

ORDINANCE NO. 17-11 N.S.

AN ORDINANCE OF THE CITY OF RICHMOND ESTABLISHING FEES IN THE MASTER FEE SCHEDULE FOR THE SERVICES RENDERED BY CITY DEPARTMENTS. THIS ORDINANCE AMENDS THE FEE SCHEDULE WHICH WILL IMPLEMENT COST RECOVERY AND WILL SERVE AS THE BASIS FOR FUTURE FEE ADJUSTMENTS.

The City Council of the City of Richmond do ordain as follows:

SECTION 1. Section 2.34.040 of the City of Richmond Municipal Code is hereby amended to include the following fees within the various categories:

Description	Percentage of Costs to be Recovered	Proposed Fee
BUILDING REGULATIONS -- Permit Fees		
UBC Regulations used to factor fee amounts. RMC 5.12.050, 5.12.070, 6.02.180, 6.36.080 and 12.44.220		
BUILDING PERMIT FEES		
Duplicate Permit Card	100%	Per Permit
2nd time Permit Extension	100%	Per Permit
Change of Contractor	100%	Per Permit
PLAN CHECKING FEES		
PC 1&2 FAM - \$500,000 - \$1,000,000	100%	Per Permit
FULL COST RECOVERY HOURLY RATES		
Building Inspector	100%	As Needed
Permit Technician	100%	As Needed
Admin / Clerical	100%	As Needed

CITY MANAGER		
Special Event Permit Application	100%	Per Application

EMPLOYMENT & TRAINING		
VOUCHER PROGRAM		
1700 EZ Hiring Tax Credit Voucher Expediting Fee	100%	Per Voucher
1700 EZ Hiring Tax Credit Voucher Look-Up Fee	100%	Per Voucher

ENGINEERING		
SECTION 1 - ENCROACHMENT PERMITS		
Sidewalk Dining		
Encroachment Permit Application Review for outdoor service on public sidewalks, minimum non-refundable	100%	Per Permit
New Encroachment Permit for outdoor service on public sidewalks (first year, annual fee)	100%	Per Permit
- plus additional fees for in-ground improvements within the public ROW (0-100 SF)	100%	Per Permit
- plus in-ground improvements for square footage thereafter (over 100 SF)	100%	Per Permit
Renew Encroachment Permit for outdoor service on public sidewalks (annual fee)	100%	Per Permit
- plus additional fees for in-ground improvements within the public ROW (0-100 SF)	100%	Per Permit
- plus in-ground improvements for square footage thereafter (over 100 SF)	100%	Per Permit
SECTION 2 - TRANSPORTATION PERMITS		
Annual Permit - Per Vehicle (Transportation Permit/Wide-Load Permit)	100%	Per Permit
SECTION 6 - OTHER ENGINEERING PERMITS		
Traffic Control Plan Review	100%	As Needed
Curb Painting & Handicap Parking Requests - Review to determine allowance of handicap, restricted/limited parking, etc.	100%	As Needed
Letter of Map Revision / Amendment	100%	As Needed
Easement Dedication (utility)	100%	As Needed
Consultant Services	100%	As Needed
SECTION 7 - REVIEW OF PLANNING APPLICATION		
Initial Engineering Review	100%	Per Review
Street Vacation	100%	Per Review

SECTION 8 - HOURLY RATES		
Fees for Work Performed by City Staff - Includes work performed in excess of the standard fees listed or for services not otherwise listed.		
City Engineer	100%	As Needed
Capital Projects Manager	100%	As Needed
Senior Civil Engineer	100%	As Needed
Associate Civil Engineer	100%	As Needed
Engineer II	100%	As Needed
Engineer I	100%	As Needed
Engineer Asset Administrator	100%	As Needed
Construction Inspector II	100%	As Needed
Construction Inspector I	100%	As Needed
SECTION 9 - FEES FOR DUPLICATION		
Plotting - Refer to GIS fees for Custom Maps and Predefined Maps	100%	Per Map
Digital Imaging Fee - Parcel Map, Tract Map or Improvement Plans, plus	100%	Per Map
Per sheet to be imaged	100%	Per Sheet

PLANNING (Fee Legend: (D) = Deposit fee, (F) = Flat fee)		
Environmental (CEQA) Review		
Mitigated Negative Declaration (City Performs Work)(F)	100%	Per Review
Mitigated Negative Declaration (City Administration of Contractor) (F)	100%	Per Review
Environmental Impact Report (City Administration of Contractor) (F)	100%	Per Review
Mitigation Monitoring - First year (F)	100%	Per Review
Mitigation Monitoring - each subseq year (F)	100%	Per Review
Subdivision Review		
Preliminary Plan (F)	100%	Per Review
Development Plan (F)	100%	Per Review
Use Permit Review		
Conditional Use Permit - Temporary Use (F)	100%	Per Review
Conditional Use Permit - Amendment (F)	100%	Per Review
Engineering Review Fees		
Engineering Review - Parcel Map (0-5 lots) (F)	100%	Per Review
Engineering Review - Final Map (6-25 lots) (F)	100%	Per Review
Engineering Review - Final Map (26-100 lots) (F)	100%	Per Review
Engineering Review - Final Map (101-200 lots) (F)	100%	Per Review

PARATRANSIT SERVICES		
(Fees are supplemented by grant funding; therefore, they are not adjusted based on ECI)		
One Way –Advance Reservation (one to ten days in advance) – Day Trip (7:00AM to 6:59PM)	100%	Per Reservation
One Way – Advance Reservation (one to ten days in advance) – After Hours Trip (7:00PM to 6:59AM)	100%	Per Reservation
One Way – Same Day Reservation (Reservation is same day as the pick up 12:00AM to 11:59PM) – Day Trip (7:00AM to 6:59PM)	100%	Per Reservation
One Way – Same Day Reservation (Reservation is same day as the pick up 12:00AM to 11:59PM) –After Hours Trip (7:00PM to 6:59AM)	100%	Per Reservation
One Way Trip – Late Cancellation (Cancellation one hour before pick up) or No show (Client is not at pick up location, is not ready, cancels trip at the door, or refuses to take trip) Fee. {The fee is the cost of booked trip}	100%	Per Late Cancellation

STORMWATER		
Stormwater Collection System Service Fee, Stormwater Collection System Collection Fee (See Building Regulations, this fee is collected by Building Regulations)		
C.3 Fees for projects which create or replace more than 10,000 square feet of impervious surface (fee is not applicable when a Subdivision plan check fee is collected)		
C.3 Stormwater Control Plan Review	100%	Per Review
C.6 Construction sites greater than 1 acre or determined to be a significant threat to water quality		
C.6 SWPPP Monthly Inspection & Compliance deposit (Total Refundable Deposit = Monthly fee multiplied by construction duration in months)	100%	As Needed
HOURLY RATES		

Fees for Work Performed by City Staff - Includes work performed in excess of the standard fees listed or for services not otherwise listed.		
City Engineer	100%	As Needed
Wastewater-Stormwater General Manager	100%	As Needed
Stormwater Program Manager	100%	As Needed
Source Control Inspector III	100%	As Needed
Source Control Inspector II	100%	As Needed
Source Control Inspector I	100%	As Needed
Engineer Asset Administrator	100%	As Needed

WASTEWATER		
Sewer Service Fees, Richmond Municipal Sewer District, Sanitary Sewer Connection Fee (See Building Regulations, this fee is collected by Building Regulations)		
Sanitary System Sewer Charges		
Richmond Municipal Sewer District No. 1, commercial and industrial, annual		
- FY 11-12 \$41.65 per IWU, \$0.885 per lbs BOD and \$0.408 per lbs TSS, but not less than \$344, based on water usage	100%	As Needed
- FY 12-13 \$43.73 per IWU, \$0.929 per lbs BOD and \$0.429 per lbs TSS, but not less than \$361, based on water usage	100%	As Needed
- FY 13-14 \$45.92 per IWU, \$0.975 per lbs BOD and \$0.450 per lbs TSS, but not less than \$379 based on water usage	100%	As Needed
Wastewater Discharge Permitting Program		
Baseline Monitoring Report Review for New Categorical Dischargers as defined in 40 CFR Chapter I, Subchapter N) charged at cost plus overhead	100%	As Needed
Wastewater Inspection Program		
Additional Site Inspection fee charged at cost plus overhead	100%	As Needed
Fats Oils and Grease Program Fees		
Additional Site Inspection fee charged at cost plus overhead	100%	As Needed
Food Handling Facilities with Grinders and no treatment system - 10% surcharge will be added to the annual sewer service fees	100%	As Needed
Wastewater Plan Review Fee		
Additional Staff time for Plan Review charged at cost plus overhead	100%	Per review
Miscellaneous		
Pre & post sewer lateral video review	100%	Per Review
HOURLY RATES		
Fees for Work Performed by City Staff - Includes work performed in excess of the standard fees listed or for services not otherwise listed.		
City Engineer	100%	As Needed
Wastewater-Stormwater General Manager	100%	As Needed
Source Control Inspector III	100%	As Needed
Source Control Inspector II	100%	As Needed
Source Control Inspector I	100%	As Needed
Engineer Asset Administrator	100%	As Needed

SECTION 2. Commencing with the effective date of this ordinance, the fees established in Section 1, above shall be as follows, subject to adjustment in accordance with Richmond Municipal Code Chapter 13.45:

Description	Current Fee	Proposed Fee
BUILDING REGULATIONS -- Permit Fees		
UBC Regulations used to factor fee amounts. RMC 5.12.050, 5.12.070, 6.02.180, 6.36.080 and 12.44.220		
BUILDING PERMIT FEES		
Duplicate Permit Card	NEW	25.00
2nd time Permit Extension	NEW	25.00
Change of Contractor	NEW	44.89
PLAN CHECKING FEES		
PC 1&2 FAM - \$500,000 - \$1,000,000	NEW	17,213.00
FULL COST RECOVERY HOURLY RATES		
Building Inspector	NEW	135.00
Permit Technician	NEW	90.50
Admin / Clerical	NEW	85.00

CITY MANAGER		
Special Event Permit Application	NEW	25.00

EMPLOYMENT & TRAINING		
VOUCHER PROGRAM		
1700 EZ Hiring Tax Credit Voucher Expediting Fee	NEW	20.00
1700 EZ Hiring Tax Credit Voucher Look-Up Fee	NEW	15.00

ENGINEERING		
SECTION 1 - ENCROACHMENT PERMITS		
Sidewalk Dining		
Encroachment Permit Application Review for outdoor service on public sidewalks, minimum non-refundable	NEW	695.00
New Encroachment Permit for outdoor service on public sidewalks (first year, annual fee)	NEW	482.50
- plus additional fees for in-ground improvements within the public ROW (0-100 SF)	NEW	500.00
- plus in-ground improvements for square footage thereafter (over 100 SF)	NEW	\$2.00/SF
Renew Encroachment Permit for outdoor service on public sidewalks (annual fee)	NEW	310.00
- plus additional fees for in-ground improvements within the public ROW (0-100 SF)	NEW	500.00
- plus in-ground improvements for square footage thereafter (over 100 SF)	NEW	\$2.00/SF
SECTION 2 - TRANSPORTATION PERMITS		
Annual Permit - Per Vehicle (Transportation Permit/Wide-Load Permit)	NEW	90.00
SECTION 6 - OTHER ENGINEERING PERMITS		
Traffic Control Plan Review	NEW	cost
Curb Painting & Handicap Parking Requests - Review to determine allowance of handicap, restricted/limited parking, etc.	NEW	420.00
Letter of Map Revision / Amendment	NEW	700.00
Easement Dedication (utility)	NEW	840.00
Consultant Services	NEW	Actual Cost + 10%
SECTION 7 - REVIEW OF PLANNING APPLICATION		
Initial Engineering Review	NEW	100.00
Street Vacation	NEW	800.00
SECTION 8 - HOURLY RATES		
Fees for Work Performed by City Staff - Includes work performed in excess of the standard fees listed or for services not otherwise listed.		
City Engineer	NEW	280.00
Capital Projects Manager	NEW	250.00
Senior Civil Engineer	NEW	210.00
Associate Civil Engineer	NEW	200.00
Engineer II	NEW	160.00
Engineer I	NEW	140.00
Engineer Asset Administrator	NEW	195.00
Construction Inspector II	NEW	160.00
Construction Inspector I	NEW	140.00
SECTION 9 - FEES FOR DUPLICATION		
Plotting - Refer to GIS fees for Custom Maps and Predefined Maps	NEW	cost
Digital Imaging Fee - Parcel Map, Tract Map or Improvement Plans, plus	NEW	25.00
Per sheet to be imaged	NEW	2.00

PLANNING (Fee Legend: (D) = Deposit fee, (F) = Flat fee		
Environmental (CEQA) Review		
Mitigated Negative Declaration (City Performs Work) (F)	NEW	13,290.00
Mitigated Negative Declaration (City Administration of Contractor) (F)	NEW	5,168.00
Environmental Impact Report (City Administration of Contractor) (F)	NEW	16,243.00
Mitigation Monitoring - First year (F)	NEW	7,009.00
Mitigation Monitoring - each subseq year (F)	NEW	3,658.00

Subdivision Review		
Preliminary Plan (F)	NEW	1,920.00
Development Plan (F)	NEW	2,215.00
Use Permit Review		
Conditional Use Permit - Temporary Use (F)	NEW	2,069.00
Conditional Use Permit - Amendment (F)	NEW	1,591.00
Engineering Review Fees		
Engineering Review - Parcel Map (0-5 lots) (F)	NEW	777.00
Engineering Review - Final Map (6-25 lots) (F)	NEW	1,943.00
Engineering Review - Final Map (26-100 lots) (F)	NEW	3,108.00
Engineering Review - Final Map (101-200 lots) (F)	NEW	4,274.00

PARATRANSIT SERVICES (Fees are supplemented by grant funding; therefore, they are not adjusted based on ECI)		
One Way – Advance Reservation (one to ten days in advance) – Day Trip (7:00AM to 6:59PM)	NEW	4.00
One Way – Advance Reservation (one to ten days in advance) – After Hours Trip (7:00PM to 6:59AM)	NEW	5.00
One Way – Same Day Reservation (Reservation is same day as the pick up 12:00AM to 11:59PM) – Day Trip (7:00AM to 6:59PM)	NEW	6.00
One Way – Same Day Reservation (Reservation is same day as the pick up 12:00AM to 11:59PM) – After Hours Trip (7:00PM to 6:59AM)	NEW	7.00
One Way Trip – Late Cancellation (Cancellation one hour before pick up) or No show (Client is not at pick up location, is not ready, cancels trip at the door, or refuses to take trip) Fee. {The fee is the cost of booked trip}	NEW	4.00 to 7.00

STORMWATER Stormwater Collection System Service Fee, Stormwater Collection System Collection Fee (See Building Regulations, this fee is collected by Building Regulations)		
C.3 Fees for projects which create or replace more than 10,000 square feet of impervious surface (fee is not applicable when a Subdivision plan check fee is collected)		
C.3 Stormwater Control Plan Review	NEW	957.00
C.6 Construction sites greater than 1 acre or determined to be a significant threat to water quality		
C.6 SWPPP Monthly Inspection & Compliance deposit (Total Refundable Deposit = Monthly fee multiplied by construction duration in months)	NEW	630.00
HOURLY RATES		
Fees for Work Performed by City Staff - Includes work performed in excess of the standard fees listed or for services not otherwise listed.		
City Engineer	NEW	280.00
Wastewater-Stormwater General Manager	NEW	270.00
Stormwater Program Manager	NEW	174.00
Source Control Inspector III	NEW	160.00
Source Control Inspector II	NEW	146.00
Source Control Inspector I	NEW	120.00
Engineer Asset Administrator	NEW	195.00

WASTEWATER Sewer Service Fees, Richmond Municipal Sewer District, Sanitary Sewer Connection Fee (See Building Regulations, this fee is collected by Building Regulations)		
Sanitary System Sewer Charges		
Richmond Municipal Sewer District No. 1, commercial and industrial, annual		
- FY 11-12 \$41.65 per IWU, \$0.885 per lbs BOD and \$0.408 per lbs TSS, but not less than \$344, based on water usage	NEW	344.00
- FY 12-13 \$43.73 per IWU, \$0.929 per lbs BOD and \$0.429 per lbs TSS, but not less than \$361, based on water usage	NEW	361.00
- FY 13-14 \$45.92 per IWU, \$0.975 per lbs BOD and \$0.450 per lbs TSS, but not less than \$379 based on water usage	NEW	379.00
Wastewater Discharge Permitting Program		
Baseline Monitoring Report Review for New Categorical Dischargers as defined in 40 CFR Chapter I, Subchapter N) charged at cost plus overhead	NEW	cost

Wastewater Inspection Program		
Additional Site Inspection fee charged at cost plus overhead	NEW	cost
Fats Oils and Grease Program Fees		
Additional Site Inspection fee charged at cost plus overhead	NEW	cost
u Food Handling Facilities with Grinders and no treatment system - 10% surcharge will be added to the annual sewer service fees	NEW	fee + 10%
Wastewater Plan Review Fee		
Additional Staff time for Plan Review charged at cost plus overhead	NEW	cost
Miscellaneous		
Pre & post sewer lateral video review	NEW	60.00
HOURLY RATES		
Fees for Work Performed by City Staff - Includes work performed in excess of the standard fees listed or for services not otherwise listed.		
City Engineer	NEW	280.00
Wastewater-Stormwater General Manager	NEW	270.00
Source Control Inspector III	NEW	160.00
Source Control Inspector II	NEW	146.00
Source Control Inspector I	NEW	120.00
Engineer Asset Administrator	NEW	195.00

SECTION 3. Pursuant to section 2.34.040 of the Municipal Code of the City of Richmond which provides for the establishment of a Master Fee Schedule for the fees to be charged by the various City departments for City services, City Council of the City of Richmond hereby enacts a Master Fee Schedule that updates the fees assessed by the City departments to reflect the actual cost associated with providing the service. The Master Fee Schedule can be utilized as the basis for the future fee adjustments based on the Employment Cost Index.

SECTION 4. Severability. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed each and every section, subsection, phrase or clause of this ordinance irrespective of the fact that any one or more sections, subsections, phrases or clauses be declared invalid or unconstitutional, whether on its face or as applied.

SECTION 5. This ordinance shall be effective 30 days after passage and adoption with the exception of A.B. 1600 Developer impact fees which will become effective sixty days after the adoption of this ordinance.

First read at a regular meeting of the City Council of the City of Richmond held on July 5, 2011, and finally passed and adopted at a joint meeting thereof held July 19, 2011, by the following vote:

AYES: Councilmembers Bates, Beckles, Booze, Ritterman, Rogers, Vice Mayor Butt, and Mayor McLaughlin.

NOES: None.

ABSTENTIONS: None.

ABSENT: None.

DIANE HOLMES
Clerk of the City of Richmond
(SEAL)

Approved:

GAYLE MCLAUGHLIN
Mayor

Approved as to form:

RANDY RIDDLE
City Attorney

State of California }
County of Contra Costa } : ss.
City of Richmond }

I certify that the foregoing is a true copy of Ordinance No. 17-11 N.S., finally passed and adopted by the City Council of the City of Richmond at a joint meeting held on July 19, 2011.