



## AGENDA

### **SPECIAL CITY COUNCIL MEETING** *(not televised)*

**Tuesday, May 21, 2019 – 6:00 p.m.**

**Hillside Conference Room**

### **REGULAR CITY COUNCIL MEETING**

**Tuesday, May 21, 2019 – 7:00 p.m.**

**City Council Chambers**

#### **Meeting Location:**

El Cerrito City Hall

10890 San Pablo Avenue, El Cerrito

Rochelle Pardue-Okimoto – Mayor

Mayor Pro Tem Greg Lyman  
Councilmember Paul Fadelli

Councilmember Janet Abelson  
Councilmember Gabriel Quinto

#### **6:00 PM ROLL CALL - CONVENE SPECIAL CITY COUNCIL MEETING**

##### **1. ORAL COMMUNICATIONS FROM THE PUBLIC**

*All persons wishing to speak should sign up with the City Clerk. Remarks are typically limited to 3 minutes per person and to items on the special meeting agenda only.*

##### **2. CLOSED SESSION CONFERENCE WITH LABOR NEGOTIATORS**

*Pursuant to Government Code Section 54957.6*

**Agency Designated Representatives:** Karen Pinkos, City Manager; Glenn Berkheimer, Labor Negotiator; Sky Woodruff, City Attorney; Alexandra Orologas, Assistant City Manager; and Kristen Cunningham, Human Resources Manager.

**Employee Organizations:** International Association of Fire Fighters Local 1230; and Public Safety Management Association – Battalion Chief

**Contact:** Sky Woodruff, City Attorney, City Management

##### **3. COMMISSION APPLICATION STATUS AND APPOINTMENTS**

**Action Proposed:** Review and consider previously interviewed applications for appointment to City Boards and Commissions.

**Contact:** Holly M. Charléty, City Clerk, City Management

##### **4. ADJOURN SPECIAL CITY COUNCIL MEETING**

**7:00 PM      ROLL CALL - CONVENE REGULAR CITY COUNCIL MEETING**

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

**2.      COUNCIL/STAFF COMMUNICATIONS**

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

**3.      ORAL COMMUNICATIONS FROM THE PUBLIC**

*All persons wishing to speak should sign up with the City Clerk. Remarks are typically limited to 3 minutes per person. The Mayor may reduce the time limit per speaker depending upon the number of speakers. Kindly state your name and city of residence for the record. Comments regarding non-agenda, presentation and consent calendar items will be heard first. Comments related to items appearing on the Public Hearing or Policy Matter portions of the Agenda are taken up at the time the City Council deliberates each action item. Individuals wishing to comment on any closed session scheduled after the regular meeting may do so during this public comment period or after formal announcement of the closed session.*

**4.      ADOPTION OF THE CONSENT CALENDAR**

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

**A.      REVISED REGULAR MEETING SCHEDULE FOR SUMMER 2019**

**Action Proposed:** Pass a motion to approve a revised regular meeting schedule for City Council, reducing regular meetings for July thru September to the third Tuesday of the month. Meeting dates would be July 16, August 20, and September 17, 2019 with the request to keep the first Tuesday in August and September reserved for additional meetings if needed.

**Contact:** Holly M. Charléty, City Clerk, City Management

**B.      Rent Registry Ordinance**

*Notice published on 4/27/2019, 1<sup>st</sup> Reading 5/7/2019*

**Action Proposed:** Pass a motion to waive the second reading and adopt Ordinance 2019-03 Amending Title 10 of the El Cerrito Municipal Code to Add Chapter 10.100, "Rent Registry" to Require That Property Owners Register Rents for and Provide Other Information Regarding Residential Rental Properties with the City Annually.

**Contact:** Aissia Ashoori, Affordable Housing Analyst; Melanie Mintz, Community Development Director, Community Development Department

**C.      Just Cause for Eviction Ordinance**

*Notice published on 4/27/2019, 1<sup>st</sup> Reading 5/7/2019*

**Action Proposed:** Pass a motion to waive the second reading and adopt Ordinance 2019-04 Amending Title 10 of the El Cerrito Municipal Code Chapter to Add Chapter 10.300, "Just Cause for Eviction and Prohibition

on Harassment of Tenants” Related to Termination of Tenancy and Other Tenant Protections.

**Contact:** Aissia Ashoori, Affordable Housing Analyst; Melanie Mintz, Community Development Director, Community Development Department

**D. Annual Review of Comprehensive Financial Policy**

**Action Proposed:** Adopt a resolution approving the City’s Comprehensive Financial Policy.

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

**5. PRESENTATIONS**

**A. Presentation by ECFD on Fire Safety for Homeowners**

**Action Proposed:** Receive and File.

**Contact:** Battalion Chief David Gibson, Fire Marshal, Fire Department

**B. East Bay Municipal Utilities District (EBMUD) Presentation on Fiscal Year 2020/2021 Proposed Rate Increases**

**Action Proposed:** Receive and File.

**Contact:** Andy Katz, Board Director, EBMUD

**6. PUBLIC HEARINGS**

**A. Master Fee Schedule Revisions for Fiscal Year 2019-20**

*Notice published on 5/10/19 and 5/16/19*

**Action Proposed:** Conduct a public hearing and upon conclusion adopt a resolution approving the Fiscal Year 2019-20 Master Fee Schedule.

**Contact:** Shannon Collins, Finance Supervisor, Finance Department

**7. POLICY MATTERS**

**A. [Continued from May 7, 2019 Regular Meeting](#) Tenant Protections Taskforce**

**Action:** Discuss and consider adopting a resolution for the formation of a Tenant Protection Taskforce.

**Contact:** Aissia Ashoori, Affordable Housing Analyst; Melanie Mintz, Community Development Director, Community Development Department

**8. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS**

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

## 9. ADJOURN REGULAR CITY COUNCIL MEETING

The next regularly scheduled City Council meeting is Tuesday, June 4, 2019 at 7:00 p.m. in the City Council Chambers, 10890 San Pablo Avenue, El Cerrito.

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

- Copies of the agenda bills and other written documentation relating to items of business referred to on the agenda are on file and available for public inspection in the Office of the City Clerk, at the El Cerrito Library and posted on the City's website at [www.el-cerrito.org](http://www.el-cerrito.org) prior to the meeting.
- In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk, (510) 215-4305. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title I).
- **The Deadline for agenda items and communications** is eight days prior to the next meeting by 12 noon, City Clerk's Office, 10890 San Pablo Avenue, El Cerrito, CA. Tel: 215-4305 Fax: 215-4379, email [cityclerk@ci.el-cerrito.ca.us](mailto:cityclerk@ci.el-cerrito.ca.us)
- IF YOU CHALLENGE A DECISION OF THE CITY COUNCIL IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE COUNCIL MEETING. ACTIONS CHALLENGING CITY COUNCIL DECISIONS SHALL BE SUBJECT TO THE TIME LIMITATIONS CONTAINED IN CODE OF CIVIL PROCEDURE SECTION 1094.6.
- The City Council believes that late night meetings deter public participation, can affect the Council's decision-making ability, and can be a burden to staff. City Council Meetings shall be adjourned by 10:30 p.m., unless extended to a specific time determined by a majority of the Council.



**Date:** May 21, 2019  
**To:** Honorable Mayor and Members of the City Council  
**From:** Holly M. Charl  ty, City Clerk  
**Subject:** Commission Application Status and Appointments

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### **ACTION REQUESTED**

Staff requests that City Council confer with staff regarding the ongoing recruitments, any remaining vacancies, and the scheduling of further special meetings to conduct interviews (if applicable). Council may decide to make appointments at the conclusion of the meeting.

### **INTERVIEW SCHEDULE**

No interviews are scheduled for the **May 21, 2019** meeting. Upcoming interviews scheduled are as follows:

| <b>June 4, 2019</b> |              |                               |
|---------------------|--------------|-------------------------------|
| 6:00 p.m.           | Bill Nichols | Arts and Culture Commission   |
| 6:15 p.m.           | Avis Codron  | Parks & Recreation Commission |
| 6:30 p.m.           | Buddy Akacic | Arts and Culture Commission   |

### **BACKGROUND**

Interviews that have been conducted by Council and are still pending a decision are as follows:

|           |                        |                            |                     |
|-----------|------------------------|----------------------------|---------------------|
| 6:30 p.m. | Andrew Adams           | Civil Service Commission   | Interviewed 4/2/19  |
| 6:45 p.m. | Walter M. Williams III | Human Relations Commission | Interviewed 4/2/19  |
| 6:45 p.m. | Alice Morris           | Human Relations Commission | Interviewed 4/16/19 |

One additional applicant for Civil Service and Human Relations commission, Anisha Desai, was scheduled for an interview and was unable to attend. She has been contacted by the City Clerk's Office multiple times to reschedule, but no response has been received.

Staff continues to publicize board, commission and committee vacancies as they occur. Vacancies are published on the City's website and in the West County Times, and posted at City Hall, the Community Center and Library. Staff is also utilizing social media outlets to increase awareness and opportunities for citizens to participate by attending meetings and/or serving on a board, commission or committee.

### **Attachments:**

1. Current Commission Vacancies/Application Status Matrix

## Commission Vacancies/Application Status

| Advisory Body<br>(Current Vacancies) | Arts & Culture Commission (1) | CC Mosquito & Vector Control (1) | Civil Service Commission (1) | Committee on Aging (2) | Crime Prev. Committee (9) | Economic Dev. Committee (6) | Human Relations Commission (1) | Park and Rec. Commission (1) | Planning Commission (0) | Urban Forest Committee (9) | Date Application Received | Notes/Status                                                                     | Council Interview Date | Appointment Notes |
|--------------------------------------|-------------------------------|----------------------------------|------------------------------|------------------------|---------------------------|-----------------------------|--------------------------------|------------------------------|-------------------------|----------------------------|---------------------------|----------------------------------------------------------------------------------|------------------------|-------------------|
| <b>Pending Applicants</b>            |                               |                                  |                              |                        |                           |                             |                                |                              |                         |                            |                           |                                                                                  |                        |                   |
| Andrew Adams                         |                               |                                  | X                            |                        |                           |                             |                                |                              |                         |                            | 3/12/2019                 |                                                                                  | 4/2/2019               | Pending           |
| Buddy Akacic                         | X                             |                                  |                              | AM                     |                           |                             |                                |                              |                         |                            | 3/12/2019                 |                                                                                  | 6/4/2019 6:30          |                   |
| Liz Block                            |                               |                                  |                              | AM                     |                           | AM                          |                                |                              |                         |                            | 12/21/2018                |                                                                                  |                        |                   |
| Avis Codron                          |                               |                                  |                              |                        |                           |                             |                                | X                            |                         |                            | 4/15/2019                 |                                                                                  | 6/4/2019 6:15          |                   |
| Anisha Desai                         |                               |                                  | X                            |                        |                           |                             | X                              |                              |                         |                            | 3/25/2019                 | 4/16 Interview no-show,<br>contacted 4/17 & 5/1 to<br>reschedule but no response | Pending                |                   |
| George Fruehan                       |                               |                                  |                              |                        |                           | AM                          |                                |                              |                         |                            | 12/13/2018                | Interviewed for Streets, not<br>appointed                                        |                        |                   |
| Daniel Hamilton                      |                               |                                  |                              |                        |                           |                             |                                |                              | X                       |                            | 12/18/2018                | Application rec'd after last<br>Planning interviews (5/7<br>appointed to EQC)    |                        |                   |
| Alice Morris                         |                               |                                  |                              |                        |                           |                             | X                              |                              |                         |                            | 3/11/2019                 |                                                                                  | 4/16/2019              | Pending           |
| Bill Nichols                         | X                             |                                  |                              |                        |                           |                             |                                |                              |                         |                            | 4/22/2019                 |                                                                                  | 6/4/2019 6:00          |                   |
| Sajuti Rahman                        |                               |                                  |                              |                        |                           |                             |                                |                              | X                       |                            | 10/16/2018                | 2/6/19 – expressed interest in<br>next vacancy                                   |                        |                   |
| Susan Russell                        |                               |                                  |                              |                        |                           |                             |                                |                              |                         | AM                         | 4/15/2019                 |                                                                                  |                        |                   |
| Bradley Scheick                      |                               |                                  |                              |                        |                           | AM                          |                                |                              |                         |                            | 4/5/2019                  |                                                                                  |                        |                   |
| Peter Schott                         |                               |                                  |                              |                        |                           | AM                          |                                |                              |                         |                            | 5/4/2019                  |                                                                                  |                        |                   |
| Frederick Shaw                       |                               |                                  |                              | AM                     | AM                        |                             |                                |                              |                         |                            | 4/22/2019                 |                                                                                  |                        |                   |
| Walter M. Williams III               |                               |                                  |                              |                        | AM                        |                             | X                              |                              |                         |                            | 3/25/2019                 |                                                                                  | 4/2/2019               | Pending           |
| Jonathan Zazove                      |                               |                                  |                              |                        |                           | AM                          |                                |                              |                         |                            | 12/3/2018                 |                                                                                  |                        |                   |

AM = Attending Meetings



# 2019 Regular Meeting Schedule

## City Council

City Holiday/Closed

Regular Meeting

Location: 10890 San Pablo Ave

Meeting Time: 7:00 p.m.

### JANUARY 2019

| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
|-----|-----|-----|-----|------|-----|-----|
|     |     | 1   | 2   | 3    | 4   | 5   |
| 6   | 7   | 8   | 9   | 10   | 11  | 12  |
| 13  | 14  | 15  | 16  | 17   | 18  | 19  |
| 20  | 21  | 22  | 23  | 24   | 25  | 26  |
| 27  | 28  | 29  | 30  | 31   |     |     |

### FEBRUARY 2019

| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
|-----|-----|-----|-----|------|-----|-----|
|     |     |     |     |      | 1   | 2   |
| 3   | 4   | 5   | 6   | 7    | 8   | 9   |
| 10  | 11  | 12  | 13  | 14   | 15  | 16  |
| 17  | 18  | 19  | 20  | 21   | 22  | 23  |
| 24  | 25  | 26  | 27  | 28   | -   | -   |

### MARCH 2019

| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
|-----|-----|-----|-----|------|-----|-----|
| -   | -   | -   |     |      | 1   | 2   |
| 3   | 4   | 5   | 6   | 7    | 8   | 9   |
| 10  | 11  | 12  | 13  | 14   | 15  | 16  |
| 17  | 18  | 19  | 20  | 21   | 22  | 23  |
| 24  | 25  | 26  | 27  | 28   | 29  | 30  |
| 31  |     |     |     |      |     |     |

### APRIL 2019

| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
|-----|-----|-----|-----|------|-----|-----|
|     | 1   | 2   | 3   | 4    | 5   | 6   |
| 7   | 8   | 9   | 10  | 11   | 12  | 13  |
| 14  | 15  | 16  | 17  | 18   | 19  | 20  |
| 21  | 22  | 23  | 24  | 25   | 26  | 27  |
| 28  | 29  | 30  |     |      |     |     |

### MAY 2019

| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
|-----|-----|-----|-----|------|-----|-----|
|     |     |     | 1   | 2    | 3   | 4   |
| 5   | 6   | 7   | 8   | 9    | 10  | 11  |
| 12  | 13  | 14  | 15  | 16   | 17  | 18  |
| 19  | 20  | 21  | 22  | 23   | 24  | 25  |
| 26  | 27  | 28  | 29  | 30   | 31  |     |

### JUNE 2019

| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
|-----|-----|-----|-----|------|-----|-----|
|     |     |     |     |      |     | 1   |
| 2   | 3   | 4   | 5   | 6    | 7   | 8   |
| 9   | 10  | 11  | 12  | 13   | 14  | 15  |
| 16  | 17  | 18  | 19  | 20   | 21  | 22  |
| 23  | 24  | 25  | 26  | 27   | 28  | 29  |
| 30  |     |     |     |      |     |     |

### JULY 2019

| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
|-----|-----|-----|-----|------|-----|-----|
|     | 1   | 2   | 3   | 4    | 5   | 6   |
| 7   | 8   | 9   | 10  | 11   | 12  | 13  |
| 14  | 15  | 16  | 17  | 18   | 19  | 20  |
| 21  | 22  | 23  | 24  | 25   | 26  | 27  |
| 28  | 29  | 30  | 31  |      |     |     |

### AUGUST 2019

| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
|-----|-----|-----|-----|------|-----|-----|
|     |     |     |     | 1    | 2   | 3   |
| 4   | 5   | 6   | 7   | 8    | 9   | 10  |
| 11  | 12  | 13  | 14  | 15   | 16  | 17  |
| 18  | 19  | 20  | 21  | 22   | 23  | 24  |
| 25  | 26  | 27  | 28  | 29   | 30  | 31  |

### SEPTEMBER 2019

| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
|-----|-----|-----|-----|------|-----|-----|
| 1   | 2   | 3   | 4   | 5    | 6   | 7   |
| 8   | 9   | 10  | 11  | 12   | 13  | 14  |
| 15  | 16  | 17  | 18  | 19   | 20  | 21  |
| 22  | 23  | 24  | 25  | 26   | 27  | 28  |
| 29  | 30  |     |     |      |     |     |

### OCTOBER 2019

| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
|-----|-----|-----|-----|------|-----|-----|
|     |     | 1   | 2   | 3    | 4   | 5   |
| 6   | 7   | 8   | 9   | 10   | 11  | 12  |
| 13  | 14  | 15  | 16  | 17   | 18  | 19  |
| 20  | 21  | 22  | 23  | 24   | 25  | 26  |
| 27  | 28  | 29  | 30  | 31   |     |     |

### NOVEMBER 2019

| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
|-----|-----|-----|-----|------|-----|-----|
|     |     |     |     |      | 1   | 2   |
| 3   | 4   | 5   | 6   | 7    | 8   | 9   |
| 10  | 11  | 12  | 13  | 14   | 15  | 16  |
| 17  | 18  | 19  | 20  | 21   | 22  | 23  |
| 24  | 25  | 26  | 27  | 28   | 29  | 30  |

### DECEMBER 2019

| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
|-----|-----|-----|-----|------|-----|-----|
| 1   | 2   | 3   | 4   | 5    | 6   | 7   |
| 8   | 9   | 10  | 11  | 12   | 13  | 14  |
| 15  | 16  | 17  | 18  | 19   | 20  | 21  |
| 22  | 23  | 24  | 25  | 26   | 27  | 28  |
| 29  | 30  | 31  |     |      |     |     |

**ORDINANCE NO. 2019-03**

AN ORDINANCE OF THE CITY OF EL CERRITO AMENDING TITLE 10 OF THE EL CERRITO MUNICIPAL CODE TO ADD CHAPTER 10.100, "RENT REGISTRY" TO REQUIRE THAT PROPERTY OWNERS REGISTER RENTS FOR AND PROVIDE OTHER INFORMATION REGARDING RESIDENTIAL RENTAL PROPERTIES WITH THE CITY ANNUALLY.

WHEREAS, the City of El Cerrito, with direction from the City Council, has developed goals, objectives, policies, and action programs that directly address the City's housing needs; and

WHEREAS, 40% of El Cerrito residents are renters and an essential part of our community; and

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

WHEREAS, "Pillar B. Reduce the Risk of Displacement and Help Stabilize At-Risk Populations," recommends exploring tenant protection policies for tenants at risk of displacement; and

WHEREAS, the City does not currently track residential rents, and there is no current source for obtaining that information specific to El Cerrito, making it difficult to ascertain the effect of rents on the potential displacement of residents; and

WHEREAS, the City Council convened a study session on August 21, 2018 to discuss the tenant protection tools that could be achieved in the near-term and medium-term; and

WHEREAS, between August 2018, and February 2019, the City Council held three meetings at which potential tools to further the goals of the Affordable Housing Strategy were discussed. At its March 5, 2019, meeting, the City Council directed staff to analyze residential rents and rent increases through data collection. The direction included the preparation of an ordinance for City Council consideration that would require owners of residential rental properties to provide the City with information annually regarding rents for and other information regarding rental units. The City Council direction also included that the ordinance should include provisions to ensure that information should be collected and stored in a way to protect the privacy of tenants and property owner proprietary information that could result in a competitive disadvantage if released publicly; and

WHEREAS, City staff will continue to collaborate with a variety of stakeholders, including renters and property owners, to identify opportunities to collect data; and

WHEREAS, City staff will report back to City Council with its findings once data has been collected for a 12-month period; and

## Agenda Item No. 4(B)

WHEREAS, the City Council finds and determines that the Rent Registry Ordinance codified in Chapter 10.100 is adopted pursuant to the City's police power authority to protect the public health, safety, and welfare.

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

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

Section 2. Amendment of Title 10 of the Municipal Code. Title 10, "Public Peace, Morals and Welfare", of the El Cerrito Municipal Code is hereby is amended to add Chapter 10.100, "Rent Registry" to read as follows:

### Chapter 10.100 – RENT REGISTRY

#### 10.100.010 - Findings and Purpose

##### A. Findings.

The City Council finds and declares as follows:

1. The City has a substantial government interest in regulating the relationship between Landlords and Tenants in order to increase certainty, stability, and fairness with the rental market.
2. The Ordinance codified in this Chapter is being adopted pursuant to the City's police power authority to protect the public health, safety, and welfare.

##### B. Purpose.

The purpose of this Chapter is to adopt regulations for Landlords to report residential rents and other information to the City on an annual basis. This registration process will allow the City to collect, monitor and analyze actual rents in El Cerrito and the characteristics of rental units. This data will be prepared in an annual report to the City Council. This Chapter supports the City's housing goals and protects public health, safety, and welfare for the residents of El Cerrito. This Chapter and its implementation are intended to protect the privacy of individual Tenants and the proprietary information of Landlords, the public release of which could result in a competitive disadvantage.

#### 10.100.020 – Definitions

- A. **Business License** means the license required of Landlords pursuant to El Cerrito Municipal Code [Chapter 4.32 Business License Tax](#).
- B. **City** means the City of El Cerrito.

- C. **Department** shall mean the Community Development Department of the City of El Cerrito.
- D. **Community Development Director** means the director of the Community Development Department of the City of El Cerrito or his or her designee. A designated representative may include City staff and/or a Party or organization contracted by the City to provide the necessary services to implement the procedures contained in this Chapter.
- E. **Landlord** means an owner, lessor, or sublessor who receives or is entitled to receive rent for the use and occupancy of any Rental Unit or portion thereof, and includes any legal entity or other individuals, employees, agents, contractors, and subcontractors that comprise or represent the Landlord.
- F. **Rent** means a fixed periodic compensation paid by a Tenant at fixed intervals to a Landlord for the possession and use of a Rental Unit as defined by the rental agreement between the Landlord and Tenant. Rent excludes pass through costs and ancillary costs paid separately to the Landlord for parking, storage, utilities, water, garbage, or any other fee or charge associated with a Rental Unit.
- G. **Rent Registry Information** means the information required to be submitted to the City by a Landlord pursuant to this Chapter.
- H. **Rental Unit** means a habitable structure offered for Rent and used as a place of permanent or customary and usual abode of a Tenant. Rental Units include a single-family residence, a building, a group of buildings or a portion of a building used and/or designed as dwellings. A Rental Unit shall not include:
1. A room or any other portion of a dwelling that is occupied by the Landlord or a member of the Landlord's immediate family.
  2. Housing accommodations in hotels, motels, group housing, supportive housing, transitional housing, general residential care and bed and breakfasts as those terms are defined in the El Cerrito Municipal Code Chapter 19 and, by reference, in the San Pablo Avenue Specific Plan.
  3. An on-site manager's living unit.
  4. Any Rental Unit where the tenancy is an express condition of, or express consideration for, employment by a Landlord.
  5. Any Rental Units for which rents are controlled or regulated by any government unit, agency, or authority, or whose rent is subsidized by any government unit, agency or authority. This exception shall not apply to any Rental Unit for which rents are controlled pursuant to a rent stabilization ordinance, in the event that the City Council adopt such an ordinance.
  6. Any Rental Units acquired by the City or any other governmental unit, agency or authority, and are intended to be used for public purposes.
- I. **Tenant** means any renter, tenant, subtenant, lessee, or sublessee of a Rental Unit, or any group of renters, tenants, subtenants, lessees, sublessees of a Rental Unit, or any other person entitled to the use or occupancy of such Rental Unit, or any successor of any of the foregoing.

**10.100.030 – Registration of Rental Units**

- A. Initial Registration. A Landlord must register every Rental Unit that is subject to the provisions of this Chapter within thirty (30) days of receipt of notice from the City that registration is required. Registration must be completed using forms provided by the City. The forms provided by the City may include a secure internet website with an interface for submitting the information required by this Chapter. Registration is complete only when all required information has been provided to the City and all outstanding fees and penalties, if applicable, have been paid. Upon completion of the initial registration of a Rental Unit, the City shall issue a registration statement, which shall include the renewal date for the registration of the applicable Rental Units.
- B. Registration Renewal. Unless a registration statement provides otherwise, registration of Rental Units shall expire on June 30 of the year following issuance of a registration statement. Registration of Rental Units shall be renewed annually by June 30 or the date stated on the registration statement. Registration statements shall expire annually on June 30 or the date on the registration statement, unless renewed prior to the expiration date.
- C. At minimum, the following information below shall be provided as part of initial and renewal registration of a Rental Unit. Failure to provide the information required or providing false information shall be a violation of the Municipal Code, chargeable as a misdemeanor or infraction.
  - 1. The name, address, and phone number of the Landlord;
  - 2. The address of each Rental Unit for rent or lease;
  - 3. The number of bedrooms and bathroom in each Rental Unit, including square footage, for rent or lease;
  - 4. The current amount and date of the monthly rent received for each Rental Unit, identifying whether the monthly rent includes specified utilities (water/sewer, refuse/recycle, natural gas, electricity, etc.);
  - 5. The previous amount and date of monthly rent for the reporting period that covers the last 24-months;
  - 6. The occupancy status of each Rental Unit (e.g. vacant or occupied) and reason for vacancy, if applicable;
  - 7. Tenant history (e.g. new tenant or existing tenant, date of move-in and move-out);
  - 8. Whether or not the Tenant receives a housing voucher or rental subsidy (e.g. Section 8, VASH);
  - 9. History of capital improvements, including major maintenance costs, completed in the last 24-months;
  - 10. The Business License number applicable to each Rental Unit;
  - 11. Any other information deemed necessary by the Community Development Director to implement the provisions of this Chapter.

#### **Agenda Item No. 4(B)**

- D. Termination of Exemption. When a Rental Unit that was exempt from this Chapter becomes governed by this Chapter for the first time, the Landlord must register the Rental Unit with the City within thirty (30) days after the City provides notice that the exemption has ended.
- E. Registration Amendment. A Landlord shall notify the City if there is a change to the registration information for any Rental Unit. A Landlord shall contact the City within thirty (30) days of a change in a Rental Unit's ownership or management, or a change in the owner's or manager's contact information.
- F. Copy of Registration to Tenant: If requested by the City, a Landlord shall provide the Tenant(s) a true and correct copy of the completed registration form that pertains to their Rental Unit. The Landlord may redact any information that does not pertain to that unit except the name and address of the Landlord.
- G. Administrative Regulations. The Community Development Director may promulgate administrative regulations to implement the provisions of this Chapter.
- H. Collecting and Keeping Confidential Rent Registry Information.
  - 1. The City Council recognizes that the Rent Registry Information, if publicly disclosed, could reveal the rent that a Tenant pays for a Rental Unit or proprietary information of a Landlord that could create a competitive disadvantage for every Landlord required to comply with this Chapter. The City Council also recognizes that the Public Records Act (Gov. Code §§ 6250 *et seq.*) generally requires that the City make available to the public information in its possession that relates to the conduct of the public's business. The Public Records Act contains a number of exceptions intended to protect the privacy of individuals and the proprietary information of businesses that is in the City's possession only because of a legal requirement to provide it to the City in connection with a regulatory program. The City Council declares that the Rent Registry Information shall be received in confidence, and that the public interest in nondisclosure of the Rent Registry Information clearly outweighs the public interest in disclosure. Notwithstanding the foregoing, this section identifies limited Rent Registry Information that shall be made available to the public.
  - 2. The City anticipates that Rent Registry Information will be kept in a database. The database containing Rent Registry Information shall be created and maintained such that it can generate reports containing only the following, individually or in combination: (a) the number of Rental Units per building expressed as a range of the number of Rental Units per building; (b) the number and type of rooms in a Rental Unit, with the Rental Units grouped by number of bedrooms and not listed individually; (c) the size of Rental Units, expressed in square feet; (d) the Rent for Rental Units, classified only by size of Rental Units in square feet and number and type of rooms; (e) average Rent for Rental Units by size of Rental Units in square feet or number of rooms for any period of time covered by the Rent Registry Information; or (f) the average length of occupancy or vacancy of Rental

Units, classified only by size of Rental Units in square feet or number and type of rooms. The Rent Registry information listed in this paragraph shall be the only Rent Registry Information released in response to a request made under the Public Records Act. The City will not disclose Rent Registry Information for Rental Units in a manner that identifies the building in which they are located or the Rent for any individual Rental Unit. Rent Registry Information shall not include identifying information regarding an individual Tenant.

3. The Community Development Director may generate additional reports from the Rent Registry Information database for the purposes of this Chapter. Such reports shall be released to the public only if kept in the normal course of City business and only after redacting any Rent Registry Information that would improperly intrude into personal privacy of Tenants or reveal Landlord proprietary information that could result in a competitive disadvantage.
4. The Community Development Director, in consultation with the City Attorney, may authorize the release of other Rent Registry Information that would otherwise be confidential if they determine that the release is legally required or the public interest in disclosure would clearly outweigh the public interest in nondisclosure.

#### 10.100.040 – Miscellaneous

- A. Annual Review. The Community Development Director shall annually prepare a report to the Council assessing the effectiveness of the program established under this Chapter and may recommend changes.
- B. Fees. For the sole purpose of reimbursing the City for reasonable regulatory costs of performing investigations, inspections, and audits necessary for the implementation and the administrative enforcement and adjudication of this Chapter, the Landlord of each Rental Unit subject to the provision of this Chapter shall pay a fee in an amount to be set by the City for each Rental Unit. The amount of the fee shall be included in the City's Master Fee Schedule and may be adjusted annually for inflation each July 1 using an appropriate index, as determined by City Council.
- C. Business License. All Landlord's shall possess a Business License, as required by El Cerrito Municipal Code [Section 4.32.260](#), for any Rental Unit subject to the provisions of this Chapter. Submission of Rent Registry Information shall be a prerequisite to a complete application for a Business License required by Section 4.32.260.

#### 10.100.050 – Enforcement

In addition to any other remedy allowed by law, any person who violates this Chapter is subject to administrative penalties pursuant to El Cerrito Municipal Code Chapter 1.14 – Administrative Penalties.

**Agenda Item No. 4(B)**

Section 3. Compliance with the California Environmental Quality Act. Approval of this ordinance is exempt from environmental review under the general rule in California Environmental Quality Act ("CEQA") Guidelines Section 15061(b)(3). The activity is covered by the general rule which exempts activities that can be seen with certainty to have no possibility for causing a significant effect on the environment.

Section 4. Severability. If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this chapter. The City Council hereby declares that it would have passed the ordinance codified in this chapter, and each and every section, subsection, sentence, clause or phrase not declared invalid or unconstitutional without regard to whether any portion of this chapter would be subsequently declared invalid or unconstitutional.

Section 5. Effective Date and Publication. This Ordinance shall take effect and be enforced thirty days after the date of its adoption. Prior to the expiration of fifteen days from the passage thereof, the ordinance or a summary thereof shall be posted or published as may be required by law, and thereafter the same shall be in full force and effect.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the City Council on May 7, 2019 and passed by the following vote:

|          |                                                                  |
|----------|------------------------------------------------------------------|
| AYES:    | Mayor Pardue-Okimoto; Councilmembers Abelson, Fadelli, and Lyman |
| NOES:    | Councilmember Quinto                                             |
| ABSENT:  | None                                                             |
| ABSTAIN: | None                                                             |

ADOPTED AND ORDERED published at a regular meeting of the City Council held on May 21, 2019 and passed by the following vote:

|          |                |
|----------|----------------|
| AYES:    | Councilmembers |
| NOES:    | Councilmembers |
| ABSENT:  | Councilmembers |
| ABSTAIN: | Councilmembers |

APPROVED:

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Rochelle Pardue-Okimoto, Mayor

ATTEST:

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Holly M. Charl  ty, City Clerk

**Agenda Item No. 4(B)**

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on May XX, 2019.

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Holly M. Charléty, City Clerk

**ORDINANCE CERTIFICATION**

I, Holly M. Charlety, City Clerk of the City of El Cerrito, do hereby certify that this Ordinance is the true and correct original Ordinance No. 2019-03 of the City of El Cerrito, that said Ordinance was duly enacted and adopted by the City Council of the City of El Cerrito at a meeting of the City Council held on the 21 day of May 2019; and that said Ordinance has been published and/or posted in the manner required by law.

WITNESS my hand and the Official Seal of the City of El Cerrito, California, this XX day of May 2019.

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Holly M. Charléty, City Clerk

ORDINANCE NO. 2019-~~XX~~-03

AN ORDINANCE OF THE CITY OF EL CERRITO AMENDING TITLE 10 OF THE EL CERRITO MUNICIPAL CODE TO ADD CHAPTER 10.100, "RENT REGISTRY" TO REQUIRE THAT PROPERTY OWNERS REGISTER RENTS FOR AND PROVIDE OTHER INFORMATION REGARDING RESIDENTIAL RENTAL PROPERTIES WITH THE CITY ANNUALLY.

WHEREAS, the City of El Cerrito, with direction from the City Council, has developed goals, objectives, policies, and action programs that directly address the City's housing needs; and

WHEREAS, 40% of El Cerrito residents are renters and an essential part of our community; and

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

WHEREAS, "Pillar B. Reduce the Risk of Displacement and Help Stabilize At-Risk Populations," recommends exploring tenant protection policies for tenants at risk of displacement; and

WHEREAS, the City does not currently track residential rents, and there is no current source for obtaining that information specific to El Cerrito, making it difficult to ascertain the effect of rents on the potential displacement of residents; and

WHEREAS, the City Council convened a study session on August 21, 2018 to discuss the tenant protection tools that could be achieved in the near-term and medium-term; and

WHEREAS, between August 2018, and February 2019, the City Council held three meetings at which potential tools to further the goals of the Affordable Housing Strategy were discussed. At its March 5, 2019, meeting, the City Council directed staff to analyze residential rents and rent increases through data collection. The direction included the preparation of an ordinance for City Council consideration that would require owners of residential rental properties to provide the City with information annually regarding rents for and other information regarding rental units. The City Council direction also included that the ordinance should include provisions to ensure that information should be collected and stored in a way to protect the privacy of tenants and property owner proprietary information that could result in a competitive disadvantage if released publicly; and

WHEREAS, City staff will continue to collaborate with a variety of stakeholders, including renters and property owners, to identify opportunities to collect data; and

WHEREAS, City staff will report back to City Council with its findings once data has been collected for a 12-month period; and

WHEREAS, the City Council finds and determines that the Rent Registry Ordinance codified in Chapter 10.100 is adopted pursuant to the City's police power authority to protect the public health, safety, and welfare.

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

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

Section 2. Amendment of Title 10 of the Municipal Code. Title 10, "Public Peace, Morals and Welfare", of the El Cerrito Municipal Code is hereby amended to add Chapter 10.100, "Rent Registry" to read as follows:

#### Chapter 10.100 – RENT REGISTRY

##### 10.100.010 - Findings and Purpose

###### A. Findings.

The City Council finds and declares as follows:

1. The City has a substantial government interest in regulating the relationship between Landlords and Tenants in order to increase certainty, stability, and fairness with the rental market.
2. The Ordinance codified in this Chapter is being adopted pursuant to the City's police power authority to protect the public health, safety, and welfare.

###### B. Purpose.

The purpose of this Chapter is to adopt regulations for Landlords to report residential rents and other information to the City on an annual basis. This registration process will allow the City to collect, monitor and analyze actual rents in El Cerrito and the characteristics of rental units. This data will be prepared in an annual report to the City Council. This Chapter supports the City's housing goals and protects public health, safety, and welfare for the residents of El Cerrito. This Chapter and its implementation are intended to protect the privacy of individual Tenants and the proprietary information of Landlords, the public release of which could result in a competitive disadvantage.

##### 10.100.020 – Definitions

- A. **Business License** means the license required of Landlords pursuant to El Cerrito Municipal Code [Chapter 4.32 Business License Tax](#).
- B. **City** means the City of El Cerrito.

- C. **Department** shall mean the Community Development Department of the City of El Cerrito.
- D. **Community Development Director** means the director of the Community Development Department of the City of El Cerrito or his or her designee. A designated representative may include City staff and/or a Party or organization contracted by the City to provide the necessary services to implement the procedures contained in this Chapter.
- E. **Landlord** means an owner, lessor, or sublessor who receives or is entitled to receive rent for the use and occupancy of any Rental Unit or portion thereof, and includes any legal entity or other individuals, employees, agents, contractors, and subcontractors that comprise or represent the Landlord.
- F. **Rent** means a fixed periodic compensation paid by a Tenant at fixed intervals to a Landlord for the possession and use of a Rental Unit as defined by the rental agreement between the Landlord and Tenant. Rent excludes pass through costs and ancillary costs paid separately to the Landlord for parking, storage, utilities, water, garbage, or any other fee or charge associated with a Rental Unit.
- G. **Rent Registry Information** means the information required to be submitted to the City by a Landlord pursuant to this Chapter.
- H. **Rental Unit** means a habitable structure offered for Rent and used as a place of permanent or customary and usual abode of a Tenant. Rental Units include a single-family residence, a building, a group of buildings or a portion of a building used and/or designed as dwellings. A Rental Unit shall not include:
1. A room or any other portion of a dwelling that is occupied by the Landlord or a member of the Landlord's immediate family.
  2. Housing accommodations in hotels, motels, group housing, supportive housing, transitional housing, general residential care and bed and breakfasts as those terms are defined in the El Cerrito Municipal Code Chapter 19 and, by reference, in the San Pablo Avenue Specific Plan.
  3. An on-site manager's living unit.
  4. Any Rental Unit where the tenancy is an express condition of, or express consideration for, employment by a Landlord.
  5. Any Rental Units for which rents are controlled or regulated by any government unit, agency, or authority, or whose rent is subsidized by any government unit, agency or authority. This exception shall not apply to any Rental Unit for which rents are controlled pursuant to a rent stabilization ordinance, in the event that the City Council adopt such an ordinance.
  6. Any Rental Units acquired by the City or any other governmental unit, agency or authority, and are intended to be used for public purposes.
- I. **Tenant** means any renter, tenant, subtenant, lessee, or sublessee of a Rental Unit, or any group of renters, tenants, subtenants, lessees, sublessees of a Rental Unit, or any other person entitled to the use or occupancy of such Rental Unit, or any successor of any of the foregoing.

10.100.030 – Registration of Rental Units

- A. Initial Registration. A Landlord must register every Rental Unit that is subject to the provisions of this Chapter within thirty (30) days of receipt of notice from the City that registration is required. Registration must be completed using forms provided by the City. The forms provided by the City may include a secure internet website with an interface for submitting the information required by this Chapter. Registration is complete only when all required information has been provided to the City and all outstanding fees and penalties, if applicable, have been paid. Upon completion of the initial registration of a Rental Unit, the City shall issue a registration statement, which shall include the renewal date for the registration of the applicable Rental Units.
- B. Registration Renewal. Unless a registration statement provides otherwise, registration of Rental Units shall expire on June 30 of the year following issuance of a registration statement. Registration of Rental Units shall be renewed annually by June 30 or the date stated on the registration statement. Registration statements shall expire annually on June 30 or the date on the registration statement, unless renewed prior to the expiration date.
- C. At minimum, the following information below shall be provided as part of initial and renewal registration of a Rental Unit. Failure to provide the information required or providing false information shall be a violation of the Municipal Code, chargeable as a misdemeanor or infraction.
  - 1. The name, address, and phone number of the Landlord;
  - 2. The address of each Rental Unit for rent or lease;
  - 3. The number of bedrooms and bathroom in each Rental Unit, including square footage, for rent or lease;
  - 4. The current amount and date of the monthly rent received for each Rental Unit, identifying whether the monthly rent includes specified utilities (water/sewer, refuse/recycle, natural gas, electricity, etc.);
  - 5. The previous amount and date of monthly rent for the reporting period that covers the last 24-months;
  - 6. The occupancy status of each Rental Unit (e.g. vacant or occupied) and reason for vacancy, if applicable;
  - 7. Tenant history (e.g. new tenant or existing tenant, date of move-in and move-out);
  - 8. Whether or not the Tenant receives a housing voucher or rental subsidy (e.g. Section 8, VASH);
  - 9. History of capital improvements, including major maintenance costs, completed in the last 24-months;
  - 10. The Business License number applicable to each Rental Unit;
  - 11. Any other information deemed necessary by the Community Development Director to implement the provisions of this Chapter.

- D. Termination of Exemption. When a Rental Unit that was exempt from this Chapter becomes governed by this Chapter for the first time, the Landlord must register the Rental Unit with the City within thirty (30) days after the City provides notice that the exemption has ended.
- E. Registration Amendment. A Landlord shall notify the City if there is a change to the registration information for any Rental Unit. A Landlord shall contact the City within thirty (30) days of a change in a Rental Unit's ownership or management, or a change in the owner's or manager's contact information.
- F. Copy of Registration to Tenant: If requested by the City, a Landlord shall provide the Tenant(s) a true and correct copy of the completed registration form that pertains to their Rental Unit. The Landlord may redact any information that does not pertain to that unit except the name and address of the Landlord.
- G. Administrative Regulations. The Community Development Director may promulgate administrative regulations to implement the provisions of this Chapter.
- H. Proprietary-Collecting and Keeping Confidential Rent Registry Information.
  - 1. The City Council recognizes that the Rent Registry Information, if publicly disclosed, could reveal the rent that a Tenant pays for a Rental Unit or proprietary information of a Landlord that could create a competitive disadvantage for every Landlord required to comply with this Chapter. The City Council also recognizes that the Public Records Act (Gov. Code §§ 6250 *et seq.*) generally requires that the City make available to the public information in its possession that relates to the conduct of the public's business. The Public Records Act contains a number of exceptions intended to protect the privacy of individuals and the proprietary information of businesses that is in the City's possession only because of a legal requirement to provide it to the City in connection with a regulatory program. The City Council declares that the Rent Registry Information shall be received in confidence, and that the public interest in nondisclosure of the Rent Registry Information clearly outweighs the public interest in disclosure. Notwithstanding the foregoing, this section identifies limited Rent Registry Information that shall be made available to the public.
  - 2. The City anticipates that Rent Registry Information will be kept in a database. The database containing Rent Registry Information shall be created and maintained such that it can generate reports containing only the following, individually or collectively in combination: (a) the number of Rental Units ~~in a per~~ building expressed as a range of the number of Rental Units per building; (b) the number and type of rooms in a Rental Unit, with the Rental Units grouped by number of bedrooms and not listed individually; (c) the size of ~~a~~ Rental Units, expressed in square feet; (d) the Rent for ~~a~~ Rental Units, identified-classified only by size of Rental Units in square feet and number and type of rooms; (e) average Rent for Rental Units by size of Rental Units in square feet or number of rooms for any period of time covered by the Rent Registry Information; or (f) the average length of

occupancy or vacancy of ~~a Rental~~ Units, classified only by size of Rental Units in square feet or number and type of rooms. The Rent Registry information listed in this paragraph shall be the only Rent Registry Information released in response to a request made under the Public Records Act. The City will not disclose Rent Registry Information for Rental Units in a manner that identifies the building in which they are located or the Rent for any individual Rental Unit. Rent Registry Information shall not include identifying information regarding an individual Tenant.

3. The Community Development Director may generate additional reports from the Rent Registry Information database for the purposes of this Chapter. Such reports shall be released to the public only if kept in the normal course of City business and only after redacting any Rent Registry Information that would improperly intrude into personal privacy of Tenants or reveal Landlord proprietary information that could result in a competitive disadvantage.
4. The Community Development Director, in consultation with the City Attorney, may authorize the release of other Rent Registry Information that would otherwise be confidential if they determine that the release is legally required or the public interest in disclosure would clearly outweigh the public interest in nondisclosure.

#### 10.100.040 – Miscellaneous

- A. Annual Review. The Community Development Director shall annually prepare a report to the Council assessing the effectiveness of the program established under this Chapter and may recommend changes.
- B. Fees. For the sole purpose of reimbursing the City for reasonable regulatory costs of performing investigations, inspections, and audits necessary for the implementation and the administrative enforcement and adjudication of this Chapter, the Landlord of each Rental Unit subject to the provision of this Chapter shall pay a fee in an amount to be set by the City for each Rental Unit. The amount of the fee shall be included in the City's Master Fee Schedule and may be adjusted annually for inflation each July 1 using an appropriate index, as determined by City Council.
- C. Business License. All Landlord's shall possess a Business License, as required by El Cerrito Municipal Code [Section 4.32.260](#), for any Rental Unit subject to the provisions of this Chapter. Submission of Rent Registry Information shall be a prerequisite to a complete application for a Business License required by Section 4.32.260.

#### 10.100.050 – Enforcement

In addition to any other remedy allowed by law, any person who violates this Chapter is subject to administrative penalties pursuant to El Cerrito Municipal Code Chapter 1.14 – Administrative Penalties.

**Agenda Item No. 4(B)**

**Section 3. Compliance with the California Environmental Quality Act.** Approval of this ordinance is exempt from environmental review under the general rule in California Environmental Quality Act ("CEQA") Guidelines Section 15061(b)(3). The activity is covered by the general rule which exempts activities that can be seen with certainty to have no possibility for causing a significant effect on the environment.

**Section 4. Severability.** If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this chapter. The City Council hereby declares that it would have passed the ordinance codified in this chapter, and each and every section, subsection, sentence, clause or phrase not declared invalid or unconstitutional without regard to whether any portion of this chapter would be subsequently declared invalid or unconstitutional.

**Section 5. Effective Date and Publication.** This Ordinance shall take effect and be enforced thirty days after the date of its adoption. Prior to the expiration of fifteen days from the passage thereof, the ordinance or a summary thereof shall be posted or published as may be required by law, and thereafter the same shall be in full force and effect.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the City Council on May 7, 2019 and passed by the following vote:

AYES: Mayor Pardue-Okimoto; Councilmembers Abelson, Fadelli, and Lyman  
NOES: Councilmembers Quinto  
ABSENT: ~~Councilmembers~~ None  
ABSTAIN: ~~Councilmembers~~ None

ADOPTED AND ORDERED published at a regular meeting of the City Council held on May ~~XX~~21, 2019 and passed by the following vote:

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

APPROVED:

\_\_\_\_\_  
Rochelle Pardue-Okimoto, Mayor

ATTEST:

\_\_\_\_\_  
Holly M. Charl  ty, City Clerk

IN WITNESS of this action, I sign this document and affix the corporate seal of

|  
the City of El Cerrito on May XX, 2019.

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Holly M. Charléty, City Clerk

**ORDINANCE CERTIFICATION**

I, Holly M. Charlety, City Clerk of the City of El Cerrito, do hereby certify that this Ordinance is the true and correct original Ordinance No. 2019-~~XX-03~~ of the City of El Cerrito, that said Ordinance was duly enacted and adopted by the City Council of the City of El Cerrito at a meeting of the City Council held on the ~~XX-21~~ day of May 2019; and that said Ordinance has been published and/or posted in the manner required by law.

WITNESS my hand and the Official Seal of the City of El Cerrito, California, this XX day of May 2019.

\_\_\_\_\_  
Holly M. Charléty, City Clerk  
~~3224582.2~~

**ORDINANCE NO. 2019-04**

AN ORDINANCE OF THE CITY OF EL CERRITO AMENDING TITLE 10 OF THE EL CERRITO MUNICIPAL CODE TO ADD CHAPTER 10.300, "JUST CAUSE FOR EVICTION AND PROHIBITION ON HARRASSMENT OF TENANTS" RELATED TO TERMINATION OF TENANCY AND OTHER TENANT PROTECTIONS.

WHEREAS, the City of El Cerrito, with direction from the City Council, has developed goals, objectives, policies, and action programs that directly address the City's housing needs; and

WHEREAS, housing affordability continues to be a regional issue, especially for the residents of El Cerrito; and

WHEREAS, 40% of El Cerrito residents are renters and an essential part of our community; and

WHEREAS, the 2015-2023 Housing Element identifies "Goal H1, Existing Housing, Program H1.6, Eviction for Good Cause Ordinance, the City shall vet and consider adopting a Good Cause for Eviction Ordinance that would prohibit landlords from terminating tenancy without good or just cause"; and

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

WHEREAS, "Pillar B. Reduce the Risk of Displacement and Help Stabilize At-Risk Populations," recommends exploring tenant protection policies for tenants at risk of displacement; and

WHEREAS, during the development of the Affordable Housing Strategy, City staff convened a Technical Advisory Group, that included other agencies and organizations specializing in displacement and affordable housing; and

WHEREAS, City staff met with and received input from a variety of stakeholders, including renters and property owners, to identify potential tenant protection programs in order to reduce the threat of displacement; and

WHEREAS, the City Council convened a study session on August 21, 2018 to discuss the tenant protection tools that could be achieved in the near-term and medium-term; and

WHEREAS, on March 5, 2019 the City Council provided direction to staff to develop a Just Cause for Eviction Ordinance; and

WHEREAS, the City Council finds and determines that the Just Cause for Eviction Ordinance codified in this Chapter is being adopted pursuant to the City's police power authority to protect the public health, safety, and welfare.

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

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

Section 2. Amendment of Title 10 of the Municipal Code. Title 10, "Public Peace, Morals and Welfare", of the El Cerrito Municipal Code is hereby amended to add Chapter 10.300, "Just Cause for Eviction" to read as follows:

Chapter 10.300 – JUST CAUSE FOR EVICTION

10.300.010 - Findings and Purpose.

A. Findings.

The City Council finds and declares as follows:

1. The City has a substantial government interest in regulating the relationship between landlords and tenants in order to increase certainty, stability, and fairness in the residential rental market.
2. The Ordinance codified in this Chapter is being adopted pursuant to the City's police power authority to protect the public health, safety, and welfare.

B. Purpose.

The purpose of this Chapter is to establish and regulate the grounds for which a Landlord may terminate tenancy to recover possession of a residential Rental Unit. This intent of this Chapter is to mitigate the impacts of displacement and protect public health, safety, and welfare for the residents of El Cerrito.

10.300.020 – Definitions.

- A. **Business License** means the license required pursuant to El Cerrito Municipal Code [Chapter 4.32 Business License Tax](#).
- B. **Community Development Department Director** means the director of the Community Development Department of the City of El Cerrito or his or her designee. A designated representative may include City staff and/or a party or organization contracted by the City to provide the necessary services to implement the procedures contained in this Chapter.
- C. **City Manager** means the City Manager of the City of El Cerrito, or his or her designee.

#### **Agenda Item No. 4(C)**

- D. **Landlord** means an owner, lessor, or sublessor who receives or is entitled to receive Rent for the use and occupancy of any Rental Unit or portion thereof, and includes any legal entity or other individuals, employees, agents, contractors, and subcontractors that comprise or represent the Landlord.
- E. **Notice of Termination** means a written notice that includes all of the components identified in Section 10.300.060.
- F. **Owner-Occupied Residence** means a single dwelling unit in which an individual retains no less than fifty percent (50%) ownership interest in the individual unit, and resides in that unit as his or her permanent residence no less than ten (10) months of any calendar year.
- G. **Lease** means any form of a valid rental agreement for a Rental Unit, whether written or oral.
- H. **Rent** means a fixed periodic compensation paid by a Tenant at fixed intervals to a Landlord for the possession and use of Rental Unit as defined by the rental agreement between the Landlord and Tenant. Rent excludes pass through costs and ancillary costs paid separately to the Landlord for parking, storage, utilities, water, garbage, or any other fee or charge associated with a Rental Unit.
- I. **Rental Unit** means a dwelling unit located on a single parcel or one of multiple contiguous parcels under single ownership with five (5) or more total dwelling units that is offered for rent and used as a place of permanent or customary and usual abode of a Tenant. Rental Units include a building, a group of buildings or a portion of a building used and/or designed as dwellings.
- J. **Tenant** means any renter, tenant, subtenant, lessee, or sublessee of a Rental Unit, or any group of renters, tenants, subtenants, lessees, sublessees of a Rental Unit, or any other person entitled to the use or occupancy of such Rental Unit, or any successor of any of the foregoing.

#### **10.300.030 - Applicability**

- A. Except as provided in subsection (B), below, the provisions of this Chapter shall apply to all Rental Units within the City, including where a notice to vacate/quit any such Rental Unit has been served as of the effective date of this Chapter but where the Tenant has not yet vacated or an unlawful detainer judgment has not been issued.
- B. This Chapter shall not apply to the following:
  - 1. A Rental Unit with a Certificate of Occupancy is issued after January 1, 2015;
  - 2. Single-family dwelling unit as defined in Chapter 19 Zoning of the El Cerrito Municipal Code;
  - 3. A duplex, triplex or quadraplex as defined in Chapter 19 Zoning of the El Cerrito Municipal Code;
  - 4. An Accessory Dwelling Unit;

#### **Agenda Item No. 4(C)**

5. A room or any other portion of any Rental Unit that is occupied by the Landlord or a member of the Landlord's immediate family;
6. Housing accommodations in hotels, motels, group housing, supportive housing, transitional housing, general residential care and bed and breakfasts as those terms are defined in the El Cerrito Municipal Code Chapter 19 and, by reference, in the San Pablo Avenue Specific Plan;
7. An on-site manager's living unit;
8. Any Rental Unit where the tenancy is an express condition of, or express consideration for, employment by a Landlord;
9. Any Rental Unit for which rent is controlled or regulated by any government unit, agency, or authority, or for which rent is subsidized by any government unit, agency or authority. This exception shall not apply to any Rental Unit for which rents are controlled pursuant to a rent stabilization ordinance, in the event that the City Council adopts such an ordinance; and
10. Any Rental Unit acquired by the City or any other governmental unit, agency or authority, and are intended to be used for public purposes.

- C. The provisions of this Chapter may not be waived, and any term of any Lease, contract, or other agreement which purports to waive or limit a Tenant's substantive or procedural rights under this Chapter are contrary to public policy, unenforceable, and void.

#### **10.300.040 - Cause for Termination**

No Landlord may terminate a residential tenancy of a Rental Unit, recover possession of a Rental Unit or otherwise endeavor to recover possession of a Rental Unit in the City unless the Landlord can demonstrate all of the following:

- A. That the Landlord possesses a valid business license pursuant to [Chapter 4.32 Business License Tax](#) of this Code; and
- B. That the Landlord has provided the Tenant with a notice of tenant rights in accordance with Section 10.300.070; and
- C. That the Landlord served a Notice of Termination pursuant to Section 10.300.060; and
- D. That the Landlord has not accepted and will not accept rent or any other consideration in return for the continued use of the Rental Unit beyond the term of the terminated tenancy in compliance with California Civil Code Sections 1945, 1946 and 1946.1; and
- E. The existence of one of the following grounds for termination:
  1. Failure to Pay Rent. The Tenant has failed to pay Rent to which the Landlord is legally entitled pursuant to the Lease or rental agreement within three (3) days of receiving written notice from the Landlord demanding payment in accordance with California Code of Civil Procedure Section 1161.2. However, this subsection shall not

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- constitute grounds for eviction where the Tenant has withheld Rent pursuant to applicable law.
2. Breach of Rental Agreement. The Tenant has violated a material term of the rental agreement.
  3. Tenant Illegal Activities. The Tenant has used the Rental Unit for an illegal purpose, including but not limited to the unlawful distribution of a controlled substance as contemplated by California Civil Code Section 3486, or the unlawful use, manufacture, or possession of weapons and ammunition as contemplated by California Civil Code Section 3486.
  4. Violations of Applicable Health and Safety Code. The Tenant created or is maintaining a dangerous and unsanitary condition as described in the El Cerrito Municipal Code or applicable Federal and State law, and that condition has not been promptly abated or repaired as contemplated by applicable law.
  5. Unit Will be Substantially Renovated. The Landlord, after having obtained all necessary permits from the City to imminently begin and diligently complete the permitted work, seeks in good faith to undertake substantial repairs or planned capital improvements or other necessary rehabilitation that will temporarily remove the Rental Unit from the rental market because the Rental Unit will imminently become unfit for human habitation.
  6. Landlord Condominium Conversion. Landlord is converting the Rental Unit to a condominium in accordance with Chapter 19.45 of the El Cerrito Municipal Code and applicable State law.
  7. Landlord Will Remove Unit from Market. Landlord will, within 60 days, demolish the Rental Unit or otherwise remove the Rental Unit from any residential rental use or purpose for a minimum of five years. Removal of the Rental Unit from the market includes a Landlord's election to sell the Rental Unit to a bona fide purchaser. If a Landlord terminated tenancy and removed a Rental Unit from the residential rental market and seeks to return the same dwelling unit to the residential rental market prior to the expiration of the five-year period, the Landlord shall comply with Section 10.300.040(F).
  8. Landlord Will Move into Unit. Landlord, or one of Landlord's parents or children, will, within 60 days, move into and reside in the Rental Unit as his or her permanent residence for no less than 10 months of any calendar year and for no less than two consecutive years from the termination of tenancy. If a Landlord seeks to return the dwelling unit to the residential rental market prior to the expiration of the two-year period, the Landlord shall comply with Section 10.300.040(F).
- F. For a termination of tenancy pursuant to subsections 10.300.040(E)(6), (7) or (8) the Tenant has a right to return to and rent the Rental Unit when returned to the residential rental market. The Landlord must notify the Tenant, upon Notice of Termination of Tenancy, of the right to receive an offer to return to and rent the Rental Unit when the Landlord returns the Rental Unit to the rental market. The Tenant is entitled to receive an offer to return and rent the Rental Unit upon the following circumstances: (1) the Tenant has provided to the Landlord a current mailing address at which to receive an offer of the right to

#### **Agenda Item No. 4(C)**

return; and (2) the Tenant delivers to the Landlord an affirmative written acceptance of the offer to return to and rent the Rental Unit within thirty (30) days of delivery by the Landlord of the offer to return. For purposes of this subsection, "deliver" and "delivery" include deposit with the United States Postal Service of a sealed, addressed envelope, with first-class postage paid. Except as otherwise provided in this Chapter, a Tenant's right to return shall terminate after five (5) years.

#### **10.300.50 - Prohibition on Harassment of Tenants and Other Prohibited Activities**

- A. No Landlord may do any of the following in bad faith, with ulterior motive, or without honest intent:
1. Interrupt fail to provide, or threaten to interrupt or fail to provide any housing services under a rental agreement, including but not limited to utility services and other amenities and services agreed to by contract.
  2. Fail to perform repairs or maintenance required by contract or by State, County, or local housing, health, or safety laws;
  3. Fail to exercise due diligence to complete repairs and maintenance once undertaken, including the failure to follow industry-appropriate safety standards and protocols;
  4. Abuse or otherwise improperly use Landlord's right to access a Rental Unit;
  5. Remove personal property of a Tenant from a Rental Unit;
  6. Influence or attempt to influence a Tenant to vacate a Rental Unit by means of fraud, intimidation, or coercion (including but not limited to threats based on immigration status);
  7. Offer payment or any other consideration, in return for a Tenant vacating a Rental Unit, more often than once every six (6) months;
  8. Threaten a Tenant by word or gesture with physical harm;
  9. Interfere with a Tenant's right to quiet use and enjoyment of a Rental Unit;
  10. Refuse to accept or acknowledge receipt of lawful rent from a Tenant;
  11. Refuse to cash a Rent check for over thirty (30) days;
  12. Interfere with a Tenant's right to privacy;
  13. Request information that violates a Tenant's right to privacy;
  14. Other repeated acts or omissions of such significance as to substantially interfere with or disturb a Tenant's comfort, repose, peace, or quiet enjoyment, and that cause, are likely to cause, or are intended to cause a Tenant to vacate a Rental Unit; or
  15. Retaliate against a Tenant for the Tenant's exercise of rights under this Chapter or the Municipal Code or State or Federal law.
- B. Nothing in this section prohibits the lawful eviction of a Tenant by appropriate legal means and in compliance with this Chapter.

#### **10.300.060 – Notice of Termination**

- A. In order terminate a residential tenancy of a Rental Unit or otherwise recover possession of a rental unit, a Landlord must send a Tenant a Notice of Termination that contains the reason for termination of the tenancy in

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accordance with Section 10.300.040(E). This requirement is in addition to any other notice requirements imposed by local, State or Federal law.

- B. A Landlord must provide a copy of the Notice of Termination to the City within ten days of delivery to a Tenant. Notices of termination may be submitted via the City's website or by mail to the Community Development Department Director.

#### **10.300.070 - Notice of Tenant Rights**

- A. Every Landlord shall provide to each Tenant in a Rental Unit a notice of Tenant rights under this Chapter in the predominant languages spoken in the City, as determined by the City Manager, upon the occurrence of the events listed in subsection (B), below. Each notice shall include a proof of service. The City shall provide notices for Landlord use. The use of the City provided forms shall be prima facie evidence that a Landlord has provided the proper notice. The notice shall contain the information and be in substantially the same form as follows:

The City of El Cerrito regulates the relationship between most Landlords and Tenants within the City. Generally, a landlord may only terminate your tenancy for specific reasons, which are set forth in Chapter 10.300 of the El Cerrito Municipal Code. Examples of such reasons include, but are not limited to, a failure to pay Rent on time as agreed to in the rental contract. In addition to State and Federal Laws, Chapter 10.300 of the El Cerrito Municipal Code creates certain rights for Landlords and tenants. Visit the City of El Cerrito website for more information.

- B. A Landlord shall provide a Tenant with the Notice of Tenant rights in accordance with subsection (A) of this section in the following circumstances:
  - 1. Within sixty (60) days of the effective date of this Chapter;
  - 2. When entering a Lease or rental agreement;
  - 3. When renewing a Lease or rental agreement;
  - 4. With a Notice of Termination;
  - 5. At such times as required by the City of El Cerrito, which may include, but are not limited to, when this Chapter is significantly amended.

#### **10.300.080 - Civil Remedies**

- A. Whenever a Landlord retaliates against a Tenant for the exercise of any rights under this Chapter or engages in activities prohibited under this Chapter, the Tenant may institute a civil proceeding for money damages or injunctive relief, or both. This section creates a private right of action to enforce all terms, rights, and obligations under this Chapter.
- B. Any Tenant who receives a Notice of Termination may bring a civil action against the Landlord to contest the validity of each necessary component and pre-condition for service of the Notice of Termination as required by this Chapter and to request injunctive relief to halt the termination of tenancy.

1. A Landlord's inability to demonstrate compliance with any individual component of or pre-condition to serve a Notice of Termination as required by this Chapter will invalidate, nullify, and avoid the effect of a notice of termination. If a Notice of Termination is invalidated, the Tenant(s) will be entitled to costs and reasonable attorney fees incurred to invalidate the Notice of Termination.
  2. If a Landlord can demonstrate compliance with each pre-condition to serve the Notice of Termination to the Tenant(s) by a preponderance of the evidence, the Notice of Termination will be deemed valid and the Landlord is entitled to costs and reasonable attorney fees incurred to defend the Notice of Termination.
- C. Any Tenant may bring a civil action to determine the applicability of this Chapter to the tenancy, including but not limited to a determination of whether the dwelling unit is a Rental Unit.

**10.300.090 – Fees**

For the sole purpose of reimbursing the City for the reasonable costs of maintaining property records and related administrative systems required by this Chapter, the Landlord of each Rental Unit shall pay a fee in an amount to be set by the City for each Rental Unit.

Section 3. Compliance with the California Environmental Quality Act. Approval of this ordinance is exempt from environmental review under the general rule in California Environmental Quality Act ("CEQA") Guidelines Section 15061(b)(3). The activity is covered by the general rule which exempts activities that can be seen with certainty to have no possibility for causing a significant effect on the environment.

Section 4. Severability. If any section, subsection, sentence, clause or phrase of this Chapter is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Chapter. The city council hereby declares that it would have passed the ordinance codified in this Chapter, and each and every section, subsection, sentence, clause or phrase not declared invalid or unconstitutional without regard to whether any portion of this Chapter would be subsequently declared invalid or unconstitutional.

Section 5. Effective Date and Publication. This Ordinance shall take effect and be enforced thirty days after the date of its adoption. Prior to the expiration of fifteen days from the passage thereof, the ordinance or a summary thereof shall be posted or published as may be required by law, and thereafter the same shall be in full force and effect.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the City Council on May 7, 2019 and passed by the following vote:

**Agenda Item No. 4(C)**

AYES: Mayor Pardue-Okimoto; Councilmembers Fadelli, and Lyman  
NOES: Councilmembers Abelson and Quinto  
ABSENT: None  
ABSTAIN: None

ADOPTED AND ORDERED published at a regular meeting of the City Council held on May 21, 2019 and passed by the following vote:

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

APPROVED:

\_\_\_\_\_  
Rochelle Pardue-Okimoto, Mayor

ATTEST:

\_\_\_\_\_  
Holly M. Charléty, City Clerk

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on May XX, 2019.

\_\_\_\_\_  
Holly M. Charléty, City Clerk

**ORDINANCE CERTIFICATION**

I, Holly M. Charlety, City Clerk of the City of El Cerrito, do hereby certify that this Ordinance is the true and correct original Ordinance No. 2019-04 of the City of El Cerrito, that said Ordinance was duly enacted and adopted by the City Council of the City of El Cerrito at a meeting of the City Council held on the 21 day of May 2019; and that said Ordinance has been published and/or posted in the manner required by law.

WITNESS my hand and the Official Seal of the City of El Cerrito, California, this XX day of May 2019.

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Holly M. Charléty, City Clerk



## AGENDA BILL

### Agenda Item No. 4(D)

**Date:** May 21, 2019  
**To:** El Cerrito City Council  
**From:** Mark R. Rasiah, Finance Director/City Treasurer  
**Subject:** Annual Review of Comprehensive Financial Policy

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#### **ACTION REQUESTED**

Adopt a resolution approving the City's Comprehensive Financial Policy.

#### **BACKGROUND**

The financial policy serves as the foundation of a local agency's financial goals and priorities. If the financial policy is carefully researched, effectively drafted, and reviewed regularly to assure that it continues to meet the agency's fiscal goals/priorities, it can help protect the assets of the organization. The existence of an approved financial policy demonstrates that the governing body is performing its fiduciary responsibilities, thereby, inspiring trust and confidence among the public that it serves.

It has been the practice of city staff to bring the Financial Policy to the City Council for review and approval annually. Each year the policy is reviewed by city staff and the Financial Advisory Board (FAB). Any recommended changes to these policies are brought to the City Council for review and approval. After months of review and discussion the FAB at their October 9, 2018 meeting passed a motion to approve the policy with changes that have been incorporated into the draft document and are shown in track changes mode. Staff presented the policy to Council for comment on January 15, 2019 and took back comments and suggestions from Council to FAB for review. These have now been incorporated in track changes mode into the proposed Policy document included as Attachment 2 to this Staff report. The main changes are summarized below.

#### **ANALYSIS**

The Comprehensive Financial Policy, which includes General Fund reserve policies, is intended to provide financial direction to staff and greater assurance to the City Council on the processes and procedures taken to assure the City's financial stability. A fiscally prudent general fund reserve policy is necessary to maintain the City's 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 credit-worthiness and is consistent with the City's strategic planning goals and budget objectives.

Aside from formatting and renumbering of sections due to deletions and additions, the following is a summary of the significant changes proposed by the FAB:

## **Agenda Item No. 4(D)**

1. Establish a \$6 million Economic & Disaster Recover Fund (EDRF), to be funded through annual budget appropriations over the next several years. The cash balance in this fund to be used in the event of a major disaster such as an earthquake, fire or significant economic down turn that results in a substantial reduction in revenues. When fully funded, the cash reserve will provide for approximately 3 months of operational staff salaries, to maintain continuity of Public Safety and Admin services during severe economic down turns or major disasters. The balance in this fund would eventually be equivalent to about 15% of General Fund budgeted expenditures.
2. Once the EDRF funding begins through budget action, reduce the current policy General Fund reserve ratio from 15% to 10% of budgeted expenditures. The General Fund operating reserve is to be used to balance short term operational budget needs only.
3. All future requests for City Council action shall include an analysis of the immediate and future fiscal impact of such actions, particularly as it impacts the General Fund reserve ratio.
4. The addition of the following language in consultation with the City Attorney as to who may authorize the use of the EDRF (Section 4.3 & 4.4)
  - a. 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.
  - b. 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.

By motion made and seconded, the FAB unanimously recommends that City Council consider and approve the changes to the City's Comprehensive Financial Policy attached herewith.

**STRATEGIC PLAN CONSIDERATIONS**

The City's Comprehensive Financial Policy fulfills Goal B: Achieve long-term financial sustainability. The policy is intended to enhance the City's economic condition, improve the City's debt rating,- and thereby reduce the cost of long term borrowings.

**FINANCIAL CONSIDERATIONS**

City staff will continue to explore options to improve cash flow and build general fund reserves. There is no fiscal impact of adopting this policy.

**LEGAL CONSIDERATIONS**

Annual approval of the Comprehensive Financial Policy by the City Council is not required by California Government Code but constitutes best practice in public finance.

**Reviewed by:**



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**Karen Pinkos**  
**City Manager**

**Attachments:**

1. Resolution  
Exhibit A - Comprehensive Financial Policy

RESOLUTION NO. 2019-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING  
THE COMPREHENSIVE FINANCIAL POLICY

WHEREAS, the purpose of the Comprehensive Financial Policy is to provide guidelines for operational and strategic decision making related to financial matters; and

WHEREAS, the Comprehensive Financial Policy was last amended in December 2016 as a part of the annual review; and

WHEREAS, the Comprehensive Financial Policy has been reviewed by the Financial Advisory Board; and

WHEREAS, revisions to the policy proposed by City staff and changes recommended by the Financial Advisory Board have been incorporated in the attached document; and

WHEREAS, City staff presented the proposed changes to the Comprehensive Financial Policy for review and comment by the City Council of the City of El Cerrito on January 15, 2019; and

WHEREAS, City staff have incorporated changes proposed by the City Council of the City of El Cerrito in the attached document.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito, that it hereby approves the City of El Cerrito Comprehensive Financial Policy effective May 21, 2019 incorporated by reference and attached hereto as Exhibit A.

I CERTIFY that at a regular meeting on May 21, 2019 the City Council of the City of El Cerrito passed this Resolution by the following vote:

|          |                 |
|----------|-----------------|
| AYES:    | COUNCILMEMBERS: |
| NOES:    | COUNCILMEMBERS: |
| ABSTAIN: | COUNCILMEMBERS: |
| ABSENT:  | COUNCILMEMBERS: |

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on May XX, 2019.

\_\_\_\_\_  
Holly M. Charl  ty, City Clerk

APPROVED:

\_\_\_\_\_  
Rochelle Pardue-Okimoto, Mayor

City of El Cerrito  
Comprehensive Financial Policy

Approved Resolution:

**PURPOSE:**

To establish a comprehensive set of financial policies for the City that will serve as a guideline for operational and strategic 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 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 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

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**Attachment 1 – Exhibit A**

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 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 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 year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital projects and/or one-time expenditures upon approval of the City Council/.

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

City of El Cerrito  
Comprehensive Financial Policy

Approved Resolution:

next fiscal year to support such an activity/purchase.

2.10.2. The City shall avoid budgetary procedures which 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 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 ~~provide adequate cash flow, protect bond issuer ratings, and offset economic downturns and revenue shortfalls. The reserve is also available to provide for one-time funding in the event of an emergency situation such as a natural disaster or unanticipated liability.~~

3.2. It is a goal of the City to achieve a general fund annual operating reserve of ~~1510%, with a minimum of 10%~~, of projected General Fund operating expenditures in each fiscal year. As part of the annual budget process, the City Council shall consider a Five-Year Plan that

attempts to maintain ~~the minimum~~ reserve ~~ratio balance~~ of ~~1510%~~. The City Council may adopt a deficit budget to deal with the uses discussed in Section 3.5 so long as the projected reserve does not go below 10% in any year of the Five-Year Plan. Should the General Fund reserve fall below 10%, each budget year the City will adopt a plan to restore the reserve percentage to 10% within five years and 15% ~~within~~ 10 years.

~~It is a goal of the City to achieve and maintain a minimum cash balance equal to 15 days of authorized operating expenses in order to meet anticipated City obligations without reliance on borrowed funds. Should the cash balance fall below the minimum due to unanticipated circumstances, the minimum cash balance should be restored as soon as practical.~~

~~The portion of the reserve below 10% should be utilized only for a financial emergency (as determined by the City Council), natural disaster or significant unanticipated liability. If this portion of the reserve is utilized for such an event, the Ten-Year Plan presented with the Annual Operating Budget must be developed so that the 10% base threshold is replenished within five years.~~

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.

~~The reserves between the 10% and 15% level are designed to be used by~~

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~~the City to deal with revenue fluctuations that arise as a result of changes in the economy and provide opportunities to maintain services and programs where funding may be difficult. Also, a portion of any operating reserve in excess of 10% of annual revenues resulting from the previous fiscal year's operations could be committed to capital improvement projects or used to retire existing debt, fund future liabilities or potential legislative actions, establish or replenish equipment replacement funds, and/or establish or replenish deferred maintenance funds as long as the amount is considered in the adopted Ten-Year Plan to achieve a balance of 15% within ten years.~~

~~One-time revenues will not be used to fund ongoing City programs. Any one-time revenue receipt during the fiscal year should be recognized and recorded in a "non-recurring revenue source" category. One-time revenue windfalls include: sales of City-owned real estate, CalPERS rebates, lump sum (net present value) savings from debt restructuring, litigation settlement, unexpected revenues, and other similar sources of revenue as designated by the City Council.~~

- ~~3.4. The operating reserve should be itemized as cash or cash equivalents and be separately stated on the financial statements.~~

**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), separate from 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 Council shall fund three months of payroll costs, currently \$6 million, in the EDRF. ~~intended to cover three months of payroll costs.~~ The cash reserve requirement shall be reviewed every biennial budget cycle. The City budget shall contain a plan to achieve the target cash reserve in the EDRF over two biennial budget cycles.

- 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.

**4.5. FINANCIAL REPORTING POLICIES**

- 4.1.5.1. Accounting Standards:

City of El Cerrito  
Comprehensive Financial Policy

Approved Resolution:

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.

**Annual Audit:**

4.1.1-5.1.1. An annual audit will be performed by an independent public accounting firm with an audit opinion to be included with the City's published Comprehensive Annual Financial Report (CAFR). The CAFR 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.

4.1.2-5.1.2. 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.

**5.6. OPERATIONAL  
POLICIES**

**MANAGEMENT**

5.1.6.1. The City shall ~~not endeavor to avoid~~ committing 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.

5.2.6.2. All departments ~~will participate in the responsibility of~~ 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.

5.3.6.3. 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.

5.4.6.4. **User Fees and Charges and Development Impact Fees:**

5.4.1-6.4.1. 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~~ 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.

5.4.2-6.4.2. 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.

5.5-6.5. **Grant Management:**

5.5.1-6.5.1. 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.

5.5.2-6.5.2. The term of 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.

5.5.3-6.5.3. 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.

5.5.4-6.5.4. 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.

5.6-6.6. **Revenue Collection**

**Policy:**

5.6.1-6.6.1. The City will pursue revenue collection and auditing to assure that monies due the City are received in a timely manner.

5.6.2-6.6.2. The City will seek reimbursement from the appropriate agency for State and Federal mandated costs whenever possible.

5.6.3-6.6.3. The City will centralize accounts receivable/collection activities so that all receivables are handled consistently.

5.6.4-6.6.4. 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.

6.7. **FINANCIAL MANAGEMENT POLICIES**

6.1-7.1. Staff shall keep City Council apprised of financial opportunities available and shall develop appropriate recommendations.

6.2-7.2. All requests for City Council action shall include an analysis of the immediate and future fiscal impact of such action particularly impacts on the General Fund—target. No appropriation for new or expanded programs or staffing levels shall be approved without identifying the amount and source of available funds.

~~6.3. All externally mandated services for which funding is available shall be charged to allow for complete reimbursement of expenses including overhead.~~

City of El Cerrito  
Comprehensive Financial Policy

Approved Resolution:

**6.4.7.3. Cash Management**

**Investment:**

6.4.1.7.3.1. 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.

6.4.2.7.3.2. 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.

6.4.3.7.3.3. Funds will be managed in a prudent and diligent manner with emphasis on safety of principal, liquidity, and yield, in that order.

6.4.4.7.3.4. The quarterly report shall include a statement in compliance with government California Government code—Code 53646.

**7.8. CAPITAL IMPROVEMENT PROJECT POLICIES**

7.1.8.1. A Ten-year Capital Improvement ~~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 result in a capitalized asset and have a useful (depreciable) life of two years or more.

7.2.8.2. 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.

7.3.8.3. The City will develop and implement a post-implementation evaluation of its infrastructures condition on a specified periodic basis, estimating the remaining useful life, and projecting replacement costs.

7.4.8.4. 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 whose operating and maintenance costs will be included in future operating budget forecasts.

7.5.8.5. 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.

7.6.8.6. The City must carefully seek and analyze the appropriate type of financing instrument appropriate for

## Agenda Item No. 4(D)

### Attachment 1 – Exhibit A

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.

(ii) 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

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.

## 8.9. DEBT MANAGEMENT POLICIES

**98.1** These Debt Management Policies are intended to comply with Government Code Section ~~8855(i), and 8855(j)~~ 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~~ service priorities, revenue levels, and operating expenses.

- Protect the City's ~~creditworthiness~~ 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.

### **98.2 Purposes ~~For~~ Which Debt May Be Issued**

(i) Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and

City of El Cerrito  
Comprehensive Financial Policy

Approved Resolution:

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.

(iii) 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.

**98.3 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 501c3 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.

**98.4 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.

**98.5 Policy Goals Related to Planning Goals and Objectives**

The City is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in

**Agenda Item No. 4(D)**  
**Attachment 1 – Exhibit A**

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.

**98.6 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,

- 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.

**98.7 Debt Limits**

The outstanding principal amount of debt described in Section B 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.

**9.10. EQUIPMENT REPLACEMENT FUND**

~~9.1.10.1.~~ 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 3.4.

**10.11. ENTERPRISE FUNDS**

~~10.1.~~ All Enterprise Funds user fees will be examined annually to ensure that they recover all direct and indirect costs of service, provide for

~~10.2.~~

City of El Cerrito  
Comprehensive Financial Policy

Approved Resolution:

11.1. ~~\_\_\_\_\_~~-capital  
improvements and maintenance, and  
maintain adequate reserves.

10.3.11.2. ~~\_\_\_\_\_~~Rate increases  
shall be approved by the City Council  
following formal noticing and a public  
hearing. Rate adjustments will be based  
on the projected expenditures in the Ten-  
Year Financial plan.

~~3215490.1~~

## MEGA FIRES – THE NEW NORM

### Living with California Wildfires:

*What you do as homeowners makes a difference in survival*



<http://www.businessinsider.com/santa-rosa-fire-coffee-park-neighborhood-2017-10>



1

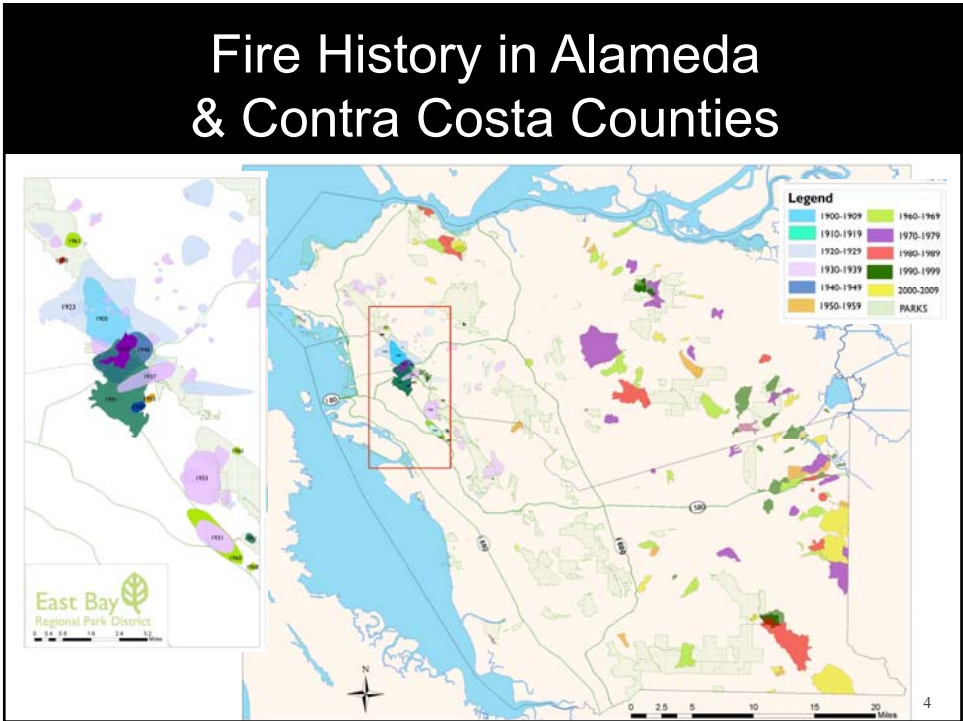
## Overview

- Fire as Part of Living in California
- Fire Behavior 101
- Key Elements to Increase Survivability
- FireSafe Landscape: 6 Key Features
- Review CAL FIRE Ready, Set, Go Program
- Review of Kensington/El Cerrito Standards
- Ongoing/Cooperating Reduction Projects

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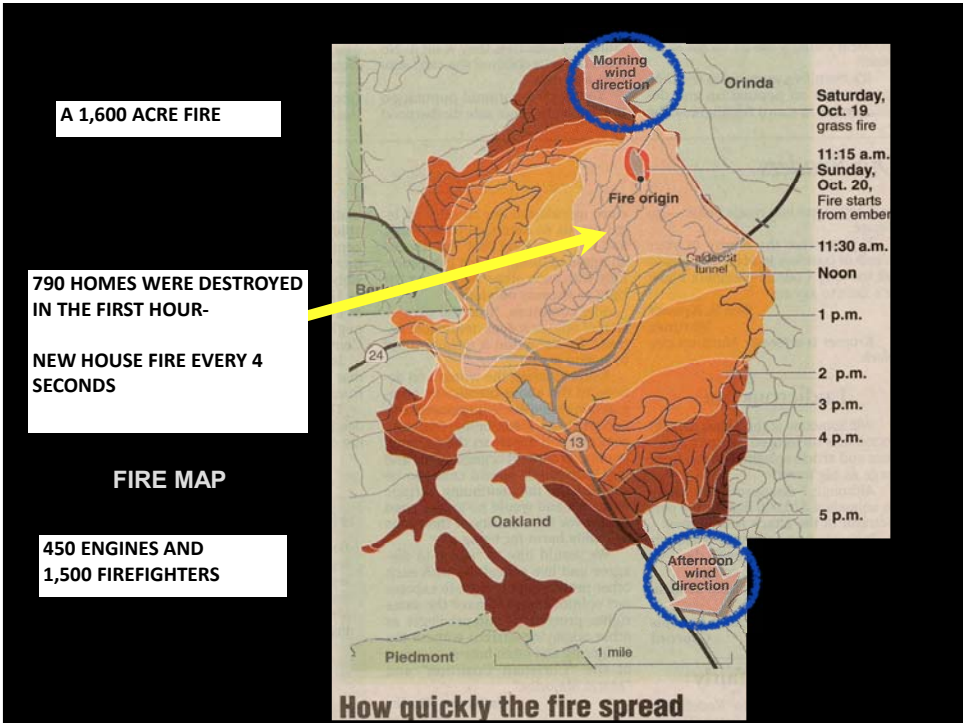


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SEPTEMBER. 22, 1970 – Oakland/Berkeley Hills Fire

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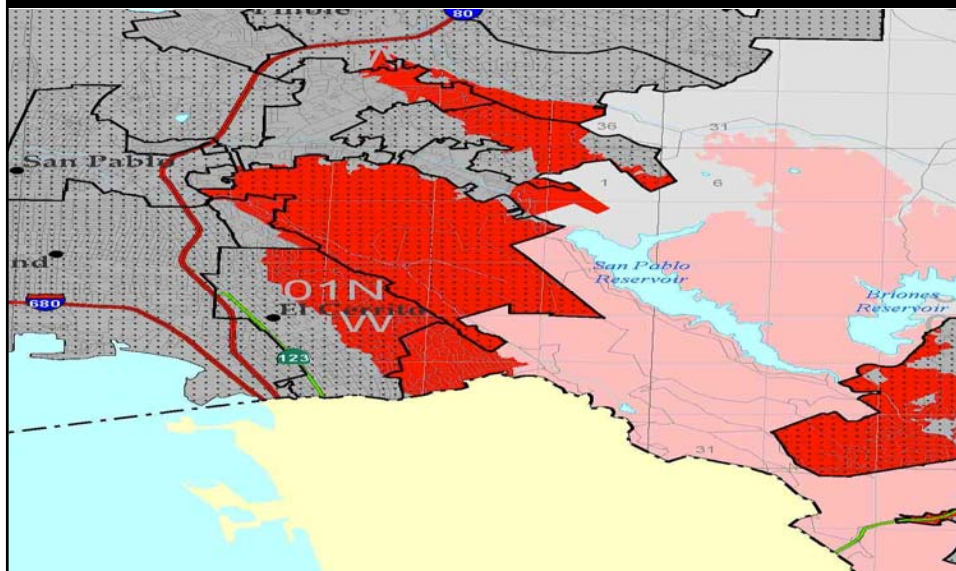
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## Very High Fire Hazard Severity Zone (VHFHSZ)

- Geographic Area Designated Area per Government Code Section 51178
- Vegetation, Topography, Weather and Structure Density Increase Possibility of Wildland Conflagration Fires
- Almost All of Kensington Designated

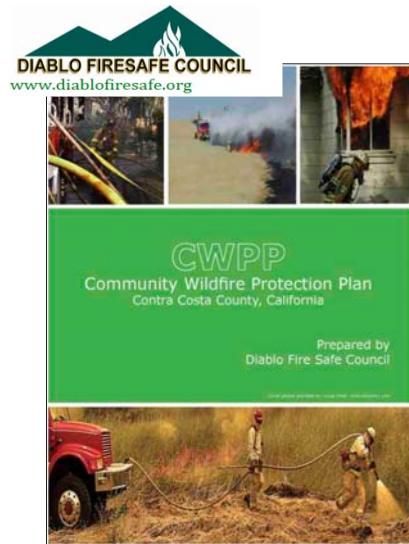
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## CAL FIRE Statewide Hazard Assessment



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## Find More Information in the Community Wildfire Protection Plans

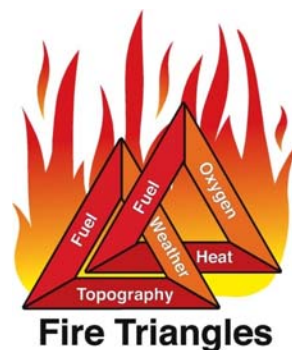


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## Wildfire Behavior 101

- In Order to Burn, Fire Needs:
  - Heat, fuel and oxygen
  - Can't do much about heat and O<sub>2</sub>, but we can control **fuels**...
- Wildfire Behavior is Determined by:
  - Weather
    - RH, wind speed and direction, air temperature
  - Topography
    - Slope, aspect, geographic features
  - Fuel
    - vegetation, combustible material, or structures



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## Weather

*Mediterranean Climate – dry weather all summer*  
*Fire Weather = **Diablo Winds** + low rH + high temp*

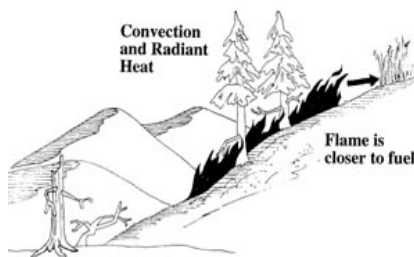
- Winds affect fuels ahead of flames
- Push fire down hill
- Rapidly change direction of fire
- [www.nws.gov](http://www.nws.gov)



13

## Topography

- The greater the slope, the greater the intensity of the fire
- Fire moves faster and hotter up a slope
- Canyons, chute and saddles accelerate



14

# Wildfire Behavior 101

## BEST FIRE

### Fire Types

The diagram illustrates four types of wildfires along a cross-section of a landscape. From left to right: 1. Ground fire: A small fire burning in the soil. 2. Surface fire: A fire burning along the ground surface, with a blue ribbon award labeled '1st PLACE' above it. 3. Crown fire: A fire burning in the tops of trees. 4. Spotting: A fire starting at a distance from the main fire, caused by embers being thrown ahead. Arrows indicate the path of embers from the crown fire to the spotting fire.

**Ground**  
Ground fires burn in natural litter, duff, roots or sometimes highly organic soils.

**Surface**  
Surface fires burn in grasses, and low shrubs (up to 4' tall) or lower branches of trees.

**Crown**  
Crown fires burn in the tops of trees.

**Spotting**  
Spotting can be produced by crown fires as well as wind conditions and topography. Large burning embers are thrown ahead of the main fire.

15

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16

## Direct Flame Impingement



17

17

## Ember/Firebrand Exposure



18

18

## Radiant Heat



19

19

## Critical Phases to Increase Survivability

- Protecting Your Home
  - Creating FireSafe Landscaping
  - Helping to Resist Structure Ignition
- Early Detection
  - Sensor Project (MOFD and Analog Devices, Inc)
- Early Notification
  - Community Warning Systems
- Early Evacuation
  - Have a Plan! Be Prepared to GO ASAP—Ready, Set, Go
  - Don't Delay – Critical Choice

20

### Creating a FireSafe Landscape

#### Key Feature #1: **Protect Your Home First!**

- Provide defense at building's weakest spots (vents, decks, roofs, windows)

*Where is this home vulnerable to ember attack?*

**Where do Embers Come From?**  
Embers can come from pine cones, branches, tree bark, wooden shingles . . .

Depending on fire intensity, wind speed, and size of burning materials, embers can be carried more than a mile ahead of the fire.

21

### Creating a FireSafe Landscape

#### Key Feature #2: **Reduce Chance of Ignition**

Non-ignition zone

- “First Five”
- Non-combustible materials adjacent to house
- Place where embers can land

22

### Creating a FireSafe Landscape

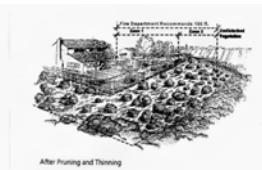
#### Key Feature #3: **Break Fire's Path!**

Break up horizontal continuity

- Selectively thin plants and prune
- Thin number of plants or prune amount of material in each plant
- Increase spacing due to topography and plant type



Before Brush Management



After Pruning and Thinning





Before



After

23

23

### Creating a FireSafe Landscape

#### Key Feature #4: **Remember the Embers!**

Reduce what can grow a fire:

- Remove dead, downed materials
- Use informed pruning to rejuvenate plants that are woody or loaded with dead material







04-28-2006

24

24

### Creating a FireSafe Landscape

#### Key Feature #5: **Keep fire out of the trees**

## No Ladder Fuels

- Provide a separation between the vegetation layers - Make canopy fuels unavailable
- 3 times the height of the lower fuel layer is recommended






Before
After

25

25

### Creating a FireSafe Landscape

#### Key Feature #6: **Reduce the Fuel Loads**

## Reduce overall fuel load:

- Less available fuel
- Higher moisture levels (little dead material)
- Fuel characteristics influence how fire behaves
  - Fuel loading
  - Availability
  - Arrangement
  - Moisture levels
  - Ratio of dead to live




26

26



27



28

## **PURPOSE**

- **State Law AB 337**
- **Define VHFHSZ**
- **Keep Fires Small and Limit Speed**
- **Make Difficult to Ignite & Spread**

29

## **Ongoing/Cooperating Reduction Projects**

- Moraga-Orinda Fire Protection District
- East Bay Regional Parks District
- Cal Fire
- Pacific Gas & Electric
- Hillside Natural Area

30



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 **EAST BAY MUNICIPAL UTILITY DISTRICT**

# EBMUD Today & Tomorrow

## El Cerrito City Council

May 21, 2019

EBMUD Board Director, Andy Katz

1

# Water Supply and Partnerships





- Pardee Reservoir
- Fish Hatchery on the Mokelumne River
- Oursan Ridge Conservation Bank

2

## Environmental Protection



### EBMUD provides wastewater services for 685,000 residents in the East Bay

- Average Flow: ~50 million gallons per day (MGD)
- Peak Flow (system-wide): ~ 700 MGD

#### Objectives

- Protect public health
- Protect San Francisco Bay
- Recover resources



3

## Protecting the Bay: Private Sewer Laterals and Consent Decree



Engaging the public to understand the impact of rain on regional infrastructure and the Bay

#### Private sewer lateral ordinance:

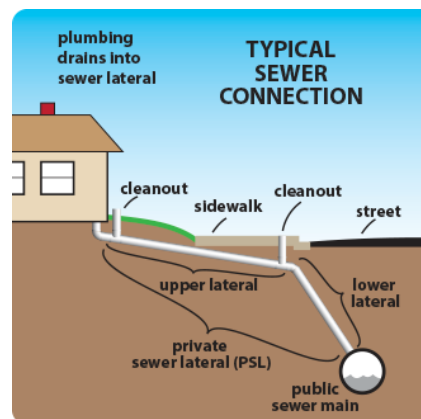
Lateral inspection/upgrade at change of ownership or renovation.  
31,600 certificates issued = 425 miles of laterals certified leak-free, that's 24% of all properties

#### Large wastewater pipeline upgrades:

Pump Station Q Project, Urban Runoff Diversion Project, 3rd Street Interceptor Rehabilitation

#### \$2M annually in regional support to find/prioritize repairs:

Flow Monitoring, Smoke Testing, Salinity Sampling, TV, video and photography inspection



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# Lead Sampling in Schools



Existing law and regulations require water systems like EBMUD to provide lead-testing for local schools.

- EBMUD service area: 550 K-12 schools

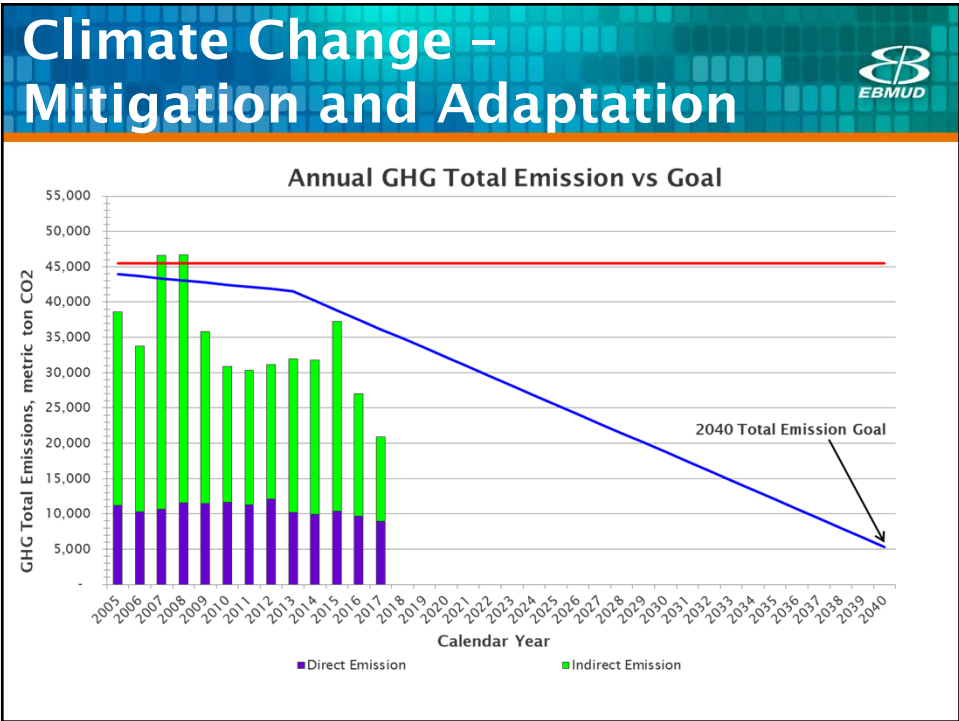
EBMUD sampling programs confirm very low lead levels in our distribution system.

Corrosion control in water system minimizes exposure from lead.

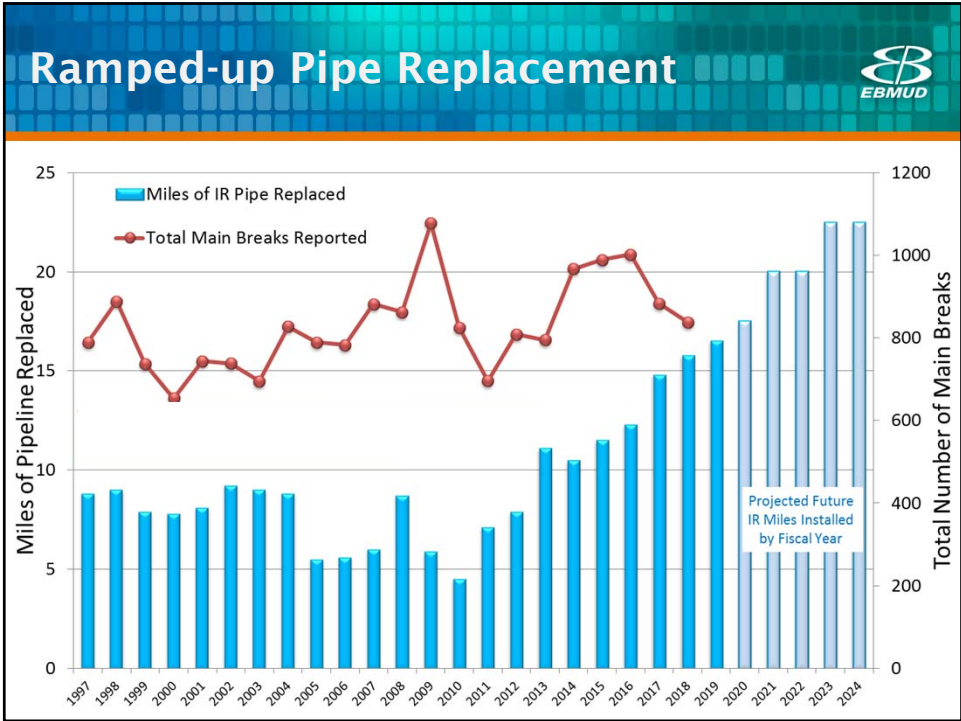
Elevated lead levels typically caused by household plumbing materials.



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### Sample Average Water Bill and Affordability

- The District bills every 2 months
  - Typical water use in El Cerrito is roughly **5.5 CCF** per month
  - Average per day EBMUD cost: **\$1.51**
  - 3-tiered structure that increase with use
  - Surcharge for extra pumping cost

**EAST BAY MUNICIPAL UTILITY DISTRICT**  
EBMUD 1-866-40-EBMUD YOUR ACCOUNT NO. IS: 12345678001

Next Read Date is 05/08/2019  
Your Payment is Due by 03/27/2019  
Every day, EBMUD customers rely on an underground network of infrastructure that delivers safe and clean water to every East Bay tap, and treats the wastewater from your home. Your rate dollars help maintain and upgrade these vital systems. Thank you for supporting EBMUD, your public, not-for-profit water agency. Learn more at ebmun.com.

Bill Date: 03/12/19  
Billing Period: From 1/7/19 To 3/8/19

| For:                                  | AMOUNT  | TOTAL |
|---------------------------------------|---------|-------|
| 1234 Pipeline St<br>Private Residence |         |       |
| PREVIOUS CHARGES AND CREDITS          |         |       |
| PREVIOUS AMOUNT DUE                   | 101.90  |       |
| FULL PAYMENT - 01/15/19               | -101.90 | 0.00  |
| WATER CHARGES - EBMUD                 |         |       |
| WATER SERVICE CHARGE                  | 49.26   |       |
| WATER FLOW CHARGE 11 UNITS @ \$3.76   | 41.36   | 90.62 |

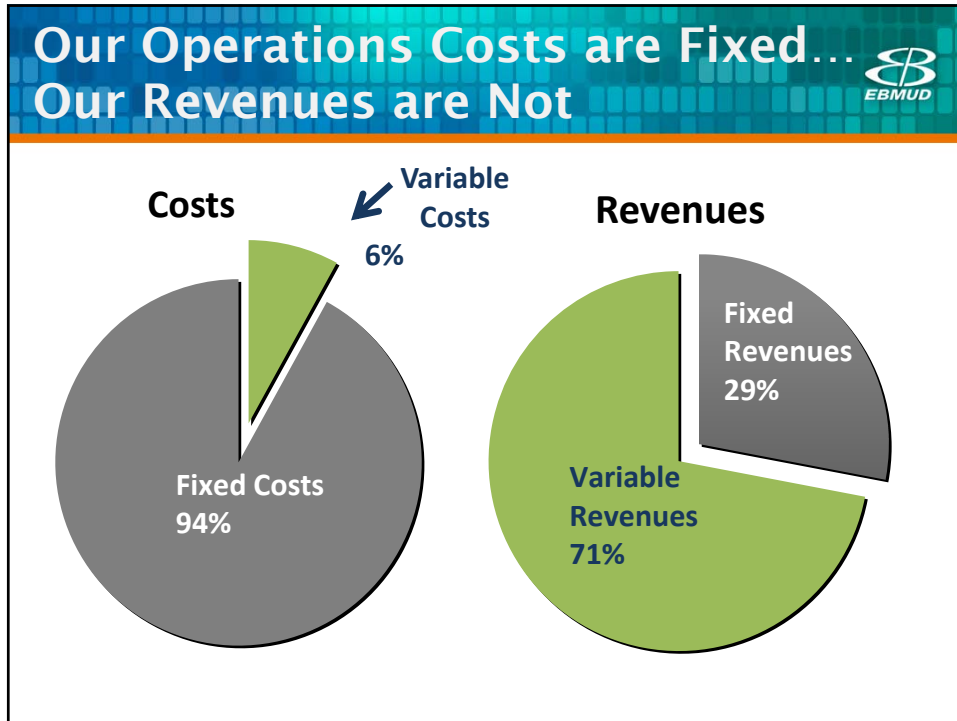
PLEASE SEE REVERSE SIDE FOR BILLING EXPLANATION

| METER SIZE | ELEV. Band | METER READINGS                       | CONSUMPTION INFORMATION                           |
|------------|------------|--------------------------------------|---------------------------------------------------|
| 5/8 inch   | 1          | Current: 28, Previous: 17, LAST YEAR | UNITS: 11, Gallons: 8,228, Days: 60, Gal/Day: 137 |

Please Pay This Amount Now Due **90.62**

8





11

## Budget and Rates Schedule

**EBMUD is proposing rate increases:**

**July 1, 2019**

- 6.5 percent for water charges
- 4\* percent for wastewater charges

(\*COS changes mean increases will range from 3% to 7% CHK)

**July 1, 2020**

- 6.25 percent for water charges
- 4 percent for wastewater charges.

For an average household using 200 gallons per day

- = less than \$5 per month for water
- = less than \$1 for wastewater

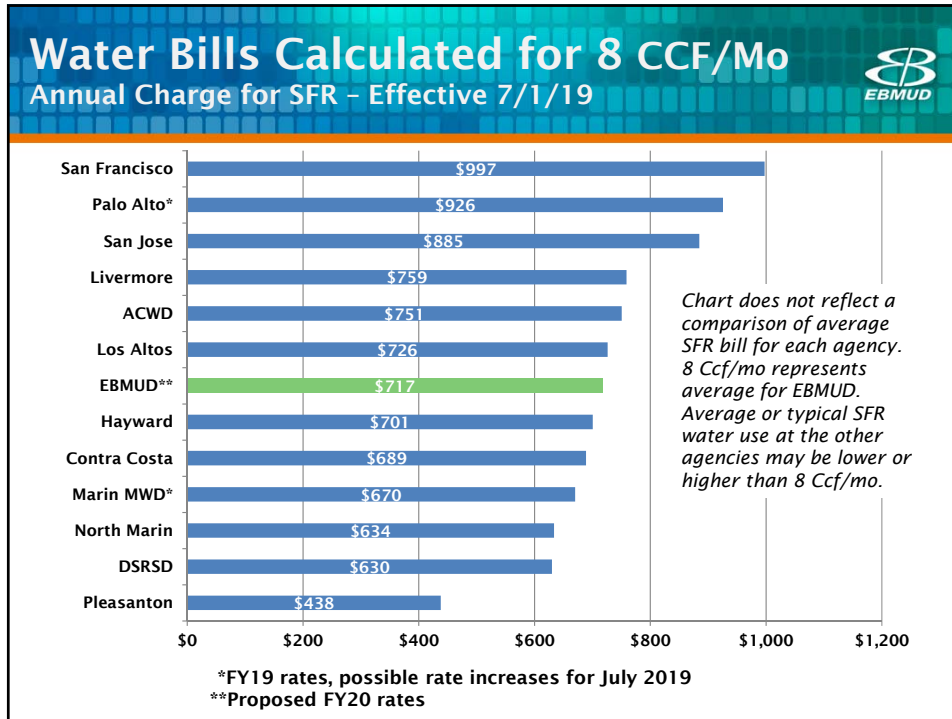
**Notice was mailed to all customers in April**  
**Public hearing:** June 11, 2019 1:15 p.m. 375 11th St, 2<sup>nd</sup> floor Board Room, Oakland

**Mail written protests to:**  
 EBMUD, MS 218, P.O. Box 24055, Oakland, CA 94623-1055

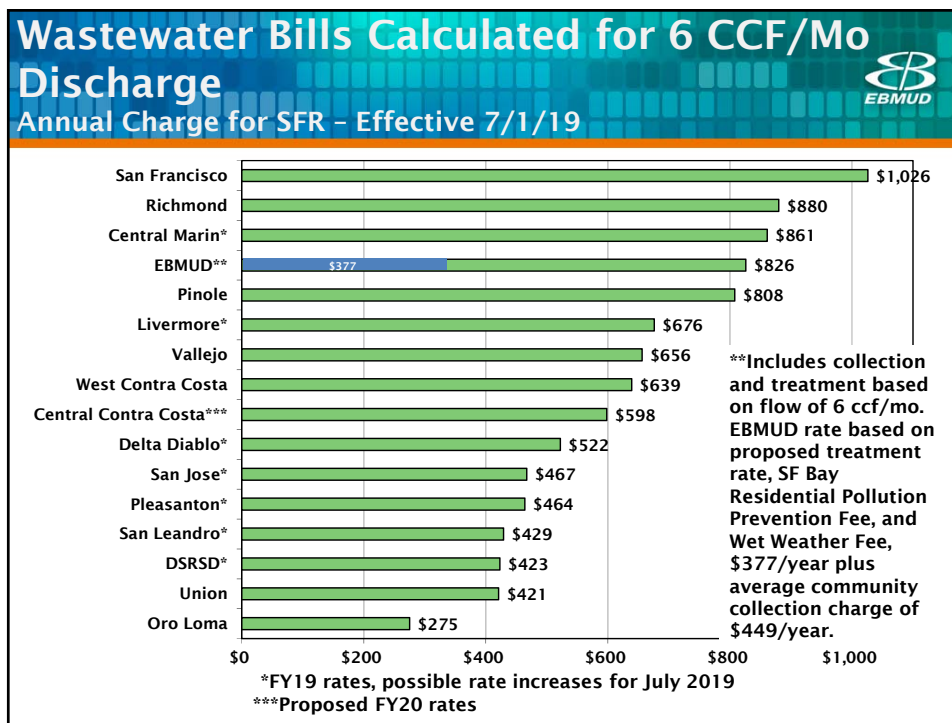
**Must:**

- include account holder's name and service address or EBMUD account number
- AND be received before the public hearing

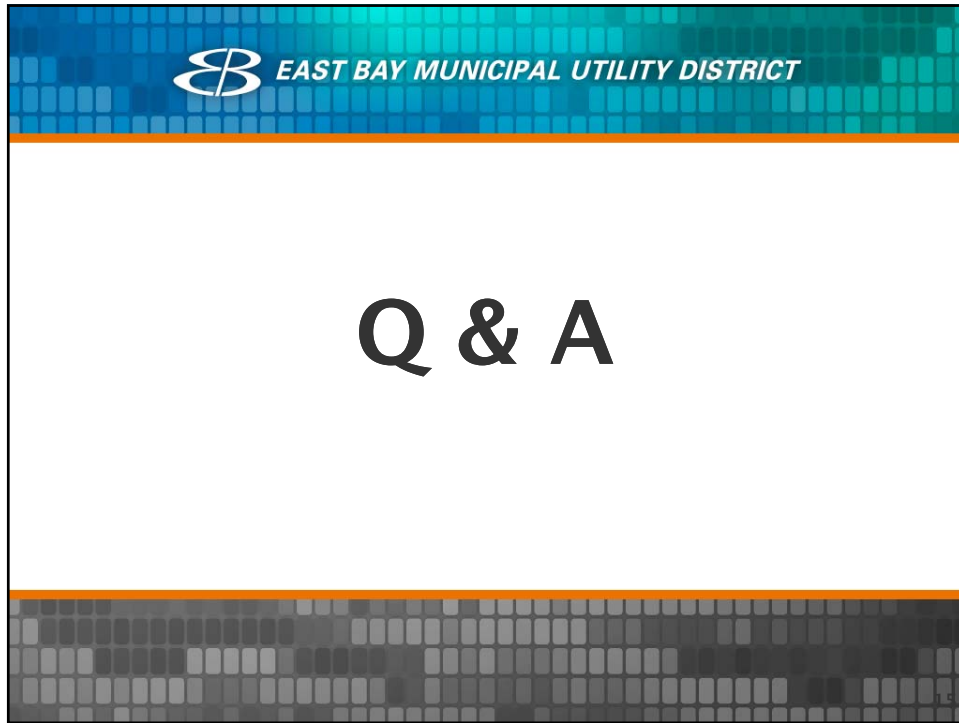
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## AGENDA BILL

### Agenda Item No. 6(A)

**Date:** May 21, 2019  
**To:** El Cerrito City Council  
**From:** Shannon Collins, Finance Supervisor  
**Subject:** Revisions to the Master Fee Schedule for FY 2019-20

---

#### **ACTION REQUESTED**

It is recommended that City Council conduct a public hearing, and upon conclusion, adopt a resolution approving the Fiscal Year 2019-20 Master Fee Schedule.

#### **BACKGROUND**

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

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

Over the last few years, fees and charges for services have generally been increased between 3% and 5% each year. Commonly used consumer price indices have increased by close to 3% in recent years, while the City's costs have increased at a higher rate. The proposed Schedule reflects a recommended 3% increase for most fees, representing the City's increased cost of providing services. This adjustment reflects increases in both personnel and non-personnel related costs. Some proposed fees have held constant or have been adjusted by amounts other than 3%. The primary factors in these varying adjustments are market conditions that call for competitive pricing, changes in staffing, re-evaluation of costs for services, or other issues that will be discussed further in this report. In the attached proposed Schedule, the FY 2019-20 adjustment column reflects the percentage applied to the fee, including where the adjustment varies from 3%. Cost adjustments are applied to the fees before rounding.

In addition, several administrative changes were made to clarify the intent and applicability of fees, to modified language to be consistent, or to move fees to more appropriate locations within the Schedule.

#### **ANALYSIS**

The Schedule is arranged in sections with the fees that correspond to a specific department, function, or service. Changes to the fees in these sections are summarized in this report, and details are provided in Attachment 1.

**Miscellaneous Fees**

Notary Services for Non-City employees (Set by California Secretary of State) was increased to \$15.00 on 1/1/17 and is reflected in this Schedule. The fees for the newlyadopted Rent Registry (\$44/per unit) / Just Cause for Eviction (\$35/per unit) were approved with the first reading of new ordinances on May 7, 2019. The fees will only be included in the final Schedule should the 2<sup>nd</sup> reading be approved on May 21, 2019, and if approved will become effect on June 20, 2019.

**Police Fees**

Several fees for the Police Department were not increased in accordance with market rate, including some False Alarm Responses, Non-permitted Alarms, Concealed Weapon permits, Bus Zone parking violations and Daytime Curfew violations.

**Business License Tax**

For the City's Business License Tax rates, increases are prescribed per El Cerrito Municipal Code Section 4.32.381, based on the CPI change from 274.6 (April 2017) to 283.4 (April 2018) which yields a 3% adjustment for the year.

**Recreation Fees**

The Recreation Department is proposing fee increases between 3% and 4%. These fees were calculated using the "rounding up" feature in Excel to preserve the percentage differences between similar fees and for fees under \$12 to increase appropriately when rounding. Proposed changes for the Recreation Department include a new Picnic Area Cleaning deposit; a new fee for use of the new Hana Gardens Senior Center; the addition of several fees under the Before/After School Child Care section related to care provided on 1 – 5 day schedules for different age groups; and a minimum fee for late pickup.

With approximately 25% of the Recreation Department budget spent on part-time staffing, the primary justification for the proposed increase in Department fees is due to the 10% increase in the El Cerrito Minimum Wage that went into effect January 2019. Many of the part-time employees have received wage increases due to the new minimum wage as required.

Swim Center, Day & Overnight Camps, and Preschool Fees will become effective September 1, 2019 due to program start and end dates. Registration begins before the Schedule goes to the City Council each year.

On March 27, 2019, the Park and Recreation Commission unanimously recommended that the City Council adopt the Recreation Department's proposed fees.

**Public Works Fees**

Several modifications to the language for the Public Works Department fees were made for clarification and consistency. A few new fees are proposed related to the Traffic Striping Restoration and Pavement Marker restoration costs, which cover costs associated with mobilization, traffic control and overhead costs for conducting bid and contracting work.

There is an increase based on contractor pricing for tree installation exceeding the standard 3%, as well as an additional fee in the case of mitigation when street trees are removed at the property owner's request (e.g., where new development or construction requires removal, and a new tree cannot be re-established in a location adjacent to the property, and the property owner cannot water the tree during its 3-year establishment period). There is also a new fee related to Street Tree Pruning and Removal to address pruning and removal by fronting property owner per the City's Tree and Shrub Ordinance.

There are several new Recycling & Environmental Services fees related to cost recovery of extra staff time to pick up residential recycling if the customer does not put out the container by the collection time. There are also changes in language and the fee for how compost for sale at the Recycling & Environmental Resource Center is measured; a new fee to address large loads of books, and to reflect anticipated cost to the City charged by the recycling processor due to the unstable global recycling market, low market value of recycled paper and the City's staff time to handle the materials. There is a new fee for non-El Cerrito residents to recover costs for processing Expanded Polystyrene (EPS, commonly known as Styrofoam); and a new fee for disposal of Sharps and Pharms for residents outside the RecycleMore service area.

Due to rounding issues on the previous year's fee schedule, full 2 pt. decimal points are being used for the Public Works fees.

### ***Planning Fees***

Three Planning Fee categories have been added to the Schedule. These categories were inadvertently deleted in last year's Schedule. The categories include Use Permit fees for non-residential projects of various sizes. The City's costs for processing these types of permits increase as the size and complexity of the project increases. The estimate of City cost to process these entitlements align with the estimates for residential Use Permits of various sizes. These non-residential Use Permits therefore use the same graduated fee schedule as residential Use Permits.

In addition, the Schedule now includes the new Inclusionary Zoning In-Lieu Fee as adopted by the City Council on May 15, 2018, and effective June 14, 2018. Projects deemed complete before June 2018 are not subject to the ordinance. Inclusionary Zoning requires all new market-rate development to set aside between 10% - 12% of its units for low to moderate-income households or the option of paying an in-lieu fee to the City's Affordable Housing Trust Fund. In-lieu fees will be deposited into the City's Affordable Housing Trust Fund and used to construct, acquire and/or preserve affordable housing.

For rental projects that elect to pay the fee in-lieu of providing 10% of the on-site units, the fee shall be equal to \$17.00 per square foot multiplied by the livable square footage of the entire project and divided by the number of required units, including fractional units.

For for-sale projects, 12% of the total number of units shall be made available for purchase by moderate-income households and the City will collect an in-lieu fee only for the fractional unit owed if less than 0.5. The fee shall be equal to \$20.00 per square foot.

As codified in the ordinance, in-lieu fees shall be included in the Schedule and adjusted annually for inflation each July 1. Given that this ordinance was adopted after the FY 2018-19 Schedule was published, the in-lieu fees will appear as a new line item in FY 2019-20.

***Building Fees***

At City Council's direction, fees in FY 2018-19 Schedule for Accessory Dwelling Units were kept at a 50% cost recovery rate and the valuation tables used for new structures were set at 90% cost recovery, as supported by the Cost Allocation and User Fee Study conducted in 2018 (Resolution 2017-19 and Resolution 2018-12). As discussed, the adopted fees for the valuation tables were set at 90% cost recovery in FY 2018-19 and are scheduled to go to 100% cost recovery in the 2019-20 fiscal year fee schedule.

Additionally, a 3% CPI increase has been applied. Staff also recommends increasing the ADU fees to the full 100% cost recovery rate, as the discounted value is not the major cost or factor in determining whether an ADU is built, and the stance by the City Council and the State on ADUs has adequately stimulated construction of ADUs. As suggested in last year's fee study, and after a full cycle of implementation, staff will evaluate fees during the upcoming fiscal year to determine if overall fee increases or decreases are warranted.

In addition, the valuation table data used to determine the construction valuation of applicable projects will be adjusted in June based on the construction cost data index for the San Francisco Area as published by the Engineering News-Record.

**STRATEGIC PLAN**

Adopting the Master Fee Schedule fulfills Goal B: Achieve long-term financial sustainability, specifically the strategy to "develop a plan to ensure that Citywide revenue meets the cost of providing Citywide services, including adequate reserves for unanticipated revenue shortfalls."

**FINANCIAL CONSIDERATIONS**

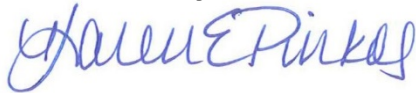
The revenue generated by fees, charges for service, and business license taxes that will appear in the City's FY 2019-20 proposed budget will be based on the Master Fee Schedule approved by the City Council.

**LEGAL CONSIDERATIONS**

All fees listed in the Master Fee Schedule will become effective July 1, 2019, on the first day of the fiscal year, with the following exceptions: Development Fees, which will become effective 60 days after approval of this schedule; Swim Center, Day and Overnight Camps, and Preschool Fees, which will become effective on September 1, 2019; and Rent Registry and Just Cause for Eviction Fees, which will become effective on June 20, 2019.

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 April 7, 2019, publicly posted on May 9, 2019, and published in the West County Times on May 10 and 16, 2019.

**Reviewed by:**



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**Karen Pinkos**  
**City Manager**

**Attachments:**

1. Detailed List of Changes
2. Resolution  
Exhibit A: Proposed FY 2019-20 Master Fee Schedule

DETAILED LIST OF CHANGES  
MASTER FEE SCHEDULE FY 2019-20

**I. Miscellaneous**

Miscellaneous Services and Charges

1. Notary, Certification, Legal and Special Services  
Notary Services for Non-City employees (Set by Calif. Secretary of State) was increased to \$15.00 on 1/1/17.
7. Rent Registry/Just Cause
  - o New Rent Registry Fee – \$44.00/per unit. On May 7, 2019, the City Council held the first reading for the Rent Registry Ordinance, El Cerrito Municipal Code Chapter 10.100 (Resolution 2019-XX). The second reading will return to the City Council on May 21, 2019 and if/when adopted will become effective on June 20, 2019. The Rent Registry Ordinance establishes an annual reporting requirement for all residential rental property owners to submit data into a City database regarding rents and other relevant information. The City will evaluate the ordinance and fees once the program has been in place for 12-months. This fee is a new line item in FY 19-20.
  - o New Just Cause for Eviction Fee –\$35.00/per unit. On May 7, 2019, the City Council held the first reading for the Just Cause for Eviction and Prohibition on Harassment of Tenants, El Cerrito Municipal Code Chapter 10.300 (Resolution 2019-XX). The second reading will return to the City Council on May 21, 2019 and if/when adopted will become effective on June 20, 2019. The Just Cause for Eviction Ordinance establishes enumerated reasons for which a landlord can terminate tenancy for multi-family properties with five (5) or more units that received a Certificate of Occupancy issued before January 1, 2015. The City will evaluate the ordinance and fees once the program has been in place for 12-months. This fee is a new line item in FY 19-20.

**II. Police**

The following fees were not increased.

1. Services and Fees
  - o Citation Sign-offs-Non-Resident
  - o False Alarm Response (2<sup>nd</sup> through 5<sup>th</sup> incident)
  - o False Alarm Response (6<sup>th</sup> and subsequent incidents)
  - o Non-permitted Alarms
  - o Fire Arm Storage Fee
3. Permits
  - o Concealed Weapons Permit (plus Department of Justice Fees\*)
5. Parking Violation Fines
  - o Bus Zone
6. Curfew Violation Fines
  - o Daytime Curfew Violation Fines

## IV. Recreation

### Event Facility Rentals

#### 1. Community Center

##### Main Hall

##### Resident

- o Omitted language “Non-El Cerrito Related Non-Profit); Kitchen Use”
- o Omitted language “Governmental Agency/School District Rentals (per WCCUSD Joint Use; Chair Rental – Large Locker Room”.

#### 2. Group Picnic Areas

- o Add new fee “Picnic Area Cleaning Deposit – “\$40”

#### 3. Adult Programs Buildings

- o Language additions add “Midtown Activity Center” to Social Hall/Kitchen.
- o Omit language for resident of “Non-El Cerrito Related Non-Profit”
- o Add new fee “Hana Gardens Senior Center – Combined Room Resident and Non-Resident/Commercial, per hour \$125 and \$156, respectively.

### Swim Center Programs/Fees (Effective 9/1/2019)

#### 1. Adult Swim Fees

- o Omit the word “Monthly” from the Lap Swim/Recreation/Family Swim fees, replace with “30 Days”; and Master Swim Team fees.

#### 2. Recreation Parent & Child Swim/Splash Park/Tot Splash Fees

- o Omit the word “Monthly”, replace with “30 Days”, and “Per Month from the basis for these fees.

#### 3. Water Aerobics Deep/Shallow Fees

- o Omit the word “Punch” and add “Workout” from all fees.

#### 4. Swim Lessons

- o Omit the sentence “Private/Semi-Private Transfer/Cancellation Fee”, including the basis and fee.

#### 5. Swimming Clubs, Teams & Meets Fees

- o Additional language to Gator Swim Team basis – “monthly discount”.

#### 6. Swim Center Rentals Fees

- o Additional language to Long-Term Pool Rentals and Lane Rental Fee basis – “per lane”.
- o Omit the following fee line items: “Recreation Pool & Splash Park Combos”, and “Swim Center Picnic Area Rentals During Recreation Swim”.

### Youth Program Fees

#### 1. Day & Resident Camp Fees

- o Add “Per Week” to the City Run Camp Resident Fee.
- o Omit “Counselors in Training Camp Resident and Non-Resident” language and fees.
- o Omit “Resident” and add “Overnight” to Camp.
- o Omit “Camper – Resident and Non-Resident, Teen Program – Resident and Non-Resident”.
- o Change “5-day schedule, PM Kindergarten Care ~ 1 hour/day” to “5-day schedule, PM Continuous Care ~ 4 hours/day”.

**2. Before/After School Child Care**

- o Change “AMTK” from 2 hours to 1.75 hours per day.
- o Omit “5-day schedule, pm Kindergarten care (-1hr/day) including basis and fee.
- o Add TK/Madera to PM Kinder.
- o Add New Fees:
  - o “Camper – Residents - \$400 - \$750, and Non-Residents – 120% of resident fee;
  - o CIT/TILT Programs – Residents - \$175 - \$350 and Non-Residents – 120% of resident fee;
  - o 5-day schedule, Kindergarten Care PM Continuous Care (~4 hour/day) - \$655.
  - o 4-day schedule, PM Kindergarten Care - \$91,
  - o 4-day schedule, Kindergarten PM Continuous Care - \$577,
  - o 3-day schedule, PM Kindergarten Care - \$74,
  - o 3-day schedule, Kindergarten PM Continuous Care - \$472,
  - o 2-day schedule, PM Kindergarten Care - \$54,
  - o 2-day schedule, Kindergarten PM Continuous Care - \$341,
  - o 1-day schedule, PM Kindergarten Care - \$28
  - o 1-day schedule, Kindergarten PM Continuous Care - \$171.

**Adult Programs and Services**

- o Replace the words “Senior Center” with “Ticket Based” for Class Fee-Non-Residents.

**Other Fees, Discounts & Refunds**

- o Add “\$20 minimum” to the Late Pick Up Fee

**VI. Public Works**

Due to rounding issues on the previous year’s Master Fee Schedule, full 2 pt. decimal points are to be used for the Public Works fees.

**Grading**

**4. Inspection**

- o 50 to 10,000 CY (language addition – (up to eight inspections, additional inspections will be charged at hourly rate)); NPDES permits require more regular inspections during rainy season which may exceed inspections at approximately 45 minutes per inspection.
- o 10,001 to 1,000,000 CY (language addition – (up to 15 inspections, additional inspections will be charged at hourly rate)). NPDES permits require more regular inspections during rainy season which may exceed inspections at approximately 45 minutes per inspection.

**Encroachment**

**3. Permit bond/Deposit (except for street tree permit)**

- o b. (language addition – (Bond for concrete work, including sidewalks, curb, gutter and sidewalk drains. Deposit is equal to the value of the work or as determined by the City Engineer. Deposit is returned upon passing final

inspection for concrete work)). Clarify bond requirements and correct text to be consistent with item 4.g.

- o c. (language addition – (One-year maintenance bond for storm drainage modifications equal to the value of the work or as determined by City Engineer)). (Basis – (each; actual value)). Clarify bond requirements.

4. Encroachment Permits

- o c. (omitted language – (and striping restoration fee)). The street cut fee covers approximately 2 hours of engineering or 2 hours of construction inspection time which is not enough for any striping restoration. Public Works staff recommends the addition of items 4j to 4n to cover specific costs for restoration of thermoplastic striping.
- o g. (language change – (Basis – per two weeks)) instead of one week.
- o h. (language addition – (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)). These moratorium street restoration fees are for street cut not exceeding 5' x 5'. For larger trenching areas the cost for moratorium street restoration will be calculated by the City Engineer based on recent bid costs for City slurry seal project.
- o j. (new fee and language addition – (Traffic Striping Restoration – Replacement of Thermoplastic Pavement Legends (includes removal and replacement and related contract work))). (Basis – (each – Proposed Fee - \$314.00)).
- o k. (new fee and language addition – (Traffic Striping Restoration - Replacement of Thermoplastic 4" Line (includes removal and replacement and related contract work))). (Basis – (LF, Proposed Fee - \$7.39)).
- o l. (new fee and language addition – (Traffic Striping Restoration - Replacement of Thermoplastic 12" Line (includes replacement and related contract work))). (Basis – LF, Proposed Fee - \$6.28).
- o m. (new fee and language addition – (Traffic Striping Restoration - Replacement of Thermoplastic – Caltrans Standard Detail 22 (includes replacement and related contract work))). (Basis – LF, Proposed Fee - \$3.96). The restoration of striping legend involves not only the placement of thermoplastic paint on the portion that has been disturbed. The cost of restoration includes mobilization, traffic control and overhead costs for conducting bid and contracting work. Replacement of thermoplastic striping units involve trench work per Linear feet of disturbed striping.
- o n. (new fee and language addition - Pavement Marker Restoration - Caltrans Type AY Pavement Reflective Markers (includes replacement and related contract work))). (Basis – each, Proposed Fee - \$7.92). This fee includes costs for replacing street reflective markers damaged during construction operations.

5. New Street Tree Planting by City

Omitted the word "Residential" in the title.

- o a. (fee increase - \$325.00). New contractor price for tree installation by City's tree care contractor.
- o e. (new fee and language addition) – Maintenance to Establish New Tree – \$770.00. This new fee would be applied in the case of mitigation when street trees are removed by property owner request (e.g., where new development or

- construction requires removal) and a new tree cannot be reestablished in a location adjacent to the property and property owner cannot water the tree during its 3-year establishment period. New contractor price for 3-year maintenance for tree establishment by City's tree care contractor (\$35 per watering visit for a total of 22 dry months).
- o f. (new fee and language addition) – Street Tree Pruning or Removal - \$199.74. To permit street tree pruning or removal by fronting property owner per the City's Tree and Shrub Ordinance, which is currently being updated to better address this situation.

#### Miscellaneous

#### 4. Recycling + Environmental Services

- o h. (new fee and language addition) - Missed Recycling Container Pick UP due to customer fault – per pick-up - \$20.00. New charges for cost recovery of extra staff time to pick up residential recycling if customer did not put out container by collection time. \$20 cost is less than full cost recovery, but consistent with East Bay Sanitary and industry standard for missed pick-up charges.
- o m. (new fee and language addition) – Compost – (per 5 gallons - \$1.00). Change in language and fee is to reflect how compost for sale at the Recycling and the Environmental Resource Center is measured. In prior fee schedules the charge was \$1.50 per cubic foot. Five gallons is 2/3rds per cubic foot, as is the new fee.
- o q. (new fee and language addition) - Book Exchange or Recycling-Large quantities - 1/4<sup>th</sup> cubic yard or more – per cubic yard \$75.00. Most books deposited at the Recycling and Environmental Resource Center's Exchange Zone are unfortunately recycled. The RERC consistently gets large loads of books from haulers and others throughout the region. The cost reflects anticipated cost to the City charged by the recycling processor due to the unstable global recycling market, low market value of recycled paper and the City's staff time to handle the materials. This charge will not affect the casual user of the book exchange.
- o r. (new fee and language addition) - Expanded Polystyrene drop off at Recycling Center \*\*minimum cost \$0.75 – per pound or 12 gallons by volume). Fee for non-El Cerrito residents. Handling, processing and clean-up costs for City to process Expanded Polystyrene (EPS, commonly known as Styrofoam) is calculated to be \$0.80 per pound. Cost recovery at market is \$0.05 per pound. Currently many from outside El Cerrito rate payer service territory use this service for free. This fee is to eliminate this “free ridership”.
- o s. (new fee and language addition) - Sharps and Pharms Disposal\* - per disposal - \$1.00. The fee is for residents outside the RecycleMore service area. The charges reflect less than full cost recovery for staff time and disposal costs but will create a disincentive for “free riders”.

## **VII. Planning**

#### San Pablo Avenue Specific Plan Design Review

- o Fee categories for Tier I Design Review have been revised to make clear that Tier I Design Review can include signage as part of a larger project, but a lower fee is applicable for projects that include only permanent signs.

Use Permits

- o Three Planning Fee categories have been added to the Master Fee Schedule. These categories were inadvertently deleted in last year's Master Fee Schedule. These categories include Use Permit Nonresidential - 1 - 2,500 s.f., Use Permit Nonresidential - 2,501 - 10,000 s.f., and Use Permit Nonresidential - 10,000+ s.f.

The City's costs for processing these types of permits increase as the size and complexity of the project increases. The estimate of City cost to process these entitlements align with the estimates for residential use permits of various sizes. These non-residential Use Permits therefore use the same graduated fee schedule as residential Use Permits.

Development Fees

- o Schedule now includes the new Inclusionary Zoning In-Lieu Fee as adopted by the City Council on May 15, 2018, through the adoption of the Inclusionary Zoning Ordinance, El Cerrito Municipal Code Chapter 19.30 (Resolution 2018-02), which became effective June 14, 2018. Projects deemed complete before June 2018 are not subject to the ordinance. Inclusionary Zoning requires all new market-rate development to set aside between 10% - 12% of its units for low to moderate-income households or the option of paying an in-lieu fee to the City's Affordable Housing Trust Fund. In-lieu fees will be deposited into the City's Affordable Housing Trust Fund and used to construct, acquire and/or preserve affordable housing.
  - o For rental projects that elect to pay the fee in-lieu of providing 10% of the on-site units, the fee shall be equal to \$17.00 per square foot multiplied by the livable square footage of the entire project and divided by the number of required units, including fractional units.
  - o For for-sale projects, 12% of the total number of units shall be made available for purchase by moderate-income households and the City will collect an in-lieu fee only for the fractional unit owed if less than 0.5. The fee shall be equal to \$20.00 per square foot. As codified in the ordinance, in-lieu fees shall be included in the Master Fee Schedule and adjusted annually for inflation each July 1. Given that this ordinance was adopted after the FY 18-19 Master Fee Schedule, the in-lieu fees will appear as a new line item in FY 19-20.

**XI Building Misc.**

- o Moving the solar water heating from the "Plumbing" section to the "Miscellaneous" schedule under the "Solar Energy" subsection,
- o Restructuring the way fees are represented by removing the "Total Fee" column and renaming the "Issuance and Inspection" and "Intake and Plan Review" columns to "Building Permit Fee" and "Plan Review Fee" respectively to better facilitate fee assignment for upcoming online permit fee applications.
- o Identifying all projects for which a Plan Review fee applies in the Miscellaneous Fees schedule.
- o Clearly noting that Plan Review Fees are calculated at 65% of the Building Permit Fee and are in addition to the Building Permit Fee.
- o Including minor wording changes to some subtype descriptions for clarity.

**RESOLUTION 2019–XX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ADOPTING  
REVISIONS TO THE MASTER FEE SCHEDULE FOR FISCAL YEAR 2019-20**

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

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

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

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

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

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

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of El Cerrito hereby adopts the fees and services charges in the Proposed Master Fee Schedule for the City of El Cerrito (as shown in Exhibit A), which is hereby attached and by this reference made a part hereof, for FY 2019-20.

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

BE IT FURTHER RESOLVED that the fees, charges, and taxes in the Proposed Master Fee Schedule will become effective on July 1, 2019, except for Development Fees, which will become effective 60 days after approval of this resolution, Swim Center, Day and Overnight Camps, and Preschool Fees, which will become effective on September 1, 2019, and Rent Registry and Just Cause for Eviction Fees, which will become effective on June 20, 2019.

**Agenda Item No. 6(A)**  
**Attachment 2**

I CERTIFY that at the regular meeting on May 7, 2019 the El Cerrito City Council passed this resolution by the following vote:

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

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of El Cerrito on May XX, 2019.

\_\_\_\_\_  
Holly M. Charléty, City Clerk

APPROVED:

\_\_\_\_\_  
Rochelle Pardue-Okimoto, Mayor



**Master Fee Schedule FY 2019-20**

| <b>Section Fees, Charges, or Taxes</b> |                                                          | <b>Pages</b> |
|----------------------------------------|----------------------------------------------------------|--------------|
| I                                      | Miscellaneous                                            | 2-3          |
| II                                     | Police                                                   | 4-5          |
| III                                    | Fire                                                     | 6-7          |
| IV                                     | Recreation                                               | 8-13         |
| V                                      | Business License Tax                                     | 14-16        |
| VI                                     | Public Works                                             | 17-19        |
| VII                                    | Planning                                                 | 20-22        |
| XI                                     | Miscellaneous Building Permits                           | 23-28        |
| XII                                    | Mechanical, Plumbing, & Electrical (Stand-Alone Permits) | 29-30        |
| XIII                                   | Additional Fees - Other Mandated Building Permits        | 31           |
|                                        | FY 19-20 100% Fee Tables                                 | 32           |
|                                        | Building Valuation Table Data                            | 33           |

# IV. Recreation

# Agenda Item No. 6(A) Attachment 2 - Exhibit A

| Item/Description                                                                                       | Basis               | Adopted<br>FY 2018-19 | 19-20<br>Adjustment | Proposed FY<br>2019-20 |
|--------------------------------------------------------------------------------------------------------|---------------------|-----------------------|---------------------|------------------------|
| <b>Event Facility Rentals</b>                                                                          |                     |                       |                     |                        |
| <b>1. Community Center</b>                                                                             |                     |                       |                     |                        |
| Minimum Rental Time (Fri-Sun); 5 Hours                                                                 |                     |                       |                     |                        |
| Maximum Advance Reservation: 12 Months Resident, Non-Profit Fund Raiser or Co-                         |                     |                       |                     |                        |
| <b>Main Hall</b>                                                                                       |                     |                       |                     |                        |
| Resident (includes Skylight Room, Kitchen and Courtyard)                                               | per hour            | \$200.00              | \$0.00              | \$200.00               |
| Non-Resident/Commercial (includes Skylight Room, Kitchen and Court                                     | per hour            | \$250.00              | \$0.00              | \$250.00               |
| Decoration/Clean-Up/Rehearsal Hours (2 additional hours max. day of event after min. rental hours met) | per hour per rental | \$100.00              | \$0.00              | \$100.00               |
| Optional Clean-Up Service (2 hours of 1 custodian after rental)                                        | per event           | \$150.00              | \$0.00              | \$150.00               |
| Optional Clean-Up Service Additional Hours                                                             | per hour            | \$80.00               | \$0.00              | \$80.00                |
| Deposit (credit card only)                                                                             |                     |                       |                     |                        |
| Private                                                                                                | per event           | \$624.00              | \$0.00              | \$624.00               |
| Non-Profit/City Co-Sponsored                                                                           | per event           | \$313.00              | \$0.00              | \$313.00               |
| <b>Skylight, Garden and Tot Rooms</b>                                                                  |                     |                       |                     |                        |
| Resident                                                                                               | per hour            | \$72.00               | \$2.16              | \$75.00                |
| Non Resident/Commercial                                                                                | per hour            | \$91.00               | \$2.73              | \$94.00                |
| Weekday Co-Sponsored Group Room Rental                                                                 | per hour            | \$26.00               | \$0.78              | \$27.00                |
| Deposit (credit card only)                                                                             | per event           | \$104.00              | \$3.12              | \$108.00               |
| <b>Craft Room/Courtyard</b>                                                                            |                     |                       |                     |                        |
| Resident                                                                                               | per hour            | \$38.00               |                     | \$40.00                |
| Non Resident/Commercial                                                                                | per hour            | \$49.00               | \$1.47              | \$51.00                |
| Deposit (credit card only)                                                                             | per event           | \$104.00              | \$3.12              | \$108.00               |
| <b>Kitchen Use</b>                                                                                     | per hour            | \$50.00               | \$1.50              | \$52.00                |
| Alcohol Service Permit                                                                                 | per event           | \$191.00              | \$5.73              | \$197.00               |
| Piano Room                                                                                             | per hour            | \$12.00               | \$0.00              | \$12.00                |
| <b>2. Group Picnic Areas</b>                                                                           |                     |                       |                     |                        |
| <b>Cerrito Vista</b>                                                                                   |                     |                       |                     |                        |
| Reservation—Resident                                                                                   | per day             | \$146.00              | \$4.38              | \$151.00               |
| Reservation—Non-Resident                                                                               | per day             | \$182.00              | \$5.46              | \$188.00               |
| Volleyball Net and Ball Deposit                                                                        | per day             | \$83.00               | \$0.00              | \$83.00                |
| <b>Arlington (large group area with tables &amp; BBQ)</b>                                              |                     |                       |                     |                        |
| Spaces 4 & 5—Resident                                                                                  | per day             | \$146.00              | \$4.38              | \$151.00               |
| Spaces 4 & 5—Non-Resident                                                                              | per day             | \$182.00              | \$5.46              | \$188.00               |
| Spaces 4, 5 & 6—Resident                                                                               | per day             | \$198.00              | \$5.94              | \$204.00               |
| Spaces 4, 5 & 6—Non-Resident/Commercial                                                                | per day             | \$7.00                | \$0.21              | \$255.00               |
| Arlington Picnic Sites - discount if rental before 1pm or after 3pm                                    | percent discount    | 15%                   | 0                   | 15%                    |
| <b>Other Parks, picnic tables with BBQ pit</b>                                                         |                     |                       |                     |                        |
| Resident                                                                                               | per day             | \$78.00               | \$2.34              | \$81.00                |
| Non-Resident                                                                                           | per day             | \$98.00               | \$2.94              | \$101.00               |
| <b>Other Parks, picnic tables without BBQ pit</b>                                                      |                     |                       |                     |                        |
| Resident                                                                                               | per day             | \$66.00               | \$1.98              | \$68.00                |
| Non-Resident                                                                                           | per day             | \$82.00               | \$2.46              | \$85.00                |
| Picnic Area Cleaning Deposit                                                                           | per day             |                       |                     | \$40.00                |
| Restroom Key (purchase or refundable deposit)                                                          | per key             | \$18.00               | \$0.54              | \$20.00                |
| <b>3. Adult Programs Buildings</b>                                                                     |                     |                       |                     |                        |
| <b>Midtown Activity Center Social Hall/Kitchen</b>                                                     |                     |                       |                     |                        |
| Resident                                                                                               | per hour            | \$100.00              | \$3.00              | \$103.00               |
| Non-Resident, Commercial                                                                               | per hour            | \$125.00              | \$3.75              | \$129.00               |
| <b>Hana Gardens Senior Center</b>                                                                      |                     |                       |                     |                        |
| Combined Room - Resident                                                                               | per hour            | NEW                   |                     | \$125.00               |
| Combined Room - Non-Resident/Commercial                                                                | per hour            | NEW                   |                     | \$156.00               |
| Decoration/Clean-Up/Rehearsal Time (1 hour max. day of event)                                          | per hour per rental | \$58.00               | \$1.74              | \$60.00                |
| Alcohol Service Permit                                                                                 | per event           | \$177.00              | \$5.31              | \$183.00               |
| Deposit                                                                                                | per event           | \$305.00              | \$9.15              | \$315.00               |
| <b>4. Clubhouses</b>                                                                                   |                     |                       |                     |                        |
| Arlington, Canyon Trail , Castro (one room only), Fairmont, Harding (one room only),                   |                     |                       |                     |                        |
| Private, Resident                                                                                      | per hour            | \$80.00               | \$0.00              | \$80.00                |
| Private, Non-Resident                                                                                  | per hour            | \$98.00               | \$0.00              | \$98.00                |
| Decoration/Clean-Up/Rehearsal Time (1 hour max. day of event)                                          | per hour            | \$42.00               | \$0.00              | \$42.00                |

# IV. Recreation

# Agenda Item No. 6(A) Attachment 2 - Exhibit A

| Item/Description                                       |                                                                                                                                                   | Basis                 | Adopted<br>FY 2018-19                | 19-20<br>Adjustment | Proposed FY<br>2019-20               |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------|---------------------|--------------------------------------|
|                                                        | Arlington Clubhouse - discount if rental is before 2pm or after 4pm                                                                               | percent               | 15%                                  |                     | 15%                                  |
|                                                        | Deposit                                                                                                                                           | per event             | \$305.00                             | \$0.00              | \$305.00                             |
|                                                        | Alcohol Service Permit                                                                                                                            | per event             | \$43.00                              | \$0.00              | \$43.00                              |
|                                                        | Art Studio Instructor                                                                                                                             | per hour              | \$40.00                              | \$0.00              | \$40.00                              |
|                                                        |                                                                                                                                                   |                       |                                      |                     |                                      |
| <b>5. Facility Rental Related Fees &amp; Discounts</b> |                                                                                                                                                   |                       |                                      |                     |                                      |
|                                                        | Transfer Fee - Rooms and Clubhouses                                                                                                               | per date              | \$45.00                              | \$1.35              | \$47.00                              |
|                                                        | Transfer Fee - Picnics                                                                                                                            | per date              | \$19.00                              | \$0.57              | \$20.00                              |
|                                                        | Late Payment Fee                                                                                                                                  | percent               | 15%                                  |                     | 15%                                  |
|                                                        | City Co-Sponsored Rental Fee Discount                                                                                                             | percent               | 50%                                  |                     | 50%                                  |
|                                                        | Non-Profit Rental Fee Discount                                                                                                                    | percent               | 25%                                  |                     | 25%                                  |
|                                                        | Governmental Agency/School District Rentals (per WCCUSD Joint Use Agreement)                                                                      | per event             | Cost of Additional Staff (if needed) |                     | Cost of Additional Staff (if needed) |
|                                                        | Chair Rental—Non-Profit/Co-Sponsored                                                                                                              | each                  | \$1.00                               | \$0.03              | \$2.00                               |
|                                                        | 6 Foot Table Rental—Non-Profit/Co-Sponsored                                                                                                       | each                  | \$3.00                               | \$0.09              | \$4.00                               |
|                                                        | 8 Foot Table Rental—Non-Profit/Co-Sponsored                                                                                                       | each                  | \$4.00                               | \$0.12              | \$5.00                               |
|                                                        | <b>Storage Fee - Co-Sponsored Groups Only</b>                                                                                                     |                       |                                      |                     |                                      |
|                                                        | Small Locker                                                                                                                                      | per year              | \$335.00                             | \$10.05             | \$346.00                             |
|                                                        | Medium Locker                                                                                                                                     | per year              | \$398.00                             | \$11.94             | \$410.00                             |
|                                                        | Large Locker                                                                                                                                      | per year              | \$534.00                             | \$16.02             | \$551.00                             |
|                                                        | Room                                                                                                                                              | per year              | \$658.00                             | \$19.74             | \$678.00                             |
|                                                        |                                                                                                                                                   |                       |                                      |                     |                                      |
| <b>Recreation Field/Venue Rentals and Fees</b>         |                                                                                                                                                   |                       |                                      |                     |                                      |
| <b>1. Tennis Fees</b>                                  |                                                                                                                                                   |                       |                                      |                     |                                      |
|                                                        | Resident                                                                                                                                          | per hour              | \$9.00                               | \$0.27              | \$9.50                               |
|                                                        | Non-Resident                                                                                                                                      | per hour              | \$11.00                              | \$0.33              | \$11.50                              |
|                                                        | Tennis Club                                                                                                                                       | per hour              | \$6.00                               | \$0.18              | \$6.50                               |
|                                                        | Instruction Use                                                                                                                                   | per hour              | \$15.00                              | \$0.45              | \$15.50                              |
|                                                        | Tennis Transfer/Cancellation Fee                                                                                                                  | per hour              | \$2.00                               | \$0.00              | \$2.00                               |
|                                                        | Private Instructor Processing Fee (Tennis Certification and Insurance Required)                                                                   | per year              | \$25.00                              | \$0.75              | \$26.00                              |
|                                                        |                                                                                                                                                   |                       |                                      |                     |                                      |
| <b>2. Play Fields</b>                                  |                                                                                                                                                   |                       |                                      |                     |                                      |
|                                                        | Resident                                                                                                                                          | per hour              | \$29.00                              | \$0.87              | \$30.00                              |
|                                                        | Non-Resident                                                                                                                                      | per hour              | \$39.00                              | \$1.17              | \$41.00                              |
|                                                        | Cerrito Vista Hardball Field (2 hr. minimum)—Resident                                                                                             | per hour              | \$40.00                              | \$1.20              | \$42.00                              |
|                                                        | Cerrito Vista Hardball Field (2 hr. minimum)—Non-Resident                                                                                         | per hour              | \$50.00                              | \$1.50              | \$52.00                              |
|                                                        | El Cerrito Co-Sponsored Youth Group Discount (hourly rates only)                                                                                  | per hour              | 25%                                  | 0                   | 25%                                  |
|                                                        | El Cerrito Youth Co-Sponsored Group Long Term Rental Fee                                                                                          | per season            | \$4,336.00                           | \$130.08            | \$4,467.00                           |
|                                                        | Long-Term Permit Fee                                                                                                                              | per player/<br>season | \$24.00                              | \$0.72              | \$25.00                              |
|                                                        | Field fine for violation of field policies / Baseball & Soccer for damaging the field, when fields are wet and not playable and signs are posted. | per infraction        | \$322.00                             | \$9.66              | \$332.00                             |
|                                                        |                                                                                                                                                   |                       |                                      |                     |                                      |
|                                                        |                                                                                                                                                   |                       |                                      |                     |                                      |
| <b>Swim Center Programs/Fees * Effective 9/1/19</b>    |                                                                                                                                                   |                       |                                      |                     |                                      |
| <b>1. Adult Swim Fees</b>                              |                                                                                                                                                   |                       |                                      |                     |                                      |
| <b>Lap Swim/Recreation/Family Swim</b>                 |                                                                                                                                                   |                       |                                      |                     |                                      |
|                                                        | 30 Day Pass—Resident                                                                                                                              | per month             | \$88.00                              | \$0.00              | \$88.00                              |
|                                                        | 30 Day Pass—Non-Resident                                                                                                                          | per month             | \$110.00                             | \$0.00              | \$110.00                             |
|                                                        | 30 Day Pass Three Month Discount                                                                                                                  | per month             | \$6.00                               | \$0.00              | \$6.00                               |
|                                                        | Ten-Swim Pass—Resident                                                                                                                            | per pass              | \$47.00                              | \$1.41              | \$49.00                              |
|                                                        | Ten-Swim Pass—Non-Resident                                                                                                                        | per pass              | \$59.00                              | \$1.77              | \$61.00                              |
|                                                        | Drop-In                                                                                                                                           | per use               | \$6.00                               | \$0.18              | \$7.00                               |
| <b>Masters Swim Team</b>                               |                                                                                                                                                   |                       |                                      |                     |                                      |
|                                                        | Masters Drop-In                                                                                                                                   | per use               | \$10.00                              | \$0.30              | \$11.00                              |
|                                                        | 30 Day Pass - Resident                                                                                                                            | valid 30 days         | \$74.00                              | \$2.22              | \$77.00                              |
|                                                        | 30 Day Pass - Non-Resident                                                                                                                        | valid 30 days         | \$87.00                              | \$2.61              | \$90.00                              |
|                                                        | Masters Three Month Discount                                                                                                                      | per month             | \$8.00                               | \$0.00              | \$8.00                               |
|                                                        | Masters 10 Workout Pass - Resident                                                                                                                | per pass              | \$90.00                              | \$2.70              | \$93.00                              |
|                                                        | Masters 10 Workout Pass - Non-Resident                                                                                                            | per pass              | \$100.00                             | \$3.00              | \$103.00                             |
|                                                        | <b>Masters Plus—Any Masters Workout/Lap Swim 1 Month Only (No quarterly discount)</b>                                                             |                       |                                      |                     |                                      |
|                                                        | Resident                                                                                                                                          | valid 30 days         | \$115.00                             | \$3.45              | \$119.00                             |

# IV. Recreation

# Agenda Item No. 6(A) Attachment 2 - Exhibit A

| Item/Description                                                          | Basis                    | Adopted<br>FY 2018-19 | 19-20<br>Adjustment | Proposed FY<br>2019-20 |
|---------------------------------------------------------------------------|--------------------------|-----------------------|---------------------|------------------------|
| Non-Resident                                                              | valid 30 days            | \$139.00              | \$4.17              | \$144.00               |
| <b>2. Recreation Parent &amp; Child Swim/Splash Park/Tot Splash</b>       |                          |                       |                     |                        |
| <b>Drop-in</b>                                                            |                          |                       |                     |                        |
| Adult                                                                     | per use                  | \$6.00                | \$0.18              | \$7.00                 |
| Child (1-6 years)                                                         | per use                  | \$3.00                | \$0.00              | \$3.00                 |
| Youth (7-17 years)                                                        | per use                  | \$4.00                | \$0.00              | \$4.00                 |
| Splash Park Only & Tot Splash                                             | per use                  | \$3.00                | \$0.00              | \$3.00                 |
| Non-Swimmer Fee                                                           | per use                  | \$3.00                | \$0.00              | \$3.00                 |
| Organized Groups (minimum of 15)                                          | per child                | \$3.00                | \$0.09              | \$4.00                 |
| <b>30 Days</b>                                                            |                          |                       |                     |                        |
| Child (1-6 years) Resident                                                | valid 30 days            | \$43.00               | \$1.29              | \$45.00                |
| Child (1-6 years) Non-Resident                                            | valid 30 days            | \$52.00               | \$1.56              | \$54.00                |
| Youth—(7-17 years) Resident                                               | valid 30 days            | \$48.00               | \$1.44              | \$50.00                |
| Youth—(7-17 years) Non-Resident                                           | valid 30 days            | \$56.00               | \$1.68              | \$58.00                |
| <b>Ten Swim Pass (valid April through Oct.)</b>                           |                          |                       |                     |                        |
| Child Resident (ages 1-6)                                                 | per pass                 | \$25.00               | \$0.00              | \$25.00                |
| Child Non-Resident (ages 1-6)                                             | per pass                 | \$30.00               | \$0.00              | \$30.00                |
| Youth Resident (7-17)                                                     | per pass                 | \$35.00               | \$0.00              | \$35.00                |
| Youth Non Resident (7-17)                                                 | per pass                 | \$40.00               | \$0.00              | \$40.00                |
| <b>Family Season Passes</b>                                               |                          |                       |                     |                        |
| Family Season Pass (6/1-9/30) Resident (max 5 family members per address) | Valid Season             | \$376.00              | \$11.28             | \$388.00               |
| Family Season Pass (6/1-9/30) Non-Res (max 5 family members per address)  | Valid Season             | \$424.00              | \$12.72             | \$437.00               |
| Additional Family Members (up to 3 additional)                            | Valid Season             | \$27.00               | \$0.81              | \$28.00                |
| <b>Splash Park Only Ten Swim Pass</b>                                     |                          |                       |                     |                        |
| Resident                                                                  | per pass                 | \$21.00               | \$0.63              | \$22.00                |
| Non-Resident                                                              | per pass                 | \$26.00               | \$0.78              | \$27.00                |
| <b>3. Water Aerobics Deep/Shallow</b>                                     |                          |                       |                     |                        |
| Drop In                                                                   | per use                  | \$10.00               | \$0.00              | \$10.00                |
| Four <b>Workout</b> Pass—Resident                                         | per pass                 | \$30.00               | \$0.90              | \$31.00                |
| Four <b>Workout</b> Pass—Non-Resident                                     | per pass                 | \$36.00               | \$1.08              | \$38.00                |
| Ten <b>Workout</b> Pass - Resident                                        | per pass                 | \$68.00               | \$2.04              | \$71.00                |
| Ten <b>Workout</b> Pass - Non-Resident                                    | per pass                 | \$85.00               | \$2.55              | \$88.00                |
| Fifteen <b>Workout</b> Pass - Resident                                    | per pass                 | \$92.00               | \$2.76              | \$95.00                |
| Fifteen <b>Workout</b> Pass - Non-Resident                                | per pass                 | \$115.00              | \$3.45              | \$119.00               |
| <b>4. Swim Lessons</b>                                                    |                          |                       |                     |                        |
| Private—Resident                                                          | per class                | \$29.00               | \$1.16              | \$31.00                |
| Private—Non-Resident                                                      | per class                | \$34.00               | \$1.36              | \$36.00                |
| Semi-Private - Resident                                                   | per class                | \$50.00               | \$2.00              | \$52.00                |
| Semi-Private - Non-Resident                                               | per class                | \$60.00               | \$2.40              | \$63.00                |
| Youth Small Groups—Resident                                               | per class                | \$10.00               | \$0.40              | \$11.00                |
| Youth Small Groups—Non-Resident                                           | per class                | \$13.00               | \$0.52              | \$14.00                |
| Adult/Special Arrangement Group Lesson—Resident                           | per class                | \$11.00               | \$0.44              | \$12.00                |
| Adult/Special Arrangement Group Lesson—Non-Resident                       | per class                | \$14.00               | \$0.56              | \$15.00                |
| <b>5. Swimming Clubs, Teams &amp; Meets</b>                               |                          |                       |                     |                        |
| <b>Pre-Swim Team (50 minutes, 4 days/week)</b>                            |                          |                       |                     |                        |
| Resident                                                                  | per month                | \$59.00               | \$2.36              | \$62.00                |
| Non-Resident                                                              | per month                | \$71.00               | \$2.84              | \$74.00                |
| El Cerrito High School Swim Team (February through May)                   | per season               | \$2,493.00            | \$99.72             | \$2,593.00             |
| <b>Gators Swim Team</b>                                                   |                          |                       |                     |                        |
| One Swimmer—Resident (1 hr., 5 days per week)                             | per month                | \$85.00               | \$3.40              | \$89.00                |
| One Swimmer Non-Resident (1 hr., 5 days per week)                         | per month                | \$100.00              | \$4.00              | \$104.00               |
| One Swimmer - Resident (1.5 hrs., 5 days per week)                        | per month                | \$110.00              | \$4.40              | \$115.00               |
| One Swimmer Non-Resident (1.5 hrs., 5 days per week)                      | per month                | \$123.00              | \$4.92              | \$128.00               |
| Each Additional Household Member Discount                                 | monthly discount percent | 20%                   |                     | 15%                    |
| <b>6. Swim Center Rentals</b>                                             |                          |                       |                     |                        |

# IV. Recreation

# Agenda Item No. 6(A) Attachment 2 - Exhibit A

| Item/Description                                                                                                           | Basis                         | Adopted<br>FY 2018-19 | 19-20<br>Adjustment | Proposed FY<br>2019-20 |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------|---------------------|------------------------|
| Long-Term Pool Rentals                                                                                                     | per lane/ per hour            | \$54.00               |                     | \$6.00                 |
| Lane Rental Fee                                                                                                            | per lane/ per hour            | \$32.00               |                     | \$7.00                 |
| Emery G. Weed III Lap Pool—Resident                                                                                        | per hour                      | \$228.00              | \$6.84              | \$235.00               |
| Emery G. Weed III Lap Pool—Non-Resident/Commercial                                                                         | per hour                      | \$279.00              | \$8.37              | \$288.00               |
| Swim Center Rental Deposit (refundable)                                                                                    | per event                     | \$100.00              | \$0.00              | \$100.00               |
| Recreation Pool-Resident (1-50 people) (2-hour minimum)                                                                    | per hour                      | \$159.00              | \$4.77              | \$164.00               |
| Recreation Pool-Non-Resident (1-50 people) (2-hour minimum)                                                                | per hour                      | \$199.00              | \$5.97              | \$205.00               |
| Recreation Pool-Resident (51-100 people) (2-hour minimum)                                                                  | per hour                      | \$171.00              | \$5.13              | \$177.00               |
| Recreation Pool-Non-Resident (51-100 people) (2-hour minimum)                                                              | per hour                      | \$210.00              | \$6.30              | \$217.00               |
| Splash Park Rental-Resident (1-50 people) ( 2-hour minimum)                                                                | per hour                      | \$139.00              | \$4.17              | \$144.00               |
| Splash Park Rental-Non-Resident (1-50 people) ( 2-hour minimum)                                                            | per hour                      | \$174.00              | \$5.22              | \$180.00               |
| Splash Park Rental-Resident (51-100 people) ( 2-hour minimum)                                                              | per hour                      | \$150.00              | \$4.50              | \$155.00               |
| Splash Park Rental-Non-Resident (51-100 people) ( 2-hour minimum)                                                          | per hour                      | \$185.00              | \$5.55              | \$191.00               |
| Transfer Fee                                                                                                               | per booking                   | \$46.00               | \$1.38              | \$47.00                |
| Swim Center Picnic Area Rental During Recreation Swim (Splash Park Area & Swim Camp Lawn Area) Resident (11-20 people)     | per event                     | \$128.00              | \$3.84              | \$132.00               |
| Swim Center Picnic Area Rental During Recreation Swim (Splash Park Area & Swim Camp Lawn Area) Non-Resident (11-20 people) | per event                     | \$144.00              | \$4.32              | \$149.00               |
| Swim Center Picnic Area rental during Recreation Swim (Swim Camp Lawn Area) Resident (11-15 people)                        | per event                     | \$114.00              | \$3.42              | \$118.00               |
| Swim Center Picnic Area rental during Recreation Swim (Swim Camp Lawn Area) Non-Resident (11-15 people)                    | per event                     | \$130.00              | \$3.90              | \$134.00               |
| Lifeguard Fee                                                                                                              | per hour                      | \$25.00               | \$0.75              | \$26.00                |
| <b>Youth Programs</b>                                                                                                      |                               |                       |                     |                        |
| <b>1. Day &amp; Overnight Camps *Effective 9/1/19</b>                                                                      |                               |                       |                     |                        |
| City Run Camp Resident (Price based on number of days, hours, special events, field trips, supplies needed)                | See brochure for actual costs | \$35-\$350            |                     | \$17-\$400             |
| City Run Camp Non-Resident                                                                                                 | 125% of resident fee          |                       |                     |                        |
| Day Camp Deposit                                                                                                           | per camp/week                 | \$32.00               | \$0.00              | \$32.00                |
| Day Camp Cancellation Fee                                                                                                  | per camp/week                 | \$32.00               | \$0.00              | \$32.00                |
| <b>Overnight Camp</b>                                                                                                      |                               |                       |                     |                        |
| Camper - Resident (price depends on staffing and rental costs, duration of session and other fixed costs)                  | per session                   | NEW                   |                     | \$400 - \$750          |
| Camper Non-Resident                                                                                                        | 120% of resident fee          | NEW                   |                     | 120% of resident fee   |
| CIT/TILT Programs - Residents                                                                                              | per session                   | NEW                   |                     | \$175 - \$350          |
| CIT/TILT Programs - Non-Residents                                                                                          | 120% of resident fee          | NEW                   |                     | 120% of resident fee   |
| Deposit                                                                                                                    | per week                      | \$134.00              | \$16.00             | \$150.00               |
| <b>2. Before/After School Childcare</b>                                                                                    |                               |                       |                     |                        |
| 5 day schedule, AM Care (~ 1.5 hours/day)                                                                                  | per month (9 Total)           | \$248.00              | \$9.92              | \$258.00               |
| 5 day schedule, AM Transitional Kindergarten Care (~ 1.75 hours/day)                                                       | per month (9 Total)           | \$330.00              |                     | \$301.00               |
| 5 day schedule, PMTK/Madera Kindergarten Continuous Care (~ 4.25 hours/day)                                                | per month (9 Total)           | \$682.00              | \$27.28             | \$710.00               |
| 5 day schedule, Kindergarten PM Continuous Care (~ 4 hours/day)                                                            | per month (9 Total)           | NEW                   |                     | \$655.00               |
| 5 day schedule, PM Care (~3.33 hours/day)                                                                                  | per month (9 Total)           | \$560.00              | \$22.40             | \$583.00               |
| 4 day schedule, AM Care                                                                                                    | per month (9 Total)           | \$218.00              | \$8.72              | \$227.00               |
| 4 day schedule, AM Transitional Kindergarten Care                                                                          | per month (9 Total)           | \$290.00              |                     | \$265.00               |
| 4 day schedule, PMTK Kindergarten Care                                                                                     | per month (9 Total)           | \$147.00              | \$5.88              | \$153.00               |

# IV. Recreation

# Agenda Item No. 6(A) Attachment 2 - Exhibit A

| Item/Description                                         | Basis                  | Adopted<br>FY 2018-19 | 19-20<br>Adjustment | Proposed FY<br>2019-20 |
|----------------------------------------------------------|------------------------|-----------------------|---------------------|------------------------|
| 4 day schedule, PM Kindergarten Care                     | per month (9<br>Total) | NEW                   |                     | \$91.00                |
| 4 day schedule, PMTK/Madera Kindergarten Continuous Care | per month (9<br>Total) | \$600.00              | \$24.00             | \$624.00               |
| 4 day schedule, Kindergarten PM Continuous Care          | per month (9<br>Total) | NEW                   |                     | \$577.00               |
| 4 day schedule, PM Care                                  | per month (9<br>Total) | \$493.00              | \$19.72             | \$513.00               |
| 3 day schedule, AM Care                                  | per month (9<br>Total) | \$178.00              | \$7.12              | \$186.00               |
| 3 day schedule, AM Transitional Kindergarten Care        | per month (9<br>Total) | \$238.00              |                     | \$217.00               |
| 3 day schedule, PMTK Kindergarten Care                   | per month (9<br>Total) | \$120.00              | \$4.80              | \$125.00               |
| 3 day schedule, PM Kindergarten Care                     | per month (9<br>Total) | NEW                   |                     | \$74.00                |
| 3 day schedule, PMTK/Madera Kindergarten Continuous Care | per month (9<br>Total) | \$491.00              | \$19.64             | \$511.00               |
| 3 day schedule, Kindergarten PM Continuous Care          | per month (9<br>Total) | NEW                   |                     | \$472.00               |
| 3 day schedule, PM Care                                  | per month (9<br>Total) | \$403.00              | \$16.12             | \$420.00               |
| 2 day schedule, AM Care                                  | per month (9<br>Total) | \$129.00              | \$5.16              | \$135.00               |
| 2 day schedule, AM Transitional Kindergarten Care        | per month (9<br>Total) | \$172.00              |                     | \$156.00               |
| 2 day schedule, PMTK Kindergarten Care                   | per month (9<br>Total) | \$87.00               | \$3.48              | \$91.00                |
| 2 day schedule, PM Kindergarten Care                     | per month (9<br>Total) | NEW                   |                     | \$54.00                |
| 2 day schedule, PMTK/Madera Kindergarten Continuous Care | per month (9<br>Total) | \$354.00              | \$14.16             | \$369.00               |
| 2 day schedule, Kindergarten PM Continuous Care          | per month (9<br>Total) | NEW                   |                     | \$341.00               |
| 2 day schedule, PM Care                                  | per month (9<br>Total) | \$291.00              | \$11.64             | \$303.00               |
| 1 day schedule, AM Care                                  | per month (9<br>Total) | \$64.00               | \$2.56              | \$67.00                |
| 1 day schedule, AM Transitional Kindergarten Care        | per month (9<br>Total) | \$86.00               |                     | \$78.00                |
| 1 day schedule, PMTK Kindergarten Care                   | per month (9<br>Total) | \$43.00               | \$1.72              | \$45.00                |
| 1 day schedule, PM Kindergarten Care                     | per month (9<br>Total) | NEW                   |                     | \$28.00                |
| 1 day schedule, PMTK/Madera Kindergarten Continuous Care | per month (9<br>Total) | \$177.00              | \$7.08              | \$185.00               |
| 1 day schedule, Kindergarten PM Continuous Care          | per month (9<br>Total) | NEW                   |                     | \$171.00               |
| 1 day schedule, PM Care                                  | per month (9<br>Total) | \$146.00              | \$5.84              | \$152.00               |
|                                                          |                        |                       |                     |                        |
| <b>3. Preschool *Effective 9/1/19</b>                    |                        |                       |                     |                        |
| 5 day schedule, 3 hour program                           | per month              | \$507.00              | \$20.28             | \$528.00               |
| 5 day schedule, 4 hour program                           | per month              | \$677.00              | \$27.08             | \$705.00               |
| 4 day schedule, 3 hour program                           | per month              | \$426.00              | \$17.04             | \$444.00               |
| 4 day schedule, 4 hour program                           | per month              | \$568.00              | \$22.72             | \$591.00               |
| 3 day schedule, 3 hour program                           | per month              | \$335.00              | \$13.40             | \$349.00               |
| 3 day schedule, 4 hour program                           | per month              | \$446.00              | \$17.84             | \$464.00               |
| 2 day schedule, 3 hour program                           | per month              | \$233.00              | \$9.32              | \$243.00               |
| 2 day schedule, 4 hour program                           | per month              | \$311.00              | \$12.44             | \$324.00               |
| 1 day schedule, 3 hour program                           | per month              | \$117.00              | \$4.68              | \$122.00               |
| 1 day schedule, 4 hour program                           | per month              | \$156.00              | \$6.24              | \$163.00               |
|                                                          |                        |                       |                     |                        |
| <b>4. Other Fees</b>                                     |                        |                       |                     |                        |
| Non Refundable Registration Fee                          | per<br>registration    | \$70.00               | \$2.80              | \$73.00                |

# IV. Recreation

# Agenda Item No. 6(A) Attachment 2 - Exhibit A

| Item/Description                           |                                                                                                                                                                                                                            | Basis                                 | Adopted<br>FY 2018-19 | 19-20<br>Adjustment | Proposed FY<br>2019-20 |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------|---------------------|------------------------|
|                                            | Drop-In fee, under 3 hours program                                                                                                                                                                                         | per day/per program                   | \$20.00               | \$0.00              | \$20.00                |
|                                            | Drop-In fee, over 3 hours program                                                                                                                                                                                          | per day/per program                   | \$40.00               |                     | \$40.00                |
|                                            | Before/After School Program - Receives Reduced Lunch                                                                                                                                                                       | discount                              | 40%                   |                     | 40.0%                  |
|                                            | Before/After School Program - Receives Free Lunch                                                                                                                                                                          | discount                              | 60%                   |                     | 60.0%                  |
|                                            | Preschools - Non Resident Rate                                                                                                                                                                                             | surcharge                             | 12.5%                 |                     | 12.5%                  |
|                                            | Preschools - Qualifies for City Scholarship                                                                                                                                                                                | discount                              | 30%                   |                     | 30.0%                  |
|                                            | Fees can be adjusted proportionally due to substantial changes in program hours at the discretion of the Recreation Director                                                                                               | program hours                         |                       |                     |                        |
|                                            | Preschools - Over 8 hours (full day)                                                                                                                                                                                       | monthly discount                      | 10%                   |                     | 10%                    |
|                                            |                                                                                                                                                                                                                            |                                       |                       |                     |                        |
|                                            |                                                                                                                                                                                                                            |                                       |                       |                     |                        |
|                                            |                                                                                                                                                                                                                            |                                       |                       |                     |                        |
| <b>Adult Programs and Services</b>         |                                                                                                                                                                                                                            |                                       |                       |                     |                        |
|                                            | Ticket Based Class Fee—Resident                                                                                                                                                                                            | per class                             | \$5.00                | \$0.00              | \$5.00                 |
|                                            | Ticket Based Class Fee—Non-Resident                                                                                                                                                                                        | per class                             | \$6.00                | \$0.00              | \$6.00                 |
|                                            | Local Weekly Shopping Trips, each way                                                                                                                                                                                      | per trip                              | \$2.00                | \$0.00              | \$2.00                 |
|                                            | Respite Group—Resident                                                                                                                                                                                                     | per month                             | \$101.00              | \$3.03              | \$105.00               |
|                                            | Respite Group—Non-Resident                                                                                                                                                                                                 | per month                             | \$128.00              | \$3.84              | \$132.00               |
|                                            | Easy Ride Paratransit, each way                                                                                                                                                                                            | per trip                              | \$2.00                | \$0.00              | \$2.00                 |
|                                            | Drop-In Activities Fee                                                                                                                                                                                                     | per class                             | \$2.00                | \$0.00              | \$2.00                 |
|                                            |                                                                                                                                                                                                                            |                                       |                       |                     |                        |
|                                            |                                                                                                                                                                                                                            |                                       |                       |                     |                        |
| <b>Other Fees, Discounts &amp; Refunds</b> |                                                                                                                                                                                                                            |                                       |                       |                     |                        |
|                                            | Registration Fees—Refunds, Transfers, Cancellations, and Late Payments                                                                                                                                                     | per transaction                       | \$19.00               | \$0.57              | \$20.00                |
|                                            | Late Pick-Up Fee (\$20 minimum + \$1.00 per minute)                                                                                                                                                                        | minimum late pick-up fee              | \$15.00               | \$0.00              | \$20.00                |
|                                            | Late Payment Fee (unless defined by City Ordinance)                                                                                                                                                                        | per 30 days                           | 15%                   |                     | 15%                    |
|                                            | Misc. Event and Field Trip Transportation/Admission                                                                                                                                                                        | per trip                              |                       |                     |                        |
|                                            | Misc. Product Fee (depending on level of effort)                                                                                                                                                                           | each + surcharge                      | Cost + 5%-20%         |                     | Cost + 5%-20%          |
|                                            | Staff Total Cost (i.e. custodian, part time recreation leader, etc.)                                                                                                                                                       | per hour                              | Full Hourly Cost      |                     | Full Hourly Cost       |
|                                            | Signage/Banner on Recreational Facilities (per policy)                                                                                                                                                                     | per banner or sign/month              | \$0 - \$50            |                     | \$0 - \$50             |
|                                            | Long Term Rental Discount - as determined by Recreation Director                                                                                                                                                           |                                       |                       |                     |                        |
| <b>Third Party Programs</b>                |                                                                                                                                                                                                                            |                                       |                       |                     |                        |
|                                            | The fees for all third party provided activities may vary based on contract negotiations & market rates at discretion of the Recreation Director                                                                           |                                       |                       |                     |                        |
|                                            | No Non-Resident Surcharges for El Cerrito School Based Enrichment Programs                                                                                                                                                 |                                       |                       |                     |                        |
|                                            | Surcharge on Fee-Based Programs by Independent Contractor (4% of fee, up to maximum and rounded to nearest dollar)                                                                                                         | maximum charge per session            | \$8.00                | \$0.24              | \$9.00                 |
|                                            | Optional Disabled and Senior Discount (independent contractors may choose to use discount and split discount with City) - for ages 60+, disabled patrons. Does not apply to fees in "Adult Programs and Services" section. | percent of fee                        | 20%                   |                     | 20%                    |
|                                            | Special Promotion/Marketing Fundraising Opportunities - as determined by Recreation Director                                                                                                                               |                                       |                       |                     |                        |
|                                            | New Classes, Events, Field Trips, Leagues, Programs, Products, Uniforms, etc. as approved by Recreation Director                                                                                                           |                                       |                       |                     |                        |
| <b>Recreation Brochure Advertisements</b>  |                                                                                                                                                                                                                            |                                       |                       |                     |                        |
|                                            | Copy Ready, 1/8 page                                                                                                                                                                                                       | each                                  | \$200                 | \$0.00              | \$200.00               |
|                                            | Copy Ready, Quarter page                                                                                                                                                                                                   | each                                  | \$450                 | \$0.00              | \$450.00               |
|                                            | Copy Ready, Half page                                                                                                                                                                                                      | each                                  | \$750                 | \$0.00              | \$750.00               |
|                                            | Copy Ready, Full page                                                                                                                                                                                                      | each                                  | \$1,250               | \$0.00              | \$1,250.00             |
|                                            | Full Year of Advertising (3 rECguide Issues)                                                                                                                                                                               | Discount                              | 15%                   |                     | 15%                    |
|                                            | Graphic Preparation                                                                                                                                                                                                        | Graphic Designer's Actual Hourly Rate |                       |                     |                        |

# I. Miscellaneous

# Agenda Item No. 6(A) Attachment 2 - Exhibit A

| Item/Description                                                                                                                                                                                                  | Basis                                 | Adopted<br>FY 2018-19 | 19-20<br>Adjustment | Proposed<br>FY 2019-20 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------|---------------------|------------------------|
| <b>Printing, Reproduction, Documents</b>                                                                                                                                                                          |                                       |                       |                     |                        |
| <b>1. Photocopies</b>                                                                                                                                                                                             |                                       |                       |                     |                        |
| Photocopies (8 1/2" x 14" or smaller)                                                                                                                                                                             | per page                              | \$0.10                | \$0.00              | \$0.10                 |
| Photocopies (larger than 8 1/2" x 14")                                                                                                                                                                            | per page                              | \$0.21                | \$0.01              | \$0.22                 |
| Photocopies, including mail & administrative costs                                                                                                                                                                |                                       | actual cost           |                     | actual cost            |
| Application forms, information sheets                                                                                                                                                                             | each                                  | free                  |                     | free                   |
| <b>2. Public Meeting Materials</b>                                                                                                                                                                                |                                       |                       |                     |                        |
| City Council Agenda Packet & Minutes—Full (resident)                                                                                                                                                              | per year                              | \$1,005.98            | \$30.18             | \$1,036.16             |
| City Council Agenda only (resident)                                                                                                                                                                               |                                       | \$1,184.24            | \$35.53             | \$1,219.77             |
| City Council Agenda & Minutes only (resident)                                                                                                                                                                     | per year                              | \$102.75              | \$3.08              | \$105.83               |
| City Council Agenda & Minutes only (non-resident)                                                                                                                                                                 |                                       | \$119.88              | \$3.60              | \$123.48               |
| Other Boards, Commission, and Committees Agenda/Minutes (non-resident)                                                                                                                                            | per year                              | \$51.38               | \$1.54              | \$52.92                |
| Other Boards, Commission, and Committees Agenda only (resident)                                                                                                                                                   | per year                              | \$22.01               | \$0.66              | \$22.67                |
| Other Boards, Commission, and Committees Agenda only (non-resident)                                                                                                                                               | per year                              | \$25.69               | \$0.77              | \$26.46                |
| Planning Commission or Design Review Board Agendas—Resident                                                                                                                                                       | per packet                            | \$22.01               | \$0.66              | \$22.67                |
| Planning Commission or Design Review Board Agendas—Non-Resident                                                                                                                                                   | per packet                            | \$25.69               | \$0.77              | \$26.46                |
| <b>3. Publications</b>                                                                                                                                                                                            |                                       |                       |                     |                        |
| <i>Mailing may be arranged on a prepaid basis. Postage charges will be added. Items sent via fax will generally be limited to five pages.</i>                                                                     |                                       |                       |                     |                        |
| Budget, Final or Proposed                                                                                                                                                                                         | each                                  | \$133.33              | \$4.00              | \$137.33               |
| Business License Listing                                                                                                                                                                                          | each + photocopy<br>charge above      | \$35.47               | \$1.06              | \$36.53                |
| Comprehensive Annual Financial Reports (CAFRs)                                                                                                                                                                    | each                                  | \$116.20              | \$3.49              | \$119.69               |
| Economic Development Strategy & Action Plan                                                                                                                                                                       | each                                  | \$3.66                | \$0.11              | \$3.77                 |
| Fire Investigative Reports                                                                                                                                                                                        | per page                              | \$0.17                | \$0.01              | \$0.18                 |
| General Plan Environmental Impact Report (EIR), 1999                                                                                                                                                              | each                                  | \$23.23               | \$0.70              | \$23.93                |
| General Plan, 1999                                                                                                                                                                                                | each                                  | \$47.70               | \$1.43              | \$49.13                |
| Master Fee Schedule                                                                                                                                                                                               | each                                  | \$8.56                | \$0.26              | \$8.82                 |
| Parking Guidelines                                                                                                                                                                                                | each                                  | \$3.66                | \$0.11              | \$3.77                 |
| Redevelopment Plan                                                                                                                                                                                                | each                                  | \$8.56                | \$0.26              | \$8.82                 |
| Redevelopment Plan Environmental Impact Report (EIR)                                                                                                                                                              | each                                  | \$19.57               | \$0.59              | \$20.16                |
| Redevelopment Implementation Plan                                                                                                                                                                                 | each                                  | \$4.89                | \$0.15              | \$5.04                 |
| Report on the Redevelopment Plan                                                                                                                                                                                  | each                                  | \$8.56                | \$0.26              | \$8.82                 |
| Subdivision Ordinance                                                                                                                                                                                             | each                                  | \$3.66                | \$0.11              | \$3.77                 |
| Zoning Map                                                                                                                                                                                                        | each                                  | \$4.89                | \$0.15              | \$5.04                 |
| Zoning Ordinance                                                                                                                                                                                                  | each                                  | \$47.70               | \$1.43              | \$49.13                |
| Miscellaneous Bound Reports                                                                                                                                                                                       | per page                              | \$0.45                | \$0.01              | \$0.46                 |
| <b>4. Maps</b>                                                                                                                                                                                                    |                                       |                       |                     |                        |
| City Maps (First sheet includes search and restock cost per original searched.)                                                                                                                                   | each                                  | \$2.45                | \$0.07              | \$2.52                 |
| Special Studies Maps, 11" x 17"                                                                                                                                                                                   | each                                  | \$4.89                | \$0.15              | \$5.04                 |
| Special Studies Maps, 36" x 54"                                                                                                                                                                                   | each                                  | \$35.47               | \$1.06              | \$36.53                |
| <b>5. Subpoena Duces Tecum</b>                                                                                                                                                                                    |                                       |                       |                     |                        |
| per CA Evidence Code §1563                                                                                                                                                                                        | Code                                  | varies                |                     | varies                 |
| <b>6. Electronic Media</b>                                                                                                                                                                                        |                                       |                       |                     |                        |
| Electronic Media—CD-ROM Copy                                                                                                                                                                                      | per CD                                | \$8.56                | \$0.26              | \$8.82                 |
| Electronic Media—DVD of Council Meeting                                                                                                                                                                           | per DVD                               | \$15.91               | \$0.48              | \$16.39                |
| <b>7. Microfilm/Microfiche</b>                                                                                                                                                                                    |                                       |                       |                     |                        |
| Fee per sheet or total hourly cost, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.                                   | per sheet                             | \$3.66                | \$0.11              | \$3.77                 |
| <b>Miscellaneous Services and Charges</b>                                                                                                                                                                         |                                       |                       |                     |                        |
| <b>1. Notary, Certification, Legal and Special Services</b>                                                                                                                                                       |                                       |                       |                     |                        |
| Notary Services for Non-City employees (Set by Calif. Secretary of State)                                                                                                                                         | per notarization                      | \$10.00               | \$0.30              | \$15.00                |
| Notary Services for City employees                                                                                                                                                                                | per notarization                      | free                  |                     | free                   |
| City Clerk Document Certification                                                                                                                                                                                 | each                                  | \$6.12                | \$0.18              | \$6.30                 |
| Legal Fees—Recovery of legal costs in lawsuits and other instances when the City could be entitled to reimbursement of legal costs.                                                                               | labor and<br>overhead                 | actual cost           |                     | actual cost            |
| Special City services—For special services provided by City staff where special interest are served (other than the general public). Overhead charges for City-sponsored public events may vary from this policy. | pro-rated salary,<br>15-min increment | \$3.66                | \$0.11              | \$3.77                 |
| <b>2. Finance Charges</b>                                                                                                                                                                                         |                                       |                       |                     |                        |

# I. Miscellaneous

## Agenda Item No. 6(A) Attachment 2 - Exhibit A

| Item/Description                                                                                                                                                | Basis          | Adopted<br>FY 2018-19 | 19-20<br>Adjustment | Proposed<br>FY 2019-20 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------|---------------------|------------------------|
| Finance Charge on fees remaining unpaid for a period exceeding 30 days (unless the ordinance establishing the fee provides for a penalty in a different amount) | unpaid balance | 1.5% per month        |                     | 1.5% per month         |
| Returned Check Fee                                                                                                                                              | per check      | 25.00                 | \$0.75              | \$25.75                |
| Duplicate Business License Certificate                                                                                                                          | per copy       | 7.00                  | \$0.21              | \$7.21                 |
| <b>3. Business License Related Fees</b>                                                                                                                         |                |                       |                     |                        |
| Business Enrollment                                                                                                                                             | per license    | \$75.00               | \$2.25              | \$77.25                |
| Business License Renewal                                                                                                                                        | per license    | \$24.00               | \$0.72              | \$24.72                |
| Accessibility Compliance and Education Fee (State mandated SB 1186)                                                                                             | per license    | \$4.00                | \$0.12              | \$4.12                 |
| <b>4. Parking Permits</b>                                                                                                                                       |                |                       |                     |                        |
| 1 to 3 year cycles                                                                                                                                              | per year       | \$7                   | \$0.21              | \$7.21                 |
| 14-day Temporary Parking Permit                                                                                                                                 | each           | \$7                   | \$0.21              | \$7.21                 |
| <b>5. Use of Council Chambers (Government Agencies Only)</b>                                                                                                    | per meeting    | \$40                  | \$1.20              | \$41.20                |
| <b>6. Tobacco Retailer License Program Fees</b>                                                                                                                 |                |                       |                     |                        |
| Tobacco retailer license (initial license)                                                                                                                      | Per location   | \$439.00              | \$13.17             | \$452.17               |
| Tobacco retailer license renewal                                                                                                                                | Per location   | \$439.00              | \$13.17             | \$452.17               |
| Re-inspection fee (for non-compliant businesses)                                                                                                                | Hourly         | Based on actual costs |                     | Based on actual costs  |
| <b>7. Rent Registry/Just Cause</b>                                                                                                                              |                |                       |                     |                        |
| Rent Registry                                                                                                                                                   | per unit       |                       | "NEW"               | \$44.00                |
| Just Cause for Eviction                                                                                                                                         | per unit       |                       | "NEW"               | \$35.00                |

## II. Police

## Agenda Item No. 6(A) Attachment 2 - Exhibit A

| Item/Description                                                                                                                                                                                                                                                                  | Basis                 | Adopted<br>FY 2018-19 | 19-20<br>Adjustment | Proposed<br>FY 2019-20 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|---------------------|------------------------|
| <b>1. Services &amp; Fees</b>                                                                                                                                                                                                                                                     |                       |                       |                     |                        |
| Fingerprinting, Solicitor or other (plus Department of Justice Fees*)                                                                                                                                                                                                             | per set               | \$49                  | \$1                 | \$50.47                |
| Citation Sign-offs—Resident                                                                                                                                                                                                                                                       | per citation          | free                  |                     | free                   |
| Citation Sign-offs—Non-Resident                                                                                                                                                                                                                                                   | per citation          | \$25                  |                     | \$25.00                |
| VIN Verification                                                                                                                                                                                                                                                                  | per verification      | \$49                  | \$1                 | \$50.47                |
| Alcohol Beverage Control One Day License                                                                                                                                                                                                                                          | per letter            | \$49                  | \$1                 | \$50.47                |
| False Alarm Response (1st incident)                                                                                                                                                                                                                                               | each                  | free                  |                     | free                   |
| False Alarm Response (2nd through 5th incident)                                                                                                                                                                                                                                   | each                  | \$90                  |                     | \$90.00                |
| False Alarm Response (6th and subsequent incidents)                                                                                                                                                                                                                               | each                  | \$194                 |                     | \$194.00               |
| Non-permitted Alarms                                                                                                                                                                                                                                                              | each                  | \$122                 |                     | \$122.00               |
| Vehicle Removal/Vehicle Release Fee [Towed vehicles abandoned or stored on a public street and vehicles towed pursuant to 14602.6; 14607.6; 22651(b),(d), (e), or (h) through (r); 22651.3, 22651.5, 22651.5 (a); 22652.5; 22658; 22660; or 22669 of the California Vehicle Code] | per release           | \$153                 | \$5                 | \$157.59               |
| DUI Cost Recovery Fee* (\$1,000 maximum)                                                                                                                                                                                                                                          | per 30 min increments | actual cost to max    |                     | actual cost to max     |
| Fire Arm Storage Fee                                                                                                                                                                                                                                                              | initial               | \$25                  |                     | \$25.00                |
|                                                                                                                                                                                                                                                                                   | per day               | \$1                   | \$0                 | \$1.03                 |
| Weapons Seizure, Storage & Return                                                                                                                                                                                                                                                 | each                  | \$196                 | \$6                 | \$201.88               |
| <b>2. Reports, Photocopies &amp; Records</b>                                                                                                                                                                                                                                      |                       |                       |                     |                        |
| Clearance Letter                                                                                                                                                                                                                                                                  | each                  | \$25.00               | \$1                 | \$25.75                |
| Report Copy                                                                                                                                                                                                                                                                       |                       | \$6.00                | \$0                 | \$6.18                 |
| Traffic Collision Report Copy                                                                                                                                                                                                                                                     | per report            | \$6.00                | \$31                | \$37.00                |
| Police Photographs, audio tapes & videotapes & CDs                                                                                                                                                                                                                                | actual cost           | actual cost           |                     | actual cost            |
|                                                                                                                                                                                                                                                                                   | plus fee              | \$31                  | \$33                | \$64.00                |
| <b>3. Permits</b>                                                                                                                                                                                                                                                                 |                       |                       |                     |                        |
| Concealed Weapons Permit (plus Department of Justice Fees*)                                                                                                                                                                                                                       | each                  | \$100                 |                     | \$100.00               |
| Peddler/Solicitor Permit                                                                                                                                                                                                                                                          | each                  | \$394                 | \$12                | \$405.82               |
| Permit to Sell Firearms—Initial Permit                                                                                                                                                                                                                                            | each                  | \$344                 | \$10                | \$354.32               |
| Permit to Sell Firearms—Annual Renewal                                                                                                                                                                                                                                            | each                  | \$170                 | \$5                 | \$175.10               |
| Taxi Permit Processing Fee                                                                                                                                                                                                                                                        | each                  | \$183                 | \$5                 | \$188.49               |
| Taxicab Drivers Permit                                                                                                                                                                                                                                                            | each                  | \$86                  | \$3                 | \$88.58                |
| Second Hand Dealer's Permit                                                                                                                                                                                                                                                       | each                  | \$484                 | \$15                | \$498.52               |
| Bingo Permit                                                                                                                                                                                                                                                                      | each                  | \$209                 | \$6                 | \$215.27               |
| Alarm Permit - Residential and Commercial                                                                                                                                                                                                                                         | each                  | \$33                  | \$1                 | \$33.99                |
| Alarm Permit Renewal                                                                                                                                                                                                                                                              | each                  | \$18                  | \$1                 | \$18.54                |
| Block Party Permit                                                                                                                                                                                                                                                                | each                  | \$47                  | \$1                 | \$48.41                |
| Parade Permit                                                                                                                                                                                                                                                                     | each                  | \$300                 | \$9                 | \$309.00               |
| Street Closure Permit                                                                                                                                                                                                                                                             | each                  | \$82                  | \$2                 | \$84.46                |
|                                                                                                                                                                                                                                                                                   |                       |                       |                     |                        |
|                                                                                                                                                                                                                                                                                   |                       |                       |                     |                        |
| * Determined by State of California                                                                                                                                                                                                                                               |                       |                       |                     |                        |
| <b>4. Police Department Hourly Rates</b>                                                                                                                                                                                                                                          |                       |                       |                     |                        |
| Police Chief                                                                                                                                                                                                                                                                      | hourly                | \$324                 | \$10                | \$333.72               |
| Police Captain                                                                                                                                                                                                                                                                    | hourly                | \$265                 | \$8                 | \$272.95               |
| Police Lieutenant                                                                                                                                                                                                                                                                 | hourly                | \$209                 | \$6                 | \$215.27               |
| Police Corporal                                                                                                                                                                                                                                                                   | hourly                | \$179                 | \$5                 | \$184.37               |
| Records Supervisor                                                                                                                                                                                                                                                                | hourly                | \$114                 | \$3                 | \$117.42               |
| Police Executive Assistant                                                                                                                                                                                                                                                        | hourly                | \$98                  | \$3                 | \$100.94               |
| Senior Records Specialist                                                                                                                                                                                                                                                         | hourly                | \$90                  | \$3                 | \$92.70                |
| Police Records Specialist                                                                                                                                                                                                                                                         | hourly                | \$79                  | \$2                 | \$81.37                |
| Police Sergeant/Investigations Assignment                                                                                                                                                                                                                                         | hourly                | \$187                 | \$6                 | \$192.61               |
| Cadets                                                                                                                                                                                                                                                                            | hourly                | \$31                  | \$1                 | \$31.93                |
| Police Officer                                                                                                                                                                                                                                                                    | hourly                | \$166                 | \$5                 | \$170.98               |
| <b>5. Parking Violation Fines</b>                                                                                                                                                                                                                                                 |                       |                       |                     |                        |
| <b>Violation</b>                                                                                                                                                                                                                                                                  | <b>Section</b>        |                       |                     |                        |
| Obstruction or interference with Officers                                                                                                                                                                                                                                         | 11.12.020             | \$90                  | \$3                 | \$92.70                |
| Barriers & Signs                                                                                                                                                                                                                                                                  | 11.28.040b            | \$86                  | \$3                 | \$88.58                |
| City Parking Lot                                                                                                                                                                                                                                                                  | 11.40.020             | \$69                  | \$2                 | \$71.07                |
| Parking on Sidewalk or Curb Prohibited                                                                                                                                                                                                                                            | 11.40.030             | \$69                  | \$2                 | \$71.07                |
| Vehicle Storage-Parking in excess of 72 hours                                                                                                                                                                                                                                     | 11.40.050a            | \$76                  | \$2                 | \$78.28                |
| Vehicle Storage-Trailer Parked on Street Overnight                                                                                                                                                                                                                                | 11.40.050c            | \$69                  | \$2                 | \$71.07                |
| Vehicle Storage-Parking for the purpose of engaging in vehic sale                                                                                                                                                                                                                 | 11.40.050d            | \$60                  | \$2                 | \$61.80                |
| Parking for Certain Purposes-On Street for Sale                                                                                                                                                                                                                                   | 11.40.060a            | \$90                  | \$3                 | \$92.70                |
| Parking for Certain Purposes-on Street for Repairs                                                                                                                                                                                                                                | 11.40.060b            | \$76                  | \$2                 | \$78.28                |

## II. Police

## Agenda Item No. 6(A) Attachment 2 - Exhibit A

| Item/Description                                                                | Basis      | Adopted<br>FY 2018-19 | 19-20<br>Adjustment | Proposed<br>FY 2019-20 |
|---------------------------------------------------------------------------------|------------|-----------------------|---------------------|------------------------|
| Parking for Certain Purposes-on Street when charging for washing/polishing      | 11.40.060c | \$76                  | \$2                 | \$78.28                |
| Parking Regulations in Certain Zones                                            | 11.40.070  | \$76                  | \$2                 | \$78.28                |
| Angle and Parallel Parking Signs-Loading Clearance between Vehicle and Street   | 11.40.080b | \$69                  | \$2                 | \$71.07                |
| Angle and Parallel Parking Signs-Loading Clearance between other Street         | 11.40.090a | \$69                  | \$2                 | \$71.07                |
| Loading and Unloading-Angle to Curb                                             | 11.40.090b | \$69                  | \$2                 | \$71.07                |
| Grades-Wheels not Turned                                                        | 11.40.100  | \$76                  | \$2                 | \$78.28                |
| Emergency Parking Signs                                                         | 11.40.130b | \$69                  | \$2                 | \$71.07                |
| Curb Markings                                                                   | 11.40.160b | \$69                  | \$2                 | \$71.07                |
| Bus Zone                                                                        | 11.40.190e | \$440                 | \$13                | \$440.00               |
| Parking-Limited Time                                                            | 11.40.210  | \$69                  | \$2                 | \$71.07                |
| Parking-Prohibited during Certain Hours                                         | 11.40.230  | \$69                  | \$2                 | \$71.07                |
| Parking-Prohibited at all Times                                                 | 11.40.240  | \$69                  | \$2                 | \$71.07                |
| Parking on Private Property                                                     | 11.44.040  | \$76                  | \$2                 | \$78.28                |
| Violations Designated-4 Hour Permit Parking                                     | 11.68.050a | \$87                  | \$3                 | \$89.61                |
| Any ECMC parking violation not listed above shall be subject to a civil penalty |            | \$69                  | \$2                 | \$71.07                |
| <b>6. Curfew Violation Fines</b>                                                |            |                       |                     |                        |
| Daytime (8:00 am - 2 pm) 1st offense                                            |            | \$65                  | \$2                 | \$65.00                |
| Daytime (8:00 am - 2 pm) 2nd offense within one year                            |            | \$128                 | \$4                 | \$128.00               |
| Daytime (8:00 am - 2 pm) 3rd offense within one year of 2nd offense             |            | \$255                 | \$8                 | \$255.00               |
| Nighttime (10:00 pm - 5 am) 1st Offense                                         |            | \$65                  | \$2                 | \$66.95                |
|                                                                                 |            |                       |                     |                        |

### III. Fire

### Agenda Item No. 6(A) Attachment 2 - Exhibit A

| Item/Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Basis    | Adopted<br>FY 2018-19 | 19-20<br>Adjustment | Proposed<br>FY 2019-20 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------|---------------------|------------------------|
| <b>1. Inspection Fees</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |                       |                     |                        |
| Various types, including: Group A (Assemblies) occupancies; Group B (Business) occupancies; Group E (Private School); Group H (Hazardous) occupancies; Group I (Institutional) occupancies; Group M (Mercantile) occupancies; Group R-1 (Hotel and Apartment) occupancies; R-3 (Day Care 7-12); Group S (Storage) occupancies; Miscellaneous Inspections; 2nd re-inspection; 3rd re-inspection; Halon Test; Hood & Duct; Fire Sprinkler System; Fire Standpipe System; Fire Alarm System; AB2185 Inspections—Hazardous Materials Regulated Occupancy; Acceptance Tests                                                                                                                                                                                                                                                                                                                                             | per hour | \$172                 | \$5.16              | \$177.16               |
| R-3 Single Residential Occupancies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          | free                  |                     | free                   |
| <b>2. Permits</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |                       |                     |                        |
| Various types, including: Candles and open flame in assemblies; Compressed or flammable gases; Christmas Tree lots; Cryogenics; Dry cleaning plants; Explosives or blasting agents; Fumigation or thermal insecticidal fogging; Flammable or combustible liquids and tanks (storage/use/dispense of Class I liquids; store/handle/use Class II or Class III-A liquids; store/use paints, oils, varnish, or similar mixtures; remove Class I or Class II liquids; inspect underground removal of tank(s)); Garages; Hazardous materials; Hazardous production materials; High-piled combustible storage; Liquefied Petroleum Gas; Lumber yards; Miscellaneous Permits; Model rocket launching; Parade floats; Places of Assembly 50-299 persons; Places of Assembly 300+ persons; Pumpkin patch lots; Radioactive materials; Spraying and dipping; Tents and air supported structures; Welding & cutting operations | per hour | \$172                 | \$5.16              | \$177.16               |
| Miscellaneous No- Action Permits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          | free                  |                     | free                   |
| <b>3. Plan Review</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |                       |                     |                        |
| Fire Alarm System                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |                       |                     |                        |
| Alarm Inspection < 15 devices                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | each     | \$291                 | \$8.73              | \$299.73               |
| Alarm Inspection -16-50 devices                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | each     | \$488                 | \$14.64             | \$502.64               |
| Alarm Inspection - 51-100 devices                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | each     | \$676                 | \$20.28             | \$696.28               |
| Alarm Inspection - 101-500 devices                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | each     | \$1,067               | \$32.01             | \$1,099.01             |
| Alarm Inspection > 501- (each add'l 100)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | each     | \$191                 | \$5.73              | \$196.73               |
| Halon System                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | each     | \$249                 | \$7.47              | \$256.47               |
| Hood & Duct                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | each     | \$208                 | \$6.24              | \$214.24               |
| Medical Gas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | each     | \$292                 | \$8.76              | \$300.76               |
| Sprinkler Systems <25 heads                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | each     | \$291                 | \$8.73              | \$299.73               |
| Sprinkler Systems - 25-99 heads                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | each     | \$488                 | \$14.64             | \$502.64               |
| Sprinkler Systems - 100-299 heads                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | each     | \$970                 | \$29.10             | \$999.10               |
| Sprinkler Systems - 300+ (each 100 heads)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | each     | \$191                 | \$5.73              | \$196.73               |
| New Construction P/C & INSP (< 4999 sq. ft.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | each     | \$484                 | \$14.52             | \$498.52               |
| New Construction P/C & INSP (>5000 sq. ft., each add'l 1000 sq. ft.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | each     | \$191                 | \$5.73              | \$196.73               |
| <b>4. CERT Classes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |                       |                     |                        |
| CPR Classes - El Cerrito & Kensington Residents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | each     | \$42                  | \$1.26              | \$43.26                |
| First Aid - El Cerrito & Kensington Residents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | each     | \$42                  | \$1.26              | \$43.26                |
| CPR Classes - Non- Residents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | each     | \$52                  | \$1.56              | \$53.56                |
| First Aid - Non-Residents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | each     | \$52                  | \$1.56              | \$53.56                |
| <b>5. False Alarm</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |                       |                     |                        |
| 1st False                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | each     | \$0                   | \$0.00              | \$0.00                 |
| 2-5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | each     | \$135                 | \$4.05              | \$139.05               |
| 6-10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | each     | \$169                 | \$5.07              | \$174.07               |
| 11 or over                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | each     | \$203                 | \$6.09              | \$209.09               |
| Supplies Used                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |          | actual cost           |                     | actual cost            |
| Equipment Destroyed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          | actual cost           |                     | actual cost            |
| <b>6. Fire Department Hourly Rates</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |                       |                     |                        |
| Fire Chief                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | hourly   | \$319                 | \$9.57              | \$328.57               |
| Battalion Chief - Training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | hourly   | \$267                 | \$8.01              | \$275.01               |
| Battalion Chief                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | hourly   | \$251                 | \$7.53              | \$258.53               |
| Captain-Fire Prevention                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | hourly   | \$205                 | \$6.15              | \$211.15               |
| Captain-Paramedic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | hourly   | \$219                 | \$6.57              | \$225.57               |
| Captain                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | hourly   | \$197                 | \$5.91              | \$202.91               |
| Engineer/Paramedic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | hourly   | \$185                 | \$5.55              | \$190.55               |
| Firefighter/Paramedic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | hourly   | \$172                 | \$5.16              | \$177.16               |
| Engineer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | hourly   | \$169                 | \$5.07              | \$174.07               |

### III. Fire

### Agenda Item No. 6(A) Attachment 2 - Exhibit A

| Item/Description |                | Basis  | Adopted<br>FY 2018-19 | 19-20<br>Adjustment | Proposed<br>FY 2019-20 |
|------------------|----------------|--------|-----------------------|---------------------|------------------------|
|                  | Firefighter    | hourly | \$159                 | \$4.77              | \$163.77               |
|                  | Fire Secretary | hourly | \$98                  | \$2.94              | \$100.94               |
|                  |                |        |                       |                     |                        |

# V. Business License

# Agenda Item No. 6(A) Attachment 2 - Exhibit A

| Business License Category                                       | Municipal Code<br>Section | Code | Adopted FY<br>2018-19 | 19-20<br>Adjustment | Proposed FY<br>2019-20 |
|-----------------------------------------------------------------|---------------------------|------|-----------------------|---------------------|------------------------|
| <b>Exemption Level (Casual and Fine Arts Teachers)</b>          | 4.32.080                  |      |                       |                     |                        |
|                                                                 |                           |      |                       |                     |                        |
| <b>Business License Residential Rentals (10-000-4052-00-00)</b> |                           |      |                       |                     |                        |
| Apt. Houses, Duplexes, In-laws & Single Family Units            |                           |      |                       |                     |                        |
| Per Unit                                                        | 4.32.260                  | 260  | \$111                 | \$3.33              | \$114.00               |
|                                                                 |                           |      |                       |                     |                        |
| <b>Business License All Others (10-000-4051-00-00)</b>          |                           |      |                       |                     |                        |
| <b>a. Fixed Place of Business (Annual)</b>                      |                           |      |                       |                     |                        |
| Employer Only                                                   | 4.32.230                  | T23  | \$308                 | \$9.24              | \$317.00               |
| " + 1 employee                                                  | 4.32.230                  | T23  | \$308                 | \$9.24              | \$317.00               |
| " + 2 employees                                                 | 4.32.230                  | T23  | \$353                 | \$10.59             | \$363.00               |
| " + 3 employees                                                 | 4.32.230                  | T23  | \$397                 | \$11.91             | \$409.00               |
| " + 4 employees                                                 | 4.32.230                  | T23  | \$442                 | \$13.26             | \$455.00               |
| " + 5 employees                                                 | 4.32.230                  | T23  | \$486                 | \$14.58             | \$501.00               |
| " + 6 employees                                                 | 4.32.230                  | T23  | \$531                 | \$15.93             | \$547.00               |
| " + 7 employees                                                 | 4.32.230                  | T23  | \$575                 | \$17.25             | \$593.00               |
| " + 8 employees                                                 | 4.32.230                  | T23  | \$620                 | \$18.60             | \$639.00               |
| " + 9 employees                                                 | 4.32.230                  | T23  | \$664                 | \$19.92             | \$685.00               |
| " + 10 employees                                                | 4.32.230                  | T23  | \$709                 | \$21.27             | \$731.00               |
| Each Additional Employee                                        | 4.32.231                  | T23  | \$45                  | \$1.35              | \$46.00                |
|                                                                 |                           |      |                       |                     |                        |
| <b>b. Professional Offices (Annual)</b>                         |                           |      |                       |                     |                        |
| Employer Only                                                   | 4.32.231                  | 231  | \$374                 | \$11.22             | \$385.00               |
| " + 1 employee                                                  | 4.32.231                  | 231  | \$374                 | \$11.22             | \$385.00               |
| " + 2 employees                                                 | 4.32.231                  | 231  | \$419                 | \$12.57             | \$431.00               |
| " + 3 employees                                                 | 4.32.231                  | 231  | \$463                 | \$13.89             | \$477.00               |
| " + 4 employees                                                 | 4.32.231                  | 231  | \$508                 | \$15.24             | \$523.00               |
| " + 5 employees                                                 | 4.32.231                  | 231  | \$552                 | \$16.56             | \$569.00               |
| " + 6 employees                                                 | 4.32.231                  | 231  | \$597                 | \$17.91             | \$615.00               |
| " + 7 employees                                                 | 4.32.231                  | 231  | \$641                 | \$19.23             | \$661.00               |
| " + 8 employees                                                 | 4.32.231                  | 231  | \$686                 | \$20.58             | \$707.00               |
| " + 9 employees                                                 | 4.32.231                  | 231  | \$730                 | \$21.90             | \$753.00               |
| " + 10 employees                                                | 4.32.231                  | 231  | \$775                 | \$23.25             | \$799.00               |
| Each Additional Employee                                        | 4.32.231                  | 231  | \$45                  | \$1.35              | \$46.00                |
|                                                                 |                           |      |                       |                     |                        |
| <b>c. Contractors &amp; Subcontractors</b>                      |                           |      |                       |                     |                        |
| Quarterly                                                       | 4.32.240                  | 242  | \$132                 | \$3.96              | \$136.00               |
| Semiannually                                                    | 4.32.240                  | 241  | \$221                 | \$6.63              | \$228.00               |
| Annually                                                        | 4.32.240                  | 240  | \$397                 | \$11.91             | \$409.00               |
|                                                                 |                           |      |                       |                     |                        |
| <b>d. Home Occupations (Annual)</b>                             | 4.32.245                  | 245  | \$221                 | \$6.63              | \$228.00               |
|                                                                 |                           |      |                       |                     |                        |
| <b>e. Casual Business</b>                                       |                           |      |                       |                     |                        |
| Quarterly                                                       | 4.32.246                  | 247  | \$65                  | \$1.95              | \$67.00                |
| Annually                                                        | 4.32.246                  | 246  | \$260                 | \$7.80              | \$268.00               |
|                                                                 |                           |      |                       |                     |                        |
| <b>f. Delivery Vehicles (Per Vehicle)</b>                       | 4.32.251                  | 250  | \$177                 | \$5.31              | \$182.00               |
|                                                                 |                           |      |                       |                     |                        |
| <b>g. Fine Arts Teachers (Per Teacher)</b>                      | 4.32.255                  | 255  | \$71                  | \$2.13              | \$73.00                |
|                                                                 |                           |      |                       |                     |                        |
| <b>h. Hotels &amp; Motels</b>                                   |                           |      |                       |                     |                        |
| Base Fee                                                        | 4.32.270                  | 270  | \$440                 | \$13.20             | \$453.00               |
| Plus, per Unit Fee                                              | 4.32.270                  | 270  | \$18                  | \$0.54              | \$19.00                |
|                                                                 |                           |      |                       |                     |                        |
| <b>i. Trailer Courts</b>                                        |                           |      |                       |                     |                        |
| Base Fee                                                        | 4.32.280                  | 280  | \$440                 | \$13.20             | \$453.00               |
| Plus, per Unit Fee                                              | 4.32.280                  | 280  | \$18                  | \$0.54              | \$19.00                |
|                                                                 |                           |      |                       |                     |                        |
| <b>j. Restaurants &amp; Nightclubs</b>                          | 4.32.290                  | 290  | \$881                 | \$26.43             | \$907.00               |
|                                                                 |                           |      |                       |                     |                        |
| <b>k. Public Amusement</b>                                      |                           |      |                       |                     |                        |
| <b>1. Amusement Rides &amp; Shows</b>                           |                           |      |                       |                     |                        |
| First Day                                                       | 4.32.300                  | 300  | \$177                 | \$5.31              | \$182.00               |
| Each Additional Day                                             | 4.32.300                  | 300  | \$88                  | \$2.64              | \$91.00                |
|                                                                 |                           |      |                       |                     |                        |
| <b>2. Billiards, Bagatelle, Pool Tables</b>                     |                           |      |                       |                     |                        |

# V. Business License

# Agenda Item No. 6(A) Attachment 2 - Exhibit A

| Business License Category                                    | Municipal Code<br>Section | Code | Adopted FY<br>2018-19 | 19-20<br>Adjustment | Proposed FY<br>2019-20 |
|--------------------------------------------------------------|---------------------------|------|-----------------------|---------------------|------------------------|
| Per Table, in Addition to Other Applicable                   | 4.32.300                  | 301  | \$88                  | \$2.64              | \$91.00                |
| <b>3. Bowling Lanes</b>                                      |                           |      |                       |                     |                        |
| First Lane                                                   | 4.32.300                  | 302  | \$467                 | \$14.01             | \$481.00               |
| Each Additional Lane                                         | 4.32.300                  | 302  | \$47                  | \$1.41              | \$48.00                |
| <b>4a. Circus (≤4,000 seats)</b>                             |                           |      |                       |                     |                        |
| First Day                                                    | 4.32.300                  | 303  | \$1,321               | \$39.63             | \$1,361.00             |
| Each Additional Day                                          | 4.32.300                  | 303  | \$881                 | \$26.43             | \$907.00               |
| <b>4b. Carnival &amp; Circus (&gt;4,000 seats)</b>           |                           |      |                       |                     |                        |
| First Day                                                    | 4.32.300                  | 304  | \$2,641               | \$79.23             | \$2,720.00             |
| Each Additional Day                                          | 4.32.300                  | 304  | \$1,761               | \$52.83             | \$1,814.00             |
| <b>5. Motion Picture Theater &amp; Plays</b>                 |                           |      |                       |                     |                        |
| Quarterly                                                    | 4.32.300                  | 307  | \$177                 | \$5.31              | \$182.00               |
| Semiannually                                                 | 4.32.300                  | 306  | \$353                 | \$10.59             | \$364.00               |
| Annually                                                     | 4.32.300                  | 305  | \$705                 | \$21.15             | \$726.00               |
| <b>6. Public Dance</b>                                       |                           |      |                       |                     |                        |
| Daily                                                        | 4.32.300                  | 308  | \$132                 | \$3.96              | \$136.00               |
| Quarterly                                                    | 4.32.300                  | 309  | \$440                 | \$13.20             | \$453.00               |
| <b>7. Amusement Not Otherwise Defined</b>                    |                           |      |                       |                     |                        |
| Educational - Daily                                          | 4.32.300                  | 310  | \$132                 | \$3.96              | \$136.00               |
| Educational - Quarterly                                      | 4.32.300                  | 311  | \$440                 | \$13.20             | \$453.00               |
| Noneducational - Daily                                       | 4.32.300                  | 312  | \$4,401               | \$132.03            | \$4,533.00             |
| <b>I. Distribution and Circulation of Advertising Matter</b> |                           |      |                       |                     |                        |
| Quarterly                                                    | 4.32.310                  | 313  | \$440                 | \$13.20             | \$453.00               |
| <b>m. Amplification Vehicles (Per Day)</b>                   | 4.32.320                  | 320  | \$4,401               | \$132.03            | \$4,533.00             |
| <b>n. Taxicabs (Per Vehicle)</b>                             | 4.32.330                  | 330  | \$264                 | \$7.92              | \$272.00               |
| <b>o. Auctioneer</b>                                         |                           |      |                       |                     |                        |
| Daily                                                        | 4.32.340                  | 340  | \$221                 | \$6.63              | \$228.00               |
| Annually                                                     | 4.32.340                  | 341  | \$1,761               | \$52.83             | \$1,814.00             |
| <b>p. Vehicle Parking Lot</b>                                |                           |      |                       |                     |                        |
| Per Lot                                                      | 4.32.345                  | 342  | \$354                 | \$10.62             | \$365.00               |
| Plus per 100 square feet                                     | 4.32.345                  | 342  | \$36                  | \$1.08              | \$37.00                |
| <b>q. Pawnbroker and Check Casher</b>                        | 4.32.350                  | 350  | \$881                 | \$26.43             | \$907.00               |
| <b>r. Patrol Services</b>                                    |                           |      |                       |                     |                        |
| Employer Only                                                | 4.32.355                  | T35  | \$308                 | \$9.24              | \$317.00               |
| " + 1 employee                                               | 4.32.355                  | T35  | \$308                 | \$9.24              | \$317.00               |
| " + 2 employees                                              | 4.32.355                  | T35  | \$353                 | \$10.59             | \$363.00               |
| " + 3 employees                                              | 4.32.355                  | T35  | \$397                 | \$11.91             | \$409.00               |
| " + 4 employees                                              | 4.32.355                  | T35  | \$442                 | \$13.26             | \$455.00               |
| Each Additional Employee                                     | 4.32.355                  | T35  | \$45                  | \$1.35              | \$46.00                |
| <b>s. Peddler &amp; Solicitors</b>                           |                           |      |                       |                     |                        |
| Quarterly                                                    | 4.32.360                  | 360  | \$440                 | \$13.20             | \$453.00               |
| Annually                                                     | 4.32.360                  | 361  | \$1,761               | \$52.83             | \$1,814.00             |
| <b>t. Ice Cream Vendor</b>                                   |                           |      |                       |                     |                        |
| Quarterly                                                    | 4.32.365                  | 366  | \$144                 | \$4.32              | \$148.00               |
| Annually                                                     | 4.32.365                  | 365  | \$430                 | \$12.90             | \$443.00               |
| <b>u. Temporary Sales</b>                                    | 4.32.375                  | 375  | \$371                 | \$11.13             | \$382.00               |
| <b>v. Bingo</b>                                              | 4.32.300                  | 652  | \$58                  | \$1.74              | \$60.00                |
| Pursuant to California Penal Code Section 326.5(l)1          |                           |      |                       |                     |                        |

# V. Business License

# Agenda Item No. 6(A) Attachment 2 - Exhibit A

| Business License Category                                                         | Municipal Code<br>Section | Code | Adopted FY<br>2018-19 | 19-20<br>Adjustment | Proposed FY<br>2019-20 |
|-----------------------------------------------------------------------------------|---------------------------|------|-----------------------|---------------------|------------------------|
| <b>w. Transient/Itinerant Vendor</b>                                              |                           |      |                       |                     |                        |
| Employer Only                                                                     | 4.32.010                  | T25  | \$308                 | \$9.24              | \$317.00               |
| " + 1 employee                                                                    | 4.32.010                  | T25  | \$308                 | \$9.24              | \$317.00               |
| " + 2 employees                                                                   | 4.32.010                  | T25  | \$353                 | \$10.59             | \$363.00               |
| " + 3 employees                                                                   | 4.32.010                  | T25  | \$397                 | \$11.91             | \$409.00               |
| " + 4 employees                                                                   | 4.32.010                  | T25  | \$442                 | \$13.26             | \$455.00               |
| " + 5 employees                                                                   | 4.32.010                  | T25  | \$486                 | \$14.58             | \$501.00               |
| " + 6 employees                                                                   | 4.32.010                  | T25  | \$531                 | \$15.93             | \$547.00               |
| " + 7 employees                                                                   | 4.32.010                  | T25  | \$575                 | \$17.25             | \$593.00               |
| " + 8 employees                                                                   | 4.32.010                  | T25  | \$620                 | \$18.60             | \$639.00               |
| " + 9 employees                                                                   | 4.32.010                  | T25  | \$664                 | \$19.92             | \$685.00               |
| " + 10 employees                                                                  | 4.32.010                  | T25  | \$709                 | \$21.27             | \$731.00               |
| Each Additional Employee                                                          | 4.32.010                  | T25  | \$45                  | \$1.35              | \$46.00                |
| <b>Business License Gross Receipts (10-000-4053-000)</b>                          |                           |      |                       |                     |                        |
| <b>a. Coin-operated vending, amusement &amp; Service Machines, Distributors</b>   |                           |      |                       |                     |                        |
| \$0-1,000                                                                         | 4.32.370                  | V01  | \$47                  | \$1.41              | \$48.00                |
| \$1,001-5,000                                                                     | 4.32.370                  | V02  | \$69                  | \$2.07              | \$71.00                |
| \$5,001-15,000                                                                    | 4.32.370                  | V03  | \$139                 | \$4.17              | \$143.00               |
| >\$15,001 per \$1,000                                                             | 4.32.370                  | T04  | \$10                  | \$0.30              | \$10.00                |
| <b>b. Coin-operated vending, amusement &amp; Service Machines, Games of Skill</b> |                           |      |                       |                     |                        |
| \$0-1,000                                                                         | 4.32.380                  | G01  | \$47                  | \$1.41              | \$48.00                |
| \$1,001-5,000                                                                     | 4.32.380                  | G02  | \$69                  | \$2.07              | \$71.00                |
| \$5,001-15,000                                                                    | 4.32.380                  | G03  | \$139                 | \$4.17              | \$143.00               |
| >\$15,001 per \$1,000                                                             | 4.32.380                  | T05  | \$10                  | \$0.30              | \$10.00                |
| Adjustment Per Municipal Code: % Change in Apr CPI                                |                           |      |                       |                     |                        |
| CPI Urban Wage Earners and Clerical Workers                                       |                           |      |                       |                     |                        |
| 2019 Change is 3%                                                                 |                           |      |                       |                     |                        |

| Item/Description                                                                                                                                                                                                                                          | Basis                                                  | Adopted FY<br>2018-19 | 19-20<br>Adjustment | Proposed FY<br>2019-20 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-----------------------|---------------------|------------------------|
| <b>Grading</b>                                                                                                                                                                                                                                            |                                                        |                       |                     |                        |
| <b>1. Plan Check</b>                                                                                                                                                                                                                                      |                                                        |                       |                     |                        |
| (No permit required below 50 CY)                                                                                                                                                                                                                          |                                                        |                       |                     |                        |
| 50 to 10,000 CY                                                                                                                                                                                                                                           | each                                                   | \$478                 | \$14.34             | \$492                  |
| 10,001 to 100,000 CY                                                                                                                                                                                                                                      | each                                                   | \$664                 | \$19.92             | \$684                  |
| Add for each 10,000 CY above 100,000                                                                                                                                                                                                                      | 10,000 CY                                              | \$159                 | \$4.77              | \$164                  |
| <b>2. Permit Issuance</b>                                                                                                                                                                                                                                 | each                                                   | \$92                  | \$2.76              | \$95                   |
| <b>3. Permit Bond</b>                                                                                                                                                                                                                                     | per CY                                                 | \$4.39                | \$0.13              | \$5                    |
| <b>4. Inspection</b>                                                                                                                                                                                                                                      |                                                        |                       |                     |                        |
| (No permit required below 50 CY)                                                                                                                                                                                                                          |                                                        |                       |                     |                        |
| 50 to 10,000 CY (up to 8 inspections, add'l inspections will be charged at hourly rate)                                                                                                                                                                   | each                                                   | \$856                 | \$25.68             | \$882                  |
| 10,001 to 1000,000 CY (up to 15 inspections, add'l inspections will be charged at hourly rate)                                                                                                                                                            | each                                                   | \$1,721               | \$51.63             | \$1,773                |
| Add for each 10,000 CY above 100,000                                                                                                                                                                                                                      | 10,000 CY                                              | \$107                 | \$3.21              | \$110                  |
| <b>5 Grading Work Started Prior to Obtaining a Permit</b>                                                                                                                                                                                                 | Double the Plan Check, Permit Issuance Fee and         |                       |                     |                        |
| <b>Encroachments</b>                                                                                                                                                                                                                                      |                                                        |                       |                     |                        |
| <b>1. On-site Improvements</b> (major, over 1/2 acre) - minimum deposit = \$1,870                                                                                                                                                                         | hourly                                                 | \$295                 | \$8.85              | \$304                  |
| <b>2. Permit Issuance Fee</b> (all permits except planting of street trees)                                                                                                                                                                               | each                                                   | \$92                  | \$2.76              | \$95                   |
| <b>3. Permit bond/deposit</b> (except street tree permit)                                                                                                                                                                                                 |                                                        |                       |                     |                        |
| a. One-year maintenance bond for street cuts in the amount of the value of the work or as determined by City Engineer.                                                                                                                                    | minimum                                                | \$1,599               | \$47.97             | \$1,647                |
| b. Bond for concrete work, including curb, gutter and sidewalk drains. Deposit is equal to the value of the work or as determined by City Engineer. Deposit is returned upon passing final inspection for concrete work.                                  | minimum                                                | \$677                 | \$20.31             | \$697                  |
| c. One year maintenance bond for storm drainage modifications equal to the value of the work or as determined by City Engineer.                                                                                                                           | each                                                   |                       |                     | actual value           |
| <b>4. Encroachment Permits</b> (also subject to the Issuance Fee (#2))                                                                                                                                                                                    |                                                        |                       |                     |                        |
| a. Concrete Flat Work or Under Sidewalk Drain - up to 500 s.f. (includes two inspections)                                                                                                                                                                 | each                                                   | \$272                 | \$8.16              | \$280                  |
| b. ADD for each add'l 500 s.f.                                                                                                                                                                                                                            | 500 s.f.                                               | \$65                  | \$1.95              | \$67                   |
| c. Street cut or drainage modifications(< 10 C.Y. excavated) (includes two inspections)                                                                                                                                                                   | each                                                   | \$296                 | \$8.88              | \$305                  |
| d. ADD for each add'l 10 CY.                                                                                                                                                                                                                              | 10 CY                                                  | \$221                 | \$6.63              | \$228                  |
| e. Work in Public Right-of-Way Started Prior to Obtaining a Permit                                                                                                                                                                                        | Double the Permit Issuance Fee and Inspection Fee      |                       |                     |                        |
| f. Revocable Encroachment Permit/Hold Harmless Agreement                                                                                                                                                                                                  | each                                                   | \$350                 | \$10.50             | \$361                  |
| g. Storage in Public ROW (applicable only to overnight storage and portable toilets; East Bay Sanitary dumpsters exempt) (moving pods for residential moving exempt from bond deposit)                                                                    | per two weeks                                          | \$157                 | \$4.71              | \$162                  |
| h. Moratorium Street Restoration Fee for Street cuts not exceeding 5' x 5'; Restoration for street cuts larger than 5' x 5' on a moratorium street will be calculated by the City Engineer based on recent bid costs for annual City slurry seal projects | each                                                   | \$697                 | \$20.91             | \$718                  |
| i. Re-inspection (for reasons such as work not ready for a scheduled inspection or work done without an inspection)                                                                                                                                       | each                                                   | \$75                  | \$2.25              | \$77                   |
| j. Traffic Striping Restoration -Thermoplastic Pavement Legends (includes removal and replacement and related contract work)                                                                                                                              | each                                                   |                       |                     | \$314.00               |
| k. Traffic Striping Restoration -Thermoplastic 4" Line (includes removal and replacement and related contract work)                                                                                                                                       | LF                                                     |                       |                     | \$7.39                 |
| l. Traffic Striping Restoration -Thermoplastic 12' Line (includes removal and replacement and related contract work)                                                                                                                                      | LF                                                     |                       |                     | \$6.28                 |
| m. Traffic Striping Restoration -Thermoplastic Detail 22 (includes removal and replacement and related contract work)                                                                                                                                     | LF                                                     |                       |                     | \$3.96                 |
| n. Pavement Marker Restoration - Caltrans Type AY Pavement Reflective Markers (includes replacement and related contract work)                                                                                                                            | each                                                   |                       |                     | \$7.92                 |
| o. Newsrack Fees - for placement of newsrack boxes in designated Newsrack Zones per Section 13.60 of the El Cerrito Municipal Code                                                                                                                        |                                                        |                       |                     |                        |
| Permit Issuance Fee                                                                                                                                                                                                                                       | each                                                   | \$92                  | \$2.76              | \$95                   |
| Permit Renewal Fee                                                                                                                                                                                                                                        | each                                                   | \$46                  | \$1.38              | \$47                   |
| Newsrack Box Fee                                                                                                                                                                                                                                          |                                                        |                       |                     |                        |
| 1 - 5 boxes                                                                                                                                                                                                                                               | per permit period                                      | \$157                 | \$4.71              | \$162                  |
| 6 - 10 boxes                                                                                                                                                                                                                                              | per permit period                                      | \$234                 | \$7.02              | \$241                  |
| 11 - 15 boxes                                                                                                                                                                                                                                             | per permit period                                      | \$312                 | \$9.36              | \$321                  |
| More than 15 boxes                                                                                                                                                                                                                                        | per permit period                                      | \$390                 | \$11.70             | \$402                  |
| <b>5. New Street Tree Planting by City</b>                                                                                                                                                                                                                |                                                        |                       |                     |                        |
| a. Tree Planting (includes furnishing, issuance, and installing of tree)                                                                                                                                                                                  | per tree                                               | \$217                 | \$108.00            | \$325                  |
| b. Concrete Removal for Tree Well                                                                                                                                                                                                                         | per 16 s. f.                                           | \$171                 | \$5.13              | \$176                  |
| c. Concrete Removal for Tree Well (per s.f. after first 16 s.f. removal)                                                                                                                                                                                  | per s.f.                                               | \$11                  | \$0.33              | \$11                   |
| d. Replacement Street Tree Bond - Three-year maintenance bond for when City is replacing an existing street tree.                                                                                                                                         | per tree, refundable after 3- year health verification | \$92                  | \$2.76              | \$95                   |

| Item/Description                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Basis                                                  | Adopted FY<br>2018-19 | 19-20<br>Adjustment | Proposed FY<br>2019-20 |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-----------------------|---------------------|------------------------|
| e.                                                    | Maintenance to Establish New Tree - Three-year maintenance fee when City is establishing new tree, 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.                                                                                                                                                                                                                                                                                            |                                                        | NA                    | NA                  | \$770                  |
| f.                                                    | Street Tree Pruning or Removal by Property Owner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | each                                                   | N/A                   | N/A                 | \$199.74               |
| 6                                                     | Utility Pole - Set, Relocate or Remove                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | each                                                   | \$272                 | \$8.16              | \$280                  |
| 7.                                                    | Transportation Permit - Per Calif. State Vehicle Code Section 35795                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | per trip                                               | \$16                  | \$0.48              | \$16                   |
| 8.                                                    | <b>Haul Route Impact Fees</b><br>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. |                                                        |                       |                     |                        |
| a.                                                    | <b>Arterial</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                        |                       |                     |                        |
|                                                       | 100<pci<70                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                        | \$0.2878              | \$0.01              | \$0.2964               |
|                                                       | 69<pci<50                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                        | \$0.8102              | \$0.02              | \$0.8345               |
|                                                       | 49<pci<25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                        | \$0.8315              | \$0.02              | \$0.8564               |
|                                                       | 24<pci<0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                        | \$1.4605              | \$0.04              | \$1.5043               |
| b.                                                    | <b>Collector</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                        |                       |                     |                        |
|                                                       | 100<pci<70                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                        | \$0.2878              | \$0.01              | \$0.2964               |
|                                                       | 69<pci<50                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                        | \$0.6716              | \$0.02              | \$0.6917               |
|                                                       | 49<pci<25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                        | \$0.8315              | \$0.02              | \$0.8564               |
|                                                       | 24<pci<0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                        | \$1.4605              | \$0.04              | \$1.5043               |
| c.                                                    | <b>Residential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                        |                       |                     |                        |
|                                                       | 100<pci<70                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                        | \$0.2239              | \$0.01              | \$0.2306               |
|                                                       | 69<pci<50                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                        | \$0.6290              | \$0.02              | \$0.6479               |
|                                                       | 49<pci<25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                        | \$0.7569              | \$0.02              | \$0.7796               |
|                                                       | 24<pci<0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                        | \$1.2579              | \$0.04              | \$1.2956               |
| d.                                                    | <b>PCI Discount</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                        |                       |                     |                        |
|                                                       | 100<pci<70                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | pts/year                                               | 2.2                   |                     | 2.2                    |
|                                                       | 69<pci<50                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | pts/year                                               | 2.7                   |                     | 2.7                    |
|                                                       | 49<pci<25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | pts/year                                               | 3.3                   |                     | 3.3                    |
|                                                       | 24<pci<0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | pts/year                                               | 3.6                   |                     | 3.6                    |
| 9.                                                    | Time Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | each                                                   | \$46                  |                     | \$46                   |
| <b>Mapping (Collected by the Planning Department)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                        |                       |                     |                        |
| 1.                                                    | Lot Line Adjustment - flat rate plus any 3rd party costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | each                                                   | \$186                 | \$5.58              | \$192                  |
| 2.                                                    | Parcel Map - up to 4 lots (flat rate plus any 3rd party costs)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | each                                                   | \$875                 | \$26.25             | \$901                  |
| <b>Erosion and Clean Water</b>                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                        |                       |                     |                        |
| 1.                                                    | <b>SWPP Permit</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | each                                                   | \$272                 | \$8.16              | \$280                  |
|                                                       | Additional Inspections                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | each                                                   | \$128                 | \$3.84              | \$132                  |
|                                                       | Erosion & Sediment Control Field Manual                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | each                                                   | \$49                  | \$1.47              | \$50                   |
| 2.                                                    | <b>C.3 Fees for projects which create or replace more than 10,000 square feet of impervious surface</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                        |                       |                     |                        |
|                                                       | Stormwater Control Plan Review/Approval (Collected by Planning Dept at initial submittal)                                                                                                                                                                                                                                                                                                                                                                                                                                                             | each                                                   | \$483                 | \$14.49             | \$497                  |
|                                                       | Operations & Maintenance Plan Review/Approval (O&M Plan to include Maintenance Agreement and description of annual inspection fees) (Collected by Building Dept at plan check submittal)                                                                                                                                                                                                                                                                                                                                                              | per square feet of impervious surface                  | \$0.0426              | \$0.00              | \$0.04388              |
|                                                       | Annual Inspection Fee-Collected by Public Works Department as described in Maintenance Agreement                                                                                                                                                                                                                                                                                                                                                                                                                                                      | up to 25,000 sf                                        | \$396                 | \$11.88             | \$408                  |
|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | more than 25,000 sf                                    | \$791                 | \$23.73             | \$815                  |
| <b>Miscellaneous</b>                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                        |                       |                     |                        |
| 1.                                                    | <b>Hazardous Materials Spill Clean-Up</b> - costs to include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved                                                                                                                                                                                                                                                                                                                                                                                             | hourly with minimum two hour                           | \$594                 | \$17.82             | \$612                  |
| 2.                                                    | <b>Public Works Hourly Rates (for other Services Not Specified)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                        |                       |                     |                        |
|                                                       | Public Works Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | hourly                                                 | \$279.32              | \$8.38              | \$288                  |
|                                                       | Management Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | hourly                                                 | \$98.66               | \$2.96              | \$102                  |
|                                                       | Engineering Manager/Senior Engineer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | hourly                                                 | \$209.47              | \$6.28              | \$216                  |
|                                                       | Operations + Environmental Services Division Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | hourly                                                 | \$199.36              | \$5.98              | \$205                  |
|                                                       | Environmental Programs Manager/City Arborist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | hourly                                                 | \$193.92              | \$5.82              | \$200                  |
|                                                       | Associate Engineer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | hourly                                                 | \$162.85              | \$4.89              | \$168                  |
|                                                       | Maintenance Superintendent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | hourly                                                 | \$193.84              | \$5.82              | \$200                  |
|                                                       | Technician/Inspector                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | hourly                                                 | \$151.28              | \$4.54              | \$156                  |
|                                                       | Maintenance Worker                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | hourly                                                 | \$125.28              | \$3.76              | \$129                  |
| 3.                                                    | <b>Bid Protest Fee</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                        | \$500                 | \$15.00             | \$515                  |
| 4.                                                    | <b>Recycling + Environmental Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                        |                       |                     |                        |
| a.                                                    | Construction Waste Management Plan Review Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | per plan review, inclusive of pre plan and post report | \$206                 | \$6.18              | \$212                  |

| Item/Description                               |                                                                                                                        | Basis                                  | Adopted FY<br>2018-19 | 19-20<br>Adjustment | Proposed FY<br>2019-20 |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------|---------------------|------------------------|
| b.                                             | Solid Waste Collection and Disposal Subscription Exemption Application Fee                                             | per application                        | \$203                 | \$6.09              | \$209                  |
| c.                                             | Salvage Permit Application Fee                                                                                         | per application per year               | \$27                  | \$0.81              | \$28                   |
| d.                                             | Recycling + Environmental Resource Center Tour Fee                                                                     | per tour, excluding free monthly tours | \$154                 | \$4.62              | \$159                  |
| e.                                             | Recycling Cart Cleaning Fee (64 and 96 gallon carts)                                                                   | per cart                               | \$29                  | \$0.87              | \$30                   |
| f.                                             | Recycling Bin Cleaning Fee (1 and 2 cubic yard bins)                                                                   | per bin                                | \$57                  | \$1.71              | \$59                   |
| g.                                             | Recycling Cart Replacement fee due to customer damage                                                                  | per bin                                | \$72                  | \$2.16              | \$74                   |
| h.                                             | Extra Recycling Truck Pick Up due to customer fault                                                                    | per pick-up                            | NA                    | NA                  | \$20                   |
| i.                                             | Waste Enclosure Padlock Replacement due to customer loss                                                               | per lock                               | \$14                  | \$0.42              | \$15                   |
| j.                                             | Citywide Garage Sale Listing                                                                                           | per registration                       | \$17                  | \$0.51              | \$18                   |
| k.                                             | Solid Waste Event Stands Rental (set of three - Recycling, Compost, and Garbage)                                       | per event per event                    | \$12                  | \$0.36              | \$13                   |
| l.                                             | Solid Waste Event Stand Replacement                                                                                    | per stand                              | \$69                  | \$2.07              | \$71                   |
| m.                                             | Compost                                                                                                                | per 5 gallons                          | \$1.00                | \$0.03              | \$1                    |
| n.                                             | Compact Fluorescent Bulb (CFL) Recycling *                                                                             | per bulb                               | \$3                   | \$0.09              | \$3                    |
| o.                                             | Fluorescent Tube Recycling *                                                                                           | per linear foot                        | \$1                   | \$0.02              | \$0.59                 |
| p.                                             | CFL & Tube Large Quantity (up to 15 CFLs and/or 30 feet) Recycling                                                     | flat fee                               | \$11                  | \$0.33              | \$11                   |
| q.                                             | Book Exchange or Recycling- Large quantities (1/4th cubic yard or more)                                                | per cubic yard                         | NA                    | NA                  | \$75.00                |
| r.                                             | Expanded Polystyrene drop off at Recycling Center ** (minimum cost \$0.75)                                             | per pound (or 12                       | NA                    | NA                  | \$0.75                 |
| s.                                             | Sharps and Pharms Disposal*                                                                                            | per disposal                           | NA                    | NA                  | \$1.00                 |
| t.                                             | Misc. Product Fee***                                                                                                   | per items                              | actual cost           |                     | actual cost            |
|                                                |                                                                                                                        |                                        |                       |                     |                        |
|                                                | *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.                                                                    |                                        |                       |                     |                        |
|                                                |                                                                                                                        |                                        |                       |                     |                        |
| Parking Controls                               |                                                                                                                        |                                        |                       |                     |                        |
| 1. Appeals                                     |                                                                                                                        |                                        |                       |                     |                        |
|                                                | No Parking/Stopping Anytime Zones (includes two hours of Manager's time)                                               | each                                   | \$519                 | \$15.57             | \$535                  |
| 2. Temporary No Parking/Stopping Anytime Signs |                                                                                                                        | each                                   | \$7                   | \$0.21              | \$7                    |
| 3. Temporary Barricades                        |                                                                                                                        |                                        |                       |                     |                        |
| a.                                             | Pick-up/drop-off by City crew                                                                                          | per pick-up/drop-off                   | \$63                  | \$1.89              | \$65                   |
| b.                                             | Replacement                                                                                                            | per barricade                          | \$96                  | \$2.88              | \$99                   |

| Description                                                                                                                                                | Basis   | Adopted FY 2018-19                                                      | 19-20 Adjustment | Proposed FY 2019-20                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------|
| <b>San Pablo Avenue Specific Plan Design Review</b>                                                                                                        |         |                                                                         |                  |                                                                         |
| Tier 1 Residential and Non-Residential Projects (with or without signage)                                                                                  | each    | \$1,931                                                                 | \$57.93          | \$1,989                                                                 |
| Tier 1 Permanent Signs (only)                                                                                                                              | each    | \$549                                                                   | \$16.47          | \$565                                                                   |
| Tier 1 Sidewalk Sign Permit (only)                                                                                                                         | each    | \$103                                                                   | \$3.09           | \$106                                                                   |
| Tier 1 Temporary Sign and/or Banner                                                                                                                        | each    | \$51                                                                    | \$1.53           | \$53                                                                    |
| Tier 1/AUP Sidewalk Seating (off ROW)                                                                                                                      | each    | \$560                                                                   | \$16.80          | \$577                                                                   |
| AUP Sidewalk Seating (in ROW)                                                                                                                              | each    | \$604                                                                   | \$18.12          | \$622                                                                   |
| Tier 1 - Minor Projects (as determined by Planning Manager)                                                                                                | each    | \$778                                                                   | \$23.34          | \$801                                                                   |
| Tier 2 Residential and Non-Residential Projects - Up to 2,500 sqft                                                                                         | each    | \$2,854                                                                 | \$85.62          | \$2,940                                                                 |
| Tier 3 Residential and Non-Residential Projects - Up to 2,500 sqft                                                                                         | each    | \$3,678                                                                 | \$110.34         | \$3,788                                                                 |
| Tier 2 Residential and Non-Residential Projects - 2,501 - 10,000 sqft                                                                                      | each    | \$4,735                                                                 | \$142.05         | \$4,877                                                                 |
| Tier 3 Residential and Non-Residential Projects - 2,501 - 10,000 sqft                                                                                      | each    | \$6,155                                                                 | \$184.65         | \$6,340                                                                 |
| Tier 2 Residential and Non-Residential Projects - 10,001 - 40,000 sqft                                                                                     | each    | \$8,711                                                                 | \$261.33         | \$8,972                                                                 |
| Tier 3 Residential and Non-Residential Projects - 10,001 - 40,000 sqft                                                                                     | each    | \$9,535                                                                 | \$286.05         | \$9,821                                                                 |
| Tier 2 Residential and Non-Residential Projects - 40,001 - 100,000 sqft                                                                                    | each    | \$12,612                                                                | \$378.36         | \$12,990                                                                |
| Tier 3 Residential and Non-Residential Projects - 40,001 - 100,000 sqft                                                                                    | each    | \$13,437                                                                | \$403.11         | \$13,840                                                                |
| Tier 2 Residential and Non-Residential Projects - 100,001+ sqft base fee plus per hour of staff time                                                       | each    | \$12,612 - after base fee depleted, project goes to hourly rate.        | 378.36           | \$12,990 - after base fee depleted, project goes to hourly rate.        |
| Tier 3 Residential and Non-Residential Projects - 100,001+ sqft base fee plus per hour of staff time                                                       | each    | \$13,437 - after base fee depleted, project goes to hourly rate.        | 403.11           | \$13,840 - after base fee depleted, project goes to hourly rate.        |
| Tier 4 Residential and Non-Residential Projects - Up to 10,000 sqft                                                                                        | each    | \$6,476                                                                 | \$194.28         | \$6,670                                                                 |
| Tier 4 Residential and Non-Residential Projects - 10,001 - 40,000 sqft                                                                                     | each    | \$9,773                                                                 | \$293.19         | \$10,066                                                                |
| Tier 4 Residential and Non-Residential Projects - 40,001 - 100,000 sqft                                                                                    | each    | \$14,309                                                                | \$429.27         | \$14,738                                                                |
| Tier 4 Residential and Non-Residential Projects - 100,001+ sqft base fee plus per hour of staff time                                                       | each    | \$14,309 - after base fee depleted, project goes to hourly rate.        | 429.27           | \$14,738 - after base fee depleted, project goes to hourly rate.        |
| Administrative Use Permit - Residential                                                                                                                    | each    | \$924                                                                   | \$27.72          | \$952                                                                   |
| Conditional Use Permit - Residential                                                                                                                       | each    | \$2,663                                                                 | \$79.89          | \$2,743                                                                 |
| <b>Environmental Review (CEQA)</b>                                                                                                                         |         |                                                                         |                  |                                                                         |
| Environmental Review - Specific Plan Environmental Checklist/Initial Study/Negative Declaration/Mitigated Negative Declaration/Environmental Impact Report | each    | Consultant costs, plus City administrative fee (30% of consultant cost) |                  | Consultant costs, plus City administrative fee (30% of consultant cost) |
| Environmental Review - Categorical Exemption                                                                                                               | each    | \$164                                                                   | \$4.92           | \$169                                                                   |
| Notice of Exemption                                                                                                                                        | each    | County Clerk Filing Fees                                                |                  | Fees                                                                    |
| <b>General Plan and Zoning Ordinance</b>                                                                                                                   |         |                                                                         |                  |                                                                         |
| General/Specific Plan and/or Amendment                                                                                                                     | each    | \$18,182                                                                | \$545.46         | \$18,727                                                                |
| Zoning Amendment                                                                                                                                           | each    | \$18,182                                                                | \$545.46         | \$18,727                                                                |
| <b>Subdivisions and Lot Adjustments</b>                                                                                                                    |         |                                                                         |                  |                                                                         |
| Tentative Parcel Map 1-4 lots                                                                                                                              | each    | \$6,782                                                                 | \$203.46         | \$6,985                                                                 |
| Tentative Tract Map 5-10 lots                                                                                                                              | each    | \$10,217                                                                | \$306.51         | \$10,524                                                                |
| Tentative Tract Map 11-25 lots                                                                                                                             | each    | \$13,667                                                                | \$410.01         | \$14,077                                                                |
| Tentative Tract Map 26+ lots (per lot)                                                                                                                     | per lot | \$2,086                                                                 | \$62.58          | \$2,149                                                                 |
| Final Map 1-4 lots                                                                                                                                         | each    | \$6,042                                                                 | \$181.26         | \$6,223                                                                 |
| Final Map 5+ lots                                                                                                                                          | each    | \$7,984                                                                 | \$239.52         | \$8,224                                                                 |
| Exception to Subdivision Ordinance                                                                                                                         | each    | \$8,467                                                                 | \$254.01         | \$8,721                                                                 |
| Lot Line Adjustment or Lot Merger                                                                                                                          | each    | \$6,042                                                                 | \$181.26         | \$6,223                                                                 |
| Certificate of Compliance                                                                                                                                  | each    | \$5,861                                                                 | \$175.83         | \$6,037                                                                 |
| <b>Planned Development</b>                                                                                                                                 |         |                                                                         |                  |                                                                         |
| Planned Development                                                                                                                                        | each    | \$37,263                                                                | \$1,117.89       | \$38,381                                                                |
| Development Agreement                                                                                                                                      | each    | \$40,934                                                                | \$1,228.02       | \$42,162                                                                |

VII. Planning

Agenda Item No. 6(A)  
Attachment 2 - Exhibit A

| Description                                                                                                                                           | Basis                                                                | Adopted FY 2018-19                                         | 19-20 Adjustment                                                     | Proposed FY 2019-20                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------|
| Development Fees                                                                                                                                      |                                                                      |                                                            |                                                                      |                                                            |
| Incentives Program Permit (Staff and Design Review Board review prior to application for Planning Commission action, does not include Use Permit Fee) | each                                                                 | \$10,836                                                   | \$325.08                                                             | \$11,161                                                   |
| Large Family Day Care Permit                                                                                                                          | each                                                                 | \$510                                                      | \$15.30                                                              | \$525                                                      |
| Accessory Dwelling Unit Permit                                                                                                                        | each                                                                 | \$301.50                                                   | \$9.05                                                               | \$311                                                      |
| Home Occupation Permit                                                                                                                                | each                                                                 | \$82                                                       | \$2.46                                                               | \$84                                                       |
| Zoning Clearance (Commercial)                                                                                                                         | each                                                                 | \$292                                                      | \$8.76                                                               | \$301                                                      |
| Individual Business Sign Permit (as part of Master Sign Program)                                                                                      | each                                                                 | \$82                                                       | \$2.46                                                               | \$84                                                       |
| Preliminary Review of Multi-Story Single FamilyConstruction (RAD)                                                                                     | each                                                                 | \$1,419                                                    | \$42.57                                                              | \$1,462                                                    |
| Unspecified or Research - hourly                                                                                                                      | per hour                                                             | \$210                                                      | \$6.30                                                               | \$216                                                      |
| Rebuild or Interpretation Letter                                                                                                                      | each                                                                 | \$833                                                      | \$24.99                                                              | \$858                                                      |
| Fence Clearance                                                                                                                                       | each                                                                 | \$82                                                       | \$2.46                                                               | \$84                                                       |
| Residential Chicken Clearance                                                                                                                         | each                                                                 | \$82                                                       | \$2.46                                                               | \$84                                                       |
| Honeybee Keeping Clearance                                                                                                                            | each                                                                 | \$82                                                       | \$2.46                                                               | \$84                                                       |
| Goat Weed Abatement Permit                                                                                                                            | each                                                                 | \$82                                                       | \$2.46                                                               | \$84                                                       |
| Unanimous Neighbor Consent Exception for Chickens and Bees                                                                                            | each                                                                 | \$41                                                       | \$1.23                                                               | \$42                                                       |
| Zoning Information Form/Questionaire                                                                                                                  | each                                                                 | \$41                                                       | \$1.23                                                               | \$42                                                       |
| Permit Amendment/Time Extension                                                                                                                       | each                                                                 | 1/2 Permit Fee                                             |                                                                      |                                                            |
| Appeals - By nonapplicant                                                                                                                             | each                                                                 | \$500                                                      | \$15.00                                                              | \$515                                                      |
| Appeals - By applicant                                                                                                                                | each                                                                 | 1/2 Current Fee                                            |                                                                      |                                                            |
| Community Development Director                                                                                                                        | per hour                                                             | \$236                                                      | \$7.08                                                               | \$243                                                      |
| Planning Manager                                                                                                                                      | per hour                                                             | \$181                                                      | \$5.43                                                               | \$186                                                      |
| Senior Planner                                                                                                                                        | per hour                                                             | \$164                                                      | \$4.92                                                               | \$169                                                      |
| Associate Planner                                                                                                                                     | per hour                                                             |                                                            |                                                                      | \$85                                                       |
| Massage Operator's Permit                                                                                                                             | each                                                                 | \$502                                                      | \$15.06                                                              | \$517                                                      |
| Cannabis Operating Permit                                                                                                                             | Deposit account                                                      | As needed to cover cost of application                     |                                                                      | as needed to cover cost of application                     |
| Inclusionary Zoning In-lieu Fee - 9 or more rental units                                                                                              | per habitable square foot                                            | \$17.00                                                    | \$0.51                                                               | \$18                                                       |
| Inclusionary Zoning In-lieu Fee - 10 or more "for sale" units                                                                                         | per habitable square foot                                            | \$20.00                                                    | \$0.60                                                               | \$21                                                       |
| 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. |                                                            |
| Design Review and Signs                                                                                                                               |                                                                      |                                                            |                                                                      |                                                            |
| Residential - 1 unit and projects deemed minor by Planning Manager                                                                                    | each                                                                 | \$788                                                      | \$23.64                                                              | \$812                                                      |
| Residential - 2 - 4 units                                                                                                                             | each                                                                 | \$2,854                                                    | \$85.62                                                              | \$2,940                                                    |
| Residential - 5 - 10 units                                                                                                                            | each                                                                 | \$4,735                                                    | \$142.05                                                             | \$4,877                                                    |
| Residential - 11+ units                                                                                                                               | each                                                                 | \$7,063                                                    | \$211.89                                                             | \$7,275                                                    |
| Nonresidential - 1 - 2,500 s.f.                                                                                                                       | each                                                                 | \$1,748                                                    | \$52.44                                                              | \$1,800                                                    |
| Nonresidential - 2,501 - 10,000 s.f.                                                                                                                  | each                                                                 | \$3,487                                                    | \$104.61                                                             | \$3,592                                                    |
| Nonresidential - 10,000+ s.f.                                                                                                                         | each                                                                 | \$6,097                                                    | \$182.91                                                             | \$6,280                                                    |
| Administrative Design Review                                                                                                                          | each                                                                 | \$1,748                                                    | \$52.44                                                              | \$1,800                                                    |
| Permanent signs conforming to sign regulations                                                                                                        | each                                                                 | \$549                                                      | \$16.47                                                              | \$565                                                      |
| Temporary signs                                                                                                                                       | each                                                                 | \$51                                                       | \$1.53                                                               | \$53                                                       |
| Sidewalk Sign Permit (only)                                                                                                                           | each                                                                 | \$51                                                       | \$1.53                                                               | \$53                                                       |
| Variances                                                                                                                                             |                                                                      |                                                            |                                                                      |                                                            |
| Variance - Residential                                                                                                                                | each                                                                 | \$4,492                                                    | \$134.76                                                             | \$4,627                                                    |
| Variance - Nonresidential                                                                                                                             | each                                                                 | \$6,775                                                    | \$203.25                                                             | \$6,978                                                    |
| Miscellaneous                                                                                                                                         |                                                                      |                                                            |                                                                      |                                                            |
| Pre-Application Review Meeting with Staff                                                                                                             | each                                                                 | \$0                                                        | \$0.00                                                               | \$0                                                        |
| Pre-Application Study Session with Planning Commission or Design Review Bord                                                                          | each                                                                 | \$3,763                                                    | \$112.89                                                             | \$3,876                                                    |
| Landscape Consultant or Design Consultant                                                                                                             | each                                                                 | Cost of consultant's time plus 30% administrative overhead |                                                                      | Cost of consultant's time plus 30% administrative overhead |
| Document Library and Associated Fees                                                                                                                  |                                                                      |                                                            |                                                                      |                                                            |
| Electronic Media-CD (of Plans etc.)                                                                                                                   | each                                                                 | \$19                                                       | \$0.57                                                               | \$20                                                       |
| Laserfiche/Archiving                                                                                                                                  | per page/sheet                                                       | \$3                                                        | \$0.09                                                               | \$3                                                        |
| Zoning Map                                                                                                                                            | each                                                                 | \$14                                                       | \$0.42                                                               | \$14                                                       |
| General Plan Map                                                                                                                                      | each                                                                 | \$14                                                       | \$0.42                                                               | \$14                                                       |
| Specific Plan                                                                                                                                         | each                                                                 | \$202                                                      | \$6.06                                                               | \$208                                                      |
| Urban Greening Plan                                                                                                                                   | each                                                                 | \$132                                                      | \$3.96                                                               | \$136                                                      |
| Active Transportation Plan                                                                                                                            | each                                                                 | \$132                                                      | \$3.96                                                               | \$136                                                      |
| General Plan                                                                                                                                          | each                                                                 | \$46                                                       | \$1.38                                                               | \$47                                                       |
| Use Permits                                                                                                                                           |                                                                      |                                                            |                                                                      |                                                            |
| Use Permit Residential - 1 unit                                                                                                                       | each                                                                 | \$1,839                                                    | \$55.17                                                              | \$1,894                                                    |
| Use Permit Residential - 2-4 units                                                                                                                    | each                                                                 | \$3,081                                                    | \$92.43                                                              | \$3,173                                                    |
| Use Permit Residential - 5-10 units                                                                                                                   | each                                                                 | \$3,905                                                    | \$117.15                                                             | \$4,022                                                    |

# VII. Planning

# Agenda Item No. 6(A) Attachment 2 - Exhibit A

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Basis | Adopted FY 2018-19 | 19-20 Adjustment | Proposed FY 2019-20 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------------------|------------------|---------------------|
| Use Permit Residential - 11+ units                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | each  | \$4,729            | \$141.87         | \$4,871             |
| Use Permit Nonresidential - 1 - 2,500 s.f.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | each  | \$3,081            | \$92.43          | \$3,173             |
| Use Permit Nonresidential - 2,501 - 10,000 s.f.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | each  | \$3,905            | \$117.15         | \$4,022             |
| Use Permit Nonresidential - 10,000+ s.f.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | each  | \$4,729            | \$141.87         | \$4,871             |
| Administrative Use Permit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | each  | \$1,015            | \$30.45          | \$1,045             |
| Administrative Use Permit - Keeping Animals (Title 7)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | each  | \$924              | \$27.72          | \$952               |
| Temporary Use Permit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | each  | \$924              | \$27.72          | \$952               |
| <b>Note:</b> Fees are based on the City's Cost Allocation Study to cover the cost of processing applications for all projects. The Development Services Manager may determine a project to be unusually complex or time consuming, and require a deposit at the time of application for estimated staff and consultant costs. If a standard fee has previously been paid, additional deposits may be required to cover extraordinary costs resulting from unforeseen complexities, delays or extra meetings. Hourly staff costs are based on employee wages and benefits, overhead, equipment and supervision, as determined by the City's Cost Allocation Study. Charges for third-party consultants will equal actual contract costs plus 30% administrative charge. |       |                    |                  |                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |                    |                  |                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |                    |                  |                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |                    |                  |                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |                    |                  |                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |                    |                  |                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |                    |                  |                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |                    |                  |                     |

# XI. Miscellaneous Building Permit Fees

## Agenda Item No. 6(A) Attachment 2 - Exhibit A

The following permit fee table includes fees for miscellaneous projects other than new construction such as remodels, additions, repairs, reroofs, decks, carports, patio rooms, and retaining walls. These fees include any associated mechanical, plumbing, or electrical work. The table also includes additional miscellaneous fees. Permit fees for work not addressed in the miscellaneous or M,P,E fee tables shall be calculated based on valuation per the Construction Valuation Tables in Section X.

Plan review fees as indicated and review fees from other departments/divisions are due and payable at the time of document submittal.

This table effective 7/1/2019 to 6/30/2020

| Item                                                   | Unit         | Comment                                                                                      | Plan Review | Plan Review<br>(FY 18-19) | Building<br>Permit Fee<br>(FY18-19) | Total Fee<br>(FY18-19) | 19-20<br>Adjustment | Proposed<br>Plan Review<br>Fee FY19-20 | Proposed<br>Building<br>Permit Fee<br>FY19-20 | Proposed<br>Total FY2019-20 |
|--------------------------------------------------------|--------------|----------------------------------------------------------------------------------------------|-------------|---------------------------|-------------------------------------|------------------------|---------------------|----------------------------------------|-----------------------------------------------|-----------------------------|
| Plan Review Fee                                        |              | plus 65% of building permit fee when project is subject to plan review                       |             |                           |                                     |                        |                     |                                        |                                               |                             |
| Projects with a ✓ in first column require plan review. |              |                                                                                              |             |                           |                                     |                        |                     |                                        |                                               |                             |
| Standard Hourly Rate                                   | per hour     | Charges for projects that do not fit into categories listed and are not subject to valuation | NA          | NA                        | \$152.00                            | \$152.00               | \$4.56              | NA                                     | 156.56                                        | \$156.56                    |
| MISCELLANEOUS PROJECTS/FEES                            |              |                                                                                              |             |                           |                                     |                        |                     |                                        |                                               |                             |
| Antenna (i.e. res HAM or CB)                           | each         |                                                                                              | \$236.36    | \$236.36                  | \$363.64                            | \$600.00               | \$18.00             | 243.45                                 | 374.55                                        | \$618.00                    |
| Equipment Container/Building (PreFab)                  | each         |                                                                                              | \$342.33    | \$342.33                  | \$526.67                            | \$869.00               | \$26.07             | 352.60                                 | 542.47                                        | \$895.07                    |
| Cellular/Mobile Phone, free-standing                   | each         |                                                                                              | \$479.42    | \$479.42                  | \$737.58                            | \$1,217.00             | \$36.51             | 493.81                                 | 759.70                                        | \$1,253.51                  |
| Cellular/Mobile Phone, co-location                     | each         |                                                                                              | \$223.36    | \$223.36                  | \$343.64                            | \$567.00               | \$17.01             | 230.06                                 | 353.95                                        | \$584.01                    |
| Awning or Canopy                                       | each         |                                                                                              | \$174.52    | \$174.52                  | \$268.48                            | \$443.00               | \$13.29             | 179.75                                 | 276.54                                        | \$456.29                    |
| Balcony addition                                       | each         |                                                                                              |             | \$272.61                  | \$419.39                            | \$692.00               | \$20.76             | 280.78                                 | 431.98                                        | \$712.76                    |
| Change or Assigned Address Request                     | each         |                                                                                              |             | NA                        | \$380.00                            | \$380.00               | \$11.40             | NA                                     | 391.40                                        | \$391.40                    |
| Change of Occupancy/Use                                | each         |                                                                                              |             | NA                        | \$322.00                            | \$322.00               | \$9.66              | NA                                     | 331.66                                        | \$331.66                    |
| Close Existing Openings                                | each         |                                                                                              |             | \$144.97                  | \$223.03                            | \$368.00               | \$11.04             | 149.32                                 | 229.72                                        | \$379.04                    |
| Commercial Coach (per unit)                            | each unit    |                                                                                              |             | \$228.09                  | \$350.91                            | \$579.00               | \$17.37             | 234.93                                 | 361.44                                        | \$596.37                    |
| Commercial Vapor Recovery Systems                      | each         |                                                                                              |             | \$222.18                  | \$341.82                            | \$564.00               | \$16.92             | 228.85                                 | 352.07                                        | \$580.92                    |
| Demolition Whole or partial building                   | each         | When involving any exterior walls                                                            |             | \$190.27                  | \$292.73                            | \$483.00               | \$14.49             | 195.98                                 | 301.51                                        | \$497.49                    |
| Demolition Surcharge                                   | each         | PCB mitigation when applicable                                                               |             |                           | \$400.00                            | \$400.00               | \$400.00            | 157.58                                 | 242.42                                        | \$400.00                    |
| Dry Rot/Termite Repair (Minor)                         | each         | Up to \$10,000 valuation                                                                     |             | \$258.03                  | \$396.97                            | \$655.00               | \$19.65             | 265.77                                 | 408.88                                        | \$674.65                    |
| Dry rot/Termite Repair > \$10,000 valuation            | by valuation | fee derived from construction valuation tables                                               |             |                           |                                     |                        |                     | Val. Table                             | Val. Table                                    |                             |
| Earthquake Mitigation Inspection - first hour          | per hour     |                                                                                              | NA          | NA                        | \$253.00                            | \$253.00               | \$7.59              | NA                                     | 260.59                                        | \$260.59                    |
| Earthquake Mitigation Inspection - add'l hour          | per hour     |                                                                                              | NA          | NA                        | \$120.00                            | \$120.00               | \$3.60              | NA                                     | 123.60                                        | \$123.60                    |
| Fire Permit Handling Fee                               | each         |                                                                                              | NA          | NA                        | \$97.00                             | \$97.00                | \$2.91              | NA                                     | 99.91                                         | \$99.91                     |
| Flag pole                                              | each         |                                                                                              | \$138.27    | \$138.27                  | \$212.73                            | \$351.00               | \$10.53             | 142.42                                 | 219.11                                        | \$361.53                    |
| Permit Renewal (within one year of expiration)         | each         | 50% of original permit fee                                                                   |             |                           |                                     |                        |                     |                                        |                                               |                             |
| Permit Renewal (after one year of expiration)          | each         | 100% of original fee                                                                         |             |                           |                                     |                        |                     |                                        |                                               |                             |
| Permit Re-Inspection Fee                               | per hour     | 1/2 hour minimum                                                                             |             | NA                        | \$144.00                            | \$144.00               | \$4.32              | NA                                     | 148.32                                        | \$148.32                    |
| Emergency (Non-Scheduled) Call-Out Fee                 | per hour     | 4 hour minimum                                                                               |             | NA                        | \$120.00                            | \$120.00               | \$3.60              | NA                                     | 123.60                                        | \$123.60                    |
| After Hours (Scheduled) Call-Out Fee                   | per hour     | 2 hour minimum                                                                               |             | NA                        | \$144.00                            | \$144.00               | \$4.32              | NA                                     | 148.32                                        | \$148.32                    |
| Each additional hour emergency or aftr hours           | per hour     |                                                                                              |             | NA                        | \$120.00                            | \$120.00               | \$3.60              | NA                                     | 123.60                                        | \$123.60                    |
| Research (first 1/2 hour)                              | per 1/2 hour | up to one half hour                                                                          |             | NA                        | \$105.00                            | \$105.00               | \$3.15              | NA                                     | 108.15                                        | \$108.15                    |
| Each additional 1/2 hour (or portion thereof)          | per 1/2 hour |                                                                                              |             | NA                        | \$52.00                             | \$52.00                | \$1.56              | NA                                     | 53.56                                         | \$53.56                     |
| Residential Drainage – French Drain/Sump Pump          | each         |                                                                                              | \$138.27    | \$138.27                  | \$212.73                            | \$351.00               | \$10.53             | 142.42                                 | 219.11                                        | \$361.53                    |
| Revisions to Existing Permits - Minor                  | each         | flat fee - not per hour                                                                      | \$208.00    | \$208.00                  |                                     | \$208.00               | \$6.24              | 214.24                                 | NA                                            | \$214.24                    |
| Revisions to Existing Permits - Major                  | per hour     | 3 hour minimum charge                                                                        | \$208.00    | \$208.00                  |                                     | \$208.00               | \$6.24              | 214.24                                 | NA                                            | \$214.24                    |
| Additional Plan Review after 2nd recheck by consultant | each         | consultant fee x 1.5                                                                         |             |                           |                                     |                        |                     | TBD                                    | NA                                            |                             |
| Additional Review after 2nd recheck by City Staff      | per hour     |                                                                                              |             |                           |                                     |                        |                     | 189.52                                 | NA                                            |                             |
| Supplemental Plan Review Fee                           | per hour     |                                                                                              | \$184.00    | NA                        |                                     | \$184.00               | \$5.52              | 189.52                                 | NA                                            | \$189.52                    |
| Supplemental Inspection Fee                            | per hour     |                                                                                              |             | NA                        | \$144.00                            | \$144.00               | \$4.32              | NA                                     | 148.32                                        | \$148.32                    |
| Soils Review (City Staff Processing Only)              | each         |                                                                                              | \$97.00     | \$97.00                   | \$97.00                             | \$97.00                | \$2.91              | 99.91                                  | NA                                            | \$99.91                     |
| Soils Report Review Fee (Consultant Review)            |              | Fee Charged to City by Consultant                                                            | \$2,000.00  |                           |                                     |                        | \$0.00              | TBD                                    | NA                                            |                             |
| FEMA Flood Zone Review                                 | each         |                                                                                              | \$479.00    | \$479.00                  | \$479.00                            | \$479.00               | \$14.37             | 493.37                                 | NA                                            | \$493.37                    |
| ACCESSORY STRUCTURES                                   |              |                                                                                              |             |                           |                                     |                        |                     |                                        |                                               |                             |
| Accessory Structure/Storage shed <= 200 sq.ft.- no MEP |              | up to 200 sq ft                                                                              | \$216.67    |                           | \$333.33                            | \$550.00               | \$16.50             | 223.17                                 | 343.33                                        | \$566.50                    |
| Accessory Structure/Storage shed - no MEP >200 sq ft   |              | each additional 100 sq ft or fraction thereof above 200 sq. ft.                              | \$19.70     |                           | \$30.30                             | \$50.00                | \$1.50              | 20.29                                  | 31.21                                         | \$51.50                     |
| Carport                                                | each         |                                                                                              | \$248.58    | \$248.58                  | \$382.42                            | \$631.00               | \$18.93             | 256.03                                 | 393.90                                        | \$649.93                    |
| New garage (attached or detached) < =500 sq ft         | each         |                                                                                              | \$307.67    | \$307.67                  | \$473.33                            | \$781.00               | \$23.43             | 316.90                                 | 487.53                                        | \$804.43                    |
| New garage (attached or detached) > 500 sq ft          | additional   | each additional 100 sq ft or fraction thereof                                                | \$60.67     | \$60.67                   | \$93.33                             | \$154.00               | \$4.62              | 62.49                                  | 96.13                                         | \$158.62                    |

# XI. Miscellaneous Building Permit Fees

## Agenda Item No. 6(A) Attachment 2 - Exhibit A

| Item                                                                                                                                 | Unit                                                | Comment                                                                                                                                            | Plan Review | Plan Review<br>(FY 18-19) | Building<br>Permit Fee<br>(FY18-19) | Total Fee<br>(FY18-19) | 19-20<br>Adjustment | Proposed<br>Plan Review<br>Fee FY19-20 | Proposed<br>Building<br>Permit Fee<br>FY19-20 | Proposed<br>Total FY2019-<br>20 |
|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------|-------------------------------------|------------------------|---------------------|----------------------------------------|-----------------------------------------------|---------------------------------|
| <b>ACCESSORY DWELLING UNITS</b>                                                                                                      |                                                     |                                                                                                                                                    |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| ✓ Accessory Dwelling Unit - Additions or New Detached per 300 sq.ft.                                                                 | each 300 square feet or fraction thereof            | includes kitchen and bathroom                                                                                                                      | \$267.48    | \$534.97                  | \$823.03                            | \$1,358.00             | \$40.74             | 551.02                                 | 847.72                                        | \$1,398.74                      |
| ✓ Accessory Dwelling Unit - Conversion per 300 sq.ft.                                                                                | square feet or fraction thereof                     | includes kitchen and bathroom                                                                                                                      | \$201.70    | \$403.39                  | \$620.61                            | \$1,024.00             | \$30.72             | 415.50                                 | 639.22                                        | \$1,054.72                      |
| ✓ Accessory Dwelling Unit - Additions or New Detached per 300 sq.ft. when Universal Design is incorporated throughout (25% Discount) | square feet or fraction thereof                     | includes kitchen and bathroom                                                                                                                      | \$240.70    | \$401.03                  | \$616.97                            | \$1,018.00             | \$30.54             | 413.06                                 | 635.48                                        | \$1,048.54                      |
| ✓ Accessory Dwelling Unit - Conversion per 300 sq.ft. when Universal Design is incorporated throughout (25% Discount)                | square feet or fraction thereof                     | includes kitchen and bathroom                                                                                                                      | \$181.61    | \$302.55                  | \$465.45                            | \$768.00               | \$23.04             | 311.62                                 | 479.42                                        | \$791.04                        |
| <b>ALTERATIONS/ADDITIONS</b>                                                                                                         |                                                     |                                                                                                                                                    |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| ✓ Room Addition: <=300 sq ft (without kitchen or bathroom)                                                                           | 1st 300 sq. ft.                                     | First 300 sq.ft. without engineering calculations                                                                                                  | \$405.76    | \$405.76                  | \$624.24                            | \$1,030.00             | \$30.90             | 417.93                                 | 642.97                                        | \$1,060.90                      |
| ✓ Room Addition: <=300 sq ft (without kitchen or bathroom)                                                                           | 1st 300 sq.ft.                                      | First 300 sq.ft. with engineering calculations                                                                                                     | \$432.15    | \$432.15                  | \$664.85                            | \$1,097.00             | \$32.91             | 445.12                                 | 684.79                                        | \$1,129.91                      |
| ✓ Room Addition: >300 sq ft (with or without engineer's calculations and without kitchen or bathroom)                                | Additional                                          | Per each additional 100 sq. ft. or fraction thereof above first 300 sq.ft.                                                                         | \$104.39    | \$104.39                  | \$160.61                            | \$265.00               | \$7.95              | 107.53                                 | 165.42                                        | \$272.95                        |
| ✓ Remodel <=300 sq ft without kit. or bath                                                                                           | up to 300 sq.ft.                                    |                                                                                                                                                    | \$325.39    | \$325.39                  | \$500.61                            | \$826.00               | \$24.78             | 335.16                                 | 515.62                                        | \$850.78                        |
| ✓ Remodel >300 sq. ft. (without kitchen or bathroom)                                                                                 | additional                                          | each additional 100 sq ft or fraction thereof                                                                                                      | \$60.67     | \$60.67                   | \$93.33                             | \$154.00               | \$4.62              | 62.49                                  | 96.13                                         | \$158.62                        |
| ✓ Remodel - Kitchen/Bathroom                                                                                                         | each                                                | regardless of size                                                                                                                                 | \$257.24    | \$257.24                  | \$395.76                            | \$653.00               | \$19.59             | 264.96                                 | 407.63                                        | \$672.59                        |
| ✓ Additional Kitchen/Bathroom Remodel or when located within a remodel or addition square footage.                                   | each additional                                     | 50% of stand-alone kit or bath when done at the same time as the first or is part of a remodel/addition.                                           | \$104.39    | \$104.39                  | \$160.61                            | \$265.00               | \$7.95              | 107.53                                 | 165.42                                        | \$272.95                        |
| Misc Bathroom Repair (1 fixture maximum)                                                                                             | each                                                |                                                                                                                                                    | \$99.67     | \$99.67                   | \$153.33                            | \$253.00               | \$7.59              | N/A                                    | 260.59                                        | \$260.59                        |
| Misc Minor Repairs/alterations <= \$2,500 valuation                                                                                  | each                                                |                                                                                                                                                    |             |                           | \$253.00                            | \$253.00               | \$7.59              | N/A                                    | 260.59                                        | \$260.59                        |
| ✓ Misc Repairs and structural alterations > \$2,500 valuation                                                                        |                                                     | fee as per Construction Valuation Tables                                                                                                           |             |                           | \$0.00                              |                        |                     | 0.00                                   | 0.00                                          |                                 |
| ✓ New or remodel commercial bathroom                                                                                                 | each                                                |                                                                                                                                                    | \$354.55    | \$354.55                  | \$545.45                            | \$900.00               | \$27.00             | 365.18                                 | 561.82                                        | \$927.00                        |
| ✓ New bathroom or kitchen added to existing dwelling or existing or new accessory building                                           | each                                                |                                                                                                                                                    | \$265.12    | \$265.12                  | \$407.88                            | \$673.00               | \$20.19             | 273.07                                 | 420.12                                        | \$693.19                        |
| <b>DECKS</b>                                                                                                                         |                                                     |                                                                                                                                                    |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| ✓ Deck - New <=100 sq ft                                                                                                             | each                                                | Small decks of up to 100 sq. ft.                                                                                                                   | \$208.79    | \$208.79                  | \$321.21                            | \$530.00               | \$15.90             | 215.05                                 | 330.85                                        | \$545.90                        |
| ✓ Deck - New 101-500 sq ft                                                                                                           | each                                                | Decks larger than 100 and up to 500 sq. ft.                                                                                                        | \$293.48    | \$293.48                  | \$451.52                            | \$745.00               | \$22.35             | 302.29                                 | 465.06                                        | \$767.35                        |
| ✓ Deck - New 501 + sq ft                                                                                                             | each additional 500 sq.ft.                          | Additional fee per additional 500sq.ft. or fraction thereof for decks larger than 500 sq.ft.                                                       | \$90.61     | \$90.61                   | \$139.39                            | \$230.00               | \$6.90              | 93.32                                  | 143.58                                        | \$236.90                        |
| ✓ Deck - Repair (up to 25% of orig sq ft) <100 sq ft                                                                                 | each                                                | Small decks of up to 100 sq. ft.                                                                                                                   | \$147.73    | \$147.73                  | \$227.27                            | \$375.00               | \$11.25             | 152.16                                 | 234.09                                        | \$386.25                        |
| ✓ Deck - Repair (up to 25% of orig sq ft) 101 < 500 sq ft                                                                            | each                                                | Decks larger than 100 and up to 500 sq. ft.                                                                                                        | \$232.42    | \$232.42                  | \$357.58                            | \$590.00               | \$17.70             | 239.40                                 | 368.30                                        | \$607.70                        |
| ✓ Deck - Repair (up to 25% of orig sq ft) 501 + sq ft                                                                                | each additional 500 sq ft                           | Additional fee per 500 sq.ft. or fraction thereof for decks larger than 500 sq.ft.                                                                 | \$37.03     | \$37.03                   | \$56.97                             | \$94.00                | \$2.82              | 38.14                                  | 58.68                                         | \$96.82                         |
| <b>ELECTRIC VEHICLE CHARGING</b>                                                                                                     |                                                     |                                                                                                                                                    |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| ✓ Electric Vehicle Charging Stations: Residential                                                                                    | each                                                |                                                                                                                                                    | \$101.24    | \$101.24                  | \$155.76                            | \$257.00               | \$7.71              | 104.28                                 | 160.43                                        | \$264.71                        |
| ✓ Electric Vehicle Charging Stations: Commercial                                                                                     | each                                                |                                                                                                                                                    | \$212.33    | \$212.33                  | \$326.67                            | \$539.00               | \$16.17             | 218.70                                 | 336.47                                        | \$555.17                        |
| ✓ Multiple Commercial EV Charging Stations - available for public use                                                                | each when 2 or more on the same property or complex | Each charging station when 2 or more are installed on the same property or parking complex and made available to the general public (25% discount) | \$159.00    | \$159.25                  | \$245.00                            | \$404.00               | \$12.12             | 163.93                                 | 252.19                                        | \$416.12                        |
| ✓ Multiple Commercial EV Charging Stations - available for public use                                                                | each when 5 or more on the same property or complex | Each charging station when 5 or more are installed on the same property or parking complex and made available to the general public (50% discount) | \$105.66    | \$106.17                  | \$163.34                            | \$269.50               | \$8.09              | 109.35                                 | 168.23                                        | \$277.59                        |
| <b>FENCES</b>                                                                                                                        |                                                     |                                                                                                                                                    |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| ✓ Fence or Freestanding Wall (6-10' high non-masonry) <=100 lf                                                                       | each                                                | 1st 100 lineal feet                                                                                                                                | \$151.67    | \$151.67                  | \$233.33                            | \$385.00               | \$11.55             | 156.22                                 | 240.33                                        | \$396.55                        |
| ✓ Fence or Freestanding Wall (6-10' high non-masonry) each additional 100 lf                                                         | additional                                          | each additional 100 lf or fraction thereof of fence or wall                                                                                        | \$32.30     | \$32.30                   | \$49.70                             | \$82.00                | \$2.46              | 33.27                                  | 51.19                                         | \$84.46                         |
| ✓ Fence or Freestanding Wall (<10' high masonry) <=100 lf                                                                            | each                                                | 1st 100 lineal feet                                                                                                                                | \$307.67    | \$307.67                  | \$473.33                            | \$781.00               | \$23.43             | 316.90                                 | 487.53                                        | \$804.43                        |
| ✓ Fence or Freestanding Wall (<10' high masonry) each additional 100 lf                                                              | additional                                          | each additional 100 lf or fraction thereof of fence or wall                                                                                        | \$47.27     | \$47.27                   | \$72.73                             | \$120.00               | \$3.60              | 48.69                                  | 74.91                                         | \$123.60                        |

| Item                                                             | Unit                         | Comment                                                                  | Plan Review | Plan Review<br>(FY 18-19) | Building<br>Permit Fee<br>(FY18-19) | Total Fee<br>(FY18-19) | 19-20<br>Adjustment | Proposed<br>Plan Review<br>Fee FY19-20 | Proposed<br>Building<br>Permit Fee<br>FY19-20 | Proposed<br>Total FY2019-<br>20 |
|------------------------------------------------------------------|------------------------------|--------------------------------------------------------------------------|-------------|---------------------------|-------------------------------------|------------------------|---------------------|----------------------------------------|-----------------------------------------------|---------------------------------|
| <b>FIREPLACE</b>                                                 |                              |                                                                          |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| ✓ Fireplace: Masonry                                             | each                         |                                                                          | \$270.64    | \$270.64                  | \$416.36                            | \$687.00               | \$20.61             | 278.76                                 | 428.85                                        | \$707.61                        |
| ✓ Fireplace: Pre-Fabricated/Metal                                | each                         |                                                                          | \$222.97    | \$222.97                  | \$343.03                            | \$566.00               | \$16.98             | 229.66                                 | 353.32                                        | \$582.98                        |
| ✓ Fireplace: Demo                                                | each                         |                                                                          | \$161.91    | \$161.91                  | \$249.09                            | \$411.00               | \$12.33             | 166.77                                 | 256.56                                        | \$423.33                        |
| <b>FOUNDATION</b>                                                |                              |                                                                          |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| ✓ Foundation Repair - Non-Engineered                             | 1st 100 lf                   | up to 100 lf                                                             | \$212.33    | \$212.33                  | \$326.67                            | \$539.00               | \$16.17             | 218.70                                 | 336.47                                        | \$555.17                        |
| ✓ Foundation Repair - Non-Engineered                             | additional 50 lf             | each additional 50 lf or fraction thereof                                | \$60.67     | \$60.67                   | \$93.33                             | \$154.00               | \$4.62              | 62.49                                  | 96.13                                         | \$158.62                        |
| ✓ Foundation Repair - Engineered                                 | 1st 100 lf                   | up to 100 lf                                                             | \$286.79    | \$286.79                  | \$441.21                            | \$728.00               | \$21.84             | 295.39                                 | 454.45                                        | \$749.84                        |
| ✓ Foundation Repair - Engineered                                 | additional 50 lf             | each additional 50 lf or fraction thereof                                | \$60.67     | \$60.67                   | \$93.33                             | \$154.00               | \$4.62              | 62.49                                  | 96.13                                         | \$158.62                        |
| <b>PARTITIONS</b>                                                |                              |                                                                          |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| ✓ Partition - Commercial, Interior <= 30 lf                      | up to 30 lf                  |                                                                          | \$161.91    | \$161.91                  | \$249.09                            | \$411.00               | \$12.33             | 166.77                                 | 256.56                                        | \$423.33                        |
| ✓ Additional commercial partition >30 lf                         | additional 30 lf             | each additional 30 lf or fraction thereof                                | \$37.03     | \$37.03                   | \$56.97                             | \$94.00                | \$2.82              | 38.14                                  | 58.68                                         | \$96.82                         |
| ✓ Partition - Residential, Interior <= 30 lf                     | up to 30 lf                  |                                                                          | \$161.91    | \$161.91                  | \$249.09                            | \$411.00               | \$12.33             | 166.77                                 | 256.56                                        | \$423.33                        |
| ✓ Additional residential partition >30 lf                        | additional 30 lf             | each additional 30 lf or fraction thereof                                | \$37.03     | \$37.03                   | \$56.97                             | \$94.00                | \$2.82              | 38.14                                  | 58.68                                         | \$96.82                         |
| <b>PATIO AND PORCH</b>                                           |                              |                                                                          |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| ✓ Covered Porch                                                  |                              |                                                                          | \$171.76    | \$171.76                  | \$264.24                            | \$436.00               | \$13.08             | 176.91                                 | 272.17                                        | \$449.08                        |
| ✓ Patio or Deck Cover: Wood frame <= 300 sq.ft.                  | up to 300 sq.ft.             |                                                                          | \$173.73    | \$173.73                  | \$267.27                            | \$441.00               | \$13.23             | 178.94                                 | 275.29                                        | \$454.23                        |
| ✓ Patio or Deck Cover: Metal frame <= 300 sq.ft.                 | up to 300 sq.ft.             |                                                                          | \$173.73    | \$173.73                  | \$267.27                            | \$441.00               | \$13.23             | 178.94                                 | 275.29                                        | \$454.23                        |
| ✓ Additional patio or deck cover of wood or metal >300 sq.ft.    | each additional 300 sq ft or |                                                                          | \$48.85     | \$48.85                   | \$75.15                             | \$124.00               | \$3.72              | 50.31                                  | 77.41                                         | \$127.72                        |
| ✓ Patio Room: Enclosed, wood frame                               | up to 300 sq.ft.             |                                                                          | \$260.00    | \$260.00                  | \$400.00                            | \$660.00               | \$19.80             | 267.80                                 | 412.00                                        | \$679.80                        |
| ✓ Patio Room: Enclosed, metal frame                              | up to 300 sq.ft.             |                                                                          | \$260.00    | \$260.00                  | \$400.00                            | \$660.00               | \$19.80             | 267.80                                 | 412.00                                        | \$679.80                        |
| ✓ Additional enclosed patio wood or metal >300 sq.ft.            | each additional 300 sq ft or |                                                                          | \$121.73    | \$121.73                  | \$187.27                            | \$309.00               | \$9.27              | 125.38                                 | 192.89                                        | \$318.27                        |
| <b>RETAINING WALLS</b>                                           |                              |                                                                          |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| ✓ Retaining Wall: Standard Design Non Engineered                 | up to 50 lf                  |                                                                          | \$199.33    | \$199.33                  | \$306.67                            | \$506.00               | \$15.18             | 205.31                                 | 315.87                                        | \$521.18                        |
| ✓ Additional retaining wall >50 lf                               | additional                   | each additional 50 lf or fraction thereof                                | \$48.85     | \$48.85                   | \$75.15                             | \$124.00               | \$3.72              | 50.31                                  | 77.41                                         | \$127.72                        |
| ✓ Retaining Wall: Special Design, 3-10 ft High and Engineered    |                              |                                                                          | \$337.21    | \$337.21                  | \$518.79                            | \$856.00               | \$25.68             | 347.33                                 | 534.35                                        | \$881.68                        |
| ✓ Additional retaining wall >50 lf                               |                              | each additional 50 lf or fraction thereof                                | \$60.67     | \$60.67                   | \$93.33                             | \$154.00               | \$4.62              | 62.49                                  | 96.13                                         | \$158.62                        |
| ✓ Retaining Wall: Special Design, Over 10 ft High and Engineered |                              |                                                                          | \$432.15    | \$432.15                  | \$664.85                            | \$1,097.00             | \$32.91             | 445.12                                 | 684.79                                        | \$1,129.91                      |
| ✓ Additional retaining wall >50 lf                               |                              | each additional 50 lf or fraction thereof                                | \$97.70     | \$97.70                   | \$150.30                            | \$248.00               | \$7.44              | 100.63                                 | 154.81                                        | \$255.44                        |
| <b>ROOFS</b>                                                     |                              |                                                                          |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| ✓ Misc Roof Repair < 500 sq ft                                   | each                         |                                                                          | \$0.00      | NA                        | \$253.00                            | \$253.00               | \$7.59              | NA                                     | 260.59                                        | \$260.59                        |
| ✓ Re-Roof Residential: <=1,500 sq ft                             | each                         | up to 1,500 sq ft                                                        | \$0.00      | NA                        | \$344.00                            | \$344.00               | \$10.32             | NA                                     | 354.32                                        | \$354.32                        |
| Re-Roof Residential: Each additional 100 sf                      |                              | each additional 100 sq ft or fraction thereof                            | \$0.00      | NA                        | \$9.00                              | \$9.00                 | \$0.27              | NA                                     | 9.27                                          | \$9.27                          |
| Re-Roof Commercial: <5,000 sq ft                                 | each                         | up to 5000 sq.ft.                                                        | \$0.00      | NA                        | \$434.00                            | \$434.00               | \$13.02             | NA                                     | 447.02                                        | \$447.02                        |
| Re-Roof Commercial: 5,001 - 10,000 sq ft                         | each                         | each roof within this range                                              | \$0.00      | NA                        | \$615.00                            | \$615.00               | \$18.45             | NA                                     | 633.45                                        | \$633.45                        |
| Re-Roof Commercial: 10,001 - 20,000 sq ft                        | each                         | each roof within this range                                              | \$0.00      | NA                        | \$796.00                            | \$796.00               | \$23.88             | NA                                     | 819.88                                        | \$819.88                        |
| Re-Roof Commercial: 20,001 - 50,000 sq ft                        | each                         | each roof within this range                                              | \$0.00      | NA                        | \$1,038.00                          | \$1,038.00             | \$31.14             | NA                                     | 1,069.14                                      | \$1,069.14                      |
| Re-Roof Commercial: 50,001 - 100,000 sq ft                       | each                         | each roof within this range                                              | \$0.00      | NA                        | \$1,279.00                          | \$1,279.00             | \$38.37             | NA                                     | 1,317.37                                      | \$1,317.37                      |
| Re-Roof Commercial: >100,001 (each add'l 10,000 sq. ft.)         |                              | Each additional 10,000 sq. ft. or fraction thereof above 100,000 sq. ft. | \$0.00      | NA                        | \$193.00                            | \$193.00               | \$5.79              | NA                                     | 198.79                                        | \$198.79                        |
| ✓ Roof Structure Replacement <= 100 sq.ft.                       | each                         | up to 100 sq.ft.                                                         | \$161.91    | \$161.91                  | \$249.09                            | \$411.00               | \$12.33             | 166.77                                 | 256.56                                        | \$423.33                        |
| ✓ Additional roof structure replacement > 100 sq.ft.             | additional above first       | each additional 100 sq ft or fraction thereof.                           | \$37.03     | \$37.03                   | \$56.97                             | \$94.00                | \$2.82              | 38.14                                  | 58.68                                         | \$96.82                         |

# XI. Miscellaneous Building Permit Fees

## Agenda Item No. 6(A) Attachment 2 - Exhibit A

| Item                                                        | Unit                                          | Comment                                                                                                                                  | Plan Review | Plan Review<br>(FY 18-19) | Building<br>Permit Fee<br>(FY18-19) | Total Fee<br>(FY18-19) | 19-20<br>Adjustment | Proposed<br>Plan Review<br>Fee FY19-20 | Proposed<br>Building<br>Permit Fee<br>FY19-20 | Proposed<br>Total FY2019-<br>20 |
|-------------------------------------------------------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------|-------------------------------------|------------------------|---------------------|----------------------------------------|-----------------------------------------------|---------------------------------|
| <b>SEISMIC IMPROVEMENT</b>                                  |                                               |                                                                                                                                          |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| ✓ Seismic Retrofit/Structural Strengthening Engineered      | each                                          |                                                                                                                                          | \$209.58    | \$209.58                  | \$322.42                            | \$532.00               | \$15.96             | 215.86                                 | 332.10                                        | \$547.96                        |
| ✓ Seismic Retrofit/Structural Strengthening Non-Engineered  | each                                          |                                                                                                                                          | \$209.58    | \$209.58                  | \$322.42                            | \$532.00               | \$15.96             | 215.86                                 | 332.10                                        | \$547.96                        |
| ✓ Seismic Retrofit/Structural Strengthening using Planset A | each                                          | When designed using Standard Planset A or using prescriptive measures in the 2016 California Existing Building Code Appendix Chapter A3. | \$104.79    | \$104.79                  | \$161.21                            | \$266.00               | \$7.98              | 107.93                                 | 166.05                                        | \$273.98                        |
| <b>SIDING AND STUCCO</b>                                    |                                               |                                                                                                                                          |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| Siding <= 400 sq.ft.                                        | up to 400 sq ft                               |                                                                                                                                          | \$99.67     | \$99.67                   | \$153.33                            | \$253.00               | \$7.59              | N/A                                    | 260.59                                        | \$260.59                        |
| Additional siding >400 sq.ft.                               | each additional 400 sq ft or fraction thereof |                                                                                                                                          | \$35.45     | \$35.45                   | \$54.55                             | \$90.00                | \$2.70              | N/A                                    | 92.70                                         | \$92.70                         |
| Stucco Applications <= 400 sq.ft.                           | up to 400 sq.ft.                              |                                                                                                                                          | \$123.70    | \$123.70                  | \$190.30                            | \$314.00               | \$9.42              | N/A                                    | 323.42                                        | \$323.42                        |
| Additional Stucco Application >400 sq.ft.                   | additional                                    | each additional 400 sq ft or fraction thereof                                                                                            | \$23.64     | \$23.64                   | \$36.36                             | \$60.00                | \$1.80              | N/A                                    | 61.80                                         | \$61.80                         |
| <b>SIGNS</b>                                                |                                               |                                                                                                                                          |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| ✓ Sign: Structural                                          |                                               |                                                                                                                                          | \$209.58    | \$209.58                  | \$322.42                            | \$532.00               | \$15.96             | 215.86                                 | 332.10                                        | \$547.96                        |
| ✓ Signs: Non-Structural                                     |                                               |                                                                                                                                          | \$138.27    | \$138.27                  | \$212.73                            | \$351.00               | \$10.53             | 142.42                                 | 219.11                                        | \$361.53                        |
| <b>SKYLIGHTS</b>                                            |                                               |                                                                                                                                          |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| ✓ Skylight: <=10 sf                                         | each                                          |                                                                                                                                          | \$126.45    | \$126.45                  | \$194.55                            | \$321.00               | \$9.63              | 130.25                                 | 200.38                                        | \$330.63                        |
| ✓ Skylight: >10 sf or structural                            | each                                          |                                                                                                                                          | \$151.67    | \$151.67                  | \$233.33                            | \$385.00               | \$11.55             | 156.22                                 | 240.33                                        | \$396.55                        |
| <b>SOLAR ENERGY</b>                                         |                                               |                                                                                                                                          |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| ✓ Solar Photovoltaic up to 10KW                             | each system                                   |                                                                                                                                          | \$138.27    | \$138.27                  | \$212.73                            | \$351.00               | \$10.53             | 142.42                                 | 219.11                                        | \$361.53                        |
| ✓ Solar PV each 10KW or fraction thereof over 10KW          | additional                                    | added to 10 Kw base                                                                                                                      | \$69.73     | \$69.73                   | \$107.27                            | \$177.00               | \$5.31              | 71.82                                  | 110.49                                        | \$182.31                        |
| ✓ Solar Thermal (solar water heating) <=30kWth              | each system                                   |                                                                                                                                          | \$138.27    | \$138.27                  | \$212.73                            | \$351.00               | \$10.53             | 142.42                                 | 219.11                                        | \$361.53                        |
| ✓ Solar Thermal each additional 30 kWth or fraction thereof |                                               | added to 30 kWth base                                                                                                                    | \$69.73     | \$69.73                   | \$107.27                            | \$177.00               | \$5.31              | 71.82                                  | 110.49                                        | \$182.31                        |
| <b>STORAGE RACKS</b>                                        |                                               |                                                                                                                                          |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| ✓ Storage Racks: 0-5' high (<=100 lf)                       | each                                          | 1st 100 lf                                                                                                                               | \$138.27    | \$138.27                  | \$212.73                            | \$351.00               | \$10.53             | 142.42                                 | 219.11                                        | \$361.53                        |
| ✓ Storage Racks: 5-8' high (<=100 lf)                       | each                                          | 1st 100 lf                                                                                                                               | \$161.91    | \$161.91                  | \$249.09                            | \$411.00               | \$12.33             | 166.77                                 | 256.56                                        | \$423.33                        |
| ✓ Storage Racks: over 8' high (<=100 lf)                    | each                                          | 1st 100 lf                                                                                                                               | \$199.33    | \$199.33                  | \$306.67                            | \$506.00               | \$15.18             | 205.31                                 | 315.87                                        | \$521.18                        |
| ✓ Storage Racks: each additional 100 lf of any type         |                                               | each additional 100 lf or fraction thereof above the first 100 lf.                                                                       | \$48.85     | \$48.85                   | \$75.15                             | \$124.00               | \$3.72              | 50.31                                  | 77.41                                         | \$127.72                        |
| <b>SWIMMING POOLS, SPAS, HOT TUBS, SAUNAS</b>               |                                               |                                                                                                                                          |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| ✓ Spa or Hot Tub (Pre-fabricated)                           | each                                          |                                                                                                                                          | \$138.27    | \$138.27                  | \$212.73                            | \$351.00               | \$10.53             | 142.42                                 | 219.11                                        | \$361.53                        |
| ✓ Sauna                                                     | each                                          |                                                                                                                                          | \$185.94    | \$185.94                  | \$286.06                            | \$472.00               | \$14.16             | 191.52                                 | 294.64                                        | \$486.16                        |
| ✓ Swimming Pool: Residential                                | each                                          |                                                                                                                                          | \$246.61    | \$246.61                  | \$379.39                            | \$626.00               | \$18.78             | 254.00                                 | 390.78                                        | \$644.78                        |
| ✓ Swimming Pool: Commercial Pool (<= 800 sq. ft.)           | each                                          | up to 800 sq.ft.                                                                                                                         | \$527.48    | \$527.48                  | \$811.52                            | \$1,339.00             | \$40.17             | 543.31                                 | 835.86                                        | \$1,379.17                      |
| ✓ Swimming Pool: Commercial (>800 sq. ft.)                  | additional                                    | each additional 100 sq ft or fraction thereof above first 800 sq.ft.                                                                     | \$60.67     | \$60.67                   | \$93.33                             | \$154.00               | \$4.62              | 62.49                                  | 96.13                                         | \$158.62                        |
| <b>TENANT IMPROVEMENTS</b>                                  |                                               |                                                                                                                                          |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| ✓ Office Tenant Improvement - Minimum                       |                                               | First 500 sq.ft.                                                                                                                         | \$673.64    | \$673.64                  | \$1,036.36                          | \$1,710.00             | \$51.30             | 693.85                                 | 1,067.45                                      | \$1,761.30                      |
| ✓ Office Tenant Improvement - Above 500 sq. ft.             |                                               | per addn'l 100 sq ft or fraction thereof above 500 sq. ft.                                                                               | \$59.09     | \$59.09                   | \$90.91                             | \$150.00               | \$4.50              | 60.86                                  | 93.64                                         | \$154.50                        |
| ✓ Retail Tenant Improvement - Minimum                       |                                               | First 500 sq.ft.                                                                                                                         | \$728.79    | \$728.79                  | \$1,121.21                          | \$1,850.00             | \$55.50             | 750.65                                 | 1,154.85                                      | \$1,905.50                      |
| ✓ Retail Tenant Improvement - 501 sq.ft. to 25,000 sq.ft.   | added to minimum                              | per addn'l 100 sq ft or fraction thereof above 500 sq. ft. and up to 25,000 sq. ft.                                                      | \$42.94     | \$42.94                   | \$66.06                             | \$109.00               | \$3.27              | 44.23                                  | 68.04                                         | \$112.27                        |
| ✓ Retail Tenant Improvement > 25,000 sq.ft.                 | added to minimum plus mid bracket             | each addn'l 100 sq ft or fraction thereof above 25,000 sq. ft.                                                                           | \$20.48     | \$20.48                   | \$31.52                             | \$52.00                | \$1.56              | 21.10                                  | 32.46                                         | \$53.56                         |
| ✓ Restaurant Tenant Improvement - Minimum                   |                                               | first 750 sq.ft.                                                                                                                         | \$925.76    | \$925.76                  | \$1,424.24                          | \$2,350.00             | \$70.50             | 953.53                                 | 1,466.97                                      | \$2,420.50                      |
| ✓ Restaurant Tenant Improvement - Above 750 sq. ft.         |                                               | per addn'l 100 sq ft or fraction thereof above 750 sq. ft.                                                                               | \$74.85     | \$74.85                   | \$115.15                            | \$190.00               | \$5.70              | 77.09                                  | 118.61                                        | \$195.70                        |

| Item                                                                                | Unit                                             | Comment                                                                         | Plan Review | Plan Review<br>(FY 18-19) | Building<br>Permit Fee<br>(FY18-19) | Total Fee<br>(FY18-19) | 19-20<br>Adjustment | Proposed<br>Plan Review<br>Fee FY19-20 | Proposed<br>Building<br>Permit Fee<br>FY19-20 | Proposed<br>Total FY2019-<br>20 |
|-------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------------------------|-------------|---------------------------|-------------------------------------|------------------------|---------------------|----------------------------------------|-----------------------------------------------|---------------------------------|
| <b>WINDOWS AND DOORS - NEW AND REPLACEMENTS</b>                                     |                                                  |                                                                                 |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| New door (non- structural-replacement)                                              | each                                             |                                                                                 | \$0.00      |                           | \$130.00                            | \$130.00               | \$3.90              | NA                                     | 133.90                                        | \$133.90                        |
| ✓ New door (structural shear wall/masonry)                                          | each                                             |                                                                                 | \$104.39    | \$104.39                  | \$160.61                            | \$265.00               | \$7.95              | 107.53                                 | 165.42                                        | \$272.95                        |
| ✓ Windows - Structural or wit-                                                      | 1st opening                                      | one window, sliding glass door                                                  | \$209.58    | \$209.58                  | \$322.42                            | \$532.00               | \$15.96             | 215.86                                 | 332.10                                        | \$547.96                        |
| ✓ Windows - Structural (Additional) when done at the same time as the first opening | each additional                                  | each additional window sliding glass door, done at the same time as the first.  | \$35.45     | \$35.45                   | \$54.55                             | \$90.00                | \$2.70              | 36.52                                  | 56.18                                         | \$92.70                         |
| Windows - Non-Structural/Replacement or solar tubes                                 | only one window                                  | windows, sliding glass doors, and solar tubes                                   | \$0.00      | NA                        | \$193.00                            | \$193.00               | \$5.79              | NA                                     | 198.79                                        | \$198.79                        |
| Windows - Non-Structural/Replacement or solar tubes                                 | 1 to 5 windows                                   | first 5 windows, sliding glass doors, solar tubes done at the same time         | \$0.00      | NA                        | \$314.00                            | \$314.00               | \$9.42              | NA                                     | 323.42                                        | \$323.42                        |
| Windows - Non-Structural Additional Windows or solar tubes                          | additional                                       | each additional 5 windows, sliding glass doors, solar tubes or fraction thereof | \$0.00      | NA                        | \$60.00                             | \$60.00                | \$1.80              | NA                                     | 61.80                                         | \$61.80                         |
| <b>RENTAL HOUSING INSPECTION PROGRAM</b>                                            |                                                  |                                                                                 |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| Rental Housing Inspection: Single Family                                            | each                                             | per dwelling unit                                                               |             |                           | \$241.00                            | \$241.00               | \$7.23              |                                        | 248.23                                        | \$248.23                        |
| Rental Housing Inspection: Multi-Family                                             | each                                             | First unit in building or complex                                               |             |                           | \$211.00                            | \$211.00               | \$6.33              |                                        | 217.33                                        | \$217.33                        |
| Rental Housing Inspection: Multi-Family                                             | each                                             | each additional unit in the same building or complex                            |             |                           | \$120.00                            | \$120.00               | \$3.60              |                                        | 123.60                                        | \$123.60                        |
| Rental Housing Inspection: Re-Inspection Fee                                        | each                                             | additional inspections after the first reinspection                             |             |                           | \$57.00                             | \$57.00                | \$1.71              |                                        | 58.71                                         | \$58.71                         |
| <b>MISCELLANEOUS ADDITIONAL FEES AND ASSESSMENTS</b>                                |                                                  |                                                                                 |             |                           |                                     |                        |                     |                                        |                                               |                                 |
| Document Imaging                                                                    | per page of all required documents               |                                                                                 |             |                           | \$3.00                              | \$3.00                 | \$0.09              |                                        | 3.09                                          | \$3.09                          |
| Continuing Education                                                                | each permit                                      |                                                                                 |             |                           | \$5.00                              | \$5.00                 | \$0.15              |                                        | 5.15                                          | \$5.15                          |
| Issue New Certificate of Occupancy                                                  | each                                             |                                                                                 |             |                           | \$250.00                            | \$250.00               | \$7.50              |                                        | 257.50                                        | \$257.50                        |
| Planning Plan Review (if needed)                                                    | 20% of Building permit fee with \$192.00 minimum |                                                                                 |             |                           |                                     |                        |                     |                                        | NA                                            |                                 |
| Public Works Plan Review (if needed)                                                | 20% of Building permit fee with \$223.00 minimum |                                                                                 |             |                           |                                     |                        |                     |                                        | NA                                            |                                 |
| Public Works Engineering Site Inspection (if needed)                                | 20% of Building permit fee with \$223.00 minimum |                                                                                 |             |                           |                                     |                        |                     |                                        | NA                                            |                                 |
| Fire Department Plan Review (if needed)                                             | See Fire FeeSchedule                             |                                                                                 |             |                           |                                     |                        |                     |                                        | NA                                            |                                 |
| Real Estate Transfer Inspection and Certificate: Residential/Commercial             | First hour                                       |                                                                                 |             |                           | \$208.00                            | \$208.00               | \$6.24              |                                        | 214.24                                        | \$214.24                        |
| Real Estate Transfer Inspection and Certificate: Residential/Commercial             | each additional hour or fraction thereof         |                                                                                 |             |                           | \$167.00                            | \$167.00               | \$5.01              |                                        | 172.01                                        | \$172.01                        |
| SPA Specific Plan Maintenance Fee - Construction of new residential units           | per residential unit                             |                                                                                 |             |                           | \$200.00                            | \$200.00               | \$6.00              |                                        | 206.00                                        | \$206.00                        |
| SPA Specific Plan Maintenance Fee - Additions to existing non-residential buildings | per new non-residential additional sq.ft.        |                                                                                 |             |                           | \$0.18                              | \$0.18                 | \$0.01              |                                        | 0.19                                          | \$0.19                          |

## XII. Mechanical, Plumbing, Electrical (MPE) Permits **Agenda Item No. 6(A)** **Attachment 2 - Exhibit A**

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

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

MPE fees effective 7/1/2019 to 6/30/2020

| Item                                                                     | Unit                         | Adopted FY 2018-19 | 19-20 Adjustment | Proposed FY 2019-20 |
|--------------------------------------------------------------------------|------------------------------|--------------------|------------------|---------------------|
| Permit Issuance Fee (applies to all MP&E permits)                        | each permit                  | \$97.00            | \$2.91           | \$99.91             |
| <b>MECHANICAL PERMIT FEES</b>                                            |                              |                    |                  |                     |
| Stand Alone Mechanical Plan Check                                        | per hour or fraction thereof | \$184.00           | \$5.52           | \$189.52            |
| Minimum Mechanical Permit for Miscellaneous Work                         | each                         | \$60.00            | \$1.80           | \$61.80             |
| A/C (residential)                                                        | each                         | \$90.00            | \$2.70           | \$92.70             |
| Furnaces (FAU, floor)                                                    | each                         | \$124.00           | \$3.72           | \$127.72            |
| Heater (wall)                                                            | each                         | \$154.00           | \$4.62           | \$158.62            |
| Appliance Vent/Chimney (only)                                            | each                         | \$60.00            | \$1.80           | \$61.80             |
| Refrigeration Compressor                                                 | each                         | \$90.00            | \$2.70           | \$92.70             |
| Boiler - < 2,000k BTU                                                    | each                         | \$124.00           | \$3.72           | \$127.72            |
| Boiler - greater than 2,000k BTU                                         | each                         | \$214.00           | \$6.42           | \$220.42            |
| Chiller                                                                  | each unit                    | \$90.00            | \$2.70           | \$92.70             |
| Central Heating System - New (includes duct, gas piping, electric, etc.) | each                         | \$214.00           | \$6.42           | \$220.42            |
| Fan Coil Unit                                                            | each                         | \$60.00            | \$1.80           | \$61.80             |
| Heat Pump (package unit)                                                 | each                         | \$90.00            | \$2.70           | \$92.70             |
| Heater (unit, radiant, etc)                                              | each                         | \$154.00           | \$31.00          | \$185.00            |
| Air Handler w/ducts to 10k CFM                                           | per hour                     | \$60.00            | \$32.00          | \$92.00             |
| Air Handler w/ducts more than 10k CFM                                    | per hour                     | \$60.00            | \$33.00          | \$93.00             |
| Duct Work only each outlet/register                                      | each                         | \$30.00            | \$0.90           | \$30.90             |
| Evaporative Cooler                                                       | each                         | \$60.00            | \$1.80           | \$61.80             |
| Make-up Air System                                                       | each                         | \$90.00            | \$2.70           | \$92.70             |
| Moisture Exhaust Duct (clothes dryer)                                    | each                         | \$60.00            | \$1.80           | \$61.80             |
| Variable Air Volume Box (including duct work)                            | each                         | \$90.00            | \$2.70           | \$92.70             |
| Vent Fan (single duct)                                                   | each                         | \$60.00            | \$1.80           | \$61.80             |
| Vent System                                                              | each                         | \$90.00            | \$2.70           | \$92.70             |
| Exhaust Hood and Duct (residential)                                      | per hour                     | \$60.00            | \$1.80           | \$61.80             |
| Exhaust Hood - Type I (commercial grease hood)                           | per hour                     | \$120.00           | \$3.60           | \$123.60            |
| Exhaust Hood - Type II (commercial steam hood)                           | per hour                     | \$90.00            | \$2.70           | \$92.70             |
| Non-Residential Incinerator                                              | per hour                     | \$301.00           | \$9.03           | \$310.03            |
| Refrigerator Condenser Remote                                            | per 1/2 hour                 | \$180.00           | \$5.40           | \$185.40            |
| Walk-in Box/Refrigerator Coil                                            | per 1/2 hour                 | \$90.00            | \$2.70           | \$92.70             |
| Other Mechanical Inspections (min. 1½ hr increments or fraction thereof) | per hour                     | \$120.00           | \$3.60           | \$123.60            |

**XII. Mechanical, Plumbing, Electrical (MPE) Permits Agenda Item No. 6(A)**  
**Attachment 2 - Exhibit A**

| Item                                                                            | Unit                              | Adopted FY<br>2018-19 | 19-20<br>Adjustment | Proposed FY<br>2019-20 |
|---------------------------------------------------------------------------------|-----------------------------------|-----------------------|---------------------|------------------------|
| <b>PLUMBING / GAS PERMIT FEES</b>                                               |                                   |                       |                     |                        |
| Stand Alone Plumbing Plan Check                                                 | per hour or fraction thereof      | \$135.00              | \$4.05              | \$139.05               |
| Minimum Plumbing Permit for Miscellaneous Work                                  | each                              | \$60.00               | \$1.80              | \$61.80                |
| Fixtures (each three)                                                           | each three or fraction thereof    | \$90.00               | \$2.70              | \$92.70                |
| Gas System (one outlet)                                                         | one only                          | \$90.00               | \$2.70              | \$92.70                |
| Gas System (first five outlets)                                                 | first five                        | \$120.00              | \$3.60              | \$123.60               |
| Gas Outlets (each additional)                                                   | each additional above first 5     | \$19.00               | \$0.57              | \$19.57                |
| Gas Test (stand alone or re-test)                                               | each occurrence                   | \$90.00               | \$2.70              | \$92.70                |
| Building Sewer                                                                  | each                              | \$60.00               | \$1.80              | \$61.80                |
| Grease Trap                                                                     | each                              | \$90.00               | \$2.70              | \$92.70                |
| Ejector Pump                                                                    | each                              | \$90.00               | \$2.70              | \$92.70                |
| Backflow Preventer (first five)                                                 | first five                        | \$90.00               | \$2.70              | \$92.70                |
| Backflow Preventer (>5)                                                         | each additional above first 5     | \$19.00               | \$0.57              | \$19.57                |
| Roof Drain - Rainwater System                                                   | each                              | \$60.00               | \$1.80              | \$61.80                |
| Water Heater (new and replacements)                                             | each                              | \$60.00               | \$1.80              | \$61.80                |
| Water Pipe Repair/Replacement per dwelling unit                                 | each                              | \$120.00              | \$3.60              | \$123.60               |
| Water Service                                                                   | each                              | \$60.00               | \$1.80              | \$61.80                |
| Drain-Vent Repair/Alterations                                                   | each main or branch line          | \$60.00               | \$1.80              | \$61.80                |
| Drinking Fountain                                                               | each                              | \$60.00               | \$1.80              | \$61.80                |
| Graywater Systems                                                               | each system                       | \$222.00              | \$6.66              | \$228.66               |
| Swimming Pool Piping and Gas                                                    | each pool                         | \$120.00              | \$3.60              | \$123.60               |
| Medical Gas System (each outlet)                                                | each outlet                       | \$180.00              | \$5.40              | \$185.40               |
| Sump Pump                                                                       | each                              | \$90.00               | \$2.70              | \$92.70                |
| Private Storm Drainage System (each Inlet)                                      | each inlet                        | \$60.00               | \$1.80              | \$61.80                |
| Other Plumbing and Gas Inspections (min. 1/2 hr increments or fraction thereof) | per hour                          | \$120.00              | \$3.60              | \$123.60               |
| <b>ELECTRICAL PERMIT FEES</b>                                                   |                                   |                       |                     |                        |
| Stand Alone Electrical Plan Check                                               | per hour or fraction thereof      | \$135.00              | \$4.05              | \$139.05               |
| Minimum Electrical Permit for Miscellaneous Work                                | each                              | \$60.00               | \$1.80              | \$61.80                |
| Single Phase Service (per 100 amps)                                             | per 100 amps                      | \$30.00               | \$0.90              | \$30.90                |
| Three Phase Service (per 100 amps)                                              | per 100 amps                      | \$60.00               | \$1.80              | \$61.80                |
| Electrical Subpanel with subfeed                                                | each                              | \$60.00               | \$1.80              | \$61.80                |
| 15 or 20 amp circuits - first ten                                               | first ten circuits                | \$90.00               | \$2.70              | \$92.70                |
| 15 or 20 amp circuits - each additional                                         | each add'l circuit > 10           | \$9.00                | \$0.27              | \$9.27                 |
| 25 to 40 amp circuits                                                           | each                              | \$60.00               | \$1.80              | \$61.80                |
| 50 to 175 amp circuits                                                          | each                              | \$60.00               | \$1.80              | \$61.80                |
| 200 amp and larger circuits                                                     | each                              | \$60.00               | \$1.80              | \$61.80                |
| Temporary Service                                                               | each                              | \$60.00               | \$1.80              | \$61.80                |
| Temporary Pole                                                                  | each                              | \$60.00               | \$1.80              | \$61.80                |
| Light Poles Commercial - first                                                  | first pole                        | \$309.00              | \$9.27              | \$318.27               |
| Light Poles Commercial - additional                                             | each add'l pole above the first   | \$60.00               | \$1.80              | \$61.80                |
| Pre-Inspection/consultation                                                     | each                              | \$90.00               | \$2.70              | \$92.70                |
| Swimming Pool/Spa                                                               | each                              | \$120.00              | \$3.60              | \$123.60               |
| Solar Photovoltaic Repairs                                                      | each                              | \$90.00               | \$2.70              | \$92.70                |
| Generator Installation - Residential                                            | each                              | \$343.00              | \$10.29             | \$353.29               |
| Generator Installation - Commercial                                             | each                              | \$497.00              | \$14.91             | \$511.91               |
| Electrical Outlets (receptable & light fixture)                                 | first ten                         | \$90.00               | \$2.70              | \$92.70                |
| Electrical Outlets (each additional)                                            | each add'l outlet above the first | \$9.00                | \$0.27              | \$9.27                 |
| Other Electrical Inspections (min. 1/2 hr increments or fraction thereof)       | per hour or fraction thereof      | \$120.00              | \$3.60              | \$123.60               |

# **XIII. Additional Fees - Other Mandated Building Permits** **Agenda Item No. 6(A)** **Attachment 2 - Exhibit A**

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

|                                                                       |             |                       |      |
|-----------------------------------------------------------------------|-------------|-----------------------|------|
| Construction Tax, ECMC 4.36.010<br>for new construction and additions |             | % of total permit fee | 0.5% |
| Art in Public Places, ECMC 13.50<br>for projects \$250,000 or more    |             | % of project cost     | 1%   |
| <b>Calif. Strong Motion Instrumentation Program</b>                   |             |                       |      |
| SMIP                                                                  | residential | const. value x .00013 |      |
|                                                                       |             | (.50 minimum)         |      |
|                                                                       | commercial  | const. value x .00028 |      |
|                                                                       |             | (.50 minimum)         |      |

|                                             |                                            |       |         |
|---------------------------------------------|--------------------------------------------|-------|---------|
| <b>Calif. Building Standards Commission</b> |                                            |       |         |
| CBSC                                        | \$1 - \$25,000 Permit Valuation            |       | \$1     |
|                                             | \$25,001 - \$50,000                        | 17-19 | \$2     |
|                                             | \$50,001 - \$75,000                        | 20-22 | \$3     |
|                                             | \$75,001 - \$100,000                       | 23-28 | \$4     |
|                                             | Every \$25,000 or fraction above \$100,000 |       | Add \$1 |

|                                          |                                        |                       |         |
|------------------------------------------|----------------------------------------|-----------------------|---------|
| 31                                       |                                        |                       |         |
| <b>WCCTAC Subregional Transportation</b> |                                        |                       |         |
| STMP                                     | single family residential              | 33                    | \$5,439 |
|                                          | multi family residential               | per dwelling unit     | \$2,679 |
|                                          | senior housing                         | per dwelling unit     | \$1,469 |
|                                          | hotel                                  | per room              | \$3,481 |
|                                          | retail                                 | per square foot       | \$6.59  |
|                                          | office                                 | per square foot       | \$8.72  |
|                                          | industrial                             | per square foot       | \$2.45  |
|                                          | storage facility                       | per square foot       | \$0.53  |
|                                          | church                                 | per square foot       | \$1.58  |
|                                          | hospital                               | per square foot       | \$4.21  |
|                                          | Other* (as determined by Public Works) | per AM peak hour trip | \$7,350 |

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 STMP Administrative Guidelines.

|                                                                                                                                                             |                       |                   |         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------|---------|
| <b>Transportation Impact Fee</b> (as established by City Council Resolution No. 2018-70 on December 18, 2018 and Ordinance No. 2019-01 on January 15, 2019) |                       |                   |         |
| TIF                                                                                                                                                         | <b>RESIDENTIAL</b>    |                   |         |
|                                                                                                                                                             | Single Family         | per dwelling unit | \$3,322 |
|                                                                                                                                                             | Multi-Family          | per dwelling unit | \$2,325 |
|                                                                                                                                                             | <b>NONRESIDENTIAL</b> |                   |         |
|                                                                                                                                                             | Commercial            | per square foot   | \$4.48  |
|                                                                                                                                                             | Hotel/Motel           | per square foot   | \$3.65  |
|                                                                                                                                                             | Office                | per square foot   | \$3.85  |
|                                                                                                                                                             | Industrial            | per square foot   | \$2.43  |
|                                                                                                                                                             | 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.

## X. New Construction Valuation Tables

## Agenda Item No. 6(A) Attachment 2 - Exhibit A

These tables are used to calculate permit and plan review fees based on the valuation of all new residential, commercial, and industrial construction not covered in the miscellaneous building fee table. Valuation will be determined by the 1997 UBC Valuation Table and adjusted by the S.F. Bay Area Engineering News Record Construction Cost Index increase from 1997 to June 2019.

These tables are effective 7/1/2019 to 6/30/2020

### Permit Issuance and Inspection Fee

| Building Permit Fees (Schedule A2)- Full Cost - 100% Cost Recovery |                                 |      |                                                                           |              |  |  |
|--------------------------------------------------------------------|---------------------------------|------|---------------------------------------------------------------------------|--------------|--|--|
| Valuation                                                          | Fee                             |      |                                                                           |              |  |  |
| \$1 - \$800                                                        | \$78.97                         |      |                                                                           |              |  |  |
| \$501 - \$3,000                                                    | \$78.97 for first \$800         | plus | \$6.99 for each additional \$100 or fraction thereof, to and including    | \$3,000      |  |  |
| \$3,001 - \$38,000                                                 | \$232.71 for first \$3,000      | plus | \$30.96 for each additional \$1,000 or fraction thereof, to and including | \$38,000     |  |  |
| \$38,001 - \$75,000                                                | \$1,316.44 for first \$38,000   | plus | \$22.89 for each additional \$1,000 or fraction thereof, to and including | \$75,000     |  |  |
| \$75,001 - \$150,000                                               | \$2,163.26 for first \$75,000   | plus | \$15.68 for each additional \$1,000 or fraction thereof, to and including | \$150,000    |  |  |
| \$150,001 - \$750,000                                              | \$3,339.40 for first \$150,000  | plus | \$12.55 for each additional \$1,000 or fraction thereof, to and including | \$750,000    |  |  |
| \$750,001 - \$1,500,000                                            | \$10,866.70 for first \$750,000 | plus | \$10.64 for each additional \$1,000 or fraction thereof, to and including | \$1,500,000  |  |  |
| \$1,500,000 - \$10,000,000                                         | 8-13 for first \$1,500,000      | plus | \$9.11 for each additional \$1,000 or fraction thereof, to and including  | \$10,000,000 |  |  |
| \$10,000,001 - and up                                              | 14-16 for first \$10,000,000    | plus | \$6.10 for each additional \$1,000 or fraction thereof                    |              |  |  |
|                                                                    | 17-19                           |      |                                                                           |              |  |  |

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

| Building Permit Fees (Schedule A2)- Full Cost - 100% Cost Recovery |                                    |      |                                                                           |              |  |
|--------------------------------------------------------------------|------------------------------------|------|---------------------------------------------------------------------------|--------------|--|
| Valuation                                                          | Fee                                |      |                                                                           |              |  |
| \$1 - \$800                                                        | \$33.00                            |      |                                                                           |              |  |
| \$501 - \$3,000                                                    | \$51.33 for first \$800            | plus | \$4.54 for each additional \$100 or fraction thereof, to and including    | \$3,000      |  |
| \$3,001 - \$38,000                                                 | \$151.26 for first \$3,000         | plus | \$20.13 for each additional \$1,000 or fraction thereof, to and including | \$38,000     |  |
| \$38,001 - \$75,000                                                | \$855.68 for first \$38,000        | plus | \$14.88 for each additional \$1,000 or fraction thereof, to and including | \$75,000     |  |
| \$75,001 - \$150,000                                               | \$1,406.12 for first \$75,000      | plus | \$10.19 for each additional \$1,000 or fraction thereof, to and including | \$150,000    |  |
| \$150,001 - \$750,000                                              | \$2,170.61 for first \$150,000     | plus | \$8.15 for each additional \$1,000 or fraction thereof, to and including  | \$750,000    |  |
| \$750,001 - \$1,500,000                                            | \$7,063.35 for first \$750,000     | plus | \$6.92 for each additional \$1,000 or fraction thereof, to and including  | \$1,500,000  |  |
| \$1,500,001 - \$10,000,000                                         | \$12,250.97 for first \$1,500,000  | plus | \$5.92 for each additional \$1,000 or fraction thereof, to and including  | \$10,000,000 |  |
| \$10,000,001 - and up                                              | \$62,597.73 for first \$10,000,000 | plus | \$3.97 for each additional \$1,000 or fraction thereof                    |              |  |

### Combination Permit & Issuance plus Plan Check Fee

| Building Permit Fees (Schedule A2)- Full Cost - 100% Cost Recovery |                                     |      |                                                                           |              |  |
|--------------------------------------------------------------------|-------------------------------------|------|---------------------------------------------------------------------------|--------------|--|
| Valuation                                                          | Fee                                 |      |                                                                           |              |  |
| \$1 - \$800                                                        | \$130.30                            |      |                                                                           |              |  |
| \$501 - \$3,000                                                    | \$130.30 for first \$800            | plus | \$11.53 for each additional \$100 or fraction thereof, to and including   | \$3,000      |  |
| \$3,001 - \$38,000                                                 | \$383.97 for first \$3,000          | plus | \$51.09 for each additional \$1,000 or fraction thereof, to and including | \$38,000     |  |
| \$38,001 - \$75,000                                                | \$2,172.12 for first \$38,000       | plus | \$37.76 for each additional \$1,000 or fraction thereof, to and including | \$75,000     |  |
| \$75,001 - \$150,000                                               | \$3,569.38 for first \$75,000       | plus | \$25.88 for each additional \$1,000 or fraction thereof, to and including | \$150,000    |  |
| \$150,001 - \$750,000                                              | \$5,510.01 for first \$150,000      | plus | \$20.70 for each additional \$1,000 or fraction thereof, to and including | \$750,000    |  |
| \$750,001 - \$1,500,000                                            | \$17,930.05 for first \$750,000     | plus | \$17.56 for each additional \$1,000 or fraction thereof, to and including | \$1,500,000  |  |
| \$1,500,001 - \$10,000,000                                         | \$31,098.63 for first \$1,500,000   | plus | \$15.04 for each additional \$1,000 or fraction thereof, to and including | \$10,000,000 |  |
| \$10,000,001 - and up                                              | \$158,901.93 for first \$10,000,000 | plus | \$10.07 for each additional \$1,000 or fraction thereof                   |              |  |

**Agenda Item No. 6(A)**  
**Attachment 2 - Exhibit A**

| <div>  <div> <b>CITY OF EL CERRITO BUILDING VALUATION TABLE DATA</b><br/>                     The following building valuation data are derived from the 1997 Uniform Building Code and adjusted with 1.725 S.F. Bay Area ENR construction cost index 1997-2018 increase and regional modifier of 1.16.                 </div> </div> |          |                                             |          |                                      |          |                                       |          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------|----------|--------------------------------------|----------|---------------------------------------|----------|
| Occupancy and Type                                                                                                                                                                                                                                                                                                                                                                                                     | per/sqft | Occupancy and Type                          | per/sqft | Occupancy and Type                   | per/sqft | Occupancy and Type                    | per/sqft |
| <b>APARTMENT BUILDINGS (R-2 OCC)</b>                                                                                                                                                                                                                                                                                                                                                                                   |          | <b>DWELLINGS R-3 OCC)</b>                   |          | <b>LIBRARIES (A-3 OCC)</b>           |          | <b>RESTAURANTS (A-2, B OCC)</b>       |          |
| Type I-A or II-A*                                                                                                                                                                                                                                                                                                                                                                                                      | \$218.48 | Type V-B - Wood Frame                       | \$184.87 | Type I-A or II-A                     | \$232.88 | Type III-A                            | \$194.87 |
| Type V-A Masonry (or Type III)                                                                                                                                                                                                                                                                                                                                                                                         | \$177.46 | Type V-B- Wood Frame (Engrd)                | \$203.35 | Type II-A                            | \$170.46 | Type III -B                           | \$188.27 |
| Type V-B - Wood Frame                                                                                                                                                                                                                                                                                                                                                                                                  | \$164.06 | Type V-B - Masonry                          | \$193.87 | Type II -B                           | \$162.06 | Type V-A                              | \$178.46 |
| Type I Basement Garage                                                                                                                                                                                                                                                                                                                                                                                                 | \$74.83  | Basements                                   |          | Type III-A                           | \$180.06 | Type V-B                              | \$171.46 |
| Type V-A                                                                                                                                                                                                                                                                                                                                                                                                               | \$179.06 | Semi Finished                               | \$46.42  | Type III -B                          | \$171.06 |                                       |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                        |          | Unfinished                                  | \$35.41  | Type V-A                             | \$169.06 |                                       |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                        |          |                                             |          | Type V-B                             | \$162.06 |                                       |          |
| <b>AUDITORIUMS (A-3 OCC)</b>                                                                                                                                                                                                                                                                                                                                                                                           |          | <b>FIRE STATIONS (Essential Services)</b>   |          | <b>SCHOOLS (E OCC)</b>               |          |                                       |          |
| Type I or II-A                                                                                                                                                                                                                                                                                                                                                                                                         | \$209.67 | 8-13                                        | 228.8814 | <b>MEDICAL OFFICES (B OCC)</b>       |          | Type I-A & B                          | \$222.48 |
| Type II-B                                                                                                                                                                                                                                                                                                                                                                                                              | \$151.85 | 14-16                                       |          | Type I-A or II-A*                    | 239.085  | Type II-A                             | \$151.85 |
|                                                                                                                                                                                                                                                                                                                                                                                                                        |          | 17-19                                       | 142.0505 | Type IIA                             | 184.4656 | Type III-A                            | \$162.46 |
| Type III -A                                                                                                                                                                                                                                                                                                                                                                                                            | \$159.66 | 20-22                                       | 164.8586 | Type II -B                           | 175.2623 | Type III -B                           | \$156.26 |
| Type III -B                                                                                                                                                                                                                                                                                                                                                                                                            | \$151.45 | 23-28                                       | 157.8562 | Type III-A                           | 200.0712 | Type V-A                              | \$152.25 |
| Type V-A                                                                                                                                                                                                                                                                                                                                                                                                               | \$152.65 | 29-30                                       | 154.655  | Type III -B                          | 186.2663 | Type V-B                              | \$145.25 |
| Type V-B                                                                                                                                                                                                                                                                                                                                                                                                               | \$142.45 | 31                                          | 146.6522 | Type V-A                             | 180.4642 |                                       |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                        |          | 32                                          |          | 36-37                                | 174.0619 |                                       |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                        |          | 33                                          |          |                                      |          | <b>SERVICE STATIONS (Special OCC)</b> |          |
| <b>BANKS (B OCC)</b>                                                                                                                                                                                                                                                                                                                                                                                                   |          | Type I-A or II-A                            | \$207.47 | <b>OFFICES (B OCC)**</b>             |          | Type II -B                            | \$134.45 |
| Type I-A or II-A*                                                                                                                                                                                                                                                                                                                                                                                                      | \$296.31 | Type II-A                                   | \$207.47 | Type I-A or II-A*                    | \$213.68 | Type III-A                            | \$140.25 |
| Type II-A                                                                                                                                                                                                                                                                                                                                                                                                              | \$218.28 | Type II -B                                  | \$161.26 | Type II-A                            | \$143.05 | Type V-A                              | \$119.44 |
| Type II -B                                                                                                                                                                                                                                                                                                                                                                                                             | \$211.28 | Type III-A                                  | \$175.46 | Type II -B                           | \$136.25 | Canopies                              | \$56.02  |
| Type III-A                                                                                                                                                                                                                                                                                                                                                                                                             | \$240.89 | Type III -B                                 | \$168.26 | Type III-A                           | \$154.86 |                                       |          |
| Type III -B                                                                                                                                                                                                                                                                                                                                                                                                            | \$232.28 | Type V-A                                    | \$169.46 | Type III -B                          | \$147.65 | <b>STORES (M OCC)</b>                 |          |
| Type V-A                                                                                                                                                                                                                                                                                                                                                                                                               | \$218.28 | Type V-B                                    | \$163.66 | Type V-A                             | \$144.65 | Type I-A or II-A*                     | \$164.86 |
| Type V-B                                                                                                                                                                                                                                                                                                                                                                                                               | \$209.07 |                                             |          | Type V-B                             | \$136.25 | Type II-A                             | \$100.84 |
|                                                                                                                                                                                                                                                                                                                                                                                                                        |          | <b>HOTELS AND MOTELS (R-1 OCC)</b>          |          |                                      |          | Type II -B                            | \$98.64  |
| <b>BOWLING ALLEYS (A-3 OCC)</b>                                                                                                                                                                                                                                                                                                                                                                                        |          | Type I-A or II-A                            | \$202.07 | <b>PRIVATE GARAGES (U OCC)</b>       |          | Type III-A                            | \$122.64 |
| Type II-A                                                                                                                                                                                                                                                                                                                                                                                                              | \$102.04 | Type III-A                                  | \$175.06 | Type V-B - Wood Frame                | \$46.62  | Type III -B                           | \$115.04 |
| Type II -B                                                                                                                                                                                                                                                                                                                                                                                                             | \$95.23  | Type III -B                                 | \$166.86 | Type V-B - Masonry:                  | \$54.82  | Type V-A                              | \$103.24 |
| Type III-A                                                                                                                                                                                                                                                                                                                                                                                                             | \$111.04 | Type V-A                                    | \$152.45 | Carport                              | \$28.11  | Type V-B                              | \$95.43  |
| Type III -B                                                                                                                                                                                                                                                                                                                                                                                                            | \$103.84 | Type V-B                                    | \$149.45 |                                      |          |                                       |          |
| Type V-A                                                                                                                                                                                                                                                                                                                                                                                                               | \$74.83  |                                             |          |                                      |          |                                       |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                        |          | <b>INDUSTRIAL, FACTORIES (F-1, F-2 OCC)</b> |          | <b>PUBLIC BUILDINGS (A-3, B OCC)</b> |          | <b>THEATERS (A-1 OCC)</b>             |          |
| <b>CHURCHES (A-3 OCC)</b>                                                                                                                                                                                                                                                                                                                                                                                              |          | Type I-A or II-A                            | \$113.84 | Type I-A or II-A*                    | \$246.89 | Type I-A or II-A                      | \$219.68 |
| Type I-A or II-A                                                                                                                                                                                                                                                                                                                                                                                                       | \$198.47 |                                             |          | Type II-A                            | \$200.07 | Type III-A                            | \$160.06 |
| Type II-A                                                                                                                                                                                                                                                                                                                                                                                                              | \$149.05 | Type II -B                                  | \$72.83  | Type II -B                           | \$191.27 | Type III -B                           | \$152.45 |
| Type II -B                                                                                                                                                                                                                                                                                                                                                                                                             | \$141.65 | Type III-A                                  | \$87.23  | Type III-A                           | \$207.67 | Type V-A                              | \$150.65 |
| Type III-A                                                                                                                                                                                                                                                                                                                                                                                                             | \$162.06 | Type III -B                                 | \$82.23  | Type III -B                          | \$200.47 | Type V-B                              | \$142.45 |
| Type III -B                                                                                                                                                                                                                                                                                                                                                                                                            | \$154.86 | Tilt-Up                                     | \$60.02  | Type V-A                             | \$190.07 |                                       |          |
| Type V-A                                                                                                                                                                                                                                                                                                                                                                                                               | \$151.45 | Type V-A                                    | \$82.23  | Type V-B                             | \$183.27 |                                       |          |
| Type V-B                                                                                                                                                                                                                                                                                                                                                                                                               | 142.4507 | Type V-B                                    | \$75.23  |                                      |          | <b>WAREHOUSES (S1, S2)***</b>         |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                        |          |                                             |          | <b>PUBLIC GARAGES (S2)</b>           |          | Type I-A or II-A                      | \$98.84  |
| <b>CONVALESCENT HOSPITALS (I-2 OCC)</b>                                                                                                                                                                                                                                                                                                                                                                                |          | <b>JAILS:</b>                               |          | Type I-A or II-A*                    | \$97.83  | Type V-A                              | \$58.62  |
| Type I-A or II-A*                                                                                                                                                                                                                                                                                                                                                                                                      | \$278.50 | Type I-A or II-A                            | \$318.31 | Type I-A or II-B Open Parking*       | \$73.43  | Type II-B or V-B                      | \$55.02  |
| Type II-A                                                                                                                                                                                                                                                                                                                                                                                                              | \$193.27 | Type III-A                                  | \$291.10 | Type II -N                           | \$56.02  | Type III-A                            | \$66.42  |
| Type III-A                                                                                                                                                                                                                                                                                                                                                                                                             | \$198.07 | Type V-A                                    | \$218.28 | Type III 1-Hour                      | \$74.03  | Type III -B                           | \$63.22  |
| Type V-A                                                                                                                                                                                                                                                                                                                                                                                                               | \$186.67 |                                             |          | Type III -N                          | \$65.82  |                                       |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                        |          |                                             |          | Type V 1-Hour                        | \$67.42  |                                       |          |

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

\*\* Deduct 20 percent for shell only buildings

Effective 1/1/2018 to 6/30/2019

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

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



## **SUPPLEMENTAL AGENDA MATERIALS**

### **CITY COUNCIL MEETING May 21, 2019**

#### **PUBLIC COMMENTS**

Gary Prost of El Cerrito

#### **AGENDA ITEM 7(A) – Task Force**

1. Public comments

[REDACTED]  
El Cerrito, CA 94530

RECEIVED

MAY 20 2019

City of El Cerrito  
City Clerk

19 May 2019

El Cerrito City Manager Karen Pinkos  
El Cerrito Mayor Rochelle Pardue-Okimoto  
El Cerrito City Council

Request That El Cerrito Declare its Support for California Assembly Bill 38, Fire Safety

Honorable City Manager Pinkos, Mayor Pardue-Okimoto, and City Council:

First, we want to thank you for the efforts City Council, the Fire Department, and Police Department have taken to make El Cerrito fire safe.

If you have not already read this bill, AB-38 is an Act that adds sections to the California Health and Safety Code relating to fire safety.

In the words of the Bill, urban interface fires are getting larger, destroying more structures, and killing more people in California each year. This Bill enacts wildfire minimization programs, wildfire prevention programs, and wildfire response programs. Although local agencies have made efforts, they lack expertise, authority, and financial resources to do the job required. The Bill requires that low-cost retrofits to fire-harden structures be certified at the time of sale of a home or building. It also establishes a "Fire Hardened Home Loan and Rebate Program" to help owners meet this requirement.

***Make El Cerrito Fire Safe, an alliance of concerned neighbors and residents of El Cerrito, urge you as our representatives, to publicize a formal declaration of support for AB-38 and what it represents.***

Sincerely,



Gary Prost on behalf of Make El Cerrito Fire Safe  
[REDACTED]

## Holly Charléty

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**Subject:** FW: Postpone any decision on Tenant Protections Taskforce

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**From:** Paula Morgan [REDACTED]

**Sent:** Tuesday, May 21, 2019 7:29 AM

**To:** Aissia Ashoori <[AAshoori@ci.el-cerrito.ca.us](mailto:AAshoori@ci.el-cerrito.ca.us)>; Melanie Mintz <[MMintz@ci.el-cerrito.ca.us](mailto:MMintz@ci.el-cerrito.ca.us)>; Jennifer Peat <[JPeat@ci.el-cerrito.ca.us](mailto:JPeat@ci.el-cerrito.ca.us)>

**Subject:** Postpone any decision on Tenant Protections Taskforce

TO Aissia Ashoori

I have tried to figure where to address this email for the City Council and Tenant Protections Taskforce. Would you be so kind to ensure this is received by the addressees below:

Dear City Council and Tenant Protections Taskforce

I have just received the information for the rental regulations proposed by the City of El Cerrito, yesterday 20May2019 after 4pm.

I happened to hear something on the news, and called City of El Cerrito. Aissia Ashoori put together an email regarding the rental controls that El Cerrito is pushing through. I have reviewed my mail and email and can confirm this information is a surprise. I had received no notice of this plan, despite paying all business license fees and registering rental unit documents. It is unconscionable to not inform and thereby exclude stakeholders, e.g. myself from this discussion.

Unfortunately, I will not have time dig through all of the links to review this information before the meeting on 21May2019.

In the monthly Community Development e-newsletter, the item described 'Affordable Housing News' is misleading and obfuscatory, and I did ignore it. It should be clearly described for what it is, enact a rent control program 'under the radar' and put the onus for affordable housing onto the individual 'mom and pop' folks who rent a unit for survival and retirement income. At first glance, I can see no governmental responsibility or role to support housing for middle or low income; this is an abdication of their governing role and the social responsibility.

Please postpone any decisions by the Tenant Protections Taskforce to allow residents and property owners time to review the actual proposals and issues, with time to respond.

Thank you for your consideration of my concerns.

Sincerely,  
Paula Morgan

[REDACTED]