



AGENDA

SPECIAL MEETING

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CLAYTON CITY COUNCIL

* * *

MONDAY, JUNE 26, 2023

4:30 P.M.

***** NOTICE *****

*Third First Floor Conference Room, City Hall
6000 Heritage Trail, Clayton, CA 94517*

Mayor: Jeff Wan
Vice Mayor: Jim Diaz

Council Members

Peter Cloven
Holly Tillman
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
- 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
- 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
- If you have a physical impairment that requires special accommodation 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 Clayton City Council Meeting – June 26, 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/81235323055>

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: 812 3532 3055

E-mail Public Comments: If preferred, please e-mail public comments to the City Clerk, Ms. Calderon, at JanetC@claytonca.gov by noon on the day of the Clayton City Council meeting. All E-mail Public Comments will be forwarded to the entire Clayton City Council.

Those who choose to attend the meeting via videoconferencing or telephone shall have 1 1/2 minutes each for public comments.

*** CITY COUNCIL ***
June 26, 2023

4:30 P.M.

1. **CALL TO ORDER AND ROLL CALL** – Mayor Wan.

2. **ACTION ITEMS**
 - (a) Presentation on Proposed Update to Master Fee Schedule.
(Interim Finance Director) ([View here](#))

3. **ADJOURNMENT** – the next regularly scheduled meeting is Tuesday, July 18, 2023 at 7:00 p.m.

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STAFF REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Nitish Sharma, Finance Director (Interim)

DATE: June 26, 2023

SUBJECT: Presentation on Proposed Update to Master Fee Schedule

RECOMMENDATION

Receive a presentation and provide feedback/direction to staff related to the proposed update to the master fee schedule.

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.

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/or are reasonable as determined by similar municipalities/code; 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. Citywide Fee Reimbursement Recovery Rate: 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. The census data file also includes any compensation or benefits (compensatory) as part of the labor agreements. Table 1 below illustrates the base salary/wages (top step) and the benefits plus other special pays as part of the City's compensation plan. The base salary/wages is based on the salary/wages information posted on the City's website (https://claytonca.gov/fc/human-resources/Salary%20Schedule%20FY23_REVISED.pdf).

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.). A number of fees in this department are set by the regulatory agency and therefore, cannot be adjusted by the City Council.

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 Special Event Fees are charged for events at different sizes. These events usually require significant staff resources and city own assets to meet the event requirements. The City has not been very active in this area when collecting fees related to special events. It is important to note that the City needs to develop a policy on special event applications to ensure that the definitions and intent of the fees adheres to the Councils goals and objectives. At a minimum, a pre-application meeting should be required related to special event fees. (The consultant is

presenting an initial basis for a discounted Clayton non-profit rate, but it is ultimately a policy decision about the level and breadth of such a discount).

Regarding the special event fee. The consultant analyzed a similar type of fee structure set in place at the City of Walnut Creek. Attachment 6.1 illustrates the fees charged by Walnut Creek.

G. Administrative Fees

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

The City staff is estimating an annual increase of \$36,000 to the fee revenues based on the current year activities. The fee adjustments will help off-set the cost of providing services that benefits individual or certain organizations.

Environmental Considerations

Not applicable.

FISCAL IMPACTS

The estimate revenue from the adoption of these fees will increase the General Fund Budget by approximately \$36,000.

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
- 6.1 Special Event Fees from City of Walnut Creek
- 7.Administrative Fees

CITY OF CLAYTON- BOOK OF FEES		
ATTACHMENT 1		
DESCRIPTION OF FEES		
CITYWIDE STAFF HOURLY REIMBURSEMENT FEES		
Departments	Position	Cost Reimbursement Fee Rate/ Hour
Admin/Finance	Accounting Technician	\$ 56
Community Dev	Assistant Planner	\$ 90
Admin/Finance	Executive Assistant to the City Manager/HR Mgr	\$ 72
Endeavor Hall	Attendant	\$ 16
Police	Chief of Police	\$ 131
Admin/Finance	City Clerk	\$ 63
Admin/Finance	City Manager	\$ 142
Community Dev	Community Development Director	\$ 136
Admin/Finance	Finance Director	\$ 136
PW/Mtn	Maintenance Senior	\$ 75
PW/Mtn	Maintenance Supervisor	\$ 87
PW/Mtn	Maintenance Worker I	\$ 63
PW/Mtn	Maintenance Worker II	\$ 67
Admin/Finance	Office Assistant/Code Officer	\$ 42
Police	Police Administrative Clerk	\$ 51
Police	Police Office Coordinator	\$ 59
Police	Police Officers	\$ 97
Police	Police Officers (PEPRA)	\$ 79
Police	Police Sergeant (PEPRA)	\$ 105
Police	Police Sergeant	\$ 117

CITY OF CLAYTON- BOOK OF FEES			
ATTACHMENT 2			
DESCRIPTION OF FEES		CURRENT FEES	PROPOSED FEES
PLANNING AND DEVELOPMENT FEES			
ANNEXATION			
	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
GENERAL PLAN /ZONING ORDINANCE FEES			
	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
SUBDIVISIONS			
	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
SUBDIVISIONS			
	Tentative Parcel Map Application	Time - \$2,000 minimum deposit	Actual Cost - \$2,000 minimum deposit
ENVIRONMENTAL REVIEW			
	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

CITY OF CLAYTON- BOOK OF FEES			
	ATTACHMENT 2		
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
	Categorical Exemption	County filing fee + Time	
New	County Recorder Fees https://www.contracostavote.gov/recorder/recording-fees/recorder-fee-schedule/		Actual cost
New	Staff Time based on the Citywide Fee Reimbursement Schedule		Actual cost
New	Mileage Costs (To and From) per IRS rate established (https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2023-business-use-increases-3-cents-per-mile)		2023 IRS Rate: 65.5 cents per mile
	PERMITS		
	Home Occupation Permit - Administrative Review	\$216	\$237
	Home Occupation Permit - Planning Commission Review	Time - \$750 minimum deposit	Actual Cost - \$750 minimum deposit
	Use Permit - Fences Administrative Review	\$216	\$293
	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
	Sign Permit - Planning Commission Review	Time - \$1,000 minimum deposit	Actual Cost- \$1,000 minimum deposit
	Temporary Storage Permit	\$70	\$90
	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
	MISCELLANEOUS		

CITY OF CLAYTON- BOOK OF FEES			
	ATTACHMENT 2		
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
	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
	Appeal - Planning Commission Decisions - Non Residential	\$723	\$753
	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
New	Technology Fee: A technology fee shall be charged as an additional permit fee for structures requiring full plan review. The amount of this fee shall be 8% of the fee charged per the total valuation of the project. The fee shall be used for permit document scanning costs, expansion of the city's EGovernment and Geographical Information System (GIS) programs, along with their operating and maintenance costs		8% of total permit fees
	CONSTRUCTION AND DEMOLITION (C&D) RECYCLING PLANS		
	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.
	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.
	HABITAT CONSERVATION AREA COMPLIANCE		
	Habitat Conservation Plan/Natural CC Plan	Time - \$1,000 minimum deposit	Time - \$1,000 minimum deposit
	CITY ENGINEERING DEPARTMENT		

CITY OF CLAYTON- BOOK OF FEES		
ATTACHMENT 2		
DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
Bid or Plan Sets	Actual Cost	Actual Cost
Deed Restriction / Covenant Agreement Preparation (Does not include recordation extra cost. See Administrative Fees.)	\$533	\$562
SUBDIVISION		
Final Map Filing Fee (per map)	\$878	\$915
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
PARCEL MAPS		
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
MAJOR GRADING		
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
MINOR CONSTRUCTION ACTIVITY PERMITS (INCLUDING ENCROACHMENT)		
Projects that do not disturb the ground (i.e. interior remodels, roof replacement, etc.) (per permit + time - \$500 minimum deposit)	\$159	\$166
Room additions (including other projects that disturb the ground) (per permit + time - \$2,400 minimum deposit)	\$159	\$166
Minor concrete repairs or replacement (i.e. sidewalks, curb & gutter) (per permit + time - \$1,000 minimum deposit)	\$294	\$307
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	\$302

CITY OF CLAYTON- BOOK OF FEES			
	ATTACHMENT 2		
	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	\$307
	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
	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	\$16
New	Transportation Permit Fee (annual) State of California Fixed Fee		\$90
	MAJOR CONSTRUCTION ACTIVITY PERMITS		
	Major Construction Activity Permit (per permit)	\$83	\$104
	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	
	Cash Bond Major Encroachments (may be surety if more than \$10,000)- Administrative Fee		\$124.00 plus Actual Costs
	POST CONSTRUCTION STORMWATER COMPLIANCE		
	Post construction Annual Verification Inspection - Individual Single Family Lot Non-HOA (per lot)	\$280	\$304
	Post construction Annual Verification Inspection - Single Family HOA (per HOA - first 10 lots)	\$280	\$394
	Post construction Annual Verification Inspection - Single Family HOA (per HOA - additional lots >10)	\$78	\$90
	Post construction Annual Verification Inspection - Commercial (per acre - min. 1 acre)	\$280	\$394
	Documentation Compliance Review Fee - Individual Single Family (per lot)	\$280	\$394

CITY OF CLAYTON- BOOK OF FEES			
	ATTACHMENT 2		
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
	DOCUMENTATION COMPLIANCE REVIEW FEES- HOA (PER HOA)		
	- First 10 lots	\$280	\$394
	- Each additional lot after 10th	\$80	\$90
	Documentation Compliance Review Fee - Commercial (per acre - min. 1 acre)	\$280	\$394
	Annual State Reporting preparation/filing Fee - Individual Single Family Lot (per lot)	\$100	\$124
	Annual State Reporting preparation/filing Fee - Single Family HOA (per HOA)	\$195	\$205
	Annual State Reporting preparation/filing Fee - Commercial (per acre - min. 1 acre)	\$195	\$205
	SPECIAL SERVICE 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
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
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%
	PUBLIC WORKS SERVICE FEES		
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. https://dot.ca.gov/programs/construction		Actual Costs
	OTHER FEE UPDATES		
New	Annual Fee Update: The City will update these costs annually based on the annual Consumer Price Index (CPI) Change for "All Items". April to April Year. San Francisco Bay Area Average CPI. Base Year April 2023 CPI was 4.2%. Fees that are set by regulatory agencies and are not in the City's fee program will not be adjusted with the CPI.		Annual Escalator

CITY OF CLAYTON- BOOK OF FEES			
	ATTACHMENT 3		
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
POLICE SERVICE FEES			
	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	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)	\$288.00	\$275.00
	Administrative Fee for Failure to Display Disabled Placards per vehicle code §40226 (per violation)	\$31.00	\$33.00

CITY OF CLAYTON- BOOK OF FEES			
	ATTACHMENT 3		
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
	Firearms Seizure and Processing Fee (per violation)	\$144.00	\$151.00
	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
	OTHER FEE UPDATES		
New	Annual Fee Update: The City will update these costs annually based on the annual Consumer Price Index (CPI) Change for "All Items". April to April Year. San Francisco Bay Area Average CPI. Base Year April 2023 CPI was 4.2%. Fees that are set by regulatory agencies and are not in the City's fee program will not be adjusted with the CPI.		Annual Escalator

CITY OF CLAYTON- BOOK OF FEES			
	ATTACHMENT 4		
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
FACILITIES AND PARKS RENTAL			
	Library Meeting Room - Hoyer Hall		
	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
	Endeavor Hall Meeting Room		
	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 or Gross annual revenue ≤ \$10,000 (more than 3 days per year)	\$11.40	\$16.00
	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
	Gross annual revenue > \$10,000 or Gross annual revenue ≤ \$10,000 (more than 3 days per year)	\$43.20	\$57.00
	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

CITY OF CLAYTON- BOOK OF FEES			
	ATTACHMENT 4		
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
	Non-resident or Commercial - Weekends (per hour Fri 5pm - Sun 5pm)	\$260.00	\$344.00
	Deposit (all) - no alcohol (clean up/damage per reservation)	\$500.00	\$500.00
	Deposit (all) - with alcohol (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% reservation fee and \$30 processing fee	95% reservation fees refund and \$42 processing fee
	Rental Cancellation Fee (91 - 180 days prior to event)	75% deposit refund and \$30 processing fee	75% reservation fees refund and \$42 processing fee
	Rental Cancellation Fee (61 - 90 days prior to event)	50% deposit refund and \$30 processing fee	50% reservation fees refund and \$42 processing fee
	Rental Cancellation Fee (31 - 60 days prior to event)	25% deposit refund and \$30 processing fee	25% reservation fees refund and \$42 processing fee
	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

CITY OF CLAYTON- BOOK OF FEES			
	ATTACHMENT 4		
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
	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
	OTHER FEE UPDATES		
New	Annual Fee Update: The City will update these costs annually based on the annual Consumer Price Index (CPI) Change for "All Items". April to April Year. San Francisco Bay Area Average CPI. Base Year April 2023 CPI was 4.2%. Fees that are set by regulatory agencies and are not in the City's fee program will not be adjusted with the CPI.		Annual Escalator

CITY OF CLAYTON- BOOK OF FEES						
	ATTACHMENT 5					
	DESCRIPTION OF FEES	CURRENT FEES	Employee Classification	Hourly Rate	Number of Hours	PROPOSED FEES
FACILITIES AND PARKS RENTAL						
	PICNIC AREA					
	Picnic Area #2 - Resident (flat fee for 4 hours block)	\$22	Maint Work II	\$67	2.0	\$134
	Picnic Area #2 - Non Resident or Commercial (flat fee for 4 hour block)	\$31	Maint Work II	\$67	2.8	\$189
	Picnic Area #3 - Resident (flat fee for 4 hours block)	\$22	Maint Work II	\$67	2.0	\$134
	Picnic Area #3 - Non Resident or Commercial (flat fee for 4 hour block)	\$31	Maint Work II	\$67	2.8	\$189
	Picnic Area #4 - Resident (flat fee for 4 hour block)	\$52	Maint Work II	\$67	2.0	\$134
	Picnic Area #4 - Non Resident or Commercial (flat fee for 4 hour block)	\$67	Maint Work II	\$67	2.8	\$189
	Picnic Area #5 - Resident (6 separate areas)		Maint Work II	\$67	2.0	\$134
	- 1st 2 tables - flat fee for 4 hours block (per table)	\$43	Maint Work II	\$67	1.0	\$67
	- Each additional table - flat fee for 4 hour block (per table)	\$7	Maint Work II	\$67	0.5	\$34
	Deposit (all) - no alcohol (clean up/damage per reservation)					\$500
	Deposit (all) - with alcohol (clean up/damage per reservation)					\$1,000
	Extra Trash Pick Up and Maintenance Fee					Actual Costs
	Picnic Area #6 Resident (Large Group Area) (per day)	\$360	Maint Work I/II/Temp	\$64	8.9	\$569
	Picnic Area #6 Resident (Large Group Area) (per hour - 4 hr min)	\$43	Maint Work II	\$67	3.0	\$201
	Picnic Area #6 Non Resident or Commercial (Large Group Area) (per day)	\$469	Maint Work I/II/Temp	\$77	8.9	\$683
	Picnic Area #6 Non Resident or Commercial (Large Group Area) (per hour - 4 hr min)	\$60	Maint Work I/II/Temp	\$80	3.0	\$242
	Picnic Area #5 & #6 Combined - Resident (per day)	\$577	Maint Work I/II/Temp	\$64	12.0	\$769
	Picnic Area #5 & #6 Combined - Resident (per hour - 4 hr min)	\$70	Maint Work I/II/Temp	\$67	5.0	\$335
	Picnic Area #5 & #6 Combined - Non Resident or Commercial (per day)	\$751	Maint Work I/II/Temp	\$101	8.9	\$898
	Picnic Area #5 & #6 Combined - Non Resident or Commercial (per hour - 4 hr. min)	\$94	Maint Work I/II/Temp	\$97	3.0	\$291
	Picnic Area #7 - Resident (per 4 hour block)	\$57	Main Work II	\$67	4.0	\$268
	Picnic Area #7 - Non Resident or Commercial (flat fee for 4 hour block)	\$72	Main Work II	\$80	4.0	\$322
	Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$49				\$230
	Reservation rental date change (less than 7 calendar days prior to use date)	\$64				\$179
	Rental Cancellation Fee (30 or more days prior to event)	\$31				\$145
	Rental Cancellation Fee (15-29 days prior to event)	refund and \$30 processing			0.5	and \$42 processing fee
	Rental Cancellation Fee (14 days or less)	No refund				No refund
	Rain out	Reschedule				Reschedule
	Sports Fees					
	Adult Sports Field Rental (per hour per field)	\$43		\$50	1.0	\$50

CITY OF CLAYTON- BOOK OF FEES						
ATTACHMENT 5						
	DESCRIPTION OF FEES	CURRENT FEES	Employee Classification	Hourly Rate	Number of Hours	PROPOSED FEES
	Youth Sports Field Rental (per hour per field)	\$24				\$28
	Field Rental Change of Time, Same Date (less than 7 calendar days prior to use date)	\$49				\$57
	Field Rental Change of Date (less than 7 calendar days prior to use date)	\$64				\$75
	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)
Grove Park and Related Facilities						
	Entire Facility Security Deposits	\$1,800				\$1,800
	Entire Facility Security Deposits	Events closing street (i.e.: either Main or Center etc.)				Events closing street (i.e.: either Main or Center etc.)
	Gazebo only Rental Security Deposit	\$271				\$271
	Amplified Sound Equipment Use Fee (Noise Permit also required) (per hour) - damage/security deposit if using City sound equip	\$1,000				\$1,000
	Amplified Sound Equipment Use Fee (Noise Permit also required) (per hour)	\$31		\$42	1.0	\$42
	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				\$66
	Reservation rental date change (less than 7 calendar days prior to use date)	\$64				\$87
	Rental Cancellation Fee (30 or more days prior to event)	\$31				\$42
	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
	Rain out	Reschedule to alt. date at no additional cost (no refund)				Reschedule to alt. date at no additional cost (no refund)
ENTIRE GROVE PARK FACILITY						
	Rental Entire Facility - Resident -- Weekends (per hour)	\$216	Maint Work I/II/Temp	\$101	3	\$302
	Rental Entire Facility - Resident -- Weekends (per day)	\$1,734	Average of 6.5 Hours Costs			\$1,982
	Rental Entire Facility - Non-profit (verification req'd) -- Weekends (per hour)	\$216	Maint Work I/II/Temp	\$101	3	\$302

CITY OF CLAYTON- BOOK OF FEES						
ATTACHMENT 5						
	DESCRIPTION OF FEES	CURRENT FEES	Employee Classification	Hourly Rate	Number of Hours	PROPOSED FEES
	Rental Entire Facility - Non-profit (verification req'd) -- Weekends (per day)	\$1,734	Average of 6.5 Hours Costs			\$1,982
	Rental Entire Facility - Non-resident or Commercial - Weekends (per hour)	\$260	Maint Work I/II/Temp	\$121	3	\$363
	Rental Entire Facility - Non-resident or Commercial Weekends (per day)	\$2,081	Average of 6.5 Hours Costs			\$2,379
	Rental Entire Facility - Resident -- Weekdays (per hour)	\$144	Maint Work I/II/Temp	\$67	3	\$201
	Rental Entire Facility - Resident -- Weekdays (per day)	\$1,156	Average of 6.5 Hours Costs			\$1,321
	Rental Entire Facility - Non-profit (verification req'd) -- Weekdays (per hour)	\$144	Maint Work I/II/Temp	\$67	3	\$201
	Rental Entire Facility - Non-profit (verification req'd) -- Weekdays (per day)	\$1,128	Average of 6.5 Hours Costs			\$1,321
	Rental Entire Facility - Non-resident or Commercial	\$173	Maint Work I/II/Temp	\$80	3	\$242
	Rental Entire Facility - Non-resident or Commercial -- Weekdays (per day)	\$1,526	Average of 6.5 Hours Costs			\$1,586
GAZEBO ONLY						
	Rental Gazebo only -Resident - Weekends (per hour)	\$151	Maint Work I/II/Temp	\$116	1.6	\$185
	Rental Gazebo only -Resident - Weekends (per day)	\$1,214	Average of 4.2 Hours Costs			\$777
	Rental Gazebo only -Non-profit (verification req'd) - Weekends (per hour)	\$151	Maint Work I/II/Temp	\$116	1.6	\$185
	Rental Gazebo only -Non-profit (verification req'd) - Weekends (per day)	\$1,214	Average of 4.2 Hours Costs			\$777
	Rental Gazebo only - Non-resident or Commercial Weekends (per hour)	\$181	Maint Work I/II/Temp	\$139	1.6	\$222
	Rental Gazebo only - Non-resident or Commercial - Weekends (per day)	\$1,456	Average of 4.2 Hours Costs			\$932
	Rental Gazebo only -Resident - Weekdays (per hour)	\$107	Maint Work I/II/Sup	\$77	1.6	\$123
	Rental Gazebo only -Resident - Weekdays (per day)	\$433	Average of 4.2 Hours Costs			\$518
	Rental Gazebo only -Non-profit (verification req'd) - Weekdays (per hour)	\$107	Maint Work I/II/Temp	\$77	1.6	\$123
	Rental Gazebo only -Non-profit (verification req'd) - Weekdays (per day)	\$433	Average of 4.2 Hours Costs			\$518
	Rental Gazebo only - Non-resident Weekdays (per hour)	\$128	Maint Work I/II/Temp	\$92	1.6	\$147
	Rental Gazebo only - Non-resident or Commercial- Weekdays (per day)	\$520	Average of 4.2 Hours Costs			\$622
GROUP PICNIC AREA (NEAR TOT LOT)						
	Group Picnic Area - Resident - Weekends (per hour - 4 hour minimum)	\$36	Maint Work I	\$95	1.5	\$143

CITY OF CLAYTON- BOOK OF FEES

ATTACHMENT 5						
	DESCRIPTION OF FEES	CURRENT FEES	Employee Classification	Hourly Rate	Number of Hours	PROPOSED FEES
	Group Picnic Area - Resident - Weekends (per day)	\$250	Average of 3.5 Hours Costs			\$497
	Group Picnic Area - Non-profit (verification req'd) - Weekends (per hour - 4 hour minimum)	\$36	Maint Work I	\$95	1.5	\$143
	Group Picnic Area - Non-profit (verification req'd) - Weekends (per day)	\$250	Average of 3.5 Hours Costs			\$497
	Group Picnic Area - Non-resident or Commercial - Weekends (per hour - 4 hour minimum)	\$43	Maint Work I	\$113	1.5	\$172
	Group Picnic Area - Non-resident or Commercial - Weekends (per day)	\$302	Average of 3.5 Hours Costs			\$597
	Group Picnic Area - Resident - Weekdays (per hour - 4 hour minimum)	\$30	Maint Work I	\$63	1.5	\$95
	Group Picnic Area - Resident - Weekdays (per day)	\$231	Average of 3.5 Hours Costs			\$331
	Group Picnic Area - Non-profit (verification req'd) - Weekdays (per hour - 4 hour minimum)	\$30	Maint Work I	\$63	1.5	\$95
	Group Picnic Area - Non-profit (verification req'd) - Weekdays (per day)	\$231	Average of 3.5 Hours Costs			\$331
	Group Picnic Area - Non-resident or Commercial - Weekdays (per hour - 4 hour minimum)	\$30	Maint Work I	\$63	1.5	\$95
	Group Picnic Area - Non-profit (verification req'd) - Weekdays (per day)	\$231	Average of 3.5 Hours Costs			\$331
	Group Picnic Area - Non-resident or Commercial - Weekdays (per hour - 4 hour minimum)	\$35	Maint Work I	\$76	1.5	\$114
	Group Picnic Area - Non-resident or Commercial - Weekdays (per day)	\$277	Average of 3.5 Hours Costs			\$397
	PLAZA PICNIC AREA (PER TABLE)					
	Plaza Picnic Area - Resident - Weekends (per hour - 4 hour minimum)	\$36	Maint Work I	\$95	1.5	\$143
	Plaza Picnic Area - Resident - Weekends (per day)	\$250	Average of 3.5 Hours Costs			\$497
	Plaza Picnic Area - Non-profit (verification req'd) - Weekends (per hour - 4 hour minimum)	\$36	Maint Work I	\$95	1.5	\$143
	Plaza Picnic Area - Non-profit (verification req'd) - Weekends (per day)	\$250	Average of 3.5 Hours Costs			\$497
	Plaza Picnic Area - Non-resident or Commercial - Weekends (per hour - 4 hour minimum)	\$43	Maint Work I	\$113	1.5	\$172
	Plaza Picnic Area - Non-resident - or Commercial - Weekends (per day)	\$302	Average of 3.5 Hours Costs			\$597
	Plaza Picnic Area - Resident - Weekdays (per hour - 4 hour minimum)	\$30	Maint Work I	\$63	1.5	\$95
	Plaza Picnic Area - Resident - Weekdays (per day)	\$231	Average of 3.5 Hours Costs			\$331

CITY OF CLAYTON- BOOK OF FEES						
	ATTACHMENT 5					
	DESCRIPTION OF FEES	CURRENT FEES	Employee Classification	Hourly Rate	Number of Hours	PROPOSED FEES
	Plaza Area - Non Profit (verification req'd) - Weekdays (per hour - 4 hour minimum)	\$30	Maint Work I	\$63	1.5	\$95
	Plaza Picnic Area - Non-profit (verification req'd) - Weekdays (per day)	\$231	Average of 3.5 Hours Costs			\$331
	Plaza Picnic Area - Non-resident or Commercial - Weekdays (per hour - 4 hour minimum)	\$35	Maint Work I	\$76	1.5	\$114
	Plaza Picnic Area - Non-resident or Commercial - Weekdays (per day)	\$277	Average of 3.5 Hours Costs			\$397
	Fountain operation with geysers (per 48 hour block)	\$468	Average of 3.5 Hours Costs			\$513
	Special Event Liability Insurance Administrative Fee (per certificate)	\$43	Maint Work I/II/Temp	\$56	1.0	\$56
	OTHER SPECIAL SERVICES					
New Fee	Trash Disposal Fee (if needed)					\$200
New Fee	Facility Attendant Fee : Maintenance Worker I or II and Other City Staff					Actual Costs
	OTHER FEE UPDATES					
New	Annual Fee Update: The City will update these costs annually based on the annual Consumer Price Index (CPI) Change for "All Items". April to April Year. San Francisco Bay Area Average CPI. Base Year April 2023 CPI was 4.2%. Fees that are set by regulatory agencies and are not in the City's fee program will not be adjusted with the CPI.					Annual Escalator

CITY OF CLAYTON- BOOK OF FEES			
	ATTACHMENT 6		
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
SPECIAL EVENT FEES			
	Preapplication Meeting with the Ciy Staff		Required
	Special Event Permit/Application Process (non refundable) - events closing streets (Main or Center etc.) + other permit fees:TUP/NP	\$359	
	Special Event Permit Fees	\$144	
	Small events- (0-99 participants) Cul-De-Sac Block Parties		
	Application Fees (non-refundable)		\$42
	Small events permit fees - (0-99 participants)		\$250
	Special Event Fees		
	Application Fees (non-refundable)		\$42
	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
	Special Event Fees per day and paid in advance		
	Event (100-499 participants) -		\$700
	Event (500-999 participants) -		\$1,300
	Event (1000-2499 participants) -		\$3,500
	Event (3000-4999 participants) -		\$6,000
	Event (5,000 + participants)		\$10,000
	Extra Trash Fee		Actual Costs
	Special Event Fees per day and paid in advance - Clayton Based Nonprofit		
	Event (100-499 participants) -		560
	Event (500-999 participants) -		1,040
	Event (1000-2499 participants) -		2,800
	Event (3000-4999 participants) -		4,800
	Event (5,000 + participants)		8,000
	Extra Trash Fee		Actual Costs
	OTHER FEE UPDATES		
New	Annual Fee Update: The City will update these costs annually based on the annual Consumer Price Index (CPI) Change for "All Items". April to April Year. San Francisco Bay Area Average CPI. Base Year April 2023 CPI was 4.2%. Fees that are set by regulatory agencies and are not in the City's fee program will not be adjusted with the CPI.		Annual Escalator

City of Walnut Creek
Arts and Recreation - Recreation Park Events
Fees and Charges for Fiscal Years 2022 & 2023

	Adopted Fee Range (\$) FY2022	Adopted Fee Range (\$) FY2023
<u>PARK SPECIAL EVENTS¹</u>		
<u>Special Events (Civic, Heather Farm and Larkey Parks):</u>		
<u>0 - 199 Event Attendance Per Day</u>		
Non-Profit 501(c)(3) Organizations, Public/Private Schools	225.00 - 265.00	225.00 - 272.00
Private/Commercial Groups	300.00 - 355.00	300.00 - 365.00
<u>200 - 499 Event Attendance Per Day</u>		
Non-Profit 501(c)(3) Organizations, Public/Private Schools	500.00 -595.00	500.00 - 611.00
Private/Commercial Groups	705.00 -840.00	705.00 - 863.00
<u>500 - 999 Event Attendance Per Day</u>		
Non-Profit 501(c)(3) Organizations, Public/Private Schools	925.00 -1,105.00	925.00 - 1,135.00
Private/Commercial Groups	1,110.00 - 1,330.00	1,110.00 - 1,366.00
<u>1,000 - 2,499 Event Attendance Per Day (one rate)</u>		
Non-Profit 501(c)(3) Organizations, Public/Private Schools	2,250.00 - 3,250.00	2,250.00 - 3,338.00
Private/Commercial Groups	2,700.00 - 3,700.00	2,700.00 - 3,800.00
<u>2,500 - 4,999 Event Attendance Per Day (one rate)</u>		
Non-Profit 501(c)(3) Organizations, Public/Private Schools	4,500.00 -5,500.00	4,500.00 - 5,649.00
Private/Commercial Groups	5,300.00 - 7,000.00	5,300.00 - 7,189.00
<u>5,000 & Over Event Attendance Per Day (one rate)</u>		
Non-Profit 501(c)(3) Organizations, Public/Private Schools	6,900.00 - 9,900.00	6,900.00 - 10,167.00
Private/Commercial Groups	8,600.00 - 12,000.00	8,600.00 - 12,324.00
<u>Long Term Special Event (event duration of 30 days or more)</u>	25,000.00 - 50,000.00	25,000.00 - 51,350.00
<u>Dog Event, Per Day (in addition to other applicable facility use fees)</u>		
100 or fewer dogs	250.00 - 325.00	250.00 - 334.00
101 or more dogs	350.00 - 425.00	350.00 - 436.00

CITY OF CLAYTON- BOOK OF FEES			
	ATTACHMENT 7		
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
ADMINISTRATIVE FEES			
	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
			\$8.40
New	Any size not listed – per square foot of paper or any fraction thereof		
	Document Recording [with County Clerk Recorders Office] (Actual recording fee costs plus staff time & mileage) (per document)	\$150.00	
	Country Recorder Fees https://www.contracostavote.gov/recorder/recording-fees/recorder-fee-schedule/		Actual costs
	Staff Time based on the Citywide Fee Reimbursement Schedule		Actual costs
	Mileage Costs (To and From) per IRS rate established (https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2023-business-use-increases-3-cents-per-mile)		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
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

CITY OF CLAYTON- BOOK OF FEES			
ATTACHMENT 7			
	DESCRIPTION OF FEES	CURRENT FEES	PROPOSED FEES
ADMINISTRATIVE FEES			
New	Credit Card Convenience Fees: he 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
OTHER FEE UPDATES			
New	Annual Fee Update: The City will update these costs annually based on the annual Consumer Price Index (CPI) Change for "All Items". April to April Year. San Francisco Bay Area Average CPI. Base Year April 2023 CPI was 4.2%. Fees that are set by regulatory agencies and are not in the City's fee program will not be adjusted with the CPI.		Annual Escalator