



## CITY OF CLAYTON CITY COUNCIL PUBLIC MEETING NOTICE

The Clayton City Council, at its regular meeting of July 17, 2018, beginning at 7:00 pm or thereafter as may be heard, will consider its annual review and update to the City of Clayton Master Fee Schedule for certain user-benefit and regulatory City services.

The Master Fee Schedule incorporates minor adjustments to existing fees to capture the San Francisco-Oakland-Hayward April 2017 to April 2018 consumer price index (CPI) growth rate of 3.22% published by the United States Bureau of Labor and Statistics. Additionally, other fee changes are being proposed based on a reexamination of the existing factors for the underlying cost drivers (i.e. new contracts, revised wages, etc.) The proposed Master Fee Schedule may be examined for no charge at the City of Clayton City Clerk's Office, 6000 Heritage Trail in Clayton between 9:00 a.m. and 5:00 p.m., Monday through Friday. It is also now available on the City of Clayton website at [www.ci.clayton.ca.us](http://www.ci.clayton.ca.us).

Interested citizens are invited to attend and participate in the meeting and present written and/or oral testimony concerning the Master Fee Schedule proposal. If one cannot attend the hearing, one may send written comments to the City Clerk prior to the hearing at the address below or via email to [jbrown@ci.clayton.ca.us](mailto:jbrown@ci.clayton.ca.us).

The complete staff report will be available on the City's website after 5:00 pm on Friday July 13, 2018. If one has questions concerning the proposal, please contact the Finance Manager at 925-673-7300.

Date Posted on Notice Boards: June 29, 2018

Kevin Mizuno, CPA  
Finance Manager

City of Clayton User Benefit and Regulatory Fees			
Fee Description	Adopted FY 2017-18 Fee	Proposed FY 2018-19 Fee	
<b>COMMUNITY DEVELOPMENT DEPARTMENT</b>			
<b>Annexations</b>			
Annexation	Time - \$5,000 minimum deposit	No change	
<b>General Plan /Zoning Ordinance Amendments</b>			
General Plan Map or Text Amendment	Time - \$5,000 minimum deposit	No change	
Pre Zoning / Re Zoning	Time - \$5,000 minimum deposit	No change	
Zoning Ordinance Text Amendment	Time - \$5,000 minimum deposit	No change	
<b>Site Plans / Development Plans</b>			
Site Plan Review Permit - Residential	Time - \$1,000 minimum deposit	No change	
Site Plan Review Permit - Residential Amendment	Time - \$1,000 minimum deposit	No change	
Site Plan Review Permit - Non Residential	Time - \$5,000 minimum deposit	No change	
Site Plan Review Permit - Non Residential Amendment	Time - \$2,000 minimum deposit	No change	
Development Plan	Time - \$5,000 minimum deposit	No change	
<b>Subdivisions</b>			
Tentative Subdivision Map Application	Time - \$5,000 minimum deposit	No change	
Lot Line Adjustment	Time - \$1,000 minimum deposit	No change	
Lot Merger	Time - \$2,000 minimum deposit	No change	
<b>Parcel Maps</b>			
Tentative Parcel Map Application	Time - \$2,000 minimum deposit	No change	
<b>Environmental Review</b>			
Environmental Impact Report	Time - \$5,000 minimum deposit	No change	
Negative Declaration with Mitigations (Mitigated Neg. Dec.)	Time - \$2,500 minimum deposit	No change	
Negative Declaration without Mitigations	Time - \$1,500 minimum deposit	No change	
Mitigation Monitoring and Reporting Plan	Included with Mitigated Neg Dec/ EIR	No change	
Categorical Exemption	County filing fee + Time	No change	
<b>Permits</b>			
Home Occupation Permit - Administrative Review	\$181	\$187	*
Home Occupation Permit - Planning Commission Review	Time - \$750 minimum deposit	No change	
> Use Permit - Fences Administrative Review	\$181	\$187	*
Use Permit - Residential - Planning Commission Review	Time - \$1,000 minimum deposit	No change	
Use Permit - Non- Residential - Planning Commission Review	Time - \$5,000 minimum deposit	No change	
Temporary Use Permit - Administrative Review	\$181	\$187	*
Temporary Use Permit - Planning Commission Review	Time \$500 minimum deposit	No change	
> Sign Permit - Administrative Review	\$59	\$61	*
Sign Permit - Planning Commission Review	Time - \$1,000 minimum deposit	No change	
> Temporary Storage Permit	\$59	\$61	*
> Second Dwelling Unit Permit - Administrative Review	\$301	\$311	*
> Tree Removal Permit - Administrative Review without notice (per tree - minimum applies see below)	\$10	\$11	**
> Tree Removal Permit - Administrative Review without notice (minimum)	\$37	\$38	*
> Tree Removal Permit - Administrative Review with Notice (per tree - minimum applies see below)	\$55	\$56	*
> Tree Removal Permit - Administrative Review with Notice (minimum)	\$121	\$124	*
Tree Removal Permit - Planning Commission Review	Time - \$500 minimum deposit	No change	
Tree Replacement In-Lieu Fee (CMC §15.70.040 F & 15.70.55) (per 24" box tree)	\$800	No change	
Building Moving Permit	Time - \$1,000 minimum deposit	No change	
Noise Permit - Administrative Review	\$181	\$187	*
Reasonable Accommodations Permit - Administrative Review	\$181	\$187	*
Reasonable Accommodations Permit - Planning Commission Review	Time - \$500 minimum deposit	No change	
> Outdoor Seating Permit (CMC §17.24.020 -H/Standard Policy No 3)	\$95	\$98	*
<b>Miscellaneous</b>			
Variance - Residential	Time - \$1,000 minimum deposit	No change	
Variance - Non Residential	Time - \$5,000 minimum deposit	No change	
Appeal - Administrative Decisions	\$59	\$61	*
Appeal-Administrative Code Enforcement Citation	Time - \$1,800 minimum deposit	No change	
> Appeal - Planning Commission Decisions - Residential	\$301	\$311	*
> Appeal - Planning Commission Decisions - Non Residential	\$604	\$624	*
Time Extension Request	Time - \$500 minimum deposit	No change	
Contract Administration	Time - \$1,000 minimum deposit	No change	
Large Family Day Care Home Permit	Time - \$500 minimum deposit	No change	
Pre Application Consultation Deposit	Time - \$1,000 minimum deposit	No change	
<b>Construction and Demolition (C&amp;D) Recycling Plans</b>			
Mgmt. Plan Deposit - Single Family	\$2,000 plus \$1/sq. ft. over 2,000 sq.	No change	
> Permit processing Fee - Single Family	\$157	\$162	*
> Permit processing Fee -Commercial	\$315	\$325	*
Mgmt. Plan Deposit - Subdivision and Commercial	\$2,000 plus \$1/sq. ft. over 2,000 sq. ft.	No change	
<b>Habitat Conservation Area Compliance</b>			
Habitat Conservation Plan/Natural CC Plan	Time - \$1,000 minimum deposit	No change	

City of Clayton User Benefit and Regulatory Fees			
Fee Description	Adopted FY 2017-18 Fee	Proposed FY 2018-19 Fee	
<b>CITY ENGINEERING DEPARTMENT</b>			
Bid or Plan Sets	Actual Cost	No change	
> Deed Restriction / Covenant Agreement Preparation (Does not include recordation extra cost. See Administrative Fees.)	\$367	\$469	o
<b>Subdivisions</b>			
> Final Map Filing Fee (per map)	\$604	\$771	o
Final Map Checking Fee <sup>1</sup>	Time - \$2,500 minimum deposit	No change	
Construction Plans Checking Fee <sup>1</sup>	Time - \$2,500 minimum deposit	No change	
Construction Inspection Fee - Public Improvements	9% of Bond Estimates	No change	
Construction Inspection Fee - Private Improvements	9% of Bond Estimates	No change	
Construction Inspection Fee - Sanitary Sewer	3% of Bond Estimates	No change	
<b>Parcel Maps</b>			
> Final Parcel Map Filing Fee (per map)	\$121	\$154	o
Final Parcel Map Plan Checking Fee <sup>1</sup>	Time - \$1,000 minimum deposit	No change	
Construction Plan Checking Fee <sup>1</sup>	Time - \$1,000 minimum deposit	No change	
Construction Inspection Fee - Public Improvements	9% of Bond Estimates	No change	
Construction Inspection Fee - Private Improvements	9% of Bond Estimates	No change	
Construction Inspection Fee - Sanitary Sewer	3% of Bond Estimates	No change	
<b>Major Grading</b>			
> Grading Permit Filing Fee (per permit)	\$181	\$231	o
Grading Permit Plan Check <sup>1</sup>	Time - \$1,000 minimum deposit	No change	
Grading Inspection <sup>1</sup>	Time - \$1,000 minimum deposit	No change	
<b>Construction Activity Permits (Including Encroachment, Stormwater &amp; Grading)</b>			
> Projects that do not disturb the ground (i.e. interior remodels, roof replacement, etc.) <sup>1</sup> (per permit + time - \$500 minimum deposit)	\$110	\$140	o
> Room additions (including other projects that disturb the ground) <sup>1</sup> (per permit + time - \$2,000 minimum deposit)	\$110	\$140	o
> Minor concrete repairs or replacement (i.e. sidewalks, curb & gutter) <sup>1</sup> (per permit + time - \$1,000 minimum deposit)	\$202	\$258	o
> 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.) <sup>1</sup> (per permit + time - \$2,000 minimum deposit)	\$202	\$258	o
> Pool installation or total removal of existing pool (requires inspection and testing by applicant's third party soils engineer) <sup>1</sup> (per permit + time - \$2,000 minimum deposit)	\$202	\$258	o
> 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.) <sup>1</sup> (per permit + time - \$2,000 minimum deposit)	\$202	\$258	o
<b>Major Construction Activity Permits</b>			
> Major Construction Activity Permit (per permit)	\$59	\$75	o
Major Plan Check <sup>1</sup>	Time- \$2,500 minimum deposit	No change	
Major Inspection <sup>1</sup>	Time- \$2,500 minimum deposit	No change	
Cash Bond Major Encroachments (may be surety if more than \$10,000)	Per City Engineer	No change	
<b>Post Construction Stormwater Compliance</b>			
Post construction Annual Verification Inspection - Individual Single Family Lot Non-HOA (per lot)	\$194	\$247	o
Post construction Annual Verification Inspection - Single Family HOA (per HOA - first 10 lots)	\$194	\$247	o
Post construction Annual Verification Inspection - Single Family HOA (per HOA - additional lots over 10)	\$55	\$70	o
Post construction Annual Verification Inspection - Commercial (per acre - min. 1 acre)	\$194	\$247	o
Documentation Compliance Review Fee - Individual Single Family Lot (per lot)	\$194	\$247	o
Documentation Compliance Review Fee - HOA (per HOA)			
- First 10 lots	\$194	\$247	o
- Each additional lot after 10th	\$57	\$72	o
Documentation Compliance Review Fee - Commercial (per acre - min. 1 acre)	\$194	\$247	o
Annual State Reporting preparation/filing Fee - Individual Single Family Lot (per lot)	\$70	\$89	o
Annual State Reporting preparation/filing Fee - Single Family HOA (per HOA)	\$135	\$172	o
Annual State Reporting preparation/filing Fee - Commercial (per acre - min. 1 acre)	\$135	\$172	o

City of Clayton User Benefit and Regulatory Fees			
Fee Description	Adopted FY 2017-18 Fee	Proposed FY 2018-19 Fee	
<b>POLICE DEPARTMENT</b>			
Residential Alarm System Registration Fee (per residential unit)	\$31	\$32	*
Commercial Alarm System Registration Fee (per commercial occupancy)	\$62	\$64	*
Vehicle Release (per vehicle - cash, credit, debit only)	\$157	\$162	*
Police Reports (per report)	\$31	\$32	*
VIN Verification (per vehicle)	\$42	\$44	*
Clearance Letters (Notary fee extra. See Administrative Fees section) (per letter)	\$31	\$32	*
Police Enforcement on Party Ordinance (CMC §6.19.040)	Time - Maximum \$500	No change	
Police Enforcement of DUI Involving Accident (CA Vehicle Code §53150-53158)	Time - Maximum \$12,000	No change	
City Alcohol Beverage Permit	\$59	\$61	*
City Alcohol Beverage Permit	As established by County or agreement w/ Concord	No change	
False Alarm Fee (Fixed per City Ordinance 9.18.060(a)(b))	\$50	No change - fixed	
Tobacco Sales Permit (City Ordinance 8.16.130)	\$90	\$93	*
Tobacco Sales Permit Fee Renewal (City Ordinance 8.16.130)	\$44	\$46	*
Taxicab Permit Fee (City Ordinance 5.36.050) (per taxicab)	\$305	\$315	*
Taxicab Permit Fee - Renewal (City Ordinance 5.36.190) (per taxicab)	\$114	\$118	*
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)	\$150	\$275	
Administrative Fee for Failure to Display Disabled Placards per vehicle code §40226 (per violation)	\$28	No change	
Firearms Seizure and Processing Fee (per violation)	\$121	\$125	*
RV Public parking Permit Fee - Bona fide guest of Clayton Resident (per permit)	\$31	\$32	*
RV Public Parking Permit Fee - Clayton Resident	No charge	No change	
Solicitation Permit (Not including live scan. Applicant pays for Livescan directly to Livescan entity) (per permit)	\$81	\$83	*
Citation Sign off for correctable offenses - Non Resident (per citation)	\$25	\$26	*
Citation Sign off for correctable offenses - Resident	No charge	No change	
Late Fee- Parking Violations (per citation)	\$42	\$44	*

<b>City of Clayton User Benefit and Regulatory Fees</b>			
<b>Fee Description</b>	<b>Adopted FY 2017-18 Fee</b>	<b>Proposed FY 2018-19 Fee</b>	
<b>PUBLIC FACILITIES AND PARKS RENTAL FEES</b>			
<b>Library Meeting Room - Hoyer Hall</b>			
Non-profit (Non-Clayton Based) (per hour)	\$50	\$52	*
Non-profit (Clayton Based) (per hour)	\$26	\$27	*
Resident (per hour)	\$61	\$63	*
Non resident or Commercial (per hour)	\$76	\$78	*
Deposit (for all) - clean up/damage - refundable (per rental)	\$200	No change	
Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$42	\$44	*
Reservation rental date change (less than 7 calendar days prior to use date)	\$53	\$55	*
Rental Cancellation Fee (30 or more days prior to event)	\$25	\$27	**
Rental Cancellation Fee (15-29 days prior to event)	50% refund and \$25 processing fee	50% refund and \$27 processing fee	**
Rental Cancellation Fee (14 days or less)	No refund	No change	
<b>Endeavor Hall Meeting Room</b>			
Non-profits (Clayton-based and Non-Clayton-based Weekdays) (per hour Sun 5pm - Fri 5pm)	\$48	\$49	*
Clayton-based non-profit only (maximum daily weekday rental)	\$121	\$125	*
Non-profits (Clayton-based and Non-Clayton-based Weekends) (per hour Fri 5pm - Sun 5pm)	\$181	\$187	*
Resident - Weekdays (per hour Sun 5pm - Fri 5pm)	\$121	\$125	*
Non-resident or Commercial - Weekdays (per hour Sun 5pm - Fri 5pm)	\$144	\$149	*
Resident - Weekends (per hour Fri 5pm - Sun 5pm)	\$181	\$187	*
Non-resident or Commercial - Weekends (per hour Fri 5pm - Sun 5pm)	\$217	\$224	*
Deposit (all) - no alcohol or beer and wine only (clean up/damage per reservation)	\$500	No change	
Deposit (all) - hard alcohol (distilled spirits) (clean up/damage per reservation)	\$1,000	No change	
Reservation rental time change (same date) (less than 30 days prior to the event)	\$42	\$44	*
Reservation rental date change (less than 90 days prior to event)	\$53	\$55	*
Rental Cancellation Fee (181 or more days prior to event)	95% deposit refund	No change	**
Rental Cancellation Fee (91 - 180 days prior to event)	75% deposit refund	No change	
Rental Cancellation Fee (61 - 90 days prior to event)	50% deposit refund	No change	
Rental Cancellation Fee (31 - 60 days prior to event)	25% deposit refund	No change	
Rental Cancellation Fee (30 days or less prior to event)	No refund	No change	
<b>City Hall 1st Floor Conference Room</b>			
Non-profit (Clayton-based or non-Clayton-based non profits) (per hour)	\$26	\$27	*
Resident (per hour)	\$32	\$33	*
Non-resident or Commercial (per hour)	\$39	\$40	*
Deposit (clean up/damage per reservation)	\$100	No change	
Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$42	\$44	*
Reservation rental date change (less than 7 calendar days prior to use date)	\$53	\$55	*
Rental Cancellation Fee (30 or more days prior to event)	\$25	\$27	**
Rental Cancellation Fee (15-29 days prior to event)	50% refund and \$25 processing fee	50% refund and \$27 processing fee	**
Rental Cancellation Fee (14 days or less)	No refund	No change	

City of Clayton User Benefit and Regulatory Fees			
Fee Description	Adopted FY 2017-18 Fee	Proposed FY 2018-19 Fee	
<b>PUBLIC FACILITIES AND PARKS RENTAL FEES (CONTINUED)</b>			
<b>City Hall Courtyard</b>			
Non-profit (Clayton-based or non-Clayton-based non profits) (per hour)	\$50	\$52	*
Resident (per hour)	\$61	\$63	*
Non-resident or Commercial (per hour)	\$76	\$78	*
Deposit (clean up/damage per reservation)	\$100	No change	
Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$42	\$44	*
Reservation rental date change (less than 7 calendar days prior to use date)	\$53	\$55	*
Rental Cancellation Fee (30 or more days prior to event)	\$25	\$27	**
Rental Cancellation Fee (15-29 days prior to event)	50% refund and \$25 processing fee	50% refund and \$27 processing fee	**
Rental Cancellation Fee (14 days or less)	No refund	No change	
<b>Clayton Community Park and Related Facilities</b>			
<b>Picnic Areas</b>			
Picnic Area #2 - Resident (flat fee for 4 hours block)	\$19	\$20	*
Picnic Area #2 - Non Resident or Commercial (flat fee for 4 hour block)	\$26	\$27	*
Picnic Area #3 - Resident (flat fee for 4 hours block)	\$19	\$20	*
Picnic Area #3 - Non Resident or Commercial (flat fee for 4 hour block)	\$26	\$27	*
Picnic Area #4 - Resident (flat fee for 4 hour block)	\$44	\$46	*
Picnic Area #4 - Non Resident or Commercial (flat fee for 4 hour block) <sup>2</sup>	\$57	\$59	*
Picnic Area #5 - Resident (6 separate areas)			
- 1st 2 tables - flat fee for 4 hours block (per table)	\$37	\$38	*
- Each additional table - flat fee for 4 hour block (per table)	\$6	No change	
Picnic Area #5 - Non Resident or Commercial (6 separate areas)			
- 1st 2 tables - flat fee for 4 hour block (per table)	\$47	\$48	*
- Each additional table - flat fee for 4 hour block (per table)	\$8	No change	
Picnic Area #6 Resident (Large Group Area) (per day)	\$301	\$311	*
Picnic Area #6 Resident (Large Group Area) (per hour - 4 hr min)	\$37	\$38	*
Picnic Area #6 Non Resident or Commercial (Large Group Area) (per day)	\$392	\$405	*
Picnic Area #6 Non Resident or Commercial (Large Group Area) (per hour - 4 hr min)	\$51	\$53	*
Picnic Area #5 & #6 Combined - Resident (per day)	\$482	\$497	*
Picnic Area #5 & #6 Combined - Resident (per hour - 4 hr min)	\$59	\$61	*
Picnic Area #5 & #6 Combined - Non Resident or Commercial (per day)	\$628	\$648	*
Picnic Area #5 & #6 Combined - Non Resident or Commercial (per hour - 4 hr min)	\$79	\$82	*
Picnic Area #7 - Resident (per 4 hour block)	\$48	\$49	*
Picnic Area #7 - Non Resident or Commercial (flat fee for 4 hour block)	\$61	\$63	*
Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$42	\$44	*
Reservation rental date change (less than 7 calendar days prior to use date)	\$53	\$55	*
Rental Cancellation Fee (30 or more days prior to event)	\$25	\$27	**
Rental Cancellation Fee (15-29 days prior to event)	50% refund and \$25 processing fee	50% refund and \$27 processing fee	**
Rental Cancellation Fee (14 days or less)	No refund	No change	
Rain out	Reschedule to alt. date at no additional cost (no refund)	No change	
<b>Sports Fields</b>			
Adult Sports Field Rental (per hour)	\$37	\$38	*
Youth Sports Field Rental (per hour)	\$22	\$23	*
Field Rental Change of Time, Same Date (less than 7 calendar days prior to use date)	\$42	\$44	*
Field Rental Change of Date (less than 7 calendar days prior to use date)	\$53	\$55	*
Field Rental Cancellation	No refund less than 14 days prior to use	No change	
Rain out	Reschedule to alt. date at no additional cost (no refund)	No change	

City of Clayton User Benefit and Regulatory Fees			
Fee Description	Adopted FY 2017-18 Fee	Proposed FY 2018-19 Fee	
<b>PUBLIC FACILITIES AND PARKS RENTAL FEES (CONTINUED)</b>			
<b>Grove Park and Related Facilities</b>			
Entire Facility Security Deposits	Events without food or beverage \$1,500	No change	
Entire Facility Security Deposits	Events with food and beverage \$1,800	No change	
Entire Facility Security Deposits	Events closing street (i.e.: either Main or Center etc.) \$2,200	No change	
Special Event Permit/Application Process (non refundable) - events closing streets (Main or Center etc.) + other permit fees:TUP/NP	\$300	\$310	*
Gazebo only Rental Security Deposit	\$250	No change	
Amplified Sound - damage/security deposit if using City sound equip	\$1,000	No change	
Amplified Sound Equipment Use Fee (Noise Permit also required) (per hour)	\$26	\$27	*
City provided Sound Equipment Tech if needed for use of City equip	Cost	No change	
Reservation rental time change (same date) (less than 7 calendar days prior to use date)	\$42	\$44	*
Reservation rental date change (less than 7 calendar days prior to use date)	\$53	\$55	*
Rental Cancellation Fee (30 or more days prior to event)	\$25	\$27	**
Rental Cancellation Fee (15-29 days prior to event)	50% refund and \$25 processing fee	50% refund and \$27 processing fee	**
Rental Cancellation Fee (14 days or less)	No refund	No change	
Rain out	Reschedule to alt. date at no additional cost (no refund)	No change	
<b>Entire Grove Park Facility</b>			
Rental Entire Facility - Resident -- Weekends (per hour)	\$181	\$187	*
Rental Entire Facility - Resident -- Weekends (per day)	\$1,449	\$1,496	*
Rental Entire Facility - Non-profit (verification req'd) -- Weekends (per hour)	\$181	\$187	*
Rental Entire Facility - Non-profit (verification req'd) -- Weekends (per day)	\$1,449	\$1,496	*
Rental Entire Facility - Non-resident or Commercial -- Weekends (per hour)	\$217	\$224	*
Rental Entire Facility - Non-resident or Commercial -- Weekends (per day)	\$1,739	\$1,795	*
Rental Entire Facility - Resident -- Weekdays (per hour)	\$121	\$125	*
Rental Entire Facility - Resident -- Weekdays (per day)	\$966	\$997	*
Rental Entire Facility - Non-profit (verification req'd) -- Weekdays (per hour)	\$121	\$125	*
Rental Entire Facility - Non-profit (verification req'd) -- Weekdays (per day)	\$943	\$973	*
Rental Entire Facility - Non-resident or Commercial -- Weekdays (per hour)	\$144	\$149	*
Rental Entire Facility - Non-resident or Commercial -- Weekdays (per day)	\$1,275	\$1,316	*
<b>Gazebo Only</b>			
Rental Gazebo only -Resident - Weekends (per hour)	\$126	\$130	*
Rental Gazebo only -Resident - Weekends (per day)	\$1,015	\$1,048	*
Rental Gazebo only -Non-profit (verification req'd) - Weekends (per hour)	\$126	\$130	*
Rental Gazebo only -Non-profit (verification req'd) - Weekends (per day)	\$1,015	\$1,048	*
Rental Gazebo only - Non-resident or Commercial - Weekends (per hour)	\$152	\$157	*
Rental Gazebo only - Non-resident or Commercial - Weekends (per day)	\$1,217	\$1,256	*
Rental Gazebo only -Resident - Weekdays (per hour)	\$90	\$93	*
Rental Gazebo only -Resident - Weekdays (per day)	\$362	\$374	*
Rental Gazebo only -Non-profit (verification req'd) - Weekdays (per hour)	\$90	\$93	*
Rental Gazebo only -Non-profit (verification req'd) - Weekdays (per day)	\$362	\$374	*
Rental Gazebo only - Non-resident or Commercial - Weekdays (per hour)	\$107	\$111	*
Rental Gazebo only - Non-resident or Commercial - Weekdays (per day)	\$435	\$449	*

<b>City of Clayton User Benefit and Regulatory Fees</b>			
<b>Fee Description</b>	<b>Adopted FY 2017-18 Fee</b>	<b>Proposed FY 2018-19 Fee</b>	
<b>PUBLIC FACILITIES AND PARKS RENTAL FEES (CONTINUED)</b>			
<b>Group Picnic Area (Near Tot Lot)</b>			
Group Picnic Area - Resident - Weekends (per hour - 4 hour minimum)	\$31	\$32	*
Group Picnic Area - Resident - Weekends (per day)	\$210	\$217	*
Group Picnic Area - Non-profit (verification req'd) - Weekends (per hour - 4 hour minimum)	\$31	\$32	*
Group Picnic Area - Non-profit (verification req'd) - Weekends (per day)	\$210	\$217	*
Group Picnic Area - Non-resident or Commercial - Weekends (per hour - 4 hour minimum)	\$37	\$38	*
Group Picnic Area - Non-resident or Commercial - Weekends (per day)	\$253	\$261	*
Group Picnic Area - Resident - Weekdays (per hour - 4 hour minimum)	\$25	\$23	*
Group Picnic Area - Resident - Weekdays (per day)	\$192	\$199	*
Group Picnic Area - Non-profit (verification req'd) - Weekdays (per hour - 4 hour minimum)	\$25	\$26	*
Group Picnic Area - Non-profit (verification req'd) - Weekdays (per day)	\$192	\$199	*
Group Picnic Area - Non-resident or Commercial - Weekdays (per hour - 4 hour minimum)	\$30	\$31	*
Group Picnic Area - Non-resident or Commercial - Weekdays (per day)	\$232	\$239	*
<b>Plaza Picnic Area (Per Table)</b>			
Plaza Picnic Area - Resident - Weekends (per hour - 4 hour minimum)	\$31	\$32	*
Plaza Picnic Area - Resident - Weekends (per day)	\$210	\$217	*
Plaza Picnic Area - Non-profit (verification req'd) - Weekends (per hour - 4 hour minimum)	\$31	\$32	*
Plaza Picnic Area - Non-profit (verification req'd) - Weekends (per day)	\$210	\$217	*
Plaza Picnic Area - Non-resident or Commercial - Weekends (per hour - 4 hour minimum)	\$37	\$38	*
Plaza Picnic Area - Non-resident - or Commercial - Weekends (per day)	\$253	\$261	*
Plaza Picnic Area - Resident - Weekdays (per hour - 4 hour minimum)	\$25	\$26	*
Plaza Picnic Area - Resident - Weekdays (per day)	\$192	\$199	*
Plaza Area - Non Profit (verification req'd) - Weekdays (per hour - 4 hour minimum)	\$25	\$26	*
Plaza Picnic Area - Non-profit (verification req'd) - Weekdays (per day)	\$192	\$199	*
Plaza Picnic Area - Non-resident or Commercial - Weekdays (per hour - 4 hour minimum)	\$30	\$31	*
Plaza Picnic Area - Non-resident or Commercial - Weekdays (per day)	\$232	\$239	*
Fountain operation with geysers (per 48 hour block)	\$391	\$404	*
Special Event Liability Insurance purchased through City's 3rd party carrier	Insurance cost per schedule rates by insurance provider when purchasing insurance through City 3rd party carrier	No change	
Special Event Liability Insurance Administrative Fee (per certificate)	\$37	\$38	*



City of Clayton User Benefit and Regulatory Fees			
Fee Description	Adopted FY 2017-18 Fee	Proposed FY 2018-19 Fee	
<b>ADMINISTRATIVE FEES</b>			
Document Copying (10 pages or less)	No charge	No change	
Document Copying (per page > 10 pages)	\$0.10	No change - fixed	
Document Recording [with County Clerk Recorders Office] (Actual recording fee costs plus staff time & mileage) (per document)	\$125	\$129	*
Trail Maps (per map)	\$2	No change - fixed	
Audio Recordings of Meetings (refundable deposit if using city-provided flash drive)	\$22	\$23	*
Printed documents (i.e. general plan, budget, zoning ord., etc.)	Cost	No change	
Video Recordings of Meetings	Cost	No change	
FPPC Document Copying (per page - State law) (per page)	\$0.10	No change	
Notary Public Fee (per document - State law) (per document)	\$15	No change	
Business License Initial Registration Fee - New Business	\$65	No change	
Duplicate Business License Fee (CMC §5.04.790)	\$13	No change - fixed	
Return Check Service Charge (per check return - State law)	\$25	No change - fixed	
Late Payment Charges for Administrative Fines	Ten percent (10%) of original fine for every 30 days or portion thereof. The Late Payment Charge shall not exceed 100 percent (100%) of the original fine.	No change	
Street Closure Fee	\$121	\$125	*
Administrative penalty for City issued permits after the fact (encroachment permit; tree removal permit, etc.)	Double the original permit fee	No change	
Code Enforcement non-compliance re-inspection after the first inspection (in addition to any citation fines) (per inspection)	\$35	\$37	*
<b>NOTES</b>			
"Time" is defined as the cost per hour for an employee at the time the costs are incurred. Costs included salary, benefits, employer taxes, overhead and overtime, as applicable. Time also means City Engineer billing (plus 15%), as well as costs of other contracts and expenses. Detail of costs are available upon request.			
"Cost" is defined as the cost of equipment use, materials, labor, and supplies.			
Deposits are required upon submittal of an application. A minimum deposit is stipulated by these fees. At his/her discretion the City Manager can reduce the required deposit. Also, if it is the judgment of staff a minimum deposit is not sufficient, the required deposit may be increased. If, after a deposit is made, more funds are needed, the applicant will be notified when approx. 30% of the deposit remains, any additional funds estimated by staff are to be provided to replenish the deposit account for continuing work on the project, until such funds are received work on the project may be suspended.			
If a development project requires multiple applications, only a single deposit shall be required. In such cases, the amount of the deposit shall be the largest single deposit required by any of the applications, or an amount determined by the City Manager, not to exceed the sum of the deposits.			
All fixed-cost development application fees are refundable based upon the City amount of staff work completed on the process of the application and subject to approval by the City Manager.			
Audio recordings are kept for 30 calendar days after the minutes are approved.			
* Fees increased over the prior year using the April 2017 to April 2018 CPI factor (3.22%) as published by the United States Bureau of Labor Statistics for the San Francisco-Oakland-Hayward area <u>unless</u> increases were waived in the prior year (or more than one year), whereby aggregated CPI factors were considered.			
** CPI in prior year Master Fee Schedule (FY 2018) did not result in a fee increase due to the CPI impact being too trivial to warrant a full dollar increase as fees are adopted in whole dollars only. As a result, current year increase incorporates a multi-year April to April CPI rate covering two or more calendar years.			
<sup>1</sup> Amount reflects minimum engineering deposit for standard project requirements. However additional amount may be required as determined by the City Engineer for unusual or non-standard circumstances. All costs for inspection and administration relating to this permit shall be deducted from the inspection service deposit(s) or cash bond.			
<sup>2</sup> This specified Clayton Community Park picnic area is only available for rent in 4 hour block increments.			
o Proposed increase change in rate incorporates new City Engineering services retainer approved by the City Council on August 14, 2017 using the prior City Engineering services retainer in the FY 2017-18 adopted budgeted as a baseline.			
p Indicates fee increases and will take effect 60 days after adoption that may be subject to California Government Code §66017. All other fees will take effect upon adoption of Resolutions.			