



# **AGENDA**

## **SPECIAL MEETING**

### **BUDGET/AUDIT COMMITTEE**

**\*\*\*\*\***

**Monday, May 15, 2023**

**12:30 p.m.**

*Members of the public will be able to participate either in-person at  
Hoyer Hall, Clayton Community Library  
6125 Clayton Road, Clayton, CA 94517  
or  
remotely via Zoom.*

**Committee Members**  
Mayor Jeff Wan  
Councilmember Kim Trupiano

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review on the City's website at [www.claytonca.gov](http://www.claytonca.gov)
- Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) City Website at [www.claytonca.gov](http://www.claytonca.gov)
- Any writings or documents provided to a majority of the City Council after distribution of the Agenda Packet and regarding any public item on this Agenda is available for review on the City's website at [www.claytonca.gov](http://www.claytonca.gov)
- If you have a physical impairment that requires special accommodations to participate, please call the City Clerk's office at least 72 hours in advance of the meeting at (925) 673-7300.

### **Instructions for Virtual Budget/Audit Committee Meeting – May 15, 2023**

This meeting via videoconferencing is open to the public. The following options are provided as a courtesy for those who would prefer to view, listen to, or provide comments remotely for the meeting. While City staff will make every effort to facilitate remote participation in the meeting, the City cannot guarantee that the public's access to teleconferencing technology will be uninterrupted, and technical difficulties may occur from time to time.

**Videoconference or Phone:** To follow or participate in the meeting on-line, click the link below, or in the Zoom application or by phone, enter the Webinar ID below:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89966806909>

No Passcode Needed

Or One tap mobile:

US: +16699009128,86968637841# or +16694449171,86968637841#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or 888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)

Webinar ID: 845 8890 6591

**E-mail Public Comments:** If preferred, please e-mail public comments to the City Clerk, Ms. Calderon, at [JanetC@claytonca.gov](mailto:JanetC@claytonca.gov) by Noon on the day of the Budget/Audit Committee meeting. All E-mail Public Comments will be forwarded to the entire Budget/Audit Committee.

Those who choose to attend the meeting via videoconferencing or telephone shall have 3 minutes each for public comments.

**\* CLAYTON BUDGET/AUDIT COMMITTEE \***

**May 15, 2023**

**12:30 P.M.**

**1. CALL TO ORDER AND ROLL CALL**

**2. PUBLIC COMMENT ON NON - AGENDA ITEMS**

*Members of the public may address the Budget/Audit Committee on items within the Committee's jurisdiction, (which are not on the agenda) at this time. To ensure an orderly meeting and an equal opportunity for everyone, each speaker is limited to 3 minutes, enforced at the Budget/Audit Committee's discretion. In accordance with State Law, no action may take place on any item not appearing on the posted agenda. The Budget/Audit Committee may respond to statements made or questions asked or may at its discretion request Staff to report back at a future meeting concerning the matter.*

*Public comment and input on Public Hearing, Action Items and other Agenda Items will be allowed when each item is considered by the City Council.*

**3. ACTION ITEMS**

- (a) Presentation on Proposed Update to Master Fee Schedule. (Finance Consultant)  
([View here](#))

**4. ADJOURNMENT**

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# STAFF REPORT

**TO: BUDGET/AUDIT COMMITTEE**

**FROM: NITISH SHARMA, FINANCE CONSULTANT**

**DATE: MAY 15, 2023**

**SUBJECT: PRESENTATION ON PROPOSED UPDATE TO MASTER FEE SCHEDULE**

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## **OBJECTIVE**

The objective of this report is to seek direction from the Committee on the labor rate analysis for City employees.

## **RECOMMENDED ACTION**

It is recommended the Committee receive the presentation on the proposed update to the Master Fee Schedule for Fiscal Year 2023/24 and provide feedback to staff.

## **BACKGROUND**

Revenue from fees and charges represents about \$405,977, or 5.9%, of the City's total operating revenue. Accordingly, each year departments review their fee schedules as they relate to their costs for providing regulatory activities, products, and services. Any proposed fee adjustments are brought forward to Council for consideration. During this review, departments also examine the need for new fees. These are brought forward at the same time for Council consideration.

The City's fee program has three key principles: (1) avoidance of large increases from time to time by adopting smaller annual increases; (2) establishment of fees that are reflective of the City's actual costs and are reasonable as determined by similar municipalities; and (3) ensure communication of our policies and programs to developers to foster understanding and feedback.

## **ANALYSIS**

Since the passage of Proposition 26, (1) fees cannot exceed the cost of providing services; and, (2) individual customers paying for these fees cannot be charged for more than the services they receive, meaning they cannot be overcharged to subsidize fees for other customers. Included in the analysis of each of the proposed Book of Fees changes below is an explanation of the proposed change in compliance with Proposition 26.

### **A. Fully-Recovery Method: Staff Time and Materials and Supplies**

A huge part of the fee update is the calculation of the fully burdened labor rate. The proposed cost of labor reimbursement rate is developed based on salaries and benefits, operations and maintenance to support the delivery of services, and the administrative overhead to support the departments delivering the services. Each of the components of the fully burdened labor rate analysis is described below:

1. Salaries and Benefits: The City team and the consultant have developed a labor cost analysis based on the current employee census data file. This census data file includes employees title, salary/wages, healthcare benefits and each of the different add pays.
2. Operating Expense Multiplier: Each Department has operating expenses that support the delivery of services. As part of the analysis, the operating expenses are distributed to each department based on the type of services provided. For example, the Finance Department provides support to Community Development Department to manage and record fees, process accounts payables, payroll and other functions as deem appropriate and reasonable. Only a portion of the Finance Department costs can be applied to the Community Development as the Department supports other functional areas of the City. The type of expenses included in this category are listed below:
  - General Supplies
  - Books/Periodicals
  - Dues and Subscriptions
  - Telecommunications
  - Travel/Training
  - Conferences/Meetings
  - Education & Training
  - Recording Fees
  - Legal Notices
  - Legal Services (if related to fees, these costs are billed directly to the vendor)
  - Other Professional Services (if related to fees, these costs are billed directly to the vendor)
  - Unemployment Compensation
  - Recruitment/Pre-employment
  - Office Supplies/Expense
  - Postage
  - Printing and Binding
  - Rentals/Leases – Copiers and Other Equipment
  - Telecommunications/Technology Expenses
  - Insurance Premiums as allocated to different departments
  - Employee Recognition
3. General Support Services Cost Multiplier: The General Support Services includes the costs from the Administrative Services Department to support the Departments delivering the services. Only the portion of the Administrative Services Departments costs are allocated using the percentage of the fee revenues received when compared to the total revenue budget. The type of expenses included in this category are listed below:
  - Regular Salaries
  - Temporary Salaries
  - Overtime
  - Long/Short Term Disability Insurance
  - PERS Retirement-Normal Cost
  - Workers' Compensation
  - Unemployment Compensation
  - FICA Taxes
  - Benefit Insurance
  - Materials and Supplies
  - Training and Education

B. Community Development Fees

The Community Development fees includes some fees that are charged to the initial deposits received from the project applicant. There are other fees that have direct fee charge upon submission of the permit

application. The proposed fees for the Community Development are attached for the Committee consideration.

C. Police Department Fees

The Police Department fees are only charged if the services are provided and benefits an individual or organization. Most of the police services are provided and funded from the general revenues (property taxes, sales taxes, etc.).

D. Facility and Rental Fees

Facility and rental fees are based on the time utilized by the maintenance staff to ensure that the facilities are clean and ready for the next event.

E. Clayton Community Park Fees

Clayton Community Park Fees are charged for events or other functions that require a permit and reservation. These events require the services of the Maintenance Division and a portion of the Administrative Division to ensure that the park facility is clean and maintained.

F. Special Event Fees

The proposed Special Event Fees have been established for events of different sizes based on the number or anticipated participants/attendees. Large events typically require significant staff resources and city owned assets to meet the event requirements. Staff resources would continue to be recovered on a cost and materials basis. Additionally, city owned assets that are utilized by a group or individuals holding an event, which limit the ability of the public to freely use these spaces, will be charged a fee for exclusive use of city owned assets.

G. Administrative Fees

Administrative Fees are allocated and charged to individuals or organizations receiving services that are not normally covered by the general revenues.

**FISCAL IMPACTS**

The estimate revenue from the adoption of these fees has not been fully established at this point. Staff will take input from the Committee and prepare an estimate of additional anticipated revenues for the Budget and Audit Committee meeting scheduled for May 22, 2023.

**ATTACHMENTS**

1. City of Clayton Book of Fee Schedule: Citywide Service/Reimbursement Fees
2. Community Development Fees
3. Police Department Fees
4. Facility and Rental Fees
5. Clayton Community Park Fees
6. Special Event Fees
7. Administrative Fees

## CITY OF CLAYTON, CALIFORNIA

## BOOK OF FEES

Description	Authority	Effective Date
<b>CITYWIDE SERVICE/REIMBURSEMENT FEES</b>		

## Fee Schedule

## A. COST RECOVERY FEES

The City provides a combination of public services and specific services. As defined in the Government Finance Officers Association publication, *Financial Policies: Design and Implementation*, a “public” service is one in which a citizen cannot choose to be excluded or one which delivers a benefit to the general public. For example, routine police patrols are a public service (one which provides a public good and which an individual citizen cannot opt out of) whereas police presence at a special event, such as a concert, would be a specific service. The purpose of this fee category is to recover costs pertaining to the services that are of special benefit to easily identified individuals or groups. These fees will not apply to public services. The reimbursement rate formula is based on the total cost of delivering the services, including direct costs such as salaries and benefits, indirect costs such as departmental administration costs, and citywide support costs such as accounting, personnel, data processing, vehicle maintenance, and insurance. All fees are hourly rates. A fee as a means of cost recovery for a special service/reimbursement is calculated as follows.

Hourly salary and benefit rate (top step), plus maintenance and operations expense as calculated of the hourly salary and benefit rate, plus indirect costs (General Support Services Costs) calculated as 20% of the hourly salary and benefit rate.

Example:       \$50.00 – hourly and benefit rate  
                   +12.50 – Department Operating Expense Multiplier  
                   +10.00 – Indirect Costs: General Support Services Cost Multiplier  
                   \$72.50 – service fee

## B. WORK ORDER BILLING

The purpose of these fees is to recover costs related to providing complete engineering, development services, economic development and other community development and public works services related to consultation, studies, designs, investigations, planning, economic development activities, and capital improvement projects.

Departments	Position	Cost Reimbursement Fee Rate/ Hour
Admin/Finance	Accounting Technician	\$ 56.00
Community Dev	Assistant Planner	\$ 90.00
Admin/Finance	Assistant to the City Manager	\$ 72.00
Police	Chief of Police	\$ 131.00
Admin/Finance	City Clerk	\$ 63.00
Admin/Finance	City Manager	\$ 142.00
Community Dev	Community Development Director	\$ 136.00

## CITY OF CLAYTON, CALIFORNIA

### BOOK OF FEES

Departments	Position	Cost Reimbursement Fee Rate/ Hour
Admin/Finance	Finance Director	\$ 132.00
PW/Mtn	Maintenance Senior	\$ 75.00
PW/Mtn	Maintenance Supervisor	\$ 87.00
PW/Mtn	Maintenance Worker I	\$ 63.00
PW/Mtn	Maintenance Worker II	\$ 67.00
Admin/Finance	Office Assistant/Code Officer	\$ 42.00
Police	Police Administrative Clerk	\$ 51.00
Police	Police Office Coordinator	\$ 59.00
Police	Police Officers	\$ 97.00
Police	Police Sergeant	\$ 117.00

#### HISTORY:

AUTHORITY	DATE	ACTION
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CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
<b>PLANNING AND DEVELOPMENT FEES</b>			
	<b>ANNEXATION</b>		
	Annexation - This fee may include the items as illustrated below.	Time - \$5,000 minimum deposit	Actual Cost - \$5,000 minimum deposit
	Local Agency Formation Commission		Actual Costs
	Legal Costs for City plus 15% administrative overhead		Actual Costs
	City Engineering Costs plus 15% administrative overhead		Actual Costs
	Pre-annexation fees (legal costs, engineering cost and other City costs )		Actual Costs
	<b>GENERAL PLAN /ZONING ORDINANCE FEES</b>		
	General Plan Map or Text Amendment	Time - \$5,000 minimum deposit	Actual Cost- \$5,000 minimum deposit
	Pre Zoning / Re Zoning	Time - \$5,000 minimum deposit	Actual Cost - \$5,000 minimum deposit
	Zoning Ordinance Text Amendment	Time - \$5,000 minimum deposit	Actual Cost- \$5,000 minimum deposit
	Site Plans / Development Plans		
	Site Plan Review Permit - Residential	Time - \$1,000 minimum deposit	Actual Cost- \$1,000 minimum deposit
	Site Plan Review Permit - Residential Amendment	Time - \$1,000 minimum deposit	Actual Cost- \$1,000 minimum deposit
	Site Plan Review Permit - Non Residential	Time - \$5,000 minimum deposit	Actual Cost - \$5,000 minimum deposit
	Site Plan Review Permit - Non Residential Amendment	Time - \$2,000 minimum deposit	Actual Cost- \$2,000 minimum deposit
	Development Plan	Time - \$5,000 minimum deposit	Actual Cost- \$5,000 minimum deposit
New	Development Services Agreement - Negotiating, processing, reviewing, drafting, and finalizing development agreements including, but not limited to development, disposition, and owner participation agreement and related documents.		Actual Cost- \$5,000 minimum deposit
	<b>SUBDIVISIONS</b>		

CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
	Tentative Subdivision Map Application	Time - \$5,000 minimum deposit	Actual Cost - \$5,000 minimum deposit
	Lot Line Adjustment	Time - \$1,000 minimum deposit	Actual Cost- \$2,500 minimum deposit
	Lot Merger	Time - \$2,000 minimum deposit	Actual Cost - \$2,500 minimum deposit
	<b>SUBDIVISIONS</b>		
	Tentative Parcel Map Application	Time - \$2,000 minimum deposit	Actual Cost - \$2,000 minimum deposit
	<b>ENVIRONMENTAL REVIEW</b>		
	Environmental Impact Report	Time - \$5,000 minimum deposit	Actual Cost - \$5,000 minimum deposit
	Negative Declaration with Mitigations (Mitigated Neg. Dec.)	Time - \$2,500 minimum deposit	Actual Cost- \$2,500 minimum deposit
	Negative Declaration without Mitigations	Time - \$2,000 minimum deposit	Actual Cost - \$2,000 minimum deposit
	Mitigation Monitoring and Reporting Plan	Included with Mitigated Neg Dec/ EIR	Included with Mitigated Neg Dec/ EIR
	Categorical Exemption	County filing fee + Time	
New	County Recorder Fees <a href="https://www.contracostavote.gov/recorder/recording-fees/recorder-fee-schedule/">https://www.contracostavote.gov/recorder/recording-fees/recorder-fee-schedule/</a>		Actual cost
New	Staff Time based on the Citywide Fee Reimbursement Schedule		Actual cost
New	Mileage Costs (To and From) per IRS rate established ( <a href="https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2023-business-use-increases-3-cents-per-mile">https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2023-business-use-increases-3-cents-per-mile</a> )		2023 IRS Rate: 65.5 cents per mile
	<b>PERMITS</b>		
	Home Occupation Permit - Administrative Review	\$216.00	\$237
	Home Occupation Permit - Planning Commission Review	Time - \$750 minimum deposit	Actual Cost - \$750 minimum deposit
	Use Permit - Fences Administrative Review	\$216	\$293

CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
	Use Permit - Residential - Planning Commission Review	Time - \$1,000 minimum deposit	Actual Cos - \$1,000 minimum deposit
	Use Permit - Non- Residential - Planning Commission Review	Time - \$5,000 minimum deposit	Actual Costs - \$2,000 minimum deposit
	Temporary Use Permit - Administrative Review	\$216	\$660
	Temporary Use Permit - Planning Commission Review	Time \$500 minimum deposit	Actual Cost- \$1,000 minimum deposit
	Sign Permit - Administrative Review	\$70	\$90.00
	Sign Permit - Planning Commission Review	Time - \$1,000 minimum deposit	Actual Cost- \$1,000 minimum deposit
	Temporary Storage Permit	\$70	\$90.00
	Accessory Dwelling Unit (ADU) Permit - Administrative Review	\$360	\$372
	Tree Removal Permit - Administrative Review Without Notice (Minimum)	\$43	\$45
	Tree Removal Non-Compliance Penalty (Admin Review Without Notice)	\$43	\$135
	Tree Removal Permit - Administrative Review with Notice (per tree - minimum applies see below)	\$65	\$135
	Tree Removal Non-Compliance Penalty (Notice Required)	\$143	\$259
	Tree Removal Permit - Planning Commission Review	Time - \$500 minimum deposit	Actual Cost - \$500 minimum deposit
	Tree Replacement In-Lieu Fee (CMC §15.70.040 F & 15.70.55) (per 24" box tree)	\$840	\$840
	Building Moving Permit	Time - \$1,000 minimum deposit	Actual Cost - \$1,000 minimum deposit
	Noise Permit - Administrative Review	\$216	\$383
	Reasonable Accommodations Permit - Administrative Review	\$216	\$338
	Reasonable Accommodations Permit - Planning Commission Review	Time - \$500 minimum deposit	Actual Cost- \$600 minimum deposit
	Outdoor Seating Permit (CMC §17.24.020 -H/Standard Policy No 3)	\$112	\$112

CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
	<b>MISCELLANEOUS</b>		
	Variance - Residential	Time - \$1,000 minimum deposit	Actual Cost - \$1,000 minimum deposit
	Variance - Non Residential	Time - \$5,000 minimum deposit	Actual Cost - \$2,000 minimum deposit
New	Pre-application review of development of 2 hours (additional hours will be based on actual costs). Two hour Minimum : \$272 (additional hours at \$136/hour).		Actual Cost- \$2,500 minimum deposit
New	Community Facility District or Other Assessment District formation fees		Actual Cost- \$8,000 minimum deposit
	Appeal - Administrative Decisions	\$70	\$90
	Appeal-Administrative Code Enforcement Citation	Time - \$1,800 minimum deposit	Actual Cost- \$1,800 minimum deposit
	Appeal - Planning Commission Decisions - Residential	\$360	\$375.00
	Appeal - Planning Commission Decisions - Non Residential	\$723	\$753.00
	Initial Fees- Appeals to Planning Commission Decisions - Non Residential	\$723	Actual Costs- \$1,500 minimum deposit
	Time Extension Request	Time - \$500 minimum deposit	Actual Cost - \$500 minimum deposit
	Contract Administration	Time - \$1,000 minimum deposit	Actual Cost - \$1,000 minimum deposit
	Large Family Day Care Home Permit	Time - \$500 minimum deposit	Actual Cost - \$500 minimum deposit
	Pre Application Consultation Deposit	Time - \$1,000 minimum deposit	Time - \$1,000 minimum deposit
	<b>CONSTRUCTION AND DEMOLITION (C&amp;D) RECYCLING PLANS</b>		
	Permit processing Fee - Single Family	\$186	\$203
	Permit processing Fee - Commercial & Multifamily	\$376	\$417
	Mgmt. Plan Deposit - Single Family (Minor Projects Including: re-roof, additions, remodeling, tenant improvements, etc.)	\$1,000 plus \$1/sq. ft. overs 2,000 sq. ft.	\$1,000 plus \$1/sq. ft. overs 2,000 sq. ft.

CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
	Mgmt. Plan Deposit - Single Family (New Construction) per unit	\$2,000 plus \$1/sq. ft. over 2,000 sq. ft.	\$2,000 plus \$1/sq. ft. over 2,000 sq. ft.
	Mgmt. Plan Deposit - Commercial & Multifamily (New Construction)	\$2,000 plus \$1/sq. ft. over 2,000 sq. ft.	\$2,000 plus \$1/sq. ft. over 2,000 sq. ft.
	<b>HABITAT CONSERVATION AREA COMPLIANCE</b>		
	Habitat Conservation Plan/Natural CC Plan	Time - \$1,000 minimum deposit	Time - \$1,000 minimum deposit
	<b>CITY ENGINEERING DEPARTMENT</b>		
	Bid or Plan Sets	Actual Cost	Actual Cost
	Deed Restriction / Covenant Agreement Preparation (Does not include recordation extra cost. See Administrative Fees.)	\$533	\$562
	<b>SUBDIVISION</b>		
	Final Map Filing Fee (per map)	\$878	\$915.00
	Final Map Checking Fee	Time - \$2,500 minimum deposit	Time - \$5,000 minimum deposit
	Construction Plans Checking Fee	Time - \$2,500 minimum deposit	Time - \$5,000 minimum deposit
	Construction Inspection Fee - Public Improvements	9% of Bond Estimates	9% of Bond Estimates
	Construction Inspection Fee - Private Improvements	9% of Bond Estimates	9% of Bond Estimates
	Construction Inspection Fee - Sanitary Sewer	3% of Bond Estimates	3% of Bond Estimates
	<b>PARCEL MAPS</b>		
	Final Parcel Map Filing Fee (per map)	\$174	\$182
	Final Parcel Map Plan Checking Fee	Time - \$1,000 minimum deposit	Time - \$2,500 minimum deposit
	Construction Plan Checking Fee	Time - \$1,000 minimum deposit	Time - \$2,500 minimum deposit
	Construction Inspection Fee - Public Improvements	9% of Bond Estimates	9% of Bond Estimates
	Construction Inspection Fee - Private Improvements	9% of Bond Estimates	9% of Bond Estimates
	Construction Inspection Fee - Sanitary Sewer	3% of Bond Estimates	3% of Bond Estimates
	<b>MAJOR GRADING</b>		

CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
	Grading Permit Filing Fee (per permit)	\$263	\$275
	Grading Permit Plan Check	Time - \$1,000 minimum deposit	Time - \$2,500 minimum deposit
	Grading Inspection	Time - \$1,000 minimum deposit	Time - \$2,500 minimum deposit
	<b>MINOR CONSTRUCTION ACTIVITY PERMITS (INCLUDING ENCROACHMENT) Stormwater, Wireless Installations, and Grading)</b>		
	Projects that do not disturb the ground (i.e. interior remodels, roof replacement, etc.) (per permit + time - \$500 minimum deposit)	\$159.00	\$166.00
	Room additions (including other projects that disturb the ground) (per permit + time - \$2,400 minimum deposit)	\$159.00	\$166.00
	Minor concrete repairs or replacement (i.e. sidewalks, curb & gutter) (per permit + time - \$1,000 minimum deposit)	\$294.00	\$307.00
	New driveway construction or replacement (Work may require the granting of additional street right of way requiring the preparation of grant deed and recordation. See Deed Restriction/Covenant Agreement Preparation fee above and Document Recording fee in Administrative Fees section.) (per permit + time - \$2,400 minimum deposit). The fees is based on 2.25 hours of services being provided. The City will charge actual costs for any time outside the base time allocated in this fee item.	\$289.00	\$302.00

CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
	Pool installation or total removal of existing pool (requires inspection and testing by applicant's third party soils engineer) (per permit + time - \$2,400 minimum deposit) The fees is based on 2.25 hours of services being provided. The City will charge actual costs for any time outside the base time allocated in this fee item.	\$294.00	\$307.00
	Partial removal of existing pool (Work requires a grading permit and the preparation and recording of a restricted use covenant. See Deed Restriction/Covenant Agreement Preparation fee above and Document Recording fee in Administrative Fees section.) (per permit + time - \$2,400 minimum deposit) The fees is based on 2.25 hours of services being provided. The City will charge actual costs for any time outside the base time allocated in this fee item.	\$294	\$307.00
	Wireless Installation Encroachment Permit	Time - \$2,000 minimum deposit	Time - \$2,500 minimum deposit
	Transportation Permit Fee (single trip)- State of California Fixed Fee	\$16.00	\$16.00
New	Transportation Permit Fee (annual) State of California Fixed Fee		\$90.00
	<b>MAJOR CONSTRUCTION ACTIVITY PERMITS</b>		
	Major Construction Activity Permit (per permit)	\$83.00	\$104.00
	Major Plan Check	Time- \$2,500 minimum deposit	Time- \$2,500 minimum deposit
	Major Inspection	Time- \$2,500 minimum deposit	Time- \$2,500 minimum deposit
	Cash Bond Major Encroachments (may be surety if more than \$10,000)	Per City Engineer	

CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
	Cash Bond Major Encroachments (may be surety if more than \$10,000)- Administrative Fee		\$124.00 plus Actual Costs
	<b>POST CONSTRUCTION STORMWATER COMPLIANCE</b>		
	Post construction Annual Verification Inspection - Individual Single Family Lot Non-HOA (per lot)	\$280.00	\$304
	Post construction Annual Verification Inspection - Single Family HOA (per HOA - first 10 lots)	\$280.00	\$394
	Post construction Annual Verification Inspection - Single Family HOA (per HOA - additional lots >10)	\$78.00	\$90
	Post construction Annual Verification Inspection - Commercial (per acre - min. 1 acre)	\$280.00	\$394
	Documentation Compliance Review Fee - Individual Single Family (per lot)	\$280.00	\$394
	<b>DOCUMENTATION COMPLIANCE REVIEW FEES- HOA (PER HOA)</b>		
	- First 10 lots	\$280.00	\$394
	- Each additional lot after 10th	\$80.00	\$90.00
	Documentation Compliance Review Fee - Commercial (per acre - min. 1 acre)	\$280.00	\$394
	Annual State Reporting preparation/filing Fee - Individual Single Family Lot (per lot)	\$100.00	\$124.00
	Annual State Reporting preparation/filing Fee - Single Family HOA (per HOA)	\$195.00	\$205.00
	Annual State Reporting preparation/filing Fee - Commercial (per acre - min. 1 acre)	\$195.00	\$205.00
	<b>SPECIAL SERVICE FEES</b>		



CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
New	Inspection Outside Normal Business Hours: 1.5 times rate of Inspector		Actual Costs
New	Permit Research Letter: Building Official 1/2 hour time		Actual Costs
New	Issuance of Temporary Certificate of Occupancy, first extension of 30 days		\$350.00
New	Issuance of Duplicate Certificate of Occupancy		\$50
New	Reinspection when work for which inspection has been called and is not ready: Building Official approved hourly rate. Minimum 1 hour		\$136.00
New	Contract services: The City hires a number of consultant to support the City's Community Development functions. Some of the contract services are the City Engineer and Legal support. The City will pass-through the costs of any consultant that is hired to support any of the Community Development functions with the actual costs plus the administrative overhead of 15% to support the management and oversight of the contractors.		Actual Costs + Administrative Service Fee of 15%
	<b>PUBLIC WORKS SERVICE FEES</b>		
New	Labor Rates - Actual Reimbursement Rate as published in the Citywide Reimbursement Schedule		Actual Costs
New	Equipment Rates: 2 hour minimum, unless noted otherwise. Rates established per the California Department of Transportation. <a href="https://dot.ca.gov/programs/construction">https://dot.ca.gov/programs/construction</a>		Actual Costs

CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
<b>POLICE SERVICE FEES</b>			
	Residential Alarm System Registration Fee (per residential unit)	\$36.00	\$38.00
	Commercial Alarm System Registration Fee (per commercial occupancy)	\$74.00	\$78.00
	Vehicle Release (per vehicle - cash, credit, debit only)	\$186.00	\$194.00
	Police Reports (per report)	\$35.00	\$37.00
	VIN Verification (per vehicle)	\$49.00	\$52.00
	Clearance Letters (Notary fee extra. See Administrative Fees section) (per letter)	\$36.00	\$38.00
	Police Enforcement on Party Ordinance (CMC §6.19.040)	Time - Maximum \$500	Time - Maximum \$500
	Police Enforcement of DUI Involving Accident (CA Vehicle Code §53150-53158)	Time - Maximum \$12,000	Time - Maximum \$12,000
	City Alcohol Beverage Permit	\$70.00	\$73.00
	Booking Fees - Fees set by County or pursuant to Agreement with the City of Concord	As established by County or agreement w/ Concord	Eliminate (Not allowed per law)
	False Alarm Fee (Fixed per City Ordinance 9.18.060(a)(b))	\$52.00	\$50.00
	Tobacco Sales Permit (City Ordinance 8.16.130)	\$107.00	\$107.00
	Tobacco Sales Permit Fee Renewal (City Ordinance 8.16.130)	\$52.00	\$52.00
	Taxicab Permit Fee (City Ordinance 5.36.050) (per taxicab)	\$364.00	\$364.00
	Taxicab Permit Fee - Renewal (City Ordinance 5.36.190) (per taxicab)	\$135.00	\$135.00
	Subpoena Duces Tecum (Per CA Evidence Code 1563)	\$24/hr, \$6/qtr hr.	\$24/hr, \$6/qtr hr.
	Repossession Filing Fee (Fixed per CA Gov Code Sec 41612)	\$15.00	\$15.00
	Witness Fees per California Gov. Code §68096.1 if City Employee subpoenaed (per employee subpoena per day + IRS reimbursement min. rate per CA Gov. Code)	\$275.00	\$275.00
	Administrative Fee for Failure to Display Disabled Placards per vehicle code §40226 (per violation)	\$31.00	\$33.00
	Firearms Seizure and Processing Fee (per violation)	\$144.00	\$151.00

CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
	RV Public parking Permit Fee - Bona fide guest of Clayton Resident (per permit)	\$36.00	\$38.00
	RV Public Parking Permit Fee - Clayton Resident	No charge	No charge
	Solicitation Permit (Not including live scan. Applicant pays for Live scan directly to Live scan entity) (per permit)	\$95.00	\$99.00
	Citation Sign off for correctable offenses - Non Resident (per citation)	\$30.00	\$32
	Citation Sign off for correctable offenses - Resident	No charge	No charge
	Late Fee- Parking Violations (per citation)	\$49.00	\$52
	California Vehicle Code: (Actual Fine + \$15 Add-On)		
New	V.C. Section 4000A Expired Registration		\$54.00
New	V.C. Section 5204a Wrong Registration Displayed		\$54.00

CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
<b>FACILITIES AND PARKS RENTAL</b>			
	<b>Library Meeting Room - Hoyer Hall</b>		
	Non-profit (Non-Clayton Based) (per hour)	\$59.00	\$73.00
	Non-profit (Clayton Based) (per hour)	\$31.00	\$39.00
	Resident (per hour)	\$72.00	\$89.00
	Non resident or Commercial (per hour)	\$90.00	\$112.00
	Deposit (for all) - clean up/damage - refundable (per rental)	\$217.00	\$300.00
	Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$49.00	\$61.00
	Reservation rental date change (less than 7 calendar days prior to use date)	\$64.00	\$80.00
	Rental Cancellation Fee (30 or more days prior to event)	\$31.00	\$39.00
	Rental Cancellation Fee (15-29 days prior to event)	50% refund and \$30 processing fee	50% refund and \$42 processing fee
	Rental Cancellation Fee (14 days or less)	No refund	No refund
	<b>Endeavor Hall Meeting Room</b>		
	Non-profits (Non-Clayton-based Weekdays) (per hour Sun 5pm - Fri 5pm)	\$57.00	\$76.00
	Non-profits (Clayton-based Weekdays) (per hour Sun 5pm - Fri 5pm)		
	Gross annual revenue ≤ \$10,000 (up to 3 days/year)	\$0.00	\$0.00
	Gross annual revenue \$10,000.01 to \$150,000 <u>or</u> Gross annual revenue ≤ \$10,000 (more than 3 days/year)	\$11.40	\$16.00
	Gross annual revenue > \$150,000	\$28.50	\$38.00
	Clayton-based non-profit only (maximum daily weekday rental)	\$144.00	\$190.00
	Non-profits (Non-Clayton-based Weekends) (per hour Fri 5pm - Sun 5pm)	\$216.00	\$285.00
	Non-profits (Clayton-based Weekends) (per hour Fri 5pm - Sun 5pm)		
	Gross annual revenue ≤ \$10,000 (up to 3 days/year)	\$0.00	\$0.00

CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
	Gross annual revenue \$10,000.01 to \$150,000 <u>or</u> Gross annual revenue ≤ \$10,000 (more than 3 days/year)	\$43.20	\$57.00
	Gross annual revenue > \$150,000	\$108.00	\$143.00
	Resident - Weekdays (per hour Sun 5pm - Fri 5pm)	\$144.00	\$190.00
	Non-resident or Commercial - Weekdays (per hour Sun 5pm - Fri 5pm)	\$173.00	\$229.00
	Resident - Weekends (per hour Fri 5pm - Sun 5pm)	\$216.00	\$285.00
	Non-resident or Commercial - Weekends (per hour Fri 5pm - Sun 5pm)	\$260.00	\$344.00
	Deposit (all) - no alcohol or beer and wine only (clean up/damage per reservation)	\$500.00	\$500.00
	Deposit (all) - hard alcohol (distilled spirits) (clean up/damage per reservation)	\$1,000.00	\$1,000.00
	Reservation rental time change (same date) (less than 30 days prior to the event)	\$49.00	\$65.00
	Reservation rental date change (less than 90 days prior to event)	\$64.00	\$85.00
	Rental Cancellation Fee (181 or more days prior to event)	95% deposit refund and \$30 processing fee	95% deposit refund and \$42 processing fee
	Rental Cancellation Fee (91 - 180 days prior to event)	75% deposit refund and \$30 processing fee	75% deposit refund and \$42 processing fee
	Rental Cancellation Fee (61 - 90 days prior to event)	50% deposit refund and \$30 processing fee	50% deposit refund and \$42 processing fee
	Rental Cancellation Fee (31 - 60 days prior to event)	25% deposit refund and \$30 processing fee	25% deposit refund and \$42 processing fee

CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
	Rental Cancellation Fee (30 days or less prior to event)	No refund	No refund
	City Hall Courtyard		
	Non-profit (Clayton-based or non-Clayton-based non profits) (per hour)	\$59.00	\$110.00
	Resident (per hour)	\$72.00	\$134.00
	Non-resident or Commercial (per hour)	\$90.00	\$168.00
	Deposit (clean up/damage per reservation)	\$100.00	\$150.00
	Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$49.00	\$92.00
	Reservation rental date change (less than 7 calendar days prior to use date)	\$64.00	\$120.00
	Rental Cancellation Fee (30 or more days prior to event)	\$31.00	\$58.00
	Rental Cancellation Fee (15-29 days prior to event)	50% refund and \$30 processing fee	50% refund and \$42 processing fee
	Rental Cancellation Fee (14 days or less)	No refund	No refund

CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
<b>FACILITIES AND PARKS RENTAL</b>			
<b>PICNIC AREA</b>			
	Picnic Area #2 - Resident (flat fee for 4 hours block)	\$22.00	\$134.00
	Picnic Area #2 - Non Resident or Commercial (flat fee for 4 hour block)	\$31.00	\$189.00
	Picnic Area #3 - Resident (flat fee for 4 hours block)	\$22.00	\$134.00
	Picnic Area #3 - Non Resident or Commercial (flat fee for 4 hour block)	\$31.00	\$189.00
	Picnic Area #4 - Resident (flat fee for 4 hour block)	\$52.00	\$134.00
	Picnic Area #4 - Non Resident or Commercial (flat fee for 4 hour block)	\$67.00	\$189.00
	Picnic Area #5 - Resident (6 separate areas)		\$134.00
	- 1st 2 tables - flat fee for 4 hours block (per table)	\$43.00	\$67.00
	- Each additional table - flat fee for 4 hour block (per table)	\$7.00	\$34.00
New	Deposit (all) - no alcohol or beer and wine only (clean up/damage per reservation)		\$500.00
New	Deposit (all) - hard alcohol (distilled spirits) (clean up/damage per reservation)		\$1,000.00
	Extra Trash Pick Up and Maintenance Fee		Actual Costs
<b>PICNIC AREA #5- NON RESIDENT OR COMMERCIAL (6 SEPARATE AREAS)</b>			
	- 1st 2 tables - flat fee for 4 hour block (per table)	\$54.00	\$67.00
	- Each additional table - flat fee for 4 hour block (per table)	\$8.00	\$34.00
	Picnic Area #6 Resident (Large Group Area) (per day)	\$360.00	\$569.00
	Picnic Area #6 Resident (Large Group Area) (per hour - 4 hr min)	\$43.00	\$201.00
	Picnic Area #6 Non Resident or Commercial (Large Group Area) (per day)	\$469.00	\$683.00
	Picnic Area #6 Non Resident or Commercial (Large Group Area) (per hour - 4 hr min)	\$60.00	\$242.00
	Picnic Area #5 & #6 Combined - Resident (per day)	\$577.00	\$769.00
	Picnic Area #5 & #6 Combined - Resident (per hour - 4 hr min)	\$70.00	\$335.00
	Picnic Area #5 & #6 Combined - Non Resident or Commercial (per day)	\$751.00	\$898.00
	Picnic Area #5 & #6 Combined - Non Resident or Commercial (per hour - 4 hr. min)	\$94.00	\$291.00

CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
	Picnic Area #7 - Resident (per 4 hour block)	\$57.00	\$268.00
	Picnic Area #7 - Non Resident or Commercial (flat fee for 4 hour block)	\$72.00	\$322.00
	Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$49.00	\$230.00
	Reservation rental date change (less than 7 calendar days prior to use date)	\$64.00	\$179.00
New	Deposit (all) - no alcohol or beer and wine only (clean up/damage per reservation)		\$500.00
New	Deposit (all) - hard alcohol (distilled spirits) (clean up/damage per reservation)		\$1,000.00
	Rental Cancellation Fee (30 or more days prior to event)	\$31.00	\$145.00
	Rental Cancellation Fee (15-29 days prior to event)	50% refund and \$30	50% refund and \$42
	Rental Cancellation Fee (14 days or less)	No refund	No refund
	Rain out	Reschedule to alt. date at no additional cost (no refund)	Reschedule to alt. date at no additional cost (no refund)
	Adult Sports Field Rental (per hour per field)	\$43.00	\$50.00
	Youth Sports Field Rental (per hour per field)	\$24.00	\$28.00
	Field Rental Change of Time, Same Date (less than 7 calendar days prior to use date)	\$49.00	\$57.00
	Field Rental Change of Date (less than 7 calendar days prior to use date)	\$64.00	\$75.00
New	Deposit (all) - no alcohol or beer and wine only (clean up/damage per reservation)		\$500.00
New	Deposit (all) - hard alcohol (distilled spirits) (clean up/damage per reservation)		\$1,000.00



CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
	Field Rental Cancellation	No refund less than 14 days prior to use	No refund less than 14 days prior to use
	Rain out	Reschedule to alt. date at no additional cost (no refund)	Reschedule to alt. date at no additional cost (no refund)
	<b>Grove Park and Related Facilities</b>		
	Entire Facility Security Deposits	Events without food or beverage \$1,500	Events without food or beverage \$1,500
	Entire Facility Security Deposits	Events with food and beverage \$1,800	Events with food and beverage \$1,800
	Entire Facility Security Deposits	Events closing street (i.e.: either Main or Center etc.) \$2,200	Events closing street (i.e.: either Main or Center etc.) \$2,200
	Gazebo only Rental Security Deposit	\$271.00	\$271.00
	Amplified Sound Equipment Use Fee (Noise Permit also required) (per hour) - damage/security deposit if using City sound equip	\$1,000.00	\$1,000.00
	Amplified Sound Equipment Use Fee (Noise Permit also required) (per hour)	\$31.00	\$42.00
	City provided Sound Equipment Tech if needed for use of City equip	cost	Actual Costs
	Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$49.00	\$66.00
	Reservation rental date change (less than 7 calendar days prior to use date)	\$64.00	\$87.00
New	Deposit (all) - no alcohol or beer and wine only (clean up/damage per reservation)		\$500.00
New	Deposit (all) - hard alcohol (distilled spirits) (clean up/damage per reservation)		\$1,000.00
	Rental Cancellation Fee (30 or more days prior to event)	\$31.00	\$42.00
	Rental Cancellation Fee (15-29 days prior to event)	50% refund and \$30 processing fee	50% refund and \$42 processing fee
	Rental Cancellation Fee (14 days or less)	No refund	No refund

CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
	Rain out	Reschedule to alt. date at no additional cost (no refund)	Reschedule to alt. date at no additional cost (no refund)
	<b>ENTIRE GROVE PARK FACILITY</b>		
	Rental Entire Facility - Resident -- Weekends (per hour)	\$216.00	\$302.00
	Rental Entire Facility - Resident -- Weekends (per day)	\$1,734.00	\$1,982.00
	Rental Entire Facility - Non-profit (verification req'd) -- Weekends (per hour)	\$216.00	\$302.00
	Rental Entire Facility - Non-profit (verification req'd) -- Weekends (per day)	\$1,734.00	\$1,982.00
	Rental Entire Facility - Non-resident or Commercial - Weekends (per hour)	\$260.00	\$363.00
	Rental Entire Facility - Non-resident or Commercial Weekends (per day)	\$2,081.00	\$2,379.00
	Rental Entire Facility - Resident -- Weekdays (per hour)	\$144.00	\$201.00
	Rental Entire Facility - Resident -- Weekdays (per day)	\$1,156.00	\$1,321.00
	Rental Entire Facility - Non-profit (verification req'd) -- Weekdays (per hour)	\$144.00	\$201.00
	Rental Entire Facility - Non-profit (verification req'd) -- Weekdays (per day)	\$1,128.00	\$1,321.00
	Rental Entire Facility - Non-resident or Commercial	\$173.00	\$242.00
	Rental Entire Facility - Non-resident or Commercial -- Weekdays (per day)	\$1,526.00	\$1,586.00
New	Deposit (all) - no alcohol or beer and wine only (clean up/damage per reservation)		\$500.00
New	Deposit (all) - hard alcohol (distilled spirits) (clean up/damage per reservation)		\$1,000.00
	<b>GAZEBO ONLY</b>		
	Rental Gazebo only -Resident - Weekends (per hour)	\$151.00	\$185.00
	Rental Gazebo only -Resident - Weekends (per day)	\$1,214.00	\$777.00
	Rental Gazebo only -Non-profit (verification req'd) - Weekends (per hour)	\$151.00	\$185.00
	Rental Gazebo only -Non-profit (verification req'd) - Weekends (per day)	\$1,214.00	\$777.00
	Rental Gazebo only - Non-resident or Commercial Weekends (per hour)	\$181.00	\$222.00
	Rental Gazebo only - Non-resident or Commercial - Weekends (per day)	\$1,456.00	\$932.00
	Rental Gazebo only -Resident - Weekdays (per hour)	\$107.00	\$123.00

CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
	Rental Gazebo only -Resident - Weekdays (per day)	\$433.00	\$518.00
	Rental Gazebo only -Non-profit (verification req'd) - Weekdays (per hour)	\$107.00	\$123.00
	Rental Gazebo only -Non-profit (verification req'd) - Weekdays (per day)	\$433.00	\$518.00
	Rental Gazebo only - Non-resident Weekdays (per hour)	\$128.00	\$147.00
	Rental Gazebo only - Non-resident or Commercial- Weekdays (per day)	\$520.00	\$622.00
New	Deposit (all) - no alcohol or beer and wine only (clean up/damage per reservation)		\$500.00
New	Deposit (all) - hard alcohol (distilled spirits) (clean up/damage per reservation)		\$1,000.00
	<b>GROUP PICNIC AREA (NEAR TOT LOT)</b>		
	Group Picnic Area - Resident - Weekends (per hour - 4 hour minimum)	\$36.00	\$143.00
	Group Picnic Area - Resident - Weekends (per day)	\$250.00	\$497.00
	Group Picnic Area - Non-profit (verification req'd) - Weekends (per hour - 4 hour minimum)	\$36.00	\$143.00
	Group Picnic Area - Non-profit (verification req'd) - Weekends (per day)	\$250.00	\$497.00
	Group Picnic Area - Non-resident or Commercial - Weekends (per hour - 4 hour minimum)	\$43.00	\$172.00
	Group Picnic Area - Non-resident or Commercial - Weekends (per day)	\$302.00	\$597.00
	Group Picnic Area - Resident - Weekdays (per hour - 4 hour minimum)	\$30.00	\$95.00
	Group Picnic Area - Resident - Weekdays (per day)	\$231.00	\$331.00
	Group Picnic Area - Non-profit (verification req'd) - Weekdays (per hour - 4 hour minimum)	\$30.00	\$95.00
	Group Picnic Area - Non-profit (verification req'd) - Weekdays (per day)	\$231.00	\$331.00
	Group Picnic Area - Non-resident or Commercial - Weekdays (per hour - 4 hour minimum)	\$30.00	\$95.00
	Group Picnic Area - Non-profit (verification req'd) - Weekdays (per day)	\$231.00	\$331.00
	Group Picnic Area - Non-resident or Commercial - Weekdays (per hour - 4 hour minimum)	\$35.00	\$114.00
	Group Picnic Area - Non-resident or Commercial - Weekdays (per day)	\$277.00	\$397.00
New	Deposit (all) - no alcohol or beer and wine only (clean up/damage per reservation)		\$500.00
New	Deposit (all) - hard alcohol (distilled spirits) (clean up/damage per reservation)		\$1,000.00
	<b>PLAZA PICNIC AREA (PER TABLE)</b>		
	Plaza Picnic Area - Resident - Weekends (per hour - 4 hour minimum)	\$36.00	\$143.00
	Plaza Picnic Area - Resident - Weekends (per day)	\$250.00	\$497.00
	Plaza Picnic Area - Non-profit (verification req'd) - Weekends (per hour - 4 hour minimum)	\$36.00	\$143.00

CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
	Plaza Picnic Area - Non-profit (verification req'd) - Weekends (per day)	\$250.00	\$497.00
	Plaza Picnic Area - Non-resident or Commercial - Weekends (per hour - 4 hour minimum)	\$43.00	\$172.00
	Plaza Picnic Area - Non-resident - or Commercial - Weekends (per day)	\$302.00	\$597.00
	Plaza Picnic Area - Resident - Weekdays (per hour - 4 hour minimum)	\$30.00	\$95.00
	Plaza Picnic Area - Resident - Weekdays (per day)	\$231.00	\$331.00
	Plaza Area - Non Profit (verification req'd) - Weekdays (per hour - 4 hour minimum)	\$30.00	\$95.00
	Plaza Picnic Area - Non-profit (verification req'd) - Weekdays (per day)	\$231.00	\$331.00
	Plaza Picnic Area - Non-resident or Commercial - Weekdays (per hour - 4 hour minimum)	\$35.00	\$114.00
	Plaza Picnic Area - Non-resident or Commercial - Weekdays (per day)	\$277.00	\$397.00
	Fountain operation with geysers (per 48 hour block)	\$468.00	\$513.00
	Insurance cost per schedule rates by insurance provider when purchasing insurance through City 3rd party carrier	Endorsement to the City	Endorsement to the City
	Special Event Liability Insurance Administrative Fee (per certificate)	\$43.00	\$56.00
New	Deposit (all) - no alcohol or beer and wine only (clean up/damage per reservation)		\$500.00
New	Deposit (all) - hard alcohol (distilled spirits) (clean up/damage per reservation)		\$1,000.00
	<b>OTHER SPECIAL SERVICES</b>		
New Fee	Trash Disposal Fee (if needed)		\$200
New Fee	Facility Attendant Fee : Maintenance Worker I or II and Other City Staff		Actual Costs

CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
<b>SPECIAL EVENT FEES</b>			
	Special Event Permit/Application Process (non refundable) - events closing streets (Main or Center etc.) + other permit fees:TUP/NP	\$359.00	
	Street Closure Fee	\$144.00	
	<b>Small events- (0-99 participants) Cul-De-Sac Block Parties</b>		
	Application Fees (non-refundable)		\$42.00
	Small events permit fees - (0-99 participants)		\$250.00
	<b>Other Events Permit Fees - Street Closure and Parking Lot/Open Space</b>		
	Application Fees (non-refundable)		\$42.00
	Special Event Notification (included in the Application Fees)		Included above
	City Staff Reimbursement Fees- Based on the Citywide Reimbursement Fee Schedule		Actual Costs
	Minimum Deposit (Required)		\$1,000.00
	<b>Fees ( Street Closure ) per day and paid in advance</b>		
	Event (100-499 participants) -		\$700.00
	Event (500-999 participants) -		\$1,300.00
	Event (1000-2499 participants) -		\$3,500.00
	Event (3000-4999 participants) -		\$6,000.00
	Event (5,000 + participants)		\$10,000.00
	Extra Trash Fee		Actual Costs

CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
<b>ADMINISTRATIVE FEES</b>			
	Document Copying (10 pages or less)	No charge	Eliminate
	Document Copying- Charges of less than \$1.00 will be waived		
	Document Copying (per page > 10 pages)	\$0.10	Eliminate
New	8½"x11" and 8½"x14" per page 11"x17" per page		\$0.20
New	C size drawing (18"X24")		\$0.25
New	D size drawing (24"X36")		\$2.10
New	E size drawing (36"X48")		\$4.20
New	Any size not listed – per square foot of paper or any fraction thereof		\$8.40
	Document Recording [with County Clerk Recorders Office] (Actual recording fee costs plus staff time & mileage) (per document)	\$150.00	
New	Country Recorder Fees <a href="https://www.contracostavote.gov/recorder/recording-fees/recorder-fee-schedule/">https://www.contracostavote.gov/recorder/recording-fees/recorder-fee-schedule/</a>		Actual costs
New	Staff Time based on the Citywide Fee Reimbursement Schedule		Actual costs
New	Mileage Costs (To and From) per IRS rate established ( <a href="https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2023-business-use-increases-3-cents-per-mile">https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2023-business-use-increases-3-cents-per-mile</a> )		2023 IRS Rate: 65.5 cents per mile
	Trail Maps (Fixed - per map)	\$2.00	\$2.00
	Video/Audio Recording(s) of City Council or Planning Commission Meetings (placed on CD, DVD, flash drive, etc. as applicable)	Cost	Actual Costs
	Printed documents (i.e. general plan, budget, zoning ord., etc.)	Cost	Actual Costs
	Video Recordings of Meetings	Cost	Actual Costs
	FPPC Document Copying (per page - State law) (per page)	\$0.10	\$0.10
	Notary Public Fee (per document - State law) (per document)	\$15.00	\$15.00
	Business License Initial Registration Fee - New Business	\$70.00	\$70.00
	Duplicate Business License Fee (CMC §5.04.790)	\$13.00	\$13.00
	First Returned Check Service Charge - Fixed	\$25.00	
New	Returned Check Service Charge - Actual Cost from the City's Financial Institution		\$35
New	Administrative Fee (Staff) - Charge to returned checks to collect payment again		\$28
	Subsequent Returned Check Service Charge - Fixed	\$37.00	Eliminate

CITY OF CLAYTON- BOOK OF FEES			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
<b>ADMINISTRATIVE FEES</b>			
New	Late Payment Charges for Administrative Fines of original fine for every 30 days or portion thereof. The Late Payment Charge shall not exceed 100 percent (100%) of the original fine.	10%	10%
New	Release of Claim of Lien (in addition to fee imposed by the County)		County Recorder Fees plus \$28 City Fees
New	Credit Card Convenience Fees: the credit card convenience fee shall be 3% of the transaction amount. This fee shall be applied to all credit card transactions and fee schedules where credit cards may be used except payment of utility charges or Parks and Recreation activity fees. There is no fee to pay by e-check or debit card		3%
	Administrative penalty for City issued permits after the fact (encroachment permit; tree removal permit, etc.)	Double the original permit fee	Double the original permit fee
	Code Enforcement non-compliance re-inspection after the first inspection (in addition to any citation fines) (per inspection)	\$5.00	\$ 21.00