

**Mayor**

Carolyn Wysinger

Mayor Pro Tem

Gabe Quinto

Councilmembers

William Ktsanes

Lisa Motoyama

Rebecca Saltzman

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TUESDAY, MAY 20, 2025**REGULAR CITY COUNCIL MEETING (6:00 PM)**

Council Chambers - 10890 San Pablo Ave, El Cerrito

Closed Captions Available Via Zoom:<https://us06web.zoom.us/j/85688489748?pwd=YdbaGKs9hdfudyuVa7b4bQLwJlzK4.1>**Meeting ID:** 856 8848 9748 **Passcode:** 891309 **Dial in:** 1-408-638-0968**View:**

1. Cable T.V. Broadcast on KCRT Channel 28
2. Livestream Online at www.el-cerrito.org/CouncilMeetingMaterials

Accommodations: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 510-215-4305. Notification 48 hours prior to the meeting will enable the City to make reasonable accommodations. Closed Captions available via zoom.

Conduct: This meeting shall be conducted pursuant to the El Cerrito [City Council Rules of Order and Procedure](#), including adjourning by 11:00 PM unless extended to a specific time determined by a majority of the Council.

Public Comments:

1. *In-person* by submitting a request to speak to the City Clerk.
2. *By Email* to cyclerk@ci.el-cerrito.ca.us identified in the subject line as **Public Comments – Agenda Item #**.

Written comments received by **2:00 p.m. the day of the meeting** will be provided to the City Council and posted [online](#) in advance of the meeting. Comments received after the deadline will be provided to the City Council and will be posted **after the meeting**.



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6:00 PM ROLL CALL – CONVENE REGULAR CITY COUNCIL MEETING

1. CONSIDER AND TAKE ACTION ON ANY REQUEST FROM A COUNCILMEMBER TO PARTICIPATE IN THE MEETING REMOTELY DUE TO EMERGENCY CIRCUMSTANCES PURSUANT TO AB 2449

2. PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF A MOMENT OF SILENCE

3. TELECONFERENCE AND PUBLIC COMMENT INSTRUCTIONS

4. 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.

5. ORAL COMMUNICATIONS FROM THE PUBLIC

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

6. PRESENTATIONS

A. CalPERS Pension Costs Update

Action Proposed: Receive and file an update on the City's pension costs and liabilities from the City's financial advisors.

Contact: Michael Meyer, Vice President, NHA Advisors; Crystal Reams, Finance Director/City Treasurer, Finance Department

7. 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. Approval of Minutes

Action Proposed: Approve the City Council Meeting minutes from April 15 and May 6, 2025.

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

Mayor
Carolyn Wysinger
Mayor Pro Tem
Gabe Quinto



Councilmembers
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Rebecca Saltzman

B. Financial Advisory Board Recommendation

Action Proposed: Receive and file recommendations from the Financial Advisory Board.

Contact: Kimberly White, Chair, Financial Advisory Board; Crystal Reams, Finance Director/Staff Liaison, Finance Department

C. LGBTQIA+ Pride Month Proclamation

Action Proposed: Approve a proclamation declaring the month of June as Lesbian, Gay, Bi-Sexual, Transgender/Transsexual, Queer/Questioning, Intersex and Agender/Asexual (LGBTQIA+) Pride month in the City of El Cerrito and recognize Pride Month by flying the Progress Pride flag at City Hall during the month of June.

Contact: Shannon Bassi, Human Resources Manager, City Management

D. Recognition of the 5th Anniversary of the Death of George Floyd Proclamation

Action Proposed: At the request of Mayor Wysinger, approve a Proclamation in recognition of the 5th anniversary of the death of George Floyd.

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

E. Monthly Disbursement and Check Register Report for April 2025

Action Proposed: Receive and file the Monthly Disbursement and Check Register Report for the month of April 2025.

Contact: Crystal Reams, Finance Director/City Treasurer, Finance Department

F. Resolution of Support for State and Federal Funding for Bay Area Public Transit

Action Proposed: At the request of Councilmember Saltzman, adopt a resolution supporting state and regional funding for Bay Area public transit.

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



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G. Acceptance of Transit Oriented Communities (TOC) Grant and related scope of work from the Metropolitan Transportation Commission (MTC)

Action Proposed: Adopt a resolution committing to take steps toward achieving compliance with the Metropolitan Transportation Commission's (MTC's) Transit-Oriented Communities (TOC) Policy as a condition for MTC to allocate regional discretionary funding.

Contact: Jeff Ballantine, Senior Planner; Sean Moss, Planning Manager; Melanie Mintz, Community Development Director, Community Development Department

H. Approve Spending Authority with SSP Data in an amount not-to-exceed \$178,000 in Fiscal Year 2024-25

Action Proposed: Adopt a resolution approving spending authority with the vendor SSP Data in an amount not-to-exceed \$178,000 in Fiscal Year 2024-25.

Contact: Eric Ng, Information Technology Manager, City Management

8. PUBLIC HEARINGS

A. Annual Public Hearing on Vacancies, Recruitment and Retention Efforts

Action Proposed: Conduct a public hearing to receive and file a report on workforce vacancies, recruitment, and retention efforts in compliance with Assembly Bill 2561.

Contact: Shannon Bassi, Human Resources Manager, City Management

B. Presentation of 2025 Cost Allocation User Fee Study; and Public Hearing and Approval of Fiscal Year 2025-26 Master Fee Schedule
Notice Published 5/10/25 and 5/16/25

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

Contact: Crystal Reams, Finance Director/City Treasurer, Finance Department; Tony Thrasher, Principal Consultant, Wildan



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9. POLICY MATTERS

A. Consideration of Fiscal Year 2024-25 One-Time Uses of General Fund Balance

Action Proposed: Consideration and direction on potential one-time expenditures from General Fund balance in Fiscal Year 2024-25.

Contact: Karen Pinkos, City Manager; Crystal Reams, Finance Director/City Treasurer, Finance Department

10. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS

Mayor and City Council communications regarding local and regional liaison assignments, committee reports, and any required reporting under AB 1234 for meetings (as defined by the Brown Act) attended at the public's expense.

11. ADJOURN REGULAR CITY COUNCIL MEETING

The next regularly scheduled City Council meeting is Tuesday, June 3, 2025 at 6:00 p.m.

The City of El Cerrito serves our diverse community by providing exceptional services that create a safe and resilient future for all.

CITY OF EL CERRITO

CALPERS PENSION PROGRAM REVIEW AND COST MANAGEMENT STRATEGY ASSESSMENT



NHA | ADVISORS
Financial & Policy Strategies.
Delivered.

MAY 20, 2025

Today's Discussion

- I. Background on CalPERS Costs
- II. Historical and Projected CalPERS Costs
- III. Cost Management Strategy Overview
- IV. Section 115 Pension Trust Analysis
- V. Conclusion



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BACKGROUND ON CALPERS COSTS

City of El Cerrito CalPERS Summary

- ▶ City of El Cerrito has an **\$89M CalPERS Unfunded Accrued Liability (“UAL”)**, as of the latest CalPERS valuation for June 30, 2023
 - ▶ **Miscellaneous Plans: \$26M | Safety Plans: \$63M**
- ▶ CalPERS FY 2023-24 Final Investment Returns: 9.5%*
 - ▶ Projected to decrease City’s UAL to \$85M (as of 6/30/2024); annual budgetary impact from this change will be seen in FY 2026-27
- ▶ City adopted a Section 115 Pension Trust in September 2023 to address rising pension costs
 - ▶ **\$1.4M balance as of March 31, 2025**
- ▶ Continuing to monitor and manage ongoing CalPERS UAL costs will be critical for fiscal resiliency, especially with potential changes stemming from CalPERS’ FY 2024-25 investment performance and 2025 Asset Liability Management Study



*CalPERS’ Money-Weighted Rate of Return, as reported by CalPERS in its FY 2023-24 Annual Comprehensive Financial Report

Background on How CalPERS Works

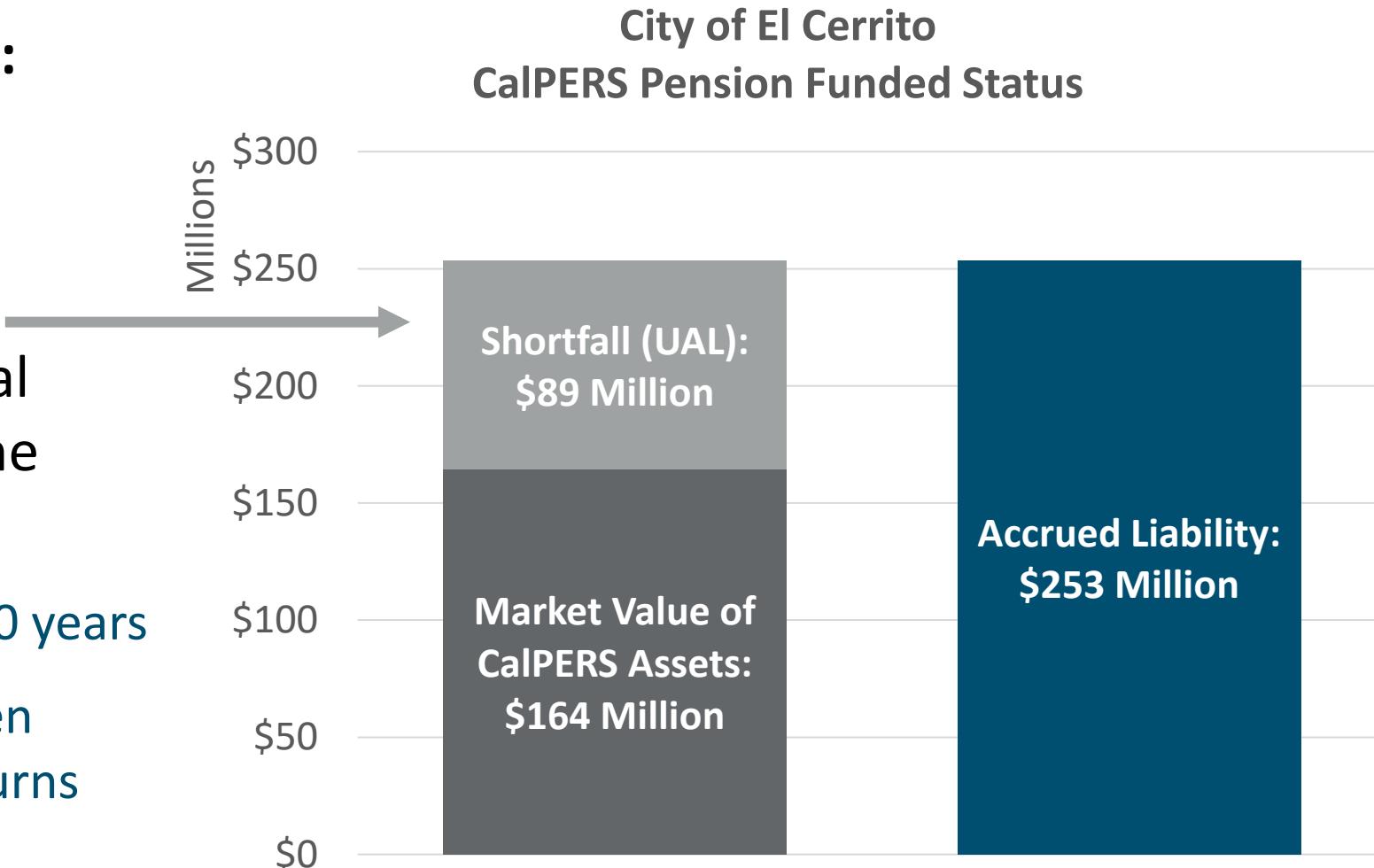
Two Payments Made to CalPERS Annually

- ▶ **(1) Normal Cost (“NC”):**

Annual cost for current employees

- ▶ **(2) Unfunded Accrued Liability (“UAL”):** Annual payment to amortize the “debt” to CalPERS

- ▶ UAL is amortized over 20 years
- ▶ New UAL is created when CalPERS investment returns <6.80%



Historical PERS Returns
5-Year: 6.6%
10-Year: 6.2%
20-Year: 6.7%
30-Year: 7.7%

Why CalPERS Costs Have Trended Higher

Then (late 1990s)...

- ▶ Robust investment returns (10%+)
 - ▶ Retirement plans were “Super-Funded” through the late 1990s
 - ▶ Earnings on funds were more than adequate to cover retirement costs
- ▶ Super-funded status induced widespread retirement benefits enhancements
- ▶ Past funding policies led to contribution holidays and “free” benefit improvements

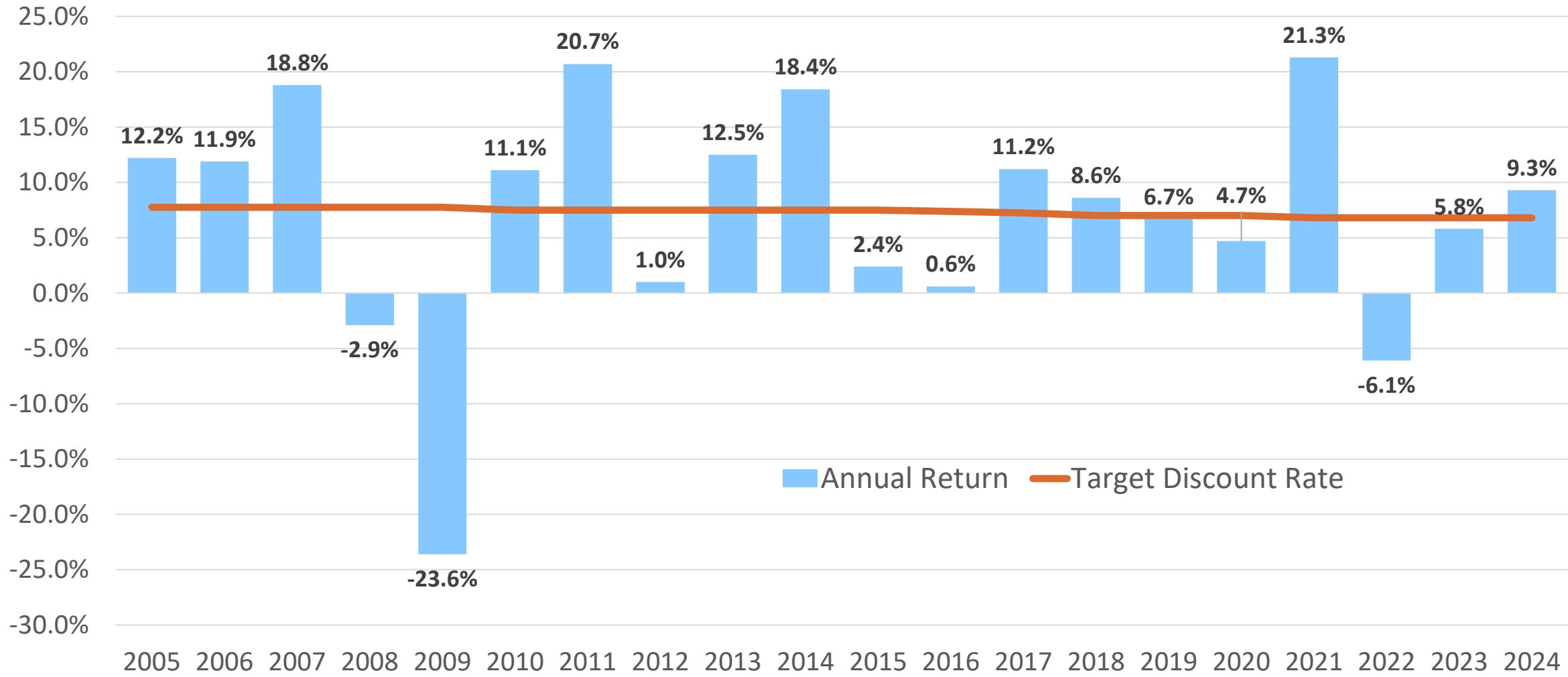
Now...

- ▶ Sluggish investment returns (not meeting assumptions)
- ▶ Assumptions have changed/grown more conservative
 - ▶ Discount Rate (assumed rate of investment returns): 8.25% → 7.00% → 6.80%
 - ▶ Inflation rate (prices going up)
 - ▶ Mortality rates (people living longer)
 - ▶ Shorter, more conservative amortizations

All assumptions will be revisited by CalPERS during
2025 Asset Liability Management (ALM) Study



CalPERS Historical Preliminary Investment Returns (Time-Weighted)*



*Preliminary Investment Returns represent the time-weighted rate of return and reflect private market asset valuations as of March 31, 2024. The money-weighted rate of return, used in the CalPERS ACFR and Valuation Reports may differ from the Preliminary Investment Returns. Source: CalPERS.

How CalPERS Benefits Get Funded

- ▶ Pre-2008 Investment earnings used to make up a higher percentage of total contributions
- ▶ As investments underperform assumptions, employers must make up the difference, unless the additional costs are negotiated with employees

CalPERS
investment earnings



CalPERS
employers



CalPERS
members



CalPERS Pension Buck: a 20-year Average (as of June 30, 2024)



City's CalPERS Retirement Plans

- ▶ 2 Main CalPERS plans: Miscellaneous & Safety
 - ▶ **Miscellaneous:** 460 covered members; \$26M UAL
 - ▶ **Safety:** 290 covered members; \$63M UAL
- ▶ PEPRA (effective 2013) helpful to manage long term pension costs for new employees
 - ▶ Enacted revised benefit levels for new plan members
 - ▶ Higher employee contribution rates mean more normal cost is being paid by the employee
- ▶ **However, 98% of current UAL comes from Classic plans and is not impacted by PEPRA**

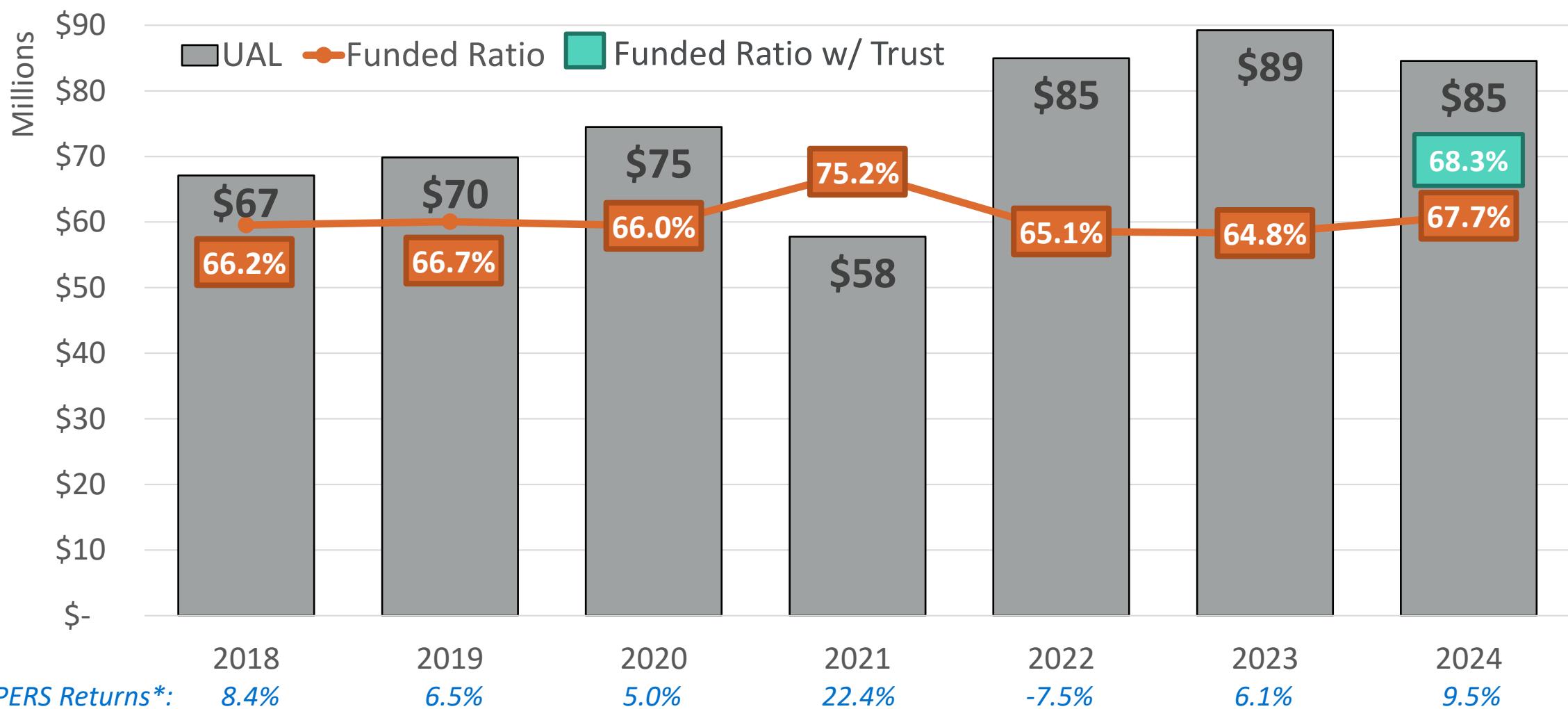




HISTORICAL AND PROJECTED CALPERS COSTS

History of the City's UAL Balance & Funded Ratio

Funded Ratio With and Without Section 115 Trust



Source: CalPERS Actuarial Valuation Reports & CalPERS Pension Outlook Tool

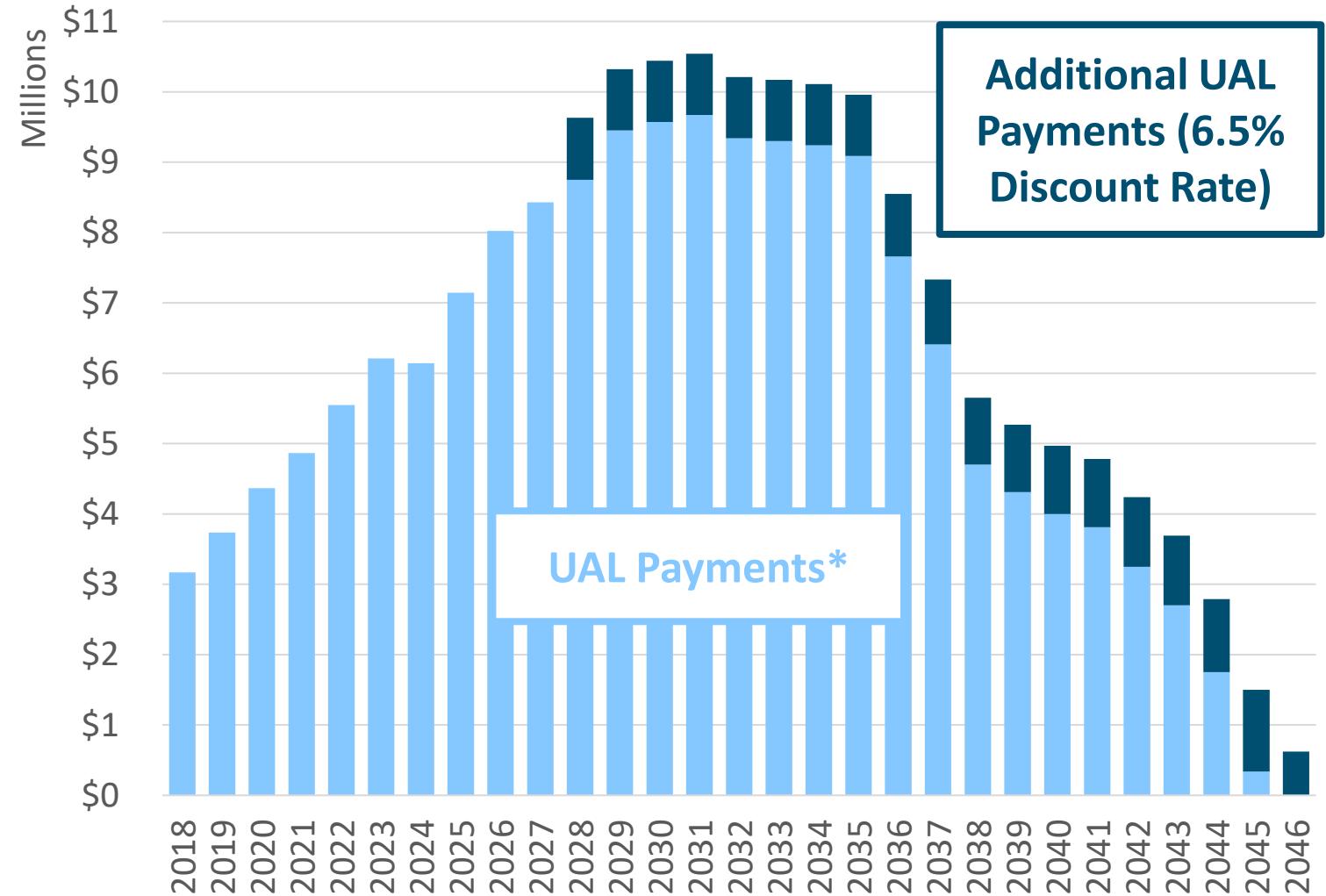
*CalPERS' Money-Weighted Rate of Return, as reported by CalPERS in its

Annual Comprehensive Financial Reports

Historical and Projected UAL Payment Schedule

Projected UAL Payments Based on CalPERS Pension Outlook Tool

- ▶ City's UAL payments are rising due to CalPERS underperformance
- ▶ UAL payment rising to \$9.7M by FY 2031
 - ▶ 35% higher than FY 2025 payment
- ▶ UAL is sensitive to CalPERS' assumption changes and investment performance
 - ▶ Discount Rate reduction from 6.8% to 6.5% would increase UAL balance by \$9M and increase UAL payments by ~\$1M (dark blue bars)



Source: CalPERS Actuarial Valuation Reports & CalPERS Pension Outlook Tool

*Assumes FY 2023-24 investment returns of 9.5% and 6.8% thereafter.



COST MANAGEMENT STRATEGY OVERVIEW

Pension Cost-Containment Strategies – Not Mutually Exclusive

Prepay UAL early in Fiscal Year (\approx 3.3% discount) → **CITY DOES THIS**

Negotiate Cost Sharing With Employees

- New employees already governed by lower cost/benefit PEPRA plans
- Negotiated cost sharing of the City's share

Fresh Start Amortization offered by CalPERS

- Pros: Smooths payment, shortens repayment period; reduces overall interest paid from shorter amortization period
- Cons: New structure “locked-in” + increased annual payments in near term; still amortized at discount rate

Use Cash Reserves to Pay Extra (two options) → **CITY HAS A SECTION 115 PENSION TRUST**

- Section 115 Trust – Separate trust solely dedicated to pension/OPEB
 - City's annual UAL cost and Normal Cost can be supplemented with the Trust
- ADP – direct payments to CalPERS to reduce UAL
 - Choose optimal amortization bases to pay off

Restructure All or Portion of Remaining UAL

- Restructure portion of UAL at lower bond interest rate and “smooth out” payments for enhanced budget predictability, near and mid-term potential savings, and preservation of cash for other critical projects **NOT RECOMMENDED GIVEN CURRENT INTEREST RATES**





SECTION 115 PENSION TRUST ANALYSIS

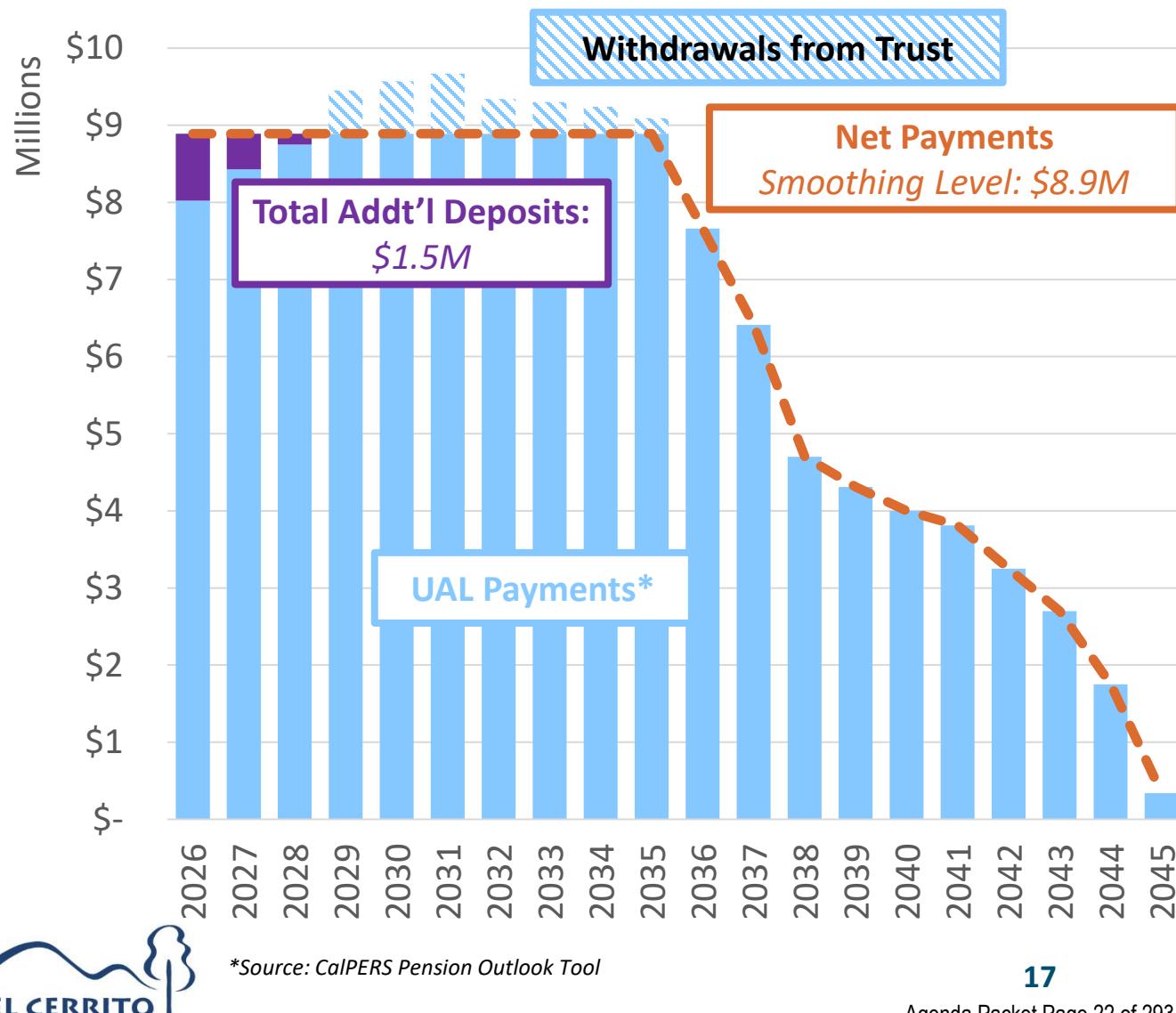
City's Section 115 Pension Trust

- ▶ City has a Section 115 Pension Trust, administered by Public Agency Retirement Services (PARS)
- ▶ City's Section 115 Pension Trust has \$1.4M of assets as of March 31, 2025
 - ▶ Moderately Conservative investment strategy: 20-40% Equity | 60-80% Fixed Income
 - ▶ 3.54% investment return for the past year (April '24 – March '25)
- ▶ **Key Considerations for City**
 - ▶ Capacity for additional deposits to the Trust
 - ▶ Timing and size of withdrawals
 - ▶ Investment options for assets to earn more interest



Section 115 Trust Smoothing Example #1

Additional Deposits for Smoothing



Assumptions:

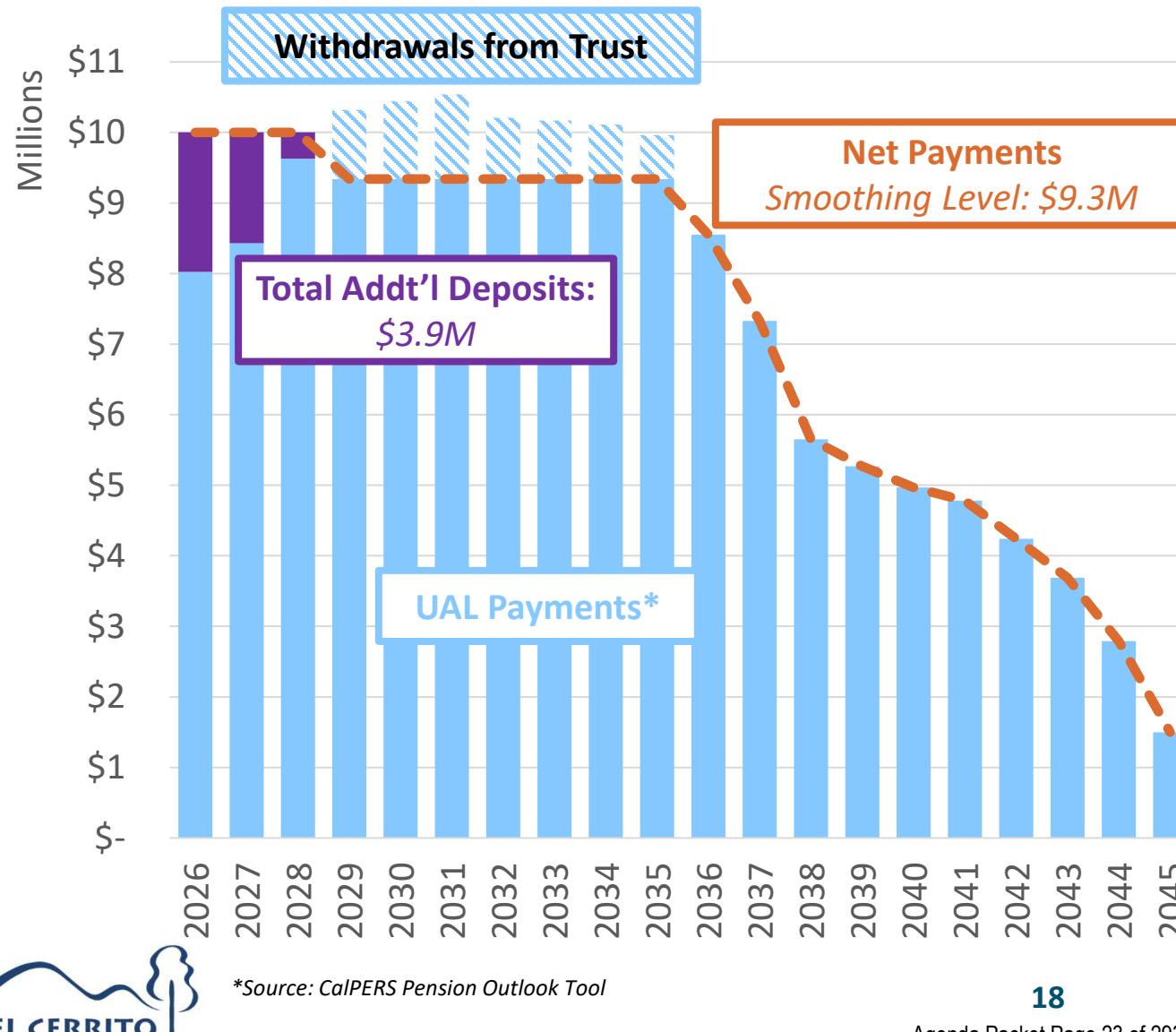
- ▶ **CalPERS Discount Rate:** 6.8% (no change)
- ▶ **CalPERS Investment Returns:** 9.5% in FY 2023-24; 6.8% thereafter
- ▶ **UAL Balance:** \$85M
- ▶ **Beginning Trust Balance:** \$1.4M
- ▶ **Total Additional Deposits:** \$1.5M
- ▶ **Trust Annual Investment Earnings:** 3.50%
- ▶ **Ending Trust Balance:** \$0 (FYE 2035)



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Section 115 Trust Smoothing Example #2 – Discount Rate Reduction

6.5% CalPERS Discount Rate – UAL Increase from \$85M to \$94M



Assumptions:

- ▶ **CalPERS Discount Rate:** 6.5% (vs. current 6.8%)
- ▶ **CalPERS Investment Returns:** 9.5% in FY 2023-24; 6.5% thereafter
- ▶ **UAL Balance:** \$94M
- ▶ **Beginning Trust Balance:** \$1.4M
- ▶ **Total Additional Deposits:** \$3.9M
- ▶ **Trust Annual Investment Earnings:** 3.50%
- ▶ **Ending Trust Balance:** \$0 (FYE 2035)



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Comparison of Section 115 Trust Smoothing Examples

Additional Deposits, Withdrawals, and Net Smoothing Level

Fiscal Year	Example #1 (Additional Deposits)		Example #2 (6.5% Discount Rate)	
	Additional Trust Deposits	Trust Withdrawals	Additional Trust Deposits	Trust Withdrawals
2026	\$866,765	\$0	\$1,976,422	\$0
2027	\$460,343	\$0	\$1,570,000	\$0
2028	\$140,343	\$0	\$370,000	\$0
2029	\$0	\$559,657	\$0	\$979,505
2030	\$0	\$679,657	\$0	\$1,099,505
2031	\$0	\$779,657	\$0	\$1,199,505
2032	\$0	\$449,657	\$0	\$869,505
2033	\$0	\$409,657	\$0	\$829,505
2034	\$0	\$349,657	\$0	\$769,505
2035	\$0	\$199,657	\$0	\$619,505
Total	\$1,467,451	\$3,427,600	\$3,916,422	\$6,366,534
Net Smoothing Level:		\$8,890,343		\$9,340,495





CONCLUSION

Conclusion

- ▶ **City of El Cerrito has recently established a Section 115 Pension Trust to better manage its rising pension costs (\$1.4M balance as of 3/31/2025)**
 - ▶ 14% of City's 2025 CalPERS costs (UAL + Normal Cost = \$10M)
- ▶ **City should stay vigilant to combat the impact of rising pension costs, including an annual review of pension cost projections + ongoing pension cost management strategies**
 - ▶ Annually identify any surplus/reserves that can be added to the Trust and consider higher earning investment portfolios for the Trust assets
 - ▶ Example: Many agencies deposit the savings from the annual UAL prepayment into the Trust
- ▶ **City should reassess pension cost projections once CalPERS reports its FY 2024-25 investment return and finishes its 2025 Asset-Liability Management Study in Fall 2025**





QUESTIONS?

**Mayor**

Carolyn Wysinger

Mayor Pro Tem

Gabe Quinto

Agenda Item No. 7.A.**Councilmembers**

William Ktsanes

Lisa Motoyama

Rebecca Saltzman

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DRAFT MINUTES TUESDAY, APRIL 15, 2025

REGULAR CITY COUNCIL MEETING (6:00 PM)

City Council Chambers - 10890 San Pablo Ave, El Cerrito

Closed Captions available Via Zoom:<https://us06web.zoom.us/j/81395692419?pwd=y6Sq4EIUmbM7dCkICIRbgFHs1BK6Fa.1>**Meeting ID:** 813 9569 2419 **Password:** 660211 **Dial in:** 1-408-638-0968**View:**

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Public Comments:

1. *In-person* by submitting a request to speak to the City Clerk.
2. *By Email* to cyclerk@ci.el-cerrito.ca.us identified in the subject line as **Public Comments – Agenda Item #.**

Written comments received by **2:00 p.m. the day of the meeting** will be provided to the City Council and posted online in advance of the meeting. Comments received after the deadline will be provided to the City Council and will be posted **after the meeting**.

6:00 PM ROLL CALL – CONVENE REGULAR CITY COUNCIL MEETING
Mayor Wysinger called the meeting to order at 6:11 PM.
Present: Mayor Wysinger, Mayor Pro Tem Quinto, Councilmember Ktsanes, Councilmember Motoyama, Councilmember Saltzman (Arrived at 6:13 PM) **Absent:** None

1. CONSIDER AND TAKE ACTION ON ANY REQUEST FROM A COUNCILMEMBER TO PARTICIPATE IN THE MEETING REMOTELY DUE TO EMERGENCY CIRCUMSTANCES PURSUANT TO AB 2449

2. PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF A MOMENT OF SILENCE

3. TELECONFERENCE AND PUBLIC COMMENT INSTRUCTIONS

4. 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.
City Manager Pinkos - provided an update on the city's network issues.

Councilmember Motoyama - announced upcoming Earth Day activities on 4/9, and the Norman Mineta High School Summer Academy application deadline of 4/27.

Mayor Pro Tem Quinto - reported attendance at a ribbon cutting event for Great Clips in El Cerrito Plaza.

Mayor Wysinger - reported on sending a second letter of support sent for BART's Congressionally Directed Spending request for their LED Lighting Program which includes the El Cerrito Plaza station, attendance at the ribbon cutting for Security Public Storage, and walking YELP representatives through city businesses.

5. ORAL COMMUNICATIONS FROM THE PUBLIC

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

Public Comments: Written comments submitted prior to and during the meeting are posted online as supplemental materials and incorporated into the official meeting record.

Buddy Akacic - commented on bicycle commuters and public perceptions of the Richmond Street Complete Streets project.

Elaine Fielding, Shelby Holguin, Inge Brust, Changmo Quan, Clifford Nuzman - spoke in opposition to the Richmond Streets Complete Streets project.

6. PRESENTATIONS

7. 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.

Moved/Seconded: Mayor Pro Tem Quinto/Councilmember Motoyama **Action:** Approval the consent calendar as indicated below. **Ayes:** Mayor Wysinger, Mayor Pro Tem Quinto, Councilmember Ktsanes, Councilmember Motoyama, Councilmember Saltzman **Noes:** None

A. Approval of Minutes

Action Proposed: Approve the City Council Meeting minutes from March 4, 18 and April 1, 2025.

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

Action: Approved Minutes

B. Community Safety Committee Appointments

Action Proposed: Approve Community Safety Committee recommendations to reappoint William Cedrick Cobb effective April 1, 2025 and appoint Richard Ehara effective April 15, 2025.

Contact: Aaron Leone, Sergeant/CommSC Liaison, Police Department

Action: Approved appointments

C. Adopt Landscape and Lighting Assessment (LLAD) for Fiscal Year 2025-26 and Adopt Resolution of Intent to Order Improvements; and Set the Public Hearing as May 06, 2025

Action Proposed: Accept the Engineer's Report specifying assessments for Landscape and Lighting Assessment District No 1988-1 for Fiscal Year 2025-26 and adopt a Resolution of Intention to order improvements pursuant to the Landscape and Lighting Act of 1972, and set the time, date, and place of the public hearing as May 06, 2025 at 6:00 p.m.

Contact: Crystal Reams, Finance Director/City Treasurer, Finance Department

Action: Approved Resolution No. 2025-19

D. Authorization for the West Contra Costa Integrated Waste Management Authority to Enter into New Regional Post-Collection Agreements

Action Proposed: Adopt a resolution authorizing the West Contra Costa Integrated Waste Management Authority (Authority), also known as RecycleMore, to enter into new regional post-collection agreements and exercise certain related powers pursuant to section 5.4 of the Joint Exercise of Powers Agreement (JEPA) that created the Authority.

Contact: Christina Leard, Management Analyst III; Amelia Timbers, Operations & Environmental Services Division Manager; Yvette Ortiz, Public Works Director/City Engineer, Public Works Department

Action: Approved Resolution No. 2025-20

E. Approve Professional Services Agreement with CentralSquare Technologies for Permitting and Licensing Software Configuration

Action Proposed: Adopt a resolution authorizing the City Manager to approve an agreement with CentralSquare Technologies LLC (CentralSquare) for professional services to configure existing cloud-based permitting and licensing modules to fulfill programmatic needs in the Community Development Department.

Contact: Eric Ng, Information Technology Manager, City Management; Melanie Mintz, Community Development Director

Action: Approved Resolution No. 2025-21

F. Approve an Agreement with Ally Technologies for Nutanix Hyper Converged Infrastructure Software Platform

Action Proposed: Adopt a resolution authorizing the City Manager to execute an agreement with Ally Technologies for Nutanix Hyper Converged Infrastructure (HCI) from Dell in an amount not-to-exceed \$144,751.

Contact: Eric Ng, Information Technology Manager, City Management

Action: Approved Resolution No. 2025-22

8. PUBLIC HEARINGS

A. Public Nuisance Abatement Hearing for 6327 Conlon Avenue

Property Notice posted on 3/26/2025, Notice Published on 4/5/2025

Action Proposed: Conduct a public hearing and upon conclusion adopt a resolution declaring substandard maintenance on private property located at 6327 Conlon Avenue and declaring the property a public nuisance, overriding objections by the property owner and authorizing the City Manager or their designee to abate the public nuisance pursuant to El Cerrito Municipal Code Chapter 8.34, and approve budget authority to perform the abatement.

Contact: Steven Mello, Neighborhood Preservation Program Coordinator; Aissia Ashoori, Housing-Economic Development Manager; Melanie Mintz, Community Development Director

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding process if the property is sold, and timeline to receive reimbursement from a lien placed on the property.

Public Hearing: Mayor Wysinger opened the public hearing.

Public Comments:

None

Moved/Seconded: Mayor Pro Tem Quinto/Councilmember Motoyama

Action: Closed the Public Hearing. **Ayes:** Mayor Wysinger, Mayor Pro Tem Quinto, Councilmember Ktsanes, Councilmember Motoyama, Councilmember Saltzman **Noes:** None

Moved/Seconded: Councilmember Motoyama/Councilmember Saltzman

Action: Approved Resolution No. 2025-23 **Ayes:** Mayor Wysinger, Mayor Pro Tem Quinto, Councilmember Ktsanes, Councilmember Motoyama, Councilmember Saltzman **Noes:** None

9. POLICY MATTERS

A. Fiscal Year 2025-26 Budget Study Session

Action Proposed: Conduct a study session on the Fiscal Year 2025-26 General Fund Budget including:

- Adjustments to Proposed Budget
- One-Time Expenditure Considerations

Contact: Karen Pinkos, City Manager; Will Provost, Assistant to the City Manager, City Management; Crystal Reams, Finance Director/City Treasurer; Claire Coleman, Budget/Financial Services Manager, Finance Department

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding accounting for expected recession, unfunded pension liability and potential study session, general fund balance and restricted amounts, impact of departments with reduced budgets, status of deferred maintenance, preferences on presented materials, revenue impacts if pool was closed to replaster, options for audio video improvements in chambers without a complete overhaul, wildfire hazards in the Hillside Natural Area, and process of rolling forward purchase orders.

Public Comments: Written comments submitted prior to and during the meeting are posted online as supplemental materials and incorporated into the official meeting record.

Action: General direction provided to staff regarding information to bring back at the next budget discussion.

- 10. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS** *Mayor and City Council communications regarding local and regional liaison assignments, committee reports, and any required reporting under AB 1234 for meetings (as defined by the Brown Act) attended at the public's expense.*

Councilmember Motoyama - reported on attendance at the Contra Costa Mayors conference, Association of Bay Area Governments Housing Committee meeting and appointment as Vice Chair, and the Community Seder at Temple Beth Hillel.

Councilmember Saltzman - reported on attendance as US Air Force band performance, and the Community Seder at Temple Beth Hillel.

Councilmember Ktsanes - reported on attendance at the Community Seder at Temple Beth Hillel, the Urban Forest Committee meeting, and announced office hours at El Cerrito National Grocery to meet with constituents.

Mayor Pro Tem Quinto - reported on attendance Bay Area Air District, Marin Clean Energy Technical Committee, Richmond Rotary Club event, and upcoming Cal Cities meetings in Sacramento.

Mayor Wysinger - reported on attendance at the Contra Costa Mayors Conference, Human Relations Commission, and announced joining the Cal Cities Leadership Institute (CCLI).

- 11. ADJOURN REGULAR CITY COUNCIL MEETING**

*The next regularly scheduled City Council meeting is Tuesday, May 6, 2025 at 6:00 p.m.
The regular meeting adjourned at 8:29 PM*

Carolyn Wysinger, Mayor

This is to certify that the foregoing is a true and correct copy of the minutes of the City Council meeting of April 15, 2025 as approved by the El Cerrito City Council.

Holly M. Charléty, MMC, City Clerk



Mayor
Carolyn Wysinger
Mayor Pro Tem
Gabe Quinto

Councilmembers
William Ktsanes
Lisa Motoyama
Rebecca Saltzman

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DRAFT MINUTES

TUESDAY, MAY 6, 2025

SPECIAL CITY COUNCIL MEETING (5:00 PM)
Hillside Conference Room - 10890 San Pablo Ave, El Cerrito

REGULAR CITY COUNCIL MEETING (6:00 PM)
Council Chambers - 10890 San Pablo Ave, El Cerrito
Closed Captions Available Via Zoom:

<https://us06web.zoom.us/j/85681636942?pwd=9yZsJrE3vDLq7a6pt74UqRp5tAPbhT.1>
Meeting ID: 856 8163 6942 **Password:** 050009 **Dial in:** 1-408-638-0968

View (Regular Meeting Only):

1. Cable T.V. Broadcast on KCRT Channel 28
2. Livestream Online at www.el-cerrito.org/CouncilMeetingMaterials

Accommodations: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 510-215-4305. Notification 48 hours prior to the meeting will enable the City to make reasonable accommodations. Closed Captions available via zoom.

Conduct: This meeting shall be conducted pursuant to the El Cerrito [City Council Rules of Order and Procedure](#), including adjourning by 11:00 PM unless extended to a specific time determined by a majority of the Council.

Public Comments:

1. *In-person* by submitting a request to speak to the City Clerk.
2. *By Email* to cyclerk@ci.el-cerrito.ca.us identified in the subject line as **Public Comments – Agenda Item #.**

Written comments received by **2:00 p.m. the day of the meeting** will be provided to the City Council and posted online in advance of the meeting. Comments received after the deadline will be provided to the City Council and will be posted **after the meeting**.

5:00 PM ROLL CALL - CONVENE SPECIAL CITY COUNCIL MEETING
Mayor Wysinger called the meeting to order at 5:00 PM.
Present: Mayor Wysinger, Mayor Pro Tem Quinto, Councilmember Ktsanes, Councilmember Motoyama, Councilmember Saltzman **Absent:** None

1. CONSIDER AND TAKE ACTION ON ANY REQUEST FROM A COUNCILMEMBER TO PARTICIPATE IN THE MEETING REMOTELY DUE TO EMERGENCY CIRCUMSTANCES PURSUANT TO AB 2449

2. 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.

3. CLOSED SESSION CONFERENCE WITH NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency Designated Representatives: Karen Pinkos, City Manager; Alexandra Orogas, Assistant City Manager; Shannon Bassi, Senior Human Resources Analyst; Glenn Berkheimer, Labor Negotiator; and Sky Woodruff, City Attorney.

Employee Organizations: United Professional Firefighters Local 1230.

Contact: Sky Woodruff, City Attorney, City Management

City Council convened to closed session at 5:01 PM. No reportable action.

4. ADJOURN SPECIAL CITY COUNCIL MEETING

The special meeting adjourned at 5:56 PM

6:00 PM ROLL CALL – CONVENE REGULAR CITY COUNCIL MEETING

Mayor Wysinger called the meeting to order at 6:06 PM.

Present: Mayor Wysinger, Mayor Pro Tem Quinto, Councilmember Ktsanes, Councilmember Motoyama, Councilmember Saltzman **Absent:** None

1. CONSIDER AND TAKE ACTION ON ANY REQUEST FROM A COUNCILMEMBER TO PARTICIPATE IN THE MEETING REMOTELY DUE TO EMERGENCY CIRCUMSTANCES PURSUANT TO AB 2449

2. PLEDGE OF ALLEGIANCE TO THE FLAG OR OBSERVATION OF A MOMENT OF SILENCE

3. TELECONFERENCE AND PUBLIC COMMENT INSTRUCTIONS

4. 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.

City Manager Karen Pinkos - announced that the city is conducting a survey regarding a new library, and DMV is expected to re-open on 5/12.

Councilmember Saltzman - announced today is All Aboard Transit Day.

Councilmember Motoyama - announced upcoming East Shore Alliance Football Club Fiesta event on 5/24 at Cerrito Vista park.

Councilmember Ktsanes - shared a letter of thanks and gratitude from a resident regarding the service received from the Fire Department on a recent call to her residence.

Mayor Pro Tem Quinto - remarked on the letter of thanks received from the Fire Department.

Mayor Wysinger - reported on signing a letter in support of Community Project Funding for the Hillside Natural Area Fuel Modification project and remarked on challenges with hate speech in schools.

5. ORAL COMMUNICATIONS FROM THE PUBLIC

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

Public Comments: Written comments submitted prior to and during the meeting are posted online as supplemental materials and incorporated into the official meeting record.

Michael McDougall - commented regarding one-time expenditures for consideration in the next budget.

Janet Byron - shared resources and information for El Cerrito Walk and Roll, thanked those involved for the recent El Cerrito Green Mobility Fair, and announced upcoming events.

Steve Price, Kathleen Wong, Gaia Sonatina - spoke in support of the Richmond Street Complete Streets project.

Ethan Kim - spoke regarding the city's Active Transportation Plan and opposition to the Richmond Street Complete Streets project.

Joe Herbert - spoke in opposition to adoption of the National Police Week Proclamation.

Jacqualine Silva - commented on the flooding of a storm drainage adjacent to her property.

Buddy Akacic - spoke regarding destruction of community Jade garden at the community center.

6. PRESENTATIONS

7. 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.

Moved/Seconded: Mayor Pro Tem Quinto/Councilmember Ktsanes

Action: Approved the consent calendar as indicated below. **Ayes:** Mayor Wysinger, Mayor Pro Tem Quinto, Councilmember Ktsanes, Councilmember Motoyama, Councilmember Saltzman **Noes:** None

A. Asian American, Native Hawaiian, and Pacific Islander Heritage Month Proclamation

Action Proposed: Approve a proclamation declaring the Month of May 2025 as Asian American, Native Hawaiian, and Pacific Islander Heritage Month in the City of El Cerrito.

Contact: Shannon Bassi, Human Resources Manager, City Management

Action: Approved proclamation

B. Jewish American Heritage Month Proclamation

Action Proposed: Approve a proclamation declaring the Month of May 2025 as Jewish American Heritage Month in the City of El Cerrito.

Contact: Shannon Bassi, Human Resources Manager, City Management

Action: Approved proclamation

C. National Public Works Week Proclamation

Action Proposed: Approve a proclamation designating May 18 through 24, 2025 as National Public Works Week in El Cerrito and encouraging all residents, businesses, and community organizations to recognize the substantial contributions Public Works personnel make to protect our health, safety, and quality of life.

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

Action: Approved proclamation

D. Bike to Wherever Day Proclamation

Action Proposed: Approve a proclamation declaring May 15, 2025 as Bike to Wherever Day in the City of El Cerrito.

Contact: Jennifer Bright, Management Assistant, Community Development Department

Action: Approved revised proclamation

E. National Police Week Proclamation

Action Proposed: Approve a proclamation recognizing May 11 through 17, 2025 as National Police Week in the City of El Cerrito.
Contact: JT Wahrlich, Lieutenant, Police Department
Action: Approved proclamation

F. Affordable Housing Month Proclamation

Action Proposed: Approve a proclamation designating May 2025 as Affordable Housing Month in El Cerrito.
Contact: Aissia Ashoori, Housing-Economic Development Manager, Community Development Department
Action: Approved proclamation

G. Economic Development Committee Appointment

Action Proposed: Approve an Economic Development Committee recommendation to appoint Isaac Mankita.
Contact: Aissia Ashoori, Housing-Economic Development Manager, Community Development Department
Action: Approved appointment

H. Park and Recreation Commission Recommendation

Action Proposed: Receive and file recommendations from the Park and Recreation Commission.
Contact: Troy Tyler, Chair, Park and Recreation Commission; Chris Jones, Recreation Director/Staff Liaison, Recreation Department
Action: Received and filed

I. Monthly Disbursement and Check Register Report for March 2025

Action Proposed: Receive and file the Monthly Disbursement and Check Register Report for the month of March 2025.
Contact: Crystal Reams, Finance Director/City Treasurer, Finance Department
Action: Received and filed

J. FY 2024-25 Third Quarter Cash and Investment Report

Action Proposed: Receive and file the City's Third Quarter Cash and Investment Report for the period January 31, 2025 to March 31, 2025.
Contact: Crystal Reams, Finance Director/City Treasurer, Finance Department
Action: Received and filed

K. Authorization To Enter Into A Purchase Agreement With Glasdon, Inc. For the Purchase of Forty-Three Nexus® 52G Trash Recycling Cans

Action Proposed: Adopt a resolution authorizing the City Manager to enter into a purchase agreement with Glasdon, Inc. for an amount not to exceed \$80,000 for the purchase of forty-three Nexus® 52G Trash Recycling Cans to be installed at parks around the City.

Contact: Christina Leard, Management Analyst III; Amelia Timbers, Operations & Environmental Services Division Manager; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

Action: Approved Resolution No. 2025-24

8. PUBLIC HEARINGS

A. Annual Review and Renewal of the Military Equipment Ordinance
Notice Published on 4/26/2025

Action Proposed: Conduct a public hearing, and upon conclusion, adopt a resolution approving the El Cerrito Police Department Military Equipment Report for 2024 and the Military Equipment Policy, including an updated Equipment Inventory, and renewing Ordinance 2022-01.

Contact: Paul Keith, Chief of Police, El Cerrito Police Department

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding circumstances requiring a machine or shotgun, average lifespan of drones, current condition of drones, available grant funding, inclusion of acquired date of equipment in future reporting, use and description of commercial transit van, common uses and data from drones, and data use in connection with Sanctuary City policies.

Public Hearing: Mayor Wysinger opened the public hearing.

Public Comments:

Joe Herbert - questioned spending funds on military equipment and its effects on residents given the current political climate.

Moved/Seconded: Mayor Pro Tem Quinto/Councilmember Motoyama
Action: Closed the Public Hearing. **Ayes:** Mayor Wysinger, Mayor Pro Tem Quinto, Councilmember Ktsanes, Councilmember Motoyama, Councilmember Saltzman **Noes:** None

Moved/Seconded: Councilmember Motoyama/Councilmember Saltzman
Action: Approved Resolution No. 2025-25 **Ayes:** Mayor Wysinger, Mayor Pro Tem Quinto, Councilmember Ktsanes, Councilmember Motoyama, Councilmember Saltzman **Noes:** None

B. Public Hearing to Confirm the Diagram and to Levy the Assessment for Fiscal Year 2025-26 for Landscape and Lighting Assessment District No. 1988-1
Notice Published 4/26/2025

Action Proposed: Conduct a public hearing, and upon conclusion adopt a resolution setting the annual Landscape and Lighting Assessment for Fiscal Year (FY) 2025-26 as \$72 per single-family residential parcel, and as noted in the Engineer's Report for other classes of properties.

Contact: Crystal Reams, Finance Director/City Treasurer, Finance Department; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

Public Hearing: Mayor Wysinger opened the public hearing. No public comments.

Moved/Seconded: Councilmember Motoyama/Councilmember Saltzman

Action: Closed the public hearing. **Ayes:** Mayor Wysinger, Mayor Pro Tem Quinto, Councilmember Ktsanes, Councilmember Motoyama, Councilmember Saltzman **Noes:** None

Moved/Seconded: Councilmember Saltzman/Councilmember Motoyama

Action: Approved Resolution No. 2025-26 **Ayes:** Mayor Wysinger, Mayor Pro Tem Quinto, Councilmember Ktsanes, Councilmember Motoyama, Councilmember Saltzman **Noes:** None

C. Public Hearing regarding Fiscal Year 2025-26 Storm Drain Annual Report and method of collecting storm drain fees
Notice Published 4/26/25 & 5/02/25; 2/3 vote required to pass

Action Proposed: Conduct a public hearing and upon conclusion adopt a resolution approving the Fiscal Year 2025-26 Storm Drain Annual Report and directing that Storm Drain Fees be collected on the property tax rolls.

Contact: Crystal Reams, Finance Director/Treasurer, Finance Department; Yvetteh Ortiz, Public Works Director/City Engineer, Public Works Department

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding long-term plans to meet needs.

Public Hearing: Mayor Wysinger opened the public hearing. No public comments.

Moved/Seconded: Councilmember Motoyama/Councilmember Ktsanes

Action: Closed the public hearing. **Ayes:** Mayor Wysinger, Mayor Pro Tem Quinto, Councilmember Ktsanes, Councilmember Motoyama, Councilmember Saltzman **Noes:** None

Moved/Seconded: Councilmember Ktsanes/Councilmember Motoyama
Action: Approved Resolution No. 2025-27 **Ayes:** Mayor Wysinger, Mayor Pro Tem Quinto, Councilmember Ktsanes, Councilmember Motoyama, Councilmember Saltzman **Noes:** None

9. POLICY MATTERS

A. FY 2024-25 Third Quarter General Fund Budget Quarterly Update through March 2025

Action Proposed: Receive and file an update on City General Fund revenues and expenses for FY 2024-25 through March 2025.

Contact: Crystal Reams, Finance Director/City Treasurer, Finance Department

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding the method of reporting quarterly information regarding expected and achieved revenues and spending, and status of reserve levels.

Action: Received and filed

B. Predevelopment Loan with El Cerrito Plaza (ECP) Parcel C East Housing Partners, LP for the El Cerrito Plaza BART Transit-Oriented Development

Action Proposed: Adopt a resolution authorizing the City of El Cerrito to enter into a Predevelopment Loan Agreement (Loan) with El Cerrito Plaza Parcel C East Housing Partners, LP (Developer), for the property located at 6671 Fairmount Avenue, also known as Parcel C East - El Cerrito Plaza BART Transit-Oriented Development (Development) - for predevelopment activities related to the construction of 84 affordable housing units.

Contact: Aissia Ashoori, Housing-Economic Development Manager; Melanie Mintz, Community Development Director, Community Development Department

Councilmember Motoyama recused herself from item 9B and 9C and left the room at 8:05 PM.

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding depletion of the housing asset fund and plans to build it back in the future and impacts of SB79.

Moved/Seconded: Councilmember Saltzman/Mayor Pro Tem Quinto
Action: Approved Resolution No. 2025-28 **Ayes:** Mayor Wysinger, Mayor Pro Tem Quinto, Councilmember Ktsanes, Councilmember Saltzman
Noes: None **Absent:** Councilmember Motoyama (recused due to potential conflict of interest)

- C. **A Resolution Authorizing the Execution of Applicable Agreements for the Affordable Housing Sustainable Communities Program for El Cerrito Plaza, Parcel C East, for Transit-Oriented Development at the El Cerrito Plaza BART Station and submission of an application for Affordable Housing Sustainable Community Program funds as a co-applicant with the Related Companies of California**

Action Proposed: Adopt a resolution authorizing the City Manager to execute all applicable agreements for the Affordable Housing Sustainable Communities (AHSC) Program as a co-applicant with the Related Companies of California, LLC (Developer), for El Cerrito Plaza Station Transit-Oriented Development (TOD Project) Parcel C East, located at 6617 Fairmount Avenue (Project), to construct 84 affordable housing units and associated multimodal transportation improvements and to submit an application to the AHSC Program as a co-applicant. **Contact:** Aissia Ashoori, Housing-Economic Development Manager; Jarrett Mullen, Sustainable Transportation Program Manager, Melanie Mintz, Community Development Director; Community Development Department

Presentation and Discussion: Presenters and staff responded to comments and questions raised by members of the council regarding use of funding.

Moved/Seconded: Councilmember Saltzman/Mayor Pro Tem Quinto

Action: Approved Resolution No. 2025-29. **Ayes:** Mayor Wysinger,

Mayor Pro Tem Quinto, Councilmember Ktsanes, Councilmember

Saltzman **Noes:** None **Absent:** Councilmember Motoyama (recused due to potential conflict of interest)

10. CITY COUNCIL LOCAL & REGIONAL LIAISON ASSIGNMENTS

Mayor and City Council communications regarding local and regional liaison assignments, committee reports, and any required reporting under AB 1234 for meetings (as defined by the Brown Act) attended at the public's expense.

Councilmember Motoyama returned to Chambers at 8:33 PM

Councilmember Saltzman - reported on attendance at the Cal Cities Leadership Summit.

Councilmember Motoyama - reported on attendance at East Bay Wildfire Coalition meeting, Association of Bay Area Governments Executive Committee meeting, Cal Cities Lobby Day, and Contra Costa Mayors Conference.

Councilmember Ktsanes - remarked on meetings with residents and continuation of holding office ours to meet with residents.

Mayor Pro Tem Quinto - reported on attendance at the Cal Cities Leadership Summit, Cal Cities Board of Directors Meeting, Community Safety Committee meeting, and upcoming Bay Area District meetings.

Mayor Wysinger - reported on attendance at Cal Cities East Bay Division meeting, Contra Costa Mayors Conference, and West County Mayors and Supervisors meetings.

11. ADJOURN REGULAR CITY COUNCIL MEETING

The regular meeting adjourned at 8:52 PM

Carolyn Wysinger, Mayor

This is to certify that the foregoing is a true and correct copy of the minutes of the City Council meeting of May 6, 2025 as approved by the El Cerrito City Council.

Holly M. Charléty, MMC, City Clerk



Financial Advisory Board

Agenda Item No. 7.B.

Date: May 20, 2025
To: El Cerrito City Council
From: Financial Advisory Board
Subject: Receive and File Board Recommendation

ACTION PROPOSED

Receive and file the following recommendations from the Financial Advisory Board.

RECOMMENDATIONS

On April 29, 2025, the Financial Advisory Board adopted the following motions:

1. Regarding the General Fund Budget, the Financial Advisory Board recommends that the City Council:
 - a. Annually adopt a General Fund Budget that sets aside two percent of the (current) General Fund's operating expenditures to cover mid-year expenses or one-time needs.

Moved/Second: Vice Chair White/Vice-Chair Carvel **Ayes:** Chair White; Vice-Chair Carvel; Members Szlatenyi **Noes:** Member McDougall **Absent:** None

ASSOCIATED WORKPLAN GOAL(S)/AREA(S) OF RESPONSIBILITY

1. [Work Plan Goals](#)
2. [El Cerrito Municipal Code 2.04.300 Financial Advisory Board](#)

There shall be a financial advisory board consisting of five members who reside in the city and have demonstrated expertise in financial management, accounting, fiscal analysis, computer applications, economic analysis or related skills. The financial advisory board shall have the powers and duties stated below, and such other duties and the council shall decide:

1. To conduct a review and make recommendations on the proposed annual budget and long -term financial plan for the city and all component units to assist the city council in making decisions on major expenditures and revenue sources, and to include a review of city council compensation consistent with county-wide recommendations included in Contra Costa Grand Jury Report No. 1104;

EL CERRITO CITY COUNCIL PROCLAMATION
Recognizing June as LGBTQIA+ Pride Month in the City of El Cerrito

WHEREAS, the City of El Cerrito has a diverse Lesbian, Gay, Bisexual, Transgender/Transsexual, Queer/Questioning, Intersex and Agender/Asexual (LGBTQIA+) community and is committed to supporting visibility, dignity, and equity for all people in the community; and

WHEREAS, many of the residents, students, city employees, and business owners within the City of El Cerrito who contribute to the enrichment of our City are a part of the Lesbian, Gay, Bisexual, Transgender/Transsexual, Queer/Questioning, Intersex and Agender/Asexual community; and

WHEREAS, various advancements have been made with respect to equitable treatment of Lesbian, Gay, Bisexual, Transgender/Transsexual, Queer/Questioning, Intersex and Agender/Asexual persons throughout the nation, but there continues to be some opposition against people from this community and around the world making it important for cities like El Cerrito to stand up and show support for our residents who are affected; and

WHEREAS, several cities across the United States recognize and celebrate June as LGBTQIA+ Pride Month; and

WHEREAS, June has become a symbolic month in which Lesbian, Gay, Bisexual, Transgender/Transsexual, Queer/Questioning, Intersex and Agender/Asexual people and supporters come together in various celebrations of pride; and

WHEREAS, the rainbow flag, also known as the LGBTQIA+ pride flag or gay pride flag, has been used since the 1970s as a symbol of Lesbian, Gay, Bisexual, Transgender/Transsexual, Queer/Questioning, Intersex and Agender/Asexual pride and LGBTQIA+ social movements; and

WHEREAS, since 2013 the rainbow flag has been flown at City Hall throughout the month of June to symbolize the City's celebration of diversity and support for the Lesbian, Gay, Bisexual, Transgender/Transsexual, Queer/Questioning, Intersex and Agender/Asexual community; and

WHEREAS, the Progress Pride Flag was designed in 2018, adding a 5-colored chevron to the LGBTQIA+ Rainbow Flag to place a greater emphasis on inclusion and progression.

NOW THEREFORE, the City Council of the City of El Cerrito does hereby declare the month of June as LGBTQIA+ Pride month in the City of El Cerrito and invites everyone to reflect on ways we all can live and work together with a commitment to mutual respect and understanding, and further, recognizes Pride Month by raising the Progress Pride Flag at City Hall on June 2, 2025 at 4:00 PM, and flying the flag through the month of June.

Dated: May 20, 2025

Carolyn Wysinger, Mayor

EL CERRITO CITY COUNCIL PROCLAMATION
Honoring the Life and Legacy of George Floyd
on the Fifth Anniversary of His Death

WHEREAS, on May 25, 2020, George Perry Floyd, Jr., a beloved father, brother, friend, and community member, was tragically killed in an act of police violence that was witnessed around the world; and

WHEREAS, the horrific circumstances of his death ignited a global outcry for racial justice and police accountability, leading to one of the largest and most sustained movements for civil rights and human dignity in recent history; and

WHEREAS, George Floyd's name has become a rallying cry for equity, justice, and the urgent need to dismantle systemic racism in policing and across every facet of American society; and

WHEREAS, in the five years since his death, communities have mourned, marched, legislated, created, healed, and continued the unrelenting work of imagining and building a world where Black lives are fully valued, protected, and free; and

WHEREAS, this City stands in solemn remembrance of George Floyd, and in solidarity with all who have lost loved ones to police violence and racial injustice; and

WHEREAS, we reaffirm our city's ongoing commitment to equity, safety, and community-driven change, and honor the community organizers, advocates, activists, and everyday citizens who carry the legacy of George Floyd through action.

WHEREAS, the federal administration has taken radical actions to eliminate diversity, equity, & inclusion, civil rights legislation and neutralize generations of historical activism to actualize social justice in our nation; and

WHEREAS, on May 14, 2025 the El Cerrito Human Relations Commission voted to recommend the City Council support and adopt this proclamation, including flying the Black Lives Matter Flag at City Hall.

NOW THEREFORE, the City Council of the City of El Cerrito, does hereby proclaim May 25, 2025, as "George Floyd Remembrance Day" in the City of El Cerrito and call upon all residents to reflect, to remember, and to recommit themselves to the work of justice, healing, and liberation for all; and further recognize the anniversary by flying the Black Lives Matter flag at City Hall on May 24-25, 2025.

Dated: May 20, 2025

Carolyn Wysinger, Mayor



AGENDA BILL

Agenda Item No. 7.E.

Date: May 20, 2025
To: El Cerrito City Council
From: Crystal Reams, Finance Director/City Treasurer, Finance Department
Subject: Monthly Disbursement and Check Register Report for April 2025

ACTION PROPOSED

Receive and file the Monthly Disbursement and Check Register Report for the month of April 2025.

BACKGROUND/ANALYSIS

California Government Code, Title 4. Government of Cities, Division 3, Part 3, Chapter 3, Section 41004 states, "Regularly, at least once each month, the city treasurer shall submit to the city clerk a written report and accounting of all receipts, disbursements, and fund balances. The city treasurer shall file a copy with the legislative body." In addition, the City's Comprehensive Financial Policy, Item 5.1 Accounting Standards indicates the City's accounting and financial reporting systems shall be maintained in conformance with all state and federal laws.

- Month ending April 30, 2025, reflecting 214 Accounts Payable General Warrant Nos. 92736 through 92949, 36 ACH/EFT transactions, and 595 payroll-related checks and EFTs for a grand total of \$4,449,843.49.

STRATEGIC PLAN CONSIDERATIONS

The City's Comprehensive Financial Policy, which includes ensuring policies, procedures, and systems represent best practices in financial management, is aligned with requirements referenced in California Government Code, Title 4, Chapter 3, Section 41004.

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

- *High Performing Organization* by ensuring the City maintains a strong financial position and a high-performing organization where employees feel a sense of inclusion and belonging.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

There is no fiscal impact associated with acceptance of the Monthly Disbursement and Check Register Report.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:

A handwritten signature in blue ink that appears to read "Karen Pinkos".

Karen Pinkos, City Manager

Attachments:

1. Monthly Payment Register April 2025

Payment Register

From Payment Date: 4/1/2025 - To Payment Date: 4/30/2025

Number	Date	Status	Void Reason	Reconciled/ Voided I Source	Payee Name	Description	Transaction Amount
<u>Accounts Payable - Checks</u>							
Check							
92736	04/03/2025	Open		Accounts Payable	VELOCITY LOCK AND KEY	KEYS - CUSTODIAL CLOSET	\$51.27
92737	04/03/2025	Open		Accounts Payable	4LEAF, INC.	FIRE PLAN REVIEW FEB 2025	\$960.00
92738	04/03/2025	Open		Accounts Payable	ADAMS SAFETY TRAINING	STAFF CPR TRAINING 3/15/2025	\$1,000.00
92739	04/03/2025	Open		Accounts Payable	ALAMEDA COUNTY FIRE DEPARTMENT	KFD8 REPAIRS	\$6,106.28
92740	04/03/2025	Open		Accounts Payable	AVILA PROJECT MANAGEMENT	2025 ACCESS MODIFICATION JAN 2025	\$29,109.00
92741	04/03/2025	Open		Accounts Payable	BERTRAND, FOX, ELLIOT, OSMAN & WENZEL LLP	CITY OF EL CERRITO (GENERAL)	\$13,552.50
92742	04/03/2025	Open		Accounts Payable	CITY OF LAFAYETTE	MAYORS CONFERENCE/DINNER FOR COUNCILMEMBERS	\$140.00
92743	04/03/2025	Open		Accounts Payable	CIVICPLUS, LLC	ANNUAL FEE FOR WEBSITE HOSTING SUPPORT & STORAGE	\$10,404.61
92744	04/03/2025	Open		Accounts Payable	EHSD-CC SENIOR NUTRITION	CAFE COSTA SENIOR LUNCH PROGRAM CONTRIBUTION REIMB FEB 2025	\$726.55
92745	04/03/2025	Open		Accounts Payable	ERGONOMIC SEATING & PRODUCTS INC.	ERGO CHAIR	\$1,199.68
92746	04/03/2025	Open		Accounts Payable	FIRE INFORMATION SUPPORT SVCS	TECH SERVICES OCT-FEB 2025	\$2,250.00
92747	04/03/2025	Open		Accounts Payable	GARDA CL WEST, INC.	ARMORED TRANSPORT SVC - APR25	\$294.30
92748	04/03/2025	Open		Accounts Payable	HILLYARD	CITYWIDE CUSTODIAL SUPPLIES	\$56.81
92749	04/03/2025	Open		Accounts Payable	J & O'S COMMERCIAL TIRE CENTER	ALIGNMENT VEHICLE	\$254.34
92750	04/03/2025	Open		Accounts Payable	KEL-AIRE	SERVICE CALL	\$340.00
92751	04/03/2025	Open		Accounts Payable	KENNEDY, GREG, C	EMS REVIEW FEB 2025	\$2,000.00
92752	04/03/2025	Open		Accounts Payable	KINSEY, KATHRYNE ANN	BRIDGE FEB 2025	\$345.00
92753	04/03/2025	Open		Accounts Payable	MACK5	EL CERRITO CHURCH FACILITY DEC 2024	\$2,094.00
92754	04/03/2025	Open		Accounts Payable	MELBY, RACHEL	ART & CULTURE COMMISSION MINI GRANT	\$1,500.00
92755	04/03/2025	Open		Accounts Payable	PASTIME HARDWARE	STATION SUPPLIES	\$8.81
92756	04/03/2025	Open		Accounts Payable	QUINTO, GABRIEL	REQUEST FOR PAYMENT - CONFERENCE/TECHNICAL MEETING	\$98.02
92757	04/03/2025	Open		Accounts Payable	RECORDS CONTROL SERVICES, INC.	RECORDS MANAGEMENT NEEDS ASSESSMENT	\$2,949.39
92758	04/03/2025	Open		Accounts Payable	RUIZ, JOE	X-FIT YOUTH AND ADULT CLASSES	\$732.21
92759	04/03/2025	Open		Accounts Payable	SHABABO, TRACEY, ELISE	SEWING + HASEP/MASEP FEB-MAR 2025	\$3,393.60
92760	04/03/2025	Open		Accounts Payable	ZOOM VIDEO COMMUNICATIONS, INC.	CITY COUNCIL MEETING (TRANSPARANCY) SERVICES	\$3,589.93
92761	04/03/2025	Open		Accounts Payable	GHILOTTI BROS, INC	DEL NORTE TOD COMPLETE STREETS IMPROVEMENT	\$10,000.00
92762	04/03/2025	Open		Accounts Payable	WADE, THOMAS	REIMB. FOR TRANSPORTATION CHARGES	\$189.06
92763	04/03/2025	Open		Accounts Payable	WRIGHT, CLAUDIA	MILEAGE REIMBURSEMENT	\$63.42
92764	04/03/2025	Open		Accounts Payable	WYSINGER, CAROLYN	ATTENDING NCL CONGRESSIONAL SUMMIT WASHINGTON DC	\$443.43
92765	04/03/2025	Open		Accounts Payable	KAPLAN, JESSICA	REAL PROPERTY TAX REBATE FOR 6920 EUREKA AVE	\$3,000.00
92766	04/03/2025	Open		Accounts Payable	BECKER, HENRY	REQUIRED CERTIFICATE TRAINING COURSE CSROT0094	\$850.00
92767	04/03/2025	Open		Accounts Payable	DRISCOLL, DOMINIC	REQUIRED CERTIFICATE TRAINING COURSE	\$850.00
92768	04/03/2025	Open		Accounts Payable	AT&T	RELEASE OF BONDS - MAR 2025 PART 2	\$1,730.00
92769	04/03/2025	Open		Accounts Payable	BESS TESTLAB, INC.	RELEASE OF BONDS - MAR 2025 PART 2	\$10,176.00
92770	04/03/2025	Open		Accounts Payable	CABLECOM	RELEASE OF BONDS - MAR 2025 PART 2	\$5,730.00
92771	04/03/2025	Open		Accounts Payable	CHALLENGE ROOTER	RELEASE OF BONDS - MAR 2025 PART 2	\$1,871.00
92772	04/03/2025	Open		Accounts Payable	EVEREST PLUMBING & DRAIN	RELEASE OF BONDS - MAR 2025 PART 2	\$1,871.00
92773	04/03/2025	Open		Accounts Payable	PG&E	RELEASE OF BONDS - MAR 2025 PART 2	\$4,285.00
92774	04/03/2025	Open		Accounts Payable	ERWYN'S PLUMBING	RELEASE OF BONDS - MAR 2025 PART 2	\$1,871.00
92775	04/03/2025	Open		Accounts Payable	S & A PACIFIC CONSTRUCTION, LUKAS VERA	RELEASE OF BONDS - MAR 2025 PART 2	\$823.00
92776	04/03/2025	Open		Accounts Payable	TRENCHFREE INC	RELEASE OF BONDS - MAR 2025 PART 2	\$823.00
92777	04/10/2025	Open		Accounts Payable	24 HOUR FITNESS USA, LLC	GYM MEMBERSHIP	\$323.91
92778	04/10/2025	Voided	Goods/Services c 04/23/2025	Accounts Payable	ALAMEDA COUNTY SHERIFF'S OFFICE	VOID	\$162.00
92779	04/10/2025	Open		Accounts Payable	AMAZON CAPITAL SERVICES, INC.	STATION SUPPLIES	\$719.24
92780	04/10/2025	Open		Accounts Payable	ARMOUR PETROLEUM SERVICE & EQUIPMENT CORP	UST VISUAL INSPECTION ON 3/20/25	\$225.00
92781	04/10/2025	Open		Accounts Payable	AVILA PROJECT MANAGEMENT	2023 MISC STORM DRAIN REPAIRS	\$2,257.50
92782	04/10/2025	Open		Accounts Payable	BADGE FRAME, INC.	ORGANIZATION CHART	\$98.00
92783	04/10/2025	Open		Accounts Payable	BEST EQUIPMENT	FIRE EXTINGUISHER SERVICE	\$519.90
92784	04/10/2025	Open		Accounts Payable	BLAISDELL'S BUSINESS PRODUCTS	STAPLES	\$128.33

Payment Register

From Payment Date: 4/1/2025 - To Payment Date: 4/30/2025

92785	04/10/2025	Open	Accounts Payable	BLUECOSMO	FD SATELLITE PHONES 03/01-03/31/25	\$133.90
92786	04/10/2025	Open	Accounts Payable	BROSAS, DONOVAN	PER DIEM - SLI MAR 27-MAR 29 2025	\$150.00
92787	04/10/2025	Open	Accounts Payable	CA POLICE CHIEFS ASSOCIATION	WLLE REGISTRATION	\$1,725.00
92788	04/10/2025	Open	Accounts Payable	CALIFORNIA PUBLIC POLICY GROUP INC.	GRANT WRITING & LEGISLATIVE ADVOCACY MAR 2025	\$6,500.00
92789	04/10/2025	Open	Accounts Payable	CALIFORNIA ROOFING CO., INC.	FIRE STATION #52 WATER TEST/RESEAL PIPE BOOTS/ CORNERS & LABOR	\$640.00
92790	04/10/2025	Open	Accounts Payable	CANN, COLETTE	OPEN CERAMICS FRI MAR 2025	\$240.00
92791	04/10/2025	Open	Accounts Payable	CINTAS CORPORATION #054 UNIFORMS	UNIFORM ITEMS FOR LAMBERTO	\$523.64
92792	04/10/2025	Open	Accounts Payable	CITY OF RICHMOND	CAD FEES	\$141,210.84
92793	04/10/2025	Open	Accounts Payable	CONCENTRA MEDICAL CENTERS	PRE EMPLOYMENT MED EXAM	\$1,197.00
92794	04/10/2025	Open	Accounts Payable	CPS HR CONSULTING	RECRUITING	\$2,535.61
92795	04/10/2025	Open	Accounts Payable	DON'S TIRE SERVICE, INC.	R&R TIRE + ALIENMENT INSPECTION	\$495.65
92796	04/10/2025	Open	Accounts Payable	DUNNIGAN PSYCHOLOGICAL & THREAT ASSESSMENTS	PSYCH EXAM	\$1,875.00
92797	04/10/2025	Open	Accounts Payable	FEHR & PEERS	EC PLAZA MOBILITY FRAMEWORK	\$27,163.13
92798	04/10/2025	Open	Accounts Payable	FLEET MANAGEMENTHOLDINGS, LLC	RECYCLING TRUCK R1: HYDRAULIC SYSTEMS: CONTROL VALVE, CYLINDER	\$3,582.66
92799	04/10/2025	Open	Accounts Payable	FOLGERGRAPHICS, INC.	SPRING NEWS & VIEWS PRINT NEWSLETTER	\$5,891.35
92800	04/10/2025	Open	Accounts Payable	FUJIWARA, PATTY	OPEN CERAMIC MON EVENING + INTRO THROW	\$1,256.00
92801	04/10/2025	Open	Accounts Payable	GABRIEL, BARBARA, A.	ADULT BALLET MAR 2025	\$600.00
92802	04/10/2025	Open	Accounts Payable	GRAHAM POLYGRAPH	POLYGRAPHS	\$350.00
92803	04/10/2025	Open	Accounts Payable	GRAND PRIX CAR WASH	CAR WASH	\$37.98
92804	04/10/2025	Open	Accounts Payable	HILLTOP FORD KIA	CAR#1 STEERING WHEEL	\$347.08
92805	04/10/2025	Open	Accounts Payable	HONEY BUCKET	PORTA POTTY SERVICE	\$60.00
92806	04/10/2025	Open	Accounts Payable	IRON MOUNTAIN	OFF-SITE RECORDS STORAGE AND SERVICES	\$760.14
92807	04/10/2025	Open	Accounts Payable	J & O'S COMMERCIAL TIRE CENTER	ENGINE VALVE STEM	\$231.71
92808	04/10/2025	Open	Accounts Payable	JACKSON, DOUGLAS, W.	CHESS BASICS MAR 2025	\$33.00
92809	04/10/2025	Open	Accounts Payable	JAFFE, SCOT	OPEN CERAMICS MARCH 2025	\$374.40
92810	04/10/2025	Open	Accounts Payable	JONES, HIROMI	HATHA YOGA MAR 2025	\$1,032.00
92811	04/10/2025	Open	Accounts Payable	KEL-AIRE	CC KITCHEN AIR MAKE UP UNIT REPLACEMENT	\$4,465.00
92812	04/10/2025	Open	Accounts Payable	KI RESEARCH INSTITUTE	AIKIDO MAR 2025	\$324.00
92813	04/10/2025	Open	Accounts Payable	KINSEY, KATHRYNE ANN	BRIDGE MARCH 2025	\$308.40
92814	04/10/2025	Open	Accounts Payable	KNORR SYSTEMS, INC.	ACID	\$2,846.07
92815	04/10/2025	Open	Accounts Payable	L.N. CURTIS & SONS	VEST CARRIER	\$368.23
92816	04/10/2025	Open	Accounts Payable	LACK, CHRIS	OPEN CERAMICS + INTRO TO HANDBUILDING MAR 2025	\$674.40
92817	04/10/2025	Open	Accounts Payable	LD PRODUCTS	COLOR INK/TONER FOR HP PRINTER IN RC OFFICE	\$396.86
92818	04/10/2025	Open	Accounts Payable	Municipal Resource Group LLC	WVPP PROJECT - FINAL PAYMENT	\$7,250.00
92819	04/10/2025	Open	Accounts Payable	NBS	PROFESSIONAL SVCS 4/1-6/30/2025	\$3,009.44
92820	04/10/2025	Open	Accounts Payable	ODP BUSINESS SOLUTIONS, LLC	SUPPLIES	\$230.55
92821	04/10/2025	Open	Accounts Payable	OIL CHANGERS	R&R ENG OIL + FILTER	\$117.63
92822	04/10/2025	Open	Accounts Payable	S.P. AUTOMOTIVE	RECYCLING FLEET SYPLIES: RETURN HYDRAULIC OIL	\$145.53
92823	04/10/2025	Open	Accounts Payable	SAN DIEGO POLICE EQUIPMENT CO.	AMMO	\$10,290.63
92824	04/10/2025	Open	Accounts Payable	SSD ALARM	INSPECTION ACCT#339947	\$660.04
92825	04/10/2025	Open	Accounts Payable	STERICYCLE, INC.	MEDICAL WASTE	\$814.36
92826	04/10/2025	Open	Accounts Payable	T-MOBILE USA, Inc.	INVEST. DATA	\$2,695.00
92827	04/10/2025	Open	Accounts Payable	TWO BROTHERS POOL & SPA, INC	MARCH SERVICE LIGHTS/PLUMBING	\$6,295.85
92828	04/10/2025	Open	Accounts Payable	UNIVERSAL BUILDING SERVICE	LIBRARY CUSTODIAL SUPPLIES	\$478.28
92829	04/10/2025	Open	Accounts Payable	VERMONT SYSTEMS, INC.	VSI COULD HOSTING	\$1,291.36
92830	04/10/2025	Open	Accounts Payable	WESTERN STATES OIL COMPANY	RENEWABLE DIESEL	\$15,642.64
92831	04/10/2025	Open	Accounts Payable	CAPUTO, LAUREN	LUNCH -COMMAND OF CRITICAL INCIDENTS	\$8.00
92832	04/10/2025	Open	Accounts Payable	JONES, CHRIS	REIMBURSEMENT FOR SUPPLIES -CRAB FEED	\$330.13
92833	04/10/2025	Open	Accounts Payable	WAHRLICH, JOHN-TRACY	LUNCH -COMMAND OF CRITICAL INCIDENTS	\$8.00
92834	04/10/2025	Open	Accounts Payable	WENTWORTH, DAVID	PER DIEM PAYMENT 03/25-03/28/2025	\$150.00
92835	04/10/2025	Open	Accounts Payable	BECKER , HENRY	HOUSING FOR CONFINED SPACE CLASS	\$485.00
92836	04/10/2025	Open	Accounts Payable	DADUL, JIGME	MILEAGE AND MEAL REIMBURSEMENT 02/03-03/21/25	\$1,866.60

Payment Register

From Payment Date: 4/1/2025 - To Payment Date: 4/30/2025

92837	04/10/2025	Open	Accounts Payable	DADUL, JIGME	MILEAGE AND MEAL REIMBURSEMENT 11/25/24-01/31/25	\$2,470.50
92838	04/10/2025	Open	Accounts Payable	STRAITEN, MARK	P& E Management Course 03/25-03/28/2025	\$150.00
92839	04/10/2025	Open	Accounts Payable	VERNARECCI, RILEY	REIMBURSEMENT FOR TRAINING CLASS 03/10-03/14	\$850.00
92840	04/10/2025	Open	Accounts Payable	AVILA PROJECT MANAGEMENT	COMMUNITY CENTER ROOF REPAIRS	\$3,075.50
92841	04/10/2025	Open	Accounts Payable	GARDA CL WEST, INC.	V0 EXCESS PREMISE TIME	\$40.15
92842	04/04/2025	Open	Accounts Payable	CALPERS LONG TERM CARE PROGRAM	PER3 - CALPERS Longterm Care Ins	\$43.62
92843	04/04/2025	Open	Accounts Payable	HEALTH CARE DENTAL TRUST	DEN1 - Dental 1*	\$18,005.22
92844	04/04/2025	Open	Accounts Payable	IAFF LOCAL 1230	DUE4 - UNION LOCAL 1230	\$5,895.40
92845	04/04/2025	Open	Accounts Payable	KAISER FOUNDATION HEALTH PLAN	K1 - Kaiser 1*	\$261,811.17
92846	04/04/2025	Open	Accounts Payable	LEGALSHIELD	LEGL - PRE-PAID LEGAL SRVC	\$153.50
92847	04/04/2025	Open	Accounts Payable	MUNICIPAL POOLING AUTHORITY	MPA - Life Insu. Inv# 920-40372_April 2025	\$13,892.32
92848	04/04/2025	Open	Accounts Payable	NATIONWIDE TRUST COMPANY, FSB	FHEA - Fire Health Savings Acct	\$18,175.00
92849	04/04/2025	Open	Accounts Payable	SEIU LOCAL 1021	COPE - VOLUNTARY COPE DEDUCTION*	\$2,159.79
92850	04/04/2025	Open	Accounts Payable	U.S. BANK - INSTITUTIONAL TRUST - W REGION	PAR - PARS - ARS 457*	\$3,124.20
92851	04/17/2025	Open	Accounts Payable	GHILOTTI BROS, INC	DEL NORTE TOD COMPLETE STREETS IMPROVEMENT	\$450,288.78
92852	04/17/2025	Open	Accounts Payable	2-ELEVEN SHIELDS	FD HELMET SHIELDS	\$715.25
92853	04/17/2025	Open	Accounts Payable	ALL STAR FIRE EQUIPMENT, INC.	ENGINE PARTS	\$2,090.40
92854	04/17/2025	Open	Accounts Payable	BMI AUDIT SERVICES, LLC	BENEFIT AUDIT - PROGRESS INV	\$3,776.00
92855	04/17/2025	Open	Accounts Payable	CARROLL, JAMES	BACKGROUND	\$1,850.00
92856	04/17/2025	Open	Accounts Payable	CHILDCARE CAREERS, LLC	MADERA TEMP	\$1,677.80
92857	04/17/2025	Open	Accounts Payable	CITY OF CLAYTON	MAYORS CONFERENCE RSVP	\$70.00
92858	04/17/2025	Open	Accounts Payable	Cogent Investigations	BACKGROUND	\$2,000.00
92859	04/17/2025	Open	Accounts Payable	CONTRA COSTA HEALTH SERVICES	SWIN CENTER HEALTH PERMIT	\$2,342.00
92860	04/17/2025	Open	Accounts Payable	DIPRIMA, LISA	FASEP ART SESSION 2 2025	\$2,003.40
92861	04/17/2025	Open	Accounts Payable	EBMUD	EBMUD 2/3/25-4/7/25	\$5,502.56
92862	04/17/2025	Open	Accounts Payable	HONEYWELL INTERNATIONAL, INC.	FEB 2025 CITY SATELLITE PHONES	\$225.00
92863	04/17/2025	Open	Accounts Payable	KEL-AIRE	STA 52 MAINTENANCE REPAIR	\$255.00
92864	04/17/2025	Open	Accounts Payable	KENNEDY, GREG, C	MARCH 2025 EMS REVIEW	\$2,000.00
92865	04/17/2025	Open	Accounts Payable	KISTER, SAVIO & REI INC	MAP CHECKING PL24-0049	\$900.00
92866	04/17/2025	Open	Accounts Payable	MERCURIO BROS. PRINTING, INC,	ASSEMBLY FORMS	\$103.64
92867	04/17/2025	Open	Accounts Payable	MITCHELL, BONNIE	AQUA ZUMBA MARCH 2025	\$345.00
92868	04/17/2025	Open	Accounts Payable	NORGE CLEANERS	DRY CLEANING MAR 2025	\$433.05
92869	04/17/2025	Open	Accounts Payable	ODP BUSINESS SOLUTIONS, LLC	SUPPLIES	\$432.15
92870	04/17/2025	Open	Accounts Payable	OLIVER'S TOW INC.	TWO E352	\$889.43
92871	04/17/2025	Open	Accounts Payable	On Duty Health, PLLC	MEDICAL ASSESSMENT - DC	\$1,200.00
92872	04/17/2025	Open	Accounts Payable	R.S. HUGHES CO.	ANNUAL SCBA TEST	\$650.00
92873	04/17/2025	Open	Accounts Payable	RAMOS, STEPHANIE, R	ZUMBA MAR 2025	\$4,557.60
92874	04/17/2025	Open	Accounts Payable	RILE, KATHRYN	OPEN CERAMIC MON AFTERNOON MARCH 2025	\$499.20
92875	04/17/2025	Open	Accounts Payable	RUIZ, JOE	XFIT BOOT CAMP MARCH 2025	\$435.60
92876	04/17/2025	Open	Accounts Payable	SHAHKAR, MEHRAN	STRENGTH & BALANCE MAR 2025	\$1,188.00
92877	04/17/2025	Open	Accounts Payable	SSD ALARM	COMMUNITY CENTER CENTER MAY 2025	\$205.22
92878	04/17/2025	Open	Accounts Payable	STAPLES	OFFICE SUPPLIES	\$34.38
92879	04/17/2025	Open	Accounts Payable	STERICYCLE, INC.	HAZARDOUS MATERIALS	\$277.33
92880	04/17/2025	Open	Accounts Payable	TAYLOR, TESS	POETRY HASEP & MASEP S2 FEB-MAR25	\$1,070.40
92881	04/17/2025	Open	Accounts Payable	THREE O'CLOCK ROCK LLC	ROCK S2 HASEP MASEP	\$4,199.00
92882	04/17/2025	Open	Accounts Payable	UNIVERSAL BUILDING SERVICE	BUILDING SUPPLIES	\$92.32
92883	04/17/2025	Open	Accounts Payable	BRENDA NAVALLIER - FD PETTY CASH	FIRE PETTY CASH REIMBURSEMENT FY24-25	\$198.88
92884	04/17/2025	Open	Accounts Payable	CHAND, NIRAJAN	LUNCH -TEENAGE BRAIN COURSE 04/01-04/04/25	\$32.00
92885	04/17/2025	Open	Accounts Payable	PAUL KEITH	COMMAND COLLEGE PER DIEM FEB 23-28 2025	\$400.00
92886	04/17/2025	Open	Accounts Payable	FORD, DAVID	REFUND - T-MOBILE SIGN PERMIT	\$616.00
92887	04/17/2025	Open	Accounts Payable	GROUNDWORKS CALIFORNIA LLC	PERMIT REFUND -APPLIED ON 1/13/25	\$879.86
92888	04/17/2025	Open	Accounts Payable	HO, MICHAEL	REAL PROPERTY TAX REBATE FOR 330 RAMONA AVE	\$2,400.00

Payment Register

From Payment Date: 4/1/2025 - To Payment Date: 4/30/2025

92889	04/17/2025	Open	Accounts Payable	MOTT, SARA	REAL PROPERTY TAX REBATE FOR 320 RAMONA AVE	\$5,660.00
92890	04/23/2025	Open	Accounts Payable	FJ&I ENGINEERING, INC.	ARLINGTON PARK ADA PATH	\$20,300.00
92891	04/18/2025	Open	Accounts Payable	CALPERS LONG TERM CARE PROGRAM	PER3 - CALPERS Longterm Care Ins	\$43.62
92892	04/18/2025	Open	Accounts Payable	EL CERRITO FIRE DEPT MGMT GRP	MGT1 - FIRE DEPT MGMT GROUP	\$50.00
92893	04/18/2025	Open	Accounts Payable	EL CERRITO PUBLIC SFTY EE MGMT	MGT2 - SAFETY EMPLOYEE MGMT GROUP	\$513.00
92894	04/18/2025	Open	Accounts Payable	FIRE ASSOCIATION	DUE2 - FIRE ASSN DUES	\$525.00
92895	04/18/2025	Open	Accounts Payable	LIFE INSURANCE OF NORTH AMERICA	ACCD - Accidental Death & Dismembermt	\$52.50
92896	04/18/2025	Open	Accounts Payable	POLICE ASSN.	DUE1 - POLICE ASSN DUES	\$5,630.93
92897	04/18/2025	Open	Accounts Payable	PRO FIREFIGHTERS ASSN DUES	DUE3 - EC PRO FIREFIGHTERS DUES	\$300.00
92898	04/18/2025	Open	Accounts Payable	SEIU LOCAL 1021	COPE - VOLUNTARY COPE DEDUCTION*	\$1,834.50
92899	04/18/2025	Open	Accounts Payable	U.S. BANK - INSTITUTIONAL TRUST - W REGION	PAR - PARS - ARS 457*	\$2,302.75
92900	04/24/2025	Open	Accounts Payable	4LEAF, INC.	PROFESSIONAL SERVICES - STAFFING	\$85,215.10
92901	04/24/2025	Open	Accounts Payable	A PLUS TREE, LLC	PUBLIC TREE MAINTENANCE SERVICES	\$30,129.30
92902	04/24/2025	Open	Accounts Payable	ALERT-ALL	PUBLIC EDUCATION	\$1,097.00
92903	04/24/2025	Open	Accounts Payable	AMAZON CAPITAL SERVICES, INC.	OFFICE EQUIPMENT	\$103.02
92904	04/24/2025	Open	Accounts Payable	AT&T	FIBER FROM 51 TO RICHMOND 02/25- 03/24/2025	\$5,801.20
92905	04/24/2025	Open	Accounts Payable	BEST EQUIPMENT	FIRE EXT. SERVICE	\$251.07
92906	04/24/2025	Open	Accounts Payable	CHILDCARE CAREERS, LLC	MADERA CHILDCARE TEMPS	\$759.00
92907	04/24/2025	Open	Accounts Payable	COLLINS, ROBERT	BUSINESS CARDS	\$105.21
92908	04/24/2025	Open	Accounts Payable	COREY JOHN MASON	7/4 WORLDONE COORDINATION	\$1,000.00
92909	04/24/2025	Open	Accounts Payable	CORODATA SHREDDING INC.	SHREDDING SVCS MAR 2025	\$239.19
92910	04/24/2025	Open	Accounts Payable	DATA TICKET, INC.	BUILDING & SAFETY FEB 2025	\$400.00
92911	04/24/2025	Open	Accounts Payable	Dixon Resources Unlimited	PARKING MANAGEMENT ACTION PLAN	\$40,308.48
92912	04/24/2025	Open	Accounts Payable	DON'S TIRE SERVICE, INC.	R&R TIRE/ NAIL	\$1,601.81
92913	04/24/2025	Open	Accounts Payable	DUNNIGAN PSYCHOLOGICAL & THREAT ASSESSMENTS	PSYCH. EXAM	\$625.00
92914	04/24/2025	Open	Accounts Payable	EBMUD	EBMUD 2/14/25-4/15/25	\$2,648.86
92915	04/24/2025	Open	Accounts Payable	FOLGERGRAPHICS, INC.	SUMMER 2025 GUIDE 2	\$7,088.02
92916	04/24/2025	Open	Accounts Payable	FRANKEL, PETER	PAVEMENT ART PILOT PROGRAM AWARD	\$500.00
92917	04/24/2025	Open	Accounts Payable	HdL Companies	CONTRACT SVCS SALES TAX APR-JUN 2024 TAC 7033	\$2,098.85
92918	04/24/2025	Open	Accounts Payable	HONEYWELL INTERNATIONAL, INC.	MARCH CITY SATELLITE PHONES	\$225.00
92919	04/24/2025	Open	Accounts Payable	KEL-AIRE	CANYON TRAIL CLUBHOUSE HVAC PM SERVICE APR 2025	\$1,431.50
92920	04/24/2025	Open	Accounts Payable	KNORR SYSTEMS, INC.	CHLORINE	\$1,909.77
92921	04/24/2025	Open	Accounts Payable	MCAVOY, IAN	OFF THE BLOCK STEMP SPRING BREAK CAMP 2025	\$9,150.00
92922	04/24/2025	Open	Accounts Payable	OIL CHANGERS	R&R ENG OIL + FILTER CAR 28	\$357.89
92923	04/24/2025	Open	Accounts Payable	OLIVER'S TOW INC.	TOW FORD	\$460.36
92924	04/24/2025	Open	Accounts Payable	PASTIME HARDWARE	CUSTODIAL - MOUNTING TAPE	\$15.42
92925	04/24/2025	Open	Accounts Payable	PAYMENTUS CORPORATION	CREDIT CARD PROCESSING FEES FEB 2025	\$2,426.89
92926	04/24/2025	Open	Accounts Payable	PINNACLE PETROLEUM INC	UNLEADED FUEL	\$16,067.82
92927	04/24/2025	Open	Accounts Payable	R3 CONSULTING GROUP	POST-COLLECTION AGREEMENT CONSULT	\$300.00
92928	04/24/2025	Open	Accounts Payable	REDWOOD PUBLIC LAW, LLP	COMMUNITY DEVELOPMENT (LABOR) 3/11-3/31/25	\$27,899.21
92929	04/24/2025	Open	Accounts Payable	ROADSAFE TRAFFIC SYSTEMS, INC.	TRAFFIC SIGNS, ANCHORS, TELESPAR POLES & RIVETS	\$6,558.39
92930	04/24/2025	Open	Accounts Payable	RUBICON ENTERPRISES INC	MONTHLY LANDSCAPE MAINTENANCE MAR 2025	\$40,665.38
92931	04/24/2025	Open	Accounts Payable	SSD ALARM	MADERA CLUBHOUSE ALARM FIRE INSPEC. SVCS #339785	\$594.00
92932	04/24/2025	Open	Accounts Payable	STATE OF CA DEPT OF JUSTICE	BACKGROUND MAR 2025	\$939.00
92933	04/24/2025	Open	Accounts Payable	TAHIR DOSSETT	BALL2THRIVE JAN FEB 2025	\$630.00
92934	04/24/2025	Open	Accounts Payable	TRB AND ASSOCIATES, INC.	PLAN CHECK/ ARCH/ENGINEERING 02/01-02/28/25	\$7,237.95
92935	04/24/2025	Open	Accounts Payable	TRIPEPI SMITH AND ASSOCIATES, INC.	COMMUNICATION SUPPORT	\$3,750.00
92936	04/24/2025	Open	Accounts Payable	TYLER TECHNOLOGIES	ANNUAL SAAS FEE PRORATED 4/1-6/30/25	\$1,001.50
92937	04/24/2025	Open	Accounts Payable	UNIVERSAL BUILDING SERVICE	LIBRARY MONTHLY JANITORIAL SVCS MAR 2025 MAINT	\$1,186.92
92938	04/24/2025	Open	Accounts Payable	Urban37, Inc.	PROFESSIONAL SERVICES -STAFFING	\$32,220.00
92939	04/24/2025	Open	Accounts Payable	WILLDAN FINANCIAL SERVICES	CITY-WIDE COST ALLOCATION PLAN & COMPREHENSIVE FEE 03-04/2025	\$6,827.00
92940	04/24/2025	Open	Accounts Payable	CAPUTO, LAUREN	CAL CHIEFS CONF. PER DIEM MAR 9-12 2025	\$150.00

Payment Register

From Payment Date: 4/1/2025 - To Payment Date: 4/30/2025

92941	04/24/2025	Open	Accounts Payable	CHOUJDA, PATRICK	BREACHER CERT. LUNCH MAR 24-28 2025	\$48.00
92942	04/24/2025	Open	Accounts Payable	ELLIOTT, MARIELLE	TEENAGE BRAIN COURSE APR 1-4 2025	\$32.00
92943	04/24/2025	Open	Accounts Payable	KATANSKI, ALEXANDER	TRAFFIC COLLISION LUNCH APR 7-11 2025	\$40.00
92944	04/24/2025	Open	Accounts Payable	OLIVIERI, MICHAEL	LUNCH FOR TRAINING-INNER PERSPECTIVES APR 15-16 2025	\$16.00
92945	04/24/2025	Open	Accounts Payable	RIZZO, JAMES	ICI TRAINING PER DIEM 03/31-04/04 & 04/07-04/11	\$500.00
92946	04/24/2025	Open	Accounts Payable	WAHRLICH, JOHN-TRACY	PER DIEM CAL CHIEFS CONFERENCE 03/09-3/12 2025	\$150.00
92947	04/24/2025	Open	Accounts Payable	WINTERS, CHRISTOPHER	TRAFFIC COLLISION LUNCH APR 7-11 2025	\$40.00
92948	04/24/2025	Open	Accounts Payable	ZHAO, ZITIAN	TAC RIFLE LUNCH APR 7-9 2025	\$24.00
92949	04/24/2025	Open	Accounts Payable	ENCINAS-AIKAWA, REANNE	DEPOSIT REFUND FOR 3/16/2025	\$701.00
TOTAL CHECKS			214 Transactions			\$1,599,684.21

Payment Register

From Payment Date: 4/1/2025 - To Payment Date: 4/30/2025

<u>Accounts Payable EFTs</u>					
3229	04/04/2025	Open	Accounts Payable	EDD - PAYROLL TAX DEPOSIT	\$44,872.06
3230	04/04/2025	Open	Accounts Payable	IRS	\$185,055.06
3231	04/04/2025	Open	Accounts Payable	MissionSquare (name chg 03-2021 formerly ICMA)	\$66,709.21
3232	04/04/2025	Open	Accounts Payable	P E R S	\$207,968.61
3233	04/15/2025	Open	Accounts Payable	CALIFORNIA DEPT OF TAX & FEE ADMIN (CDTFA)	\$120.00
3234	04/08/2025	Open	Accounts Payable	PITNEY BOWES PURCHASE POWER	\$1,100.00
3235	04/17/2025	Open	Accounts Payable	U.S. BANK	\$3,035.00
3236	04/17/2025	Open	Accounts Payable	U.S. BANK	\$3,000.00
3237	04/18/2025	Open	Accounts Payable	PG&E	\$22,976.59
3238	04/22/2025	Open	Accounts Payable	PG&E	\$32,839.44
3239	04/18/2025	Open	Accounts Payable	EDD - PAYROLL TAX DEPOSIT	\$41,152.42
3240	04/18/2025	Open	Accounts Payable	IRS	\$170,148.57
3241	04/18/2025	Open	Accounts Payable	MissionSquare (name chg 03-2021 formerly ICMA)	\$65,348.22
3242	04/18/2025	Open	Accounts Payable	P E R S	\$203,253.54
3243	04/24/2025	Open	Accounts Payable	U.S. BANK	\$546,250.00
3244	04/23/2025	Open	Accounts Payable	CalPERS (CA Public Employees' Retirement System)	\$924.30
3245	04/29/2025	Open	Accounts Payable	KS STATEBANK	\$4,907.41
3246	04/29/2025	Open	Accounts Payable	STRYKER CORPORATION	\$6,308.59
3247	04/28/2025	Open	Accounts Payable	SUTTER HEALTH PLUS	\$35,448.40
3248	04/29/2025	Open	Accounts Payable	U.S. BANK - CORPORATE PAYMENT SYS	\$52,421.49
3249	04/30/2025	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	\$914.44
3250	04/30/2025	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	\$40.33
3251	04/30/2025	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	\$321.63
3252	04/30/2025	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	\$110.24
3253	04/30/2025	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	\$132.75
3254	04/30/2025	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	\$38.39
3255	04/30/2025	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	\$38.37
3256	04/30/2025	Open	Accounts Payable	FIRST DATA MERCHANT SERVICES INC	\$38.39
3257	04/30/2025	Open	Accounts Payable	AMEX/AMERICAN EXPRESS	\$63.84
3258	04/30/2025	Open	Accounts Payable	CLOVER	\$23.90
3259	04/30/2025	Open	Accounts Payable	AUTHORIZE.NET	\$20.00
3260	04/30/2025	Open	Accounts Payable	AUTHORIZE.NET	\$34.70
3261	04/30/2025	Open	Accounts Payable	CARDCONNECT	\$7,883.44
3262	04/30/2025	Open	Accounts Payable	CARDCONNECT	\$2,245.95
3263	04/30/2025	Open	Accounts Payable	CARDCONNECT	\$4,674.92
3264	04/30/2025	Open	Accounts Payable	MECHANICS BANK	\$367.06
TOTAL EFT's:		36 Transactions			\$1,710,787.26

TOTAL EFT's: **36 Transactions** **\$1,710,787.26**

<u>ACCOUNTS PAYABLE</u>				<u>Transaction Amount</u>
	Checks & EFT's	Status	Count	
		Open	249	\$3,310,309.47
		Voided	1	\$162.00
		Total	250	\$3,310,471.47
<u>PAYROLL</u>				<u>Transaction Amount</u>
	All	Status	Count	
		Total Checks	83	\$65,814.91
		Voided Checks	0	\$0.00
		Total EFT's	512	\$1,073,557.11
		Total	595	\$1,139,372.02
GRAND TOTAL				\$4,449,843.49
845				

RESOLUTION 2025-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO SUPPORTING STATE AND REGIONAL FUNDING FOR BAY AREA PUBLIC TRANSIT

WHEREAS, the residents and economy of the City of El Cerrito depend on public transit, particularly BART, AC Transit, and East Bay Paratransit; and

WHEREAS, our communities are at risk of losing public transit service and suffering fare increases, as a result of the expiration of federal operations funds for transit systems; and

WHEREAS, reliable, frequent, affordable, safe and sustainable public transit is essential to the mobility needs of many in our community, including youth, elders, disabled people and those who do not have drivers' licenses as well as those who simply cannot afford to own and drive an automobile; and

WHEREAS, transit service is fundamental to access for affordable housing and cuts to service combined with increased fare costs impede development of new affordable housing, and

WHEREAS, cutting service threatens our efforts to reduce greenhouse gas emissions, while increasing traffic congestion and costs for cash-strapped households; and

WHEREAS, major cuts to public transit would cause massive ripple effects for our local economy. Without good quality public transit, fewer customers and employees will be able to access businesses and thousands of low income people will lose their only transportation option; and

WHEREAS, there are 800,000 jobs within a 15-minute walk to a BART station and major cuts to public transit could cause traffic on the Bay Bridge to increase by 72% and cause commutes for key routes connecting the East Bay to San Francisco to increase by up to 10 hours per week; and

WHEREAS, the City of El Cerrito is particularly dependent on BART service, being the smallest city with two BART stations; and

WHEREAS, BART has made significant investments in El Cerrito, with the modernization of El Cerrito del Norte BART, the El Cerrito Plaza BART transit-oriented development project coupled with significant access improvements being planned, and new fare gates installed this year at both stations; and

WHEREAS, California, as a state, has been underfunding transit operations relative to many other states for decades. In 2019, transit agencies in the Bay Area received, on average, less than 16 percent of their operating funding from the state, compared to 21 percent state funding in Chicago, 30 percent in New York City, 44 percent in Boston, and 50 percent in Philadelphia; and

WHEREAS, BART experienced ridership of over 50 million in calendar year 2024, while AC Transit experienced ridership of nearly 40 million for fiscal year 2024; and

WHEREAS, BART is facing a budget shortfall of \$385M and AC Transit is facing a shortfall of \$60 million annually, and both agencies will face drastic service cuts by 2027; and

WHEREAS, State Senator Arreguín, together with Assemblymember Gonzalez, has submitted a budget request to increase public transit funding by \$2 billion in the next fiscal year; and

WHEREAS, a bill to authorize a multi-county transit ballot measure, SB 63 (Wiener, Arreguín), has been introduced in the state Legislature this year; and

WHEREAS, in order to generate the needed funding on the timeline needed to avert service cuts, that bill must be signed this year, and a measure brought to the voters no later than November 2026.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of El Cerrito that it hereby supports the vision shared by rider, climate and labor groups of a measure that (1) provides enough funding to preserve and increase transit service levels across the region and distributes the funds equitably and (2) prioritizes funding for transit operations, and does not increase carbon emissions.

BE IT FURTHER RESOLVED that the City Council of the City of El Cerrito urges Senator Jesse Arreguin and Assemblymember Buffy Wicks to champion a bill that achieves that vision in the Legislature this year.

BE IT FURTHER RESOLVED that the City Council of the City of El Cerrito urges Assemblymember Wicks, Senator Arreguín, and their colleagues, as well as Governor Newsom, to support the current \$2 billion budget request and further budget actions that significantly increase the state's support for transit operating needs on a sustainable basis.

BE IT FURTHER RESOLVED that the City Council of the City of El Cerrito urges Senator Jesse Arreguin and Assemblymember Buffy Wicks and Governor Newsom to support budget actions that significantly increase the state's support for transit operating needs on a sustainable basis.

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

I CERTIFY that at a regular meeting on May 20, 2025 the City Council of the City of El Cerrito 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 _____.

Holly M. Charléty, City Clerk

APPROVED:

Carolyn Wysinger, Mayor



AGENDA BILL

Agenda Item No. 7.G.

Date: May 20, 2025
To: El Cerrito City Council
From: Jeff Ballantine, Senior Planner; Sean Moss, Planning Manager; Melanie Mintz, Community Development Director, Community Development Department
Subject: Acceptance of Transit Oriented Communities (TOC) Grant and related scope of work from the Metropolitan Transportation Commission (MTC)

ACTION PROPOSED

Adopt a resolution committing to take steps toward achieving compliance with the Metropolitan Transportation Commission's (MTC's) Transit-Oriented Communities (TOC) Policy as a condition for MTC to allocate regional discretionary funding.

BACKGROUND

The Metropolitan Transportation Commission (MTC) is the regional transportation planning and funding agency serving the nine-county San Francisco Bay Area. One Bay Area Grant (OBAG) guides how MTC distributes federal transportation funding from the Federal Highway Administration to projects and programs that improve safety, spur economic development and help the Bay Area meet air quality improvement goals. Since OBAG's inception in 2015, the City has received \$9.78 million in funding for various transportation infrastructure projects further detailed below.

[MTC Resolution 4530 \(2022\)](#) established the Transit-Oriented Communities (TOC) policy for locations within a half mile of existing and planned major transit stops and stations served by regional rail, commuter rail, light-rail transit, bus rapid transit, and ferries. Future OBAG funding cycles will prioritize investments in transit station areas that are subject to TOC policy to jurisdictions that are compliant with TOC policy. MTC has identified nearly 65 jurisdictions as having areas subject to the TOC Policy.

Transit-Oriented Communities seeks to support the region's transit investment by creating communities around transit stations and along transit corridors that not only support transit ridership, but that are places where Bay Area residents of all abilities, income levels, and racial and ethnic backgrounds can live, work and access services.

The TOC Policy is rooted in Plan Bay Area 2050 (PBA2050), the region's Long Range Transportation Plan/Sustainable Communities strategy. (MTC Resolution No. 4530, Revised. 10/25/23)

The TOC Policy incentivizes local jurisdictions to plan and zone for higher residential and commercial densities in areas within one half-mile of existing and planned fixed-guideway transit stops and stations to support the region's transit investments.

The TOC Policy also incentivizes local jurisdictions to adopt policies focused on increasing housing production of all types, particularly affordable housing production, preservation and protection, commercial anti-displacement and stabilization, parking management, and transit station access.

Future [One Bay Area Grant \(OBAG\)](#) funding cycles will prioritize investments in transit station areas that are subject to and compliant with the TOC Policy. To date, El Cerrito has received \$9.78 million in OBAG funding for various transportation infrastructure projects, including the following:

- Del Norte BART Station Precise Plan and Complete Streets Improvements
- Ohlone Greenway Bike and Pedestrian Improvements
- Repaving stretches of Carlson Boulevard and Central Avenue along with various additional streets in the City

As outlined in the [MTC Administrative Guidance: Transit-Oriented Communities Policy](#) (September 2024), the TOC requirements are divided into four sections. These include:

1. Zoning density and intensity requirements for residential and commercial office development
2. Affordable housing production, preservation, and protection policies and commercial stabilization policies
3. Parking management policies
4. Station access and circulation requirements

On September 30, 2024, the MTC announced a Call for Projects for Transit-Oriented Communities (TOC) Planning and Implementation Grants. In response, the City of El Cerrito Community Development Department submitted a grant application to MTC requesting \$270,000 for the El Cerrito TOC Areas project to support zoning density and intensity requirements in compliance with TOC. On February 14, 2025 the [MTC Planning Committee approved \\$20 million in grants](#) to local jurisdictions, which included awarding the City of El Cerrito's request. Prior to funding grants to each jurisdiction, MTC requires the legislative body of each jurisdiction to adopt a resolution committing to take steps toward achieving compliance with MTC's TOC Policy.

ANALYSIS

El Cerrito has two areas that are subject to MTC's TOC Policy: the areas surrounding the El Cerrito Plaza BART Station and the El Cerrito del Norte BART Station. The El Cerrito TOC Areas project that would be funded by the MTC grant will assist the City in achieving compliance with the TOC zoning density and intensity requirements for residential and commercial office development.

For residential zoning requirements, the TOC Policy applies to all parcels within a half mile of both the El Cerrito Plaza BART Station and the El Cerrito del Norte BART Station that do not have any existing residential units and that are not considered a Housing Opportunity Site in the City's Housing Element.

The TOC Policy requires zoning amendments such that the average required minimum residential density is 75 dwelling units per acre and the average maximum allowable residential density is 100 units per acre for these sites. This could be achieved either by applying these minimum and maximum densities to every applicable parcel or by increasing the required minimum and maximum for some parcels and reducing it for others such that the required averages are still achieved within a half mile of the stations.

For commercial office zoning requirements, the TOC-compliant zoning amendments will require an average minimum Floor Area Ratio (FAR) of 3.0 and an average allowable maximum FAR of 6.0 for parcels within both the El Cerrito Plaza BART Station TOC and the El Cerrito del Norte BART Station TOC areas that are in zoning districts where commercial office space is a permitted use. This is primarily the areas within a half mile of the BART stations that are within the San Pablo Avenue Specific Plan (SPASP) area. It is worth noting that despite office being a permitted use in the SPASP area, the City has not received a Planning entitlement application for new office square footage since the adoption of the SPASP in 2014.

In the City's grant application, staff prioritized tasks where additional assistance is needed. In addition to this effort that will be funded through the MTC grant award, the City will also need to come into compliance with the other TOC sections: affordable housing production, preservation, and protection policies and commercial stabilization policies; parking management policies; and station access and circulation requirements. In the coming months, MTC intends to hire a law firm to prepare model ordinance updates that jurisdictions can utilize to address the requirements of affordable housing production, preservation, and protection policies and commercial stabilization policies. City staff intend to evaluate and utilize such model ordinances to address these requirements.

In City staff's review of the requirements for station access and circulation requirements, it appears that existing City programs and policies already address the requirements of this section. Parking allowed maximums and minimums may also need to be modified to be TOC compliant.

In addition, as City staff continues to evaluate and implement the TOC policy that applies to all station areas, staff will monitor whether the policies will help achieve the City's goals as articulated in the Housing Element, San Pablo Avenue Specific plan and other documents given the City's particular geographic and market characteristics. Staff will continue to collaborate with its regional partners and advocate to ensure that the TOC Policy takes into consideration El Cerrito's particular characteristics and helps achieve housing and economic development goals.

NEXT STEPS

After adoption of the required Resolution staff will continue to work with MTC staff to advance the El Cerrito TOC Areas project. MTC issued a request for proposals (RFP) seeking a separate consultant for each of the seven counties that include jurisdictions selected for TOC grant awards to assist each jurisdiction within each county with their respective awarded projects. The deadline for firms to respond to the RFP is May 21, 2025. City staff will return to City Council this summer with a presentation on the TOC policy requirements and steps the City can take to address these requirements.

STRATEGIC PLAN CONSIDERATIONS

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

- *High Performing Organization* by developing financing strategies for capital investments; and
- *Livability and Belonging* by promote a high quality of life and sense of community for current and future generations; and
- *Infrastructure and Amenities* by advance climate focused, sustainable infrastructure efforts that have community benefit.

ENVIRONMENTAL CONSIDERATIONS

This resolution committing to take steps toward achieving compliance with the Metropolitan Transportation Commission's (MTC's) Transit-Oriented Communities (TOC) Policy is not a project pursuant to the California Environmental Quality Act and is therefore not subject to environmental review. The environmental review required for the future zoning amendments is also funded by the TOC Planning and Implementation Grants and will be conducted as part of the development of those amendments.

FINANCIAL CONSIDERATIONS

City staff are not requesting any assistance from the General Fund for this effort. Adoption of this resolution will allow the City to accept up to \$270,000 in grant funds from MTC.

LEGAL CONSIDERATIONS

The City Attorney has reviewed the proposed action and has not identified any legal considerations.

Reviewed by:



Karen Pinkos, City Manager

Attachments:

1. Resolution

RESOLUTION 2025-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO COMMITTING TO TAKE STEPS TOWARD ACHIEVING COMPLIANCE WITH THE METROPOLITAN TRANSPORTATION COMMISSION'S (MTC'S) TRANSIT-ORIENTED COMMUNITIES (TOC) POLICY AS A CONDITION FOR MTC TO ALLOCATE REGIONAL DISCRETIONARY FUNDING TO THE EL CERRITO TOC AREAS PROJECT

WHEREAS, the MTC adopted [Resolution 4530](#), the [TOC Policy](#); and

WHEREAS, the TOC Policy incentivizes local jurisdictions to plan and zone for higher residential and commercial densities in areas within one half-mile of existing and planned fixed-guideway transit stops and stations to support the region's transit investments and implement key GHG reduction strategies from Plan Bay Area 2050; and

WHEREAS, incentivizing local jurisdictions to also adopt policies focused on increasing housing production of all types, particularly affordable housing production, preservation and protection, commercial anti-displacement and stabilization, parking management, and transit station access and circulation further supports regional transit investments and Plan Bay Area 2050 implementation; and

WHEREAS, in 2023 MTC identified two Tier 2 transit stations in the City of El Cerrito: the El Cerrito Plaza BART Station and the El Cerrito del Norte BART Station; and

WHEREAS, MTC conditions the allocation of regional discretionary funding for fixed-guideway transit extension projects on compliance with the TOC Policy; and

WHEREAS, MTC anticipates that future regional funding, such as the One Bay Area Grant (OBAG) program, will consider compliance with the TOC Policy as part of the prioritization and project selection process starting with OBAG 4, expected in 2026; and

WHEREAS, the TOC Policy establishes different compliance expectations for existing and planned station areas based on the level of transit service; and

WHEREAS, the TOC Policy identifies four TOC Policy areas (density, housing affordability, parking, and access/circulation); and

WHEREAS, on September 30, 2024 the MTC announced a Call for Projects for Transit Oriented Communities (TOC) Planning and Implementation Grants, and informed local jurisdictions of a November 22, 2024 deadline for submittals of Applications, as well as grant application guidance and requirements including compliance with the Transit Oriented Communities Policy; and

WHEREAS, that the City of El Cerrito submitted a grant application to MTC for \$270,000 for the El Cerrito TOC Areas project regarding density for new residential and commercial office development; in response to the MTC's Call for TOC Planning and Implementation Projects; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that the City of El Cerrito accepts a grant award from MTC for \$270,000 for the El Cerrito TOC Areas project regarding density for new residential and commercial office development; in response to the MTC's Call for TOC Planning and Implementation Projects.

BE IT FURTHER RESOLVED that the City of El Cerrito commits to completing the associated El Cerrito TOC Areas project work scope(s) following an MTC grant award by applying for these funds.

BE IT FURTHER RESOLVED that the City of El Cerrito intends to adopt relevant plans, policies or zoning updates emerging from the work completed through El Cerrito TOC Areas project grant to comply with the TOC Policy density requirements.

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

I CERTIFY that at a regular meeting on May 20, 2025 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_____.

APPROVED:

Holly M. Charléty, City Clerk

Carolyn Wysinger, Mayor



AGENDA BILL

Agenda Item No. 7.H.

Date: May 20, 2025
To: El Cerrito City Council
From: Eric Ng, Information Technology Manager, City Management
Subject: Approve Spending Authority with SSP Data in an amount not-to-exceed \$178,000 in Fiscal Year 2024-25

ACTION PROPOSED

Adopt a resolution approving spending authority with the vendor SSP Data in an amount not-to-exceed \$178,000 in Fiscal Year 2024-25.

BACKGROUND/ANALYSIS

SSP Data has been providing network design and computer security consulting services to the City since 2006. They are one of very few network and security consulting vendors in Northern California and stand out based on their expertise, high level of service, and rapid response to City emergencies. This minimizes system downtime and maximizes the City's ability to provide all City services and programs to the public.

The City Council previously authorized a payment of \$97,771.50 in Fiscal Year (FY) 2024-25 to SSP Data to cover the second annual payment for the AI-powered DarkTrace security detection and response system utilized by the City with approval of Resolution 2023-54 adopted by the City Council on July 18, 2023.

The City is now seeking additional spending authority of \$80,228.50 for a not-to-exceed amount of \$178,000 with SSP Data in Fiscal Year 2024-25. This spending authority will fund important and needed network and security services for the City, including:

- Completing the renewal of the Sophos Managed Detection and Response system, an existing endpoint protection service provided by SSP Data, for a term ending in 2027 at a cost of \$58,075.00.
- Upgrading the aging firewall at the Community Center including maintenance, support, and advanced security features for a term of three years at a cost of \$13,677.57.
- Engaging SSP Data to complete additional network and computer consulting services identified as high-priority efforts for FY 2024-25, at a cost of \$4,920.00, with an additional \$3,555.93 as contingency based on completing tasks relating to increased security features and processes following the City's recent cybersecurity incident.

In total, expenses with SSP Data for the Darktrace security detection and response system, the Sophos endpoint protection service, refreshing the old firewall at the Community Center, as well as engaging SSP Data for related network design and

computer security consulting services are anticipated to total an amount not-to-exceed \$178,000 in FY 2024-25. While funds for these purchases are already available in the Adopted Budget, consistent with the City's Procurement Policy, staff are seeking approval to make these purchases, not-to-exceed \$178,000 in total throughout the fiscal year.

STRATEGIC PLAN CONSIDERATIONS

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

- *High Performing Organization; and*
- *Community Safety; and*
- *Infrastructure and Amenities*

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

While the City Council previously authorized an expenditure of \$97,771.50 with SSP Data in this Fiscal Year, additional authority is needed to complete the full scope of services identified for FY 2024-25 which will include some services through 2027. The total anticipated expenditures, not-to-exceed \$178,000, were included within the FY 2024-25 Budget adopted by the City Council on June 18, 2024. As such, there is no additional fiscal impact from adopting this resolution.

LEGAL CONSIDERATIONS

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

Reviewed by:



Karen Pinkos, City Manager

Attachments:

1. Resolution
2. SSP Quote 1 Consulting
3. SSP Quote 2 Sophos MDR Safety
4. SSP Quote 3 Sophos MDR Admin
5. SSP Quote 4 CC Firewall

RESOLUTION 2025-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO APPROVING SPENDING AUTHORITY WITH SSP DATA NOT-TO-EXCEED \$178,000 IN FISCAL YEAR 2024-25

WHEREAS, SSP Data has been providing network design and computer security consulting services to the City since 2006; and

WHEREAS, SSP Data is one of very few network and security consulting vendors in Northern California that stands out because of their expertise, high level of service, and rapid response to emergencies, minimizing system downtime for the City; and

WHEREAS, the City Council previously authorized a payment of \$97,771.50 in Fiscal Year (FY) 2024-25 to SSP Data to cover the second annual payment for the AI-powered DarkTrace security detection and response system utilized by the City with approval of Resolution 2023-54 adopted by the City Council on July 18, 2023; and

WHEREAS, based on the City's desire to also continue using a Sophos endpoint protection service provided by SSP Data, the need to upgrade the aging firewall at the Community Center, and the desire to engage SSP Data for ongoing network design and computer consulting services provided by the firm, the total expenditure for services from SSP Data in FY 2024-25 are anticipated to total an amount not-to-exceed \$178,000; and

WHEREAS, the City's procurement policy and Resolution 2017-71A requires that all purchases totaling over \$45,000 with a single vendor in a single fiscal year receive City Council approval; and

WHEREAS, while the City Council previously authorized an expenditure of \$97,771.50 in this Fiscal Year, additional authority is needed to complete the full scope of services identified for FY 2024-25; and

WHEREAS, all funding for these services was included in the City Council-adopted budget for FY 2024-25 and therefore no additional appropriation authority is needed.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of El Cerrito that it hereby authorizes entering into agreements with SSP Data not-to-exceed \$178,000 in FY 2024-25.

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

I CERTIFY that at a regular meeting on May 20, 2025, 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 _____.

Holly M. Charléty, City Clerk

APPROVED:

Carolyn Wysinger, Mayor

Quote #: SSPQ14433
 Quote Date: 4/21/2025
 Prepared by: Jennifer Inouye
 Prepared for: Eric Ng
 Phone #: (510) 215-4300



Sold To: City of El Cerrito
 Eric Ng
 10890 San Pablo Avenue
 El Cerrito CA 94530

Ship To: City of El Cerrito
 Eric Ng
 10890 San Pablo Avenue
 El Cerrito, CA 94530
 United States

Ln #	Qty	Part Number	Description	Unit Price	Ext. Price
1			SSP Data Services - Remote or Onsite Fiscal year 2024/2025		
2	24	SERVICES:Network	SSP Network Engineer 2 (M-F 7:00AM - 7:00PM) General IT Services and security to include consult, architect, configure, deploy and troubleshoot. To include assistance with MFA set up for GlobalProtect; new policies for Global Protect Hardening internal ticket# 12191 for 3.5 hours already used early April.	\$205.00	\$4,920.00
				SubTotal	\$4,920.00
				Sales Tax	\$0.00
				Shipping	\$0.00
				Total	\$4,920.00

Professional Services

Terms and conditions

- * Quote valid for 30 days - acceptance based on credit approval
- * Purchase Order must include: end user name, street address, email address and phone number for updates.
- * Prices quoted do not include applicable shipping

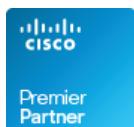
Customer Authorized Signature _____ Date _____

Customer Name and Title _____ PO Number _____

1304 South 51st Street, Richmond CA 94804

<http://www.ssp.com>

Voice / Fax - 510-215-3423



Quote # SSPQ13943-01
Prepared by: Chelsey Ortiz
Prepared for: Eric Ng
Phone #
Date: 12/9/2024



Sold To: City of El Cerrito
Eric Ng
10890 San Pablo Avenue
El Cerrito, CA 94530
United States

Ship To: City of El Cerrito
Eric Ng
10890 San Pablo Ave
El Cerrito, CA 94530-2321
United States

Ln #	Qty	Description	Part Number	Unit Price	Ext. Price
1	70	Central Managed Detection and Response Complete Term Dates: 12/17/2024 - 12/16/2027 Agreement number: L0005856348	MDRCEU36AERGAA	\$316.00	\$22,120.00
2	11	Central Managed Detection and Response Complete Server Term Dates: 03/24/2025 - 12/16/2027 Agreement number: L0013751184	MDRCSS33BCRGAA	\$427.00	\$4,697.00
					SubTotal \$26,817.00
					Sales Tax \$0.00
					Shipping TBD
					Total \$26,817.00

Terms and conditions

- * Quote valid for 30 days - acceptance based on credit approval
- * Purchase Order must include: end user name, street address, email address and phone number for updates.
- * Prices quoted do not include applicable shipping
- * Any invoice paid with a credit card will be charged a 3.5% convenience fee

Customer Authorized Signature _____ Date _____

Customer Name and Title _____ PO Number _____

Phone - 510-215-3423
Fax - 510-412-4343

Quote # SSPQ14069
Prepared by: Chelsey Ortiz
Prepared for: Eric Ng
Phone #
Date: 12/9/2024



Sold To: City of El Cerrito
Eric Ng
10890 San Pablo Avenue
El Cerrito, CA 94530
United States

Ship To: City of El Cerrito
Eric Ng
10890 San Pablo Ave
El Cerrito, CA 94530-2321
United States

Ln #	Qty	Description	Part Number	Unit Price	Ext. Price
1	80	Central Managed Detection and Response Complete Term Dates: 12/17/2024 - 12/16/2027 Agreement number: L0005856348	MDRCEU36AERGAA	\$316.00	\$25,280.00
2	14	Central Managed Detection and Response Complete Server Term Dates: 03/24/2025 - 12/16/2027 Agreement number: L0013751184	MDRCSS33BCRGAA	\$427.00	\$5,978.00
					SubTotal \$31,258.00
					Sales Tax \$0.00
					Shipping TBD
					Total \$31,258.00

Terms and conditions

- * Quote valid for 30 days - acceptance based on credit approval
- * Purchase Order must include: end user name, street address, email address and phone number for updates.
- * Prices quoted do not include applicable shipping
- * Any invoice paid with a credit card will be charged a 3.5% convenience fee

Customer Authorized Signature _____ Date _____

Customer Name and Title _____ PO Number _____

Phone - 510-215-3423
Fax - 510-412-4343

1304 South 51st Street, Richmond CA 94804

Quote # SSPQ14388
 Quote Date: 4/9/2025
 Prepared by: Jennifer Inouye
 Prepared for: Kevin Ma
 Phone # (510) 215-4338



Sold To: City of El Cerrito
 Kevin Ma
 10890 San Pablo Avenue

El Cerrito CA 94530

Ship To: City of El Cerrito
 Kevin Ma
 10890 San Pablo Avenue
 El Cerrito, CA 94530
 United States

Ln #	Qty	Part Number	Description	Unit Price	Ext. Price
1			Palo Alto Networks - 3 Years Community Center		
2	1	PAN-PA-460	Palo Alto Networks PA-460	\$3,517.50	\$3,517.50
3	1	PAN-PA-460-BND-CORESEC-3YR	PA-460, Core Security Subscription Bundle (Advanced Threat Prevention, Advanced URL Filtering, Advanced Wildfire, Advanced DNS Security and SD-WAN), 3 years (36 months) term	\$6,682.26	\$6,682.26
4	1	PAN-SVC-PREM-460-3YR	PA-460, Premium support, 3 years (36 months), term.	\$2,847.15	\$2,847.15
5	1	PAN-PWR-50W-AC	50W AC power adapter for PA-440, PA-450 and PA-460	\$98.00	\$98.00
6	1	PAN-PA-400-RACKTRAY	Rack mountable tray for up to two PA-400s and 4 power adapters for a 4 post rack mount (PA-440/450/460 models only)	\$147.00	\$147.00
				SubTotal	\$13,291.91
				Sales Tax	\$385.66
				Shipping	\$0.00
				Total	\$13,677.57

Please send licensing and authorization codes to:

Kevin Ma
kma@ci.el-cerrito.ca.us

Expiry Date: 7/8/2025

Terms and conditions

- * Quote valid for 30 days - acceptance based on credit approval
- * Purchase Order must include: end user name, street address, email address and phone number for updates.
- * Prices quoted do not include applicable shipping

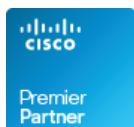
Customer Authorized Signature _____ Date _____

Customer Name and Title _____ PO Number _____

1304 South 51st Street, Richmond CA 94804

<http://www.ssp.com>

Voice / Fax - 510-215-3423





AGENDA BILL

Agenda Item No. 8.A.

Date: May 20, 2025
To: El Cerrito City Council
From: Shannon Bassi, Human Resources Manager, City Management
Subject: Annual Public Hearing on Vacancies, Recruitment and Retention Efforts

ACTION PROPOSED

Conduct a public hearing to receive and file a report on workforce vacancies, recruitment, and retention efforts in compliance with Assembly Bill 2561.

BACKGROUND/ANALYSIS

Assembly Bill 2561, which took effect on January 1, 2025, requires that public agencies hold at least one public hearing per fiscal year to discuss City workforce vacancies, recruitment and retention efforts for the prior calendar year. This presentation is for informational purposes only regarding the status of the City's vacancies and its recruitment and retention efforts.

AB 2561, codified as Government Code section 3502.3, was introduced to address the issue of job vacancies in local government, which can adversely impact service delivery and employee workload. Among other requirements, the bill mandates that public agencies conduct a public hearing to present the status of vacancies, recruitment, and retention efforts before the agency's governing body at least once per fiscal year. The annual hearing must be presented to the governing body prior to adoption of the following fiscal year's budget. The goal is to identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process and explore possible solutions to address obstacles.

In compliance with the new regulations, the City is required to present the following information and provide an opportunity for participation by Employee Organizations:

Vacancy Report

For the calendar year 2024, the City's annual average percentage of vacancies was 10%. The table below outlines the percentage of vacancies at the beginning of each month.

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
# of Vacancies Beginning of the Month	20	17.5	17	16	17	14	15	16	16	15	15	16
# of Separations	1	2	1	2	0	1	1	2	3	2	1	3
# of New Hires	3	3	0	1	2	3	0	1	3	2	1	2
# of Promotions	4	0	2	2	2	0	0	1	0	0	1	1
# of Budgeted FTEs	163.8	163.8	163.8	163.8	163.8	163.8	163.8	163.8	163.8	163.8	163.8	163.8
% of Vacancies	12%	11%	10%	10%	10%	9%	9%	10%	10%	9%	9%	10%

Employee Organization Participation

Each recognized employee bargaining unit within the City must be given the opportunity to comment or present during the public hearing regarding concerns around vacancies and recruitment/retention efforts. (Gov. Code § 3502.3(b).) The Human Resources Division has notified the four represented bargaining units in the City of the opportunity to present.

Additional Reporting for High Vacancy Rates

When vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the City must provide additional information during the public hearing, including the following: (1) the total number of vacancies within the bargaining unit; (2) the number of applicants; (3) the average number of days to fill positions; and (4) opportunities to improve compensation and working conditions for employees in the bargaining unit. (Gov. Code § 3502.3(c).)

For the calendar year 2024, all the City's bargaining units were under the 20% vacancy rate, which is summarized below:

Calendar Year 2024 Annual Average Vacancy Rates	
Bargaining Group Name	Vacancy Percentage
Police Employees Association (PEA)	14%
Service Employees International Union Local 1021 (SEIU)	12%
Management and Confidential Employees	8%
United Professional Firefighters Local 1230	5%
Public Safety Management Association (PSMA)	0%

The attached written presentation and the oral presentation that staff will make as part of the public hearing will provide a detailed overview of the City's efforts related to recruitment and retention.

STRATEGIC PLAN CONSIDERATIONS

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

- *High Performing Organization; and*
- *Community Safety; and*
- *Livability and Belonging; and*
- *Infrastructure and Amenities; and*
- *Environmental Sustainability.*

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

There is no direct fiscal impact associated with conducting the public hearing required under Government Code section 3205.3.

LEGAL CONSIDERATIONS

The City attorney has reviewed the information presented to ensure compliance with the new regulations of AB2561.

Reviewed by:

Karen Pinkos, City Manager

Attachments:



AGENDA BILL

Agenda Item No. 8.B.

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

ACTION PROPOSED

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

BACKGROUND

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

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

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

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

The City's Municipal Code requires that Business License Taxes be revised based on the percentage change from the February 1988 figure of 117.0 in the Revised Consumer Price Index for Urban Wage Earners and Clerical Workers for the San Francisco-Oakland Bay Area as published by the Department of Labor for the month of February prior to the fiscal year in which the rate adjustments is applicable. Thus, the Business License Taxes were not included in the user fee study performed by Willdan.

ANALYSIS

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

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

STRATEGIC PLAN CONSIDERATIONS

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

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

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

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

LEGAL CONSIDERATIONS

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

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

Reviewed by:



Karen Pinkos, City Manager

Attachments:

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

City of El Cerrito, CA



User Fee Study

May 14, 2025



TABLE OF CONTENTS

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



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



Executive Summary

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

User Fee Background

Background

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

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

California User Fee History

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

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

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

Additional Policy Considerations

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

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

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

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

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

Study Objective

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

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

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

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

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

Scope of the Study

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

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



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

Aim of the Report

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

Project Approach and Methodology

Conceptual Approach

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

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

Fully Burdened Hourly Rates

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

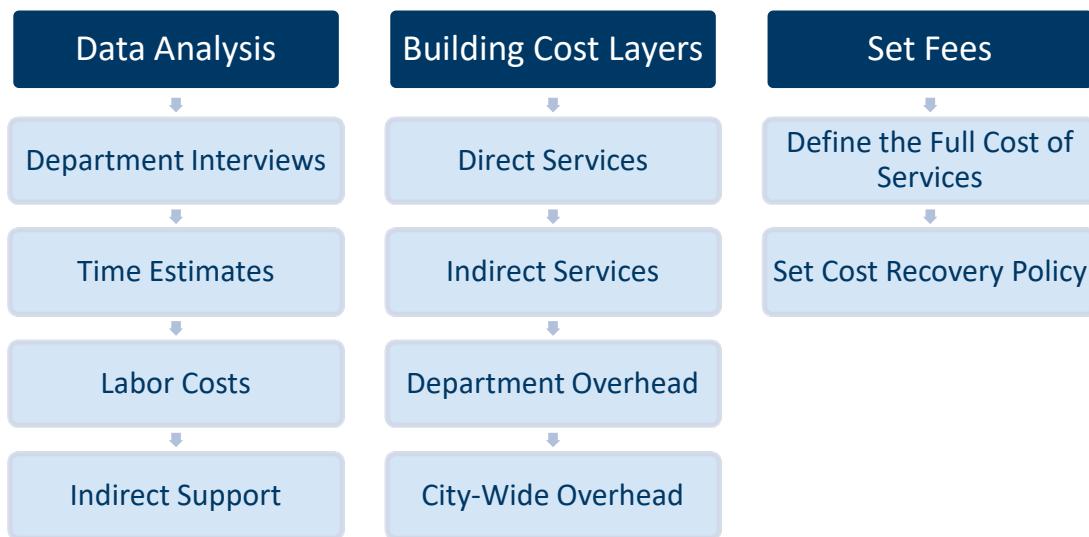
- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Indirect City-wide overhead costs calculated through the 15% de minimis indirect rate

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

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

Summary Steps of the Study

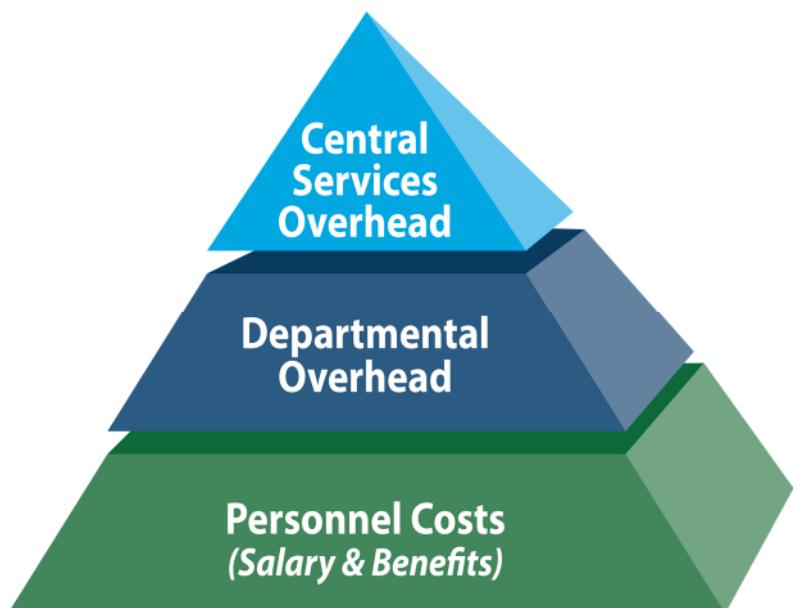
The process of the study is straightforward and simple in concept. The following list provides a summary of the study process steps:



Allowable Costs

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

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



Methodology

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

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

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

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

Quality Control/Quality Assurance

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

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

Reasons for cost increases/decreases over current fees

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

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

City Staff Contributions

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

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

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

El Cerrito User Fees

Cost Recovery

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

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

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

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

Subsidization

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

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

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

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

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

Revenue Analysis

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

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

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

Impact on Demand (Elasticity)

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

Summary

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



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

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



Citywide Services

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

Analysis

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

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

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

Business License

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

Analysis

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

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

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

Planning

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

Analysis

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

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

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

Building

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

Analysis

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

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

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

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



Public Works

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

Analysis

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

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

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

Fire

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

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

Analysis

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

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

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

Police

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

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

Analysis

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

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

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

Recreation

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

Analysis

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

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

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

Appendix A – Total Allowable Cost to be Recovered

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

City of El Cerrito - User Fee Study

Overhead Rate Calculations

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

Appendix B –Fully Burdened Hourly Rates

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

City of El Cerrito - User Fee Study

Fully Burdened Hourly Rate Calculation

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

City of El Cerrito - User Fee Study

Fully Burdened Hourly Rate Calculation

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

City of El Cerrito - User Fee Study

Fully Burdened Hourly Rate Calculation

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

City of El Cerrito - User Fee Study

Fully Burdened Hourly Rate Calculation

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

Appendix C – Cost Recovery Analysis

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

Citywide Services

Item No.	Title	Current Fee/Charge
1	Printing, Reproduction, Documents	
2	Photocopies	
3	Photocopies (11x17 or smaller)	\$0.10
4	Retrieval fee for Campaign Statements older than 5 years	\$5.00
5	Photocopies (11x17 or larger)	\$0.25
6	Maps	
7	City Maps (First sheet includes search and restock cost per original searched.)	\$3.37
8	Special Studies Maps, 11" x 17"	\$5.62
9	Special Studies Maps, 36" x 54"	\$43.87
10	Subpoena Duces Tecum	
11	per CA Evidence Code §1563	Based on Code
12	Miscellaneous Services and Charges	
13	Notary, Certification, Legal and Special Services	
14	Notary Services (Set by Calif. Secretary of State)	\$15.00
15	City Clerk Document Certification	\$6.75
16	Legal Fees—Recovery of legal costs in lawsuits and other instances when the City could be entitled to reimbursement of legal costs.	actual cost
17	Finance Charges	
18	Finance Charge on fees remaining unpaid for a period exceeding 30 days (unless the ordinance establishing the fee provides for a penalty in a different amount)	1.5% per month
19	Returned Check Fee	\$26.00
20	Duplicate Business License Certificate	\$7.87
21	Credit Card Transaction Fee	actual cost

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

Citywide Services

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

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

BUSINESS LICENSE

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

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

PLANNING

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

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

PLANNING

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

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

PLANNING

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

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

PLANNING

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

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

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

BUILDING

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

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$153.31	0%	\$153.00	\$4
\$291.97	0%	\$291.00	\$31
\$191.66	0%	\$191.00	\$104
\$153.33	0%	\$153.00	\$22
\$153.33	0%	\$153.00	\$7
\$234.73	0%	\$234.00	\$54
\$153.33	0%	\$153.00	\$66
\$153.33	0%	\$153.00	\$22
\$153.33	0%	\$153.00	\$7
\$268.33	0%	\$268.00	\$8
\$153.33	0%	\$153.00	\$22
\$268.33	0%	\$268.00	\$8
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	-\$66
\$115.00	1%	\$114.00	\$27
\$115.00	1%	\$114.00	\$27
\$115.00	1%	\$114.00	\$69
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	-\$17
\$153.33	0%	\$153.00	\$22
\$191.66	0%	\$191.00	\$60
\$421.66	0%	\$421.00	-\$12
\$268.33	0%	\$268.00	\$8
\$153.33	0%	\$153.00	\$22
\$229.99	0%	\$229.00	NA
\$191.66	0%	\$191.00	NA
\$191.66	0%	\$191.00	-\$23
\$291.97	0%	\$291.00	\$31
\$191.66	0%	\$191.00	\$104
\$115.00	1%	\$114.00	-\$17
\$153.33	0%	\$153.00	\$22
\$191.66	0%	\$191.00	\$17
\$24.53	2%	\$24.00	-\$5
\$115.00	1%	\$114.00	-\$17
\$153.33	0%	\$153.00	\$66
\$153.33	0%	\$153.00	\$22
\$153.33	0%	\$153.00	\$22

BUILDING

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

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

BUILDING

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

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

BUILDING

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

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

BUILDING

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

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

BUILDING

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

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

BUILDING

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

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

BUILDING

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

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

NEW CONSTRUCTION AND OTHER FEES BASED ON VALUATION

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

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

Percent Change = 3%
Cost Recovery Level = 100%

BUILDING VALUATION TABLE DATA

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

Occupancy/Type	per/sqft	FY 2025-26		Occupancy/Type	per/sqft	FY 2025-26		Occupancy/Type	per/sqft	FY 2025-26		Occupancy/Type	per/sqft	FY 2025-26							
		Incr/Decr				Incr/Decr				Incr/Decr				Incr/Decr							
		3.3%	New per/sqf			3.3%	New per/sqf			3.3%	New per/sqf			3.3%	New per/sqf						
APARTMENT BUILDINGS (R-2 OCC)		3.3%	New per/sqf	DWELLINGS R-3 OCC)		3.3%	New per/sqf	LIBRARIES (A-3 OCC)		3.3%	New per/sqf	RESTAURANTS (A-2, B OCC)		3.3%	New per/sqf						
Type I-A or II-A*	279.85	9.32	289.17	Type V-B - Wood Frame	236.44	7.87	244.32	Type I-A or II-A	298.12	9.93	308.04	Type III-A	250.15	8.33	258.48						
Type V-A Masonry (or Type III)	227.31	7.57	234.88	Type V-B- Wood Frame (Engrd)	260.43	8.67	269.10	Type II-A	218.16	7.26	225.43	Type III -B	241.01	8.03	249.03						
Type V-B - Wood Frame	210.17	7.00	217.17	Type V-B - Masonry	247.87	8.25	256.12	Type II -B	207.89	6.92	214.81	Type V-A	228.44	7.61	236.05						
Type I Basement Garage	95.95	3.20	99.15	Basements	0.00	0.00	0.00	Type III-A	230.73	7.68	238.42	Type V-B	219.31	7.30	226.61						
Type V-A	229.58	7.65	237.23	Semi Finished	59.40	1.98	61.38	Type III -B	219.31	7.30	226.61										
				Unfinished	45.69	1.52	47.21	Type V-A	217.02	7.23	224.25										
								Type V-B	207.89	6.92	214.81										
Occupancy/Type	per/sqft	FY 2025-26		Occupancy/Type	per/sqft	FY 2025-26		Occupancy/Type	per/sqft	FY 2025-26		Occupancy/Type	per/sqft	FY 2025-26							
		Incr/Decr				Incr/Decr				Incr/Decr				Incr/Decr							
		3.3%	New per/sqf			3.3%	New per/sqf			3.3%	New per/sqf			3.3%	New per/sqf						
AUDITORIUMS (A-3 OCC)		3.3%	New per/sqf	FIRE STATIONS (Essential Services)		3.3%	New per/sqf	MEDICAL OFFICES (B OCC)		3.3%	New per/sqf	SCHOOLS (E OCC)		3.3%	New per/sqf						
Type I or II-A	268.42676	8.94	277.37	Type I-A or II-A	293.55	9.78	303.33	Type I-A or II-A*	306.12	10.19	316.31	Type I-A & B	285.56	9.51	295.07						
Type II-B	194.17316	6.47	200.64	Type II -B	181.62	6.05	187.67	Type II-A	236.44	7.87	244.32	Type II-A	194.17	6.47	200.64						
Type III -A	204.15615	6.80	210.95	Type III-A	211.31	7.04	218.35	Type II -B	225.02	7.49	232.51	Type III-A	207.88	6.92	214.80						
Type III -B	164.04889	5.46	169.51	Type III -B	202.18	6.73	208.91	Type III-A	255.86	8.52	264.38	Type III -B	199.88	6.66	206.54						
Type V-A	195.30759	6.50	201.81	Type V-A	197.60	6.58	204.18	Type III -B	238.73	7.95	246.68	Type V-A	195.31	6.50	201.82						
Type V-B	182.75667	6.09	188.84	Type V-B	187.33	6.24	193.57	Type V-A	230.73	7.68	238.41	Type V-B	186.17	6.20	192.37						
								Type V-B	222.73	7.42	230.15										
Occupancy/Type	per/sqft	FY 2025-26		Occupancy/Type	per/sqft	FY 2025-26		Occupancy/Type	per/sqft	FY 2025-26		Occupancy/Type	per/sqft	FY 2025-26							
		Incr/Decr				Incr/Decr				Incr/Decr				Incr/Decr							
		3.3%	New per/sqf			3.3%	New per/sqf			3.3%	New per/sqf			3.3%	New per/sqf						
BANKS (B OCC)		3.3%	New per/sqf	CARE FACILITIES (R-4, R-2, R-3.1 OCC)		3.3%	New per/sqf	OFFICES (B OCC)**		3.3%	New per/sqf	SERVICE STATIONS (Special OCC)		3.3%	New per/sqf						
Type I-A or II-A*	379.25	12.63	391.88	Type I-A or II-A	266.14	8.862	275.00	Type I-A or II-A*	274.40	9.14	283.54	Type II -B	172.47	5.74	178.21						
Type II-A	279.98	9.32	289.36	Type II -A	266.14	8.862	275.00	Type II-A	182.93	6.09	189.03	Type III-A	179.33	5.97	185.30						
Type II -B	271.06	9.03	280.08	Type II -B	206.74	6.885	213.63	Type II -B	175.13	5.83	180.96	Type V-A	153.06	5.10	158.16						
Type III -A	308.40	10.27	318.67	Type III-A	225.02	7.493	232.51	Type III-A	198.55	6.61	205.16	Canopies	71.96	2.40	74.35						
Type III -B	298.12	9.93	308.05	Type III -B	215.88	7.189	223.07	Type III -B	189.63	6.31	195.94										
Type V-A	279.84	9.32	289.16	Type V-A	217.02	7.227	224.25	Type V-A	185.17	6.17	191.33										
Type V-B	267.28	8.90	276.18	Type V-B	210.17	6.999	217.17	Type V-B	175.13	5.83	180.96										
								Type V-B	175.13	5.83	180.96										
Occupancy/Type	per/sqft	FY 2025-26		Occupancy/Type	per/sqft	FY 2025-26		Occupancy/Type	per/sqft	FY 2025-26		Occupancy/Type	per/sqft	FY 2025-26							
		Incr/Decr				Incr/Decr				Incr/Decr				Incr/Decr							
		3.3%	New per/sqf			3.3%	New per/sqf			3.3%	New per/sqf			3.3%	New per/sqf						
BOWLING ALLEYS (A-3 OCC)		3.3%	New per/sqf	HOTELS AND MOTELS (R-1 OCC)		3.3%	New per/sqf	PRIVATE GARAGES (U OCC)		3.3%	New per/sqf	STORES (M OCC)		3.3%	New per/sqf						
Type II-A	130.21811	4.34	134.55	Type I-A or II-A	249.31	8.30	257.62	Type V-B - Wood Frame	59.40	1.98	61.38	Type I-A or II-A*	211.31	7.04	218.35						
Type II-B	122.22003	4.07	126.29	Type III-A	215.26	7.17	222.43	Type V-B - Masonry	64.50	2.15	66.65	Type II-A	129.07	4.30	133.37						
Type III -A	142.77812	4.75	147.53	Type III -B	213.60	7.11	220.71	Carport	35.40	1.18	36.58	Type II -B	126.79	4.22	131.01						
Type III -B	132.49364	4.41	136.91	Type V-A	195.32	6.50	201.82					Type III-A	157.62	5.25	162.87						
Type V-A	95.95136	3.20	99.15	Type V-B	191.89	6.39	198.28					Type III -B	147.35	4.91	152.25						
												Type V-A	132.50	4.41	136.92						
												Type V-B	122.22	4.07	126.29						
Occupancy/Type	per/sqft	FY 2025-26		Occupancy/Type	per/sqft	FY 2025-26		Occupancy/Type	per/sqft	FY 2025-26		Occupancy/Type	per/sqft	FY 2025-26							
		Incr/Decr				Incr/Decr				Incr/Decr				Incr/Decr							
		3.3%	New per/sqf			3.3%	New per/sqf			3.3%	New per/sqf			3.3%	New per/sqf						
CHURCHES (A-3 OCC)		3.3%	New per/sqf	INDUSTRIAL, FACTORIES (F-1, F-2 OCC)		3.3%	New per/sqf	PUBLIC BUILDINGS (A-3, B OCC)		3.3%	New per/sqf	THEATERS (A-1 OCC)		3.3%	New per/sqf						
Type I-A or II-A	254.71	8.48	263.20	Type I-A or II-A	146.20	4.87	151.07	Type I-A or II-A*	316.00	10.52	326.52	Type I-A or II-A	280.98	9.36	290.34						
Type II-A	190.75	6.35	197.11	Type II -B	93.66	3.12	96.78	Type II-A	255.54	8.51	264.05	Type III-A	204.46	6.81	211.27						
Type II -B	182.63	6.08	188.71	Type III-A	111.94	3.73	115.66	Type II -B	244.13	8.13	252.26	Type III -B	195.23	6.50	201.73						
Type III -A	207.89	6.92	214.81	Type III -B	105.09	3.50	108.59	Type III-A	265.80	8.85	274.65	Type V-A	193.04	6.43	199.47						
Type III -B	198.75	6.62	205.77	Tilt-Up	76.53	2.55	79.08	Type III -B	256.68	8.55	265.22	Type V-B	182.76	6.09	188.84						
Type V-A	194.18	6.47	200.64	Type V-A	105.09	3.50	108.59	Type V-A	242.99	8.09	251.08										
Type V-B	182.76	6.09	188.84	Type V-B	95.95	3.20	99.15	Type V-B	235.00	7.83	242.82										

BUILDING VALUATION TABLE DATA

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

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

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

** Deduct 20 percent for shell only buildings

*** Deduct 11 percent for mini-warehouses

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

PUBLIC WORKS

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

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

PUBLIC WORKS

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

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

PUBLIC WORKS

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

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

PUBLIC WORKS

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

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

PUBLIC WORKS

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

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

PUBLIC WORKS

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

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

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

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

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

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

FIRE

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

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

FIRE

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

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

FIRE

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

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

POLICE

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Services & Fees			
2	Fingerprinting, Solicitor or other (plus Department of Justice Fees*)	\$51.00	per set	
3	Citation Sign-offs—Resident	\$0.00	per citation	
4	Citation Sign-offs—Non-Resident	\$26.00	per citation	
5	VIN Verification	\$53.04	per verification	
6	Alcohol Beverage Control One Day License	\$53.04	per letter	
7	False Alarm Response (1st incident)	\$0.00	each	
8	False Alarm Response (2nd through 5th incident)	\$95.68	each	
9	False Alarm Response (6th and subsequent incidents)	\$205.92	each	
10	Non-permitted Alarms	\$137.28	each	
11	Vehicle Removal/Vehicle Release Fee [Towed vehicles abandoned or stored on a public street and vehicles towed pursuant to 14602.6; 14607.6; 22651(b),(d), (e), or (h) through (r); 22651.3, 22651.5, 22651.5 (a); 22652.5; 22658; 22660; or 22669 of the California Vehicle Code]	\$171.60	per release	
12	DUI Cost Recovery Fee* (\$1,000 maximum)	Actual cost to max	per 30 min increments	
13	Firearm Storage Fee	\$27.04	initial	
14	Firearm Storage Fee	\$1.04	per day	
15	Weapons Seizure, Storage & Return	\$214.24	each	
16	Reports, Photocopies & Records			
17	Clearance Letter	\$27.04	each	
18	Report Copy	\$7.28		
19	Traffic Collision Report Copy	\$7.28	per report	
20	Police Photographs, audio tapes & videotapes & CDs	\$37.44	actual cost + fee	
21	Permits			
22	Concealed Weapons Permit (plus Department of Justice Fees*)	\$410.00	each	Determined by State
23	Peddler/Solicitor Permit	\$448.24	each	
24	Permit to Sell Firearms—Initial Permit	\$391.04	each	
25	Permit to Sell Firearms—Annual Renewal	\$192.40	each	
26	Second-Hand Dealer's Permit	\$551.20	each	

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

POLICE

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

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

POLICE

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

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

RECREATION

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

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

RECREATION

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

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

RECREATION

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

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

RECREATION

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

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

RECREATION

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

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

RECREATION

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

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



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RESOLUTION 2025-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO ADOPTING REVISIONS TO THE MASTER FEE SCHEDULE FOR FISCAL YEAR 2025-26

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 City costs, including inflation, which form the basis for the majority of the changes in keeping with City Council policy direction. After proposed adjustments, the fee amounts will not exceed the City's costs of providing the services for which the fees are charged; 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, adjustments to market-driven fees and service charges consider 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 by the City Council of the City of El Cerrito that it 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 FY2025-26.

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, 2025, except for Development Fees, which will become effective 60 days after approval of this resolution, and Swim Center, Day and Overnight Camps, and Preschool Fees, which will become effective on August 25, 2025.

I CERTIFY that at a regular meeting on May 20, 2025 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_____.

Holly M. Charléty, City Clerk

APPROVED:

Carolyn Wysinger, Mayor



**City of El Cerrito
Master Fee Schedule
Fiscal Year 2025-26**

City of El Cerrito - User Fee Study

Fully Burdened Hourly Rate Calculation

Department	Title	S&B Hourly		Fully Burdened	
		Rate	Direct %	Indirect %	Hourly Rate
101: Community Development	CD - ADMIN CLERK SPECIALIST	\$61.04	23%	28%	\$95.60
101: Community Development	CD - Associate Planner	\$95.01	23%	28%	\$148.81
101: Community Development	CD - Building Inspector II	\$97.90	23%	28%	\$153.33
101: Community Development	CD - Building Official	\$156.82	23%	28%	\$245.61
101: Community Development	CD - Building Permit Tech I	\$83.71	23%	28%	\$131.10
101: Community Development	CD - Building Permit Tech III	\$97.89	23%	28%	\$153.31
101: Community Development	CD - Community Development Director	\$197.60	23%	28%	\$309.47
101: Community Development	CD - Management Assistant	\$91.80	23%	28%	\$143.78
101: Community Development	CD - Neighborhood Presv. Officer	\$97.61	23%	28%	\$152.86
101: Community Development	CD - Plan Checker II	\$109.99	23%	28%	\$172.25
101: Community Development	CD - Planning Manager	\$164.82	23%	28%	\$258.13
101: Community Development	CD - Senior Planner	\$126.00	23%	28%	\$197.34
101: Community Development	CD - Senior Program Manager	\$118.71	23%	28%	\$185.92
101: City Clerk	Clerk - City Clerk	\$186.47	6%	0%	\$196.74
101: City Clerk	Clerk - Management Assistant	\$72.38	6%	0%	\$76.37
101: City Manager	CM - Assistant City Manager	\$220.50	7%	0%	\$235.59
101: City Manager	CM - Assistant to the City Manager	\$142.39	7%	0%	\$152.14
101: City Manager	CM - City Manager	\$229.09	7%	0%	\$244.77
101: City Manager	CM - Management Assistant	\$87.67	7%	0%	\$93.67
101: Finance	Finance - Accountant I	\$85.45	14%	0%	\$97.31
101: Finance	Finance - Budget/Financial Services Mngr	\$153.43	14%	0%	\$174.74
101: Finance	Finance - Finance Director/City Treasurer	\$166.99	14%	0%	\$190.18
101: Finance	Finance - Management Assistant	\$87.67	14%	0%	\$99.84
101: Finance	Finance - Senior Accountant	\$98.17	14%	0%	\$111.81
101: Finance	Finance - Senior Finance Technician	\$94.38	14%	0%	\$107.49
101: Fire	Fire - Battalion Chief	\$241.78	8%	16%	\$304.91
101: Fire	Fire - Battalion Chief/Paramedic	\$255.87	8%	16%	\$322.68
101: Fire	Fire - Fire Captain	\$187.00	8%	16%	\$235.83
101: Fire	Fire - Fire Captain/Paramedic	\$202.48	8%	16%	\$255.35
101: Fire	Fire - Fire Captain/Paramedic Assign	\$202.40	8%	16%	\$255.25
101: Fire	Fire - Fire Captain/Paramedic/FPO	\$219.49	8%	16%	\$276.80
101: Fire	Fire - Fire Chief	\$273.20	8%	16%	\$344.53
101: Fire	Fire - Fire Engineer	\$154.61	8%	16%	\$194.98
101: Fire	Fire - Fire Engineer/Paramedic Assign	\$172.96	8%	16%	\$218.12
101: Fire	Fire - Firefighter	\$127.74	8%	16%	\$161.10
101: Fire	Fire - Firefighter/Paramedic Assign	\$147.63	8%	16%	\$186.18
101: Fire	Fire - Firefighter/Paramedic Assignment	\$138.76	8%	16%	\$175.00
101: Fire	Fire - Public Safety Executive Asst	\$91.69	8%	16%	\$115.63
101: Fire	Fire - Senior Program Manager	\$105.83	8%	16%	\$133.46
202: Nat'l Pollut Dis Elim Sys	Fund 202 - Associate Engineer	\$125.30	23%	21%	\$185.92
202: Nat'l Pollut Dis Elim Sys	Fund 202 - Engineering Technician	\$81.51	23%	21%	\$120.93
202: Nat'l Pollut Dis Elim Sys	Fund 202 - Maintenance Ops Supervisor	\$107.65	23%	21%	\$159.73
202: Nat'l Pollut Dis Elim Sys	Fund 202 - Maintenance Svcs Leadworker	\$94.64	23%	21%	\$140.42
202: Nat'l Pollut Dis Elim Sys	Fund 202 - Maintenance Worker	\$78.60	23%	21%	\$116.62
202: Nat'l Pollut Dis Elim Sys	Fund 202 - Management Assistant	\$71.65	23%	21%	\$106.31
202: Nat'l Pollut Dis Elim Sys	Fund 202 - Ops and Environmental Svcs Mgr	\$143.04	23%	21%	\$212.23
202: Nat'l Pollut Dis Elim Sys	Fund 202 - Program Manager	\$120.98	23%	21%	\$179.50
202: Nat'l Pollut Dis Elim Sys	Fund 202 - Public Works Director/City Eng	\$218.13	23%	21%	\$323.64
203: Land & Light Assess Distr	Fund 203 - Custodian	\$54.70	21%	22%	\$80.40
203: Land & Light Assess Distr	Fund 203 - Maintenance Ops Supervisor	\$107.65	21%	22%	\$158.21
203: Land & Light Assess Distr	Fund 203 - Maintenance Svcs Leadworker	\$94.64	21%	22%	\$139.09
203: Land & Light Assess Distr	Fund 203 - Maintenance Worker	\$78.60	21%	22%	\$115.51
203: Land & Light Assess Distr	Fund 203 - Program Manager	\$120.98	21%	22%	\$177.79
101: Information Systems	IS - Information Tech Specialist	\$104.13	11%	0%	\$115.26
101: Information Systems	IS - Information Technology Manager	\$178.35	11%	0%	\$197.41
101: Information Systems	IS - Network Security Engineer	\$103.53	11%	0%	\$114.59
501: Integrated Waste Mgmt	IWM - Administrative Clerk	\$62.91	27%	24%	\$99.15
501: Integrated Waste Mgmt	IWM - Assistant City Manager	\$220.50	27%	24%	\$347.53
501: Integrated Waste Mgmt	IWM - Assistant to the City Manager	\$142.39	27%	24%	\$224.42

City of El Cerrito - User Fee Study

Fully Burdened Hourly Rate Calculation

Department	Title	S&B Hourly		Fully Burdened	
		Rate	Direct %	Indirect %	Hourly Rate
501: Integrated Waste Mgmt	IWM - City Manager	\$229.09	27%	24%	\$361.06
501: Integrated Waste Mgmt	IWM - Forklift Operator	\$73.68	27%	24%	\$116.13
501: Integrated Waste Mgmt	IWM - Maintenance Ops Supervisor	\$107.65	27%	24%	\$169.67
501: Integrated Waste Mgmt	IWM - Maintenance Svcs Leadworker	\$94.64	27%	24%	\$149.16
501: Integrated Waste Mgmt	IWM - Maintenance Worker	\$78.60	27%	24%	\$123.88
501: Integrated Waste Mgmt	IWM - Management Analyst III	\$109.30	27%	24%	\$172.27
501: Integrated Waste Mgmt	IWM - Management Assistant	\$71.65	27%	24%	\$112.93
501: Integrated Waste Mgmt	IWM - Ops and Environmental Svcs Mgr	\$143.04	27%	24%	\$225.44
501: Integrated Waste Mgmt	IWM - Public Works Director/City Eng	\$218.13	27%	24%	\$343.79
501: Integrated Waste Mgmt	IWM - Recycling Leadwkr -filled as Wkr	\$95.74	27%	24%	\$150.89
501: Integrated Waste Mgmt	IWM - Recycling Maintenance Worker	\$87.46	27%	24%	\$137.84
501: Integrated Waste Mgmt	IWM - Recycling Operations Supv	\$118.53	27%	24%	\$186.82
501: Integrated Waste Mgmt	IWM - Waste Prevention Specialist	\$84.45	27%	24%	\$133.10
101: Police	Police - Community Service Officer	\$92.09	6%	20%	\$117.11
101: Police	Police - Police Captain	\$220.16	6%	20%	\$279.95
101: Police	Police - Police Chief	\$293.86	6%	20%	\$373.67
101: Police	Police - Police Corporal	\$149.37	6%	20%	\$189.94
101: Police	Police - Police Lieutenant	\$242.58	6%	20%	\$308.46
101: Police	Police - Police Officer	\$127.86	6%	20%	\$162.59
101: Police	Police - Police Officer - Det Assign	\$136.40	6%	20%	\$173.45
101: Police	Police - Police Officer - K9	\$143.25	6%	20%	\$182.16
101: Police	Police - Police Officer - Traffic	\$145.67	6%	20%	\$185.24
101: Police	Police - Police Records Specialist	\$73.81	6%	20%	\$93.86
101: Police	Police - Police Records Supervisor	\$112.33	6%	20%	\$142.84
101: Police	Police - Police Sergeant	\$189.84	6%	20%	\$241.40
101: Police	Police - Police Sergeant - Admin	\$208.19	6%	20%	\$264.74
101: Police	Police - Property and Evidence Specialist	\$89.13	6%	20%	\$113.34
101: Police	Police - Public Safety Executive Asst	\$80.67	6%	20%	\$102.58
101: Police	Police - Senior Police Records Specialist	\$76.31	6%	20%	\$97.03
101: Public Works	PW - Associate Engineer	\$118.36	11%	49%	\$194.81
101: Public Works	PW - Engineering Technician	\$81.51	11%	49%	\$134.16
101: Public Works	PW - Management Assistant	\$70.75	11%	49%	\$116.45
101: Public Works	PW - Public Works Director/City Eng	\$218.13	11%	49%	\$359.04
101: Public Works Maintenance	PW Maint - Maintenance Ops Supervisor	\$107.65	41%	0%	\$152.25
101: Public Works Maintenance	PW Maint - Maintenance Svcs Leadworker	\$94.64	41%	0%	\$133.85
101: Public Works Maintenance	PW Maint - Maintenance Worker	\$73.29	41%	0%	\$103.66
101: Public Works Maintenance	PW Maint - Management Analyst III	\$109.30	41%	0%	\$154.59
101: Public Works Maintenance	PW Maint - Public Works Director/City Eng	\$218.13	41%	0%	\$308.50
101: Recreation	Rec - Admin Clerk Specialist	\$73.67	21%	30%	\$115.68
101: Recreation	Rec - Assistant Program Supervisor	\$75.22	21%	30%	\$118.11
101: Recreation	Rec - Childcare Teacher	\$64.72	21%	30%	\$101.63
101: Recreation	Rec - Community Services Coordinator	\$76.08	21%	30%	\$119.46
101: Recreation	Rec - Recreation Director	\$187.66	21%	30%	\$294.67
101: Recreation	Rec - Recreation Supervisor	\$118.52	21%	30%	\$186.11
101: Recreation Custodial	Rec Custodial - Custodial Maintenance Leadworker	\$98.32	24%	0%	\$121.65
101: Recreation Custodial	Rec Custodial - Custodian	\$64.15	24%	0%	\$79.37
101: Recreation Custodial	Rec Custodial - Recreation Supervisor	\$128.15	24%	0%	\$158.56

Part Time/Contract Positions

101: Recreation	Childcare Aide	22.53	21%	30%	35.38
101: Recreation	Childcare Teacher	25.47	21%	30%	40.00
101: Recreation	Community Services Coordinator Temp	37.43	21%	30%	58.78
101: Public Works Maintenance	Maintenance Worker I	28.53	41%	0%	40.36
101: Recreation Custodial	PT Custodian	28.66	24%	0%	35.47
501: Integrated Waste Mgmt	Recycling Operations Worker	29.92	27%	24%	47.16
101: Recreation	Van Driver II	26.73	21%	30%	41.97
101: Police	Police Recruit	33.07	6%	20%	42.05
101: Recreation	Lifeguard I	24.79	21%	30%	38.93

City of El Cerrito - User Fee Study
Fully Burdened Hourly Rate Calculation

Department	Title	S&B Hourly		Fully Burdened	
		Rate	Direct %	Indirect %	Hourly Rate
101: Recreation	Lifeguard II	26.03	21%	30%	40.87
101: Recreation	Recreation Leader I	22.49	21%	30%	35.32
101: Recreation	Recreation Leader II	23.61	21%	30%	37.07
101: Recreation	Recreation Leader III	25.97	21%	30%	40.78
101: Recreation	Recreation Leader IV	63.49	21%	30%	99.70
101: Recreation	Van Driver I	24.22	21%	30%	38.03
101: Recreation	Aquatics Assistant I	20.88	21%	30%	32.79
101: Recreation	Aquatics Assistant II	21.41	21%	30%	33.62
101: Recreation	Aquatics Instructor I	26.73	21%	30%	41.97
101: Recreation	Aquatics Instructor II	28.07	21%	30%	44.08
101: Recreation	Aquatics Instructor III	40.67	21%	30%	63.86
101: Recreation	Facility Attendant	23.61	21%	30%	37.07
101: Recreation	Pool Manager	29.48	21%	30%	46.29
101: Recreation	Senior Lifeguard	24.79	21%	30%	38.93
	City Attorney	442.00			442.00

Citywide Services				
Item No.	Title	Current Fee/Charge	Unit	Full Cost
1	Printing, Reproduction, Documents			
2	Photocopies			
3	Photocopies (11x17 or smaller)	\$0.10	per page	\$0.10
4	Retrieval fee for Campaign Statements older than 5 years	\$5.00	per request	NA \$5.00
5	Photocopies (11x17 or larger)	\$0.25	per page	\$2.05
6	Maps			
7	City Maps (First sheet includes search and restock cost per original searched.)	\$3.37	each	NA \$3.37
8	Special Studies Maps, 11" x 17"	\$5.62	each	NA \$5.62
9	Special Studies Maps, 36" x 54"	\$43.87	each	NA \$43.87
10	Subpoena Duces Tecum			
11	per CA Evidence Code §1563	Based on Code	NA	Based on Code
12	Miscellaneous Services and Charges			
13	Notary, Certification, Legal and Special Services			
14	Notary Services (Set by Calif. Secretary of State)	\$15.00	per signature	NA \$15.00
15	City Clerk Document Certification	\$6.75	each	\$22.95 \$15.00
16	Legal Fees—Recovery of legal costs in lawsuits and other instances when the City could be entitled to reimbursement of legal costs.	actual cost	labor and overhead	NA actual cost
17	Finance Charges			
18	Finance Charge on fees remaining unpaid for a period exceeding 30 days (unless the ordinance establishing the fee provides for a penalty in a different amount)	1.5% per month	unpaid balance	NA 1.5% per month
19	Returned Check Fee	\$26.00	per check	NA First Check \$25/\$35 Additional Check -\$1
20	Duplicate Business License Certificate	\$7.87	per copy	\$15.27 \$7

Citywide Services				
Item No.	Title	Current Fee/Charge	Unit	Full Cost
21	Credit Card Transaction Fee	actual cost	per transaction	NA

Citywide Services

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

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

BUSINESS LICENSE

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

Full Cost	Subsidy %	Proposed Fee	Fee Δ
\$98.02	0%	\$98.00	\$8
\$35.35	1%	\$35.00	\$5
NA	NA	\$4.00	\$0
\$47.35	1%	\$47.00	NA
\$28.76	3%	\$28.00	NA

BUSINESS LICENSE

				FY 2025 CPI-U Rate (Per ECMC 4.32.381)	FY 2026 CPI-U Rate (Per ECMC 4.32.381)
Item	Description	Municipal Code Section	Code	Adopted	Proposed
				FY 2024-25 variance due to rounding	FY 2025-26 Variance due to rounding
				2.90%	2.70%
Business License Residential Rentals (10-000-4052-00-00)					
	Apt. Houses, Duplexes, In-laws & Single Family Units				
	Per Unit	4.32.260	260	133	136
Business License All Others (10-000-4051-00-00)					
	a. Fixed Place of Business (Annual)				
	Employer Only	4.32.230	T23	370	380
	" + 1 employee	4.32.230	T23	370	380
	" + 2 employees	4.32.230	T23	424	435
	" + 3 employees	4.32.230	T23	478	491
	" + 4 employees	4.32.230	T23	532	546
	" + 5 employees	4.32.230	T23	586	602
	" + 6 employees	4.32.230	T23	639	656
	" + 7 employees	4.32.230	T23	694	712
	" + 8 employees	4.32.230	T23	747	767
	" + 9 employees	4.32.230	T23	800	821
	" + 10 employees	4.32.230	T23	855	878
	Each Additional Employee	4.32.231	T23	53	55
	b. Professional Offices (Annual)				
Employer Only	Employer Only	4.32.231	231	450	462
" + 1 employee	" + 1 employee	4.32.231	231	450	462
" + 2 employees	" + 2 employees	4.32.231	231	504	518
" + 3 employees	" + 3 employees	4.32.231	231	557	572
" + 4 employees	" + 4 employees	4.32.231	231	611	628
" + 5 employees	" + 5 employees	4.32.231	231	665	683
" + 6 employees	" + 6 employees	4.32.231	231	719	739
" + 7 employees	" + 7 employees	4.32.231	231	774	795
" + 8 employees	" + 8 employees	4.32.231	231	826	849
" + 9 employees	" + 9 employees	4.32.231	231	881	905
" + 10 employees	" + 10 employees	4.32.231	231	934	959
Each Additional Employee	Each Additional Employee	4.32.231	231	53	55
					-
	c. Contractors & Subcontractors				-
	Quarterly	4.32.240	242	159	164
	Semiannually	4.32.240	241	267	274
	Annually	4.32.240	240	478	491
					-
	d. Home Occupations (Annual)	4.32.245	245	267	274
					-
	e. Casual Business				-
	Quarterly	4.32.246	247	77	79
	Annually	4.32.246	246	314	322
	f. Delivery Vehicles (Per Vehicle)	4.32.251	250	212	218
					-
	g. Fine Arts Teachers (Per Teacher)	4.32.255	255	86	88
					-
	h. Hotels & Motels				-
	Base Fee	4.32.270	270	530	544
	Plus, per Unit Fee	4.32.270	270	23	23

	i. Trailer Courts				
	Base Fee	4.32.280	280	530	544
	Plus, per Unit Fee	4.32.280	280	23	23
	j. Restaurants & Nightclubs	4.32.290	290	1,060	1,089
	k. Public Amusement				
	1. Amusement Rides & Shows				
	First Day	4.32.300	300	212	218
	Each Additional Day	4.32.300	300	107	110
	2. Billiards, Bagatelle, Pool Tables				
	Per Table, in Addition to Other Applicable	4.32.300	301	107	110
	3. Bowling Lanes				
	First Lane	4.32.300	302	562	577
	Each Additional Lane	4.32.300	302	56	57
	4a. Circus (=<4,000 seats)				
	First Day	4.32.300	303	1,592	1,635
	Each Additional Day	4.32.300	303	1,060	1,089
	4b. Carnival & Circus (>4,000 seats)				
	First Day	4.32.300	304	3,181	3,267
	Each Additional Day	4.32.300	304	2,121	2,178
	5. Motion Picture Theater & Plays				
	Quarterly	4.32.300	307	212	218
	Semiannually	4.32.300	306	426	437
	Annually	4.32.300	305	849	872
	6. Public Dance				
	Daily	4.32.300	308	159	164
	Quarterly	4.32.300	309	530	544
	7. Amusement Not Otherwise Defined				
	Educational - Daily	4.32.300	310	159	164
	Educational - Quarterly	4.32.300	311	530	544
	Noneducational - Daily	4.32.300	312	5,300	5,443
	I. Distribution and Circulation of Advertising Matter				
	Quarterly	4.32.310	313	530	544
					-
	m. Amplification Vehicles (Per Day)	4.32.320	320	5,300	5,443
	n. Taxicabs (Per Vehicle)	4.32.330	330	319	327
	o. Auctioneer				
	Daily	4.32.340	340	267	274
	Annually	4.32.340	341	2,121	2,178
	p. Vehicle Parking Lot				
	Per Lot	4.32.345	342	427	438
	Plus per 100 square feet	4.32.345	342	43	44
	q. Pawnbroker and Check Casher	4.32.350	350	1,060	1,089
	r. Patrol Services				
	Employer Only	4.32.355	T35	370	380
	" + 1 employee	4.32.355	T35	370	380

	" + 2 employees	4.32.355	T35	424	435
	" + 3 employees	4.32.355	T35	478	491
	" + 4 employees	4.32.355	T35	532	546
	Each Additional Employee	4.32.355	T35	53	55
	s. Peddler & Solicitors				
	Quarterly	4.32.360	360	530	544
	Annually	4.32.360	361	2,121	2,178
	t. Ice Cream Vendor				
	Quarterly	4.32.365	366	172	176
	Annually	4.32.365	365	518	532
	u. Temporary Sales	4.32.375	375	447	459
	v. Bingo	4.32.300	652	70	72
	Pursuant to California Penal Code Section 326.5(l)1				
	w. Transient/Itinerant Vendor				
	Employer Only	4.32.010	T25	370	380
	" + 1 employee	4.32.010	T25	370	380
	" + 2 employees	4.32.010	T25	424	435
	" + 3 employees	4.32.010	T25	478	491
	" + 4 employees	4.32.010	T25	530	544
	" + 5 employees	4.32.010	T25	586	602
	" + 6 employees	4.32.010	T25	639	656
	" + 7 employees	4.32.010	T25	694	712
	" + 8 employees	4.32.010	T25	747	767
	" + 9 employees	4.32.010	T25	800	821
	" + 10 employees	4.32.010	T25	855	878
	Each Additional Employee	4.32.010	T25	53	55
Business License Gross Receipts (10-000-4053-000)					
	a. Coin-operated vending, amusement & Service Machines, Distributors				
	\$0-1,000	4.32.370	V01	56	57
	\$1,001-5,000	4.32.370	V02	83	85
	\$5,001-15,000	4.32.370	V03	167	171
	>\$15,001 per \$1,000	4.32.370	T04	11	11
	b. Coin-operated vending, amusement & Service Machines, Games of Skill				
	\$0-1,000	4.32.380	G01	56	57
	\$1,001-5,000	4.32.380	G02	83	85
	\$5,001-15,000	4.32.380	G03	167	171
	>\$15,001 per \$1,000	4.32.380	T05	11	11
	Adjustment Per Municipal Code: <u>Feb % Change in CPI-W</u>				
	<u>CPI-W Wage Earners and Clerical Workers</u>				
	2025 Change = 2.7%				

PLANNING

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

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

PLANNING

Item No.	Title	Current Fee/Charge	Unit	Notes
27	Pre-Application Study Session with Planning Commission or Design Review Board	\$4,580.00		staff review and up to two public meetings
28	Pre-Application Review by Staff	\$1,683.00		Multi-department review and written comments
29	General Plan and Zoning Ordinance			
30	General/Specific Plan and/or Amendment	\$22,131.00	each	
31	Zoning Amendment	\$22,131.00	each	
32	Subdivisions and Lot Adjustments			
33	Tentative Parcel Map 1-4 lots	\$8,255.00	each	
34	Tentative Tract Map 5-10 lots	\$13,864.00	each	
35	Tentative Tract Map 11-25 lots	\$16,636.00	each	
36	Tentative Tract Map 26+ lots (base fee for 25 lot map + fee for additional lots over 25)	\$2,539.00	per lot	
37	Final Map 1-4 lots	\$8,547.00	each	
38	Final Map 5+ lots	\$9,718.00	each	
39	Exception to Subdivision Ordinance	\$11,442.00	each	
40	Lot Line Adjustment or Lot Merger	\$8,547.00	each	
41	Certificate of Compliance	\$7,134.00	each	
42	Planned Development			
43	Planned Development	\$45,357.00	each	
44	Development Agreement	\$49,826.00	each	
45	Development Fees			
46	Incentives Program Permit (Staff and Design Review Board review prior to application for Planning Commission action, does not include Use Permit Fee)	\$13,190.00	each	
47	Accessory Dwelling Unit Permit	\$367.00	each	
48	SB 9 Compliance Review for Proposed New Units	\$1,727.00	each	
49	Home Occupation Permit	\$100.00	each	
50	Zoning Clearance (Commercial)	\$645.00	each	
51	Individual Business Sign Permit (as part of Master Sign Program)	\$100.00	each	
52	Preliminary Review of Multi-Story Single Family Construction (RAD)	\$1,727.00	each	
53	Unspecified or Research - hourly	\$256.00	per hour	
54	Rebuild or Interpretation Letter	\$1,014.00	each	
55	Fence Clearance	\$100.00	each	
56	Residential Chicken Clearance	\$100.00	each	
57	Honeybee Keeping Clearance	\$100.00	each	
58	Goat Weed Abatement Permit	\$100.00	each	
59	Unanimous Neighbor Consent Exception for Chickens and Bees	\$49.00	each	
60	Zoning Information Form/Questionnaire	\$49.00	each	
61	Permit Amendment/Time Extension	1/2 of current fee	each	
62	Appeals - by non-applicant resident	\$608.00	each	
63	Appeals - by applicant or non-resident	1/2 of current fee	each	
64	Community Development Director	\$287.00	per hour	
65	Planning Manager	\$220.00	per hour	

Full Cost	Subsidy %	Proposed Fee	Fee Δ
\$5,180.56	0%	\$5,180.00	\$600
\$1,921.19	0%	\$1,921.00	\$238
\$27,817.86	0%	\$27,817.00	\$5,686
\$27,817.86	0%	\$27,817.00	\$5,686
\$10,979.57	0%	\$10,979.00	\$2,724
\$16,592.68	0%	\$16,592.00	\$2,728
\$20,606.76	0%	\$20,606.00	\$3,970
\$942.21	0%	\$942.00	-\$1,597
\$7,665.78	0%	\$7,665.00	-\$882
\$10,409.24	0%	\$10,409.00	\$691
\$6,023.93	0%	\$6,023.00	-\$5,419
\$7,552.34	0%	\$7,552.00	-\$995
\$7,063.70	0%	\$7,063.00	-\$71
\$49,914.39	0%	\$49,914.00	\$4,557
\$56,001.83	0%	\$56,001.00	\$6,175
\$15,892.10	0%	\$15,892.00	\$2,702
\$950.42	0%	\$950.00	\$583
\$2,209.14	0%	\$2,209.00	\$482
\$122.20	0%	\$122.00	\$22
\$724.29	0%	\$724.00	\$79
\$98.67	1%	\$98.00	-\$2
\$1,561.45	0%	\$1,561.00	-\$166
\$237.61	0%	\$237.00	-\$19
\$1,018.70	0%	\$1,018.00	\$4
\$135.87	1%	\$135.00	\$35
\$98.67	1%	\$98.00	-\$2
\$195.81	0%	\$195.00	\$95
\$98.67	1%	\$98.00	-\$2
\$146.47	0%	\$146.00	\$97
\$73.24	0%	\$73.00	\$24
NA	NA	1/2 of current fee	\$0
\$7,745.51	92%	\$608.00	\$0
NA	NA	1/2 of current fee	\$0
\$309.47	0%	\$309.00	\$22
\$258.13	0%	\$258.00	\$38

PLANNING

Item No.	Title	Current Fee/Charge	Unit	Notes
66	Senior Planner	\$200.00	per hour	
67	Associate Planner	\$110.00	per hour	
68	Assistant Planner	\$101.00	per hour	
69	Massage Operator's Permit	\$612.00	each	
70	Massage Operator's Permit Renewal	New	each	
71	Cannabis Operating Permit	As needed to cover the cost of application	Deposit account	
72	Inclusionary Zoning			
73	Inclusionary Zoning In-lieu Fee - 9 or more rental units	\$20.00	per habitable square foot	
74	Inclusionary Zoning In-lieu Fee - 10 or more "for sale" units	\$25.00	per habitable square foot	
75	Inclusionary Zoning In-lieu Fee for combined rental and "for sale" projects	To be determined by City Staff based on square footage of each type	To be determined by City Staff based on square footage of each type.	
76	Inclusionary Monitoring: Rental	\$1,687.00	annually per project	
77	Inclusionary Monitoring: Ownership	\$2,812.00	per project	
78	Inclusionary Housing Agreement	\$787.00	per project	
79	Design Review and Signs			
80	Residential - 1 unit	\$959.00	each	
81	Residential - Minor	\$959.00	each	
82	Residential - 2 - 4 units	\$3,474.00	each	
83	Residential - 5 - 10 units	\$5,763.00	each	
84	Residential - 11+ units	\$8,597.00	each	
85	Nonresidential - 1 - 2,500 s.f.	\$2,127.00	each	
86	Nonresidential - 2,501 - 10,000 s.f.	\$4,244.00	each	
87	Nonresidential - 10,000+ s.f.	\$7,421.00	each	
88	Administrative Design Review	\$2,127.00	each	
89	Permanent signs conforming to sign regulations	\$668.00	each	
90	Temporary signs	\$62.00	each	
91	Sidewalk Sign Permit (only)	\$62.00	each	
92	Variances			
93	Variance - Residential	\$5,468.00	each	
94	Variance - Nonresidential	\$8,247.00	each	
95	Miscellaneous			
96	Notice of Exemption	Cost of filing with agency plus one hour of senior planner time	each	County Clerk Filing Fees
97	Landscape Consultant or Design Consultant	Consultant costs, plus City administrative fee (30% of consultant cost)	each	
98	Document Library and Associated Fees			
99	Electronic Media-CD (of Plans etc.)	\$23.00	each	

Full Cost	Subsidy %	Proposed Fee	Fee Δ
\$197.34	0%	\$197.00	-\$3
\$148.81	1%	\$148.00	\$38
NA	NA	\$101.00	\$0
\$425.88	0%	\$425.00	-\$187
\$74.40	1%	\$74.00	NA
NA	NA	As needed to cover the cost of application	\$0
NA	NA	\$21.00	\$1
NA	NA	\$26.00	\$1
NA	NA	To be determined by City Staff based on square footage of each type	\$0
NA	NA	\$1,733.00	\$0
NA	NA	\$2,888.00	\$0
NA	NA	\$808.00	\$0
\$2,320.53	0%	\$2,320.00	\$1,361
\$1,278.89	0%	\$1,278.00	\$319
\$4,398.23	0%	\$4,398.00	\$924
\$7,683.00	0%	\$7,683.00	\$1,920
\$10,442.26	0%	\$10,442.00	\$1,845
\$3,455.50	0%	\$3,455.00	\$1,328
\$5,186.23	0%	\$5,186.00	\$942
\$9,920.62	0%	\$9,920.00	\$2,499
\$2,294.80	0%	\$2,294.00	\$167
\$704.36	0%	\$704.00	\$36
\$97.14	0%	\$97.00	\$35
\$97.14	0%	\$97.00	\$35
\$5,947.49	0%	\$5,947.00	\$479
\$8,533.09	0%	\$8,533.00	\$286
NA	NA	Cost of filing with agency plus one hour of senior planner time	\$0
NA	NA	Consultant costs, plus City administrative fee (30% of consultant cost)	\$0
\$47.80	2%	\$47.00	\$24

PLANNING

Item No.	Title	Current Fee/Charge	Unit	Notes
100	Laserfiche/Archiving	\$3.00	per page/sheet	
101	Zoning Map	\$17.00	each	
102	General Plan Map	\$17.00	each	
103	Specific Plan	\$246.00	each	
104	Urban Greening Plan	\$161.00	each	
105	Active Transportation Plan	\$161.00	each	
106	General Plan	\$56.00	each	
107	Use Permits			
108	Use Permit Residential - 1 unit	\$2,239.00	each	Projects deemed minor by Development Service Manager
109	Use Permit Residential - 2-4 units	\$3,751.00	each	
110	Use Permit Residential - 5-10 units	\$4,754.00	each	
111	Use Permit Residential - 11+ units	\$5,756.00	each	
112	Administrative Use Permit	\$1,236.00	each	
113	Temporary Use Permit	\$1,124.00	each	
114	Address Assignment Request	\$473.00		

Full Cost	Subsidy %	Proposed Fee	Fee Δ
\$3.00	0%	\$3.00	\$0
\$28.90	3%	\$28.00	\$11
\$28.90	3%	\$28.00	\$11
\$216.90	0%	\$216.00	-\$30
\$132.00	0%	\$132.00	-\$29
\$132.00	0%	\$132.00	-\$29
\$46.00	0%	\$46.00	-\$10
\$3,619.17	0%	\$3,619.00	\$1,380
\$5,495.70	0%	\$5,495.00	\$1,744
\$5,981.05	0%	\$5,981.00	\$1,227
\$6,967.75	0%	\$6,967.00	\$1,211
\$1,292.64	0%	\$1,292.00	\$56
\$1,215.30	0%	\$1,215.00	\$91
\$555.74	0%	\$555.00	\$82

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

BUILDING

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

Full Cost	Subsidy %	Proposed Fee	Fee Δ
\$153.31	0%	\$153.00	\$4
\$291.97	0%	\$291.00	\$31
\$191.66	0%	\$191.00	\$104
\$153.33	0%	\$153.00	\$22
\$153.33	0%	\$153.00	\$7
\$234.73	0%	\$234.00	\$54
\$153.33	0%	\$153.00	\$66
\$153.33	0%	\$153.00	\$22
\$153.33	0%	\$153.00	\$7
\$268.33	0%	\$268.00	\$8
\$153.33	0%	\$153.00	\$22
\$268.33	0%	\$268.00	\$8
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	-\$66
\$115.00	1%	\$114.00	\$27
\$115.00	1%	\$114.00	\$27
\$115.00	1%	\$114.00	\$69
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	\$27
\$153.33	0%	\$153.00	\$22
\$115.00	1%	\$114.00	\$27
\$651.65	0%	\$651.00	\$477
\$191.66	0%	\$191.00	\$60
\$421.66	0%	\$421.00	-\$12
\$268.33	0%	\$268.00	\$8
\$153.33	0%	\$153.00	\$22
\$229.99	0%	\$229.00	NA
\$191.66	0%	\$191.00	NA
\$191.66	0%	\$191.00	-\$23
\$291.97	0%	\$291.00	\$31
\$191.66	0%	\$191.00	\$104
\$115.00	1%	\$114.00	-\$17
\$153.33	0%	\$153.00	\$22
\$191.66	0%	\$191.00	\$17
\$24.53	2%	\$24.00	-\$5
\$115.00	1%	\$114.00	-\$17
\$153.33	0%	\$153.00	\$66

BUILDING

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

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

BUILDING

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

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

BUILDING

Item No.	Title	Current Fee/Charge	Unit	Notes
123	Multiple window, sliding door, solar tube replacements – first 5 with no alterations to framing or exterior wall coverings and all done at the same time	\$480.00		
124	Multiple window, sliding door, solar tube replacements – each additional 5 or fraction thereof above the first 5 with no alterations to framing or exterior wall coverings and all done at the same time	\$87.00		
125	RENTAL HOUSING INSPECTIONS			
126	Rental Housing Inspection: Single Family per unit	\$296.00		
127	Rental Housing Inspection: Multi-family first unit	\$260.00		
128	Rental Housing Inspection: Multi-family additional units after the first	\$148.00		
129	Rental Housing Inspection: Reinspection after the first reinspection	\$89.00		
130	Rental Housing Inspection: cancellation with less than 72-hour notice	50% of fee assessed		
131	Rental Housing Inspection: late payment	10% of fee billed		
132	OTHER MISCELLANEOUS FEES AND ASSESSMENTS			
133	Document imaging of plans, calculations, and other supporting documents	\$3.00	page	
134	Continuing education	\$5.00	permit	
135	Planning plan review when required	20% of combined building inspection and plan review with a		
136	Public Works review when required	20% of combined building inspection and plan review with a		
137	Fire Department plan review when required	See Fire fee schedule		
138	SPA Specific Plan maintenance fee – Construction of new residential units (per unit)	\$206.00	unit	
139	SPA Specific Plan maintenance fee – New non-residential buildings and additions to existing non-residential buildings (per newly created sq.ft.)	\$0.19	sq.ft.	
140	General Plan Update Fee	New	% of Building Permit	
141	MISC BUILDING PERMIT FEES FOR PROJECTS REQUIRING A PLAN REVIEW			
142	MISCELLANEOUS PROJECTS			
143	Standard Hourly Rate	\$199.00		
144	Antenna - residential HAM or CB	\$695.00		
145	Equipment Container/Building (Prefab) / Residential Elevators	\$1,006.00		
146	Free-standing cellular building, antenna, and building site	\$1,409.00		
147	New cellular antenna and supporting equipment added to existing site	\$359.00		
148	Light pole or telephone pole mounted cellular 5G equipment	\$230.00		
149	Awning or Canopy	\$514.00		
150	Commercial Coach (per unit)	\$671.00		
151	Commercial Vapor Recovery Systems	\$653.00		
152	Demolition – whole or partial when exterior walls are removed	\$381.00		
153	Demolition surcharge when PCB mitigation is involved	\$275.00		
154	Flagpole	\$407.00		
155	ACCESSORY STRUCTURES			
156	Accessory Structure/Storage shed – unfinished interior and no MEP	\$645.00		
157	Carport not exceeding 400 sq.ft.	\$732.00		

Full Cost	Subsidy %	Proposed Fee	Fee Δ
\$306.64	0%	\$306.00	-\$174
\$229.98	0%	\$229.00	\$142
\$334.86	0%	\$334.00	\$38
\$267.51	0%	\$267.00	\$7
\$152.86	1%	\$152.00	\$4
\$76.43	1%	\$76.00	-\$13
NA	NA	50% of fee assessed	\$0
NA	NA	10% of fee billed	\$0
\$3.00	0%	\$3.00	\$0
NA	NA	\$5.00	\$0
NA	NA	20% of combined building inspection and plan review with a	\$0
NA	NA	20% of combined building inspection and plan review with a	\$0
NA	NA	See Fire fee schedule	\$0
NA	NA	\$206.00	\$0
NA	NA	\$0.19	\$0
2.4%	0%	2.4%	NA
\$199.04	0%	\$199.00	\$0
\$777.42	0%	\$777.00	\$82
\$892.40	0%	\$892.00	-\$114
\$1,096.35	0%	\$1,096.00	-\$313
\$470.75	0%	\$470.00	\$111
\$191.66	0%	\$191.00	-\$39
\$394.09	0%	\$394.00	-\$120
\$470.76	0%	\$470.00	-\$201
\$624.09	0%	\$624.00	-\$29
\$355.77	0%	\$355.00	-\$26
\$317.43	0%	\$317.00	\$42
\$432.43	0%	\$432.00	\$25
\$700.75	0%	\$700.00	\$55
\$624.09	0%	\$624.00	-\$108

BUILDING

Item No.	Title	Current Fee/Charge	Unit	Notes
158	New Garage (detached or attached) (unfinished inside and only 1 electrical circuit)	\$905.00		

Full Cost	Subsidy %	Proposed Fee	Fee Δ
\$892.42	0%	\$892.00	-\$13

BUILDING

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

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

BUILDING

Item No.	Title	Current Fee/Charge	Unit	Notes
197	Patio room constructed of wood or metal frame not exceeding 300 sq.ft.	\$764.00		
198	Each additional 300 sq.ft. of patio room exceeding the first 300 sq.ft.	\$371.00		
199	ELECTRIC VEHICLE CHARGING			
200	Commercial electric vehicle charging station – one only	\$625.00		
201	Each Commercial EV charging station when 2 to 4 are installed at the same site	\$316.00		
202	Each Commercial EV charging station when 5 or more installed at the same site	\$210.00		
203	FENCES			
204	Fences or free-standing non-masonry walls 7 to 10 ft. high and not exceeding 100 linear feet	\$445.00		
205	Each additional 100 lin. ft. of 6 to 10 feet high non-masonry fences or free-standing walls exceeding the first 100 lin. ft.	\$139.00		
206	Fences or free-standing masonry walls less than 10 feet high and not exceeding 100 linear feet	\$905.00		
207	Each additional 100 lin. ft. of less than 10 feet high masonry free-standing fences or walls exceeding the first 100 lin. ft.	\$166.00		
208	RETAINING WALLS			
209	Retaining Wall: Standard Design Non-Engineered not exceeding 50 linear feet	\$586.00		
210	Each additional 50 l.f. non-engineered retaining wall exceeding 50 l.f.	\$144.00		
211	Retaining Wall: Engineered 3'-10" High not exceeding 50 linear feet	\$991.00		
212	Each additional 50 l.f. eng. 3'-10" high retaining wall exceeding 50 l.f.	\$199.00		
213	Retaining Wall: Engineered over 10' High retaining wall not exceeding 50 l.f.	\$1,271.00		
214	Each additional 50 l.f. eng. over 10' high retaining wall exceeding 50 l.f.	\$279.00		
215	ROOFS			
216	Roof structure replacement not exceeding 100 sq.ft.	\$476.00		
217	Each additional 100 sq.ft. roof structure replacement exceeding 100 sq.ft.	\$108.00		
218	SEISMIC IMPROVEMENT			
219	Engineered or non-engineered seismic retrofit/structural strengthening	\$616.00		
220	Engineered or non-engineered seismic retrofit/structural strengthening when using Planset A or conforming to Existing Building Code appendix chapter A3	\$308.00		
221	SIGNS			
222	Structural Signs such as monument or large signs attached to a building, etc.	\$616.00		
223	Non-structural signs such as individual lettering attached to building, etc.	\$407.00		
224	Additional fee for each illuminated sign	\$86.00		
225	SOLAR ENERGY & BATTERY STORAGE			
226	Solar Photovoltaic up to 15 kW	\$450.00		
227	Solar PV each 15KW or fraction thereof over 15 kW, Plus \$15 per kW for each kW over 15 kW	\$276.00		
228	Solar Thermal (solar water heating) up to 30 kWth	\$331.00		
229	Solar Thermal each 30kWth or fraction thereof over first 30 kWth	\$165.00		
230	Residential battery storage systems	\$287.00		
231	STORAGE RACKS			
232	Storage Racks: 0'-5' high not exceeding 100 l.f.	\$407.00		
233	Storage Racks: Greater than 5 feet and up to 8 feet high not exceeding 100 l.f.	\$476.00		
234	Storage Racks: Greater than 8 feet high and not exceeding 100 l.f.	\$586.00		
235	Each additional 100 l.f. of storage regardless of height	\$144.00		
236	SWIMMING POOLS, SPAS, HOT TUBS, SAUNAS			
237	Prefabricated Spa or Hot Tub	\$411.00		
238	Sauna or Steam Room added to existing or new/addition construction	\$552.00		
239	Swimming Pool - Residential	\$732.00		
240	Swimming Pool – Commercial not exceeding 800 sq. ft.	\$1,566.00		
241	Each additional 100 sq. ft. commercial pool exceeding 800 sq. ft.	\$180.00		

Full Cost	Subsidy %	Proposed Fee	Fee Δ
\$767.59	0%	\$767.00	\$3
\$191.66	0%	\$191.00	-\$180
\$575.94	0%	\$575.00	-\$50
\$498.32	0%	\$498.00	\$182
\$574.99	0%	\$574.00	\$364
\$422.61	0%	\$422.00	-\$23
\$115.00	1%	\$114.00	-\$25
\$882.59	0%	\$882.00	-\$23
\$191.66	0%	\$191.00	\$25
\$460.93	0%	\$460.00	-\$126
\$115.00	1%	\$114.00	-\$30
\$690.93	0%	\$690.00	-\$301
\$115.00	1%	\$114.00	-\$85
\$844.26	0%	\$844.00	-\$427
\$153.33	0%	\$153.00	-\$126
\$422.61	0%	\$422.00	-\$54
\$115.00	1%	\$114.00	\$6
\$652.60	0%	\$652.00	\$36
\$499.27	0%	\$499.00	\$191
\$652.60	0%	\$652.00	\$36
\$422.61	0%	\$422.00	\$15
\$115.00	1%	\$114.00	\$28
NA	NA	\$450.00	\$0
NA	NA	\$276.00	\$0
\$344.98	4%	\$331.00	\$0
\$191.65	14%	\$165.00	\$0
NA	NA	\$287.00	\$0
\$422.61	0%	\$422.00	\$15
\$422.61	0%	\$422.00	-\$54
\$499.27	0%	\$499.00	-\$87
\$115.00	1%	\$114.00	-\$30
\$345.94	0%	\$345.00	-\$66
\$575.94	0%	\$575.00	\$23
\$729.26	0%	\$729.00	-\$3
\$1,419.25	0%	\$1,419.00	-\$147
\$191.66	0%	\$191.00	\$11

BUILDING

Item No.	Title	Current Fee/Charge	Unit	Notes
242	TENANT IMPROVEMENTS			
243	Office tenant improvements – minimum for T.I. not exceeding 500 sq. ft.	\$2,010.00		
244	Each additional 100 sq. ft. or fraction thereof office T.I. exceeding 500 sq.ft.	\$175.00		
245	Retail tenant improvements – minimum for T. I. not exceeding 500 sq. ft.	\$2,169.00		
246	Each additional 100 sq.ft. or fraction thereof retail T.I. exceeding 500 sq.ft. and not exceeding 25,000 sq. ft.	\$127.00		
247	Each additional 100 sq.ft. or fraction thereof retail T.I. exceeding 25,000 sq.ft.	\$61.00		
248	Restaurant tenant improvement – minimum for T.I. not exceeding 750 sq.ft.	\$2,751.00		
249	Each additional 100 sq.ft. or fraction thereof restaurant T.I. exceeding 750 sq.ft.	\$224.00		
250	WINDOWS, SKYLIGHTS, DOORS			
251	New door cut into an existing wall	\$357.00		
252	First replacement window or sliding glass door -structural with exterior surface break-out and/or frame modification	\$356.00		
253	Each additional replacement structural window or sliding glass door when work is performed at the same time as the first	\$70.00		
254	Skylights: New or replacement not exceeding 10 sq.ft.	\$264.00		
255	Skylights: New or replacement and/or structural exceeding 10 sq.ft.	\$340.00		
256	ADDITIONAL FEES - OTHER MANDATED BUILDING PERMITS			
257	Construction Tax, ECMC 4.36.010 for new construction and additions	1/2 or 1% of permit value	% of total permit fee	SMIP, CBSC, and STMP Fees are collected by, but not set by the City
258	Art in Public Places, ECMC 13.50 for projects \$250,000 or more	1% of project cost		
259	Calif. Strong Motion Instrumentation Program			
260	Category 1 Construction (1 to 3 Story Residential)	const. value x .00013	(.50 minimum)	
261	Category 2 (OVER 3 story Residential and ALL Commercial)	const. value x .00028	(.50 minimum)	
262	Calif. Building Standards Commission			
263	\$1 - \$25,000 Permit Valuation	\$1.00		
264	\$25,001 - \$50,000	\$2.00		
265	\$50,001 - \$75,000	\$3.00		
266	\$75,001 - \$100,000	\$4.00		
267	Every \$25,000 or fraction above \$100,000	Add \$1		
268	West Contra Costa Transportation Advisory Committee, Subregional Transportation Mitigation Program (STMP)**			
269	single family residential	\$6,964.00	per dwelling unit	
270	multi-family residential	\$3,431.00	per dwelling unit	
271	senior housing	\$1,881.00	per dwelling unit	
272	Hotel	\$4,457.00	per room	
273	Retail	\$8.44	per square foot	
274	Office	\$11.17	per square foot	
275	industrial	\$7.12	per square foot	
276	storage facility	\$0.98	per square foot	

Full Cost	Subsidy %	Proposed Fee	Fee Δ
\$1,817.17	0%	\$1,817.00	-\$193
\$178.82	0%	\$178.00	\$3
\$1,817.17	0%	\$1,817.00	-\$352
\$140.49	0%	\$140.00	\$13
\$45.71	2%	\$45.00	-\$16
\$2,277.16	0%	\$2,277.00	-\$474
\$198.76	0%	\$198.00	-\$26
\$383.31	0%	\$383.00	\$26
\$383.31	0%	\$383.00	\$27
\$130.32	0%	\$130.00	\$60
\$384.27	0%	\$384.00	\$120
\$422.61	0%	\$422.00	\$82
NA	NA	1/2 or 1% of permit value	\$0
NA	NA	1% of project cost	\$0
NA	NA	const. value x .00013	\$0
NA	NA	const. value x .00028	\$0
NA	NA	\$1.00	\$0
NA	NA	\$2.00	\$0
NA	NA	\$3.00	\$0
NA	NA	\$4.00	\$0
NA	NA	Add \$1	\$0
		UPDATED FEES FOR FY2025-2026	
NA	NA	\$6,908.00	-\$56
NA	NA	\$3,404.00	-\$27
NA	NA	\$1,866.00	-\$15
NA	NA	\$4,421.00	-\$36
NA	NA	\$8.37	\$0
NA	NA	\$11.08	\$0
NA	NA	\$7.06	\$0
NA	NA	\$0.97	\$0

BUILDING

Item No.	Title	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Proposed Fee	Fee Δ
277	Other* (as determined by Public Works)	\$9,411.00	per AM peak hour trip	Notes: *Applies to development projects that do not clearly conform to one of the defined residential or nonresidential categories and is likely to be applicable only in exceptional cases. In such cases, consult the STMP Administrative Guidelines.	NA	NA	\$9,336.00	-\$75
278	**STMP & TIF are increased yearly based on the San Francisco region February ENR Construction Cost Index (SFCCI) increase as compared to the prior February rate. Accessory Dwelling Units (ADU) are not required to pay STMP & TIF fees.							
279	Transportation Impact Fee (TIF)							
280	RESIDENTIAL							
281	Single Family	\$4,172.00	per dwelling unit		NA	NA	\$4,172.00	\$0
282	Multi-Family	\$2,920.30	per dwelling unit		NA	NA	\$2,920.30	\$0
283	NONRESIDENTIAL							
284	Commercial	\$5.62	per square foot		NA	NA	\$5.62	\$0
285	Hotel/Motel	\$4.59	per square foot		NA	NA	\$4.59	\$0
286	Office	\$4.84	per square foot		NA	NA	\$4.84	\$0
287	Industrial	\$3.05	per square foot		NA	NA	\$3.05	\$0
288	Other*	to be determined		Note: * Applies to development projects that do not clearly conform to one of the defined residential or nonresidential categories and is likely to be applicable only in exceptional cases. In such cases, consult the Transportation Impact Fee Administrative Guidelines.	NA	NA	to be determined	\$0
289	Penalty: Violations for Construction and Debris:							
290	First Violation	New			NA	NA	\$100.00	NA
291	Second Violation	New			NA	NA	\$500.00	NA
292	Third Violation	New			NA	NA	\$1,000.00	NA

NEW CONSTRUCTION AND OTHER FEES BASED ON VALUATION

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

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

Percent Change = 3%
Cost Recovery Level = 100%

BUILDING VALUATION TABLE DATA

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

Occupancy/Type	per/sqft	FY 2025-26		Occupancy/Type	per/sqft	FY 2025-26		Occupancy/Type	per/sqft	FY 2025-26		Occupancy/Type	per/sqft	FY 2025-26	
		Incr/Decr				Incr/Decr				Incr/Decr				Incr/Decr	
Apartments (R-2 OCC)		3.3%	New per/sqft	Dwellings R-3 OCC)		3.3%	New per/sqft	Libraries (A-3 OCC)		3.3%	New per/sqft	Restaurants (A-2, B OCC)		3.3%	New per/sqft
Type I-A or II-A*	279.85	9.32	289.17	Type V-B - Wood Frame	236.44	7.87	244.32	Type I-A or II-A	298.12	9.93	308.04	Type III-A	250.15	8.33	258.48
Type V-A Masonry (or Type III)	227.31	7.57	234.88	Type V-B - Wood Frame (Engrd)	260.43	8.67	269.10	Type II-A	218.16	7.26	225.43	Type III -B	241.01	8.03	249.03
Type V-B - Wood Frame	210.17	7.00	217.17	Type V-B - Masonry	247.87	8.25	256.12	Type II -B	207.89	6.92	214.81	Type V-A	228.44	7.61	236.05
Type I Basement Garage	95.95	3.20	99.15	Basements	0.00	0.00	0.00	Type III-A	230.73	7.68	238.42	Type V-B	219.31	7.30	226.61
Type V-A	229.58	7.65	237.23	Semi Finished	59.40	1.98	61.38	Type III -B	219.31	7.30	226.61				
				Unfinished	45.69	1.52	47.21	Type V-A	217.02	7.23	224.25				
								Type V-B	207.89	6.92	214.81				
Auditoriums (A-3 OCC)		3.3%	New per/sqft	FIRE STATIONS (Essential Services)		3.3%	New per/sqft	MEDICAL OFFICES (B OCC)		3.3%	New per/sqft	SCHOOLS (E OCC)		3.3%	New per/sqft
Type I or II-A	268.42676	8.94	277.37	Type I-A or II-A	293.55	9.78	303.33	Type I-A or II-A*	306.12	10.19	316.31	Type I-A & B	285.56	9.51	295.07
Type II-B	194.17316	6.47	200.64	Type II -B	181.62	6.05	187.67	Type IIA	236.44	7.87	244.32	Type II-A	194.17	6.47	200.64
Type III - A	204.15615	6.80	210.95	Type III-A	211.31	7.04	218.35	Type II -B	225.02	7.49	232.51	Type III-A	207.88	6.92	214.80
Type III - B	164.04889	5.46	169.51	Type III -B	202.18	6.73	208.91	Type III-A	255.86	8.52	264.38	Type III -B	199.88	6.66	206.54
Type V-A	195.30759	6.50	201.81	Type V-A	197.60	6.58	204.18	Type III -B	238.73	7.95	246.68	Type V-A	195.31	6.50	201.82
Type V-B	182.75667	6.09	188.84	Type V-B	187.33	6.24	193.57	Type V-A	230.73	7.68	238.41	Type V-B	186.17	6.20	192.37
								Type V-B	222.73	7.42	230.15				
Banks (B OCC)		3.3%	New per/sqft	Care Facilities (R-4, R-2, R-3.1 OCC)		3.3%	New per/sqft	Offices (B OCC)**		3.3%	New per/sqft	Service Stations (Special OCC)		3.3%	New per/sqft
Type I-A or II-A*	379.25	12.63	391.88	Type I-A or II-A	266.14	8.862	275.00	Type I-A or II-A*	274.40	9.14	283.54	Type II -B	172.47	5.74	178.21
Type II-A	279.98	9.32	289.30	Type II-A	266.14	8.862	275.00	Type II-A	182.93	6.09	189.03	Type III-A	179.33	5.97	185.30
Type II - B	271.06	9.03	280.08	Type II -B	206.74	6.885	213.63	Type II -B	175.13	5.83	180.96	Type V-A	153.06	5.10	158.16
Type III - A	308.40	10.27	318.67	Type III -A	225.02	7.493	232.51	Type III -A	198.55	6.61	205.16	Canopies	71.96	2.40	74.35
Type III - B	298.12	9.93	308.05	Type III -B	215.88	7.189	223.07	Type III -B	189.63	6.31	195.94				
Type V-A	279.84	9.32	289.16	Type V-A	217.02	7.227	224.25	Type V-A	185.17	6.17	191.33				
Type V-B	267.28	8.90	276.18	Type V-B	210.17	6.999	217.17	Type V-B	175.13	5.83	180.96				
								Type V-B	175.13	5.83	180.96				
Bowling Alleys (A-3 OCC)		3.3%	New per/sqft	HOTELS AND MOTELS (R-1 OCC)		3.3%	New per/sqft	PRIVATE GARAGES (U OCC)		3.3%	New per/sqft	STORES (M OCC)		3.3%	New per/sqft
Type II-A	130.21811	4.34	134.55	Type I-A or II-A	249.31	8.30	257.62	Type V-B - Wood Frame	59.40	1.98	61.38	Type I-A or II-A*	211.31	7.04	218.35
Type II - B	122.2203	4.07	126.29	Type III-A	215.26	7.17	222.43	Type V-B - Masonry:	64.50	2.15	66.65	Type II-A	129.07	4.30	133.37
Type III - A	142.77812	4.75	147.53	Type III -B	213.60	7.11	220.71	Carport	35.40	1.18	36.58	Type II -B	126.79	4.22	131.01
Type III - B	132.49364	4.41	136.91	Type V-A	195.32	6.50	201.82					Type III -A	157.62	5.25	162.87
Type V-A	95.95136	3.20	99.15	Type V-B	191.89	6.39	198.28					Type III -B	147.35	4.91	152.25
												Type V-A	132.50	4.41	136.92
												Type V-B	122.22	4.07	126.29
Churches (A-3 OCC)		3.3%	New per/sqft	INDUSTRIAL, FACTORIES (F-1, F-2 OCC)		3.3%	New per/sqft	PUBLIC BUILDINGS (A-3, B OCC)		3.3%	New per/sqft	THEATERS (A-1 OCC)		3.3%	New per/sqft
Type I-A or II-A	254.71	8.48	263.20	Type I-A or II-A	146.20	4.87	151.07	Type I-A or II-A*	316.00	10.52	326.52	Type I-A or II-A	280.98	9.36	290.34
Type II-A	190.75	6.35	197.11	Type II -B	93.66	3.12	96.78	Type II-A	255.54	8.51	264.05	Type III-A	204.46	6.81	211.27
Type II - B	182.63	6.08	188.71	Type III -A	111.94	3.73	115.66	Type II -B	244.13	8.13	252.26	Type III -B	195.23	6.50	201.73
Type III - A	207.89	6.92	214.81	Type III -B	105.09	3.50	108.59	Type III -A	265.80	8.85	274.65	Type V-A	193.04	6.43	199.47
Type III - B	198.75	6.62	205.37	Tilt-Up	76.53	2.55	79.08	Type III -B	256.68	8.55	265.22	Type V-B	182.76	6.09	188.84
Type V-A	194.18	6.47	200.64	Type V-A	105.09	3.50	108.59	Type V-A	242.99	8.09	251.08				
Type V-B	182.76	6.09	188.84	Type V-B	95.95	3.20	99.15	Type V-B	235.00	7.83	242.82				

BUILDING VALUATION TABLE DATA

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

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

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

** Deduct 20 percent for shell only buildings

*** Deduct 11 percent for mini-warehouses

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

PUBLIC WORKS

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

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

PUBLIC WORKS

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

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

PUBLIC WORKS

Item No.	Title	Current Fee/Charge	Unit
59	49<pci<25	3.3 pts/year	
60	24<pci<0	3.6 pts/year	
61	Parking Controls		
62	Appeal of No Parking/Stopping Anytime Zones	\$632.00	each
63	Red curb marking next to residential driveway (Subject to City Engineer approval of Resident Request)	\$429.00	each
64	Temporary No Parking/Stopping Anytime Signs (Encroachment Permit Issuance Fee also applies)	\$8.00	each
65	Temporary Barricades		
66	Pick-up/drop-off by City crew	\$152.00	per pick-up/drop-off
67	Replacement	\$117.00	per barricade
68	Street Tree Permits		
69	Street Tree Planting by Property Owner (Includes planting permit, site approval, and planting inspection)	\$59.00	per 1-3 trees
70	Street Tree Maintenance Bond - Required three-year refundable maintenance bond for when property owner plants new Street Trees to cover Staff time needed to rehabilitate or remove a tree that has not been properly maintained.	\$112.00	per tree, refundable after 3- year health verification
71	New Street Tree Planting and Related Work by City (Includes permit, one 15-gallon tree, planted, staked, and mulched, and comes with watering bag. Requires signed City Tree Care Agreement)	\$354.00	per tree
72	Concrete Removal for Tree Well	\$219.00	per 16 s. f.
73	Concrete Removal for Tree Well (per s.f. after first 16 s.f. removal)	\$14.00	per s.f.
74	Maintenance to Establish New Tree - Three-year maintenance fee when City is establishing new tree without a City Tree Care Agreement, usually in case of mitigation for street tree removal and planting in a different location that the responsible property owner is not able to maintain.	\$917.00	per tree

Full Cost	Subsidy %	Proposed Fee	Fee Δ
NA	NA	3.3 pts/year	\$0
NA	NA	3.6 pts/year	\$0
\$1,115.71	0%	\$1,115.00	\$483
\$515.00	0%	\$515.00	\$86
\$8.00	0%	\$8.00	\$0
\$179.78	0%	\$179.00	\$27
\$100.00	0%	\$100.00	-\$17
\$533.37	0%	\$533.00	\$474
\$177.79	0%	\$177.00	\$65
\$1,306.96	0%	\$1,306.00	\$952
\$655.58	0%	\$655.00	\$436
\$25.00	0%	\$25.00	\$11
\$1,266.96	0%	\$1,266.00	\$349

PUBLIC WORKS

Item No.	Title	Current Fee/Charge	Unit
75	Vegetation removal by City	\$75.00	per 24 sq ft or less
76	Street Tree Replacement by City (replace existing street tree with a suitable street tree subject to City approval)	New	minimum
77	Permit for Street Tree Pruning or Removal by Property Owner or Utility Company (includes inspection by Program Manager)	\$236.00	minimum
78	Bond for Street Tree Pruning, Protection, or Removal by Property Owner or Utility Company	\$286.00	minimum
79	Violation for Unauthorized Street Tree Pruning, Mutilation or Removal (i.e., work without a Permit)		
80	0-5.99 inch	\$520.00	Tree Diameter @ 4.5 feet
81	6.0-11.99 inch	\$780.00	Tree Diameter @ 4.5 feet
82	12.0-17.99 inch	\$1,040.00	Tree Diameter @ 4.5 feet
83	18.0-23.99 inch	\$1,560.00	Tree Diameter @ 4.5 feet
84	24 inch and greater	\$2,080.00	Tree Diameter @ 4.5 feet
85	Erosion and Clean Water		
86	Stormwater Pollution Prevention Construction Permit: C.6 Inspections (Permits for construction projects that require Stormwater Pollution Prevention, includes monthly inspection)		
87	Less than 1-acre hillside site, requiring an erosion and sediment control plan	\$368.00	
88	More than an acre, requiring an erosion and sediment control plan	\$736.00	
89	Re- Inspections (Due to Fail in maintaining BMP's)	\$183.00	
90	C.3 Fees for projects which create or replace more than 10,000 square feet of impervious surface		
91	Stormwater Control Plan Review/Approval (Collected by Planning Dept at initial submittal)	\$587.00	each
92	Operations & Maintenance Plan Review/Approval (O&M Plan to include Maintenance Agreement and description of annual inspection fees) (Collected by Building Dept at plan check submittal)	\$0.05	per square feet of impervious surface
93	Annual Inspection Fee-Collected by Public Works Department as described in Maintenance Agreement (Includes max of one field inspection. Additional re-inspection will be charged additional inspection fee)	\$481.00	up to 25,000 sf

Full Cost	Subsidy %	Proposed Fee	Fee Δ
\$775.02	0%	\$775.00	\$700
\$773.58	0%	\$773.00	NA
\$355.58	0%	\$355.00	\$119
NA	NA	\$294.58	\$9
NA	NA	\$535.60	\$16
NA	NA	\$803.40	\$23
NA	NA	\$1,071.20	\$31
NA	NA	\$1,606.80	\$47
NA	NA	\$2,142.40	\$62
\$484.60	0%	\$484.00	\$116
\$850.32	0%	\$850.00	\$114
\$493.45	0%	\$493.00	\$310
\$718.59	0%	\$718.00	\$131
\$582.00	0%	\$582.00	\$582
\$696.02	0%	\$696.00	\$215

PUBLIC WORKS

Item No.	Title	Current Fee/Charge	Unit
94	Annual Inspection Fee-Collected by Public Works Department as described in Maintenance Agreement	\$962.00	more than 25,000 sf
95	Miscellaneous		
96	Illicit Discharge Response / Hazardous Materials Spill Clean-Up - costs to include supervision, reporting, overhead, equipment, hourly wages and fringe benefits of the employees involved	\$1,417.00	per response, per day
97	Public Works Hourly Rates (for other Services Not Specified)		Note: Hourly rates are based on the City's Cost Allocation Study. The Public Works Director may determine a permit application to be unusually complex or time consuming and use consultants for review and inspection. Charges for consultants will equal actual contract costs plus 30% administrative charge
98	Public Works Director	\$339.00	hourly
99	Management Assistant	\$120.00	hourly
100	Engineering Manager/Senior Engineer	\$254.00	hourly
101	Operations + Environmental Services Division Manager	\$243.00	hourly
102	Programs Manager/Analyst	\$236.00	hourly
103	Associate Engineer	\$198.00	hourly
104	Operations Supervisor	\$236.00	hourly
105	Technician/Inspector	\$183.00	hourly
106	Maintenance Worker / Recycling Maintenance Worker	\$152.00	hourly
107	Admin Clerk Specialist	\$100.00	hourly
108	Environmental Specialist	\$156.00	hourly
109	Bid Protest Fee	\$608.00	
110	Recycling + Environmental Services		
111	Construction Waste Management Plan Review Fee	\$250.10	per plan review, inclusive of pre plan and post report
112	Solid Waste Collection and Disposal Subscription Exemption Application Fee	\$312.00	per application
113	Recycling + Environmental Resource Center Tour Fee	\$156.00	per tour, excluding free monthly tours
114	Citywide Garage Sale Listing	\$25.00	per registration
115	Solid Waste Event Stands Rental (set of three - Recycling, Compost, and Garbage)	\$57.00	per event

Full Cost	Subsidy %	Proposed Fee	Fee Δ
\$1,159.14	0%	\$1,159.00	\$197
\$1,910.97	0%	\$1,910.00	\$493
\$359.04	0%	\$359.00	\$20
\$116.45	0%	\$116.00	-\$4
NA	NA	\$261.62	\$8
\$225.44	0%	\$225.00	-\$18
\$166.19	0%	\$166.00	-\$70
\$194.81	0%	\$194.00	-\$4
\$152.25	0%	\$152.00	-\$84
\$134.16	0%	\$134.00	-\$49
\$103.66	1%	\$103.00	-\$49
\$99.15	0%	\$99.00	-\$1
\$133.10	0%	\$133.00	-\$23
\$1,340.59	0%	\$1,340.00	\$732
\$363.82	0%	\$363.00	\$113
\$665.50	0%	\$665.00	\$353
\$99.15	0%	\$99.00	-\$57
\$66.55	61%	\$25.75	\$1
\$225.44	0%	\$225.00	\$168

PUBLIC WORKS

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

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

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

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

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

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

FIRE

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

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

FIRE

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

Full Cost	Subsidy %	Proposed Fee	Fee Δ
\$609.81	0%	\$609.00	\$172
\$304.91	0%	\$304.00	\$168
\$415.19	0%	\$415.00	\$60
\$276.80	29%	\$195.50	\$59
NA	NA	\$491.05	\$0
\$231.26	0%	\$231.00	-\$260
\$914.72	0%	\$914.00	\$477
\$304.91	0%	\$304.00	\$86
\$553.59	0%	\$553.00	\$198
\$276.80	29%	\$195.50	\$59
\$914.72	0%	\$914.00	\$259
\$304.91	0%	\$304.00	\$86
\$830.39	0%	\$830.00	\$257
\$276.80	0%	\$276.00	\$65
\$231.26	0%	\$231.00	\$95
\$346.89	0%	\$346.00	-\$418
\$231.26	0%	\$231.00	\$95
\$346.89	0%	\$346.00	-\$145
\$462.52	0%	\$462.00	\$251
\$914.72	0%	\$914.00	\$423
\$138.40	100%	N/A	\$0
\$276.80	29%	\$195.50	\$59
NA	NA	Actual Cost + 10%	\$0
NA	NA	Actual Cost + 10%	\$0
NA	NA	\$59.49	\$0
NA	NA	\$59.49	\$0
NA	NA	\$70.30	\$0
NA	NA	\$70.30	\$0
NA	NA	N/A	\$0
NA	NA	\$300.00	NA

FIRE

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

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

POLICE

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Services & Fees			
2	Fingerprinting, Solicitor or other (plus Department of Justice Fees*)	\$51.00	per set	
3	Citation Sign-offs—Resident	\$0.00	per citation	
4	Citation Sign-offs—Non-Resident	\$26.00	per citation	
5	VIN Verification	\$53.04	per verification	
6	Alcohol Beverage Control One Day License	\$53.04	per letter	
7	False Alarm Response (1st incident)	\$0.00	each	
8	False Alarm Response (2nd through 5th incident)	\$95.68	each	
9	False Alarm Response (6th and subsequent incidents)	\$205.92	each	
10	Non-permitted Alarms	\$137.28	each	
11	Vehicle Removal/Vehicle Release Fee [Towed vehicles abandoned or stored on a public street and vehicles towed pursuant to 14602.6; 14607.6; 22651(b),(d), (e), or (h) through (r); 22651.3, 22651.5, 22651.5 (a); 22652.5;22658; 22660; or 22669 of the California Vehicle Code]	\$171.60	per release	
12	DUI Cost Recovery Fee* (\$1,000 maximum)	Actual cost to max	per 30 min increments	
13	Firearm Storage Fee	\$27.04	initial	
14	Firearm Storage Fee	\$1.04	per day	
15	Weapons Seizure, Storage & Return	\$214.24	each	
16	Reports, Photocopies & Records			
17	Clearance Letter	\$27.04	each	
18	Report Copy	\$7.28		
19	Traffic Collision Report Copy	\$7.28	per report	
20	Police Photographs, audio tapes & videotapes & CDs	\$37.44	actual cost + fee	
21	Permits			
22	Concealed Weapons Permit (plus Department of Justice Fees*)	\$410.00	each	Determined by State
23	Peddler/Solicitor Permit	\$448.24	each	

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

POLICE

Item No.	Title	Current Fee/Charge	Unit	Notes
24	Permit to Sell Firearms—Initial Permit	\$391.04	each	
25	Permit to Sell Firearms—Annual Renewal	\$192.40	each	
26	Second-Hand Dealer's Permit	\$551.20	each	

Full Cost	Subsidy %	Proposed Fee	Fee Δ
\$453.17	12%	\$400.00	\$9
\$221.82	10%	\$200.00	\$8
\$298.94	0%	\$298.00	-\$253

POLICE

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

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

POLICE

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

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

RECREATION

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

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

RECREATION

Item No.	Title	Current Fee/Charge	Unit	Notes
36	Alcohol Service Permit	\$58.00	per event	
37	Art Studio Instructor	\$49.00	per hour	
38	Facility & Rental Related Fees & Discounts			
39	Transfer Fee - Rooms and Clubhouses	\$60.00	per date	
40	Transfer Fee - Picnics	\$25.00	per date	
41	Late Payment Fee	15%	percent	
42	City Co-Sponsored Rental Fee Discount	40%	percent	
43	Non-Profit Rental Fee Discount	20%	percent	
44	Governmental Agency/School District Rentals (unless specified in separate agreements)	Additional Direct Costs (if needed)	per event	
45	Business Hours Facility Rental Discount (Mon. - Thurs. 8:30am - 4:30pm, no holidays)	15%	per hour	
46	Chair Rental—Non-Profit/Co-Sponsored	\$6.00	each	
47	Table Rental—Non-Profit/Co-Sponsored	\$9.00	each	
48	Restroom Key (purchase or refundable deposit)	\$25.00	per key	
49	Storage Fee - Co-Sponsored Groups Only			
50	Small Locker	\$412.00	per year	
51	Medium Locker	\$487.00	per year	
52	Large Locker	\$655.00	per year	
53	Room/Small Clubhouse	\$1,200.00	per year	
54	Recreation Sports Venue Rentals and Fees			
55	Raquet Courts (min. 1 hour rental)			
56	Tennis Resident	\$10.50	per hour	
57	Pickleball Resident	\$8.00	per hour	
58	Co-Sponsored	\$7.25	per hour	
59	Instruction Use	\$19.00	per hour	
60	City Co-Sponsored Group Team Captain Permit Fee	\$32.00	per season	
61	Tennis Transfer/Cancellation Fee	\$1.00	per hour	
62	Private Instructor Processing Fee (Tennis Certification and Insurance Required)	\$34.00	per year	
63	Light Surcharge (Cerrito Vista)	\$4.25	per hour	
64	Play Fields			
65	Resident	\$34.00	per hour	
66	Cerrito Vista Hardball Field (2 hr. minimum)—Resident	\$46.00	per hour	
67	El Cerrito Co-Sponsored Youth Group	\$15.00	per hour	
68	Fine for violation of field policies and/or damaging fields when wet and or not playable or signs are posted.	\$394.00	per infraction	
69	Swim Center Programs/Fees * Effective September 1			
70	Adult Swim Fees			
71	Lap Swim/Recreation/Family Swim			
72	30 Day Pass - Resident	\$96.00	valid 30 days	
73	15-Swim Pass—Resident	\$96.00	per pass	

Full Cost	Subsidy %	Proposed Fee	Fee Δ
\$57.84	1%	\$57.00	-\$1
NA	NA	\$51.00	\$2
NA	NA	\$63.00	\$3
NA	NA	\$26.00	\$1
NA	NA	15%	\$0
NA	NA	40%	\$0
NA	NA	20%	\$0
NA	NA	Additional Direct Costs (if needed)	\$0
NA	NA	15%	\$0
NA	NA	\$7.00	\$1
NA	NA	\$10.00	\$1
NA	NA	\$26.00	\$1
NA	NA	\$429.00	\$17
NA	NA	\$507.00	\$20
NA	NA	\$682.00	\$27
NA	NA	\$1,248.00	\$48
NA	NA	\$11.00	\$0.50
NA	NA	\$8.00	\$0
NA	NA	\$7.50	\$0.25
NA	NA	\$20.00	\$1
NA	NA	\$34.00	\$2
NA	NA	\$1.00	\$0
NA	NA	\$36.00	\$2
NA	NA	\$4.50	\$0.25
NA	NA	\$36.00	\$2
NA	NA	\$48.00	\$2
NA	NA	\$16.00	\$1
NA	NA	\$410.00	\$16
NA	NA	\$96.00	\$0
NA	NA	\$96.00	\$0

RECREATION

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

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

RECREATION

Item No.	Title	Current Fee/Charge	Unit	Notes
115	Recreation Pool-Resident (51-100 people) (2-hour minimum)	\$217.00	per hour	
116	Splash Park Rental-Resident (1-50 people) (2-hour minimum)	\$178.00	per hour	
117	Splash Park Rental-Resident (51-100 people) (2-hour minimum)	\$190.00	per hour	
118	Transfer Fee	\$60.00	per booking	
119	Picnic Area Rental During Recreation Swim (Splash Park Area & Swim Camp Lawn Area) Resident (11-20 people) - listed fee plus lifeguard rate below	\$96.00	per event	
120	Picnic Area rental during Recreation Swim (Swim Camp Lawn Area) Resident (11-15 people) - listed fee plus lifeguard rate below	\$71.00	per event	
121	Lifeguard Fee	\$36.00	per hour	
122	Miscellaneous Swim Center Fees		Annual Pass holders can use passes on holidays, not charged surcharge	No Residency Surcharge for Drop-In Fees
123	Auto-Debit Pass Discount	10%	per month	
124	Single Lane Program/Holiday Reservation Surcharge - Resident	\$3.00	per swim	
125	Single Lane Program/Holiday Reservation Surcharge - Non-Resident	\$5.00	per swim	
126	Annual Pass holders can use passes on holidays, not charged surcharge			
127	Youth Programs			
128	Day Camps *Effective September 1			
129	City Run Camp Resident (Price based on number of days up to 5 days, hours, special events, field trips, supplies needed)	\$20-\$598	See brochure for actual costs	
130	Day Camp Deposit	\$47.00	per camp/week	
131	Day Camp Cancellation Fee	\$47.00	per camp/week	
132	Overnight Camp *Effective September 1			
133	Camper - Resident (price depends on staffing and rental costs, duration of session and other fixed costs)	\$450-\$1352	per session	
134	CIT/TILT Programs - Residents	\$220-\$988	per session	
135	Deposit	\$156.00	per week	
136	Before/After School Childcare			
137	5 day schedule, AM Care (~ 1.5 hours/day)	\$341.00	per month (10 Total)	
138	4 day schedule, AM Care (~1.5vhours/day)	\$300.00	per month (10 Total)	
139	3 day schedule, AM Care (~1.5 hours/day)	\$246.00	per month (10 Total)	
140	2 day schedule, AM Care (~1.5 hours/day)	\$178.00	per month (10 Total)	
141	1 day schedule, AM Care (~1.5 hours/day)	\$89.00	per month (10 Total)	
142	5 day schedule, TK/Kinder Childcare (~ 4.25 hours/day)	\$820.00	per month (10 Total)	
143	4 day schedule, TK/Kinder Childcare (~4.25 hours/day)	\$722.00	per month (10 Total)	
144	3 day schedule, TK/Kinder Childcare (~4.25 hours/day)	\$590.00	per month (10 Total)	
145	2 day schedule, TK/Kinder Childcare (~4.25 hours/day)	\$427.00	per month (10 Total)	
146	1 day schedule, TK/ Kinder Childcare (~4.25 hours/day)	\$214.00	per month (10 Total)	
147	5 day schedule, Kindergarten Childcare (~ 4 hours/day)	\$772.00	per month (10 Total)	

Full Cost	Subsidy %	Proposed Fee	Fee Δ
NA	NA	\$226.00	\$9
NA	NA	\$185.00	\$7
NA	NA	\$198.00	\$8
NA	NA	\$63.00	\$3
NA	NA	\$99.00	\$3
NA	NA	\$74.00	\$3
\$38.93	2%	\$38.00	\$2
NA	NA	10%	\$0
NA	NA	\$3.00	\$0
NA	NA	\$5.00	\$0
NA	NA	\$20-\$622	Varies
NA	NA	\$49.00	\$2
NA	NA	\$49.00	\$2
NA	NA	\$450-\$1,406	Varies
NA	NA	\$220-\$1,028	Varies
NA	NA	\$156.00	\$0
NA	NA	\$355.00	\$14
NA	NA	\$312.00	\$12
NA	NA	\$256.00	\$10
NA	NA	\$185.00	\$7
NA	NA	\$93.00	\$4
NA	NA	\$853.00	\$33
NA	NA	\$750.00	\$28
NA	NA	\$614.00	\$24
NA	NA	\$444.00	\$17
NA	NA	\$222.00	\$8
NA	NA	\$803.00	\$31

RECREATION

Item No.	Title	Current Fee/Charge	Unit	Notes
148	4 day schedule, Kindergarten Childcare (~4 hours/day)	\$679.00	per month (10 Total)	
149	3 day schedule, Kindergarten Childcare (~4 hours/day)	\$556.00	per month (10 Total)	
150	2 day schedule, Kindergarten Childcare (~4 hours/day)	\$402.00	per month (10 Total)	
151	1 day schedule, Kindergarten Childcare (~4 hours/day)	\$201.00	per month (10 Total)	
152	5 day schedule, 1st - 6th PM Care (~3.33 hours/day)	\$673.00	per month (10 Total)	
153	4 day schedule, 1st - 6th Care (3.33 hours/day)	\$592.00	per month (10 Total)	
154	3 day schedule, 1st - 6th PM Care (~3.33 hours/day)	\$484.00	per month (10 Total)	
155	2 day schedule, 1st - 6th PM Care (~3.33 hours/day)	\$350.00	per month (10 Total)	
156	1 day schedule, 1st - 6th PM Care (~3.33 hours/day)	\$175.00	per month (10 Total)	
157	TK & Kinder Club (~1 hour/day)	\$16.00	per day	
158	Preschool *Effective September 1			
159	4 day schedule, 3 hour program	\$611.00	per month	
160	3 day schedule, 3 hour program	\$458.00	per month	
161	2 day schedule, 3 hour program	\$306.00	per month	
162	1 day schedule, 3 hour program	\$153.00	per month	
163	3 day schedule, 4 hour program	\$611.00	per month	
164	2 day schedule, 4 hour program	\$407.00	per month	
165	1 day schedule, 4 hour program	\$204.00	per month	
166	Other Fees			
167	Before/After School & Preschool Programs - Non-Refundable Registration Fee	\$86.00	per registration	
168	Before/After School & Preschool Programs - Drop-In fee, under 3 hours program	\$26.00	per day/per program	
169	Before/After School & Preschool Programs - Drop-In fee, over 3 hours program	\$50.00	per day/per program	
170	Before/After School Program - Receives Reduced Lunch	30%	discount	
171	Before/After School Program - Receives Free Lunch	50%	discount	
172	Preschools - Non-Resident Rate	20%	surcharge	
173	Preschools - Qualifies for City Scholarship - Residents	25%	discount	
174	Preschools - Qualifies for City Scholarship - Non Resident	Regular Resident Rate	discount	
175	Fees can be adjusted proportionally due to substantial changes in program hours at the discretion of the Recreation Director		program hours	
176	Fees can be adjusted proportionate to any mandated staff to child ratio changes at the discretion of the Recreation Director		staffing/ enhanced requirements	
177	Preschools - Over 8 hours (full day)	10%	monthly discount	
178	Before/After School & Preschool Fees Include 3.5% Admin Surcharge listed in "Other Fees & Discounts" Section			
179	Adult Programs and Services			
180	Respite Group—Resident	\$32.00	per day	
181	Easy Ride Paratransit, each way	\$2.00	per trip	
182	City Run Day Trips Resident (Prices based on mileage, length of trip, admission rates, volunteer trip leader expenses and supplies needed, staff planning time)	\$15-\$260	see brochure for actual costs	
183	Other Fees & Discounts			

Full Cost	Subsidy %	Proposed Fee	Fee Δ
NA	NA	\$706.00	\$27
NA	NA	\$578.00	\$22
NA	NA	\$418.00	\$16
NA	NA	\$209.00	\$8
NA	NA	\$699.00	\$26
NA	NA	\$616.00	\$24
NA	NA	\$504.00	\$20
NA	NA	\$364.00	\$14
NA	NA	\$182.00	\$7
NA	NA	\$17.00	\$1
NA	NA	\$636.00	\$25
NA	NA	\$477.00	\$19
NA	NA	\$318.00	\$12
NA	NA	\$159.00	\$6
NA	NA	\$636.00	\$25
NA	NA	\$424.00	\$17
NA	NA	\$212.00	\$8
\$104.40	14%	\$90.00	\$4
NA	NA	\$28.00	\$2
NA	NA	\$52.00	\$2
NA	NA	30%	\$0
NA	NA	50%	\$0
NA	NA	20%	\$0
NA	NA	25%	\$0
NA	NA	Regular Resident Rate	\$0
NA	NA	10%	\$0
NA	NA	\$34.00	\$2
NA	NA	\$2.00	\$0
NA	NA	\$15-\$270	Varies

RECREATION

Item No.	Title	Current Fee/Charge	Unit	Notes
184	Miscellaneous			
185	Transfers, Cancellations (non-camp), and Late Payments (25% of fee, up to maximum and rounded to nearest dollar)	\$25.00	maximum charge per session	
186	Late Pick-Up Fee (\$20 minimum + \$1.00 per minute)	\$20.00	minimum late pick-up fee	
187	Misc. Product Fee (depending on level of effort)	Cost + 5%-20%	each + surcharge	
188	Staff Total Cost (i.e. custodian, part time recreation leader, etc.)	Full Hourly Cost	per hour	
189	Signage/Banner on Recreational Facilities (per policy)	\$0-\$78	per banner or sign/month	
190	Long Term Rental Discount - as determined by Recreation Director			
191	Administrative Surcharge Fee for City Run Programs	3.5%	per transaction	
192	Non-Resident & Commercial Facility Rentals Fee Surcharge - rounded to nearest dollar (unless otherwise noted)	25%	additional amount	
193	Special Promotion/Marketing Fundraising Opportunities - as determined by Recreation Director			
194	New Classes, Events, Field Trips, Leagues, Programs, Products, Uniforms, etc. as approved by Recreation Director			
195	City Run Program (Price based on number of days and hours, cost of supplies, staff, and staff planning time)	\$0-\$229	per day/per program	
196	Third Party Programs			
197	The fees for all third party provided activities may vary based on contract negotiations & market rates at discretion of the Recreation Director			
198	No Non-Resident Surcharges for El Cerrito School Based Enrichment Programs			
199	Surcharge on Fee-Based Programs by Independent Contractor	3.5%	percent of fee	
200	Optional Disabled and Senior Discount (independent contractors may choose to use discount and split discount with City) - for ages 60+, disabled patrons. Does not apply to fees in "Adult Programs and Services" section.	15%	percent of fee	
201	Recreation Brochure Advertisements			
202	Copy Ready, 1/8 page	\$208.00	each	
203	Copy Ready, Quarter page	\$468.00	each	
204	Copy Ready, Half page	\$780.00	each	
205	Copy Ready, Full page	\$1,300.00	each	
206	Full Year of Advertising (3 RECguide Issues)	15%	Discount	
207	Graphic Preparation-Graphic Designer	Actual Cost	Actual	

Full Cost	Subsidy %	Proposed Fee	Fee Δ
NA	NA	\$26.00	\$1
NA	NA	\$20.00	\$0
NA	NA	Cost + 5%-20%	\$0
NA	NA	Full Hourly Cost	\$0
NA	NA	\$0-\$78	\$0
NA	NA	3.5%	\$0
NA	NA	25%	\$0
NA	NA	\$0-\$229	\$0
NA	NA	3.5%	\$0
NA	NA	15%	\$0
NA	NA	\$217.00	\$9
NA	NA	\$487.00	\$19
NA	NA	\$812.00	\$32
NA	NA	\$1,352.00	\$52
NA	NA	15%	\$0
NA	NA	Actual Cost	\$0

General Plan Update Fee

Fee attached as a percentage of Building Permit and Planning Applications

General Plan Update Cost	\$26,213
Update Interval (Years)	1
Yearly Cost Need	\$26,213
Total Building Permit Revenue	1,091,967
Full Cost General Plan Fee	2.4%
Current Fee	New
Input fee desired	2.4%
New Cost Recovery level	100%

Cost Detail	Total in Today's \$
Safety Element	167,517
Ongoing General Plan Maintenance	7,837
Annual Housing Element Maintenance	10,000

Total

Ongoing General Plan Maintenance

Position	Hours
CD - Associate Planner	12
CD - Senior Planner	4
CD - Planning Manager	4

City of El Cerrito

User Fee Study



What are User Fees

- Provide private benefit with limited or no community benefit
- State law requires that 1) individual use of the service must be voluntary, and 2) fees must reasonably relate to the services provided
- Fee levels & cost recovery determined through City Council fee adoption
- Does not include development impact fees, utility rates, taxes, etc.

Why Update User Fees

- Subsidies in services impact the General Fund
 - Private & specific benefit services are subsidized by unobligated funding sources
 - Reduces ability to fund general & community benefits
- Decreased department funding typically results in understaffing and reduces service quality
- Cost recovery knowledge and planning
 - Provides clarity pressures on City resources
 - Enables City to strategize and set fees to benefit of the City and community
 - State requirements for reasonable cost-based fees

User Fee Objectives & Steps

- Determine full cost of providing services or programs
 - Review fee schedules based on service delivery
 - Identify potential new fees (not currently collected)
 - Reduce or remove fees
 - Using fully-burdened rates, calculate full cost recovery
- Update fees for services based on cost analysis
 - Incorporate or establish cost recovery goals
 - ✓ Subsidies allow access to services and facilitate compliance
 - Identify appropriate fee levels that:
 - ✓ Enhance reasonability and applicability
 - ✓ Maintain consistency with local policies and objectives
 - ✓ Maintain legal compliance with state law

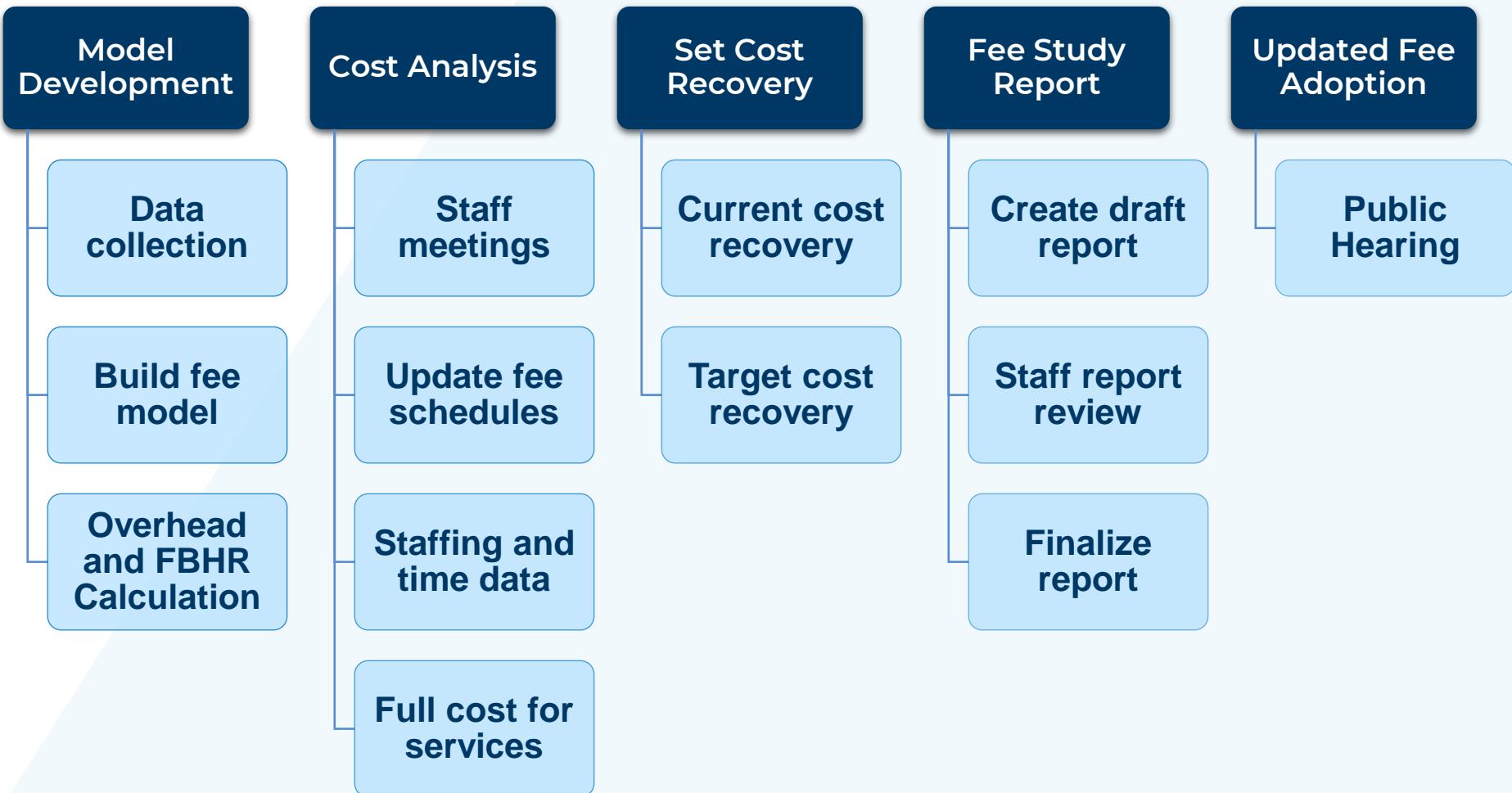
Scope of the Study

- Review and calculate cost of providing services and related fees charged by the following departments and divisions:
 - Citywide Services
 - Business License
 - Planning
 - Building
 - Public Works
 - Fire
 - Police
 - Recreation

Data & City Staff Participation

- Primary types of data used:
 - Expenditure data
 - Staffing structures
 - Central service/Indirect overhead
 - Productive/billable hours
 - Time estimates to complete tasks
 - City/Department input, feedback and policies
- Staff support throughout process essential to ensure analysis fidelity

Summary Steps of the Study



Cost of Service Calculation

- Primary types of data used:
 - Salary & Benefits
 - Services and supply costs
 - Indirect support costs
 - System and maintenance costs
- Hourly rates structured to account for direct work hours



Fee Cost Composition

- Fully Burdened Hourly rates predominately used to calculate full cost for fees
- Important to keep in mind all processes, personnel, cross department, and indirect support involved to calculate full cost for services



Citywide Services

- Services included are printing, preproduction, documents, subpoena, notary, finance charges, parking permits, tobacco retailer license program fees, code enforcement fees
- Time based cost analysis
- Suggested fee notes:
 - An increase to 11 fees
 - 1 fee would decrease
 - 7 new fees will be added
 - 12 would remain as currently set
 - Average change would be an increase of 38%

Business License

- Time based cost analysis
- Analysis found current fees are currently below the full cost of providing services
- Suggested fee notes:
 - An increase to 2 fees
 - 2 new fees would be added
 - 1 fee would remain as currently set
 - Average change would be an increase of 11%

Planning

- Time based cost analysis
- Analysis found that most of the current fees are underfunding the cost of most of the services
- Suggested fee notes:
 - An increase to 70 fees
 - 17 fees would decrease
 - 15 fees would remain as currently set
 - 1 new fee will be added
 - Average change would be an increase of 16%

Building

- Time based cost analysis
- Analysis found that services are currently set above and below the full cost of providing them
- Suggested fee notes:
 - An increase to 120 fees
 - 81 fees would decrease
 - 40 fees would remain as currently set
 - Average change would be a decrease of 1% for flat fees
- Program analysis for Building Permits
 - Analysis determined current cost recovery is at 97%
 - Recommendation is to set program at full cost recovery

Public Works

- Time based cost analysis
- Analysis found that fees are currently set below the full cost of providing service.
- Suggested fee notes:
 - An increase to 75 fees
 - 15 fees would decrease
 - 1 new fee would be added
 - 8 fees would remain as currently set
 - Average change would be an increase of 51%

Fire

- Time based cost analysis
- Analysis found that current fees are not completely in line with the full cost of providing service
- Suggested fee notes:
 - An increase to 61 fees
 - 12 fees would decrease
 - 14 fees would remain as currently set
 - 1 new fee will be added
 - Average change would be an increase of 35%

Police

- Time based cost analysis
- Analysis found that most current fees are below the full cost of providing services
- Suggested fee notes:
 - An increase to 49 fees
 - 20 fees would decrease
 - 10 fees would remain as currently set
 - Average change would be an increase of 15%

Recreation

- Most fees are use of government property and should be set based on policy, usage, & market factors
- Currently operating at around 51% cost recovery
- For time based fees analysis found that the current fees are below full cost
- Suggested fee notes:
 - An increase to 105 fees
 - 4 fees would decrease
 - 2 new fees would be added
 - Remaining fees would remain as currently set
 - Average fee change would be an increase of 3%

Policy Considerations

- General standard: individuals or groups who receive private benefit from service should pay 100% of cost
- In certain situations, subsidization is an effective public policy tool:
 - Encourage participation, and provide access to services
 - Promote compliance when cost is prohibitive to residents
- Recommend that City utilize inflation factor to annually adjust fees based on CPI, MOU, or another factor
- Comprehensive analysis every 5 years

Questions



Disclosure

Willdan Financial Services ("Willdan") is registered as a "municipal advisor" pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the United States Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB"). The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority. As part of its SEC registration Willdan is required to disclose to the SEC information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving Willdan. Pursuant to MSRB Rule G-42, Willdan is required to disclose any legal or disciplinary event that is material to Client's evaluation of Willdan or the integrity of its management or advisory personnel. Willdan has determined that no such event exists. Copies of Willdan's filings with the United States Securities and Exchange Commission can currently be found by accessing the SEC's EDGAR system Company Search Page which is currently available at: <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Willdan Financial Services or for our CIK number which is 0001782739.

For the avoidance of doubt and without limiting the foregoing, in connection with any revenue projections, cash-flow analyses, feasibility studies and/or other analyses Willdan may provide the municipality with respect to financial, economic or other matters relating to a prospective, new or existing issuance of municipal securities of the municipality, (A) any such projections, studies and analyses shall be based upon assumptions, opinions or views (including, without limitation, any assumptions related to revenue growth) established by the municipality, in conjunction with such of its municipal, financial, legal and other advisers as it deems appropriate; and (B) under no circumstances shall Willdan be asked to provide, nor shall it provide, any advice or recommendations or subjective assumptions, opinions or views with respect to the actual or proposed structure, terms, timing, pricing or other similar matters with respect to any municipal financial products or municipal securities issuances, unless formally engaged to provide such information.



AGENDA BILL

Agenda Item No. 9.A.

Date: May 20, 2025
To: El Cerrito City Council
From: Karen Pinkos, City Manager; Crystal Reams, Finance Director/City Treasurer, Finance Department
Subject: Consideration of Fiscal Year 2024-25 One-Time Uses of General Fund Balance

ACTION PROPOSED

Consideration and direction on potential one-time expenditures from General Fund balance in Fiscal Year 2024-25.

BACKGROUND

The City ended Fiscal Year (FY) 2023-24 with a General Fund balance of \$22.89 million. This total includes:

- \$9,000,000 in the Emergency Disaster Relief Fund (EDRF) (*internally restricted*)
- \$1,372,890 in the Section 115 Trust (*restricted*)
- \$126,751 in prepaid/inventory (*non-spendable*)

During FY 2024-25, the City Council has approved a total use of fund balance of \$1.09 million. The projected ending General Fund balance total is \$21.8 million, representing a 40% fund balance ratio. Per the Comprehensive Financial Policy, the City's General Fund reserve ratio requirement totals 30%: a minimum 17% of unassigned fund balance (\$9.14 million), with the EDRF minimum reserve requirement at 13% (\$6.99 million).

Currently, the EDRF is overfunded by \$2.01 million.

The projected General Fund balance is shown in the table below:

Fund Balance Projection		
FY24 General Fund - Total Fund Balance (actual)		\$ 22,893,338
EDRF	(9,000,000)	
Section 115	(1,372,890)	
Non-Spendable	(126,751)	
FY25 Original Projected Surplus	33,952	
FY25 Approved adjustments:		
Expenditures	(1,437,907)	
Revenues	310,535	
Use of fund balance		(1,093,420)
Projected Total Ending FY25 Fund Balance	21,799,918	
EDRF (Internally Restricted)	(9,000,000)	
Section 115 (Restricted)	(1,400,161)	
Non-Spendable	(126,751)	(10,526,912)
Projected FY25 Unrestricted Fund Balance	11,273,007	
FY26 Expenditure Proposed Budget	53,764,017	
FY26 17% Reserve Goal	9,139,883	
Projected discretionary for FY26	2,133,124	
FY 25 Projected Ending Total Fund Balance	21,799,918	

For FY 2025-26, the General Fund expenditure budget is proposed to total \$53.76 million. Per the Policy, similar to the previous fiscal year numbers, this would mean the following minimum requirements for the General Fund reserve balance:

- General Fund (17%): \$9.14 million
- EDRF (13%) \$6.99 million
- Total reserve minimum requirement: \$16.13 million

With a projected General Fund balance that exceeds the minimum requirements, staff has identified a discretionary total of \$2.1 million. On April 15, 2025, the City Council held a study session to discuss the potential use of the discretionary fund balance to address one-time expenditure needs including vehicles, equipment and time-sensitive projects. The City Council reviewed the various proposed expenditures and discussed priorities, and directed staff to return with options using \$1,000,000 of the discretionary total.

ANALYSIS

Based on the City Council's discussion on April 15, City staff have reviewed and prioritized the most urgent needs for the City Council's review: the Swim Center Pool Replaster, the Fire Engine and Equipment Replacement, the Service Delivery Study, and the Section 115 Trust, as described below.

• Swim Center Pool Replaster

In February of this year, staff observed that some cracks in the pool plaster that were being monitored in the shallow section of the Emery G. Weed, III Lap Pool (Lap Pool) had expanded into a “bubble” of significant size. A bubble forms in pool plaster when water gets in between the plaster and concrete shell through cracks causing the surface to lift or bulge, creating a visible bubble that continues to expand. Eventually a portion of the bubble burst leaving large pieces of plaster completely separated from the concrete shell below. Because this represents a safety hazard and additional pressure on this area would cause the damage to expand faster, this area has been closed off to swimmers.

To assess the damage and plan for repairs, staff engaged the aquatic design and engineering firm RSM (who designed the Activity Pool Project in 2023) to provide a cost estimate, project scope and construction timeline. Their report identified additional issues including significant signs of deterioration in the pool deck such as cracks in the cement and rust that will need to be addressed soon as well. It was also determined that including the water slide installation in this project would result in significant savings versus doing these projects separately. The full scope of this project will further require full ADA and egress compliance according to the California Building Code. RSM also identified the opportunity to convert the existing cantilever gutters in the shallow end of the Lap Pool into deck level gutters, which provides important safety benefits in addition to making this portion of the Lap Pool more family-friendly. Cost estimates for the full scope described above, and detailed below, are approximately \$3.4 million.

Item	Price
Lap Pool Demolition	\$111,750
Lap Pool Repair (plaster & tile)	\$569,000
Deck Replacement	\$253,872
Required Equipment Upgrades	\$1,500
Optional Equipment Upgrades	\$112,400 (not included in total below)
Waterslide*	\$50,000
ADA & Egress Upgrades	\$877,800
Contractor Costs	\$526,037
Soft Costs	\$611,391
Total:	\$3,001,350
Total w/ 15% Contingency	\$3,451,053

*placeholder; waiting for confirmation from architect on estimated cost

If the project is phased and only a replaster of the Lap Pool is completed in the first phase, the project cost would be approximately \$400,000. In this scenario, the balance of the work in next phase can likely only be delayed 1 to 2 years to remain in compliance with the Contra Costa Health Department operating permit requirements due to the scale of the identified issues. It is also worth noting that the Lap Pool plaster, installed in 2003, has exceeded the typical 15–20 year lifecycle. Staff are looking into funding options for the full total for the City Council to consider at a future meeting. This may include using additional fund balance and/or borrowing and finance options.

• Fire Engine and Equipment Replacement

Type 1 Fire engine

The City's Type 1 fire engine, housed at Station 52, is beyond its expected useful life of 15 years. The purchase of a new fire engine typically happens in three phases: 1) the ordering and quote, 2) the arrival of the cab and chassis, and 3) the completion of the engine including equipment. The City currently has an estimate from our vendor, Hi-Tech Fire Equipment, for \$1,428,245 plus roughly \$200,000 for equipment for a total of \$1,628,245. If the City completes Phase 1 and orders an Engine in 2025, Phase 2 should be complete in 2026, when the cab and chassis arrive. At this time, the City will owe roughly 50% of the total cost of the engine, or approximately \$800,000. Hi-Tech estimates they can complete Phase 3 of the engine build in 2027, at which time the City will owe the remaining balance. In summary, if the City orders a fire engine in 2025, the engine should be completed in 2027 with two payments of approximately \$800,000 in 2026 and 2027. All prices can fluctuate with tariff adjustments.

Self Contained Breathing Apparatus (SCBA)

The Fire Department's SCBAs were purchased in 2013 and have a mandated maximum life span of 15 years, which means they must be replaced by 2028. The City's latest estimate for replacement was \$400,000. The SCBAs should be ordered in 2027 to ensure delivery and implementation by the end of 2028. The purchase amount is due at the time of delivery. All prices can fluctuate with tariff adjustments.

Staff are actively seeking grants to fund these items as well as other safety equipment and projects. Any funding allocated to these items would be set aside in the Vehicle and Equipment Replacement Fund, an internal service fund (ISF) to save for such purchases and/or provide matching funds in the event of a grant award.

- **Service Delivery Study**

The Service Delivery Study is intended to be an investment in professional services that will provide the City Council and staff with options for long-term operational savings. It is one of the projects, along with the Classification and Compensation Study and the Cost Allocation and Fee Study, that were identified as part of the Fiscal Recovery and Sustainability Plan that has guided the City to financial stability, and was submitted to the State Auditor prior to the City being removed from the high-risk program. The Study will review operations and service levels, conduct an organizational assessment, and develop recommendations for improvement in service delivery and cost savings and sustainability. This will allow the City Council and staff to address structural deficits and continue to right-size the budget, which is especially important in this volatile economy. City staff conducted a Request for Proposals for qualified firms and are in the process of identifying the firm that will perform the Study, and once a contract is negotiated will be brought to the City Council for approval. The estimated cost is \$120,000 and the timeline for the Study would be approximately 6-8 months.

- **Section 115 Trust**

The Section 115 Trust may be used for annual Unfunded Accrued Liability (UAL) costs as well as Normal Pension Costs. As shown in the presentation to the City Council on May 20, 2025 by NHA Advisors, the Trust holds \$1.4M of assets as of March 31, 2025. The Trust allows for more aggressive investment strategies to allow for greater investment returns. As costs continue to rise, it is a desire of the City to continue to take action on cost management strategies for pension costs. CalPERS projections include substantial increases to our UAL pension contribution payments starting FY 2028 through FY 2036; the Section 115 Trust could be used to smooth out the pension costs. NHA Advisors has provided the City Council with examples in their presentation on scenarios for cost smoothing that would allow the City to better project annual payments using funds from the Trust. While the Council has taken steps to fund the Trust over the past two years from General Fund balance and/or surplus funds, NHA has shown that a higher contribution would net higher investment returns for the Trust and provide a better smoothing level.

SCENARIOS AND OPTIONS

Staff is providing three options for the City Council to consider for use of one-time funds from the General Fund balance for investment in the proposed projects. These key investments would start to address the City's most urgent needs at this time. Scenario 1 provides a proposed \$1 million investment and Scenario 2 provides a proposed \$1.5 million investment, using a portion of the \$2.1 million discretionary General Fund balance, for the City Council's consideration. None of these scenarios or options would

reduce the General Fund reserve below the 30% threshold (17% for unassigned General Fund and 13% for EDRF). It is important to note that while these are staff's proposed recommendations, the funding amounts in any category and for any purpose are ultimately at the discretion and direction of the City Council, and the City Council may choose (or not) to allocate any amount they wish.

Scenario 1: \$1 million

\$1 Million Investment	
Community Center Pool Replaster	\$500,000
Fire Engine and Equipment Replacement	180,000
Section 115 Trust	200,000
Service Delivery Study	120,000
Total General Fund Appropriation	\$1,000,000

This scenario proposes the Pool Replaster be allocated \$500,000. Along with approximately \$400,000 in Measure H funds, this provides close to \$1 million to start the project including design and the replastering at a minimum. The Fire Engine/Equipment replacement would be funded at \$180,000, which would provide a minimal contribution; however this item would still require additional funding next fiscal year to meet the down payment. This scenario proposes \$120,000 for the Service Delivery Study and a contribution of \$200,000 to the Section 115 Trust.

Scenario 2: \$1.5 million

\$1.5 Million Investment	
Community Center Pool Replaster	\$500,000
Fire Engine and Equipment Replacement	580,000
Section 115 Trust	300,000
Service Delivery Study	120,000
Total General Fund Appropriation	\$1,500,000

Staff is offering a second option with an additional allocation of \$500,000 to total a \$1.5 million investment. This scenario would keep the Pool Replaster contribution at \$500,000 and Service Delivery Study at \$120,000. However, additional funding of \$400,000 would be allocated to the Fire Engine/Equipment Replacement to ensure a higher level of contribution to the Vehicle and Equipment Replacement fund that would go toward the down payment of the engine. An additional \$100,000 would be allocated to the Section 115 Trust for a total of \$300,000 which would match the previous Fiscal Year contribution to the Trust.

The third scenario for consideration would be a blend of allocating funds from the General Fund balance for projects and a transfer some of the overfunded portion of the EDRF to be used for a contribution to the Section 115 Trust. As previously noted, the EDRF is overfunded by \$2.01 million per the Comprehensive Financial Policy minimum requirement of 13% of General Fund expenditures, which is currently \$6.99 million. If

the City Council chose to reduce the EDRF by \$1 million to contribute to the Section 115 Trust, this would allow the request of \$1.5 million in one-time appropriations from the General Fund discretionary fund balance to go toward additional funding for the Pool Replaster and Fire Engine/Equipment Replacement projects. This option would leave the EDRF at \$8 million, which is still overfunded per the Policy. If the City Council elected to use this scenario, in effect the allocation would be \$2.5 million in total, as shown below.

Scenario 3: \$1.5 million and \$1 million EDRF Transfer

\$1.5 million in One-time Appropriations & \$1 million EDRF Transfer	
General Fund Appropriations	
Community Center Pool Replaster	\$780,000
Fire Engine and Equipment Replacement	600,000
Service Delivery Study	120,000
Total General Fund Appropriation	\$1,500,000
Transfer from the EDRF	
Section 115 Trust (Reduction in EDRF)	1,000,000
Total General Fund Appropriation & EDRF Transfer	\$2,500,000

As noted, all proposed scenarios are projected to maintain, and exceed, the minimum reserve requirements totaling 30% of General Fund expenditures (17% for unassigned fund balance and 13% for EDRF). The following tables below show an updated General Fund projected fund balance using both Scenarios 2 and 3, should the City Council decide to move forward with either option.

Projected General Fund Balance - Scenario 2

Fund Balance Projection - \$1.5 Million in One-Time Appropriations							
	Actuals FY 2022-23	Actuals FY 2023-24	Amended Budget FY 2024-25	Proposed Budget FY 2025-26	Forecast Updated FY 2026-27	Forecast Updated FY 2027-28	Forecast Updated FY 2028-29
Beginning Unassigned Fund Balance	\$16,624,174	\$23,143,081	\$12,520,448	\$9,927,028	\$9,942,803	\$9,321,243	\$8,863,407
+ Net Change in Fund Balance	6,518,907	(249,743)	(1,093,420)	15,775	(621,560)	(457,836)	(26,805)
- One-Time Use of Fund Balance	-	-	(1,500,000)	-	-	-	-
- Emergency and Disaster Recovery Fund	-	(9,000,000)	-	-	-	-	-
- Section 115 Trust	-	(1,372,890)	-	-	-	-	-
Ending Unassigned Fund Balance	23,143,081	12,520,448	9,927,028	9,942,803	9,321,243	8,863,407	8,836,602
Internally Restricted EDRF	-	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000
Beginning Restricted Fund Balance	-	-	1,372,890	1,372,890	1,372,890	1,372,890	1,372,890
+ Annual Net Revenue (Expense)	-	1,372,890	-	-	-	-	-
Ending Restricted Fund Balance	-	1,372,890	1,372,890	1,372,890	1,372,890	1,372,890	1,372,890
Total Fund Balance	\$23,143,081	\$22,893,338	\$20,299,918	\$20,315,693	\$19,694,133	\$19,236,297	\$19,209,492

Projected General Fund Balance - Scenario 3

Fund Balance Projection - \$1.5 million in One-Time Appropriations & \$1 million Transfer from EDRF to Section 115 Trust							
	Actuals FY 2022-23	Actuals FY 2023-24	Amended Budget FY 2024-25	Proposed Budget FY 2025-26	Forecast Updated FY 2026-27	Forecast Updated FY 2027-28	Forecast Updated FY 2028-29
Beginning Unassigned Fund Balance	\$16,624,174	\$23,143,081	\$12,520,448	\$9,927,028	\$9,942,803	\$9,321,243	\$8,863,407
+ Net Change in Fund Balance	6,518,907	(249,743)	(1,093,420)	15,775	(621,560)	(457,836)	(26,805)
- One-Time Use of Fund Balance	-	-	(1,500,000)	-	-	-	-
- Emergency and Disaster Recovery Fund	-	(9,000,000)	-	-	-	-	-
- Section 115 Trust	-	(1,372,890)	-	-	-	-	-
Ending Unassigned Fund Balance	23,143,081	12,520,448	9,927,028	9,942,803	9,321,243	8,863,407	8,836,602
Internally Restricted EDRF							
Beginning Balance	-	-	9,000,000	8,000,000	8,000,000	8,000,000	8,000,000
+ One-Time Reduction	-	-	(1,000,000)	-	-	-	-
Ending Balance	-	9,000,000	8,000,000	8,000,000	8,000,000	8,000,000	8,000,000
Beginning Restricted Fund Balance	-	-	1,372,890	2,372,890	2,372,890	2,372,890	2,372,890
+ Annual Net Revenue (Expense)	-	1,372,890	1,000,000	-	-	-	-
Ending Restricted Fund Balance	-	1,372,890	2,372,890	2,372,890	2,372,890	2,372,890	2,372,890
Total Fund Balance	\$23,143,081	\$22,893,338	\$20,299,918	\$20,315,693	\$19,694,133	\$19,236,297	\$19,209,492

NEXT STEPS

Staff requests that the City Council consider these scenarios, and provide direction by motion as to how to allocate any use of General Fund balance. Again, the amount of the allocations (if any) are at the discretion of the City Council. If Council provides direction by motion, staff will make any updates based on City Council feedback and will return with a resolution at the June meeting to take action to appropriate the funds. Going forward in the budget process, staff will provide City Council and FAB the Proposed FY 2025-26 Budget/Spending Authority by May 22, 2025 and expect that the FAB will review the FY 2025-26 budget at their May meeting. Final adoption of the budget and spending authority for FY 2025-26 must be completed by June 30, 2025.

STRATEGIC PLAN CONSIDERATIONS

This action supports the City's Strategic Plan Goal(s) of:

- **High Performing Organization** Ensure the City maintains a strong financial position and a high-performing organization where employees feel a sense of inclusion and belonging.
- **Community Safety** Maintain public safety responsiveness and ensure community emergency preparedness.
- **Livability and Belonging** Promote a high quality of life and sense of community for current and future generations.
- **Infrastructure and Amenities** Advance climate focused, sustainable infrastructure efforts that have community benefit.

ENVIRONMENTAL CONSIDERATIONS

This section is not applicable to this agenda item.

FINANCIAL CONSIDERATIONS

All options presented would maintain current minimum reserve requirements for the General Fund and the EDRF. Scenario 1 would reduce the General Fund discretionary balance from \$2.13 million to \$1.13 million. Scenario 2 would reduce the General Fund discretionary balance from \$2.13 million to \$.63 million. Scenario 3 would reduce the General Fund discretionary balance from \$2.13 million to \$.63 million and reduce the EDRF from \$9 million to \$8 million.

LEGAL CONSIDERATIONS

This section is not applicable to this agenda item.

Reviewed by:



Attachments:

1. Presentation



Consideration of Fiscal Year 2024-25 One-Time Uses of General Fund Balance

May 20, 2025

Budget Process – FY 2025-26

- Feb 4: FY 2023-24 Audit presented to City Council
- March 4: Mid-year update to City Council on Fiscal Year (FY) 2024-25
- April 15: City Council study session on General Fund for FY 2025-26
- **May 20: City Council discussion and direction on one-time appropriations**
- Mid-Cycle update and formal adoption of FY 2025-26 Budget in June 2025

General Fund Balance

Fund Balance Projection		
FY24 General Fund - Total Fund Balance (actual)		\$ 22,893,338
EDRF	(9,000,000)	
Section 115	(1,372,890)	
Non-Spendable	(126,751)	
 FY25 Original Projected Surplus	33,952	
FY25 Approved adjustments:		
Expenditures	(1,437,907)	
Revenues	310,535	
Use of fund balance		<u>(1,093,420)</u>
 Projected Total Ending FY25 Fund Balance	21,799,918	
EDRF (Internally Restricted)	(9,000,000)	
Section 115 (Restricted)	(1,400,161)	
Non-Spendable	(126,751)	(10,526,912)
 Projected FY25 Unrestricted Fund Balance	11,273,007	
 FY26 Expenditure Proposed Budget	53,764,017	
FY26 17% Reserve Goal		9,139,883
 Projected discretionary for FY26		<u>2,133,124</u>
 FY 25 Projected Ending Total Fund Balance	21,799,918	

- 3rd Quarter General Fund Budget Update (5/6/25)
 - Projected Ending Fund Balance of \$21.8M (40% reserve ratio)
 - **Projected discretionary funds for FY 2025-26 of \$2.1M**
 - Assuming 17% reserve goal, EDRF, and Section 115 Trust



One-Time Expenditures for Consideration

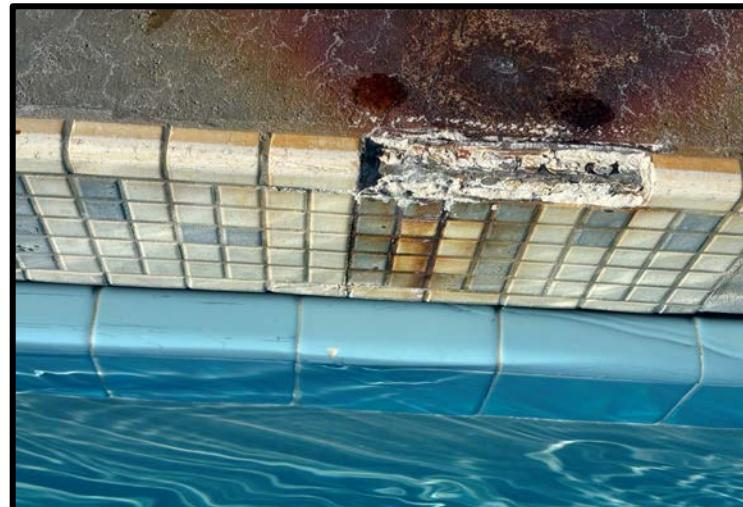
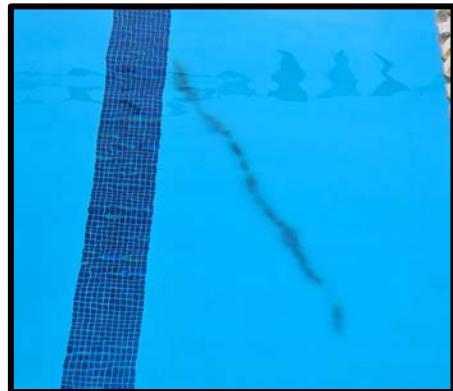
Description	Amount
Swim Center Pool Replaster w/ ADA	\$3,400,000
Fire Engine 152 Replacement	1,600,000
Fire Mandated SCBA Replacement	400,000
Service Delivery Study	120,000
Office/Admin Building demolition at 10936 SPA (former Church site)	50,000
HNA & Parks - High Priority/Hazard Tree & Vegetation Management Work	80,000
Public Works Utility Truck/Van Purchase	60,000
Council Chambers AV Overhaul	350,000
Total	\$6,060,000

- Not able to be included in FY 2025-26 operating budget
- Requires use of Unassigned General Fund Balance

Recommendation:

- Allocate funds to Swim Center and Fire Engine/Equipment
- Allocate to Section 115 Trust
- Appropriate funds for Service Delivery Study

El Cerrito Swim Center – Lap Pool



- Full Scope: Lap Pool Replaster & Deck Replacement, Path of Travel ADA Compliance and Egress work
- Approximate Full Project Cost:
~\$3.4 million
 - Replaster Only: up to \$400,000
- Construction Timeline: up to 5 months
- Possible Revenue Loss: \$20,000 to \$40,000 per month (off season)

Fire Engine and SCBA Equipment Replacement



- Fire Engine Replacement quoted at \$1.6 Million
- Self Contained Breathing Apparatus (SCBA) quoted at \$400K
 - Replacement due in 2028
- Engines will take at least two years from order to delivery
 - Can order with down payment of \$800K
- Funds would be deposited in Vehicle and Equipment Replacement Fund for future purchase and/or provide matching funds in the event of a grant

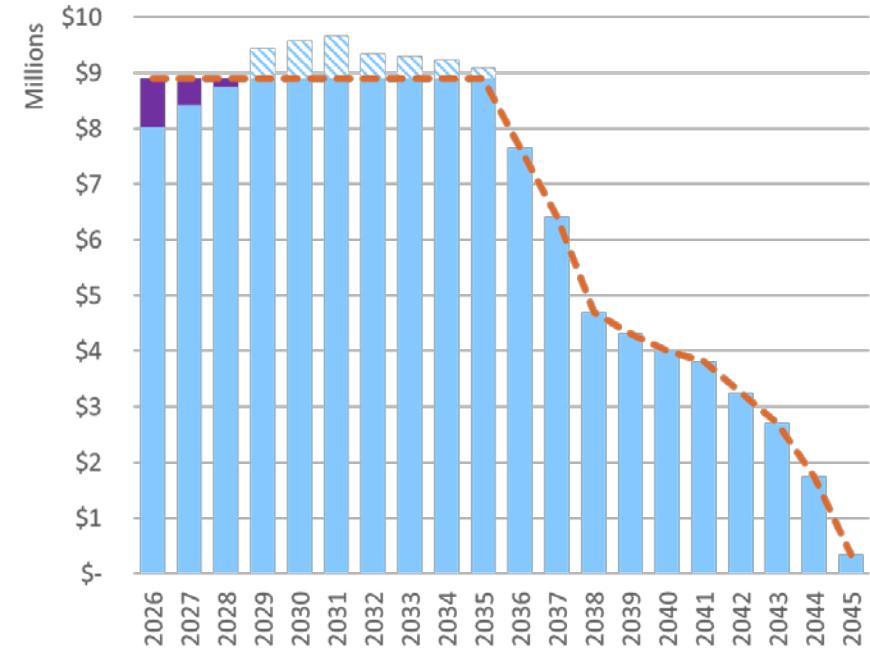
Service Delivery Study

- Investment in professional services to provide City Council with options for long-term operational savings
- Review of operations and service levels, conduct organizational assessment, and develop recommendations for improvement in service delivery and cost savings and sustainability
- Timeline: 6-8 months



Section 115 Trust

- \$1.4M of assets as of March 31, 2025
- Annual UAL Costs and Normal Pension Costs can be supplemented with the Trust
- Cost smoothing scenario depends upon amount of contribution*
 - Higher contribution = higher returns and smoothing level
- Funding scenarios:
 - Surplus per Comprehensive Financial Policy
 - Use of fund balance
 - Consider transfer of funds from the overfunded portion of the EDRF into the Trust
 - Currently overfunded by \$2.01 million
 - Smoothing Example #1 (right) shows investment of \$1.5 million over three years



*Source: NHA Advisor Presentation,
Smoothing Example #1
May 20, 2025

Scenario #1 - \$1M in One-Time Appropriations

\$1 Million Investment	
Swim Center Pool Replaster	\$500,000
Fire Engine and Equipment Replacement	180,000
Section 115 Trust	200,000
Service Delivery Study	120,000
Total General Fund Appropriation	\$1,000,000

Scenario #2 - \$1.5M in One-Time Appropriations

\$1.5 Million Investment	
Swim Center Pool Replaster	\$500,000
Fire Engine and Equipment Replacement	580,000
Section 115 Trust	300,000
Service Delivery Study	120,000
Total General Fund Appropriation	\$1,500,000

Scenario #3 - \$2.5M in One-Time Appropriations Including EDRF Transfer

\$1.5 million in One-time Appropriations & \$1 million EDRF Transfer

General Fund Appropriations

Swim Center Pool Replaster	\$780,000
Fire Engine and Equipment Replacement	600,000
Service Delivery Study	120,000
Total General Fund Appropriation	\$1,500,000

Transfer from the EDRF

Section 115 Trust (Reduction in EDRF)	1,000,000
Total General Fund Appropriation & EDRF Transfer	\$2,500,000

Key Highlights

- \$2.1 million projected discretionary funds available for FY 2025-26 after meeting minimum General Fund reserve requirements
- Prioritized investments: Swim Center, Fire Engine/Equipment, Service Delivery Study, Section 115 Trust
- Scenarios 1 and 2 propose one-time appropriations of \$1 - \$1.5 million to make key investments and to address most urgent needs
- Scenario 3 proposes \$1.5 million in one-time appropriations and a \$1 million transfer from EDRF to Section 115 Trust
- All Scenarios are projected to maintain (and exceed) minimum reserve requirements totaling 30% of General Fund expenditures (minimum is 17% for unassigned fund balance and 13% for EDRF)

General Fund Forecast – Scenario 2

Fund Balance Projection - \$1.5 Million in One-Time Appropriations							
	Actuals	Amended Actuals	Proposed Budget	Forecast Budget	Forecast Updated	Forecast Updated	Forecast Updated
	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
Beginning Unassigned Fund Balance	\$16,624,174	\$23,143,081	\$12,520,448	\$9,927,028	\$9,942,803	\$9,321,243	\$8,863,407
+ Net Change in Fund Balance	6,518,907	(249,743)	(1,093,420)	15,775	(621,560)	(457,836)	(26,805)
- One-Time Use of Fund Balance	-	-	(1,500,000)	-	-	-	-
- Emergency and Disaster Recovery Fund	-	(9,000,000)	-	-	-	-	-
- Section 115 Trust	(1,372,890)	-	-	-	-	-	-
Ending Unassigned Fund Balance	23,143,081	12,520,448	9,927,028	9,942,803	9,321,243	8,863,407	8,836,602
Internally Restricted EDRF	-	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000
Beginning Restricted Fund Balance	-	-	1,372,890	1,372,890	1,372,890	1,372,890	1,372,890
+ Annual Net Revenue (Expense)	-	1,372,890	-	-	-	-	-
Ending Restricted Fund Balance	-	1,372,890	1,372,890	1,372,890	1,372,890	1,372,890	1,372,890
Total Fund Balance	\$23,143,081	\$22,893,338	\$20,299,918	\$20,315,693	\$19,694,133	\$19,236,297	\$19,209,492

General Fund Forecast – Scenario 3

Fund Balance Projection - \$1.5 million in One-Time Appropriations & \$1 million Transfer from EDRF to Section 115 Trust							
	Actuals	Amended Actuals	Proposed Budget	Forecast Budget	Forecast Updated	Forecast Updated	Forecast Updated
	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
Beginning Unassigned Fund Balance	\$16,624,174	\$23,143,081	\$12,520,448	\$9,927,028	\$9,942,803	\$9,321,243	\$8,863,407
+ Net Change in Fund Balance	6,518,907	(249,743)	(1,093,420)	15,775	(621,560)	(457,836)	(26,805)
- One-Time Use of Fund Balance	-	-	(1,500,000)	-	-	-	-
- Emergency and Disaster Recovery Fund	-	(9,000,000)	-	-	-	-	-
- Section 115 Trust		(1,372,890)	-	-	-	-	-
Ending Unassigned Fund Balance	23,143,081	12,520,448	9,927,028	9,942,803	9,321,243	8,863,407	8,836,602
Internally Restricted EDRF							
Beginning Balance	-	-	9,000,000	8,000,000	8,000,000	8,000,000	8,000,000
+ One-Time Reduction	-	-	(1,000,000)	-	-	-	-
Ending Balance	-	9,000,000	8,000,000	8,000,000	8,000,000	8,000,000	8,000,000
Beginning Restricted Fund Balance	-	-	1,372,890	2,372,890	2,372,890	2,372,890	2,372,890
+ Annual Net Revenue (Expense)	-	1,372,890	1,000,000	-	-	-	-
Ending Restricted Fund Balance	-	1,372,890	2,372,890	2,372,890	2,372,890	2,372,890	2,372,890
Total Fund Balance	\$23,143,081	\$22,893,338	\$20,299,918	\$20,315,693	\$19,694,133	\$19,236,297	\$19,209,492

Next Steps

- Staff will make any updates based on City Council feedback
- City Council provide direction by motion on selected options
 - Staff will bring back Resolution with action on appropriations at June meeting
- Staff will provide City Council and FAB the Proposed FY 2025-26 Budget/Spending Authority by May 22
- FAB review of FY 2025-26 budget at May meeting
- Final budget adoption for FY 2025-26 in June 2025



SUPPLEMENTAL AGENDA MATERIALS CITY COUNCIL MEETING May 20, 2025

REGULAR CITY COUNCIL MEETING (6:00 PM)

Public Comments (Not on the Agenda and Consent Calendar)

Agenda Item No. 6.A. – CalPERS Pension Costs Update

Public comments

Agenda Item No. 7.B. – Financial Advisory Board Recommendation

Public comments

Agenda Item No. 7.F. – Resolution of Support for State and Federal Funding for Bay Area Public Transit

Public comments

Agenda Item No. 8.A. – Annual Public Hearing on Vacancies, Recruitment and Retention Efforts

Presentation

Agenda Item No. 9.A. – Consideration of Fiscal Year 2024-25 One-Time Uses of General Fund Balance

1. Revised Presentation
2. Public Comments

General Public Comments

From: [Cordell Hindler](#)
To: [City Clerk](#)
Subject: Public Comments
Date: Friday, May 16, 2025 2:39:02 PM

Caution! This message was sent from outside your organization.

Hello Mayor Wysinger, council Members and Staff

I am submitting the following comments into the record:

1. I am in full support of Item C. on the consent calendar
2. Also for a future Agenda, the council should revisit the idea of having the Public to Participate remotely
3. Also to Have Sophia Skoda to Present on Investing for the future for EBMUD

Sincerely
Cordell

From: [Corey Busay](#)
To: [City Clerk](#)
Subject: Please support Richmond Street project to add bike lanes
Date: Tuesday, May 20, 2025 12:15:51 PM

Caution! This message was sent from outside your organization.

Dear council,

I'm writing to voice my support for the Richmond Street Project. The proposed bike lanes will enhance safety for all road users and are vital for achieving our climate objectives.

Thank you for your consideration,
Corey Busay

Dear Mayor Wysinger and City Council Members Quinto, Motoyama, Salzman and Ktsanes:

RE: RICHMOND STREET PROJECT

I have been a resident of El Cerrito for 31 years. I live on Everett Street, one block east of Richmond Street and two blocks west of Korematsu School.

I am very concerned about the proposal for the Richmond Street Project, or at least plans that I have heard for it. I think there are a lot of issues that will make our streets harder to navigate and have negative impacts on residents — both on and near Richmond Street.

1) PROBLEMS WITH PARKING

- The Richmond Street Project will remove half the parking for a large part of Richmond Street. This will cause spill-over parking onto nearby streets, especially Elm Street and Everett Street (where I live).
- The Richmond Street Project will mean that half the residents of the street, on the east side or west side (depending on the block) will not be able to park on the street or have as easy access their house, for example, to bring in groceries, or to assist a disabled or elderly resident.
- Due to the daylighting efforts on all the streets, not just Richmond Street, we are already losing 20 feet of parking on each side of the street at both ends. This is already a significant amount of reduced street parking.
- When Korematsu Middle School gets out, at 3 PM on weekdays, there are significant traffic and parking issues on Everett and Norvell Streets, especially around Donal Street. Of course, we want the students to be safe as they walk to BART, the bus, or their parents' cars. However, the spill-over from the Richmond Street Project will make it more congested and dangerous on the streets leading to and from Korematsu School.

2) PROBLEMS WITH DRIVING

- Richmond Street is my main thoroughfare through town. San Pablo Avenue is too congested for several hours a day. I take Richmond Street to get to El Cerrito Plaza, Christ Lutheran Senior Center, El Cerrito Natural Grocery and other frequent destinations. I think it is unwise to insert a zig-zag ("chicane") route through town that will be confusing, especially to seniors and out-of-town people. I have driven on such routes in Berkeley. They are hard to navigate if you don't know the neighborhood.
- We have an example of extended street construction with the work on San Pablo Avenue in the past two years. This is another reason that I am dreading the Richmond Street Project. The more changes you make to the street, the longer the street will be tied up in construction and traffic blockage.

3) USE OF RICHMOND STREET FOR BICYCLES:

Why does El Cerrito need another bike route? Quite a few people ride bikes on Everett Street and currently this is still a reasonably safe route for them.

We also have the Ohlone Greenway path. One cannot say that it is too hard to bicycle to Korematsu School from the Greenway — and currently, bikes can go on Everett Street. If the Greenway is unsafe for walking and bicycling, that is a problem that should be addressed separately. I don't think that either Richmond St. or Everett St. will be very safe for walkers or bike riders if the Richmond Street Project goes through.

I have no objection to bicycling — as long as the bicyclists use lights at night, use signals, and follow the laws. However, a considerable number of El Cerrito residents are in the "over 55" category. I believe that most of them, like myself, are unlikely to replace the use of their car with a bicycle, even for local trips.

PEDESTRIAN SAFETY:

I do support pedestrian safety!

One thing about the Richmond Street Project that might be helpful would be "bulb-outs" on the corners, to make it safer for pedestrians crossing the street.

The city could also consider better lighting at intersections where pedestrians cross.

I do not mind limiting the traffic on Richmond Street to a reasonable, consistent speed, to keep pedestrians & bicyclists safe. However, there are other things besides chicanes & removing half the parking, to keep traffic flowing at a safe speed AND protect pedestrians.

FINALLY, I see that a large part of the funding for the Richmond Street Project is based on federal money, so there might be questions about whether the city will have the money to do everything in the project. Perhaps this will give the city a reason to pause and reconsider the effect of the project on all nearby residents, not just those who live on Richmond Street.

Linda Cain

[REDACTED]
El Cerrito, CA

From: [Ira Sharenow](#)
To: [Holly Charléty](#); [City Clerk](#)
Cc: [William Ktsanes](#); [Rebecca Saltzman](#); [Lisa Motoyama](#)
Subject: Item 6A CalPERS UAL
Date: Thursday, May 15, 2025 9:32:49 PM

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I am glad to see that the council is looking to address its CalPERS UAL.

The previous meeting was on March 2, 2021. At that time, the UAL was just \$70.3 million.

The bar chart of UAL payments showed that for FY 2026, the payment would be a bit under \$7 million. It appears as though the actual payment will be close to \$8 million.

The projections in the bar 2021 chart had no projections greater than \$8 million. The current bar chart has at least 8 payments above \$8 million.

I think the council needs to clearly understand the assumptions and the likely deviations from assumptions as well as the impact.

Typically, there are 20 year bar chart projections that purport to show the eventual elimination of the UAL. However, the UAL has been increasing by significant amounts. So there appear to be significant misjudgments in the projections based on CalPERS assumptions

So what are the assumptions and the impacts?

1. CalPERS expected return on investments
2. Discount rate
3. Expected lifespan of annuitants
4. Projected pay increases (classic plan benefits are based on final year/best year compensation for safety and final three years for miscellaneous, I think). Need to understand the true consequences of handing out very large raises
5. Inflation rate
6. Other

CalPERS provides a tool for scenario analyses. I recommend that the council appoint an ad hoc committee to learn how to utilize the tool and then report back to the public.

The El Cerrito funded ratio of 68% is well below the overall CalPERS funded ratio.

Google: The CalPERS Public Employees' Retirement Fund (PERF) is estimated to have a funded status of 75% as of June 30, 2024, according to CalPERS (.gov). This is an improvement from the previous year, which had a funded status of 71.4%.

For the Section 115 Trust, it is important to consider the risk adjusted returns. Also it is important to consider the returns AFTER fees are deducted.

In any case, the amount being invested in the Section 115 is minimal compared to what is needed.

Added point. When considering the unrestricted reserves, it is important to understand the accounting being used by management. In July the city will make a very large UAL payment that is out the door but on paper is amortized throughout the year, I believe. Also from July through November, the city runs a deficit as expenditures are significantly greater than revenues until the big property tax collections is received. So the unrestricted reserves are much lower on December 1 than on June 30. The question is how much lower?

Ira Sharenow
El Cerrito, CA

From: [Ira Sharenow](#)
To: [City Clerk](#); [Holly Charléty](#)
Cc: [Kimberly White](#); [William Kitsanes](#); [Rebecca Saltzman](#); [Lisa Motoyama](#)
Subject: Item 7B FAB Recommendation
Date: Friday, May 16, 2025 4:02:06 PM

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Why is this finance item on the consent calendar???

This proposal seems similar to the FAB \$1 million proposal which the council ignores.

It is time for FAB and the council to address the fundamental issues.

1. \$89 million UAL and with UAL payments approaching \$10 million in a few years
2. Three regional fire stations with highly compensated staff paid for by El Cerrito taxpayers. There is an extra fire station and that costs millions of dollars per year.
3. Management bloat
4. Excessive dependence on consultants even though the city is over-staffed with highly compensated managers
5. Poor budget planning – no meaningful analysis or scenarios. Lack of adequate projections.

There needs to be fundamental changes in how El Cerrito budgets.

Given the above, El Cerrito may need a \$500 per year tax to cover basics. Unfortunately, some people want a big

library tax.

El Cerrito needs a study that is something like this.

<https://www.phillca.gov/DocumentCenter/View/22071/LONG-TERM-FINANCIAL-PLAN-FY2024-2029>

Ira Sharenow
El Cerrito, CA

From: [Stuart Sonatina](#)
To: [City Clerk](#)
Subject: Public comment on item 7F
Date: Monday, May 19, 2025 9:37:06 PM

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Hello there,

I'd like to show my support for item 7F: RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CERRITO SUPPORTING STATE AND REGIONAL FUNDING FOR BAY AREA PUBLIC TRANSIT.

More mass transit, more better!

Thank you,
Stuart Sonatina

From: [Carrie Hobbs](#)
To: [City Clerk](#)
Subject: public comments – agenda item 7F
Date: Tuesday, May 20, 2025 10:08:17 AM

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Hello City Council Members,

Please vote in favor of Council Member Saltzman's resolution to back a regional funding measure for Bay Area public transit. This is a critical issue, as many transit agencies in the Bay Area are facing significant financial challenges in the coming years that could lead to substantial service reductions.

Sincerely,
Carrie Schulman
El Cerrito Resident since 2010

From: [JTP](#)
To: [City Clerk](#)
Subject: Public comment for May 20 City Council meeting
Date: Tuesday, May 20, 2025 10:22:10 AM

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Dear City Council Members,

I am writing in my comment for Item 7F of this evening's meeting. I strongly support the city's Complete Streets policy, which recognizes that streets should serve multimodes of mobility. The Richmond Street Complete Streets Improvement Project is designed to begin implementing the city's Complete Streets vision. The proposed bike lanes will enhance safety for all road users and are vital for achieving our climate objectives.

Streets aren't just for bikes. Nor are they just for cars. People should be able to choose the transportation modes they feel safe and comfortable with, and can afford.

Best regards,

Jeannie
Resident of El Cerrito

From: [Allison Cooper](#)
To: [City Clerk](#)
Subject: public comments – agenda item #7F
Date: Tuesday, May 20, 2025 11:25:55 AM

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Thanks so much for your time, staff and Council!

I'm writing in support of Councilmember Saltzman's proposed Resolution of Support for State and Federal Funding for Bay Area Public Transit. Our local transit infrastructure is absolutely critical to the wellbeing and future of El Cerritans, and anything we can do to support it right now must be done!

Also, shoutout to our local El Cerrito Walk & Roll group for spearheading local transit/bike/walking infrastructure support. I'm so excited for the future of my El Cerrito neighborhood with such great community support and plans for transit-oriented development!

Thank you again for your time and consideration,

Allison
El Cerrito resident

From: [Max Mankita](#)
To: [City Clerk](#)
Subject: Public Comment on Item 7F
Date: Tuesday, May 20, 2025 11:30:44 AM

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Honorable Mayor and City Council

I am writing in the strongest possible support for Item 7F. State and Regional funding for Bay Area Public Transit is desperately needed to keep crucial services such as AC Transit and BART afloat. Well funded public transit is the backbone of not just El Cerrito, but also the entire Bay Area. Its continued existence will allow us to continue fighting for our goals of reduced Greenhouse Gas Emissions and more affordable housing. As an El Cerrito resident I urge you to vote yes, demonstrating our community's support for the aforementioned goals.

Sincerely,
Max Mankita

From: [STEVEN PRICE](#)
To: [City Clerk](#)
Subject: Council Member Rebecca Salzman's resolution
Date: Tuesday, May 20, 2025 9:43:29 AM

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Dear El Cerrito City Council,

I fully endorse Council Member Rebecca Salzman's introduction of a resolution to support state and regional funding for transit. In our culture we can't continue to assume that everyone can afford the financial burden of car ownership. Financial burdens are already hobbling people who are struggling to get ahead: housing, health care, education, groceries. Affordable transportation is key for lifting people up. This is especially acute in our area given the large number of people living in Equity Priority Communities. We were gratified by the enthusiastic turnout to the GO GREEN! Mobility Fair on April 26 which showcased affordable modes of mobility. Clearly lots of people in our community and region want affordable transportation choice.

Sincerely yours,

Steve Price

[REDACTED]
El Cerrito, CA

From: [Janet Byron](#)
To: [City Clerk](#)
Subject: Support for item 7G and 7F on tonight's council agenda
Date: Tuesday, May 20, 2025 11:49:10 AM

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Dear City Council,

I strongly support item 7G on the consent calendar, which adopts a resolution committing to achieve compliance with the MTC's Transit-Oriented Communities policy and accepts a \$270,000 grant to support zoning density around El Cerrito BART stations.

El Cerrito is blessed with two BART stations, which serve as regional transit hubs, with trains and buses taking people around the East Bay and beyond. It's exciting that the city is working to encourage more high-density housing steps away from our regional transit hubs.

I live in Credence Condos on San Pablo Avenue and Eureka, which has made it possible to live happily without owning car. I very much look forward to welcoming more neighbors to high-density housing within a half a mile of a BART station.

I also strongly support item 7F on the consent calendar, Councilmember Saltzman's resolution for El Cerrito to support state and regional efforts that bolster funding for public transit. Affordable, reliable transit is critical to getting people out of their cars and getting around town by other means, including transit.

El Cerrito's Climate Action and Adaptation Plan notes that fully half of the city's greenhouse gas emissions come from transportation — primarily the personal automobile. Everything you can do to support transit and multimodal transportation in town takes us closer to achieving El Cerrito's climate goals.

Thank you,

Janet Byron

El Cerrito resident
El Cerrito/Richmond Annex Walk & Roll

From: [Laura Lent](#)
To: [City Clerk](#)
Subject: Public Comment Item 7F
Date: Tuesday, May 20, 2025 11:52:38 AM

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This regional transit measure is truly critical to our future. Keeping public transportation available (and dare I say continuing to improve it) is vital to the Bay Area's economy and environment as well as to equity and social justice. Locally, El Cerrito is very fortunate to have two BART stops and BART access is one reason I chose to make my home here. Please support Rebecca Salzman's proposal to back the measure.

Sincerely,
Laura Lent

From: [Corey Busay](#)
To: [City Clerk](#)
Subject: Please support council member Saltzman's resolution for public transit regional funding measure (item 7F)
Date: Tuesday, May 20, 2025 12:21:11 PM

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Dear council,

Please support council member Saltzman's resolution for the public transit regional funding measure (item 7F).

We need more funding sources to ensure that public transit is convenient and reliable, and for the different agencies to work together more seamlessly.

As the saying goes, "**A developed country is not a place where the poor have cars, it's where the rich use public transport.**" This resolution will help make public transit competitive with driving.

Thank you for your consideration,
Corey Busay

From: [Vanessa Warheit](#)
To: [City Clerk](#)
Subject: Agenda Item 7F
Date: Tuesday, May 20, 2025 12:25:17 PM

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Dear City Council Members,
I strongly support Councilmember Saltzman's proposal supporting state funding funding for Bay Area public transit.
Thank you,
Vanessa Warheit
[REDACTED], El Cerrito, CA 94530

--
Vanessa Warheit

Phone: [REDACTED]

pronouns: she, her, hers
[REDACTED]

From: [Karen Leung](#)
To: [City Clerk](#)
Subject: Public transit item 7F
Date: Tuesday, May 20, 2025 12:39:16 PM

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Hello,

I'm reaching out to lend my support for item 7F. Public transit is critical for our city's present and future success.

Additionally, I would like to express my support for the Richmond Street dedicated bike lanes which Korematsu students desperately need to travel safely to and from school.

Thank you,
Karen Leung

From: [Amelia Schmale](#)
To: [City Clerk](#)
Subject: Public Comment for Item 7F
Date: Tuesday, May 20, 2025 1:00:57 PM

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Hello,

I'm a constituent living at [REDACTED] Everett Street. I'm writing to voice my support for Council Member Salzman's resolution to back regional funding measures for Bay Area public transit.

Thank you,
Amelia Schmale
[REDACTED]

From: [Jonathan Rodgers](#)
To: [City Clerk](#)
Subject: Support for 7F
Date: Tuesday, May 20, 2025 1:18:57 PM

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Hello,

I am a resident and would like to express support for 7F. Bart is so vital to so many people as a sustainable, affordable, and reliable source of transportation. Please ensure it gets the funding it needs to operate and serve our community.

I would also like to express support for the Richmond Street Complete Streets Improvement Project. It is quite scary operating a bike in Richmond, especially for small children. Anything we can do to make things safer and more accessible would be a welcome improvement.

Thank you for your consideration,
Jonathan Rodgers

From: [Franz Kieviet](#)
To: [City Clerk](#)
Subject: Support for Item 7F
Date: Tuesday, May 20, 2025 1:51:03 PM

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Dear El Cerrito City Council,

As a recent college graduate living without a car, I depend significantly on public transportation, which can sometimes present challenges. I am writing to express my concern regarding the potential for substantial service reductions across transit agencies if additional funding is not secured. Such cuts would severely impact the usability of public transportation.

Considering the urgency of the climate crisis, it is vital that we invest in and support our public transit systems. I strongly believe it is important to pass this resolution. Doing so would clearly communicate to the state that El Cerrito acknowledges the critical role of our existing public transportation network and advocates for a solution that not only safeguards current service levels but ideally allows for future expansion.

Please support this resolution and support El Cerrito's public transportation.

Sincerely,
Franz

From: [Cathy Bleier](#)
To: [City Clerk](#)
Subject: Support transit resolution, item 7F
Date: Tuesday, May 20, 2025 1:58:30 PM

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To Whom It may concern,
As a long-time El Cerrito resident and former 3-term member of the EC FOrest
Advisory Committee, I fully support the need and role of public transit for
environmental and equity reasons. I encourage the Council to support
Councilmember Rebecca Saltzman's resolution to back a regional funding measure
for Bay Area public transit.

Sincerely,
Cathy Bleier
[REDACTED], EC

Sent from my iPhone

From: [Martin Greenberg](#)
To: [City Clerk](#)
Subject: Agenda Item No.7.F.
Date: Tuesday, May 20, 2025 3:08:55 PM
Importance: High

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Greetings,

My wife and I are moving from SoCal to the East Bay in August, specifically, El Cerrito. We selected the region to be closer to our kids in Berkeley, but were drawn to El Cerrito by the small town feel, strong support for municipal improvements toward safer streets for pedestrians and bicycle riders and most importantly, an excellent transit system.

My particular disability makes it difficult for me to walk. However, I am comfortable riding a bicycle, and tend to ride 50-100 or more miles a week. In SoCal, I have excellent access to trails and safe streets with well designed intersections for safe pedestrian and cycle crossing. However, our transit system is generally poor and non-existent in most areas. The lack of adequate transit has resulted in massive car-centric infrastructure including a section of the 405 near our home with nine lanes in each direction.

While the East Bay has its share of highway infrastructure, what currently exists is nothing compared to what has evolved in SoCal over the years to meet the transportation needs of the residents in the region. Highway expansion is very costly, and adjacent communities always pay a heavy price. Supporting alternatives to car-centric mobility is essential for El Cerrito to maintain its charm and evolution toward one of the best places to live in the East Bay.

I would prefer to use my car only when necessary while living in El Cerrito, and use a combination of bicycle and transit to get most of my needs met.

Best,
Marty

Martin J. Greenberg

Office [REDACTED]

Mobile [REDACTED]

Fax #: [REDACTED]

Email: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



AB 2561 Presentation:

Status of the City of El Cerrito
Vacancies and
Recruitment/Retention Efforts

Presented By:
Shannon Bassi
Human Resources Manager

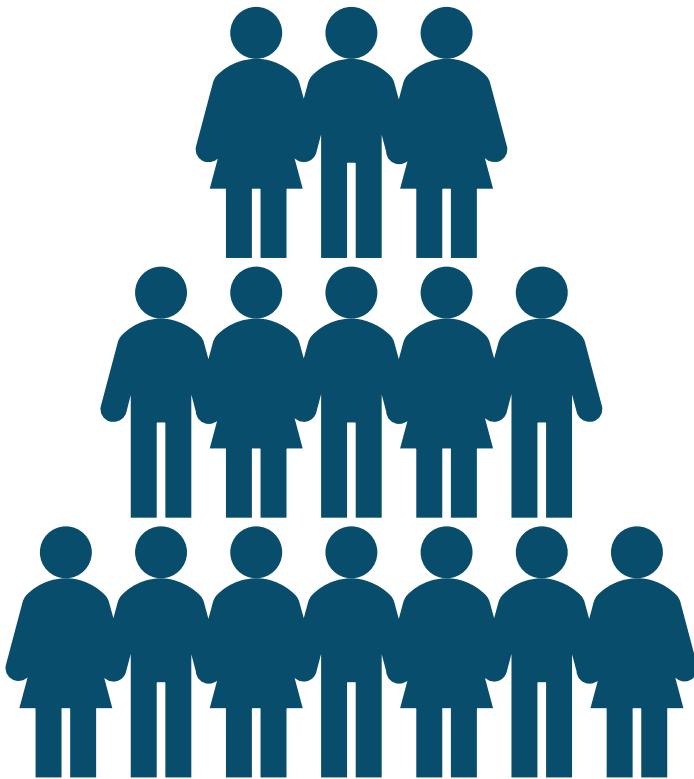
Background

AB 2561 requires public agencies, including the City, to hold at least one (1) public hearing per year to discuss vacancies, recruitment and retention efforts. This presentation is for informational purposes only and discusses the City's legal obligations under the new law, which took effect January 1, 2025. This is the first presentation under the new legislation.

The goal is to address issues of job vacancies, which adversely affect service delivery and employee workload.



Workforce Information



Total Budgeted/Authorized Full-Time Equivalent Positions (FTE): (Excluding five City Council Member positions)

January 1, 2024: 163.8 FTE

December 31, 2024: 163.8 FTE

FTE BY BARGAINING GROUP	
Bargaining Group Name	FTE TOTAL
Police Employees Association (PEA)	48.0
Service Employees International Union Local 1021 (SEIU)	45.5
Management and Confidential Employees	31.8
United Professional Firefighters Local 1230	37.5
Public Safety Management Association (PSMA)	9.0



Services Provided To The Public By Budgeted/Authorized Workforce:

Department	Overview of City Services Performed by Staff
City Manager's Office	Administration, Communications, City Clerk, Human Resources, Information Technology
Community Development	Planning, Building, Housing, Economic Development, Sustainable Transportation
Finance	Budget, Accounting, Payroll
Fire	Fire Prevention, Operations/EMS, Code Enforcement
Police	Patrol/Traffic, Field Operations, Crime Prevention, Investigations
Public Works	Engineering, Recycling, Maintenance, Streets
Recreation	Parks, Senior/Childcare Services, Aquatics, Recreational Programs



City Wide Vacancy Information for Calendar Year 2024

- ▶ Average % of vacancies at the end of each month: **10%**
- ▶ Highest % of vacancies at the end of a month: **12%**
- ▶ Lowest % of vacancies at the end of a month: **9%**

2024	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
# of Vacancies Beginning of the Month	20	17.5	17	16	17	14	15	16	16	15	15	16
# of Separations	1	2	1	2	0	1	1	2	3	2	1	3
# of New Hires	3	3	0	1	2	3	0	1	3	2	1	2
# of Promotions	4	0	2	2	2	0	0	1	0	0	1	1
# of Budgeted FTEs	163.8	163.8	163.8	163.8	163.8	163.8	163.8	163.8	163.8	163.8	163.8	163.8
% of Vacancies	12%	11%	10%	10%	10%	9%	9%	10%	10%	9%	9%	10%

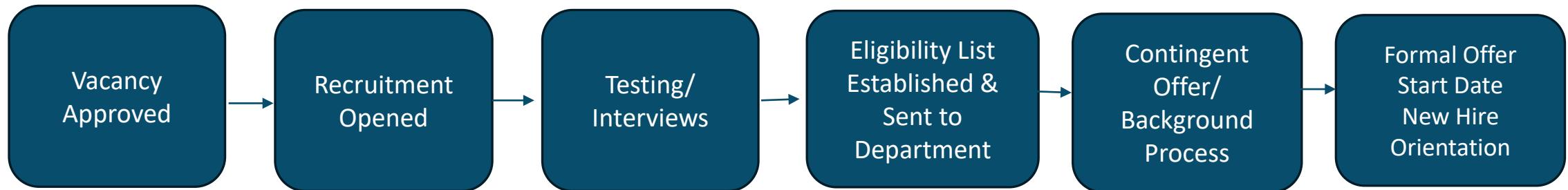


2024 Annual Average Vacancy Rates By Bargaining Unit:

Calendar Year 2024 Annual Average Vacancy Rates	
Bargaining Group Name	Vacancy Percentage
Police Employees Association (PEA)	14%
Service Employees International Union Local 1021 (SEIU)	12%
Management and Confidential Employees	8%
United Professional Firefighters Local 1230	5%
Public Safety Management Association (PSMA)	0%



Standard Recruitment Process

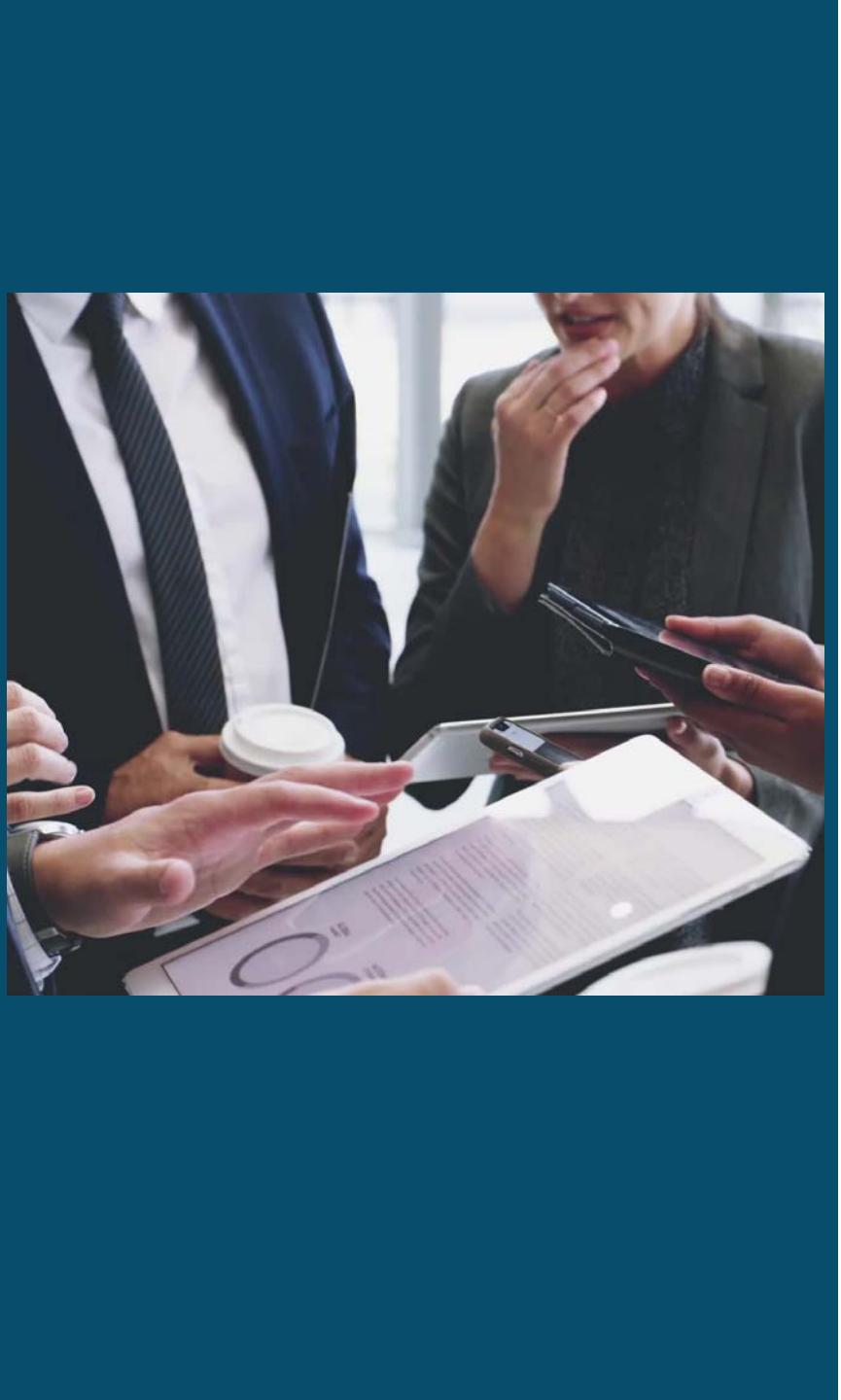


Recruitment Information

Recruitment Statistics for 2024:

- Total # of Vacancies Filled: **21**
- Average Number of Calendar Days to Fill Vacancies (From job posting open to formal offer): **67**
- Number of Vacancies Filled by:
 - Existing Eligibility List: **1**
 - New Recruitment Opened: **12**
 - Promotional Recruitment: **7**





Hiring Issues

The City reviewed related policies, procedures, and recruitment activities to identify potential obstacles and solutions:

Obstacles

- Competitive Salaries: Some classification salaries were under market as shown through the compensation study
- Applicants not understanding where they are in the process and/or expected a quicker process
- Pre-employment/background process

Hiring Issues Continued..

The City explored possible solutions to address obstacles:

- Applied salary market adjustments where necessary to remain competitive
- Increased communications to candidates from HR and hiring department. Included additional timeline details listed on the job posting to align expectations
- Improved recruitment branding on job postings and the website to revamp and highlight why the City is an Employer of Choice!



Other Recruitment Goals and Strategies



Continuously examine and expand the applicant network and reach various, diverse community groups to attract top talent.

Such as trade schools, community colleges, universities, cultural interest groups, community organizations, professional networks, etc.



Streamline recruitment processes and aim to decrease the number of days to complete the recruitment process.



Continuously monitor salary and benefit offerings of comparative agencies to remain competitive and recruit top talent.



Work with departments to train and promote from within where possible.



2024 Retention Statistics

Total # of Vacancies Created During 2024	27
# of Vacancies Created by Newly Budgeted Positions July 1, 2024	0
# of Vacancies Created by Internal Promotion	12
# of Vacancies Created by Internal Transfer	0
# of Vacancies Created by Retirement	5
# of Vacancies Created by Involuntary Separation	5
# of Vacancies Created by Voluntary Separation	9

QUESTIONS?



Consideration of Fiscal Year 2024-25 One-Time Uses of General Fund Balance

May 20, 2025

Supplemental Materials Page 41 of 58

Agenda Packet Page 276 of 293



Budget Process – FY 2025-26

- Feb 4: FY 2023-24 Audit presented to City Council
- March 4: Mid-year update to City Council on Fiscal Year (FY) 2024-25
- April 15: City Council study session on General Fund for FY 2025-26
- **May 20: City Council discussion and direction on one-time appropriations**
- Mid-Cycle update and formal adoption of FY 2025-26 Budget in June 2025

General Fund Balance

Fund Balance Projection		
FY24 General Fund - Total Fund Balance (actual)		\$ 22,893,338
EDRF	(9,000,000)	
Section 115	(1,372,890)	
Non-Spendable	(126,751)	
 FY25 Original Projected Surplus	33,952	
FY25 Approved adjustments:		
Expenditures	(1,437,907)	
Revenues	310,535	
Use of fund balance		<u>(1,093,420)</u>
 Projected Total Ending FY25 Fund Balance	21,799,918	
EDRF (Internally Restricted)	(9,000,000)	
Section 115 (Restricted)	(1,400,161)	
Non-Spendable	(126,751)	(10,526,912)
 Projected FY25 Unrestricted Fund Balance	11,273,007	
 FY26 Expenditure Proposed Budget	53,764,017	
FY26 17% Reserve Goal		9,139,883
 Projected discretionary for FY26		<u>2,133,124</u>
 FY 25 Projected Ending Total Fund Balance		21,799,918



One-Time Expenditures for Consideration

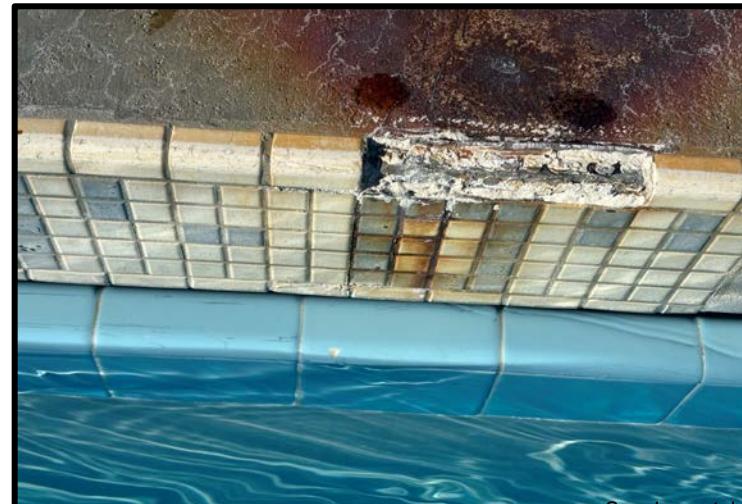
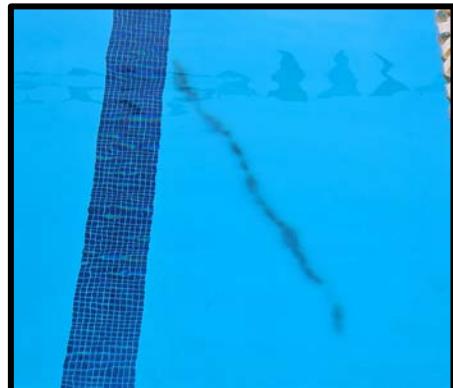
Description	Amount
Swim Center Pool Replaster w/ ADA	\$3,400,000
Fire Engine 152 Replacement	1,600,000
Fire Mandated SCBA Replacement	400,000
Service Delivery Study	120,000
Office/Admin Building demolition at 10936 SPA (former Church site)	50,000
HNA & Parks - High Priority/Hazard Tree & Vegetation Management Work	80,000
Public Works Utility Truck/Van Purchase	60,000
Council Chambers AV Overhaul	350,000
Total	\$6,060,000

- Not able to be included in FY 2025-26 operating budget
- Requires use of Unassigned General Fund Balance

Recommendation:

- Allocate funds to Swim Center and Fire Engine/Equipment
- Allocate to Section 115 Trust
- Appropriate funds for Service Delivery Study

El Cerrito Swim Center – Lap Pool



- Full Scope: Lap Pool Replaster & Deck Replacement, Path of Travel ADA Compliance and Egress work
- Approximate Full Project Cost:
~\$3.4 million
 - Replaster Only: up to \$400,000
- Construction Timeline: up to 5 months
- Possible Revenue Loss: \$20,000 to \$40,000 per month (off season)

Fire Engine and SCBA Equipment Replacement



- Fire Engine Replacement quoted at \$1.6 Million
- Self Contained Breathing Apparatus (SCBA) quoted at \$400K
 - Replacement due in 2028
- Engines will take at least two years from order to delivery
 - Can order with down payment of \$800K
- Funds would be deposited in Vehicle and Equipment Replacement Fund for future purchase and/or provide matching funds in the event of a grant

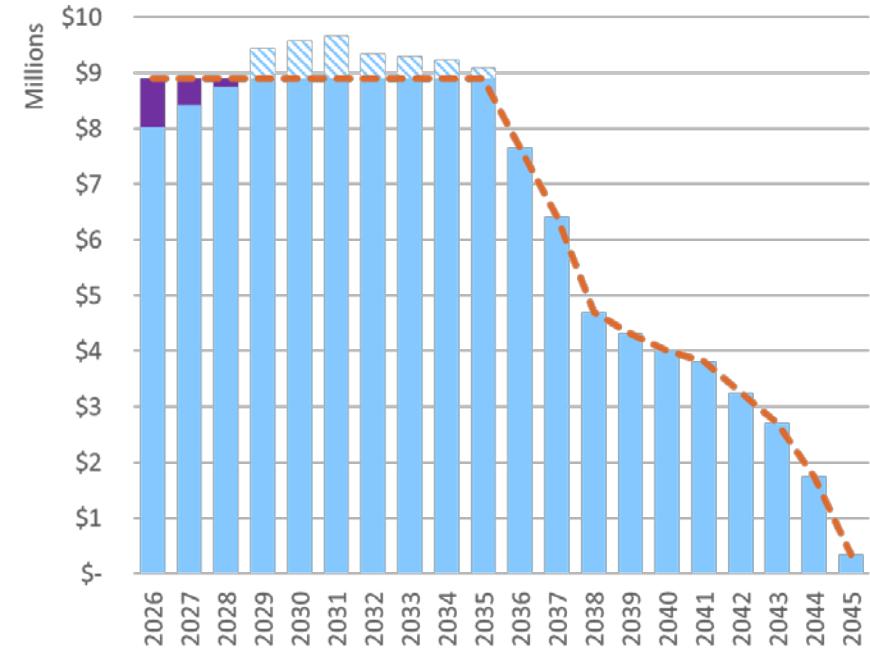
Service Delivery Study

- Investment in professional services to provide City Council with options for long-term operational savings
- Review of operations and service levels, conduct organizational assessment, and develop recommendations for improvement in service delivery and cost savings and sustainability
- Timeline: 6-8 months



Section 115 Trust

- \$1.4M of assets as of March 31, 2025
- Annual UAL Costs and Normal Pension Costs can be supplemented with the Trust
- Cost smoothing scenario depends upon amount of contribution*
 - Higher contribution = higher returns and smoothing level
- Funding scenarios:
 - Surplus per Comprehensive Financial Policy
 - Use of fund balance
 - Consider transfer of funds from the overfunded portion of the EDRF into the Trust
 - Currently overfunded by \$2.01 million
 - Smoothing Example #1 (right) shows investment of \$1.5 million over three years



*Source: NHA Advisor Presentation,
Smoothing Example #1
May 20, 2025

Scenario #1 - \$1M in One-Time Appropriations

\$1 Million Investment	
Swim Center Pool Replaster	\$500,000
Fire Engine and Equipment Replacement	180,000
Section 115 Trust	200,000
Service Delivery Study	120,000
Total General Fund Appropriation	\$1,000,000

Scenario #2 - \$1.5M in One-Time Appropriations

\$1.5 Million Investment	
Swim Center Pool Replaster	\$500,000
Fire Engine and Equipment Replacement	580,000
Section 115 Trust	300,000
Service Delivery Study	120,000
Total General Fund Appropriation	\$1,500,000

Scenario #3 - \$2.5M in One-Time Appropriations Including EDRF Transfer

\$1.5 million in One-time Appropriations & \$1 million EDRF Transfer	
General Fund Appropriations	
Swim Center Pool Replaster	\$780,000
Fire Engine and Equipment Replacement	600,000
Service Delivery Study	120,000
Total General Fund Appropriation	\$1,500,000
 Transfer from the EDRF	
Section 115 Trust (Reduction in EDRF)	1,000,000
Total General Fund Appropriation & EDRF Transfer	\$2,500,000

Scenario #4 - \$2M in One-Time Appropriations Including EDRF Transfer

\$1 million in One-time Appropriations & \$1 million EDRF Transfer

General Fund Appropriations

Swim Center Pool Replaster	\$500,000
Fire Engine and Equipment Replacement	380,000
Service Delivery Study	120,000
Total General Fund Appropriation	\$1,000,000

Transfer from the EDRF

Section 115 Trust (Reduction in EDRF)	1,000,000
Total General Fund Appropriation & EDRF Transfer	\$2,000,000

Key Highlights

- \$2.1 million projected discretionary funds available for FY 2025-26 after meeting minimum General Fund reserve requirements
- Prioritized investments: Swim Center, Fire Engine/Equipment, Service Delivery Study, Section 115 Trust
- Scenarios 1 and 2 propose one-time appropriations of \$1 - \$1.5 million to make key investments and to address most urgent needs
- Scenario 3 proposes \$1.5 million in one-time appropriations and a \$1 million transfer from EDRF to Section 115 Trust
- All Scenarios are projected to maintain (and exceed) minimum reserve requirements totaling 30% of General Fund expenditures (minimum is 17% for unassigned fund balance and 13% for EDRF)

General Fund Forecast – Scenario 2

Fund Balance Projection - \$1.5 Million in One-Time Appropriations							
	Actuals	Amended Actuals	Proposed Budget	Forecast Budget	Forecast Updated	Forecast Updated	Forecast Updated
	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
Beginning Unassigned Fund Balance	\$16,624,174	\$23,143,081	\$12,520,448	\$9,927,028	\$9,942,803	\$9,321,243	\$8,863,407
+ Net Change in Fund Balance	6,518,907	(249,743)	(1,093,420)	15,775	(621,560)	(457,836)	(26,805)
- One-Time Use of Fund Balance	-	-	(1,500,000)	-	-	-	-
- Emergency and Disaster Recovery Fund	-	(9,000,000)	-	-	-	-	-
- Section 115 Trust	(1,372,890)	-	-	-	-	-	-
Ending Unassigned Fund Balance	23,143,081	12,520,448	9,927,028	9,942,803	9,321,243	8,863,407	8,836,602
Internally Restricted EDRF	-	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000	9,000,000
Beginning Restricted Fund Balance	-	-	1,372,890	1,372,890	1,372,890	1,372,890	1,372,890
+ Annual Net Revenue (Expense)	-	1,372,890	-	-	-	-	-
Ending Restricted Fund Balance	-	1,372,890	1,372,890	1,372,890	1,372,890	1,372,890	1,372,890
Total Fund Balance	\$23,143,081	\$22,893,338	\$20,299,918	\$20,315,693	\$19,694,133	\$19,236,297	\$19,209,492

General Fund Forecast – Scenario 3

Fund Balance Projection - \$1.5 million in One-Time Appropriations & \$1 million Transfer from EDRF to Section 115 Trust							
	Actuals	Amended Actuals	Proposed Budget	Forecast Budget	Forecast Updated	Forecast Updated	Forecast Updated
	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
Beginning Unassigned Fund Balance	\$16,624,174	\$23,143,081	\$12,520,448	\$9,927,028	\$9,942,803	\$9,321,243	\$8,863,407
+ Net Change in Fund Balance	6,518,907	(249,743)	(1,093,420)	15,775	(621,560)	(457,836)	(26,805)
- One-Time Use of Fund Balance	-	-	(1,500,000)	-	-	-	-
- Emergency and Disaster Recovery Fund	-	(9,000,000)	-	-	-	-	-
- Section 115 Trust	(1,372,890)	-	-	-	-	-	-
Ending Unassigned Fund Balance	23,143,081	12,520,448	9,927,028	9,942,803	9,321,243	8,863,407	8,836,602
Internally Restricted EDRF							
Beginning Balance	-	-	9,000,000	8,000,000	8,000,000	8,000,000	8,000,000
+ One-Time Reduction	-	-	(1,000,000)	-	-	-	-
Ending Balance	-	9,000,000	8,000,000	8,000,000	8,000,000	8,000,000	8,000,000
Beginning Restricted Fund Balance	-	-	1,372,890	2,372,890	2,372,890	2,372,890	2,372,890
+ Annual Net Revenue (Expense)	-	1,372,890	1,000,000	-	-	-	-
Ending Restricted Fund Balance	-	1,372,890	2,372,890	2,372,890	2,372,890	2,372,890	2,372,890
Total Fund Balance	\$23,143,081	\$22,893,338	\$20,299,918	\$20,315,693	\$19,694,133	\$19,236,297	\$19,209,492

Next Steps

- Staff will make any updates based on City Council feedback
- City Council provide direction by motion on selected options
 - Staff will bring back Resolution with action on appropriations at June meeting
- Staff will provide City Council and FAB the Proposed FY 2025-26 Budget/Spending Authority by May 22
- FAB review of FY 2025-26 budget at May meeting
- Final budget adoption for FY 2025-26 in June 2025

From: [Ira Sharenow](#)
To: [Holly Charléty](#); [City Clerk](#)
Cc: [Lisa Motoyama](#); [William Ktsanes](#); [Rebecca Saltzman](#)
Subject: Item 9A -- One Time Uses
Date: Friday, May 16, 2025 8:59:56 AM

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Management produced over \$6 million in potential expenditures. However, many items were left out.

1. Senior Center
2. Fixing the Ohlone Greenway
3. Fixing the roads
4. There are over 30 projects listed in the current budget.

Note that lost revenues for the swimming pool will be offset at least in part by lower costs for part time workers and other expenses.

What is the likelihood the pool needs to be shut down during the summer? Does anyone have a professional opinion?

I think it is time to acknowledge the city has serious financial issues.

I hope the city government will learn in great detail how the accrued liability is computed as that can impact the timing of any pay down.

CalPERS charges 6.8% interest. The Section 115 Trust earned about half that rate. I believe that LAIF paid better and with far less volatility and lesser fees, I believe.

I am also concerned about overly optimistic projections. We saw that the 2021 UAL projections were very optimistic.

If I recall correctly, in April management projected swimming pool costs at around \$2 million. Now the estimate is about double that.

Realistically, the city is going to run deficits for the foreseeable future while the infrastructure continues to decline.

Often costs are presented as one-off-we-never-expected-this-to happen. I think the city needs to plan for these “one-off” expenses.

I suggest that the council request the fire department to provide a status report of all of its fire engines and other equipment, so that the council knows when major repairs and replacement will be needed. Something similar should be requested of other departments.

The finance department needs to do a study similar to the Pleasant Hill study.

<https://www.phillca.gov/DocumentCenter/View/22071/LONG-TERM-FINANCIAL-PLAN-FY2024-2029>

Ira Sharenow
El Cerrito, CA