

**RESOLUTION NO. 2023-046**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAMON PUBLIC HEARING: ESTABLISHING FEES AND CHARGES FOR VARIOUS MUNICIPAL SERVICES FOR FISCAL YEAR 2023/2024 AND REPEALING RESOLUTION NO. 2022-058**

**WHEREAS**, it is necessary from time to time to revise the fees and charges that assist in defraying the costs of various services rendered by the City; and

**WHEREAS**, the fees and charges as set forth in Exhibit 1, attached hereto and made a part hereof, have been found to be based upon the actual costs of performing such services and are reasonable.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council as follows:

Section 1. The fees and charges shown in Exhibit 1, attached hereto and incorporated herein by reference shall be in force and effect July 1, 2023.

Section 2. Resolution No. 2022-058 is hereby repealed.

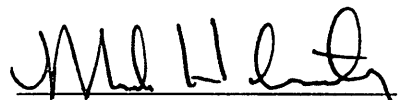
**PASSED, APPROVED, AND ADOPTED**, at the meeting of April 25, 2023 by the following votes:

**AYES:** *Cm. Armstrong, Perkins, Rubio and Verose*

**NOES:**

**ABSENT:** *Mayor Hudson*

**ABSTAIN:**

  
Mark Armstrong, Vice Mayor

**ATTEST:**

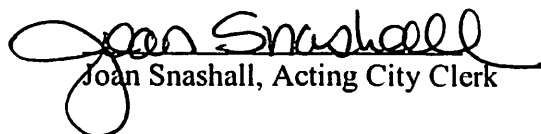
  
Joan Snashall, Acting City Clerk

Exhibit 1: Establishing Fees and Charges for various Municipal Services for FY 2023/2024 and Repealing Resolution No. 2022-058

# **RESOLUTION NO. 2023-046**



## **ESTABLISHING FEES AND CHARGES FOR VARIOUS MUNICIPAL SERVICES AND REPEALING RESOLUTION NO. 2022-058 FOR FISCAL YEAR 2023/24**

Effective Date: July 1, 2023



**GENERAL GOVERNMENT  
GENERAL FEES & FINES**

DESCRIPTION OF SERVICE	APPROVED FEE
Administrative Fine – City Ordinance Violation pursuant to §A1-93 of the Municipal Code – First Violation	\$100.00 (Not to Exceed)
Second Violation – (Within one [1] year)	\$200.00 (Not to Exceed)
Each Additional Violation (Same Ordinance within one [1] year)	\$500.00 (Not to Exceed)
For Each Additional Violation (Same Ordinance within three [3] years)	\$1,000.00 (Not to Exceed)
Failure of any person to pay a fine in the time specified is subject to a late assessment fee payment – The amount of the payment fee shall be one-hundred percent (100%) of the total amount of the fine owned – The combined penalty and late fee shall not exceed five-thousand dollars (\$5,000.00)	\$5,000.00 (Not to Exceed)
Appeals from Administrative Decision Under Municipal Code §A1-95	\$350.00 unless otherwise authorized by the Municipal Code
All Reports, Fiscal Year Budget and printed/bound documents	Cost of Production + 10%
Document Certification	\$10.00
Franchise Fees	(1) Deposit at time of Application the amount estimated by staff necessary for retention of Consultant to review Application (2) Amount not expended will be refunded – If costs exceed deposit, Applicant will be required to pay the difference
Late Filing Fine for Fair Political Practices Commission Statements	\$10.00/Day with maximum of \$100.00
Late Payment Fee	\$25.00 after a 30-day grace period
Credit Card Convenience Fee	2.9% of the total transaction; \$2.00 minimum
ACH/eCheck Processing Convenience Fee	\$1.25 per transaction for collections by third-party agencies
Marriage Ceremony Fee - This fee is payable at the time of the reservation; and is non-refundable if not canceled within three (3) business days prior to event	\$75.00 – Resident \$150.00 – Non-Resident
Notice of Intent to Circulate Petition	\$200.00 (This fee will be refunded to the filer if, within one [1] year of the date of filing the Notice of Intent, the City Clerk certifies the sufficiency of the petition) Per Elections Code §9103(b)
Returned Check Charge	\$30.00



**PUBLIC WORKS  
 ENGINEERING SERVICES FEES**

The DV GHAD and NWSR GHAD fees and charges shall be the same as those established by the City of San Ramon for all similar services except as otherwise detailed in this Schedule of Fee and Charges.

A plan checking and inspection fee will be assessed for all projects that require plan reviews and/or inspections related to DV GHAD or NWSR GHAD facilities, including toe-drains and sub-drains. This fee shall apply to all retaining wall and swimming pools, new building and building additions and any projects that require a grading permit and impact DV GHAD or NWSR GHAD facilities. It may also apply to other projects that involve earthwork, trenching or construction of below ground elements that potentially impact DV GHAD or NWSR GHAD facilities.

Non-routine projects that require in excess of four (4) hours of staff time (two [2] hours staff review + two [2] hours inspection) may be assessed charges based on the actual staff time required to review the project. The deposit amount collected is subject to the discretion of the District Engineer.

For all parcels within the DV GHAD and NWSR GHAD, the Routine and Non-Routine Building Permit Review fees shall be in lieu of the Public Works Engineering Services Division Building Review Fee.

Special projects including Annexation Agreements, Engineers Report, Revisions to the Plan of Control and Request for Other Services will be assessed a minimum fee of \$1,000.00 plus \$220.00/Hr for additional staff hours in excess of the minimum fee based on actual staff time required to review the project. The consultant fees will be the actual of the consultant services plus an administrative fee.

DESCRIPTION OF SERVICE	APPROVED FEE
Routine Building Permit Reviews	Two (2) hours staff time for data collection processing and review at \$160.00/Hr with two (2) hour minimum charge for inspection at \$160.00/Hr when inspections are required
Non-Routine Building Permit Reviews	Hourly basis at \$160.00/Hr with an initial deposit amount of \$500.00 to \$10,000.00 subject to the discretion of the District Engineer <b>Consultant Fees – Consultant’s Cost + Administrative Fee</b>
Special Projects	Minimum fee of \$2,000.00 + \$220.00/Hr for additional staff hours in excess of the minimum fee <b>Consultant Fees – Consultant’s Cost + Administrative Fee</b>
Inspection Fee	\$160.00/Hr with two (2) hour minimum charge for each inspection
Overtime Inspection Fee During Regular Business Week	The hourly rate of \$240.00/Hr
Overtime Inspection Fee During Weekends & Holidays	The hourly rate of \$240.00/Hr with a three (3) hour minimum



**PUBLIC WORKS  
ENGINEERING SERVICES FEES**

A Site Development Permit shall be required for the plan check and inspection of all construction sites, improvements of non-residential and residential developments, including grading and drainage improvements, street and related frontage improvements, parking lot improvements, landscaping, and other related site improvements. The fee shall cover plan check and inspection services.

The Site Development Permit shall serve as a grading permit, an erosion and sedimentation control permit, parking lot construction permit, and encroachment permit for curb gutter, driveway and sidewalk improvements, which are authorized by the Municipal Code.

An Erosion and Sedimentation Control Plan shall be required for all projects for which a site development permit has been issued and for which construction activity commences prior to April 15, or extends in an incomplete state (including lack of landscaping) beyond October 15.

A Drainage Permit shall be required for all projects that may change the hydraulic characteristics watercourses and drainage facilities, or are located within an easement dedicated for such purposes.

A building permit review fee will be required for all building permit applications requiring Engineering review, and will be collected by the Building Division at the time of application submittal. Building Permit Reviews within the DV GHAD or NWSR GHAD will be charged the applicable DV GHAD and NWSR GHAD Building Permit Review fees.

DESCRIPTION OF SERVICE	APPROVED FEE
<b>Drainage Permit Application Fee</b>	
Routine Projects (Processing & Filing)	\$160.00/Hr with two (2) hour minimum charge for processing each permit
Special Projects (Processing & Filing)	Hourly basis at \$220.00/Hr with an initial deposit amount of \$500.00 to \$10,000.00 subject to the discretion of the City or District Engineer <b>Consultant Fees</b> – Consultant’s Cost + Administrative Fee
Inspection Fee	\$160.00/Hr with two (2) hour minimum charge for each inspection
Overtime Inspection Fee During Regular Business Week	The hourly rate of \$240.00/Hr
Overtime Inspection Fee During Weekends & Holidays	The hourly rate of \$240.00/Hr with a three (3) hour minimum
<b>Contra Costa County Flood Control District – DA101A – Drainage Fee (West Branch Only)</b>	
Swimming Pools	\$172.00
Impervious Surface	\$0.20/Sq Ft of new impervious surface including but not limited to: driveways, sidewalks, patios, concrete flatwork, and room addition



**CITY OF SAN RAMON  
FY 2023/2024 FEE RESOLUTION**

DESCRIPTION OF SERVICE	APPROVED FEE
<b>Site Development</b>	
Plan Check Fee	Fee of 3.5% of estimated improvement cost up to \$250,000.00 plus 3% for any estimated improvement cost over \$250,000.00  <b>Consultant Fees</b> – Consultant’s Cost + Administrative Fee
Inspection Fee During Regular Business Week	Fee of 6.8% of estimated improvement cost up to \$250,000.00 plus 6.3% for any estimated improvement cost over \$250,000.00
Overtime Inspection Fee During Weekends & Holidays	The hourly rate of \$240.00/Hr with a three (3) hour minimum
<b>Building Permit Review Fee</b>	
Routine Projects	\$160.00/Hr with two (2) hour minimum charge for processing each permit
Special Projects	Hourly basis at \$220.00/Hr with an initial deposit amount of \$500.00 to \$10,000.00 subject to the discretion of the City Engineer
Inspection Fee	\$160.00/Hr with two (2) hour minimum charge for each inspection
Overtime Inspection Fee During Regular Business Week	The hourly rate of \$240.00/Hr
Overtime Inspection Fee During Weekends & Holidays	The hourly rate of \$240.00/Hr with a three (3) hour minimum
Overtime Inspection Fee Deposit	\$500.00 – \$10,000.00. Amount subject to discretion of City Engineer, based on size of project and overtime potential
<b>Encroachment Permits</b>	
Hauling and Oversize Loads	As set by the California Department of Transportation (Caltrans)
Permit Application & Filing Fee – Routine, which include Curb, Gutter, Sidewalks, PODs, and Cross Drains	\$160.00/Hr with a one (1) hour minimum processing charge per Permit
Permit Application Filing Fee – Non-Routine Projects	The hourly rate of \$160.00/Hr with a three (3) hour minimum
Permit Inspection Fee – Routine Projects	The hourly rate of \$160.00/Hr with a two (2) hour minimum – The estimated inspection fees shall be based on factors such as cost estimate, project duration, complexity, etc., and shall be approved by the City Engineer
Permit Inspection Fee – Non-Routine Projects	The hourly rate of \$160.00/Hr with a three (3) hour minimum – The estimated inspection fees shall be based on factors such as cost estimate, project duration, complexity, etc., and shall be approved by the City Engineer



**CITY OF SAN RAMON  
FY 2023/2024 FEE RESOLUTION**

DESCRIPTION OF SERVICE	APPROVED FEE
Stormwater Quality Device (C.3) Inspection	\$160.00/Hr with two (2) hour minimum
Permit Application, Filing, Inspection, and Review Fee – Special Projects	Fee will be charged on an hourly basis at \$160.00/Hr with an initial drawdown deposit amount of \$500.00 to \$25,000.00 subject to the discretion of the City Engineer – If necessary, applicant shall deposit additional funds in an amount determined by the City Engineer prior to depletion of deposit amount
Overtime Inspection Fee During Regular Business Week	The hourly rate of \$240.00/Hr
Overtime Inspection Fee During Weekends and Holidays	The hourly rate of \$240.00/Hr with a three (3) hour minimum
<b>Subdivision / Preliminary Development Review</b>	
Preliminary Development Review Fee	\$2,000.00 + \$220.00/Hr in excess of \$2,000.00 to review plan / studies of project awaiting entitlements; for mixed use development projects, fee is \$3,000.00 + \$220.00/Hr in excess of \$3,000.00
Preliminary development Review Fee – Routine Projects	\$220.00/Hr with a two (2) hour minimum for review and processing
Preliminary Development Review Fee – Utility	\$220.00/Hr with a three (3) hour minimum charge for review and processing
Preliminary Development Review Fee – Day Care/Learning Center of 14 or Fewer Kids	\$220.00/Hr with one and one-half (1.5) hour minimum charge for review and processing
Preliminary Development Review Fee – Day Care/Learning Center of 15 or More Kids	\$1,000.00 + \$220.00/Hr in excess of \$1,000.00
Minor Subdivisions	\$2,000.00 <b>Consultant Fees</b> – Consultant’s Cost + Administrative Fee
Major Subdivisions	\$2,000.00 + \$200.00/Lot <b>Consultant Fees</b> – Consultant’s Cost + Administrative Fee
Monument Checking Fee – Any error found in placement, course or identification of survey monuments shall require payment of fee as indicated	The cost shall be passed on directly to the Applicant at consulting cost + Administrative Fee
Tentative Map Technical Review Fee	\$2,000.00 + \$220.00/Hr in excess of \$2,000.00 to review plans or studies of projects awaiting entitlements
Single Parcel Plan Review Fee	\$80.00/Parcel
Certificates of Compliance, Property Mergers, Parcel Map Waivers & Lot Line Adjustments	\$250.00/Parcel + \$220.00/Hr for additional staff hours exceeding the initial fee
Street Vacations	\$500.00 + \$220.00/Hr in excess of \$500.00
Bonds, Letters of Credit and Deposits for Improvements	100% of the value of improvements plus a maximum of \$500.00 Administrative Fee



**CITY OF SAN RAMON  
FY 2023/2024 FEE RESOLUTION**

DESCRIPTION OF SERVICE	APPROVED FEE
Base Map Revision Fee (Applicable at filing of Final Map, Parcel Map or Lot Line Adjustment)	As set by Contra Costa County + Administrative Fee as required
<b>Creek Study and Drainage Mitigation</b>	
Twin Creeks Watershed	\$3,000.00/Developable acre
South San Ramon Creek (Main Stem)	\$1,500.00/Developable acre
Oak Creek Watershed	\$1,750.00/Developable acre
Drainage Mitigation Fee	\$0.30/Sq Ft or portion thereof of site impervious surface
<b>Other Fees</b>	
Appeals	Appeals from Administrative Decision Under Municipal Code §A1-95 see GENERAL GOVERNMENT – GENERAL FEES
Peer Review of Special Studies	The cost of reviewing any Special Study shall be passed on directly to the Applicant at consulting cost + Administrative Fee as required
GIS Mapping Fee	0.001 of the Building Code Valuation
<b>Plans / Maps / Prints / Reproduction Stencils / Standard Details</b>	
Mylar Replacement Fee	\$5.50/Sq Ft
18” x 26”	\$2.00/Sheet
24” x 36”	\$2.00/Sheet
30” x 42”	\$3.00/Sheet
Oversized Sheets	\$0.30/Sq Ft
Microfilm Reproduction	\$2.00/Sheet
Storm Water Markers	\$10.00/Storm Water Marker
Color Prints	\$4.50/Sq Ft
City Standard Details	\$10.00
<b>Engineering Research</b>	
Engineering Drawings, Reports, Letters, and Miscellaneous	\$160.00/Hr (\$80.00 minimum) + reproduction costs
Flood Zone-Research	\$53.00/Lot + \$160.00/Hr for additional staff hours exceeding the initial fee – Request must be in writing with written City response





Subdivision/Preliminary Development Review Fee

Based upon the existing staffing level and respective salaries, benefits, and specific expenditures related to engineering plan review, costs are not being fully recovered to provide this service. Presently, the hourly billing rate of \$200/hour does not recover staff salaries and benefits. A new rate of \$220/hour is consistent with the general billing rate for engineering staff who review these projects. In surveying other cities, the hourly rate ranges from \$151/hour to \$303/hour, with the average at \$221/hour. This change will result in an increase in cost to the applicant, but will significantly improve cost recovery and this increase proposed rate falls within the range of what other surrounding cities charge. This rate is also consistent with the Planning general hourly rate.

The existing \$60 minimum was based on the previous \$120/hour rate for ½ hour, and is being proposed to \$80 minimum to be consistent with a ½ hour minimum.