater than 5% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than 100% of any escrow fund negative arbitrage.

9.6. Internal Control Procedures: When issuing debt, in addition to complying with the terms of these Debt Management Policies, the City shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds. The City will periodically review the requirements of and will remain in compliance with the following:

- the City's Disclosure Policies and Procedures, and
- any federal tax compliance requirements, including, without limitation, arbitrage and rebate compliance, related to any prior bond issues, and

- the City's investment policies as they relate to the investment of bond proceeds.

Whenever reasonably possible, and for the purpose of ensuring that proceeds of debt will be used for their intended purpose, proceeds of debt will be held by a third-party trustee and the City will submit written requisitions for such proceeds. The City will submit a requisition signed by the Finance Director only after obtaining the signature of the City Manager.

- 9.7. Debt Limits: The outstanding principal amount of debt described in ~~Section B~~Section 9.3 will not exceed two percent (2%) of the total assessed value of property in the City, and debt service and lease payments incurred for financing purposes that are payable from the City's General Fund will not exceed 5% of operational appropriations.

## **10. EQUIPMENT REPLACEMENT FUND**

- 10.1. The City may maintain a dedicated fund to provide for replacement of vehicles and certain equipment. Unreserved fund balance will be available for transfer to the General Fund only in the event of a fiscal emergency as described in Section 3.

## **11. ENTERPRISE FUNDS**

- 11.1. All Enterprise Funds user fees will be examined annually to ensure that they recover all direct and indirect costs of service, provide for capital improvements and maintenance, and maintain adequate reserves.
- 11.2. Rate increases shall be approved by the City Council following formal ~~noticing~~notice and a public hearing. Rate adjustments will be based on the projected expenditures in the Ten-Year Financial Plan.



Staff Liaison  
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## MINUTES

### REGULAR MEETING OF THE FINANCIAL ADVISORY BOARD (FAB)

Tuesday, January 27, 2026 at 6:30 p.m.  
City hall, Council Chambers  
10890 San Pablo Avenue  
El Cerrito, CA 94530

This Meeting Place is Wheelchair Accessible

#### 6:30 p.m. CONVENE REGULAR MEETING

1. **ROLL CALL** – Chair David Carvel called the meeting to order at 6:30 PM.  
**Present:** Chair Carvel, Vice-Chair McDougall; **Members** Szlatenyi and White.  
**Youth Member** Clive Watson-Lamprey Singer.  
**Absent:** None.
2. **ORAL COMMUNICATIONS FROM THE PUBLIC**  
Remarks are typically limited to three (3) minutes per person and may be on anything within the subject matter jurisdiction of the body. Remarks on non-agenda items will be heard first, as well as introduction by individuals interested in serving on the advisory body. Remarks on agenda items will be heard at the time the item is discussed.  
**Barbra Chan** – Expressed concern as to why the FAB meeting in February is being canceled. Appreciated all the questions/comments on the library. Excited for the City to look at Economic Development.
3. **COUNCIL/STAFF LIAISONS ANNOUNCEMENTS AND REPORTS** (5 min.)  
Staff and/or Councilmembers may report Council policies, priorities and significant actions taken by the City Council, and/or on matters of general interest to the FAB.
  - [Monthly Disbursement and Check Register Report for November 2025](#)
  - [Monthly Disbursement and Check Register Report for December 2025](#)
  - [Council Retreat, January 10, 2026](#)
    - Councilmember Motoyama reviewed the Council Retreat. Highlighted that the library is a Citizens Initiative, not sponsored by the City, that is why there isn't information on the City's website. Chair Carvel asked about the grant that was received, Council Member Motoyama clarified that the loan was for affordable housing. Not connected to the library.
    - Councilmember Motoyama noted that the Strategic Plan focuses on a TOD BART library. Member white asked how does this affect any additional sites. Motoyama noted that we would need to find a site that is available, and we would then need to pay competitive costs.
  - February FAB meeting cancellation
  - March FAB meeting location change, Garden Room at the Community Center

**4. APPROVAL OF THE MINUTES (5 min.) (Attachment)**

Consider a motion adopting the minutes for the FAB meeting held on December 18, 2025.

**Motion/Second:** Motion by Member White to delay the approval of the December minutes until the next meeting. Materials were missing from the minutes presented, second by Member Szlatenvyi.

**Ayes:** Chair Carvel, Vice-Chair McDougall, Members White and Szlatenvyi, Youth Member Watson-Lamprey Singer.

**Noes:** None **Absent:** None

**Motion passes.**

**5. REVIEW OF THE MAY 20, 2025 CALPERS PENSION COSTS UPDATE PRESENTATION (20 min.) (Attachment)**

Review, discussion and possible recommendation regarding recommendations for the City's CalPERS pension costs. The FAB will be referring to May 20, 2025 presentation made by Michael Meyer, of NHA Advisors.

- [CalPERS Pension Program Review and Cost Management Strategy Assessment \(May 20, 2025\)](#)

**Public Comment:**

**Barbra Chan** – Expressed support for using more graphs and visual aids in the presentation of financial information.

**6. GENERAL FUND LONG-TERM FORECAST DEFICIT CONCERNS (30 min.) (Attachment)**

Discussion and possible recommendations of budget solutions to address the projected General Fund budget deficits in the long-term forecast.

**Motion/Second:** Motion by Member Szlatenvyi to defer Item 6 to the February meeting, second by Member White.

**Ayes:** Chair Carvel, Vice-Chair McDougall, Members White and Szlatenvyi, Youth Member Watson-Lamprey Singer.

**Noes:** None

**Absent:** None

**Motion passes**

**7. REVIEW OF THE MAY 20, 2025 PRESENTATION OF 2025 COST ALLOCATION PLAN (15 min.) (Attachment)**

Discussion and possible recommendation regarding the City's Cost Allocation Plan.

- [May 20, 2025 Council Meeting](#)

**Motion/Second:** Motion by Member Szlatenvyi to defer Item 6 to the February meeting, second by Member White.

**Ayes:** Chair Carvel, Vice-Chair McDougall, Members White and Szlatenvyi, Youth Member Watson-Lamprey Singer.

**Noes:** None **Absent:** None

**Motion passes**

**8. FISCAL YEAR 2024-25 ANNUAL COMPREHENSIVE FINANCIAL REPORT (20 min.)** (Attachment)

Review the City's Fiscal Year 2024-25 Annual Comprehensive Financial Report (ACFR).

**Motion/Second:** Motion by Member White to submit recommendation to the Council regarding the FABs review of the ACFR, second by Member Szlatenvyi.

**Ayes:** Chair Carvel, Vice-Chair McDougall, Members White and Szlatenvyi, Youth Member Watson-Lamprey Singer.

**Noes:** None **Absent:** None

**Motion passes**

FAB reviewed the ACFR at our 1/27 meeting.

We want to recognize the City is in a different financial position than it has been in the past (pre-2020). We want to acknowledge the work of the Finance department in putting in place sound budget practices. However, we still have work to do. Many of the increases in revenue are due to circumstances outside of our control (e.g. ARPA, RPTT). We want the city to focus more on the items it can control, specifically expenses, which have increased over time. We recommend particular attention be paid to controlling and reducing expenses.

**9. FUTURE AGENDA ITEMS (5 min.)**

- Purchasing Ordinance, updates as available
- Service Delivery Study, updates as available
- Pool, updates as available
  - Special meeting when appropriate to discuss funding
- Review investment policy
- Make recommendations on clear annual budget plan calendar

**10. ADJOURNMENT**

Chair Carvel adjourned the meeting at 8:39 PM

David Carvel, Chair

Crystal Reams, Finance Director

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Staff Liaison at 510-215-4312. 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).

Any writings for documents provided to a majority of the members regarding any item on this agenda will be made available for public inspection at <https://www.el-cerrito.org/Archive.aspx?AMID=93>.

As of December 31, 2026

General Fund Balance Projections														
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34	FY 2034-35	2035-36	
Beginning Total Fund Balance	\$ 23.14	\$ 22.89	\$ 24.25	\$ 22.59	\$ 21.50	\$ 19.69	\$ 19.03	\$ 18.67	\$ 18.70	\$ 19.01	\$ 19.81	\$ 20.99	\$ 22.50	
Non Spendable	0.13	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	0.18	
Section 115	1.37	2.96	2.96	2.96	2.96	2.96	2.61	1.89	1.49	1.12	0.80	0.70	0.73	
EDRF	9.00	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	
Beginning (Adj) Unassigned Fund Balance	\$ 12.64	\$ 12.25	\$ 13.61	\$ 11.95	\$ 10.86	\$ 9.05	\$ 8.75	\$ 9.10	\$ 9.53	\$ 10.21	\$ 11.33	\$ 12.61	\$ 14.10	
Total Revenues	52.12	54.35	53.78	56.32	58.16	60.05	62.02	64.07	66.20	68.43	70.76	73.18	75.71	
Total Expenses & Other Financing Sources (Uses)	52.37	52.99	55.44	57.41	59.97	60.71	62.38	64.04	65.89	67.63	69.58	71.67	72.62	
Net Change in Fund Balance	\$ (0.25)	\$ 1.36	\$ (1.66)	\$ (1.09)	\$ (1.81)	\$ (0.66)	\$ (0.36)	\$ 0.03	\$ 0.31	\$ 0.80	\$ 1.18	\$ 1.51	\$ 3.09	
Projected/Actual Unassigned Fund Balance	12.39	13.61	11.95	10.86	9.05	8.39	8.39	9.13	9.84	11.01	12.51	14.12	17.18	
Unassigned Fund Balance Reserve %	23%	25%	21%	18%	15%	13%	13%	14%	15%	16%	17%	19%	24%	
Total Reserve %	43%	44%	39%	36%	32%	31%	29%	28%	28%	28%	29%	31%	35%	

**Adjustments:**

Revenue Increases													
Budget Roll Forward			0.29										
Swim Center			0.95										
Union contracts			0.12	0.51	0.58								
Fire Engine				0.33	0.88								
Council AV			0.32										
<b>Original deficit (15,773.48 FY26)</b>			<b>0.01</b>	<b>(2.79)</b>	<b>(1.08)</b>	<b>(0.66)</b>	<b>(0.36)</b>	<b>0.03</b>					

Approved adj already made		
Council AV	317,535	0.32
Pool	183,300	0.18
PO roll forward	291,695	0.29
	<u>792,530</u>	<u>0.79</u>



## AGENDA BILL

Agenda Item No. 8.B.

**Date:** May 20, 2025  
**To:** El Cerrito City Council  
**From:** Crystal Reams, Finance Director/City Treasurer, Finance Department;  
Tony Thrasher, Principal Consultant, Wildan  
**Subject:** Presentation of 2025 Cost Allocation User Fee Study; and Public Hearing  
and Approval of Fiscal Year 2025-26 Master Fee Schedule

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### **ACTION PROPOSED**

Receive and file a presentation on the 2025 Cost Allocation User Fee study; hold a public hearing and, upon conclusion, adopt a resolution approving the Fiscal Year 2025-26 Master Fee Schedule.

### **BACKGROUND**

The Master Fee Schedule, which includes all City user fees, charges for services, Planning and Building fees, and business license tax rates, is revised annually as required by El Cerrito Municipal Code §4.01.010. Adjustments to fees and charges for service are intended to cover changes in the City's cost of providing programs and services.

During Fiscal Year 2024-25 the City contracted with Willdan to conduct a cost allocation study and a user fee study to analyze the costs and fees to propose adjustments for Fiscal Year 2025-26. The Cost Allocation Study and User Fee Study (Attachment 1) determine the total costs of different City operations and the costs of providing the programs and services listed in the Master Fee Schedule, respectively.

Recommended changes to fees in the Master Fee schedule are proposed largely to bring the fees in line with the updated costs of the related programs and services. In some cases, a proposed fee may not fully cover the cost of the program or services, but maintaining a below-cost fee or reducing the fee may be necessary to maintain alignment with other cities and organizations that have comparable programs. Increases in fees were also analyzed to be consistent with legal restrictions and regulatory guidelines.

The City utilized the Cost Allocation and Fee Studies and inflation statistics from the U.S. Bureau of Labor Statistics for the Western Metropolitan Area (San Francisco-Oakland-Hayward) as well as impacts from the City's labor contracts and other costs of providing services. For building permit fees, consistent with the fee program, the City used the Engineering News Construction Cost Index and Building Valuation, with a Bay Area adjuster. After the proposed changes, City fees do not exceed the costs of providing services for which the fees are charged.

The City's Municipal Code requires that Business License Taxes be revised based on the percentage 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 adjustments is applicable. Thus, the Business License Taxes were not included in the user fee study performed by Willdan.

### **ANALYSIS**

The FY 2025-26 proposed fee changes reflect various increases and decreases, excluding fees governed by regulatory or other restrictions or allowable cost recovery recommendations. Several fees are recommended for elimination or consolidation for administrative ease, and several new fees are proposed to support new services or state mandates. The primary adjustment factors include cost of living adjustments for City staff, inflationary impacts on the City's costs, and/or re-evaluation of costs for services through the City-wide cost allocation plan study and the user fee study conducted by Willdan.

Attachment 3, FY 2025-26 Proposed Master Fee Schedule, details all of the proposed fee changes, other adjustments, or movement/relocation of fees to other fee sub-categories.

### **STRATEGIC PLAN CONSIDERATIONS**

This action supports the [City's Strategic Plan Goal\(s\)](#) of:

- *High Performing Organization* by allowing the City to ensure that revenue meets the cost of providing services.

### **ENVIRONMENTAL CONSIDERATIONS**

This section is not applicable to this agenda item.

### **FINANCIAL CONSIDERATIONS**

The estimated revenue generated by fees, charges for service, and business license taxes was included in the City's FY 2024-25/FY 2025-26 Adopted Budget based on the Master Fee Schedule approved by the City Council. The proposed changes do not warrant decreases to current revenue amounts proposed in the FY 2025-26 proposed budget.

### **LEGAL CONSIDERATIONS**

Except for Development Fees, which will become effective 60 days after approval of this schedule, all fees listed in the Master Fee Schedule will become effective July 1, 2025, on the first day of the new fiscal year.

As required by California Government Code §66018(a), the City is required to conduct a public hearing prior to adopting Planning, Building, and some other new fees or fee increases. Notification of this public hearing was completed in accordance with State law and the El Cerrito Municipal Code. Notice was emailed to individual/entities that have previously requested to be notified regarding development fees on May 6, 2024; and published in the West County Times, a subsidiary of East Bay Times Newspaper Group, on May 10, 2025, and May 16, 2025.

**Reviewed by:**

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

Karen Pinkos, City Manager

**Attachments:**

1. 2025 Cost Allocation User Fee Study
2. Resolution
3. Exhibit A to Resolution - Master Fee Schedule
4. Presentation

# City of El Cerrito, CA



## User Fee Study

May 14, 2025

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# TABLE OF CONTENTS

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<b>TABLE OF CONTENTS</b> .....	<b>i</b>
<b>Executive Summary</b> .....	<b>1</b>
<b>User Fee Background</b> .....	<b>2</b>
Background .....	2
California User Fee History .....	2
Additional Policy Considerations .....	3
<b>Study Objective</b> .....	<b>4</b>
Scope of the Study .....	4
Aim of the Report.....	5
<b>Project Approach and Methodology</b> .....	<b>6</b>
Conceptual Approach.....	6
Fully Burdened Hourly Rates.....	6
Summary Steps of the Study.....	7
Allowable Costs.....	7
Methodology.....	8
Quality Control/Quality Assurance .....	8
Reasons for cost increases/decreases over current fees.....	8
City Staff Contributions.....	9
<b>El Cerrito User Fees</b> .....	<b>10</b>
Cost Recovery.....	10
Subsidization .....	10
Revenue Analysis .....	11
Impact on Demand (Elasticity).....	11
Summary .....	11
<b>Citywide Services</b> .....	<b>13</b>
Analysis .....	13
<b>Business License</b> .....	<b>14</b>
Analysis .....	14
<b>Planning</b> .....	<b>15</b>
Analysis .....	15

---

<b>Building</b> .....	<b>16</b>
Analysis .....	16
<b>Public Works</b> .....	<b>17</b>
Analysis .....	17
<b>Fire</b> .....	<b>18</b>
Analysis .....	18
<b>Police</b> .....	<b>19</b>
Analysis .....	19
<b>Recreation</b> .....	<b>20</b>
Analysis .....	20
<b>Appendix A – Total Allowable Cost to be Recovered</b> .....	<b>21</b>
<b>Appendix B –Fully Burdened Hourly Rates</b> .....	<b>22</b>
<b>Appendix C – Cost Recovery Analysis</b> .....	<b>27</b>

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## Executive Summary

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The City of El Cerrito engaged Willdan Financial Services (Willdan) to determine the full costs incurred by the City to support the various activities for which the City charges user fees. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities. This report and the appendices herein identify 100% full cost recovery for City services. **Appendix C** details the full cost and suggested fees as determined through discussion with departmental staff. The recommended fees identified herein are either at or less than full cost recovery.

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# User Fee Background

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## Background

As part of a general cost recovery strategy, local governments adopt user fees to fund programs and services that provide limited or no direct benefit to the community as a whole (“User Fees”). As cities struggle to maintain levels of service and variability of demand, they have become increasingly aware of subsidies provided by the General Fund and have implemented cost-recovery targets. To the extent that governments use general tax monies to provide individuals with private benefits, and not require them to pay the full cost of the service (and, therefore, receive a subsidy), the government is limiting funds that may be available to provide other community-wide benefits. In effect, the government is using community funds to pay for private benefits. Unlike most revenue sources, cities have more control over the level of user fees they charge to recover costs, or the subsidies they can institute.

Fees in California are required to conform to the statutory requirements of the California Constitution, Proposition 218, Proposition 26, and the California Code of Regulations. The Code also requires that the City Council adopt fees by either ordinance or resolution, and that any fees in excess of the estimated total cost of rendering the related services must be approved by a popular vote of two-thirds of those electors voting because the charge would be considered a tax and not a fee. There are no fees suggested to be set above the cost of service and as such a public vote is not required.

## California User Fee History

Before Proposition 13, in times of fiscal shortages, California cities were able to raise property taxes, which funded everything from police and recreation to development-related services. However, this situation changed with the passage of Proposition 13 in 1978.

Proposition 13 established the era of revenue limitation in California local government. In subsequent years, the state saw a series of additional limitations to local government revenues. Proposition 4 (1979) defined the difference between a tax and a fee: a fee can be no greater than the cost of providing the service; and Proposition 218 (1996) further limited the imposition of taxes for certain classes of fees. As a result, cities were required to secure a supermajority vote in order to enact or increase taxes. Due to the thresholds needed to increase local taxes, cities have less control and very few successful options for new revenues. The State of California took a series of actions in the 1990’s and 2000’s to improve the State’s fiscal situation, at the expense of local governments. In 2004-05, the Educational Revenue Augmentation Funds (“ERAF”) take-away of property taxes and the reduction of Vehicle License Fees further reduced local tax revenues.

In addition, on November 2, 2010, California voters approved Proposition 26, the “Stop Hidden Taxes Initiative”, which is aimed at defining “regulatory fees” as a special tax rather than a fee, thus requiring approval by two-thirds vote of local voters. These regulatory fees are typically intended to mitigate the societal and environmental impacts of a business or person’s activities. Proposition 26 contains seven categories of exceptions. The fees analyzed as part of a User Fee study typically fall under categories one through five consisting of charges for specific benefits, government service, regulatory need, for use of government property, or a fine/penalty.

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## Additional Policy Considerations

State regulations require that municipalities update their fee schedules to reflect the actual costs of certain public services primarily benefiting users. User Fees recover costs associated with the provision of specific services benefiting the user, thereby typically reducing the use of General Fund monies for such purposes.

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover reasonable support costs. Support costs are those costs relating to a local government's central service departments that are allocable to the local government's operating departments. Central services support was incorporated using a 15% de minimis indirect overhead rate since the City currently does not have an indirect cost allocation plan. The de minimis rate use as indirect support when a current allocation plan is not present is recommended in the 1 CFR Part 225 Cost Principles, which is a federal standard that is more restrictive than is needed for City user fee cost attribution and is therefore a reasonable approach to use. The purpose of the indirect rate is to account for the citywide central service functions of the City such as Finance, City Manager, City Clerk, Building Maintenance, Information Technology, and Human Resources support of all other operating departments and funds of the City that they support, that provide services to the public.

As labor effort and costs associated with the provision of services fluctuate over time, a significant element in the development of any fee schedule is that it has the flexibility to remain current. Therefore, it is recommended that the City include an inflationary factor in the resolution adopting the fee schedule to allow the City to annually increase or decrease the fees by changes in a pre-approved inflationary index, as described below. However, such inflationary increases shall not exceed the reasonable estimated cost of providing the services each year.

The City may employ many different inflationary factors. The most commonly used inflator is some form of the Consumer Price Index (CPI) as it is widely well known and accepted. A similar inflator is the implicit price deflator for GDP, which is much like the CPI except that while the CPI is based on the same "basket" of goods and services every year, the price deflators' "basket" can change year to year. Since the primary factor for the cost of a City's services is usually the costs of the personnel involved, tying an inflationary factor that connects more directly to the personnel costs can also be suitable if there is a clear method, or current practice of obtaining said factor.

Each City should use an inflator that they believe works the best for their specific situation and needs but cannot rely solely on the CPI increase as it is incumbent upon each agency to ensure the amount of the fees charged does not exceed the reasonable estimated costs of providing the services. It is also recommended that the City perform this internal review annually with a comprehensive review of services and fees performed every five years, which would include adding, amending, or removing fees for programs/services.

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## Study Objective

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As the City of El Cerrito seeks to efficiently manage limited resources and adequately respond to increased service demands, it needs a variety of tools. A User Fee Study provides assurance that the City has the best information and the best resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of the City administration and its constituency. Given the limitations on raising revenue in local government, the City recognizes that a User Fee Study is a very cost-effective way to understand the total cost of services and identify potential fee deficiencies. Essentially, a User Fee is a payment for a requested service provided by a local government that primarily benefits an individual or group.

The total cost of each service included in this analysis is based on the full cost of providing City services, including direct salaries and benefits of City staff, direct departmental costs, and indirect costs from central service support. This study determines the full cost recovery fee for the City to provide each service; however, each fee is set at the City's discretion, up to 100% of the total cost, as specified in this report.

The principal goal of the study was to help the City determine the full cost of the services that the City provides. In addition, Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying subsidy amount, if applicable, of each fee in the model
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with City policies and goals

The study results will help the City better understand its true costs of providing services and may serve as a basis for making informed policy decisions regarding the most appropriate fees, if any, to collect from individuals and organizations that require individualized services from the City.

## Scope of the Study

The scope of this study encompasses a review and calculation of the user fees charged by the following El Cerrito departments and fee groups:

- Citywide Services
- Business License
- Planning
- Building
- Public Works
- Fire
- Police
- Recreation

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The study involved the identification of existing and potential new fees, fee schedule restructuring, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery levels.

## **Aim of the Report**

The User Fee Study focused on the cost of City services, as City staff currently provide them at existing, known, or reasonably anticipated service and staff level needs. This report provides a summary of the study results, and a general description of the approach and methods Willdan and City staff used to determine the recommended fee schedule. The report is not intended to document all of the numerous discussions throughout the process, nor is it intended to provide an influential dissertation on the qualities of the utilized tools, techniques, or alternative approaches.

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# Project Approach and Methodology

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## Conceptual Approach

The basic concept of a User Fee Study is to determine the “reasonable cost” of each service provided by the City for which it charges a user fee. The full cost of providing a service may not necessarily become the City’s fee, but it serves as the objective basis as to the maximum amount that may be collected.

The standard fee limitation established in California law for such fees is the “estimated, reasonable cost” principle. In order to maintain compliance with the letter and spirit of this standard, every component of the fee study process included a related review. The use of budget figures, time estimates, and improvement valuation clearly indicates reliance upon estimates for some data.

## Fully Burdened Hourly Rates

The total cost of each service included in this analysis is primarily based on the Fully Burdened Hourly Rates (FBHRs) that were determined for City personnel directly involved in providing services. The FBHRs include not only personnel salary and benefits (see [Appendix B](#)), but also any costs that are reasonably ascribable to personnel. The cost elements that are included in the calculation of fully burdened rates are:

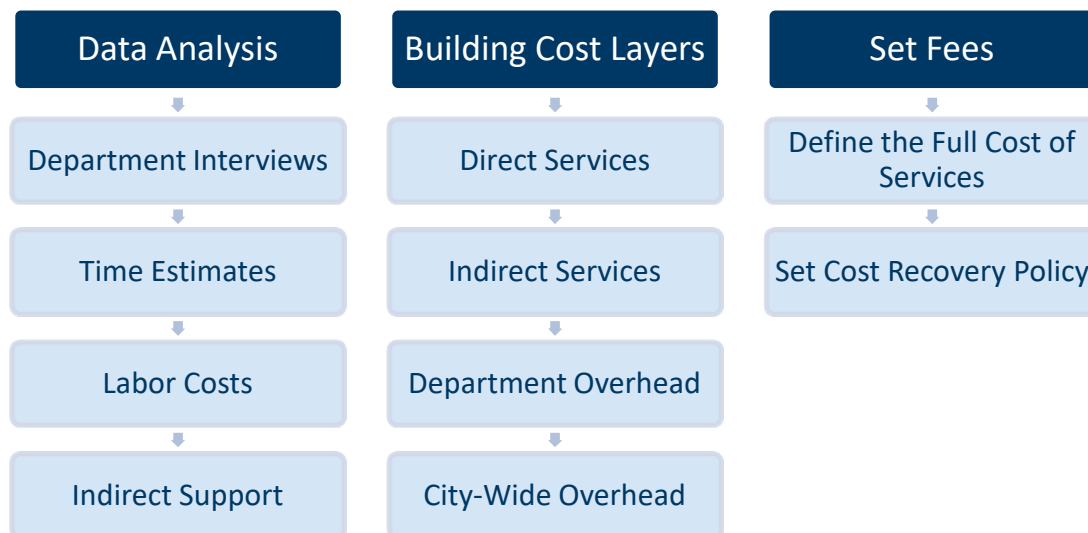
- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Indirect City-wide overhead costs calculated through the 15% de minimis indirect rate

An important factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to 1,650 productive or billable hours to account for calculated or anticipated hours’ employees are involved in non-billable activities such as paid vacation, sick leave, holidays, and other considerations as necessary. Dividing the full cost, including overhead, of a position by the number of productive hours provides the FBHR.

The FBHRs are then used in conjunction with time estimates, when appropriate for how a service is provided, to calculate a fee’s cost based on the personnel and the amount of their time that is involved in providing each service.

## Summary Steps of the Study

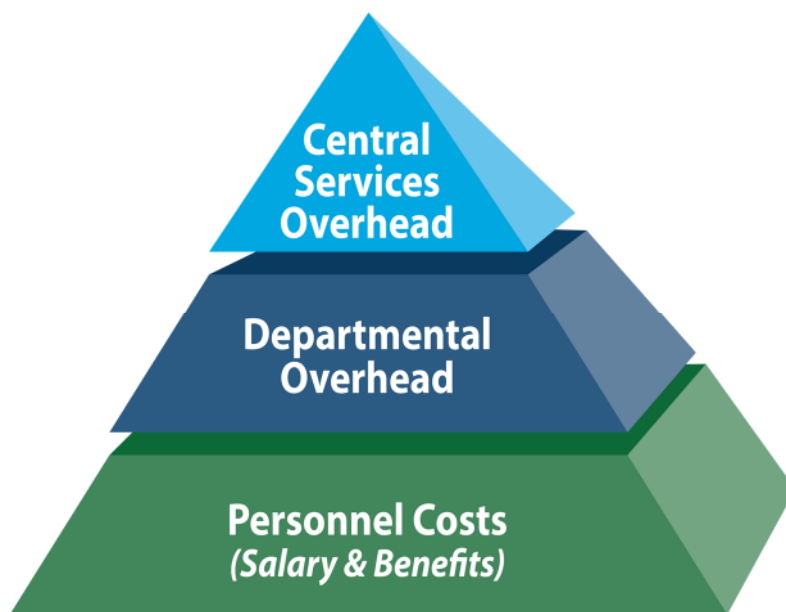
The process of the study is straightforward and simple in concept. The following list provides a summary of the study process steps:



## Allowable Costs

This report identifies three types of costs that, when combined, constitute the fully burdened cost of a service (**Appendix A**). Costs are defined as direct labor, including salary and benefits, departmental overhead costs, and the City’s central services overhead, where departmental and central service overhead costs constitute support costs. These cost types are defined as follows:

- **Direct Labor (Personnel Costs):** The costs related to staff salaries for time spent directly on fee-related services.
- **Departmental Overhead:** A proportional allocation of departmental overhead costs, including operation costs such as supplies and materials that are necessary for the department to function.
- **Central Services Overhead:** These costs represent services provided by those Central Services Departments whose primary function is to support other City departments.



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## Methodology

The three methods of analysis for calculating fees used in this report are the:

**Case Study Method (Standard Unit Cost Build-Up Approach):** This approach estimates the actual labor and material costs associated with providing a unit of service to a single user. This analysis is suitable when City staff time requirements do not vary dramatically for a service, or for special projects where the time and cost requirements are easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with City staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

**Program Cost Approach:** In some instances, the underlying data is not available or varies widely, leaving a standard unit cost build-up approach impractical. In addition, market factors and policy concerns (as opposed to actual costs) tend to influence rental based fee levels more than other types of services. Willdan employed a different methodology where appropriate to fit a program's needs and goals. Typical programmatic approach cases are valuation-based fees, Recreation programs, and instances where a program cost is divided over the user base to obtain a per applicant cost for shared cost services.

**Valuation Based Fees:** This method of collection is used when the valuation of the improvement can be used as a proxy for the amount of effort it would take for City staff to complete the service provided. More specifically, this approach is commonly used for certain User Fees in the Building Division. It is generally accepted that as a project's size scales up, the cost of the project increases, and the amount of effort needed to review and inspect also increases. Using valuation-based fees provides for a system that can adjust as project sizes scale. Land is not included in the valuation.

## Quality Control/Quality Assurance

All study components are interrelated, thus flawed data at any step in the process will cause the ultimate results to be inconsistent and unsound. The elements of our Quality Control process for User Fee calculations include:

- Involvement of knowledgeable City staff
- Clear instructions and guidance to City staff
- Reasonableness tests and validation
- Internal and external reviews
- Cross-checking

## Reasons for cost increases/decreases over current fees

Within the fee tables in **Appendix C**, the differences are identified between the full costs calculated through the study and the fee levels currently in effect. The reasons for differences between the two can arise from a number of possible factors including:

- 
- Previous fee levels may have been set at levels less than full cost intentionally, based on policy decisions
  - Position staffing levels, seniority, and the positions that complete fee and service activity may vary from when the previous costs were calculated
  - Personnel and materials costs could have increased at levels that differed from any inflationary factors used to increase fees since the last study
  - Changes in processes and procedures within a department, or the City as a whole
  - Changes in the demand for services in a City may have also changed the staffing or cost structure of departments over time

## City Staff Contributions

As part of the study process, Willdan received tremendous support and cooperation from City staff, which contributed and reviewed a variety of components to the study, including:

- Budget and other cost data
- Staffing structures
- Fee and service structures, organization, and descriptions
- Direct work hours (billable/non-billable)
- Time estimates to complete work tasks
- Review of draft results and other documentation

A User Fee Study requires significant involvement of the managers and line staff from the departments on top of their existing workloads and competing priorities. The contributions from City staff were critical to this study. We would like to express our appreciation to the City and its staff for their assistance, professionalism, positive attitudes, helpful suggestions, responsiveness, and overall cooperation.

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# El Cerrito User Fees

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## Cost Recovery

The cost recovery models, by department/division fee type, are presented in detail in **Appendix C**. Full cost recovery is determined by summing the estimated amount of time each position (in increments of minutes or hours) spends to render a service. Time estimates for each service rendered were obtained through interviews conducted with City staff for each department/division fee included in the study. The resulting cost recovery amount represents the total cost of providing each service. The City's current fee being charged for each service, if applicable, is provided in this section, as well, for reference.

It is important to note that the time data used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service and will differ from City to City depending on staffing, positions involved, experience of staff, the use of consultants, and the policies and procedures in place for each City. Specifically, in providing services, a number of employees are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

The primary goal of this study was to identify the cost of City services, to provide information to help the City make informed decisions regarding the actual fee levels and charges. The responsibility of determining the final fee levels is a complicated task. City staff must consider many issues in formulating recommendations, and the City Council must consider those same issues and more in making the final decisions.

City staff assumes the responsibility to develop specific fee level recommendations to present to the City Council. Unfortunately, there are no hard and fast rules to guide the City, since many of the considerations are based on the unique characteristics of the City of El Cerrito, and administrative and political discretion. However, in setting the level of full cost recovery for each fee, one should consider whether the service solely benefits one end user or the general community.

## Subsidization

Recalling the definition of a user fee helps guide decisions regarding subsidization. The general standard is that individuals (or groups) who receive a wholly private benefit should pay 100% of the full cost of the services. In contrast, services that are simply public benefit should be funded entirely by the general fund's tax dollars. Unfortunately, for the decision makers, some services fall into the range between these two extremes.

Further complicating the decision, opponents of fees often assert that the activities subject to the fees provide economic, cultural, "quality of life," or other community benefits that exceed the costs to the City, but it is important to distinguish the difference between any purported possible benefits that may be conveyed through the result of activities of the service receiver and the direct benefit being conveyed through the City providing the service to the requestor.

It is recommended the City consider such factors during its deliberations regarding appropriate fee levels.

Of course, subsidization can be an effective public policy tool since it can be used to reduce fees to encourage certain activities (such as to ensure public safety) or allow some people to be able to afford to receive services they otherwise could not at the full cost. In addition, subsidies can be an appropriate and justifiable action, such as to allow citizens to rightfully access services, without overburdensome costs.

Despite the intent, it is important for the City and public to understand that subsidies must be covered by another revenue source, typically the General Fund’s other unrestricted funds.

## Revenue Analysis

The revenue analysis of this User Fee Study Report is intended to provide additional context as a projection of what the fee changes will have in revenue, assuming no participation changes in service requests. The projections are based on the average fee change for each department and evaluates the projected revenue change resulting from suggested fees.

Department / Fee Group	Budgeted FY 24/25 Fee Revenue	Projected Revenue Change
Business License	\$307,222	\$32,726
Police	\$73,080	\$11,087
Fire	\$923,568	\$320,004
Public Works	\$575,120	\$283,546
Building	\$2,783,952	\$81,320
Planning	\$528,686	\$86,639
Recreation	\$4,039,031	\$128,004
Tobacco Retailer License	\$7,280	\$945
<b>Total</b>		<b>\$944,272</b>

\*Does not include new fees or services based on actual cost

## Impact on Demand (Elasticity)

Economic principles of elasticity suggest that increased costs for services (higher fees) will eventually curtail the demand for the services; whereas lower fees may spark an incentive to utilize the services and encourage certain actions. Either of these conditions may be a desirable effect to the City. However, the level of the fees that would cause demand changes is largely unknown. The cost of service study did not attempt to evaluate the economic or behavioral impacts of higher or lower fees; nevertheless, the City should consider the potential impacts of these issues when deciding on fee levels.

## Summary

City staff is recommending setting user fees at suggested fee amounts as detailed in [Appendix C](#). City and departmental goals, City Council priorities, policy initiatives, past performance, implementation issues, and other internal and external factors should influence staff recommendations and City Council decisions. In this case, the proper identification of additional services (new or existing services) and the update to a

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consistent and comprehensive fee schedule were the primary objectives of this study. City staff has reviewed the full costs and identified the recommended fee levels for consideration by City Council.

The following sections provide background for each department, division, and fee group and the results of this study's analysis of their fees. For the full list of each fee's analysis, refer to **Appendix C** of this report.

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## Citywide Services

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Citywide Services fees include services provided by the City Manager Department and its subsequent offices such as the City Attorney and City Clerk. Responsibilities of the Department include: Personnel/Employee Relations, Risk Management, Information Technology Systems, public information and outreach, policy development and legislative advocacy, grant management, and retention of all city records and Municipal Elections.

### Analysis

Willdan individually reviewed the services associated with Citywide Services. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Citywide Services relied primarily upon a standard unit cost build-up approach for fees, excluding fees set by the State, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most current fees are currently below the full cost of providing services. Staff is recommending the fees be adjusted as detailed in [Appendix C](#). As a result, there would be:

- An increase to 11 fees;
- 1 fee would decrease;
- 7 new fees will be added;
- 12 fees would remain as currently set, and;
- the average fee change would be an increase of 38% for current fees.

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## Business License

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Business license administration is overseen by the Community Development Department. The Department issues business licenses and parking permits and operates the Rent Registry program. It also provides support and guidance to businesses, working to ensure compliance while supporting business growth and retention efforts citywide.

### Analysis

Willdan individually reviewed the services associated with Business License administration. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Business License administration relied primarily upon a standard unit cost build-up approach for fees, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that current fees are currently below the full cost of providing services. Staff is recommending the fees be adjusted to full cost recovery as detailed in **Appendix C**. As a result, there would be:

- An increase to 2 fees;
- 2 new fees will be added;
- 1 fee would remain as currently set, and;
- the average fee change would be an increase of 11% for current fees.

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## Planning

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The Planning Division conducts both current and long-range planning activities to support a healthy, attractive, and resilient built environment. Responsibilities include implementing the General Plan and Specific Plans, performing entitlement reviews, staffing the Planning Commission and Design Review Board, and ensuring land use decisions align with community goals and state mandates.

### Analysis

Willdan individually reviewed the services associated with the Planning Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Planning services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most of the current fees are underfunding the cost of most of the services. Staff is recommending fees be adjusted to full cost recovery for most Planning services as detailed in **Appendix C**. As a result, there would be:

- An increase to 70 fees;
- 17 fees would decrease;
- 1 new fee will be added;
- 15 fees would remain as currently set, and;
- the average fee change would be an increase of 16%

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## Building

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The Building Division provides permit, plan check, and inspection services to ensure all development complies with health and safety standards, including the California Building Code and El Cerrito Municipal Code. The division also collaborates with the Fire Department and implements modern permitting tools such as SolarApp+ for solar permitting.

### Analysis

Willdan individually reviewed the services associated with the Building Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Building services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that services are currently set above and below the full cost of providing them. It is recommended that the City adjust fees to full cost recovery for Building services as detailed in [Appendix C](#). As a result, there would be:

- An increase to 120 fees;
- 81 fees would decrease;
- 7 new fees will be added;
- 40 fees would remain as currently set, and;
- the average fee change would be a decrease of 1% for current fees.

In addition to the above referenced fees listed under Building, the Building Permit fees are also provided by this division. For the Building Permit fees, valuation is used as a proxy for measuring the effort needed to provide services on a case-by-case basis. This method is an industry standard widely used by other jurisdictions to evaluate the cost of providing service. It is generally understood that the larger and more complex a project is, the more time and effort that is required to provide the service. Project valuation also follows that trend. By using a combination of either project valuation or historical revenue figures along with a multiplier or cost recovery analysis for historical and anticipated future trends, current cost recovery along with variability in charges due to project type and scale is determined. The result of the cost analysis completed for the Building Permit program found that the program is currently operating at 97% cost recovery based on activity level averages over two years. Staff is recommending that the fees be increased to 100% cost recovery as detailed in [Appendix C](#). A new variation of the Plan Review fee for factory built housing is recommended for adoption, that reduces the 65% Plan Review fee to 55%. The amount of effort required for Building Permit services for factory built housing was determined to be equivalent to other construction types and therefore will be charged the same rate.

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## Public Works

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The Public Works Department provides professional, timely, and effective service to the community through the following activities: Maintain, rehabilitate, and improve public facilities and infrastructure, including streets, sidewalks, multi-modal transportation facilities, parks, play fields, open spaces, paths and trails, public landscapes, urban forest, storm drains, creeks, stormwater treatment facilities, and public buildings. Operate and oversee the City's recycling collection and integrated waste management programs and services. Develop, implement, and monitor the City's environmental stewardship and sustainability initiatives, policies, programs, projects, and community engagement. Coordinate and oversee the activities of utility companies, private developers, and property owners within the public right-of-way. Serve as first responders, providing 24-hour, on-call response to flooding, vehicle accidents, illicit discharges and spills, downed tree limbs, and other urgent maintenance needs, as well as perform emergency planning work. Provide liaison efforts with a variety of organizations and agencies to access state and regional resources and develop regional policies aligned with the City's goals. Ensure compliance with various state, federal, and regional regulations governing Department operations and environmental requirements. Support various departments in reviewing and implementing projects, programs, and special events that enhance community safety, livability, belonging, and environmental sustainability.

## Analysis

Willdan individually reviewed the services associated with the Public Works Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Public Works services relied primarily upon a standard unit cost build-up approach for fees, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that current fees are currently not in line with the full cost of providing services. Staff is recommending the fees be adjusted as detailed in [Appendix C](#). As a result, there would be:

- an increase to 75 fees;
- 15 fees would decrease;
- 8 fees would remain as currently set;
- 1 new fee will be added, and;
- the average estimated fee increase would be around 51%.

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# Fire

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The Fire Department's mission is to enhance community safety by reducing the loss of life and property and safeguarding the environment through effective response to fires, rescues, medical emergencies, hazardous material incidents, and major disasters. As an all-risk department, this mission is achieved by helping the community reduce the frequency and severity of emergencies through public education programs; enforcing laws, codes, and ordinances related to fire and life safety; abating identified fire hazards on City, private, and other agencies' properties; and maintaining personnel, apparatus, equipment, and facilities in a constant state of readiness.

The Fire Department organizes resources into four divisions: Fire Prevention, Training, Operations/EMS, and Support Services. Three 56-hour-per-week Battalion Chiefs manage the Fire Prevention, Operations/EMS, and Support Services divisions on a rotating shift basis. One 40-hour-per-week Battalion Chief manages the Training Division. The Fire Chief provides management and oversight for all four divisions.

## Analysis

Willdan individually reviewed the services associated with the Fire Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Fire services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved in providing services to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most of the current fees are underfunding the cost of most of the services. Staff is recommending the fees be adjusted as detailed in [Appendix C](#). As a result, there would be:

- An increase to 61 fees;
- 12 fees would decrease;
- 1 new fee will be added;
- 14 fees would remain as currently set, and;
- the average fee change would be an increase of 35%

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## Police

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The El Cerrito Police Department (ECPD) provides essential police services to the community. The department is organized into two divisions: Administration and Field Operations. The Department focuses on supporting the core services of emergency response and criminal investigation.

The ECPD partners with State, Federal, and other local agencies to provide services in a cost-effective manner. Notably, the Richmond Police Department provides dispatch services, while the County of Contra Costa provides crime laboratory and animal control services. The Department also assigns officers to the Richmond Police Department Crisis Response Team.

## Analysis

Willdan individually reviewed the services and programs associated with the Police Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Police services relied primarily upon a standard unit cost build-up approach for fees, excluding violations, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most current fees are below the full cost of providing services. Staff is recommending the fees be adjusted as detailed in [Appendix C](#). As a result, there would be:

- An increase to 49 fees;
- 20 fees would decrease;
- 10 fees would remain as currently set, and;
- The average fee change would be an increase of 15%.

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## Recreation

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The Recreation Department manages a full range of recreational services, special activities, and events for people of all ages and abilities. Staff work to ensure quality customer service in the delivery of programs and services. The Department: Provides childcare, after-school programming, enrichment classes, sports, summer camps, and volunteer opportunities for approximately 4,000 children and teens per year. Schedules and provides activities and rentals for buildings, picnic areas, sports fields, tennis courts, and the Swim Center. Provides social services and enrichment activities for aging adults through Meals on Wheels, a lunch program, Easy Ride Paratransit, respite programs, and a variety of recreational activities. Ensures that well-rounded aquatic programs are implemented to meet the needs of the community. Provides support to the Committee on Aging, Park and Recreation Commission, and various other city and community organizations, departments, and committees. Works with employees to develop their talents and encourage future leadership. Identifies funding sources and support for the maintenance and enhancement of parks and recreation facilities.

## Analysis

Willdan individually reviewed the services associated with the Recreation Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of most Recreation programs encompassed facility rentals and other recreation services. The fee for use for government owned facilities and property can be set discretionally by the City, typically based on past usage characteristics, policy goals, and surrounding jurisdiction comparison. The cost of capital acquisition, maintenance, repair, and upgrade to the City and subsequently the public is offset through rental or use fees. As such these fees should be set using the knowledge of activity use for the facilities, policy desires of the City, and market factors when desirable. It is generally accepted that some Parks and Recreation programs provide a measure of public benefit to the residents and City as a whole, and as such is it common for services to bear significant subsidies. In addition, cities generally want to ensure that their programs and services remain affordable to the community at large, and that the programs remain competitive with surrounding jurisdictions. For a few of the fees in Recreation a standard cost of service approach was used, but some of the additional cost considerations above were not included as this is primarily an operational cost analysis study that does not include considerations for capital. The analysis found that the current fees for facility use and services are below the cost of providing them. The analysis also included a cost recovery analysis for Recreation as a whole and it was determined to be operating at around 51% cost recovery. The suggested fees detailed in [Appendix C](#). would result in:

- An increase for 105 fees;
- 4 fees would decrease;
- 2 new fees will be added;
- the remaining fees would remain as currently set, and;
- The average fee change would be an increase of 3%

## Appendix A – Total Allowable Cost to be Recovered

Below are the total allowable costs that may be recovered through User Fees; however, only a portion of the total allowable cost is recovered as staff not only works on services related to User Fees, but also works on an array of other City functions during the operational hours of the City. The amounts listed below will not reconcile to City budgets as costs that should not be included in overhead for personnel in the application of determining fully burdened hourly rates were excluded. Examples of these costs are capital, debt, monetary transfers, contract costs, and any other costs that are charged directly to the service requestor.

### City of El Cerrito - User Fee Study

#### Overhead Rate Calculations

Department	Total Salaries & Benefits	Department Operating Cost	Direct Overhead %	Indirect Allocation %
101: City Clerk	455,609	25,078	6%	0%
101: City Manager	886,528	60,656	7%	0%
101: Community Development	2,907,189	662,594	23%	28%
101: Finance	1,245,280	172,929	14%	0%
101: Fire	14,455,611	1,207,899	8%	16%
101: Information Systems	691,030	73,828	11%	0%
101: Police	12,853,635	762,040	6%	20%
101: Public Works	314,569	33,660	11%	49%
101: Public Works Maintenance	660,282	273,556	41%	0%
101: Recreation	3,965,023	834,137	21%	30%
101: Recreation Custodial	684,579	162,468	24%	0%
202: Nat'l Pollut Dis Elim Sys	267,572	61,569	23%	21%
203: Land & Light Assess Distr	297,907	61,551	21%	22%
501: Integrated Waste Mgmt	2,286,214	612,416	27%	24%

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## Appendix B –Fully Burdened Hourly Rates

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Below are fully burdened hourly rates of staff positions that provide for the services detailed in **Appendix C**. The FBHRs were used to determine the full cost of each service. They include the salary and benefit costs for each position as well as all applicable overhead amounts for each position. When a central service department position works on a fee or project in the purview of an operating department, the overhead rates of the operating department (shown in **Appendix A**) will be applied to that central service positions' salary and benefit rate for full cost recovery since indirect overhead cost only applies to non-central service functions of the City. For any user fee service request that is outside the scope of the fees detailed in **Appendix C**, or for services for which there is no fee currently set, the City can charge up to the full cost of the FBHR for personnel involved.

# City of El Cerrito - User Fee Study

## Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
<b>Position Rates</b>		
101: Community Development	CD - ADMIN CLERK SPECIALIST	\$95.60
101: Community Development	CD - Associate Planner	\$148.81
101: Community Development	CD - Building Inspector II	\$153.33
101: Community Development	CD - Building Official	\$245.61
101: Community Development	CD - Building Permit Tech I	\$131.10
101: Community Development	CD - Building Permit Tech III	\$153.31
101: Community Development	CD - Community Development Director	\$309.47
101: Community Development	CD - Management Assistant	\$143.78
101: Community Development	CD - Neighborhood Presv. Officer	\$152.86
101: Community Development	CD - Plan Checker II	\$172.25
101: Community Development	CD - Planning Manager	\$258.13
101: Community Development	CD - Senior Planner	\$197.34
101: Community Development	CD - Senior Program Manager	\$185.92
101: City Clerk	Clerk - City Clerk	\$196.74
101: City Clerk	Clerk - Management Assistant	\$76.37
101: City Manager	CM - Assistant City Manager	\$235.59
101: City Manager	CM - Assistant to the City Manager	\$152.14
101: City Manager	CM - City Manager	\$244.77
101: City Manager	CM - Management Assistant	\$93.67
101: Finance	Finance - Accountant I	\$97.31
101: Finance	Finance - Budget/Financial Services Mngr	\$174.74
101: Finance	Finance - Finance Director/City Treasurer	\$190.18
101: Finance	Finance - Management Assistant	\$99.84
101: Finance	Finance - Senior Accountant	\$111.81
101: Finance	Finance - Senior Finance Technician	\$107.49
101: Fire	Fire - Battalion Chief	\$304.91
101: Fire	Fire - Battalion Chief/Paramedic	\$322.68
101: Fire	Fire - Fire Captain	\$235.83
101: Fire	Fire - Fire Captain/Paramedic	\$255.35
101: Fire	Fire - Fire Captain/Paramedic Assign	\$255.25
101: Fire	Fire - Fire Captain/Paramedic/FPO	\$276.80
101: Fire	Fire - Fire Chief	\$344.53
101: Fire	Fire - Fire Engineer	\$194.98
101: Fire	Fire - Fire Engineer/Paramedic Assign	\$218.12
101: Fire	Fire - Firefighter	\$161.10
101: Fire	Fire - Firefighter/Paramedic Assign	\$186.18

# City of El Cerrito - User Fee Study

## Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
<b>Position Rates</b>		
101: Fire	Fire - Firefighter/Paramedic Assignment	\$175.00
101: Fire	Fire - Public Safety Executive Asst	\$115.63
101: Fire	Fire - Senior Program Manager	\$133.46
202: Nat'l Pollut Dis Elim Sys	Fund 202 - Associate Engineer	\$185.92
202: Nat'l Pollut Dis Elim Sys	Fund 202 - Engineering Technician	\$120.93
202: Nat'l Pollut Dis Elim Sys	Fund 202 - Maintenance Ops Supervisor	\$159.73
202: Nat'l Pollut Dis Elim Sys	Fund 202 - Maintenance Svcs Leadworker	\$140.42
202: Nat'l Pollut Dis Elim Sys	Fund 202 - Maintenance Worker	\$116.62
202: Nat'l Pollut Dis Elim Sys	Fund 202 - Management Assistant	\$106.31
202: Nat'l Pollut Dis Elim Sys	Fund 202 - Ops and Environmental Svcs Mgr	\$212.23
202: Nat'l Pollut Dis Elim Sys	Fund 202 - Program Manager	\$179.50
202: Nat'l Pollut Dis Elim Sys	Fund 202 - Public Works Director/City Eng	\$323.64
203: Land & Light Assess Distr	Fund 203 - Custodian	\$80.40
203: Land & Light Assess Distr	Fund 203 - Maintenance Ops Supervisor	\$158.21
203: Land & Light Assess Distr	Fund 203 - Maintenance Svcs Leadworker	\$139.09
203: Land & Light Assess Distr	Fund 203 - Maintenance Worker	\$115.51
203: Land & Light Assess Distr	Fund 203 - Program Manager	\$177.79
101: Information Systems	IS - Information Tech Specialist	\$115.26
101: Information Systems	IS - Information Technology Manager	\$197.41
101: Information Systems	IS - Network Security Engineer	\$114.59
501: Integrated Waste Mgmt	IWM - Administrative Clerk	\$99.15
501: Integrated Waste Mgmt	IWM - Assistant City Manager	\$347.53
501: Integrated Waste Mgmt	IWM - Assistant to the City Manager	\$224.42
501: Integrated Waste Mgmt	IWM - City Manager	\$361.06
501: Integrated Waste Mgmt	IWM - Forklift Operator	\$116.13
501: Integrated Waste Mgmt	IWM - Maintenance Ops Supervisor	\$169.67
501: Integrated Waste Mgmt	IWM - Maintenance Svcs Leadworker	\$149.16
501: Integrated Waste Mgmt	IWM - Maintenance Worker	\$123.88
501: Integrated Waste Mgmt	IWM - Management Analyst III	\$172.27
501: Integrated Waste Mgmt	IWM - Management Assistant	\$112.93
501: Integrated Waste Mgmt	IWM - Ops and Environmental Svcs Mgr	\$225.44
501: Integrated Waste Mgmt	IWM - Public Works Director/City Eng	\$343.79
501: Integrated Waste Mgmt	IWM - Recycling Leadwkr -filled as Wkr	\$150.89
501: Integrated Waste Mgmt	IWM - Recycling Maintenance Worker	\$137.84
501: Integrated Waste Mgmt	IWM - Recycling Operations Supv	\$186.82
501: Integrated Waste Mgmt	IWM - Waste Prevention Specialist	\$133.10

# City of El Cerrito - User Fee Study

## Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
<b>Position Rates</b>		
101: Police	Police - Community Service Officer	\$117.11
101: Police	Police - Police Captain	\$279.95
101: Police	Police - Police Chief	\$373.67
101: Police	Police - Police Corporal	\$189.94
101: Police	Police - Police Lieutenant	\$308.46
101: Police	Police - Police Officer	\$162.59
101: Police	Police - Police Officer - Det Assign	\$173.45
101: Police	Police - Police Officer - K9	\$182.16
101: Police	Police - Police Officer - Traffic	\$185.24
101: Police	Police - Police Records Specialist	\$93.86
101: Police	Police - Police Records Supervisor	\$142.84
101: Police	Police - Police Sergeant	\$241.40
101: Police	Police - Police Sergeant - Admin	\$264.74
101: Police	Police - Property and Evidence Specialist	\$113.34
101: Police	Police - Public Safety Executive Asst	\$102.58
101: Police	Police - Senior Police Records Specialist	\$97.03
101: Public Works	PW - Associate Engineer	\$194.81
101: Public Works	PW - Engineering Technician	\$134.16
101: Public Works	PW - Management Assistant	\$116.45
101: Public Works	PW - Public Works Director/City Eng	\$359.04
101: Public Works Maintenance	PW Maint - Maintenance Ops Supervisor	\$152.25
101: Public Works Maintenance	PW Maint - Maintenance Svcs Leadworker	\$133.85
101: Public Works Maintenance	PW Maint - Maintenance Worker	\$103.66
101: Public Works Maintenance	PW Maint - Management Analyst III	\$154.59
101: Public Works Maintenance	PW Maint - Public Works Director/City Eng	\$308.50
101: Recreation	Rec - Admin Clerk Specialist	\$115.68
101: Recreation	Rec - Assistant Program Supervisor	\$118.11
101: Recreation	Rec - Childcare Teacher	\$101.63
101: Recreation	Rec - Community Services Coordinator	\$119.46
101: Recreation	Rec - Recreation Director	\$294.67
101: Recreation	Rec - Recreation Supervisor	\$186.11
101: Recreation Custodial	Rec Custodial - Custodial Maintenance Leadworker	\$121.65
101: Recreation Custodial	Rec Custodial - Custodian	\$79.37
101: Recreation Custodial	Rec Custodial - Recreation Supervisor	\$158.56

## City of El Cerrito - User Fee Study

### Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
<b>Part Time/Contract Positions</b>		
101: Recreation	Childcare Aide	\$35.38
101: Recreation	Childcare Teacher	\$40.00
101: Recreation	Community Services Coordinator Temp	\$58.78
101: Public Works Maintenance	Maintenance Worker I	\$40.36
101: Recreation Custodial	PT Custodian	\$35.47
501: Integrated Waste Mgmt	Recycling Operations Worker	\$47.16
101: Recreation	Van Driver II	\$41.97
101: Police	Police Recruit	\$42.05
101: Recreation	Lifeguard I	\$38.93
101: Recreation	Lifeguard II	\$40.87
101: Recreation	Recreation Leader I	\$35.32
101: Recreation	Recreation Leader II	\$37.07
101: Recreation	Recreation Leader III	\$40.78
101: Recreation	Recreation Leader IV	\$99.70
101: Recreation	Van Driver I	\$38.03
101: Recreation	Aquatics Assistant I	\$32.79
101: Recreation	Aquatics Assistant II	\$33.62
101: Recreation	Aquatics Instructor I	\$41.97
101: Recreation	Aquatics Instructor II	\$44.08
101: Recreation	Aquatics Instructor III	\$63.86
101: Recreation	Facility Attendant	\$37.07
101: Recreation	Pool Manager	\$46.29
101: Recreation	Senior Lifeguard	\$38.93
101: Recreation	City Attorney	\$442.00

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## Appendix C – Cost Recovery Analysis

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The following tables provide the results of the analysis, resulting full cost recovery amount, and recommended fees. For fees, services, and penalties in which the full cost, existing fee, and suggested fee is listed as “NA”, the amount or percentage was not calculable. This is most common when either the current or the suggested fee includes a variable component that is not comparable on a one-to-one basis, a full cost was not calculated (for penalties, fines, market-based fees, or items not included in the study), or when there is not a current fee amount to compare against.

**Citywide Services**

Item No.	Title	Current Fee/Charge
1	<b>Printing, Reproduction, Documents</b>	
2	<b>Photocopies</b>	
3	Photocopies (11x17 or smaller)	\$0.10
4	Retrieval fee for Campaign Statements older than 5 years	\$5.00
5	Photocopies (11x17 or larger)	\$0.25
6	<b>Maps</b>	
7	City Maps (First sheet includes search and restock cost per original searched.)	\$3.37
8	Special Studies Maps, 11" x 17"	\$5.62
9	Special Studies Maps, 36" x 54"	\$43.87
10	<b>Subpoena Duces Tecum</b>	
11	per CA Evidence Code §1563	Based on Code
12	<b>Miscellaneous Services and Charges</b>	
13	<b>Notary, Certification, Legal and Special Services</b>	
14	Notary Services (Set by Calif. Secretary of State)	\$15.00
15	City Clerk Document Certification	\$6.75
16	Legal Fees—Recovery of legal costs in lawsuits and other instances when the City could be entitled to reimbursement of legal costs.	actual cost
17	<b>Finance Charges</b>	
18	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)	1.5% per month
19	Returned Check Fee	\$26.00
20	Duplicate Business License Certificate	\$7.87
21	Credit Card Transaction Fee	actual cost

Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
per page	\$0.10	0%	\$0.10	\$0
per request	NA	NA	\$5.00	\$0
per page	\$2.05	0%	\$2.05	\$2
each	NA	NA	\$3.37	\$0
each	NA	NA	\$5.62	\$0
each	NA	NA	\$43.87	\$0
	NA	NA	Based on Code	\$0
per signature	NA	NA	\$15.00	\$0
each	\$22.95	35%	\$15.00	\$8
labor and overhead	NA	NA	actual cost	\$0
unpaid balance	NA	NA	1.5% per month	\$0
per check	NA	NA	First Check \$25/\$35 Additional Check	-\$1
per copy	\$15.27	0%	\$15.27	\$7
per transaction	NA	NA	actual cost	\$0

**Citywide Services**

Item No.	Title	Current Fee/Charge
22	<b>Parking Permits</b>	
23	1 to 3-year cycles	\$40.50
24	14-day Temporary Parking Permit	\$40.50
25	Replacement Parking Permit	\$40.50
26	<b>Use of Council Chambers (Government Agencies Only)</b>	\$47.32
27	<b>Use of Council Chambers with Technology/AV Support</b>	\$47.32
28	<b>Tobacco Retailer License Program Fees</b>	
29	Tobacco retailer license (initial license and renewal)	\$523.49
30	Re-inspection fee (for non-compliant businesses)	actual cost
31	<b>Rent Registry</b>	
32	Rent Registry	\$44.99
33	<b>Election Related Filing Fees</b>	
34	Citizen Initiative Petition Filing Fee (refunded if petition qualifies within one year of filing)	\$200.00
35	<b>Code Enforcement</b>	
36	Administration Citation Fee	\$20.55
37	Title Report	New
38	Inspection Warrant	New
39	Abatement Warrant	New
40	Lien and Special Assessment	New
41	Release of Recordation	New
42	Recording of Pendency Action	New
43	Re-inspections (non-compliant parcel)	New

Unit	Full Cost	Subsidy %	Suggested Fee	Fee Δ
per year	\$68.35	1%	\$68.00	\$28
each	\$68.35	1%	\$68.00	\$28
each	\$68.35	1%	\$68.00	\$28
per meeting	\$58.78	15%	\$50.00	\$3
per meeting	\$192.46	14%	\$165.00	\$118
Per location	\$590.99	0%	\$590.00	\$67
Hourly	NA	NA	actual cost	\$0
per unit	\$49.73	1%	\$49.00	\$4
per filing	NA	NA	\$200.00	\$0
	\$183.41	0%	\$183.00	\$162
each	NA	NA	Actual Cost +10%	NA
each	\$1,146.48	0%	\$1,146.00	NA
each	\$1,299.34	0%	\$1,299.00	NA
each	\$611.46	0%	\$611.00	NA
each	\$305.73	0%	\$305.00	NA
each	\$305.73	0%	\$305.00	NA
each	\$152.86	1%	\$152.00	NA

**BUSINESS LICENSE**

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Business Enrollment	\$90.15	per license	
2	Business License Renewal	\$30.05	per license	
3	Accessibility Compliance and Education Fee	\$4.12	per license	(State Mandated AB 1379)
4	Admin Delinquent Business License Collection Fee	New	Per license	Staff time, software, Plus Citation Fee
5	Business Name Change	New	Per license	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$98.02	0%	\$98.00	\$8
\$35.35	1%	\$35.00	\$5
NA	NA	\$4.12	\$0
\$47.35	1%	\$47.00	NA
\$28.76	3%	\$28.00	NA

PLANNING

Item No.	Title	Current Fee/Charge	Unit	Notes
1	<b>San Pablo Avenue Specific Plan Design Review</b>			
2	Tier 1 Residential and Non-Residential Projects (includes signs)	\$2,557.00		Cat Ex and mailing cost included
3	Tier 1 Permanent Signs	\$668.00		Cat Ex and mailing cost included
4	Tier 1 Sidewalk Sign Permit (only)	\$186.00		Cat Ex and mailing cost included
5	Tier 1 Temporary Signs and/or Banners	\$62.00		Cat Ex and mailing cost included
6	Tier 1/AUP Sidewalk Seating (off ROW)	\$682.00		Cat Ex and mailing cost included
7	Outdoor Dining and Retail Permit	\$682.00		Cat Ex and mailing cost included
8	Tier 1 - Minor	\$947.00		Cat Ex and mailing cost included
9	Tier 2 Residential and Non Res Projects - Up to 2,500 sqft	\$3,765.00		Mailing costs included
10	Tier 3 Residential and Non Res Projects - Up to 2,500 sqft	\$4,749.00		Mailing costs included
11	Tier 2 Residential and Non Res Projects - 2,501 - 10,000 sqft	\$9,933.00		Mailing costs included
12	Tier 3 Residential and Non Res Projects - 2,501 - 10,000 sqft	\$9,633.00		Mailing costs included
13	Tier 2 Residential and Non Res Projects - 10,001 – 40,000 sqft	\$16,279.00		Mailing costs included
14	Tier 3 Residential and Non Res Projects - 10,001 – 40,000 sqft	\$13,685.00		Mailing costs included
15	Tier 2 Residential and Non Res Projects - 40,001 – 100,000 sqft	\$21,089.00		Mailing costs included
16	Tier 3 Residential and Non Res Projects - 40,001 – 100,000 sqft	\$19,827.00		Mailing costs included
17	Tier 2 Residential and Non Res Projects - 100,001+ sqft base fee	\$21,106.00	after base fee hours are depleted, project goes to hourly rate	Mailing costs included
18	Tier 3 Residential and Non Res Projects - 100,001+ sqft base fee	\$20,752.00	after base fee hours are depleted, project goes to hourly rate	Mailing costs included
19	Tier 4 Residential and Non Res Projects - Up to 10,000 sqft	\$11,615.00		Mailing costs included
20	Tier 4 Residential and Non Res Projects - 10,001 – 40,000 sqft	\$15,218.00		Mailing costs included
21	Tier 4 Residential and Non Res Projects - 40,001 – 100,000 sqft	\$22,305.00		Mailing costs included
22	Tier 4 Residential and Non Res Projects - 100,001 + sqft base fee plus	\$24,288.00		Mailing costs included
23	Environmental Review - Specific Plan Environmental Check List and Initial Study	30%		Consultant costs, plus City administrative fee (30% of consultant cost)
24	Environmental Review - Categorical Exemption	\$200.00		If not already included in fee
25	Environmental Review - Administrative Fee for consultant prepared environmental documents and special studies	30%		Of Consultant cost
26	Pre-Application Review Meeting with Staff	\$0.00		staff review and comments provided to applicant
27	Pre-Application Study Session with Planning Commission or Design Review Board	\$4,580.00		staff review and up to two public meetings

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$3,027.86	0%	\$3,027.00	\$470
\$772.09	0%	\$772.00	\$104
\$219.61	0%	\$219.00	\$33
\$122.20	0%	\$122.00	\$60
\$728.49	0%	\$728.00	\$46
\$446.47	0%	\$446.00	-\$236
\$1,273.82	0%	\$1,273.00	\$326
\$5,392.19	0%	\$5,392.00	\$1,627
\$5,046.04	0%	\$5,046.00	\$297
\$12,013.93	0%	\$12,013.00	\$2,080
\$11,667.34	0%	\$11,667.00	\$2,034
\$17,972.31	0%	\$17,972.00	\$1,693
\$16,742.93	0%	\$16,742.00	\$3,057
\$25,542.90	0%	\$25,542.00	\$4,453
\$24,298.06	0%	\$24,298.00	\$4,471
\$25,542.90	0%	\$25,542.00	\$4,436
\$24,710.93	0%	\$24,710.00	\$3,958
\$14,029.08	0%	\$14,029.00	\$2,414
\$17,660.18	0%	\$17,660.00	\$2,442
\$26,874.41	0%	\$26,874.00	\$4,569
\$29,834.51	0%	\$29,834.00	\$5,546
NA	NA	30%	\$0
\$446.42	0%	\$446.00	\$246
NA	NA	30%	\$0
\$4,382.14	100%	\$0.00	\$0
\$5,180.56	0%	\$5,180.00	\$600

PLANNING

Item No.	Title	Current Fee/Charge	Unit	Notes
28	Pre-Application Review by Staff	\$1,683.00		Multi-department review and written comments
29	<b>General Plan and Zoning Ordinance</b>			
30	General/Specific Plan and/or Amendment	\$22,131.00	each	
31	Zoning Amendment	\$22,131.00	each	
32	<b>Subdivisions and Lot Adjustments</b>			
33	Tentative Parcel Map 1-4 lots	\$8,255.00	each	
34	Tentative Tract Map 5-10 lots	\$13,864.00	each	
35	Tentative Tract Map 11-25 lots	\$16,636.00	each	
36	Tentative Tract Map 26+ lots (base fee for 25 lot map + fee for additional lots over 25)	\$2,539.00	per lot	
37	Final Map 1-4 lots	\$8,547.00	each	
38	Final Map 5+ lots	\$9,718.00	each	
39	Exception to Subdivision Ordinance	\$11,442.00	each	
40	Lot Line Adjustment or Lot Merger	\$8,547.00	each	
41	Certificate of Compliance	\$7,134.00	each	
42	<b>Planned Development</b>			
43	Planned Development	\$45,357.00	each	
44	Development Agreement	\$49,826.00	each	
45	<b>Development Fees</b>			
46	Incentives Program Permit (Staff and Design Review Board review prior to application for Planning Commission action, does not include Use Permit Fee)	\$13,190.00	each	
47	Accessory Dwelling Unit Permit	\$367.00	each	
48	SB 9 Compliance Review for Proposed New Units	\$1,727.00	each	
49	Home Occupation Permit	\$100.00	each	
50	Zoning Clearance (Commercial)	\$645.00	each	
51	Individual Business Sign Permit (as part of Master Sign Program)	\$100.00	each	
52	Preliminary Review of Multi-Story Single Family Construction (RAD)	\$1,727.00	each	
53	Unspecified or Research - hourly	\$256.00	per hour	
54	Rebuild or Interpretation Letter	\$1,014.00	each	
55	Fence Clearance	\$100.00	each	
56	Residential Chicken Clearance	\$100.00	each	
57	Honeybee Keeping Clearance	\$100.00	each	
58	Goat Weed Abatement Permit	\$100.00	each	
59	Unanimous Neighbor Consent Exception for Chickens and Bees	\$49.00	each	
60	Zoning Information Form/Questionnaire	\$49.00	each	
61	Permit Amendment/Time Extension	1/2 of current fee	each	
62	Appeals - by non-applicant resident	\$608.00	each	
63	Appeals - by applicant or non-resident	1/2 of current fee	each	
64	Community Development Director	\$287.00	per hour	
65	Planning Manager	\$220.00	per hour	
66	Senior Planner	\$200.00	per hour	
67	Associate Planner	\$110.00	per hour	
68	Assistant Planner	\$101.00	per hour	
69	Massage Operator's Permit	\$612.00	each	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,921.19	0%	\$1,921.00	\$238
\$27,817.86	0%	\$27,817.00	\$5,686
\$27,817.86	0%	\$27,817.00	\$5,686
\$10,979.57	0%	\$10,979.00	\$2,724
\$16,592.68	0%	\$16,592.00	\$2,728
\$20,606.76	0%	\$20,606.00	\$3,970
\$942.21	0%	\$942.00	-\$1,597
\$7,665.78	0%	\$7,665.00	-\$882
\$10,409.24	0%	\$10,409.00	\$691
\$6,023.93	0%	\$6,023.00	-\$5,419
\$7,552.34	0%	\$7,552.00	-\$995
\$7,063.70	0%	\$7,063.00	-\$71
\$49,914.39	0%	\$49,914.00	\$4,557
\$56,001.83	0%	\$56,001.00	\$6,175
\$15,892.10	0%	\$15,892.00	\$2,702
\$950.42	0%	\$950.00	\$583
\$2,209.14	0%	\$2,209.00	\$482
\$122.20	0%	\$122.00	\$22
\$724.29	0%	\$724.00	\$79
\$98.67	1%	\$98.00	-\$2
\$1,561.45	0%	\$1,561.00	-\$166
\$237.61	0%	\$237.00	-\$19
\$1,018.70	0%	\$1,018.00	\$4
\$135.87	1%	\$135.00	\$35
\$98.67	1%	\$98.00	-\$2
\$195.81	0%	\$195.00	\$95
\$98.67	1%	\$98.00	-\$2
\$146.47	0%	\$146.00	\$97
\$73.24	0%	\$73.00	\$24
NA	NA	1/2 of current fee	\$0
\$7,745.51	92%	\$608.00	\$0
NA	NA	1/2 of current fee	\$0
\$309.47	0%	\$309.00	\$22
\$258.13	0%	\$258.00	\$38
\$197.34	0%	\$197.00	-\$3
\$148.81	1%	\$148.00	\$38
NA	NA	\$101.00	\$0
\$425.88	0%	\$425.00	-\$187

PLANNING

Item No.	Title	Current Fee/Charge	Unit	Notes
70	Massage Operator's Permit Renewal	New	each	
71	Cannabis Operating Permit	As needed to cover the cost of application	Deposit account	
72	<b>Inclusionary Zoning</b>			
73	Inclusionary Zoning In-lieu Fee - 9 or more rental units	\$20.00	per habitable square foot	
74	Inclusionary Zoning In-lieu Fee - 10 or more "for sale" units	\$25.00	per habitable square foot	
75	Inclusionary Zoning In-lieu Fee for combined rental and "for sale" projects	To be determined by City Staff based on square footage of each type	To be determined by City Staff based on square footage of each type.	
76	Inclusionary Monitoring: Rental	\$1,687.00	annually per project	
77	Inclusionary Monitoring: Ownership	\$2,812.00	per project	
78	Inclusionary Housing Agreement	\$787.00	per project	
79	<b>Design Review and Signs</b>			
80	Residential - 1 unit	\$959.00	each	
81	Residential - Minor	\$959.00	each	
82	Residential - 2 - 4 units	\$3,474.00	each	
83	Residential - 5 - 10 units	\$5,763.00	each	
84	Residential - 11+ units	\$8,597.00	each	
85	Nonresidential - 1 - 2,500 s.f.	\$2,127.00	each	
86	Nonresidential - 2,501 - 10,000 s.f.	\$4,244.00	each	
87	Nonresidential - 10,000+ s.f.	\$7,421.00	each	
88	Administrative Design Review	\$2,127.00	each	
89	Permanent signs conforming to sign regulations	\$668.00	each	
90	Temporary signs	\$62.00	each	
91	Sidewalk Sign Permit (only)	\$62.00	each	
92	<b>Variances</b>			
93	Variance - Residential	\$5,468.00	each	
94	Variance - Nonresidential	\$8,247.00	each	
95	<b>Miscellaneous</b>			
96	Notice of Exemption	Cost of filing with agency plus one hour of senior planner time	each	County Clerk Filing Fees
97	Landscape Consultant or Design Consultant	Consultant costs, plus City administrative fee (30% of consultant cost)	each	
98	<b>Document Library and Associated Fees</b>			
99	Electronic Media-CD (of Plans etc.)	\$23.00	each	
100	Laserfiche/Archiving	\$3.00	per page/sheet	
101	Zoning Map	\$17.00	each	
102	General Plan Map	\$17.00	each	
103	Specific Plan	\$246.00	each	
104	Urban Greening Plan	\$161.00	each	
105	Active Transportation Plan	\$161.00	each	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$74.40	1%	\$74.00	NA
NA	NA	As needed to cover the cost of application	\$0
NA	NA	\$21.00	\$1
NA	NA	\$26.00	\$1
NA	NA	To be determined by City Staff based on square footage of each type	\$0
NA	NA	\$1,733.00	\$0
NA	NA	\$2,888.00	\$0
NA	NA	\$808.00	\$0
\$2,320.53	0%	\$2,320.00	\$1,361
\$1,278.89	0%	\$1,278.00	\$319
\$4,398.23	0%	\$4,398.00	\$924
\$7,683.00	0%	\$7,683.00	\$1,920
\$10,442.26	0%	\$10,442.00	\$1,845
\$3,455.50	0%	\$3,455.00	\$1,328
\$5,186.23	0%	\$5,186.00	\$942
\$9,920.62	0%	\$9,920.00	\$2,499
\$2,294.80	0%	\$2,294.00	\$167
\$704.36	0%	\$704.00	\$36
\$97.14	0%	\$97.00	\$35
\$97.14	0%	\$97.00	\$35
\$5,947.49	0%	\$5,947.00	\$479
\$8,533.09	0%	\$8,533.00	\$286
NA	NA	Cost of filing with agency plus one hour of senior planner time	\$0
NA	NA	Consultant costs, plus City administrative fee (30% of consultant cost)	\$0
\$47.80	2%	\$47.00	\$24
\$3.00	0%	\$3.00	\$0
\$28.90	3%	\$28.00	\$11
\$28.90	3%	\$28.00	\$11
\$216.90	0%	\$216.00	-\$30
\$132.00	0%	\$132.00	-\$29
\$132.00	0%	\$132.00	-\$29

**PLANNING**

Item No.	Title	Current Fee/Charge	Unit	Notes
106	General Plan	\$56.00	each	
107	<b>Use Permits</b>			
108	Use Permit Residential - 1 unit	\$2,239.00	each	Projects deemed minor by Development Service Manager
109	Use Permit Residential - 2-4 units	\$3,751.00	each	
110	Use Permit Residential - 5-10 units	\$4,754.00	each	
111	Use Permit Residential - 11+ units	\$5,756.00	each	
112	Administrative Use Permit	\$1,236.00	each	
113	Temporary Use Permit	\$1,124.00	each	
114	Address Asssignment Request	\$473.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$46.00	0%	\$46.00	-\$10
\$3,619.17	0%	\$3,619.00	\$1,380
\$5,495.70	0%	\$5,495.00	\$1,744
\$5,981.05	0%	\$5,981.00	\$1,227
\$6,967.75	0%	\$6,967.00	\$1,211
\$1,292.64	0%	\$1,292.00	\$56
\$1,215.30	0%	\$1,215.00	\$91
\$555.74	0%	\$555.00	\$82

Note: Fees are based on the City's Cost Allocation Study to cover the cost of processing applications for all projects. The Planning Manager may determine a project to be unusually complex or time consuming and require a deposit at the time of application for estimated staff, consultant, and City Attorney costs. If a standard fee has previously been paid, additional deposits may be required to cover extraordinary costs resulting from unforeseen complexities, delays or extra meetings. Hourly staff costs are based on employee wages and benefits, overhead, equipment and supervision, as determined by the City's Cost Allocation Study. Charges for third-party consultants will equal actual contract costs plus 30% administrative charge. Fees for entitlements requiring a public hearing and other similar applications include one review of the initial application submittal and review of up to two resubmittals. Review of additional resubmittals will incur additional fees based on staff time.

**BUILDING**

Item No.	Title	Current Fee/Charge	Unit	Notes
1	<b>MECHANICAL, ELECTRICAL, &amp; PLUMBING (MEP Permit Issuance Fees)</b>			
2	Permit Issuance Fee (applies to all MEP permits)	\$149.00	each permit	
3	<b>MECHANICAL PERMIT FEES</b>			
4	Stand alone Mechanical Plan Check	\$260.00	per hour or fraction thereof	
5	Minimum Mechanical Permit for Miscellaneous Work	\$87.00	each	
6	A/C (residential)	\$131.00	each	
7	Furnaces (FAU, floor)	\$146.00	each	
8	Heater (wall)	\$180.00	each	
9	Appliance Vent/Chimney (only)	\$87.00	each	
10	Refrigeration Compressor	\$131.00	each	
11	Boiler - <2,000k BTU	\$146.00	each	
12	Boiler - greater than 2,000k BTU	\$260.00	each	
13	Chiller	\$131.00	each unit	
14	Central Heating System - New (includes duct, gas piping, electric, etc.)	\$260.00	each	
15	Fan Coil Unit	\$87.00	each	
16	Heat Pump (package unit)	\$131.00	each	
17	Heater (unit, radiant, etc.)	\$180.00	each	
18	Air Handler w/ducts more to 10k CFM	\$87.00	each	
19	Air Handler w/ducts more than 10k CFM	\$87.00	each	
20	Duct Work only each outlet/register	\$45.00	each	
21	Evaporative Cooler	\$87.00	each	
22	Make-up Air System	\$131.00	each	
23	Moisture Exhaust Duct (clothes dryer)	\$87.00	each	
24	Variable Air Volume Box (including duct work)	\$131.00	each	
25	Vent Fan (single duct)	\$87.00	each	
26	Vent System	\$131.00	each	
27	Exhaust Hood and Duct (residential)	\$87.00	each	
28	Exhaust Hood - Type I (commercial grease hood)	\$174.00	each	
29	Exhaust Hood - Type II (commercial steam hood)	\$131.00	each	
30	Non-Residential Incinerator	\$433.00	each	
31	Refrigerator Condenser Remote	\$260.00	each	
32	Walk-In Box/Refrigerator Coil	\$131.00	each	
33	New Mini Split Duct	New		
34	New Mini Split Ductless	New		
35	Other Mechanical Inspections (min.1/2 hr increments or fraction thereof)	\$214.00	per hour	
36	<b>PLUMBING / GAS PERMIT FEES</b>			
37	Stand Alone Plumbing Plan Check	\$260.00	per hour or fraction thereof	
38	Minimum Plumbing Permit for Miscellaneous Work	\$87.00	each	
39	Fixtures (each three)	\$131.00	each 3 or fraction thereof	
40	Gas System (one outlet)	\$131.00	one only	
41	Gas System (first five outlets)	\$174.00	first five	
42	Gas Outlets (each additional)	\$29.00	each above the first 5	
43	Gas Test (stand alone or re-test)	\$131.00	each occurrence	
44	Building Sewer	\$87.00	each	
45	Grease Trap	\$131.00	each	
46	Ejector Pump	\$131.00	each	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$153.31	0%	\$153.00	\$4
\$291.97	0%	\$291.00	\$31
\$191.66	0%	\$191.00	\$104
\$153.33	0%	\$153.00	\$22
\$153.33	0%	\$153.00	\$7
\$234.73	0%	\$234.00	\$54
\$153.33	0%	\$153.00	\$66
\$153.33	0%	\$153.00	\$22
\$153.33	0%	\$153.00	\$7
\$268.33	0%	\$268.00	\$8
\$153.33	0%	\$153.00	\$22
\$268.33	0%	\$268.00	\$8
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	-\$66
\$115.00	1%	\$114.00	\$27
\$115.00	1%	\$114.00	\$27
\$115.00	1%	\$114.00	\$27
\$115.00	1%	\$114.00	\$27
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	\$27
\$651.65	0%	\$651.00	\$477
\$191.66	0%	\$191.00	\$60
\$421.66	0%	\$421.00	-\$12
\$268.33	0%	\$268.00	\$8
\$153.33	0%	\$153.00	\$22
\$229.99	0%	\$229.00	NA
\$191.66	0%	\$191.00	NA
\$191.66	0%	\$191.00	-\$23
\$291.97	0%	\$291.00	\$31
\$191.66	0%	\$191.00	\$104
\$115.00	1%	\$114.00	-\$17
\$153.33	0%	\$153.00	\$22
\$191.66	0%	\$191.00	\$17
\$24.53	2%	\$24.00	-\$5
\$115.00	1%	\$114.00	-\$17
\$153.33	0%	\$153.00	\$66
\$153.33	0%	\$153.00	\$22
\$153.33	0%	\$153.00	\$22

**BUILDING**

Item No.	Title	Current Fee/Charge	Unit	Notes
47	Backflow Preventer (first five)	\$131.00	first five	
48	Backflow Preventer (>5)	\$29.00	each above the first 5	
49	Roof Drain - Rainwater System	\$87.00	each	
50	Water Heater (new and replacements)	\$87.00	each	
51	Water Pipe Repair/Replacement per dwelling unit	\$174.00	each	
52	Water Service	\$87.00	each	
53	Drain-Vent Repair/Alterations	\$87.00	each main or branch line	
54	Drinking Fountain	\$87.00	each	
55	Graywater Systems	\$174.00	each system	
56	Swimming Pool Piping and Gas	\$260.00	each pool	
57	Medical Gas System (each outlet)	\$260.00	each outlet	
58	Sump Pump	\$131.00	each	
59	Private Storm Drainage System (each inlet)	\$87.00	each inlet	
60	Other Plumbing and Gas Inspections (min. 1/2 hr increments or fraction thereof)	\$214.00	per hour	
61	<b>ELECTRICAL PERMIT FEES</b>			
62	Stand Alone Electrical Plan Check	\$260.00	per hour or fraction thereof	
63	Minimum Electrical Permit for Miscellaneous Work	\$87.00	each	
64	Single Phase Service (per 100 amps)	\$87.00	per 100 amps	
65	Three Phase Service (per 100 amps)	\$131.00	per 100 amps	
66	Electrical Subpanel with subfeed	\$87.00	each	
67	Electrical Main Panel Upgrade	\$232.86		
68	Any amp circuit first 20	\$87.00	first twenty circuits	
69	Any amp circuit each additional 20	\$15.00	each add'l circuit > 20	
70	Temporary Service	\$87.00	each	
71	Temporary Pole	\$87.00	each	
72	Light Poles Commercial - first	\$366.00	first pole	
73	Light Poles Commercial - additional	\$87.00	each add'l pole after the first	
74	Pre-Inspection/consultation	\$131.00	each	
75	Swimming Pool/Spa	\$175.00	each	
76	Solar Photovoltaic Repairs	\$131.00	each	
77	Generator Installation - Residential	\$400.00	each	
78	Generator Installation - Commercial	\$581.00	each	
79	Electrical Outlets (receptable & light fixture)	\$140.00	first ten	
80	Electrical Outlets (each additional)	\$15.00	each add'l outlet after 1st 10	
81	Whole house rewires	New		
82	Other Electrical Inspections (min. 1/2 hr increments or fraction thereof)	\$214.00	per hour or fraction thereof	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$115.00	1%	\$114.00	-\$17
\$76.66	1%	\$76.00	\$47
\$153.33	0%	\$153.00	\$66
\$153.33	0%	\$153.00	\$66
\$115.00	1%	\$114.00	-\$60
\$115.00	1%	\$114.00	\$27
\$115.00	1%	\$114.00	\$27
\$115.00	1%	\$114.00	\$27
\$191.66	0%	\$191.00	\$17
\$268.33	0%	\$268.00	\$8
\$268.33	0%	\$268.00	\$8
\$191.66	0%	\$191.00	\$60
\$115.00	1%	\$114.00	\$27
\$191.66	0%	\$191.00	-\$23
\$291.97	0%	\$291.00	\$31
\$191.66	0%	\$191.00	\$104
\$153.33	0%	\$153.00	\$66
\$153.33	0%	\$153.00	\$22
\$153.33	0%	\$153.00	\$66
\$268.32	0%	\$268.00	\$35
\$191.66	0%	\$191.00	\$104
\$115.00	1%	\$114.00	\$99
\$115.00	1%	\$114.00	\$27
\$115.00	1%	\$114.00	-\$175
\$115.00	1%	\$114.00	\$27
\$191.66	0%	\$191.00	\$60
\$191.66	0%	\$191.00	\$16
\$191.66	0%	\$191.00	\$60
\$344.99	0%	\$344.00	-\$56
\$344.99	0%	\$344.00	-\$237
\$115.00	1%	\$114.00	-\$26
\$15.33	2%	\$15.00	\$0
\$268.32	0%	\$268.00	NA
\$191.66	0%	\$191.00	-\$23

**BUILDING**

Item No.	Title	Current Fee/Charge	Unit	Notes
83	<b>MISC BUILDING PERMIT FEES FOR PROJECTS NOT REQUIRING PLAN REVIEWS</b>			
84	Standard per hour rate for items not specifically covered in the fee schedule	\$178.00		
85	Earthquake mitigation inspection first hour	\$308.00		
86	Earthquake mitigation inspection per hour after the first hour	\$178.00		
87	Fire permit handling fee	\$119.00		
88	Building permit renewal when within one year after expiration date	50% of original building fee		
89	Building permit renewal when after one year after expiration date	100% of original building fee		
90	Building permit re-inspection fee after 2 failed inspections of the same item(s)	\$178.00		
91	Building permit re-inspection fee when nobody is on site for the inspection and it has not been cancelled ahead of the inspector's leaving the office.	\$178.00		
92	Emergency non-scheduled emergency inspection call-out: per hour with a 4-hour minimum	\$178.00		
93	Pre-arranged or scheduled after hours inspection paid in advance: per hour with a 2-hour minimum	\$178.00		
94	Research – per half hour or fraction thereof	\$89.00		
95	Building Permit Extension	\$178.00		
96	Building Permit Revision: per hour	\$178.00		
97	Additional plan review by consultant after the third re-check	Consultant Cost plus 30%		
98	Additional plan review by City staff after 3rd re-check: per hour	\$225.00		
99	Soils review processing by City staff	\$119.00		
100	Soils peer review by consultant	Consultant Cost plus 30%		
101	FEMA flood zone review	\$662.00		
102	New or replacement Certificate of Occupancy	\$296.00		
103	Temporary Certificate of Occupancy: per 30-day period	\$296.00		
104	<b>ELECTRIC VEHICLE CHARGERS</b>			
105	Residential electric vehicle level 1 or 2 charging station per each	\$301.00		
106	<b>MINOR REPAIRS AND ALTERATIONS</b>			
107	Miscellaneous minor bathroom/kitchen repair – 1 fixture only	\$362.00		
108	Miscellaneous minor repairs who PC and less than \$10,000 valuation	\$362.00		
109	<b>RE-ROOFS</b>			
110	Miscellaneous roof repairs not exceeding 500 sq.ft.	\$362.00		sq.ft. = square feet min. = minimum
111	Residential re-roof not exceeding 1,500 sq.ft.	\$479.00		sq.ft. = square feet min. = minimum
112	Each additional 100 sq.ft. residential re-roof exceeding 1,500 sq.ft.	\$15.00		sq.ft. = square feet min. = minimum
113	Commercial NOT exceeding 5,000 sq.ft.	\$653.00		sq.ft. = square feet min. = minimum
114	<b>RE-ROOFS</b>			
115	Commercial exceeding 5,000 sq.ft.	\$913.00		
116	<b>SIDING AND STUCCO</b>			
117	Siding new or replacement - any square footage	\$393.00		
118	Stucco new or replacement	\$479.00		
119	Each additional 400 sq.ft. stucco or fraction thereof over 400 sq.ft.	\$119.00		
120	<b>WINDOWS AND DOORS – NON-STRUCTURAL</b>			
121	Door replacement not involving alterations to wall framing or exterior wall coverings	\$155.00		
122	Window, sliding door, solar tube replacement – one only and no alterations to framing or exterior wall coverings	\$226.00		
123	Multiple window, sliding door, solar tube replacements – first 5 with no alterations to framing or exterior wall coverings and all done at the same time	\$480.00		
124	Multiple window, sliding door, solar tube replacements – each additional 5 or fraction thereof above the first 5 with no alterations to framing or exterior wall coverings and all done at the same time	\$87.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$254.55	0%	\$254.00	\$76
\$306.64	0%	\$306.00	-\$2
\$191.66	0%	\$191.00	\$13
\$153.31	0%	\$153.00	\$34
NA	NA	50% of original building fee	\$0
NA	NA	100% of original building fee	\$0
\$254.55	0%	\$254.00	\$76
\$254.55	0%	\$254.00	\$76
\$237.68	0%	\$237.00	\$59
\$391.01	0%	\$391.00	\$213
\$223.42	0%	\$223.00	\$134
\$318.61	0%	\$318.00	\$140
\$339.19	0%	\$339.00	\$161
NA	NA	Consultant Cost plus 30%	\$0
\$210.58	0%	\$210.00	-\$15
\$153.31	0%	\$153.00	\$34
NA	NA	Consultant Cost plus 30%	\$0
\$1,019.19	0%	\$1,019.00	\$357
\$391.12	0%	\$391.00	\$95
\$391.12	0%	\$391.00	\$95
NA	NA	\$301.00	\$0
\$383.31	0%	\$383.00	\$21
\$383.31	0%	\$383.00	\$21
\$191.65	0%	\$191.00	-\$171
\$613.30	0%	\$613.00	\$134
\$12.27	2%	\$12.00	-\$3
\$459.97	0%	\$459.00	-\$194
\$574.98	0%	\$574.00	-\$339
\$383.31	0%	\$383.00	-\$10
\$459.97	0%	\$459.00	-\$20
\$153.33	0%	\$153.00	\$34
\$153.33	0%	\$153.00	-\$2
\$268.31	0%	\$268.00	\$42
\$306.64	0%	\$306.00	-\$174
\$229.98	0%	\$229.00	\$142

**BUILDING**

Item No.	Title	Current Fee/Charge	Unit	Notes
125	<b>RENTAL HOUSING INSPECTIONS</b>			
126	Rental Housing Inspection: Single Family per unit	\$296.00		
127	Rental Housing Inspection: Multi-family first unit	\$260.00		
128	Rental Housing Inspection: Multi-family additional units after the first	\$148.00		
129	Rental Housing Inspection: Reinspection after the first reinspection	\$89.00		
130	Rental Housing Inspection: cancellation with less than 72-hour notice	50% of fee assessed		
131	Rental Housing Inspection: late payment	10% of fee billed		
132	<b>OTHER MISCELLANEOUS FEES AND ASSESSMENTS</b>			
133	Document imaging of plans, calculations, and other supporting documents	\$3.00	page	
134	Continuing education	\$5.00	permit	
135	Planning plan review when required	20% of combined building inspection and plan review with a		
136	Public Works review when required	20% of combined building inspection and plan review with a		
137	Fire Department plan review when required	See Fire fee schedule		
138	SPA Specific Plan maintenance fee – Construction of new residential units (per unit)	\$206.00	unit	
139	SPA Specific Plan maintenance fee – New non-residential buildings and additions to existing non-residential buildings (per newly created sq.ft)	\$0.19	sq.ft.	
140	General Plan Update Fee	New	% of Building Permit	
141	<b>MISC BUILDING PERMIT FEES FOR PROJECTS REQUIRING A PLAN REVIEW</b>			
142	<b>MISCELLANEOUS PROJECTS</b>			
143	Standard Hourly Rate	\$199.00		
144	Antenna - residential HAM or CB	\$695.00		
145	Equipment Container/Building (Prefab) / Residential Elevators	\$1,006.00		
146	Free-standing cellular building, antenna, and building site	\$1,409.00		
147	New cellular antenna and supporting equipment added to existing site	\$359.00		
148	Light pole or telephone pole mounted cellular 5G equipment	\$230.00		
149	Awning or Canopy	\$514.00		
150	Commercial Coach (per unit)	\$671.00		
151	Commercial Vapor Recovery Systems	\$653.00		
152	Demolition – whole or partial when exterior walls are removed	\$381.00		
153	Demolition surcharge when PCB mitigation is involved	\$275.00		
154	Flagpole	\$407.00		
155	<b>ACCESSORY STRUCTURES</b>			
156	Accessory Structure/Storage shed – unfinished interior and no MEP	\$645.00		
157	Carport not exceeding 400 sq.ft.	\$732.00		
158	New Garage (detached or attached) (unfinished inside and only 1 electrical circuit)	\$905.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$334.86	0%	\$334.00	\$38
\$267.51	0%	\$267.00	\$7
\$152.86	1%	\$152.00	\$4
\$76.43	1%	\$76.00	-\$13
NA	NA	50% of fee assessed	\$0
NA	NA	10% of fee billed	\$0
\$3.00	0%	\$3.00	\$0
NA	NA	\$5.00	\$0
NA	NA	20% of combined building inspection and plan review with a	\$0
NA	NA	20% of combined building inspection and plan review with a	\$0
NA	NA	See Fire fee schedule	\$0
NA	NA	\$206.00	\$0
NA	NA	\$0.19	\$0
2.4%	0%	2.4%	NA
\$199.04	0%	\$199.00	\$0
\$777.42	0%	\$777.00	\$82
\$892.40	0%	\$892.00	-\$114
\$1,096.35	0%	\$1,096.00	-\$313
\$470.75	0%	\$470.00	\$111
\$191.66	0%	\$191.00	-\$39
\$394.09	0%	\$394.00	-\$120
\$470.76	0%	\$470.00	-\$201
\$624.09	0%	\$624.00	-\$29
\$355.77	0%	\$355.00	-\$26
\$317.43	0%	\$317.00	\$42
\$432.43	0%	\$432.00	\$25
\$700.75	0%	\$700.00	\$55
\$624.09	0%	\$624.00	-\$108
\$892.42	0%	\$892.00	-\$13

**BUILDING**

Item No.	Title	Current Fee/Charge	Unit	Notes
159	<b>ACCESSORY DWELLING UNITS</b>			
160	New attached or detached accessory dwelling units – each 300 sq.ft. or fraction thereof. Includes 1 kitchen and 1 bathroom.	\$1,649.00		New or conversion accessory dwelling units employing Universal Design will receive a 25% discount off the above ADU fees.
161	Conversion of existing space into an accessory dwelling unit – each 300 sq.ft. or fraction thereof. Includes 1 kitchen and 1 bathroom.	\$1,187.00		New or conversion accessory dwelling units employing Universal Design will receive a 25% discount off the above ADU fees.
162	<b>ALTERATIONS/ADDITIONS/REPAIRS</b>			
163	Room additions of 300 sq. ft. or less without engineered calculations without a kitchen or bathroom	\$1,193.00		
164	Room addition of 300 sq. ft. or less with engineered calculations without a kitchen or bathroom	\$1,271.00		
165	Room additions per additional 100 sq.ft. > 300 sq.ft. with or without engineered calculations.	\$318.00		
166	Residential remodel 300 sq. ft. or less without kitchen or bathroom remodel	\$957.00		
167	Each additional 100 sq. ft. of residential remodel > 300 sq.ft.	\$167.00		
168	Kitchen or bathroom remodel	\$756.00		
169	Each additional kitchen or bathroom remodel when work is done at the same time as the first	\$378.00		
170	New bathroom or kitchen added to existing dwelling or new/existing accessory structure	\$780.00		
171	New or remodel commercial bathroom	\$1,110.00		
172	Miscellaneous bathroom/kitchen repair involving only 1 fixture with plan review	\$345.00		
173	Foundation repair (non-engineered) of 100 linear feet or less	\$625.00		
174	Foundation repair (engineered) of 100 linear feet or less	\$843.00		
175	Each additional 100 lin. ft. foundation repair (engineered or non-engineered) exceeding the first 100 l.f..	\$178.00		
176	Commercial and residential interior partitions not exceeding 30 linear feet	\$476.00		
177	Each additional 30 lin. ft. of partition exceeding first 30 l.f.	\$114.00		
178	New masonry fireplace when allowed by BAAQMD	\$796.00		
179	Pre-fabricated metal fireplace that is EPA compliant	\$666.00		
180	Fireplace demolition	\$476.00		
181	Miscellaneous minor and structural repairs, alterations, dry rot/termite repairs of \$10,000 valuation or less and requiring plan review	\$758.00		
182	Dry rot/termite damage, miscellaneous alterations, and structural repairs of greater than \$10,000 valuation must use Valuation Table as for new construction.			
183	Residential Drainage - French Drain/Sump Pump	\$407.00		
184	Building permit fees include inspection and permit issuance.			
185	Plan review fees	65%	of the building permit fees and are in addition to the building permit fee	
186	The fees below are per each occurrence or unit unless otherwise noted and include any associated plumbing, electrical, and/or mechanical work.			
187	<b>PROJECT TYPES</b>			
188	<b>DECKS, BALCONIES, PATIOS, PORCHES</b>			
189	New decks and balconies not exceeding 100 sq.ft.	\$614.00		
190	New decks and balconies not exceeding 500 sq.ft.	\$863.00		
191	Each additional 100 sq. ft. of new deck or balcony exceeding 500 sq. ft.	\$266.00		
192	Deck and balcony repairs of 100 sq. ft. or less	\$435.00		
193	Deck and balcony repairs of greater than \$10,000 valuation must use the Valuation Table as for new construction.			
194	Covered porch	\$504.00		
195	Patio or deck cover – wood or metal frame not exceeding 300 sq.ft.	\$512.00		
196	Each additional 300 sq.ft. of patio or deck cover exceeding 300 sq.ft.	\$157.00		
197	Patio room constructed of wood or metal frame not exceeding 300 sq.ft.	\$764.00		
198	Each additional 300 sq.ft. of patio room exceeding the first 300 sq.ft.	\$371.00		
199	<b>ELECTRIC VEHICLE CHARGING</b>			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,541.08	0%	\$1,541.00	-\$108
\$1,203.92	0%	\$1,203.00	\$16
\$1,150.92	0%	\$1,150.00	-\$43
\$1,150.92	0%	\$1,150.00	-\$121
\$344.99	0%	\$344.00	\$26
\$805.92	0%	\$805.00	-\$152
\$191.66	0%	\$191.00	\$24
\$767.58	0%	\$767.00	\$11
\$344.99	0%	\$344.00	-\$34
\$844.26	0%	\$844.00	\$64
\$1,081.09	0%	\$1,081.00	-\$29
NA	NA	\$345.00	\$0
\$614.26	0%	\$614.00	-\$11
\$614.26	0%	\$614.00	-\$229
\$191.66	0%	\$191.00	\$13
\$537.60	0%	\$537.00	\$61
\$115.00	1%	\$114.00	\$0
\$844.26	0%	\$844.00	\$48
\$537.60	0%	\$537.00	-\$129
\$384.27	0%	\$384.00	-\$92
\$517.23	0%	\$517.00	-\$241
\$422.61	0%	\$422.00	\$15
NA	NA	65%	\$0
\$547.42	0%	\$547.00	-\$67
\$700.75	0%	\$700.00	-\$163
\$145.66	0%	\$145.00	-\$121
\$470.76	0%	\$470.00	\$35
\$537.60	0%	\$537.00	\$33
\$537.60	0%	\$537.00	\$25
\$153.33	0%	\$153.00	-\$4
\$767.59	0%	\$767.00	\$3
\$191.66	0%	\$191.00	-\$180

**BUILDING**

Item No.	Title	Current Fee/Charge	Unit	Notes
200	Commercial electric vehicle charging station – one only	\$625.00		
201	Each Commercial EV charging station when 2 to 4 are installed at the same site	\$316.00		
202	Each Commercial EV charging station when 5 or more installed at the same site	\$210.00		
203	<b>FENCES</b>			
204	Fences or free-standing non-masonry walls 7 to 10 ft. high and not exceeding 100 linear feet	\$445.00		
205	Each additional 100 lin. ft. of 6 to 10 feet high non-masonry fences or free- standing walls exceeding the first 100 lin. ft.	\$139.00		
206	Fences or free-standing masonry walls less than 10 feet high and not exceeding 100 linear feet	\$905.00		
207	Each additional 100 lin. ft. of less than 10 feet high masonry free-standing fences or walls exceeding the first 100 lin. ft.	\$166.00		
208	<b>RETAINING WALLS</b>			
209	Retaining Wall: Standard Design Non-Engineered not exceeding 50 linear feet	\$586.00		
210	Each additional 50 l.f. non-engineered retaining wall exceeding 50 l.f.	\$144.00		
211	Retaining Wall: Engineered 3-10' High not exceeding 50 linear feet	\$991.00		
212	Each additional 50 l.f. eng. 3'-10' high retaining wall exceeding 50 l.f.	\$199.00		
213	Retaining Wall: Engineered over 10' High retaining wall not exceeding 50 l.f.	\$1,271.00		
214	Each additional 50 l.f. eng. over 10' high retaining wall exceeding 50 l.f.	\$279.00		
215	<b>ROOFS</b>			
216	Roof structure replacement not exceeding 100 sq.ft.	\$476.00		
217	Each additional 100 sq.ft. roof structure replacement exceeding 100 sq.ft.	\$108.00		
218	<b>SEISMIC IMPROVEMENT</b>			
219	Engineered or non-engineered seismic retrofit/structural strengthening	\$616.00		
220	Engineered or non-engineered seismic retrofit/structural strengthening when using Planset A or conforming to Existing Building Code appendix chapter A3	\$308.00		
221	<b>SIGNS</b>			
222	Structural Signs such as monument or large signs attached to a building, etc.	\$616.00		
223	Non-structural signs such as individual lettering attached to building, etc.	\$407.00		
224	Additional fee for each illuminated sign	\$86.00		
225	<b>SOLAR ENERGY &amp; BATTERY STORAGE</b>			
226	Solar Photovoltaic up to 15 kW	\$450.00		
227	Solar PV each 15KW or fraction thereof over 15 kW, Plus \$15 per kW for each kW over 15 kW	\$276.00		
228	Solar Thermal (solar water heating) up to 30 kWth	\$331.00		
229	Solar Thermal each 30kWth or fraction thereof over first 30 kWth	\$165.00		
230	Residential battery storage systems	\$287.00		
231	<b>STORAGE RACKS</b>			
232	Storage Racks: 0-5' high not exceeding 100 l.f.	\$407.00		
233	Storage Racks: Greater than 5 feet and up to 8 feet high not exceeding 100 l.f.	\$476.00		
234	Storage Racks: Greater than 8 feet high and not exceeding 100 l.f.	\$586.00		
235	Each additional 100 l.f. of storage regardless of height	\$144.00		
236	<b>SWIMMING POOLS, SPAS, HOT TUBS, SAUNAS</b>			
237	Prefabricated Spa or Hot Tub	\$411.00		
238	Sauna or Steam Room added to existing or new/addition construction	\$552.00		
239	Swimming Pool - Residential	\$732.00		
240	Swimming Pool – Commercial not exceeding 800 sq. ft.	\$1,566.00		
241	Each additional 100 sq. ft. commercial pool exceeding 800 sq. ft.	\$180.00		
242	<b>TENANT IMPROVEMENTS</b>			
243	Office tenant improvements – minimum for T.I. not exceeding 500 sq. ft.	\$2,010.00		
244	Each additional 100 sq. ft. or fraction thereof of office T.I. exceeding 500 sq.ft.	\$175.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$575.94	0%	\$575.00	-\$50
\$498.32	0%	\$498.00	\$182
\$574.99	0%	\$574.00	\$364
\$422.61	0%	\$422.00	-\$23
\$115.00	1%	\$114.00	-\$25
\$882.59	0%	\$882.00	-\$23
\$191.66	0%	\$191.00	\$25
\$460.93	0%	\$460.00	-\$126
\$115.00	1%	\$114.00	-\$30
\$690.93	0%	\$690.00	-\$301
\$115.00	1%	\$114.00	-\$85
\$844.26	0%	\$844.00	-\$427
\$153.33	0%	\$153.00	-\$126
\$422.61	0%	\$422.00	-\$54
\$115.00	1%	\$114.00	\$6
\$652.60	0%	\$652.00	\$36
\$499.27	0%	\$499.00	\$191
\$652.60	0%	\$652.00	\$36
\$422.61	0%	\$422.00	\$15
\$115.00	1%	\$114.00	\$28
NA	NA	\$450.00	\$0
NA	NA	\$276.00	\$0
\$344.98	4%	\$331.00	\$0
\$191.65	14%	\$165.00	\$0
NA	NA	\$287.00	\$0
\$422.61	0%	\$422.00	\$15
\$422.61	0%	\$422.00	-\$54
\$499.27	0%	\$499.00	-\$87
\$115.00	1%	\$114.00	-\$30
\$345.94	0%	\$345.00	-\$66
\$575.94	0%	\$575.00	\$23
\$729.26	0%	\$729.00	-\$3
\$1,419.25	0%	\$1,419.00	-\$147
\$191.66	0%	\$191.00	\$11
\$1,817.17	0%	\$1,817.00	-\$193
\$178.82	0%	\$178.00	\$3

**BUILDING**

Item No.	Title	Current Fee/Charge	Unit	Notes
245	Retail tenant improvements – minimum for T. I. not exceeding 500 sq. ft.	\$2,169.00		
246	Each additional 100 sq.ft. or fraction thereof retail T.I. exceeding 500 sq.ft. and not exceeding 25,000 sq. ft.	\$127.00		
247	Each additional 100 sq.ft. or fraction thereof retail T.I. exceeding 25,000 sq.ft.	\$61.00		
248	Restaurant tenant improvement – minimum for T.I. not exceeding 750 sq.ft.	\$2,751.00		
249	Each additional 100 sq.ft. or fraction thereof restaurant T.I. exceeding 750 sq.ft.	\$224.00		
250	<b>WINDOWS, SKYLIGHTS, DOORS</b>			
251	New door cut into an existing wall	\$357.00		
252	First replacement window or sliding glass door -structural with exterior surface break-out and/or frame modification	\$356.00		
253	Each additional replacement structural window or sliding glass door when work is performed at the same time as the first	\$70.00		
254	Skylights: New or replacement not exceeding 10 sq.ft.	\$264.00		
255	Skylights: New or replacement and/or structural exceeding 10 sq.ft.	\$340.00		
256	<b>ADDITIONAL FEES - OTHER MANDATED BUILDING PERMITS</b>			
257	Construction Tax, ECMC 4.36.010 for new construction and additions	1/2 or 1% of permit value	% of total permit fee	SMIP, CBSC, and STMP Fees are collected by, but not set by the City
258	Art in Public Places, ECMC 13.50 for projects \$250,000 or more	1% of project cost		
259	<b>Calif. Strong Motion Instrumentation Program</b>			
260	Category 1 Construction (1 to 3 Story Residential)	const. value x .00013	(.50 minimum)	
261	Category 2 (OVER 3 story Residential and ALL Commercial)	const. value x .00028	(.50 minimum)	
262	<b>Calif. Building Standards Commission</b>			
263	\$1 - \$25,000 Permit Valuation	\$1.00		
264	\$25,001 - \$50,000	\$2.00		
265	\$50,001 - \$75,000	\$3.00		
266	\$75,001 - \$100,000	\$4.00		
267	Every \$25,000 or fraction above \$100,000	Add \$1		
268	<b>West Contra Costa Transportation Advisory Committee, Subregional Transportation Mitigation Program (STMP)**</b>			
269	single family residential	\$6,964.00	per dwelling unit	
270	multi-family residential	\$3,431.00	per dwelling unit	
271	senior housing	\$1,881.00	per dwelling unit	
272	Hotel	\$4,457.00	per room	
273	Retail	\$8.44	per square foot	
274	Office	\$11.17	per square foot	
275	industrial	\$7.12	per square foot	
276	storage facility	\$0.98	per square foot	
277	Other* (as determined by Public Works)	\$9,411.00	per AM peak hour trip	Notes: *Applies to development projects that do not clearly conform to one of the defined residential or nonresidential categories and is likely to be applicable only in exceptional cases. In such cases, consult the STMP Administrative Guidelines.
278	<b>**STMP &amp; TIF are increased yearly based on the San Francisco region February ENR Construction Cost Index (SFCCI) increase as compared to the prior February rate. Accessory Dwelling Units (ADU) are not required to pay STMP &amp; TIF fees.</b>			
279	<b>Transportation Impact Fee (TIF)</b>			
280	<b>RESIDENTIAL</b>			
281	Single Family	\$4,172.00	per dwelling unit	
282	Multi-Family	\$2,920.30	per dwelling unit	
283	<b>NONRESIDENTIAL</b>			
284	Commercial	\$5.62	per square foot	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,817.17	0%	\$1,817.00	-\$352
\$140.49	0%	\$140.00	\$13
\$45.71	2%	\$45.00	-\$16
\$2,277.16	0%	\$2,277.00	-\$474
\$198.76	0%	\$198.00	-\$26
\$383.31	0%	\$383.00	\$26
\$383.31	0%	\$383.00	\$27
\$130.32	0%	\$130.00	\$60
\$384.27	0%	\$384.00	\$120
\$422.61	0%	\$422.00	\$82
NA	NA	1/2 or 1% of permit value	\$0
NA	NA	1% of project cost	\$0
NA	NA	const. value x .00013	\$0
NA	NA	const. value x .00028	\$0
NA	NA	\$1.00	\$0
NA	NA	\$2.00	\$0
NA	NA	\$3.00	\$0
NA	NA	\$4.00	\$0
NA	NA	Add \$1	\$0
		UPDATED FEES FOR FY2025-2026	
NA	NA	\$6,908.00	-\$56
NA	NA	\$3,404.00	-\$27
NA	NA	\$1,866.00	-\$15
NA	NA	\$4,421.00	-\$36
NA	NA	\$8.37	\$0
NA	NA	\$11.08	\$0
NA	NA	\$7.06	\$0
NA	NA	\$0.97	\$0
NA	NA	\$9,336.00	-\$75
NA	NA	\$4,172.00	\$0
NA	NA	\$2,920.30	\$0
NA	NA	\$5.62	\$0

**BUILDING**

Item No.	Title	Current Fee/Charge	Unit	Notes
285	Hotel/Motel	\$4.59	per square foot	
286	Office	\$4.84	per square foot	
287	Industrial	\$3.05	per square foot	
288	Other*	to be determined		Note: * Applies to development projects that do not clearly conform to one of the defined residential or nonresidential categories and is likely to be applicable only in exceptional cases. In such cases, consult the Transportation Impact Fee Administrative Guidelines.
289	<b>Penalty: Violations for Construction and Debris:</b>			
290	First Violation	New		
291	Second Violation	New		
292	Third Violation	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$4.59	\$0
NA	NA	\$4.84	\$0
NA	NA	\$3.05	\$0
NA	NA	to be determined	\$0
NA	NA	\$100.00	NA
NA	NA	\$500.00	NA
NA	NA	\$1,000.00	NA

## NEW CONSTRUCTION AND OTHER FEES BASED ON VALUATION

The following table is used to calculate permit (Issuance and Inspection) fees based on the valuation of all new residential, commercial, and industrial construction either not covered in or referenced by the Miscellaneous Building Permit Fee table. Valuation will be determined by the 1997 UBC Valuation Table and adjusted by the S.F. Bay Area Engineering News Record Construction Cost Index increase from 1997 to June 2023 or by actual contract price when the type of construction is not represented in the Valuation Table. Plan review is additional and is calculated at 65% of the established permit fee. Plan Review Fee for modular/factory built housing is charged at 10% less than the Plan Review fee for site-built projects.

Minimum Value	Maximum Value	Current Base Rate	Suggested Base Rate	Current Plus \$\$	Suggested Plus \$\$	For every
\$1	\$800	\$141.68	<b>\$145.82</b>	\$0.00	<b>\$0.00</b>	\$0
\$801	\$3,000	\$141.68	<b>\$145.82</b>	\$12.59	<b>\$12.99</b>	\$100
\$3,001	\$38,000	\$419.32	<b>\$431.57</b>	\$55.79	<b>\$57.43</b>	\$1,000
\$38,001	\$75,000	\$2,372.17	<b>\$2,441.46</b>	\$41.29	<b>\$42.45</b>	\$1,000
\$75,001	\$150,000	\$3,898.11	<b>\$4,011.97</b>	\$28.26	<b>\$29.08</b>	\$1,000
\$150,001	\$750,000	\$6,017.48	<b>\$6,193.25</b>	\$22.60	<b>\$25.12</b>	\$1,000
\$750,001	\$1,500,000	\$20,663.03	<b>\$21,266.60</b>	\$19.17	<b>\$18.25</b>	\$1,000
\$1,500,001	\$10,000,000	\$33,963.28	<b>\$34,955.35</b>	\$16.42	<b>\$16.90</b>	\$1,000
\$10,000,001	and up	\$173,536.48	<b>\$178,605.50</b>	\$7.34	<b>\$7.55</b>	\$1,000

**Percent Change = 3%**  
**Cost Recovery Level = 100%**

**BUILDING VALUATION TABLE DATA**

Fore reference only the following building valuation data are based on the 1997 Uniform Building Code and adjusted with 1.33 S.F. Bay Area modifier based on ENR construction cost index 1997-2025

		FY 2025-26				FY 2025-26				FY 2025-26				FY 2025-26	
Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr	
APARTMENT BUILDINGS (R-2 OCC)		3.3%	New per/sqft	DWELLINGS R-3 OCC		3.3%	New per/sqft	LIBRARIES (A-3 OCC)		3.3%	New per/sqft	RESTAURANTS (A-2, B OCC)		3.3%	New per/sqft
Type I-A or II-A*	279.85	9.32	289.17	Type V-B - Wood Frame	236.44	7.87	244.32	Type I-A or II-A	298.12	9.93	308.04	Type III-A	250.15	8.33	258.48
Type V-A Masonry (or Type III)	227.31	7.57	234.88	Type V-B - Wood Frame (Engrd)	260.43	8.67	269.10	Type II-A	218.16	7.26	225.43	Type III -B	241.01	8.03	249.03
Type V-B - Wood Frame	210.17	7.00	217.17	Type V-B - Masonry	247.87	8.25	256.12	Type II -B	207.89	6.92	214.81	Type V-A	228.44	7.61	236.05
Type T Basement Garage	95.95	3.20	99.15	Basements	0.00	0.00	0.00	Type III-A	230.73	7.68	238.42	Type V-B	219.31	7.30	226.61
Type V-A	229.58	7.65	237.23	Semi Finished	59.40	1.98	61.38	Type III -B	219.31	7.30	226.61				
				Unfinished	45.69	1.52	47.21	Type V-A	217.02	7.23	224.25				
								Type V-B	207.89	6.92	214.81				
		FY 2025-26				FY 2025-26				FY 2025-26				FY 2025-26	
Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr	
AUDITORIUMS (A-3 OCC)		3.3%	New per/sqft	FIRE STATIONS (Essential Services)		3.3%	New per/sqft	MEDICAL OFFICES (B OCC)		3.3%	New per/sqft	SCHOOLS (E OCC)		3.3%	New per/sqft
Type I or II-A	268.42676	8.94	277.37	Type I-A or II-A	293.55	9.78	303.33	Type I-A or II-A*	306.12	10.19	316.31	Type I-A & B	285.56	9.51	295.07
Type II-B	194.17316	6.47	200.64	Type II -B	181.62	6.05	187.67	Type II-A	236.44	7.87	244.32	Type II-A	194.17	6.47	200.64
Type III -A	204.15615	6.80	210.95	Type III-A	211.31	7.04	218.35	Type II -B	225.02	7.49	232.51	Type III-A	207.88	6.92	214.80
Type III -B	164.04889	5.46	169.51	Type III -B	202.18	6.73	208.91	Type III-A	255.86	8.52	264.38	Type III -B	199.88	6.66	206.54
Type V-A	195.30759	6.50	201.81	Type V-A	197.60	6.58	204.18	Type III -B	238.73	7.95	246.68	Type V-A	195.31	6.50	201.82
Type V-B	182.75667	6.09	188.84	Type V-B	187.33	6.24	193.57	Type V-A	230.73	7.68	238.41	Type V-B	186.17	6.20	192.37
								Type V-B	222.73	7.42	230.15				
		FY 2025-26				FY 2025-26				FY 2025-26				FY 2025-26	
Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr	
BANKS (B OCC)		3.3%	New per/sqft	CARE FACILITIES (R-4, R-2, R-3.1 OCC)		3.3%	New per/sqft	OFFICES (B OCC)**		3.3%	New per/sqft	SERVICE STATIONS (Special OCC)		3.3%	New per/sqft
Type I-A or II-A*	379.25	12.63	391.88	Type I-A or II-A	266.14	8.862	275.00	Type I-A or II-A*	274.40	9.14	283.54	Type II -B	172.47	5.74	178.21
Type II-A	279.98	9.32	289.30	Type II-A	266.14	8.862	275.00	Type II-A	182.93	6.09	189.03	Type III-A	179.33	5.97	185.30
Type II -B	271.06	9.03	280.09	Type II -B	206.74	6.885	213.63	Type II -B	175.13	5.83	180.96	Type V-A	153.06	5.10	158.16
Type III-A	308.40	10.27	318.67	Type III-A	225.02	7.493	232.51	Type III-A	198.55	6.81	205.36	Canopies	71.96	2.40	74.38
Type III -B	298.12	9.93	308.05	Type III -B	215.88	7.189	223.07	Type III -B	189.63	6.31	195.94				
Type V-A	279.84	9.32	289.16	Type V-A	217.02	7.227	224.25	Type V-A	185.17	6.17	191.33				
Type V-B	267.28	8.90	276.18	Type V-B	210.17	6.999	217.17	Type V-B	175.13	5.83	180.96				
								Type V-B	175.13	5.83	180.96				
		FY 2025-26				FY 2025-26				FY 2025-26				FY 2025-26	
Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr	
BOWLING ALLEYS (A-3 OCC)		3.3%	New per/sqft	HOTELS AND MOTELS (R-1 OCC)		3.3%	New per/sqft	PRIVATE GARAGES (U OCC)		3.3%	New per/sqft	STORES (M OCC)		3.3%	New per/sqft
Type II-A	130.21811	4.34	134.55	Type I-A or II-A	249.31	8.30	257.62	Type V-B - Wood Frame	59.40	1.98	61.38	Type I-A or II-A*	211.31	7.04	218.35
Type II -B	122.2203	4.07	126.29	Type III-A	215.26	7.17	222.43	Type V-B - Masonry:	64.50	2.15	66.65	Type II-A	129.07	4.30	133.37
Type III-A	142.77812	4.75	147.53	Type III -B	213.60	7.11	220.71	Carport	35.40	1.18	36.58	Type II -B	126.79	4.22	131.01
Type III -B	132.49364	4.41	136.91	Type V-A	195.32	6.50	201.82				Type III-A	157.62	5.25	162.87	
Type V-A	95.95136	3.20	99.15	Type V-B	191.89	6.39	198.28				Type III -B	147.35	4.91	152.25	
											Type V-A	132.50	4.41	136.92	
											Type V-B	122.22	4.07	126.29	
		FY 2025-26				FY 2025-26				FY 2025-26				FY 2025-26	
Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr		Occupancy/Type	per/sqft	Incr/Decr	
CHURCHES (A-3 OCC)		3.3%	New per/sqft	INDUSTRIAL, FACTORIES (F-1, F-2 OCC)		3.3%	New per/sqft	PUBLIC BUILDINGS (A-3, B OCC)		3.3%	New per/sqft	THEATERS (A-1 OCC)		3.3%	New per/sqft
Type I-A or II-A	254.71	8.48	263.20	Type I-A or II-A	146.20	4.87	151.07	Type I-A or II-A*	316.00	10.52	326.52	Type I-A or II-A	280.98	9.36	290.34
Type II-A	190.75	6.35	197.11	Type II -B	93.66	3.12	96.78	Type II-A	255.54	8.51	264.05	Type III-A	204.46	6.81	211.27
Type II -B	182.63	6.08	188.71	Type III-A	111.94	3.73	115.66	Type II -B	244.13	8.13	252.26	Type III -B	195.23	6.50	201.73
Type III-A	207.89	6.92	214.81	Type III -B	105.09	3.50	108.59	Type III-A	265.80	8.85	274.65	Type V-A	193.04	6.43	199.47
Type III -B	198.75	6.62	205.37	Ttl-Up	76.53	2.55	79.08	Type III -B	256.68	8.55	265.22	Type V-B	182.76	6.09	188.84
Type V-A	194.18	6.47	200.64	Type V-A	105.09	3.50	108.59	Type V-A	242.99	8.09	251.08				
Type V-B	182.76	6.09	188.84	Type V-B	95.95	3.20	99.15	Type V-B	235.00	7.83	242.82				

**BUILDING VALUATION TABLE DATA**

Fore reference only the following building valuation data are based on the 1997 Uniform Building Code and adjusted with 1.33 S.F. Bay Area modifier based on ENR construction cost index 1997-2025

Occupancy/Type	per/sqft	FY 2025-26		Occupancy/Type	per/sqft	FY 2025-26		Occupancy/Type	per/sqft	FY 2025-26		Occupancy/Type	per/sqft	FY 2025-26	
		Incr/Decr	New per/sqft			Incr/Decr	New per/sqft			Incr/Decr	New per/sqft			Incr/Decr	New per/sqft
CONVALESCENT HOSPITALS (I-2 OCC)		3.3%		JAILS		3.3%		PUBLIC GARAGES (S2)		3.3%		WAREHOUSES (S1, S2)***		3.3%	
Type I-A or II-A*	356.38	11.87	368.24	Type I-A or II-A	407.78	13.58	421.36	Type I-A or II-A*	120.82	4.02	124.84	Type I-A or II-A	126.78	4.22	131.00
Type II-A	247.87	8.25	256.12	Type III-A	372.36	12.40	384.76	Type I-A or II-B Open Parking*	90.06	3.00	93.06	Type V-A	75.38	2.51	77.89
Type III-A	253.58	8.44	262.02	Type V-A	279.85	9.32	289.16	Type II -N	70.03	2.33	72.36	Type II-B or V-B	70.82	2.36	73.18
Type V-A	238.73	7.95	246.68					Type III 1-Hour	91.16	3.04	94.19	Type III-A	84.53	2.81	87.34
								Type III -N	81.28	2.71	83.98	Type III -B	81.09	2.70	83.79
								Type V 1-Hour	83.46	2.78	86.24				

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

\*\* Deduct 20 percent for shell only buildings

\*\*\* Deduct 11 percent for mini-warehouses

FY 2025/26 Note: Increases are based on the Engineering News Record Construction Cost Index increase for the San Francisco Bay Area as of April 2025.

**PUBLIC WORKS**

Item No.	Title	Current Fee/Charge	Unit
1	<b>Grading</b>		
2	<b>Plan Check</b>		
3	50 to 10,000 CY (no permit required below 50 CY)	\$581.00	each
4	10,001 to 100,000 CY	\$807.00	each
5	Add for each 10,000 CY above 100,000	\$193.00	10,000 CY
6	Permit Issuance	\$120.00	each
7	Permit Bond	\$5.74	per CY
8	<b>Inspection (C.6 inspections separately listed in "Erosion &amp; Clean Water Section")</b>		(No permit required below 50 CY)
9	50 to 10,000 CY (up to 8 inspections; any additional inspections will be charged at hourly rate)	\$1,041.00	each
10	10,001 to 100,000 CY (up to 15 inspections, add'l inspections will be charged at hourly rate)	\$2,095.00	each
11	Add for each 10,000 CY above 100,000	\$129.00	10,000 CY
12	Grading Work Started Prior to Obtaining a Permit	Double the Plan Check, Permit Issuance Fee and Inspection Fee	
13	<b>Encroachments</b>		
14	Permit Issuance Fee (all permits except planting of street trees)	\$120.00	each
15	Permit Renewal Fee/Time Extension or Sub-Permit	\$60.00	each
16	<b>Permit bond/deposit (except street tree permit)</b>		
17	One-year maintenance bond for 25 sf street cuts for the amount of the value of the work or as determined by City Engineer.	\$1,945.00	minimum
18	Bond for concrete work, including curb, gutter and sidewalk drains. Deposit is equal to the value of the work for up to 40 sf or as determined by City Engineer. Deposit is returned upon passing final inspection for concrete work.	\$823.00	minimum
19	One-year maintenance bond for storm drainage modifications equal to the value of the work or as determined by City Engineer.		minimum
20	<b>Permit Types (also subject to the Issuance Fee (#2))</b>		
21	Concrete Flat Work or Under Sidewalk Drain - up to 500 s.f. (includes two inspections)	\$331.00	each
22	ADD for each add'l 500 s.f.	\$79.00	500 s.f.
23	Street cut or drainage modifications (< 10 C.Y. excavated) (includes two inspections)	\$360.00	each
24	ADD for each add'l 10 CY.	\$268.00	10 CY
25	Traffic Control Plan Review	\$297.00	each
26	Work in Public Right-of-Way Started Prior to Obtaining a Permit	Double the Permit Issuance Fee and Inspection Fee	
27	Revocable Encroachment Permit/Hold Harmless Agreement	\$425.00	each
28	Storage in Public ROW for Moving Pods and Portable Toilets (East Bay Sanitary dumpsters exempt; storage pods for residential moving exempt from bond deposit)	\$91.00	per one week
29	Moratorium Street Restoration Fee for Street cuts not exceeding 5' x 5'; Restoration for street cuts larger than 5' x 5' on a moratorium street will be calculated by the City Engineer based on recent bid costs for annual City slurry seal projects	\$847.00	each

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$913.40	0%	\$913.00	\$332
\$1,108.21	0%	\$1,108.00	\$301
\$328.97	0%	\$328.00	\$135
\$232.23	0%	\$232.00	\$112
NA	NA	\$5.91	\$0
\$1,462.87	0%	\$1,462.00	\$421
\$2,536.12	0%	\$2,536.00	\$441
\$231.56	0%	\$231.00	\$102
NA	NA	Double the Plan Check, Permit Issuance Fee and Inspection Fee	\$0
\$183.53	0%	\$183.00	\$63
\$91.76	1%	\$91.00	\$31
\$4,674.38	0%	\$4,674.00	\$2,729
\$3,392.38	0%	\$3,392.00	\$2,569
\$404.35	0%	\$404.00	\$73
\$174.00	0%	\$174.00	\$95
\$404.35	0%	\$404.00	\$44
\$178.43	0%	\$178.00	-\$90
\$512.49	0%	\$512.00	\$215
NA	NA	Double the Permit Issuance Fee and Inspection Fee	\$0
\$484.60	0%	\$484.00	\$59
\$125.30	0%	\$125.00	\$34
\$974.00	0%	\$974.00	\$127

**PUBLIC WORKS**

Item No.	Title	Current Fee/Charge	Unit
30	Re-inspection/Additional Inspection (for reasons such as work not ready for a scheduled inspection, work done without an inspection, work partially completed or annual permit inspection)	\$91.00	each
31	Traffic Striping Restoration -Thermoplastic Pavement Legends (includes removal and replacement and related contract work)	\$370.00	each
32	Traffic Striping Restoration -Thermoplastic 4" Line (includes removal and replacement and related contract work)	\$9.18	LF
33	Traffic Striping Restoration -Thermoplastic 12' Line (includes removal and replacement and related contract work)	\$6.88	LF
34	Traffic Striping Restoration -Thermoplastic Detail 22 (includes removal and replacement and related contract work)	\$4.59	LF
35	Pavement Marker Restoration - Caltrans Type AY Pavement Reflective Markers (includes replacement and related contract work)	\$9.18	each
36	Utility Pole - Set, Relocate or Remove	\$321.00	each
37	Temporary Construction Parking for vehicles that have commercial license plates and Limited Construction Equipment Storage (includes construction parking permit)	\$298.00	per week
38	Transportation Permit - Per Calif. State Vehicle Code Section 35795	\$16.00	per trip
39	<b>Haul Route Impact Fees</b>		
40	For qualifying projects as determined by the City Engineer, Haul Route Fees are charged on the following costs per square yard of pavement per PCI point drop in each 500-foot long section of haul route. For haul routes in use for over one year, a PCI discount will be applied against the PCI change as listed below. If the Post-construction PCI is higher than the Pre-construction PCI, the PCI change shall be considered to be zero. The final PCI value will determine the category of the fee charged.		
41	<b>Arterial</b>		
42	100<pci<70	\$0.35	
43	69<pci<50	\$0.99	
44	49<pci<25	\$1.01	
45	24<pci<0	\$1.78	
46	<b>Collector</b>		
47	100<pci<70	\$0.35	
48	69<pci<50	\$0.82	
49	49<pci<25	\$1.01	
50	24<pci<0	\$1.78	
51	<b>Residential</b>		
52	100<pci<70	\$0.27	
53	69<pci<50	\$0.77	
54	49<pci<25	\$0.92	
55	24<pci<0	\$1.53	
56	<b>PCI Discount</b>		
57	100<pci<70	2.2 pts/year	
58	69<pci<50	2.7 pts/year	
59	49<pci<25	3.3 pts/year	
60	24<pci<0	3.6 pts/year	
61	<b>Parking Controls</b>		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$241.08	0%	\$241.00	\$150
\$300.00	0%	\$300.00	-\$70
\$4.80	17%	\$4.00	-\$5
\$12.00	0%	\$12.00	\$5
\$6.00	0%	\$6.00	\$1
\$48.00	0%	\$48.00	\$39
\$512.49	0%	\$512.00	\$191
\$241.08	0%	\$241.00	-\$57
NA	NA	\$16.00	\$0
NA	NA	\$0.36	\$0.01
NA	NA	\$1.02	\$0.03
NA	NA	\$1.04	\$0.03
NA	NA	\$1.83	\$0.05
NA	NA	\$0.36	\$0.01
NA	NA	\$0.84	\$0.02
NA	NA	\$1.04	\$0.03
NA	NA	\$1.83	\$0.05
NA	NA	\$0.28	\$0.01
NA	NA	\$0.79	\$0.02
NA	NA	\$0.95	\$0.03
NA	NA	\$1.58	\$0.05
NA	NA	2.2 pts/year	\$0
NA	NA	2.7 pts/year	\$0
NA	NA	3.3 pts/year	\$0
NA	NA	3.6 pts/year	\$0

**PUBLIC WORKS**

Item No.	Title	Current Fee/Charge	Unit
62	Appeal of No Parking/Stopping Anytime Zones	\$632.00	each
63	Red curb marking next to residential driveway (Subject to City Engineer approval of Resident Request)	\$429.00	each
64	Temporary No Parking/Stopping Anytime Signs (Encroachment Permit Issuance Fee also applies)	\$8.00	each
65	<b>Temporary Barricades</b>		
66	Pick-up/drop-off by City crew	\$152.00	per pick-up/drop-off
67	Replacement	\$117.00	per barricade
68	<b>Street Tree Permits</b>		
69	Street Tree Planting by Property Owner (Includes planting permit, site approval, and planting inspection)	\$59.00	per 1-3 trees
70	Street Tree Maintenance Bond - Required three-year refundable maintenance bond for when property owner plants new Street Trees to cover Staff time needed to rehabilitate or remove a tree that has not been properly maintained.	\$112.00	per tree, refundable after 3- year health verification
71	New Street Tree Planting and Related Work by City (Includes permit, one 15-gallon tree, planted, staked, and mulched, and comes with watering bag. Requires signed City Tree Care Agreement)	\$354.00	per tree
72	Concrete Removal for Tree Well	\$219.00	per 16 s. f.
73	Concrete Removal for Tree Well (per s.f. after first 16 s.f. removal)	\$14.00	per s.f.
74	Maintenance to Establish New Tree - Three-year maintenance fee when City is establishing new tree without a City Tree Care Agreement, usually in case of mitigation for street tree removal and planting in a different location that the responsible property owner is not able to maintain.	\$917.00	per tree
75	Vegetation removal by City	\$75.00	per 24 sq ft or less

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,115.71	0%	\$1,115.00	\$19
\$515.00	0%	\$515.00	\$86
\$8.00	0%	\$8.00	\$0
\$179.78	0%	\$179.00	\$27
\$100.00	0%	\$100.00	-\$17
\$533.37	0%	\$533.00	\$474
\$177.79	0%	\$177.00	\$65
\$1,306.96	0%	\$1,306.00	\$952
\$655.58	0%	\$655.00	\$436
\$25.00	0%	\$25.00	\$11
\$1,266.96	0%	\$1,266.00	\$349
\$775.02	0%	\$775.00	\$700

**PUBLIC WORKS**

Item No.	Title	Current Fee/Charge	Unit
76	Street Tree Replacement by City (replace existing street tree with a suitable street tree subject to City approval)	New	minimum
77	Permit for Street Tree Pruning or Removal by Property Owner or Utility Company (includes inspection by Program Manager)	\$236.00	minimum
78	Bond for Street Tree Pruning, Protection, or Removal by Property Owner or Utility Company	\$286.00	minimum
79	<b>Violation for Unauthorized Street Tree Pruning, Mutilation or Removal (i.e., work without a Permit)</b>		
80	0-5.99 inch	\$520.00	Tree Diameter @ 4.5 feet
81	6.0-11.99 inch	\$780.00	Tree Diameter @ 4.5 feet
82	12.0-17.99 inch	\$1,040.00	Tree Diameter @ 4.5 feet
83	18.0-23.99 inch	\$1,560.00	Tree Diameter @ 4.5 feet
84	24 inch and greater	\$2,080.00	Tree Diameter @ 4.5 feet
85	<b>Erosion and Clean Water</b>		
86	<b>Stormwater Pollution Prevention Construction Permit: C.6 Inspections (Permits for construction projects that require Stormwater Pollution Prevention, includes monthly inspection)</b>		
87	Less than 1-acre hillside site, requiring an erosion and sediment control plan	\$368.00	
88	More than an acre, requiring an erosion and sediment control plan	\$736.00	
89	Re- Inspections (Due to Fail in maintaining BMP's)	\$183.00	
90	<b>C.3 Fees for projects which create or replace more than 10,000 square feet of impervious surface</b>		
91	Stormwater Control Plan Review/Approval (Collected by Planning Dept at initial submittal)	\$587.00	each
92	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)	\$0.05	per square feet of impervious surface
93	Annual Inspection Fee-Collected by Public Works Department as described in Maintenance Agreement (Includes max of one field inspection. Additional re-inspection will be charged additional inspection fee)	\$481.00	up to 25,000 sf
94	Annual Inspection Fee-Collected by Public Works Department as described in Maintenance Agreement	\$962.00	more than 25,000 sf
95	<b>Miscellaneous</b>		
96	Illicit Discharge Response / Hazardous Materials Spill Clean-Up - costs to include supervision, reporting, overhead, equipment, hourly wages and fringe benefits of the employees involved	\$1,417.00	per response, per day

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$773.58	0%	\$773.00	NA
\$355.58	0%	\$355.00	\$119
NA	NA	\$294.58	\$9
NA	NA	\$535.60	\$16
NA	NA	\$803.40	\$23
NA	NA	\$1,071.20	\$31
NA	NA	\$1,606.80	\$47
NA	NA	\$2,142.40	\$62
\$484.60	0%	\$484.00	\$116
\$850.32	0%	\$850.00	\$114
\$493.45	0%	\$493.00	\$310
\$718.59	0%	\$718.00	\$131
\$582.00	0%	\$582.00	\$582
\$696.02	0%	\$696.00	\$215
\$1,159.14	0%	\$1,159.00	\$197
\$1,910.97	0%	\$1,910.00	\$493

**PUBLIC WORKS**

Item No.	Title	Current Fee/Charge	Unit
97	<b>Public Works Hourly Rates (for other Services Not Specified)</b>		Note: Hourly rates are based on the City's Cost Allocation Study. The Public Works Director may determine a permit application to be unusually complex or time consuming and use consultants for review and inspection. Charges for consultants will equal actual contract costs plus 30% administrative charge
98	Public Works Director	\$339.00	hourly
99	Management Assistant	\$120.00	hourly
100	Engineering Manager/Senior Engineer	\$254.00	hourly
101	Operations + Environmental Services Division Manager	\$243.00	hourly
102	Programs Manager/Analyst	\$236.00	hourly
103	Associate Engineer	\$198.00	hourly
104	Operations Supervisor	\$236.00	hourly
105	Technician/Inspector	\$183.00	hourly
106	Maintenance Worker / Recycling Maintenance Worker	\$152.00	hourly
107	Admin Clerk Specialist	\$100.00	hourly
108	Environmental Specialist	\$156.00	hourly
109	Bid Protest Fee	\$608.00	
110	<b>Recycling + Environmental Services</b>		
111	Construction Waste Management Plan Review Fee	\$250.10	per plan review, inclusive of pre plan and post report
112	Solid Waste Collection and Disposal Subscription Exemption Application Fee	\$312.00	per application
113	Recycling + Environmental Resource Center Tour Fee	\$156.00	per tour, excluding free monthly tours
114	Citywide Garage Sale Listing	\$25.00	per registration
115	Solid Waste Event Stands Rental (set of three - Recycling, Compost, and Garbage)	\$57.00	per event

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$359.04	0%	\$359.00	\$20
\$116.45	0%	\$116.00	-\$4
NA	NA	\$261.62	\$8
\$225.44	0%	\$225.00	-\$18
\$166.19	0%	\$166.00	-\$70
\$194.81	0%	\$194.00	-\$4
\$152.25	0%	\$152.00	-\$84
\$134.16	0%	\$134.00	-\$49
\$103.66	1%	\$103.00	-\$49
\$99.15	0%	\$99.00	-\$1
\$133.10	0%	\$133.00	-\$23
\$1,340.59	0%	\$1,340.00	\$732
\$363.82	0%	\$363.00	\$113
\$665.50	0%	\$665.00	\$353
\$99.15	0%	\$99.00	-\$57
\$66.55	61%	\$25.75	\$1
\$225.44	0%	\$225.00	\$168

**PUBLIC WORKS**

Item No.	Title	Current Fee/Charge	Unit
116	Solid Waste Event Stand Replacement	\$83.00	per stand
117	Compact Fluorescent Bulb (CFL) and LED Bulb Recycling *	\$4.00	per bulb
118	Fluorescent Tube Recycling *	\$0.72	per linear foot
119	CFL & Tube Large Quantity (over 15 CFLs and/or 30 feet) Recycling	\$14.00	additional flat fee
120	Sharps Disposal*	\$4.00	per disposal
121	Pharms Disposal*	\$4.00	per disposal
122	Cardboard, Paper, Books, Magazines, and Newspaper Recycling Drop-off - for amounts greater than 1 cubic yard (~26 bankers boxes) ** (minimum charge \$8)	\$8.00	per cubic yard

Note: Citywide Fees apply. Credit Card Transaction Fees are per transaction.

\*No cost for residents in RecycleMore service area. Proof of residency required

\*\* No cost for El Cerrito rate payers. City reserves the right to reject large quantities. Proof of residency required

\*\*\*Includes market rate sale of salvaged materials plus processing fee

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$135.00	0%	\$135.00	\$52
NA	NA	\$4.12	\$0
NA	NA	\$0.74	\$0
NA	NA	\$14.42	\$0
NA	NA	\$4.12	\$0
NA	NA	\$4.12	\$0
NA	NA	\$8.24	\$0

**FIRE**

Item No.	Title	Current Fee/Charge	Unit
1	<b>Occupancy Inspection Fees</b>		
2	Fire Safety Inspection: Annual Inspection plus one (1) re-inspection	\$319.07	Each
3	Educational Inspection-Public Schools (Group E): Annual Inspection plus one (1) re-inspection	N/A	Each
4	Educational Inspection-Private Schools (Group E): Annual Inspection plus one (1) re-inspection	\$335.30	Each
5	Hotels & Apartments (Group R-1): < 15 Units Annual Inspection plus one (1) re-inspection	\$210.91	Each
6	Hotels & Apartments (Group R-1): 15-99 Units Annual Inspection plus one (1) re-inspection	\$502.94	Each
7	Hotels & Apartments (Group R-1): 100-249 Units Annual Inspection plus one (1) re-inspection	\$659.78	Each
8	Hotels & Apartments (Group R-1): 250 or more Units Annual Inspection plus one (1) re-inspection	\$854.46	Each
9	Residential (R-3) Single Family Requested Fire Safety Inspection	N/A	Each
10	Day Care (Group R-3): Annual Inspection plus one (1) re-inspection	\$335.30	Each
11	Additional Reinspections	\$221.73	Each
12	<b>Operational Permits &amp; Inspection Fees</b>		
13	Assembly Permit: Requires Fire Safety Inspection	\$104.92	Each
14	Christmas Tree Lot Operation Permit	\$335.30	Each
15	Compressed Gas Permit: Requires Occupancy Inspection	\$104.92	Each
16	Demolition Permit: Includes pre and post inspections	\$670.59	Each
17	Dry Cleaning Permit: Requires Fire Safety Inspection	\$104.92	Each
18	Fire Alarm Annual Inspection: Requires Occupancy Inspection	\$104.92	Each
19	Food Booth Permit	\$335.30	Each
20	Hood & Duct Annual Inspection: Requires Fire Safety Inspection	\$104.92	Each
21	Model Rocket Permit	N/A	Each
22	Repair Garage Permit: Requires Occupancy Inspection	\$104.92	Each
23	Open Burning Permit: Residential	N/A	Each
24	Sprinkler & Standpipe Annual Inspection: Requires Occupancy Inspection	\$104.92	Each
25	Membrane Structure, Tent or Canopy Permit	\$341.79	Each
26	Welding & Cutting Permit: Requires Occupancy Inspection	\$104.92	Each
27	Miscellaneous No- Action Permits	N/A	Each
28	<b>Plan Review</b>		
29	Preliminary Plan Review: Residential Remodel (1-2 family units)	\$436.97	Each
30	Preliminary Plan Review: Residential/ADU (1-2 family units)	\$573.25	Each
31	Preliminary Plan Review: Commercial (including multi-family/apartment/condo/townhouse)	\$791.73	Each
32	New Construction Plan Check & One Site Inspection (< 4999 sq. ft.)	\$554.86	Each
33	New Construction Plan Check & Site Inspection (>5000 sq. ft., each add'l 1000 sq. ft.)	\$219.56	Each
34	Additional Site Inspections	\$210.91	Each
35	Fire Alarm System Plan Review: First 25 Devices	\$436.97	Each
36	Fire Alarm System Plan Review: each additional 25 Devices or Portion Thereof	\$136.28	Each
37	Fire Alarm System On Site Inspection: First 25 Devices	\$354.76	Each
38	Fire Alarm System Inspection: each additional 25 Devices or Portion Thereof	\$136.28	Each
39	Hood & Duct Plan Review and One Field Inspection	\$491.05	Each

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$611.42	41%	\$361.00	\$42
\$115.63	100%	N/A	\$0
\$346.89	0%	\$346.00	\$11
\$578.15	0%	\$578.00	\$367
\$553.59	0%	\$553.00	\$50
\$830.39	0%	\$830.00	\$170
\$1,107.19	0%	\$1,107.00	\$253
NA	NA	N/A	\$0
\$231.26	0%	\$231.00	-\$104
\$115.63	1%	\$115.00	-\$107
\$276.80	0%	\$276.00	\$171
\$276.80	0%	\$276.00	-\$59
\$115.63	1%	\$115.00	\$10
\$553.59	0%	\$553.00	-\$118
\$115.63	1%	\$115.00	\$10
\$276.80	29%	\$195.50	\$91
\$276.80	0%	\$276.00	-\$59
\$276.80	0%	\$276.00	\$171
NA	NA	N/A	\$0
\$231.26	15%	\$195.50	\$91
NA	NA	N/A	\$0
\$231.26	0%	\$231.00	\$126
\$553.59	0%	\$553.00	\$211
\$231.26	0%	\$231.00	\$126
NA	NA	N/A	\$0
\$914.72	0%	\$914.00	\$477
\$609.81	0%	\$609.00	\$36
\$914.72	0%	\$914.00	\$122
\$914.72	0%	\$914.00	\$359
\$304.91	0%	\$304.00	\$84
\$276.80	0%	\$276.00	\$65
\$609.81	0%	\$609.00	\$172
\$304.91	0%	\$304.00	\$168
\$415.19	0%	\$415.00	\$60
\$276.80	29%	\$195.50	\$59
NA	NA	\$491.05	\$0

**FIRE**

Item No.	Title	Current Fee/Charge	Unit
40	Medical Gas Plan Review and One Field Inspection	\$491.05	Each
41	Sprinkler System Plan Review: Residential- First 25 Heads (New or Modify 1 -2 family units)	\$436.97	Each
42	Sprinkler System Plan Review: Residential- Each Additional 25 Heads (New or Modify)	\$218.48	Each
43	Sprinkler Systems Field Inspections Residential: Rough in & Final - First 25 heads	\$354.76	Each
44	Sprinkler Systems Field Inspections Residential: Rough in & Final - Each Additional 25 heads	\$136.28	Each
45	Sprinkler System Plan Review: Commercial (New)- First 25 Heads (includes multi-family)	\$655.45	Each
46	Sprinkler System Plan Review: Commercial (New)- Each Additional 25 Heads or Portion Thereof	\$218.48	Each
47	Sprinkler Systems Field Inspections Commercial: First 25 heads	\$573.25	Each
48	Sprinkler Systems Field Inspections Commercial: Each Additional 25 heads	\$210.91	Each
49	Underground Review and Inspection	\$136.28	Each
50	Standpipe System Plan Review & Inspection	\$763.61	Each
51	Additional Risers	\$136.28	Each
52	Fire Pumps & Related Equipment Plan Review and Two Field Inspections (Acceptance)	\$491.05	Each
53	Hydrant Water Flow Test for Sprinkler Calculations (per Test)	\$210.91	Each
54	Emergency Responder Radio Communication System (ERRCS) Plan Review & Inspection	\$491.05	Each
55	<b>Vegetation Management</b>		
56	Vegetation Management Parcel Inspection - First Inspection	N/A	Each
57	Additional Inspections	\$136.28	Each
58	Vegetation Abatement Fees	Actual Cost + 10%	Each
59	Court Fees	Actual Cost + 10%	Each
60	<b>CERT Classes</b>		
61	CPR Classes - El Cerrito & Kensington Residents	\$59.49	Each
62	First Aid - El Cerrito & Kensington Residents	\$59.49	Each
63	CPR Classes - Non- Residents	\$70.30	Each
64	First Aid - Non-Residents	\$70.30	Each
65	<b>False Alarms</b>		
66	1st False Alarm	N/A	Each
67	2 or Over False Alarms in 12 months	New	Each

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$231.26	0%	\$231.00	-\$260
\$914.72	0%	\$914.00	\$477
\$304.91	0%	\$304.00	\$86
\$553.59	0%	\$553.00	\$198
\$276.80	29%	\$195.50	\$59
\$914.72	0%	\$914.00	\$259
\$304.91	0%	\$304.00	\$86
\$830.39	0%	\$830.00	\$257
\$276.80	0%	\$276.00	\$65
\$231.26	0%	\$231.00	\$95
\$346.89	0%	\$346.00	-\$418
\$231.26	0%	\$231.00	\$95
\$346.89	0%	\$346.00	-\$145
\$462.52	0%	\$462.00	\$251
\$914.72	0%	\$914.00	\$423
\$138.40	100%	N/A	\$0
\$276.80	29%	\$195.50	\$59
NA	NA	Actual Cost + 10%	\$0
NA	NA	Actual Cost + 10%	\$0
NA	NA	\$59.49	\$0
NA	NA	\$59.49	\$0
NA	NA	\$70.30	\$0
NA	NA	\$70.30	\$0
NA	NA	N/A	\$0
NA	NA	\$300.00	NA

**FIRE**

Item No.	Title	Current Fee/Charge	Unit
68	<b>Fire Department Hourly Rates</b>		
69	Fire Apparatus Response or Standby Charge per hour (Engine)	\$432.64	Per Hour
70	Fire Apparatus Response or Standby Charge per hour (Truck)	\$540.80	Per Hour
71	Fire Apparatus Response or Standby Charge per hour (Command)	\$216.32	Per Hour
72	Fire Investigation per hour (plus costs)	\$429.40	Per Hour
73	Fire Chief - ST	\$218.48	Per Hour
74	Fire Chief - OT	\$327.72	Per Hour
75	Battalion Chief - Training - ST	\$138.44	Per Hour
76	Battalion Chief - Training - OT	\$207.67	Per Hour
77	Battalion Chief - ST	\$144.93	Per Hour
78	Battalion Chief - OT	\$217.40	Per Hour
79	Captain-Fire Prevention - ST	\$136.28	Per Hour
80	Captain-Fire Prevention - OT	\$204.42	Per Hour
81	Captain-Paramedic - ST	\$128.71	Per Hour
82	Captain-Paramedic - OT	\$192.52	Per Hour
83	Captain - ST	\$117.89	Per Hour
84	Captain - OT	\$176.30	Per Hour
85	Engineer/Paramedic - ST	\$113.57	Per Hour
86	Engineer/Paramedic - OT	\$170.89	Per Hour
87	Engineer - ST	\$104.92	Per Hour
88	Engineer - OT	\$157.91	Per Hour
89	Firefighter/Paramedic - ST	\$76.79	Per Hour
90	Firefighter/Paramedic - OT	\$114.65	Per Hour
91	Firefighter - ST	\$59.49	Per Hour
92	Firefighter - OT	\$88.69	Per Hour
93	Fire Executive Assistant - ST	\$62.73	Per Hour
94	Fire Executive Assistant - OT	\$94.10	Per Hour
95	SB 38 INSPECTION	\$252.45	Per Hour

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$611.42	0%	\$611.00	\$178
\$611.42	0%	\$611.00	\$70
\$304.91	0%	\$304.00	\$88
\$304.91	0%	\$304.00	-\$125
\$344.53	0%	\$344.00	\$126
\$516.80	0%	\$516.00	\$188
\$304.91	0%	\$304.00	\$166
\$152.45	0%	\$152.00	-\$56
\$304.91	0%	\$304.00	\$159
\$457.36	0%	\$457.00	\$240
\$276.80	0%	\$276.00	\$140
\$415.19	0%	\$415.00	\$211
\$255.35	0%	\$255.00	\$126
\$383.02	0%	\$383.00	\$190
\$235.83	0%	\$235.00	\$117
\$117.91	1%	\$117.00	-\$59
\$218.12	0%	\$218.00	\$104
\$327.18	0%	\$327.00	\$156
\$194.98	1%	\$194.00	\$89
\$97.49	1%	\$97.00	-\$61
\$186.18	0%	\$186.00	\$109
\$279.27	0%	\$279.00	\$164
\$161.10	0%	\$161.00	\$102
\$241.65	0%	\$241.00	\$152
\$115.63	1%	\$115.00	\$52
\$173.44	0%	\$173.00	\$79
\$304.91	0%	\$304.00	\$52

**POLICE**

Item No.	Title	Current Fee/Charge	Unit	Notes
1	<b>Services &amp; Fees</b>			
2	Fingerprinting, Solicitor or other (plus Department of Justice Fees*)	\$51.00	per set	
3	Citation Sign-offs—Resident	\$0.00	per citation	
4	Citation Sign-offs—Non-Resident	\$26.00	per citation	
5	VIN Verification	\$53.04	per verification	
6	Alcohol Beverage Control One Day License	\$53.04	per letter	
7	False Alarm Response (1st incident)	\$0.00	each	
8	False Alarm Response (2nd through 5th incident)	\$95.68	each	
9	False Alarm Response (6th and subsequent incidents)	\$205.92	each	
10	Non-permitted Alarms	\$137.28	each	
11	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]	\$171.60	per release	
12	DUI Cost Recovery Fee* (\$1,000 maximum)	Actual cost to max	per 30 min increments	
13	Firearm Storage Fee	\$27.04	initial	
14	Firearm Storage Fee	\$1.04	per day	
15	Weapons Seizure, Storage & Return	\$214.24	each	
16	<b>Reports, Photocopies &amp; Records</b>			
17	Clearance Letter	\$27.04	each	
18	Report Copy	\$7.28		
19	Traffic Collision Report Copy	\$7.28	per report	
20	Police Photographs, audio tapes & videotapes & CDs	\$37.44	actual cost + fee	
21	<b>Permits</b>			
22	Concealed Weapons Permit (plus Department of Justice Fees*)	\$410.00	each	Determined by State
23	Peddler/Solicitor Permit	\$448.24	each	
24	Permit to Sell Firearms—Initial Permit	\$391.04	each	
25	Permit to Sell Firearms—Annual Renewal	\$192.40	each	
26	Second-Hand Dealer's Permit	\$551.20	each	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$51.00	\$0
\$40.65	100%	\$0.00	\$0
\$40.65	38%	\$25.00	-\$1
\$81.29	32%	\$55.00	\$2
\$119.06	54%	\$55.00	\$2
NA	NA	\$0.00	\$0
NA	NA	\$95.00	-\$1
NA	NA	\$205.00	-\$1
NA	NA	\$137.00	\$0
\$236.66	0%	\$236.00	\$64
NA	NA	Actual cost to max	\$0
NA	NA	\$27.00	\$0
NA	NA	\$1.00	\$0
\$405.07	46%	\$220.00	\$6
NA	NA	\$27.00	\$0
\$8.00	0%	\$8.00	\$1
\$8.00	0%	\$8.00	\$1
\$46.93	15%	\$40.00	\$3
\$725.65	0%	\$725.00	\$315
\$298.94	0%	\$298.00	-\$150
\$453.17	12%	\$400.00	\$9
\$221.82	10%	\$200.00	\$8
\$298.94	0%	\$298.00	-\$253

**POLICE**

Item No.	Title	Current Fee/Charge	Unit	Notes
27	Bingo Permit	\$237.12	each	
28	Alarm Permit - Residential and Commercial	\$36.40	each	
29	Alarm Permit Renewal	\$20.80	each	
30	Block Party Permit	\$50.96	each	
31	Parade Permit	\$328.64	each	actual cost + fee
32	Street Closure Permit	\$90.48	each	
33	<b>Police Department Hourly Rates</b>			
34	Police Chief -ST	\$234.71	hourly	
35	Police Chief - OT	\$351.52	hourly	
36	Police Captain - ST	\$228.22	hourly	
37	Police Captain - OT	\$341.79	hourly	
38	Police Lieutenant - ST	\$199.01	hourly	
39	Police Lieutenant - OT	\$297.44	hourly	
40	Police Sergeant/Investigations Assignment-ST	\$163.32	hourly	
41	Police Sergeant/Investigations Assignment-OT	\$244.44	hourly	
42	Police Corporal - ST	\$129.79	hourly	
43	Police Corporal - OT	\$194.69	hourly	
44	Police Officer - ST	\$84.36	hourly	
45	Police Office - OT	\$126.55	hourly	
46	Records Supervisor - ST	\$96.26	hourly	
47	Records Supervisor - OT	\$144.93	hourly	
48	Police Executive Assistant - ST	\$55.16	hourly	
49	Police Executive Assistant - OT	\$83.28	hourly	
50	Senior Records Specialist- ST	\$74.63	hourly	
51	Senior Records Specialist - OT	\$112.49	hourly	
52	Police Records Specialist - ST	\$60.57	hourly	
53	Police Records Specialist - OT	\$91.94	hourly	
54	Cadet - ST	\$24.88	hourly	
55	Cadet - OT	\$37.86	hourly	
56	<b>Parking Violation Fines</b>			
57	Obstruction or interference with Officers	\$104.00		11.12.020
58	Barriers & Signs	\$98.80		11.28.040b
59	City Parking Lot	\$78.00		11.40.020
60	Parking on Sidewalk or Curb Prohibited	\$76.96		11.40.030
61	Vehicle Storage-Parking in excess of 72 hours	\$86.32		11.40.050a
62	Vehicle Storage-Trailer Parked on Street Overnight	\$78.00		11.40.050c

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$144.71	0%	\$144.00	-\$93
\$51.29	22%	\$40.00	\$4
\$25.64	22%	\$20.00	-\$1
\$119.06	58%	\$50.00	-\$1
\$2,420.28	86%	\$330.00	\$1
\$222.72	60%	\$90.00	\$0
\$373.67	0%	\$373.00	\$138
\$560.50	0%	\$560.00	\$208
\$279.95	0%	\$279.00	\$51
\$419.93	0%	\$419.00	\$77
\$308.46	0%	\$308.00	\$109
\$462.69	0%	\$462.00	\$165
\$264.74	0%	\$264.00	\$101
\$397.11	0%	\$397.00	\$153
\$189.94	0%	\$189.00	\$59
\$94.97	1%	\$94.00	-\$101
\$162.59	0%	\$162.00	\$78
\$243.88	0%	\$243.00	\$116
\$142.84	1%	\$142.00	\$46
\$214.26	0%	\$214.00	\$69
\$102.58	1%	\$102.00	\$47
\$153.87	1%	\$153.00	\$70
\$97.03	0%	\$97.00	\$22
\$145.55	0%	\$145.00	\$33
\$93.86	1%	\$93.00	\$32
\$140.79	1%	\$140.00	\$48
\$103.66	1%	\$103.00	\$78
\$51.83	2%	\$51.00	\$13
NA	NA	\$104.00	\$0
NA	NA	\$100.00	\$1
NA	NA	\$80.00	\$2
NA	NA	\$80.00	\$3
NA	NA	\$80.00	-\$6
NA	NA	\$80.00	\$2

**POLICE**

Item No.	Title	Current Fee/Charge	Unit	Notes
63	Vehicle Storage-Parking for the purpose of engaging in vehicle sale	\$68.64		11.40.050d
64	Parking for Certain Purposes-On Street for Sale	\$102.96		11.40.060a
65	Parking for Certain Purposes-on Street for Repairs	\$86.32		11.40.060b
66	Parking for Certain Purposes-on Street when charging for washing/polishing	\$86.32		11.40.060c
67	Parking Regulations in Certain Zones	\$86.32		11.40.070
68	Angle and Parallel Parking Signs-Loading Clearance between Vehicle and Street	\$78.00		11.40.080b
69	Angle and Parallel Parking Signs-Loading Clearance between other Street	\$78.00		11.40.090a
70	Loading and Unloading-Angle to Curb	\$78.00		11.40.090b
71	Grades-Wheels not Turned	\$86.32		11.40.100
72	Emergency Parking Signs	\$78.00		11.40.130b
73	Curb Markings	\$78.00		11.40.160b
74	Bus Zone	\$260.00		11.40.190e
75	Parking-Limited Time	\$78.00		11.40.210
76	Parking-Prohibited during Certain Hours	\$78.00		11.40.230
77	Parking-Prohibited at all Times	\$78.00		11.40.240
78	Parking on Private Property	\$78.00		11.44.040
79	Violations Designated-4 Hour Permit Parking	\$99.84		11.68.050a
80	Any ECMC parking violation not listed above shall be subject to a civil penalty	\$78.00		
81	<b>Curfew Violation Fines</b>			
82	Daytime (8:00 am - 2 pm) 1st offense	\$66.00		
83	Daytime (8:00 am - 2 pm) 2nd offense within one year	\$131.00		
84	Daytime (8:00 am - 2 pm) 3rd offense within one year of 2nd offense	\$260.00		
85	Nighttime (10:00 pm - 5 am) 1st Offense	\$68.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$80.00	\$11
NA	NA	\$80.00	-\$23
NA	NA	\$80.00	-\$6
NA	NA	\$80.00	-\$6
NA	NA	\$80.00	-\$6
NA	NA	\$80.00	\$2
NA	NA	\$80.00	\$2
NA	NA	\$80.00	\$2
NA	NA	\$80.00	-\$6
NA	NA	\$80.00	\$2
NA	NA	\$80.00	\$2
NA	NA	\$80.00	\$2
NA	NA	\$80.00	\$2
NA	NA	\$80.00	\$2
NA	NA	\$100.00	\$0
NA	NA	\$80.00	\$2
NA	NA	\$66.00	\$0
NA	NA	\$131.00	\$0
NA	NA	\$260.00	\$0
NA	NA	\$68.00	\$0

RECREATION

Item No.	Title	Current Fee/Charge	Unit	Notes
1	<b>Facility Rentals</b>			
2	<b>Community Center</b>	Minimum Rental Time (Fri-Sun); 5 Hours		Maximum Advance Reservation: 12 Months Resident, Non-Profit or Co-Sponsored Group; 10 Months Non-Resident or Commercial; 12 months Annual Rentals.
3	<b>Social Hall</b>			
4	Resident (includes Skylight Room, Kitchen and Courtyard)	\$222.00	per hour	
5	Additional Hours for Set-Up & Clean-Up (max. 3 hours)	25%	per hour discount of rental fee	
6	Deposit (credit card only)	\$701.00	per event	
7	Deposit (credit card only) - With Alcohol	New	per event	
8	Alcohol Service Permit	\$228.00	per event	
9	Application Fee	New	per application	
10	<b>Skylight, Garden and Patio Rooms</b>			
11	Resident	\$85.00	per hour	
12	Deposit (credit card only)	\$121.00	per event	
13	<b>Pool View Room/Courtyard</b>			
14	Resident	\$46.00	per hour	
15	Deposit (credit card only)	\$125.00	per event	
16	Kitchen Use	\$63.00	per hour	
17	<b>Group Picnic Areas</b>			
18	<b>Cerrito Vista</b>			
19	Reservation—Resident	\$245.00	per day	
20	<b>Arlington (large group area with tables &amp; BBQ)</b>			
21	Spaces 4 & 5—Resident	\$182.00	per day	
22	Spaces 4, 5 & 6—Resident	\$245.00	per day	
23	<b>Other Parks, picnic tables with BBQ pit</b>			
24	Resident	\$100.00	per day	
25	<b>Other Parks, picnic tables without BBQ pit</b>			
26	Resident	\$85.00	per day	
27	Picnic Area Cleaning Deposit	\$60.00	per day	
28	<b>Hana Gardens Senior Center</b>			
29	Combined Room - Resident	\$112.00	per hour	
30	Alcohol Service Permit	\$58.00	per event	
31	Deposit	\$271.00	per event	
32	<b>Clubhouses</b>	Minimum Rental Time (Sat-Sun); 3 hours		Maximum Advance Reservation: 12 Months Resident, Non-Profit or Co-Sponsored Group; 10 Months Non-Resident or Commercial; 12 Months Annual Rentals
33	Private, Resident	\$90.00	per hour	
34	Renovated Clubhouse Private, Resident	\$112.00	per hour	
35	Deposit	\$271.00	per event	
36	Alcohol Service Permit	\$58.00	per event	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$231.00	\$9
NA	NA	25%	\$0
NA	NA	\$600.00	-\$101
NA	NA	\$850.00	NA
\$150.89	9%	\$138.00	-\$90
\$115.68	14%	\$100.00	NA
NA	NA	\$89.00	\$4
NA	NA	\$126.00	\$5
NA	NA	\$48.00	\$2
NA	NA	\$130.00	\$5
NA	NA	\$66.00	\$3
NA	NA	\$245.00	\$0
NA	NA	\$190.00	\$8
NA	NA	\$255.00	\$10
NA	NA	\$104.00	\$4
NA	NA	\$89.00	\$4
NA	NA	\$63.00	\$3
NA	NA	\$117.00	\$5
\$57.84	1%	\$57.00	-\$1
NA	NA	\$282.00	\$11
NA	NA	\$94.00	\$4
NA	NA	\$117.00	\$5
NA	NA	\$282.00	\$11
\$57.84	1%	\$57.00	-\$1

RECREATION

Item No.	Title	Current Fee/Charge	Unit	Notes
37	Art Studio Instructor	\$49.00	per hour	
38	<b>Facility &amp; Rental Related Fees &amp; Discounts</b>			
39	Transfer Fee - Rooms and Clubhouses	\$60.00	per date	
40	Transfer Fee - Picnics	\$25.00	per date	
41	Late Payment Fee	15%	percent	
42	City Co-Sponsored Rental Fee Discount	40%	percent	
43	Non-Profit Rental Fee Discount	20%	percent	
44	Governmental Agency/School District Rentals (unless specified in separate agreements)	Additional Direct Costs (if needed)	per event	
45	Business Hours Facility Rental Discount (Mon. - Thurs. 8:30am - 4:30pm, no holidays)	15%	per hour	
46	Chair Rental—Non-Profit/Co-Sponsored	\$6.00	each	
47	Table Rental—Non-Profit/Co-Sponsored	\$9.00	each	
48	Restroom Key (purchase or refundable deposit)	\$25.00	per key	
49	<b>Storage Fee - Co-Sponsored Groups Only</b>			
50	Small Locker	\$412.00	per year	
51	Medium Locker	\$487.00	per year	
52	Large Locker	\$655.00	per year	
53	Room/Small Clubhouse	\$1,200.00	per year	
54	<b>Recreation Sports Venue Rentals and Fees</b>			
55	<b>Raquet Courts (min. 1 hour rental)</b>			
56	Tennis Resident	\$10.50	per hour	
57	Pickleball Resident	\$8.00	per hour	
58	Co-Sponsored	\$7.25	per hour	
59	Instruction Use	\$19.00	per hour	
60	City Co-Sponsored Group Team Captain Permit Fee	\$32.00	per season	
61	Tennis Transfer/Cancellation Fee	\$1.00	per hour	
62	Private Instructor Processing Fee (Tennis Certification and Insurance Required)	\$34.00	per year	
63	Light Surcharge (Cerrito Vista)	\$4.25	per hour	
64	<b>Play Fields</b>			
65	Resident	\$34.00	per hour	
66	Cerrito Vista Hardball Field (2 hr. minimum)—Resident	\$46.00	per hour	
67	El Cerrito Co-Sponsored Youth Group	\$15.00	per hour	
68	Fine for violation of field policies and/or damaging fields when wet and or not playable or signs are posted.	\$394.00	per infraction	
69	<b>Swim Center Programs/Fees * Effective September 1</b>			
70	<b>Adult Swim Fees</b>			
71	<b>Lap Swim/Recreation/Family Swim</b>			
72	30 Day Pass - Resident	\$96.00	valid 30 days	
73	15-Swim Pass—Resident	\$96.00	per pass	
74	Drop-In	\$8.00	per use	
75	<b>Masters Swim Team</b>			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$51.00	\$2
NA	NA	\$63.00	\$3
NA	NA	\$26.00	\$1
NA	NA	15%	\$0
NA	NA	40%	\$0
NA	NA	20%	\$0
NA	NA	Additional Direct Costs (if needed)	\$0
NA	NA	15%	\$0
NA	NA	\$7.00	\$1
NA	NA	\$10.00	\$1
NA	NA	\$26.00	\$1
NA	NA	\$429.00	\$17
NA	NA	\$507.00	\$20
NA	NA	\$682.00	\$27
NA	NA	\$1,248.00	\$48
NA	NA	\$11.00	\$0.50
NA	NA	\$8.00	\$0
NA	NA	\$7.50	\$0.25
NA	NA	\$20.00	\$1
NA	NA	\$34.00	\$2
NA	NA	\$1.00	\$0
NA	NA	\$36.00	\$2
NA	NA	\$4.50	\$0.25
NA	NA	\$36.00	\$2
NA	NA	\$48.00	\$2
NA	NA	\$16.00	\$1
NA	NA	\$410.00	\$16
NA	NA	\$96.00	\$0
NA	NA	\$96.00	\$0
NA	NA	\$8.00	\$0

RECREATION

Item No.	Title	Current Fee/Charge	Unit	Notes
76	Drop-In	\$13.00	per use	
77	30 Day Pass - Resident	\$103.00	valid 30 days	
78	<b>Masters Plus—Any Masters Workout/Lap Swim 30 Days Only</b>			
79	Monthly 30 Day Masters Plus Resident	\$146.00	valid 30 days	
80	<b>Recreation Parent &amp; Child Swim/Splash Park/Tot Splash</b>			
81	<b>Drop-in</b>			
82	Adult (18+)	\$8.00	per use	
83	Youth (1-17 years)	\$5.00	per use	
84	Splash Park & Tot Splash	\$5.00	per use	
85	Non-Swimmer Fee	\$5.00	per use	
86	Organized Groups (minimum of 15)	\$5.00	per child	
87	<b>30 Days</b>			
88	Youth—(1-17 years) Resident	\$63.00	valid 30 days	
89	<b>15 Swim Pass</b>			
90	Youth Resident (1-17)	\$60.00	per pass	
91	<b>Splash Park/Tot Splash 15 Swim Pass</b>			
92	Resident	\$50.00	per pass	
93	<b>Water Aerobics Deep/Shallow</b>			
94	Drop In	\$13.00	per use	
95	10-Punch Pass - Resident	\$94.00	per pass	
96	<b>Swim Lessons</b>			
97	Private—Resident	\$38.00	per class	
98	Semi-Private - Resident	\$64.00	per class	
99	Youth Groups—Resident	\$16.00	per class	
100	Special Arrangement Group Lesson—Resident	\$17.00	per class	
101	Teen/Adult Group Lessons - Resident	\$30.00	per class	
102	<b>Swimming Clubs, Teams &amp; Meets</b>			
103	El Cerrito High School Team	\$3,375.00	per season	
104	El Cerrito High School Team non-operating hours	\$36.00	per hour per staff	
105	<b>Gators Swim Club</b>			
106	One Swimmer - Resident	\$5.50	per hour	
107	Each Additional Household Member Discount	10%	monthly discount percent	
108	<b>Swim Center Rentals</b>			
109	Long-Term Pool Rentals	\$19.00	per lane/ per hour	
110	Lane Rental Fee	\$24.00	per lane/ per hour	
111	Emery G. Weed III Lap Pool-Resident, non-operating hours, practice time	\$173.00	per hour	
112	Emery G. Weed III Lap Pool—Resident, non-operating hours, event rental	\$288.00	per hour	
113	Swim Center Rental Deposit (refundable)	\$124.00	per event	
114	Recreation Pool-Resident (1-50 people) (2-hour minimum)	\$202.00	per hour	
115	Recreation Pool-Resident (51-100 people) (2-hour minimum)	\$217.00	per hour	
116	Splash Park Rental-Resident (1-50 people) ( 2-hour minimum)	\$178.00	per hour	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$13.00	\$0
NA	NA	\$107.00	\$4
NA	NA	\$152.00	\$6
NA	NA	\$8.00	\$0
NA	NA	\$5.00	\$0
NA	NA	\$5.00	\$0
NA	NA	\$5.00	\$0
NA	NA	\$5.00	\$0
NA	NA	\$63.00	\$0
NA	NA	\$63.00	\$3
NA	NA	\$63.00	\$13
NA	NA	\$13.00	\$0
NA	NA	\$98.00	\$4
NA	NA	\$39.00	\$1
NA	NA	\$66.00	\$2
NA	NA	\$17.00	\$1
NA	NA	\$18.00	\$1
NA	NA	\$32.00	\$2
NA	NA	\$3,510.00	\$135
NA	NA	\$38.00	\$2
NA	NA	\$6.00	\$1
NA	NA	\$0.10	\$0
NA	NA	\$20.00	\$1
NA	NA	\$25.00	\$1
NA	NA	\$180.00	\$7
NA	NA	\$300.00	\$12
NA	NA	\$129.00	\$5
NA	NA	\$210.00	\$8
NA	NA	\$226.00	\$9
NA	NA	\$185.00	\$7

RECREATION

Item No.	Title	Current Fee/Charge	Unit	Notes
117	Splash Park Rental-Resident (51-100 people) ( 2-hour minimum)	\$190.00	per hour	
118	Transfer Fee	\$60.00	per booking	
119	Picnic Area Rental During Recreation Swim (Splash Park Area & Swim Camp Lawn Area) Resident (11-20 people) - listed fee plus lifeguard rate below	\$96.00	per event	
120	Picnic Area rental during Recreation Swim (Swim Camp Lawn Area) Resident (11-15 people) - listed fee plus lifeguard rate below	\$71.00	per event	
121	Lifeguard Fee	\$36.00	per hour	
122	<b>Miscellaneous Swim Center Fees</b>		Annual Pass holders can use passes on holidays, not charged surcharge	No Residency Surcharge for Drop-In Fees
123	Auto-Debit Pass Discount	10%	per month	
124	Single Lane Program/Holiday Reservation Surcharge - Resident	\$3.00	per swim	
125	Single Lane Program/Holiday Reservation Surcharge - Non-Resident	\$5.00	per swim	
126	Annual Pass holders can use passes on holidays, not charged surcharge			
127	<b>Youth Programs</b>			
128	<b>Day Camps *Effective September 1</b>			
129	City Run Camp Resident (Price based on number of days up to 5 days, hours, special events, field trips, supplies needed)	\$20-\$598	See brochure for actual costs	
130	Day Camp Deposit	\$47.00	per camp/week	
131	Day Camp Cancellation Fee	\$47.00	per camp/week	
132	<b>Overnight Camp *Effective September 1</b>			
133	Camper - Resident (price depends on staffing and rental costs, duration of session and other fixed costs)	\$450-\$1352	per session	
134	CIT/TILT Programs - Residents	\$220-\$988	per session	
135	Deposit	\$156.00	per week	
136	<b>Before/After School Childcare</b>			
137	5 day schedule, AM Care (~1.5 hours/day)	\$341.00	per month (10 Total)	
138	4 day schedule, AM Care (~1.5 hours/day)	\$300.00	per month (10 Total)	
139	3 day schedule, AM Care (~1.5 hours/day)	\$246.00	per month (10 Total)	
140	2 day schedule, AM Care (~1.5 hours/day)	\$178.00	per month (10 Total)	
141	1 day schedule, AM Care (~1.5 hours/day)	\$89.00	per month (10 Total)	
142	5 day schedule, TK/Kinder Childcare (~4.25 hours/day)	\$820.00	per month (10 Total)	
143	4 day schedule, TK/Kinder Childcare (~4.25 hours/day)	\$722.00	per month (10 Total)	
144	3 day schedule, TK/Kinder Childcare (~4.25 hours/day)	\$590.00	per month (10 Total)	
145	2 day schedule, TK/Kinder Childcare (~4.25 hours/day)	\$427.00	per month (10 Total)	
146	1 day schedule, TK/ Kinder Childcare (~4.25 hours/day)	\$214.00	per month (10 Total)	
147	5 day schedule, Kindergarten Childcare (~4 hours/day)	\$772.00	per month (10 Total)	
148	4 day schedule, Kindergarten Childcare (~4 hours/day)	\$679.00	per month (10 Total)	
149	3 day schedule, Kindergarten Childcare (~4 hours/day)	\$556.00	per month (10 Total)	
150	2 day schedule, Kindergarten Childcare (~4 hours/day)	\$402.00	per month (10 Total)	
151	1 day schedule, Kindergarten Childcare (~4 hours/day)	\$201.00	per month (10 Total)	
152	5 day schedule, 1st - 6th PM Care (~3.33 hours/day)	\$673.00	per month (10 Total)	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$198.00	\$8
NA	NA	\$63.00	\$3
NA	NA	\$99.00	\$3
NA	NA	\$74.00	\$3
\$38.93	2%	\$38.00	\$2
NA	NA	10%	\$0
NA	NA	\$3.00	\$0
NA	NA	\$5.00	\$0
NA	NA	\$20-\$622	Varies
NA	NA	\$49.00	\$2
NA	NA	\$49.00	\$2
NA	NA	\$450-\$1,406	Varies
NA	NA	\$220-\$1,028	Varies
NA	NA	\$156.00	\$0
NA	NA	\$355.00	\$14
NA	NA	\$312.00	\$12
NA	NA	\$256.00	\$10
NA	NA	\$185.00	\$7
NA	NA	\$93.00	\$4
NA	NA	\$853.00	\$33
NA	NA	\$750.00	\$28
NA	NA	\$614.00	\$24
NA	NA	\$444.00	\$17
NA	NA	\$222.00	\$8
NA	NA	\$803.00	\$31
NA	NA	\$706.00	\$27
NA	NA	\$578.00	\$22
NA	NA	\$418.00	\$16
NA	NA	\$209.00	\$8
NA	NA	\$699.00	\$26

RECREATION

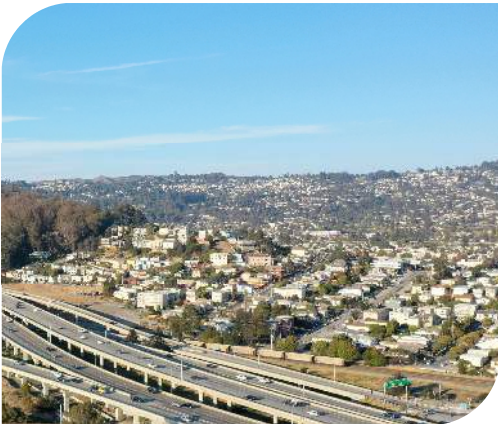
Item No.	Title	Current Fee/Charge	Unit	Notes
153	4 day schedule, 1st - 6th Care (3.33 hours/day)	\$592.00	per month (10 Total)	
154	3 day schedule, 1st - 6th PM Care (~3.33 hours/day)	\$484.00	per month (10 Total)	
155	2 day schedule, 1st - 6th PM Care (~3.33 hours/day)	\$350.00	per month (10 Total)	
156	1 day schedule, 1st - 6th PM Care (~3.33 hours/day)	\$175.00	per month (10 Total)	
157	TK & Kinder Club (~1 hour/day)	\$16.00	per day	
158	<b>Preschool *Effective September 1</b>			
159	4 day schedule, 3 hour program	\$611.00	per month	
160	3 day schedule, 3 hour program	\$458.00	per month	
161	2 day schedule, 3 hour program	\$306.00	per month	
162	1 day schedule, 3 hour program	\$153.00	per month	
163	3 day schedule, 4 hour program	\$611.00	per month	
164	2 day schedule, 4 hour program	\$407.00	per month	
165	1 day schedule, 4 hour program	\$204.00	per month	
166	<b>Other Fees</b>			
167	Before/After School & Preschool Programs - Non-Refundable Registration Fee	\$86.00	per registration	
168	Before/After School & Preschool Programs - Drop-In fee, under 3 hours program	\$26.00	per day/per program	
169	Before/After School & Preschool Programs - Drop-In fee, over 3 hours program	\$50.00	per day/per program	
170	Before/After School Program - Receives Reduced Lunch	30%	discount	
171	Before/After School Program - Receives Free Lunch	50%	discount	
172	Preschools - Non-Resident Rate	20%	surcharge	
173	Preschools - Qualifies for City Scholarship - Residents	25%	discount	
174	Preschools - Qualifies for City Scholarship - Non Resident	Regular Resident Rate	discount	
175	Fees can be adjusted proportionally due to substantial changes in program hours at the discretion of the Recreation Director		program hours	
176	Fees can be adjusted proportionate to any mandated staff to child ratio changes at the discretion of the Recreation Director		staffing/ enhanced requirements	
177	Preschools - Over 8 hours (full day)	10%	monthly discount	
178	Before/After School & Preschool Fees Include 3.5% Admin Surcharge listed in "Other Fees & Discounts" Section			
179	<b>Adult Programs and Services</b>			
180	Respite Group—Resident	\$32.00	per day	
181	Easy Ride Paratransit, each way	\$2.00	per trip	
182	City Run Day Trips Resident (Prices based on mileage, length of trip, admission rates, volunteer trip leader expenses and supplies needed, staff planning time)	\$15-\$260	see brochure for actual costs	
183	<b>Other Fees &amp; Discounts</b>			
184	<b>Miscellaneous</b>			
185	Transfers, Cancellations (non-camp), and Late Payments (25% of fee, up to maximum and rounded to nearest dollar)	\$25.00	maximum charge per session	
186	Late Pick-Up Fee (\$20 minimum + \$1.00 per minute)	\$20.00	minimum late pick-up fee	
187	Misc. Product Fee (depending on level of effort)	Cost + 5%-20%	each + surcharge	
188	Staff Total Cost (i.e. custodian, part time recreation leader, etc.)	Full Hourly Cost	per hour	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$616.00	\$24
NA	NA	\$504.00	\$20
NA	NA	\$364.00	\$14
NA	NA	\$182.00	\$7
NA	NA	\$17.00	\$1
NA	NA	\$636.00	\$25
NA	NA	\$477.00	\$19
NA	NA	\$318.00	\$12
NA	NA	\$159.00	\$6
NA	NA	\$636.00	\$25
NA	NA	\$424.00	\$17
NA	NA	\$212.00	\$8
\$104.40	14%	\$90.00	\$4
NA	NA	\$28.00	\$2
NA	NA	\$52.00	\$2
NA	NA	30%	\$0
NA	NA	50%	\$0
NA	NA	20%	\$0
NA	NA	25%	\$0
NA	NA	Regular Resident Rate	\$0
NA	NA	10%	\$0
NA	NA	\$34.00	\$2
NA	NA	\$2.00	\$0
NA	NA	\$15-\$270	Varies
NA	NA	\$26.00	\$1
NA	NA	\$20.00	\$0
NA	NA	Cost + 5%-20%	\$0
NA	NA	Full Hourly Cost	\$0

**RECREATION**

Item No.	Title	Current Fee/Charge	Unit	Notes
189	Signage/Banner on Recreational Facilities (per policy)	\$0-\$78	per banner or sign/month	
190	Long Term Rental Discount - as determined by Recreation Director			
191	Administrative Surcharge Fee for City Run Programs	3.5%	per transaction	
192	Non-Resident & Commercial Facility Rentals Fee Surcharge - rounded to nearest dollar (unless otherwise noted)	25%	additional amount	
193	Special Promotion/Marketing Fundraising Opportunities - as determined by Recreation Director			
194	New Classes, Events, Field Trips, Leagues, Programs, Products, Uniforms, etc. as approved by Recreation Director			
195	City Run Program (Price based on number of days and hours, cost of supplies, staff, and staff planning time)	\$0-\$229	per day/per program	
196	<b>Third Party Programs</b>			
197	The fees for all third party provided activities may vary based on contract negotiations & market rates at discretion of the Recreation Director			
198	No Non-Resident Surcharges for El Cerrito School Based Enrichment Programs			
199	Surcharge on Fee-Based Programs by Independent Contractor	3.5%	percent of fee	
200	Optional Disabled and Senior Discount (independent contractors may choose to use discount and split discount with City) - for ages 60+, disabled patrons. Does not apply to fees in "Adult Programs and Services" section.	15%	percent of fee	
201	<b>Recreation Brochure Advertisements</b>			
202	Copy Ready, 1/8 page	\$208.00	each	
203	Copy Ready, Quarter page	\$468.00	each	
204	Copy Ready, Half page	\$780.00	each	
205	Copy Ready, Full page	\$1,300.00	each	
206	Full Year of Advertising (3 RECguide Issues)	15%	Discount	
207	Graphic Preparation-Graphic Designer	Actual Cost	Actual	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$0-\$78	\$0
NA	NA	3.5%	\$0
NA	NA	25%	\$0
NA	NA	\$0-\$229	\$0
NA	NA	3.5%	\$0
NA	NA	15%	\$0
NA	NA	\$217.00	\$9
NA	NA	\$487.00	\$19
NA	NA	\$812.00	\$32
NA	NA	\$1,352.00	\$52
NA	NA	15%	\$0
NA	NA	Actual Cost	\$0



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