

**REPORT TO MAYOR AND COUNCIL**

**TO THE HONORABLE MAYOR AND COUNCIL:**

DATE: November 18, 2014

**SUBJECT: APPROVAL OF RESOLUTION NO. 14-6042.2 AMENDING THE MASTER FEES AND CHARGES RESOLUTION EXHIBIT "A" SECTION A, ADMINISTRATIVE FEES, ADDING SUBSECTION 19, ELECTRICAL CHARGING STATION FEE**

**Report in Brief**

Each year as part of the budget process, the City Council establishes City fees through the adoption of a Fees and Charges resolution, which is used to generate a schedule of fees. Occasionally, the fee schedule needs to be amended to address unforeseen items outside of the normal budget approval process. This report proposes to establish a new City fee to be paid by users of an Electric Vehicle Charging Station (EVCS) that would be installed at the City's Todos Santos Parking Structure. Staff is proposing to assess a fee of \$1.75 per hour to recover direct costs associated with the service. A detailed description of how the hourly fee was determined is included in this report.

Cost associated with the EVCS equipment and initial fees will be covered by grants from 511 Contra Costa, a Transportation Demand Management program sponsored by Contra Costa County's 20 jurisdictions. The City's Economic Development Division has allocated funds for the EVCS installation at a cost of \$4,325. On-going management, electricity and network fees would be paid by charging users the proposed hourly rate.

Providing a charging station would:

- Aid economic development by attracting electric vehicle car users to the downtown
- Decrease emissions resulting in improved air quality
- Provide potential for outreach and marketing ideas
- Improve the City's visibility in supporting the growing market of electric vehicles

Staff recommends that the City Council adopt Resolution No. 14-6042.2 (Attachment 1), approving amendments to Section A, Administrative Fees of Exhibit A of the Master Fees and Charges to allow for \$1.75 per hour to be assessed for the use of electric vehicle charging station.

**APPROVAL OF RESOLUTION NO. 14-6042.2 AMENDING THE MASTER FEES AND  
CHARGES RESOLUTION EXHIBIT “A” SECTION A, ADMINISTRATIVE FEES,  
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**Background**

On October of 2013, Economic Development staff met with Munni Krishna, Special Projects Coordinator from 511 Contra Costa to investigate grants for the purchase of an electric vehicle charging station. Staff was able to secure a grant from 511 Contra Costa’s Electric Vehicle Charging Program for the purchase of the unit in the amount of \$7,000. At the meeting, staff also discussed logistics and potential downtown sites for the charging station, which included the Todos Santo Parking Structure at 2051 Salvio Street (next to Skipolini’s) and the Salvio Street Garage located at 2255 Salvio Street next to Plaza Tower.

Subsequent meetings over a period of six months with staff from the City of Concord’s Public Works, ChargePoint, Hubbard Electric, and Ms. Krishna were held to discuss further logistics regarding the installation. In addition to the 2051 and 2255 Salvio Street sites, locations directly across from Peet’s Coffee on Salvio and another directly across Ravioli’s on Salvio were also closely studied. These alternative sites were determined to be too costly to pursue. Staff determined that the best location given the cost, access to the public and available electrical supply is the Todos Santos Plaza Parking Structure.

On September 9, 2014, Economic Development staff and Ms. Krishna met with the City Attorney’s office staff to review potential fee models to charge users of the electric charging station. Considerable discussion took place regarding the fee model and selecting one that would not result in the City either subsidizing the ongoing service or producing a profit from the service to the public.

**Discussion**

Electric car ownership has grown significantly. Having an EVCS in the downtown would provide an amenity for owners of plug-in cars to visit the downtown and shop while their vehicle is charging. An EVCS also fortifies the City’s commitment to sustainability and energy efficiency projects. A number of cities in Contra Costa County already provide access to public electric charging stations including the cities of Martinez, Pleasant Hill, Pittsburg, and Walnut Creek.

With assistance from 511 Contra Costa, the City was able to secure the following from 511 Contra Costa:

- One dual-head level 2 charge station unit
- 1<sup>st</sup> year annual software network charges
- One-time initial system activation fee

ChargePoint is an EVCS distributor and service manager that has partnered with numerous businesses and municipalities in California. ChargePoint is the exclusive service provider of 511 Contra Costa for EVCS. 511 Contra Costa partner with ChargePoint based upon its strong reputation in the industry. The City would be the host of its EVCS and ChargePoint would manage the “customer service” aspect of the EVCS such as billing, station software and web connections.

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Electric vehicle owners who use ChargePoint are required to become a member of ChargePoint in a similar fashion to FastTrack or Clippercard. There is no cost to become a member but members need to have a credit card on file for use. Members are billed monthly for use of any ChargePoint stations that includes cost of electricity and service fees. ChargePoint would pay the City funds collected from users for electricity cost.

Cities can determine their own standard rate for charging a vehicle. Typical hourly rates charged by local cities that includes management fees and electricity usage range from \$1 to \$2 per hour.

As a point of reference, the following table was created to provide a survey of fees charged by Contra Costa jurisdictions for their respective EVCS. The table shows the range of fees from no fee to \$2 per hour. Some jurisdictions are subsidizing their EVCS.

Table 1  
**Fees & Dates of installation--Contra Costa County**

<b>Municipality</b>	<b>Fees (per hr.)</b>	<b>Date installed</b>
Martinez	\$1.00	March, 2012
Pleasant Hill	\$0.95	December, 2009
Pittsburg	\$2.00	May, 2010
Walnut Creek	No Fee	June, 2009

**Fee Model**

The City proposes to charge users for the electricity costs of each unique charging session. City Staff met with PG&E to obtain the City’s average electricity rates and created a charging model based on an estimated 1,500 hours of vehicles charging annually (500 customers at 3-hour per session). This average amount of charging hours was based on usage from public-use stations in Pleasant Hill in a similar downtown location. In addition, a 3-hour time limit was chosen because most electric vehicle drivers employ public-use stations to “top-off” rather than fully charge their vehicles. Based on this model and the 10% credit card transaction service fee retained by ChargePoint, a \$1.75/hr. fee is proposed. This hourly fee amount would cover direct costs and should not generate a profit. The following summarizes the methodology for determining the \$1.75/hr. fee:

- 1,500 hours of charging at \$1.596 per kilowatt hour = \$2,394 (City’s electricity cost)
- ChargePoint credit card transaction fee (10%) = \$ 262.50
- Total Annual EVCS Cost= \$2,656.50
- City’s \$1.75/hr. fee x 1,500 hours of charging = \$2,625

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The Economic Development Division would pay the yearly estimated difference of \$31.50 out of the Division's fund. Because this is only a forecasted average, staff would conduct a yearly assessment of the program to determine usage and propose adjustments to the fee as part of the annual fee and charges review process to arrive at a cost/revenue neutral fee.

**Fiscal Impact**

Staff estimates the EVCS fee will generate approximately \$2,362.50, which would cover almost all of the City's costs. Staff anticipated a \$31.50 shortfall for the year and those funds would be paid out of the Economic Development budget. No budget amendment is currently proposed. Cost for installing EVCS is \$4325.00 and is already budgeted through the Economic Development program.

**Public Contact**

This Public Hearing was set at the October 14, 2014 City Council meeting. The City Council agenda for this meeting was posted. Todos Santos Business Association, Concord Chamber of Commerce and 511 Contra Costa were notified.

**Recommendation for Action**

Staff recommends that the City Council adopt Resolution No. 14-6042.2, approving amendments to Section A, Administrative Fees, of Exhibit A of the Master Fees and Charges.

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**BEFORE THE CITY COUNCIL OF THE CITY OF CONCORD  
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA**

**A Resolution Approving and Adopting an Electric  
Charging Station Fee and Amending Exhibit A to  
Resolution 78-6042 (Fees and Charges for Various  
Municipal Service)**

**Resolution No. 14-6042.2**

**WHEREAS**, the City Council provides a variety of municipal services; and

**WHEREAS**, the City Council adopted Resolution No. 78-6042 on October 9, 1978,  
establishing a master resolution within which various municipal fees and charges would be located;  
and

**WHEREAS**, amendments to Exhibit “A” to said resolution are necessary to amend Section A,  
*Administrative Fees*, adding Subsection 19, *Electrical Charging Station Fee*; and

**WHEREAS**, the Director of Finance has recommended that the City Council approve an  
addition to certain fees which are currently set forth in Exhibit “A” to Resolution No. 78-6042,  
Section A, *Administrative Fees*; and

**WHEREAS**, The City Council held a public hearing on November 18, 2014, at which time  
any and all members of the public were afforded an opportunity to address the City Council regarding  
this matter; and

**WHEREAS**, upon close of the public hearing the City Council deliberated upon the  
information received during the course of the public hearing; and

**WHEREAS**, the City Council has determined that the *Electrical Charging Station Fee* shall  
be \$1.75 per hour; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CONCORD DOES  
RESOLVE AS FOLLOWS:**

**Section 1.** Authorizes amendments to Section A to Resolution No. 78-6042 as recommended.

**Section 2.** This resolution shall become effective immediately upon its passage and adoption.

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1           **PASSED AND ADOPTED** by the City Council of the City of Concord on November 18,  
2 2014, by the following vote:

3 **AYES:**           Councilmembers -

4 **NOES:**           Councilmembers -

5 **ABSTAIN:**       Councilmembers -

6 **ABSENT:**       Councilmembers -

7           **I HEREBY CERTIFY** that the foregoing Resolution No. 14-6042.2 was duly and regularly  
8 adopted at a regular meeting of the City Council of the City of Concord on November 18, 2014.

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Joelle Fockler, CMC  
City Clerk

12 **APPROVED AS TO FORM:**

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Mark S. Coon  
15 City Attorney

**EXHIBIT A. RESOLUTION 78-6042  
FEES AND CHARGES FOR VARIOUS MUNICIPAL SERVICES**

Current Fee

**A. ADMINISTRATIVE FEES**

**1. Agendas for Public Meetings**

a.	Mailing subscription for agendas regularly produced two times or more per month:	
1)	Annual fee (7-1-14) .....	105.00
2)	One-half year fee (7-1-14) .....	56.00
b.	Mailing subscription for agendas regularly produced less than two times per month:	
1)	Annual fee (7-1-14) .....	49.00
2)	One-half year fee (7-1-14) .....	28.00

**2. Appeals to City Council**

a.	Appeals requiring public notice (CMC 2-52) (7-1-14) .....	142.00
	Plus Public Notification fee	
b.	Appeals where public notice is not required (CMC 2-53) (7-1-14) .....	49.00

**3. City Employee Services**

Hourly rates charged for special services requested that are provided by City employees. These hourly rates will also be used to calculate compliance with the California Uniform Public Construction Cost Accounting Act. (7-1-13)

These hourly rates are used to calculate billable hourly rates. Billable hourly rates are defined to be the sum of the Productive Hourly rate plus the appropriate surcharge amount as calculated below using program surcharge factors provided by Table 2. (7-1-13) ..... Table 1

City program surcharge rates. Surcharge rates are multiplied by the appropriate City Employee Base Hourly rate to calculate the program surcharge amount. The program surcharge amount is then added to the appropriate Productive Hourly rate as set forth in Table 1 above to determine the billable hourly rate charged for special services requested and provided by City employees. (7-1-13). ..... Table 2

**4. City Employee Services – Special Events Blended Rates (P&P No. 143)**

a.	Public Works – Maintenance (9-1-14) .....	91.19
b.	Public Works – Maintenance – Limited Services (9-1-13) .....	22.45
c.	Police Officer (9-1-14) .....	146.02
d.	Police Reserves (pass through) as quoted by Police Department (9-1-12) .....	41.15
	Materials and Equipment at cost (7-1-13) .....	Actual Costs

**5. City Franchise and Telecommunication Agreement Fees**

Hourly rates charged for staff time devoted to work on City franchise and telecommunication agreements. (7-1-12) .....	See A.3
a. Deposit for small projects (replenish as needed) (7-1-09) .....	5,000.00
b. Deposit for large projects (replenish as needed) (7-1-09).....	10,000.00

**6. Copies of Public Records/Information**

a. Photo copy of public record – page size not to exceed 11”x17” (4-28-86)	
1) Each page (2-2-99) .....	.10
b. Print from microfilm (each print) (7-1-14) .....	3.00
c. Print copy of public record – oversized page exceeding 11”x17” such as maps, drawings, plans, etc.	
1) Each page (7-1-14) .....	39.00
Or	
Actual cost (7-1-09)	
d. Extract of document and certification (each page) (7-1-14) .....	4.00
e. Certifying documents, Live Certificates (each document) (7-1-11) .....	26.00
f. Budget (Vol. I and II), Capital Improvement Program, and Annual Financial Report (per copy) (7-1-14).....	86.00
g. Computer data – use of equipment and personnel (per hour) (7-1-07).....	See A.3
h. Geographic information system information (per hour) (GIS) (7-1-07).....	See A.3
i. Document imaging fee (per image)	
1) Per document image up to 11” x 17” (7-1-09) .....	1.50
2) Per document image greater than 11” x 17” (7-1-12).....	3.50
j. Campaign statements and statements of economic interests (Government Code 81008) (each page) (4-28-86) .....	.10
k. Business License Listings	
1) Electronic copy of business license list (7-1-09) .....	45.00
2) Business license list copied to CD (7-1-09).....	50.00

**7. Housing Rehabilitation Loan Fees**

a. Loan Origination Fee (7-01-14).....	87.00
b. Plus other loan administrative costs. This includes but is not limited to title, lien, registration appraisal, inspections and other loan processing costs (7-1-07).....	Actual Costs

**8. Inspection/Abatement Warrants**

Fee charged per warrant (7-1-13).....	396.00
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**9. Mobilehome Rent Review Fees**

For appeals and petitions regarding rent increases in Concord Mobilehome Parks (7-1-08) .....	Actual Costs
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<b>10. Notice of Intent to Circulate Municipal Initiative Petition</b>	
Fee due when petition filed (7-1-08) .....	200.00
<b>11. Past Due Receivables</b>	
A late charge for past due receivables (per month) (of amount due) (7-1-04).....	3.00%
<b>12. Postage and Handling</b>	
Minimum charge (7-1-11) .....	2.11
Plus postage (actual cost) (7-1-04)	
<b>13. Rental of Television Facilities (City Council Chamber)</b>	
a. For activities not related to the City of Concord	
1) First hour (7-1-14) .....	173.00
2) Each additional hour or fraction thereof (7-1-14).....	86.00
<b>14. Returned Checks</b>	
a. First Returned Check (07-01-04).....	25.00
b. Subsequent Returned Checks (07-01-04).....	35.00
<b>15. Special Parking Permit</b>	
Per Year (7-1-13) .....	11.30
<b>16. Subordination Agreement to Facilitate Refinance</b>	
Per refinance (7-1-13) .....	225.00
<b>17. Subpoena and Summons</b>	
Refer to Administrative Directive No. 25 for procedures for accepting and responding to subpoenas and summons. Per State law (Evidence Code Section 1563), all reasonable costs for research and production of City records shall be charged to the party serving the subpoena, as follows:	
a. Standard copying of documents not larger than 8-1/2" x 14" (per page) (10-24-89) .....	.10
b. Copying documents from microfilm (per page) (10-24-89).....	0.20
c. Clerical Staff Time (per person per hour) (Evidence Code 1563) (7-1-07) .....	24.00
d. Reproducing oversized documents or documents requiring special processing such as blueprints (10-24-89).....	Actual costs
e. Postal charges (10-24-89).....	Actual costs
f. If documents no longer exist, preparation of statement setting forth the dates of City Council authorization for document destruction (maximum) (7-1-06) .....	26.00
g. Notwithstanding the above, if the records are provided for inspection or photo copying at City Hall, the total fee for complying with the subpoena shall not exceed \$15 and, in cases where records must be retrieved from microfilm, copying costs and clerical costs shall be those set forth as above. (10-24-89)	
h. Witness Fees per Government Code Section 68096.1. If a City employee is subpoenaed to appear at a deposition or in court, payment is required for that employee's actual salary plus benefits for the time spent away from the employee's regular duties, including travel and preparation time. A deposit is required in advance (per day) (7-1-06).....	150.00
Plus mileage (per mile) ( 7-1-14).....	.56

**18. Audio/Visual Reproduction**

- a. Copy of CD/DVD (per disk) (7-1-14) ..... 25.00
- Requests for multiple copies will be referred to local vendor(s) equipped to provide such services. (7-1-99)..... Actual costs

**19. Electric Charging Station**

- a. Hourly fee..... 1.75/hr.