



## **A G E N D A**

**CHINO HILLS CITY COUNCIL  
REGULAR MEETING  
TUESDAY, JANUARY 28, 2025**

**5:15 P.M. CLOSED SESSION  
6:00 P.M. PUBLIC MEETING/PUBLIC HEARINGS**

**CIVIC CENTER, CITY COUNCIL CHAMBERS  
14000 CITY CENTER DRIVE, CHINO HILLS, CALIFORNIA**

### **CITY COUNCIL MEMBERS**

**ART BENNETT, MAYOR  
BRIAN JOHSZ, VICE MAYOR  
RAY MARQUEZ  
CYNTHIA MORAN  
PETER J. ROGERS**

**BENJAMIN MONTGOMERY  
CITY MANAGER**

**MARK D. HENSLEY  
CITY ATTORNEY**

**CHERYL BALZ  
CITY CLERK**

This agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing on the agenda unless the City Council makes a determination that an emergency exists or that a need to take immediate action on the item came to the attention of the City subsequent to the posting of the agenda. The City Clerk has on file copies of written documentation relating to each item of business on this Agenda available for public inspection in the Office of the City Clerk, in the public binder located at the entrance to the Council Chambers while the meeting is in session, and on the City's website at [www.chinohills.org/Agendas](http://www.chinohills.org/Agendas). Materials related to an item on this Agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the Office of the City Clerk at 14000 City Center Drive, Chino Hills, CA during normal business hours and on the City's website at [www.chinohills.org/Agendas](http://www.chinohills.org/Agendas) as soon as practicable.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in the Council meeting, please contact the City Clerk's Office, (909) 364-2620, at least 48 hours prior to the meeting to enable the City to make reasonable arrangements. [Click here](#) to view the City's Reasonable Accommodation Policy or contact the City Clerk's office to obtain a copy.

**Emails and documents submitted by the public will be considered a public document subject to posting on the City's website and are subject to the Public Records Act.**

**PLEASE SILENCE ALL ELECTRONIC DEVICES WHILE COUNCIL IS IN SESSION.**

Speaker Cards - Those persons wishing to address the City Council on any City matter, whether or not it appears on the agenda, must complete and submit to the City Clerk a "Request to Speak" card available at the entrance to the City Council Chambers. In accordance with the Public Records Act, any information you provide on this form is available to the public. **You are not required to provide your name or other personal information in order to speak. The City Clerk's Office will explain how you will be called to speak if you decline to provide your name.** Comments will be limited to a maximum of three minutes per speaker for agendized items and a maximum of one minute for non-agendized items. Only one speaker card per person per comment period may be submitted. Individuals must submit their own speaker card. Public comment periods will generally be limited to 30 minutes per meeting and/or the maximum time limits for speaking may be reduced, so not all members of the public may have the opportunity to speak at every council meeting. If you want to communicate information to the City you can also do so via email at [cityclerk@chinohills.org](mailto:cityclerk@chinohills.org). All public comments must address matters within the subject matter jurisdiction of the City Council, which is considered "City business." Failure to adhere to the prohibition against public comments on non-city business will result in the speaker losing their opportunity to provide public comments at that meeting.

"City business" includes matters over which the City has been granted authority pursuant to state law, subject to state and federal legal and constitutional limitations. These matters include the construction, maintenance and repair of streets, parks and public facilities; providing water, sewer and trash services; providing recreation services and programs; overseeing land development except to the extent the City's authority has been pre-empted by federal and state law; providing public safety services, including police and fire/paramedic services which the City does by contracting with the San Bernardino County Sheriff's Department and working with the Chino Valley Fire District and through its own code enforcement personnel; imposing regulations over conduct and activities in the City to protect the health, safety and welfare of the community; and the City also has the right to hire and manage personnel, the responsibility to maintain public records and the authority to impose fees and taxes and provide the financial services necessary to provide the above services.

"Signs", banners, flags or other symbolic material (except those that are emblazoned on clothing) are prohibited within the Council Chambers because they may obstruct the view of other attendees, obstruct the passage of other attendees, create a fire or safety hazard, or otherwise disturb the business of the meeting. However, signs no larger than 12X24 inches are permitted in the overflow community room located in the southeast corner of the Council Chamber. These signs, banners, flags and other symbolic objects must be left in the overflow area when approaching the dais for public comments or otherwise leaving that area except to leave the Council Chambers. Signs with any type of stick, pole, or similar object are prohibited in the Council Chambers.

**Levine Act Disclosure:** Parties to a proceeding are required to disclose if they made contributions over \$500 within the prior 12 months to a Council Member. If a Council Member accepted more than \$500 during the 12 months preceding the decision, the Council Member is required to recuse themselves from the decision. Parties and participants with a financial interest are prohibited from making more than \$500 in contributions to a Council Member for the 12 months after the final decision is rendered on the proceeding. The above contribution disclosures and restrictions do not apply when the proceeding is competitively bid, or involves a personnel or labor contract. For more information, see Government Code Section 84308.

#### TIPS FOR PUBLIC SPEAKING AT A COUNCIL MEETING

- If you have filled out a speaker card with or without your name and/or contact information, please hand it to the Clerk.
- A speaker may not relinquish his/her time to another speaker.
- Be prepared to come forward to the speaker's podium when your name is called.
- As you begin to speak, state your name clearly for the record (although this is not required) and city of residence. If you represent a group or organization, please state that information as well.
- Don't be nervous. It may help to take a deep breath and exhale slowly before you speak.
- Please show courtesy to others and direct all comments to the Mayor and Council.
- Do not address comments to the audience or staff members.
- Make your position known at the beginning, then present supporting information.
- Identify your main points. Writing them down ahead of time will help you organize your thoughts when you're at the podium.
- Don't repeat yourself. If a previous speaker has already made the point you planned to make, simply refer to that speaker and emphasize your support for that position.
- Handouts summarizing your position may be distributed to the Clerk before or after your presentation.
- Close your comments with an action statement such as, "Adopt this resolution" or "I urge you to vote 'yes' (or 'no') on this item."
- Any person who disrupts the orderly conduct of the Council's business may be barred from making further comments and shall be subject to removal from the Chambers.

## **5:15 P.M. - CALL TO ORDER / ROLL CALL**

### **PUBLIC COMMENTS - CLOSED SESSION ITEMS**

1. **PUBLIC COMMENTS:** At this time members of the public may address the City Council regarding any items appearing on the Closed Session agenda. Those persons wishing to address the City Council must complete and submit to the City Clerk a "Request to Speak" card available at the entrance to the City Council Chambers. Comments will be limited to a maximum of three minutes per speaker. The time allotted per person may vary depending on the total number of speakers cards received. This comment period will generally be limited to 30 minutes per meeting, so not all members of the public may have the opportunity to speak at every City Council meeting.

### **RECESS INTO CLOSED SESSION**

#### **CLOSED SESSION**

2. Conference with Legal Counsel pursuant to Government Code Section 54956.9(d)(1): Existing Litigation: City of Chino Hills v. Flaviano E. Dimaranan, Adelaida A. Dimaranan, Ligang Li, Chuan Wang, Sommai Patamakanthin, Ashfaq Kazi, Farhana Kazi, James Moon, Geonju Moon, Xiangyan Gao, Yiming Qiu - Case No. CIVSB 2215448
3. Conference with Legal Counsel pursuant to Government Code Section 54956.9(d)(1): Existing Litigation - City of Chino Hills v. Wai Min Liu, Yi Liu, W Liu & Y Liu Family Rev Liv Tr 11/12/20, Lonnie Weber, Robert Weber, Santos Lemus, and Does 1 through 30, inclusive - Case No. CIVSB 2302673
4. Conference with Legal Counsel pursuant to Government Code Section 54956.9(d)(1): Existing Litigation - City of Chino Hills v. Weiming Mo, Zhao Jun, and Does 1 through 30, inclusive - Case No. CIVSB 2312001

## **6:00 P.M. - CONVENE MEETING / ROLL CALL**

### **PLEDGE OF ALLEGIANCE TO THE FLAG**

**INVOCATION:** Chaplain Adam Houde, Chino Valley Fire District

### **PRESENTATIONS**

5. **HIGHLIGHTED VOLUNTEER** - Jeffrey Runtz, San Bernardino Sheriff's Department Citizens on Patrol (COP) program
6. **PROCLAMATION** - Proclaiming January 29, 2025 as Lunar New Year
7. **PRESENTATION** - Commercial Market Overview by JLL

### **PUBLIC INFORMATION OFFICER REPORT**

### **ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION**

## PUBLIC COMMENTS - AGENDIZED ITEMS

8. **PUBLIC COMMENTS:** At this time members of the public may address the City Council regarding any item appearing on the agenda, except that testimony on Public Hearing items must be provided during those hearings. Those persons wishing to address the City Council must complete and submit to the Deputy City Clerk a "Request to Speak" card available at the entrance to the City Council Chambers. Comments will be limited to a maximum of three minutes per speaker. The time allotted per person may vary depending on the total number of speakers cards received. This comment period will generally be limited to 30 minutes per meeting, so not all members of the public may have the opportunity to speak at every City Council meeting.

**CONFLICT OF INTEREST / LEVINE ACT ANNOUNCEMENTS:** Council Member abstentions or disclosures shall be stated at this time for recordation on the appropriate item.

## CITY DEPARTMENT BUSINESS

**CONSENT CALENDAR (6 ITEMS)** - *All matters listed on the Consent Calendar are considered routine by the City Council and may be enacted by one motion in the form listed below. There will be no separate discussion of these items unless, before the City Council votes on the motion to adopt, Members of the City Council or staff request the matter to be removed from the Consent Calendar for separate action. Removed consent items will be discussed immediately after the adoption of the balance of the Consent Calendar.*

9. Approve January 14, 2025, City Council Meeting Minutes
10. Receive and file City Officials' report regarding trainings and/or meetings reimbursed by City, pursuant to Government Code Sections 53232.2 and 53232.3 and City Official Travel Expense and Reimbursement Policy Section 2.2.5 for period of November 12, 2024 through January 27, 2025
11. Approve updates to Administrative Policies and Procedures Manual Sections 4.1 - Capital Assets; 4.4 - Fraud in the Workplace; and 8.8 - Surplus Property to align with Federal regulations and current City practices
12. Authorize execution of Amendment No. 3 to Agreement No. A2023-077 with Code Group, Inc., dba VCA Code, increasing total agreement not-to-exceed amount to \$215,000 for contracting building inspection services
13. Rename City Yard Painting & Building Modernization Project, in Fiscal Year 2024-25 Capital Improvement Program to City Yard Rehabilitation & Modernization Project and amend scope to include the City Yard parking lot pavement rehabilitation; remove City Yard Parking Lot Pavement Rehabilitation Project from Fiscal Year 2024-25 Capital Improvement Program and transfer funds to City Yard Rehabilitation & Modernization Project; award agreement to RJM Design Group, Inc. in amount of \$212,519 for preparation of design plans and specifications for City Yard Rehabilitation & Modernization Project; authorize City Manager, at his discretion, to approve cumulative change orders up to ten percent (\$21,251.90) of awarded agreement amount; and determine action to be exempt from review under California Environmental Quality Act

14. Award contract to Ace Electric, Inc. in amount of \$492,000 for Grand Avenue Park Lighting Project; authorize City Manager, at his discretion, to approve cumulative change orders up to ten percent (\$49,200) of awarded contract amount; and determine project to be exempt from review under the California Environmental Quality Act

#### **ITEM INITIATED BY COUNCIL**

15. Adopt resolution opposing South Coast Air Quality Management District (SCAQMD) Rules 1111 and 1121 regulating Air Emissions from Gas-Powered Central Furnaces and from Residential-Type, Natural Gas-Powered Water Heaters, respectively, and direct staff to send letter to SCAQMD opposing Rules 1111 and 1121 stating impacts rules will have on Chino Hills' homeowners, renters and businesses

**PUBLIC HEARING** - *This portion of the City Council Agenda is for all matters that legally require an opportunity for public input. Please complete and submit a speaker card to the City Clerk. Comments will be limited to three minutes per speaker.*

16. Introduce ordinance updating accessory dwelling unit regulations entitled: "An Ordinance of the City of Chino Hills, Amending Title 16 of the Chino Hills Municipal Code to Update Accessory Dwelling Unit Regulations and Finding the Proposed Municipal Code Amendment Exempt From Review Under the California Environmental Quality Act" for first reading by title only and waiving further reading
17. Adopt resolution amending Master Schedule of Fees, Fines, and Penalties establishing new and revised fees and determining adoption of fees is exempt from review under the California Environmental Quality Act

#### **PUBLIC COMMENTS - NON-AGENDIZED ITEMS**

18. **PUBLIC COMMENTS:**At this time, members of the public may address the City Council regarding any items within the subject matter jurisdiction of the Council that do not appear on the agenda. Please complete and submit to the Deputy City Clerk a "Request to Speak" card. Comments will be limited to a maximum of one minute per speaker. The time allotted per person may vary depending on the total number of speaker cards received. This comment period will generally be limited to 30 minutes per meeting, so not all members of the public may have the opportunity to speak at every Council meeting.

#### **SAFETY UPDATES - Fire and Police**

#### **CITY MANAGER UPDATES**

#### **COUNCIL REPORTS**

##### **Mayor Bennett**

- Chino Valley Unified School District Board

##### **Vice Mayor Johsz**

- Legislative Advocacy Committee

## **Council Member Rogers**

- Water Facilities Authority Board

### **COUNCIL COMMENTS**

**ADJOURN IN MEMORIAM AND IN HOPE:** Adjourn with deep gratitude, respect, and appreciation for the brave individuals who serve and have served in the Armed Forces. Their selfless contributions protect us all. May we as a community continue to support and honor them.

# MINUTES

CITY COUNCIL  
CITY OF CHINO HILLS

JANUARY 14, 2025  
FEE SCHEDULE WORKSHOP  
SPECIAL / REGULAR MEETING

## CONVENE MEETING AND ROLL CALL

Mayor Bennett called the Special Meeting / Fee Schedule Workshop to order at 4:00 p.m. and requested City Clerk Balz to call roll.

PRESENT: COUNCIL MEMBERS: ART BENNETT  
BRIAN JOHSZ  
RAY MARQUEZ  
CYNTHIA MORAN  
PETER J. ROGERS

ABSENT: COUNCIL MEMBERS: NONE

ALSO PRESENT: BENJAMIN MONTGOMERY, CITY MANAGER  
CHERYL BALZ, CITY CLERK  
DANIEL BOBADILLA, PUBLIC WORKS DIRECTOR  
CHRISTA BUHAGIAR, FINANCE DIRECTOR  
LIZ CARLOCK, FINANCE MANAGER  
BRANDON FONACIER, COMMUNITY RELATIONS ANALYST II  
ROD HILL, ASSISTANT CITY MANAGER  
NICHOLAS LIGUORI, COMMUNITY DEVELOPMENT  
DIRECTOR  
JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR  
LYNNAE SISEMORE, ASSISTANT CITY CLERK

## PUBLIC COMMENTS [0:20]

There were no public comments.

## FEE SCHEDULE WORKSHOP [00:30]

Finance Director Buhagiar briefed the City Council on the proposed User Fee Amendments and provided a PowerPoint presentation, which is on file in the City Clerk's Office. She outlined new and decreased fees for the Building Services, Development Services, Public Works/Engineering, Community Services, and Finance Departments/Divisions.

Discussion ensued regarding post entitlement review fees, electronic check fees, after-hour inspection fees and investigations fees. Mayor Bennett also asked if the new fees would be included in next year's budget.

Finance Director Buhagiar answered affirmatively and stated that the next step is to conduct a public hearing at the next regularly scheduled meeting to adopt the changes.

Mayor Bennett adjourned the Special Meeting Fee Workshop at 4:20 p.m.

Mayor Bennett called the Closed Session meeting to order 5:00 p.m. and requested City Clerk Balz to call roll.

PRESENT: COUNCIL MEMBERS: CYNTHIA MORAN  
ART BENNETT  
BRIAN JOHSZ  
RAY MARQUEZ  
PETER ROGERS

ABSENT: COUNCIL MEMBERS: NONE

ALSO PRESENT: BENJAMIN MONTGOMERY, CITY MANAGER  
MARK D. HENSLEY, CITY ATTORNEY  
ELIZABETH CALCIANO, ASSISTANT CITY ATTORNEY  
CHERYL BALZ, CITY CLERK

### **PUBLIC COMMENTS**

There were no public comments.

### **RECESS TO CLOSED SESSION**

Mayor Bennett declared the meeting recessed at 5:00 p.m. for Closed Sessions. City Clerk Balz did not attend this portion of the meeting.

### **REAL PROPERTY NEGOTIATIONS**

Conference with Real Property Negotiators pursuant to Government Code Section 54956.8 for price and terms for property located at APN No. 101765225 (2,600 square-foot area at southwest corner of Soquel Canyon Parkway and Slate Drive); Benjamin Montgomery, City's Negotiator and Richard (Rich) Wojtasiak, Alterra Homeowners Association Negotiator

### **EXISTING LITIGATION**

Conference with Legal Counsel pursuant to Government Code Section 54956.9(d)(1) Existing Litigation - Chino Basin Municipal Water District vs. City of Chino, et al. - Case No. RCV 51010

### **SIGNIFICANT EXPOSURE TO LITIGATION**

Conference with Legal Counsel pursuant to Government Code Section 54956.9(d)(2) Significant Exposure to Litigation (1 case) A letter was attached as part of this item and is on file in the City Clerk's office.

## **CLOSED SESSION RECESS**

Mayor Bennett recessed the Closed Session at 5.40 p.m.

## **CONVENE MEETING AND ROLL CALL**

Mayor Bennett called the regular meeting to order at 6:00 p.m. and requested City Clerk Balz to call roll.

PRESENT: COUNCIL MEMBERS: ART BENNETT  
BRIAN JOHSZ  
RAY MARQUEZ  
CYNTHIA MORAN  
PETER J. ROGERS

ABSENT: COUNCIL MEMBERS: NONE

ALSO PRESENT: BENJAMIN MONTGOMERY, CITY MANAGER  
MARK HENSLEY, CITY ATTORNEY  
CHERYL BALZ, CITY CLERK  
DANIEL BOBADILLA, PUBLIC WORKS DIRECTOR  
CHRISTA BUHAGIAR, FINANCE DIRECTOR  
BRANDON FONACIER, COMMUNITY RELATIONS ANALYST II  
NICOLE FREEMAN, PUBLIC INFORMATION OFFICER  
WENDI GENSEL, DEPUTY CITY CLERK II  
AL GIRARD, CHIEF OF POLICE, CHINO HILLS POLICE  
DEPARTMENT  
ROD HILL, ASSISTANT CITY MANAGER  
NICHOLAS LIGUORI, COMMUNITY DEVELOPMENT  
DIRECTOR  
JONATHAN MARSHALL, COMMUNITY SERVICES DIRECTOR  
DAVE WILLIAMS, FIRE CHIEF, CHINO VALLEY FIRE DISTRICT

## **PLEDGE OF ALLEGIANCE TO THE FLAG [21:25]**

Led by Council Member Marquez.

## **INVOCATION [21:55]**

Led by Pastor Ken Elben, Chino Valley Community Church.

## **PRESENTATIONS**

### **HOLIDAY HOME DECORATING CONTEST WINNERS [22:42]**

Mayor Bennett presented \$50.00 Septembers Taproom and Eatery gift cards to the winners of the City's Annual 2024 Holiday Home Decorating Contest in addition to a yard sign that can be displayed during the holiday season. He also presented certificates of recognition on behalf of the City, County Supervisor Hagman, Assembly Member Chen, and Congresswomen Torres and Kim to the winners in the following categories:

Merry & Bright - The Lara Family (not present)  
Holiday Spirit -- The Moreno Family  
Best Theme - The Ellison Family (not present)

Mr. Moreno thanked his wife and family for helping with the decorations and making it a family affair.

### **PROCLAMATION - NATIONAL HUMAN TRAFFICKING AWARENESS DAY [26:51]**

Mayor Bennett presented a Proclamation proclaiming January 11, 2025, as National Human Trafficking Awareness day to Police Chief Girard.

Police Chief Girard accepted the proclamation on behalf of the men and women of the Chino Hills Police Department and recognized the Council's continued effort to raise public awareness of Human Trafficking. He stated if anyone witnesses or suspects human trafficking to report it to the National Human Trafficking Hotline at (888) 373-7888, anonymously at [www.wetip.com](http://www.wetip.com), or call 911 for immediate law enforcement assistance.

### **PRESENTATION - TREE TRIMMING BUDGET AND PRIORITIZATION [28:46]**

Landscape Inspector II Fusco and Management Analyst II DalPont provided a PowerPoint presentation on Urban Forest Management, which is on file in the City Clerk's Office. They spoke about tree maintenance, service requests, perspective on tree inventory, time, accessibility, labor, and costs; prioritization on tree trimming by tree conditions, property encroachment, fire safety; and provided reasons why topping trees is harmful. They explained the Resi-Pay Program; Non-City Funded Projects; Park Grid Trim; and National Arbor Day.

### **PUBLIC INFORMATION OFFICER REPORT [45:26]**

Public Information Officer (PIO) Freeman announced the following information:

#### **SOUTHERN CALIFORNIA PUBLIC (SCE) SAFETY POWER SHUTOFFS**

- The City understands that many of our residents have been affected by Southern California Edison's (SCE) ongoing Public Safety Power Shutoffs which remain in effect for areas of Chino Hills through tomorrow, January 15th at midnight.
- The City thanks our community for all their patience throughout this process and remind everyone to stay prepared until SCE issues the "All Clear"
- Throughout this event, City officials and City Council Members have been in constant communication with SCE advocating on our resident's behalf to expedite all power restorations as quickly and safely as possible, and for SCE to provide timely information and updates to residents.
- SCE has established a Community Resource Center at the Chino Hills Community Center, which will be open through January 15th from 8:00 am. to 10:00 pm. Residents can find information and support from SCE as well as charging stations for mobile devices and portable medical equipment and pick up a free SCE-provided resiliency kit.

## **CITY & RECREATION NEWS**

- Martin Luther King Jr. Day Closures
  - City Facilities and the Library will be closed on Monday, January 20th in observance of Martin Luther King Jr. Day, trash service is not affected.

## **PUBLIC COMMENTS - AGENDIZED ITEMS [47:24]**

City Clerk Balz announced the rules of the public comment portions of the meeting and explained the new guidelines as noted on the agenda regarding speaker cards, city business, signs, banners, and flags, Levine Act Disclosures, and tips for speaking at City Council meetings. City Clerk Balz referenced page two of the agenda and the backside of the speaker cards where the above information can be located.

Doug McCormick, resident, spoke about the latest wind event and the large amounts of foliage debris at his residence that was coming from the City's adjacent/maintained slope.

John Rysanek, resident, spoke about fire safety and dry brush in the Carbon Canyon community.

Ansel Zhao, resident, spoke about her concerns with dry brush near her residence and stated that fire safety should be a top priority of the City.

## **CONFLICT OF INTEREST / LEVINE ACT ANNOUNCEMENTS [58:12]**

There were no conflict-of-interest or Levine Act announcements to record.

## **CITY DEPARTMENT BUSINESS**

### **CONSENT CALENDAR [58:17]**

Mayor Bennett announced the Consent Calendar items and asked the Council if there were any items to pull.

Hearing none, a motion was made by Vice Mayor Johsz and seconded by Council Member Marquez to approve the following Consent Calendar Items:

### **MINUTES**

The City Council approved the December 10, 2024, City Council Meeting Minutes, as presented.

### **PAYMENT REGISTER**

The City Council ratified payments over \$25,000 totaling \$6,571,571.97 for the month ended November 30, 2024, as presented.

### **MONTHLY FINANCIAL REPORT**

The City Council received and filed the Monthly Financial Report for the month ended November 30, 2024, as presented.

## **CAMPAIGN DISCLOSURE STATEMENTS AND STATEMENT OF ECONOMIC INTERESTS ELECTRONIC FILING SYSTEM - ORDINANCE ADOPTED**

The City Council adopted **Ordinance No. 416** entitled: *"An Ordinance of the City of Chino Hills, Adding Chapter 2.50 (Electronic Filing of Statements Required by the Political Reform Act) to Title 2 (Administration and Personnel) of the Chino Hills Municipal Code, Requiring Electronic and Paperless Filings of the Fair Political Practices Commission Campaign Disclosure Statements and Statement of Economic Interests Forms" for second reading (introduced December 10, 2024).*

## **AGREEMENT AMENDMENT - AFFORDABILITY RESTRICTION CHANGES TO EXEMPT SURPLUS PROPERTY - 4528 AND 4628 FAIRWAY BOULEVARD - RESOLUTION ADOPTED**

The City Council (1) authorized the execution of Amendment No. 1 to Agreement No. A2021-187 with Pomona Valley Habitat for Humanity, Inc. to implement the change in the affordability restriction from very low-income to lower-income for properties located at 4528 and 4628 Fairway Boulevard; (2) approved and authorized execution of the First Amendment to Declarations of Covenants and Restrictions on Resale for both parcels; (3) approved and authorized execution of the First Amendment to Deed Covenant for both parcels; and (4) adopted **Resolution No. 2025R-001** of the City of Chino Hills, *Determining Two City-Owned Parcels Located at 4528 and 4628 Fairway Boulevard to be Exempt Surplus Land Pursuant to Government Code Section 54221(f)(1)(B) and Determining the Project is Exempt From Review Under the California Environmental Quality Act (CEQA).*

## **AGREEMENTS - RECREATION INSTRUCTION CLASSES**

The City Council (1) authorized the execution of a three-year **Agreement No. A2025-020** with Katherine Abrego Cortines dba Studio K Dance Center LLC to provide year-round recreation instruction at an annual cost not-to-exceed \$125,000 and a total contract amount not-to-exceed \$375,000; and (2) authorized the execution of a three-year **Agreement No. A2025-021** with William Bush dba Tennis Anyone, Inc. to provide year-round recreation instruction at an annual cost not-to-exceed \$150,000 and a total contract amount not-to-exceed \$450,000.

## **AGREEMENT - VINYL FENCING - CHINO HILLS PARKWAY AND STATE ROUTE 142 - RESOLUTION ADOPTED**

The City Council (1) appropriated \$85,000 from the L&L 1-K Woodview Fund; (2) adopted **Resolution No. 2025R-002** of the City of Chino Hills, *Authorizing Approval of a Project Specific Maintenance Agreement for Vinyl Fencing Along the South Side of Chino Hills Parkway in the City of Chino Hills (08-SBd-142-PM 5.5-5.7) Between the State of California Acting by and Through the California Department of Transportation (CalTrans);* (3) authorized the execution of a Project Specific Maintenance **Agreement No. A2025-022** (08-SBd-142-PM 5.5-5.7) for Vinyl Fencing along Chino Hills Parkway (SR-142) between the State of California, acting by and through the Department of Transportation (Caltrans) and the City of Chino Hills, that will obligate the City to maintain and control weeds around the fencing; and (4) determined that the installation and maintenance of Vinyl Fencing along Chino Hills Parkway (SR-142) from Market Place to Ramona Avenue is exempt from review under the California Environmental Quality Act of 1970, as amended, Public Resources Code

Section 21000 *et seq.* ("CEQA") pursuant to CEQA Guidelines Section 15301 and 15303 of CEQA Guidelines.

**AGREEMENT - CITY YARD EXTERIOR STAFF RESTROOM ADDITION PROJECT**

The City Council (1) awarded **Agreement No. A2025-023** to Golden Coast Construction in the amount of \$400,166.95 for the City Yard Exterior Staff Restroom Addition Project;(2) authorized the City Manager, at his discretion, to approve cumulative change orders up to ten percent (\$40,016.70) of the awarded contract amount; and (3) determined the project to be exempt as Class 3 Categorical Exemption from review under the California Environmental Quality Act of 1970, as amended, Public Resources Code Section 21000 *et seq.* ("CEQA"), pursuant to Section 15303 of CEQA Guidelines.

**CHANGE ORDER - COMMUNITY PARK CONCRETE V-DITCH REPLACEMENT AND RESTORATION PROJECT**

The City Council (1) authorized the execution of Change Order No. 1 to Agreement No. A2024-173 with Crimson Marie Company, Inc. in the amount of \$86,647.20, increasing the total agreement to a not-to-exceed amount of \$639,086.00; and (2) authorized the City Manager, at his discretion, to approve additional cumulative change orders from 10 percent to 20 percent (\$110,487.76) of the original awarded contract amount for the anticipated change orders during the remainder of the construction phase.

Motion carried by electronic vote as follows:

AYES: COUNCIL MEMBERS: BENNETT, JOHSZ, MARQUEZ, MORAN, ROGERS

NOES: COUNCIL MEMBERS: NONE

ABSENT: COUNCIL MEMBERS: NONE

**DISCUSSION CALENDAR**

**TRES HERMANOS CONSERVATION AUTHORITY - BOARD DELEGATE APPOINTMENT [58:56]**

City Clerk Balz presented the staff report, which is on file in the City Clerk's office. At the December 10, 2024, City Council meeting, the Council appointed Council Members Rogers and Marquez as Directors of the Tres Hermanos Conservation Authority Board (Board). However, the selection of an alternate Director to the Board was inadvertently missed.

Following discussion, a motion was made by Council Member Rogers and seconded by Council Member Marquez, to appoint Council Member Cynthia Moran to serve as Alternate Director to the Tres Hermanos Conservation Authority Board.

Motion carried by electronic vote as follows:

AYES: COUNCIL MEMBERS: BENNETT, JOHSZ, MARQUEZ, MORAN, ROGERS

NOES: COUNCIL MEMBERS: NONE

ABSENT: COUNCIL MEMBERS: NONE

### **ITEM INITIATED BY COUNCIL**

#### **2025 COMMISSIONER APPOINTMENTS [59:58]**

City Clerk Balz briefed the City Council on the staff report, which is on file in the City Clerk's Office. She stated that the Commissioners' terms run coterminous with the Council Members who appointed them and requested nominations. She also stated that the full Council would need to ratify their selections by vote.

Mayor Bennett and Council Member Moran stated unanimously that they were going to re-appoint all of their Commissioners.

Council Member Moran read into the record the following nominated Commissioners:

- Parks and Recreation Commission: Robert Gavela
- Planning Commission: Peter Pirritano
- Public Works Commission: Mike Kleczko

Mayor Bennett read into the record the following nominated Commissioners:

- Parks and Recreation Commission: Jennifer Holtkamp
- Planning Commission: Sheran Voigt
- Public Works Commission: Natalie Avila

Following the nominations, a motion was made by Council Member Rogers and seconded by Council Member Marquez, to re-appoint Jennifer Holtkamp, and Robert

Gavela to the Parks and Recreation Commission; Sheran Voigt, and Peter Pirritano to the Planning Commission; Natalie Avila, and Mike Kleczko to the Public Works Commission with terms expiring November 30, 2028.

Motion carried by electronic vote as follows:

AYES: COUNCIL MEMBERS: BENNETT, JOHSZ, MARQUEZ, MORAN, ROGERS

NOES: COUNCIL MEMBERS: NONE

ABSENT: COUNCIL MEMBERS: NONE

**PUBLIC COMMENTS - NON-AGENDIZED [1:02:43]**

Suzette Dang, representing Supervisor Hagman’s office, announced that Supervisor Hagman is accepting applications from 4th District residents (Chino, Chino Hills, Montclair, Ontario, Upland, south of 14th Street, and surrounding unincorporated areas) interested in sitting on the following Boards/Committees/Commissions: Airport, Behavioral Health, Campaign Accountability and Veterans Advisory. She reminded residents to stay safe during recent weather conditions and for more information and tips visit <https://oes.sbcounty.gov/>

Juan Ortiz, resident, said he was new to the City and thanked the Community Development Department for guiding him on his house project.

Sarah Ramos-Evinger, resident, reminded the community that the City has a Carbon Canyon Fire Safe Council that meets the first Wednesday of every month and invited the community to attend those meetings. She said if anyone has any questions regarding the meetings, contact the Chino Valley Fire District directly at (909) 902-5260.

**SAFETY UPDATES [1:08:12]**

**Fire:** Fire Chief Williams provided an update on the current wildfires. He stated that the Pacific Palisades fire is at 23,000 acres burned, 17 percent contained and is still active and the Eaton Fire is at 14,000 acres burned, 35 percent contained and is also still active. He added that Chino Valley Fire District has deployed firefighters to both fires and explained just how firefighter personnel are positioned to serve catastrophes as well as the community. Lastly, he spoke about brush clearance, weed abatement, weather conditions, and fire safety.

**Police:** Police Chief Girard stated that in the month of December the Police Department worked collaboratively with the San Bernardino County Sheriff’s Department to conduct multiple retail theft operations during the holidays, called Smash and Grab that aims to prevent retail theft. He said that ten Chino Hills businesses participated, which led to 17 arrests in the City. Lastly, Operation Smash and Grab was a successful collaboration and added that the high visibility of law enforcement personnel conducting proactive patrols helped deter crime.

Vice Mayor Johsz asked Police Chief Girard to talk about the passing of Proposition 36 and how this affects the Police Department's job.

Police Chief Girard responded that it would help as far as the narcotic aspect where a suspect that is convicted of a second narcotics sentencing will result in a felony sentence or choice to receive services. He added that instead of someone being arrested multiple times in possession of narcotics and getting a misdemeanor, they will now have the choice of a felony conviction or receiving help.

## **COUNCIL REPORTS [1:17:12]**

### **Mayor Bennett**

- CHINO VALLEY FIRE DISTRICT BOARD

Mayor Bennett stated that he did not attend the Chino Valley Fire District Board (CVFD) meeting due to a power outage; however, they recognized the retirement of Battalion Chief Wayne Fontes for 31 years of service and performed the badge pinning ceremony for Battalion Chiefs Jon Cripe and Chuck Kinne; Captains Nathan Brooks, Kyle Colonna, Dan Fry, and Tommy Kavanaugh and Engineers Josh Chronister, Eric Englehardt, Christian Noboa and Aaron Patty. Lastly, there was a presentation by the Chino Valley Medical Center recognizing Chino Valley Fire District's response to the fire incident.

- CHINO VALLEY UNIFIED SCHOOL DISTRICT BOARD

Mayor Bennett did not attend the Chino Valley Unified School District Board meeting and stated that the Board held their annual reorganization, and all of its officers remained the same.

### **Vice Mayor Johsz**

- OMNITRANS BOARD

Vice Mayor Johsz attended the Omnitrans Board meeting and said that the Board previously approved a .25-cent fare rate increase; however, after anticipating there would be a decrease in ridership due to the increase, they decided to forgo the rate increase. Lastly, he announced that February 4th is Rosa Parks birthday and Omnitrans will be giving free ridership on fixed bus routes which is called Transit Equity Day.

### **Council Member Marquez**

- SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY BOARD

- GENERAL POLICY COMMITTEE

Council Member Marquez attended the San Bernardino County Transportation Authority (SBCTA) Board - General Policy Committee meeting and said the Board approved the Fiscal Year 2025-26 Budget, received an update on the San Bernardino Council of Governments Work Plan, and reviewed the Summary Report for Measure I Capital Improvements.

- BOARD OF DIRECTORS

Council Member Marquez attended the San Bernardino County Transportation Authority Board meeting and said the Board appointed a Board Member to the Metrolink Board, established an ad hoc Committee for SBCTA and SBCOG to begin recruiting for the next Executive Director, received a presentation on the Annual Comprehensive Annual Financial Report, and awarded the Central Avenue and Chino existing planning project. Lastly, the Board heard a presentation from South Coast Air Quality Management District regarding Rules 1111 and 1121 to eliminate gas for stoves and heating, SBCTA is opposing these rules.

### **Council Member Rogers**

- CHINO BASIN DESALTER AUTHORITY BOARD

Council Member Rogers attended the Chino Basin Desalter Authority Board meeting, and the Board approved numerous contracts for facility upgrades and/or pump and well repairs and conducted their annual election of officers and committee assignments.

- TRES HERMANOS CONSERVATION AUTHORITY BOARD

Council Member Rogers attended the Tres Hermanos Conservation Authority Board meeting and stated that the Board meeting locations rotate every two years, and they are back at the City of Industry. The Board discussed an item regarding installation of erosion control measures on the earthen dam. He spoke about the next Tres Hermanos Ranch property tour to take place in February and stated that they will draw from the original list of interested individuals. He added that they will readvertise next fall for another tour. Lastly, Cory Moss, City of Industry, was voted in as Chair and Andrew Chou, City of Diamond Bar, as Vice Chair for 2025.

### **COUNCIL COMMENTS [1:24:00]**

**Moran:** Council Member Moran inquired about the wood chips on the Caltrans right-of-way and asked if they were flammable versus non-flammable. Public Works Director Bobadilla responded that he cannot speak about the materials that Caltrans uses but stated that the City uses materials that are non-flammable. Council Member Moran stated that both her and Vice Mayor Johsz had their first meeting of the Public Safety ad hoc Committee and that they addressed evacuations. She requested a representative from Chino Valley Fire District and Chino Valley Unified School District to attend a future meeting to ensure everyone is on the same page.

### **CITY MANAGER UPDATE [01:26:16]**

City Manager Montgomery had nothing to report.

**Rogers:** Council Member Rogers stated that there has been no rain in Southern California since the first week of May 2024, and currently Southern California is in moderate drought conditions. He said that he anticipates traditional rain in the

upcoming months. Lastly, he stated there are numerous dump trucks speeding by and utilizing Carbon Canyon and inquired about increasing patrol in the area.

**Marquez:** Council Member Marquez attended a Water Education for Latino Leaders (WELL) session, in the Coachella Valley and they toured Salton Sea and the Polanco Mobile Home Park which is suffering from unsafe groundwater wells. He stated that it broke his heart because their water is laced with arsenic and that this is no way for people in California to live. He added that there will be a series of five sessions. He spoke about getting permission to host a meeting at Western Hills in the next 30 days regarding fire behavior and what the City is doing. This meeting will include Carbon Fire Safe Council, Homeowners Associations and Sleepy Hollow. He spoke about pickle ball courts that people are utilizing minus the parking issues. He inquired about the capacity of the water reservoirs. Public Works Bobadilla responded that there are 18 reservoirs strategically located within the City with the capacity of 39 million gallons of water and added that anytime there is a wind event, they top the reservoirs off with water to ensure they have the pressure to fight a fire. Council Member Marquez asked if the Public Safety Power Shutoff (PSPS) affects water pumping if it occurs at night. Public Works Director Bobadilla responded there are generators deployed to critical locations to continue pumping water into the reservoirs. Council Member Marquez inquired about the fire hydrants throughout the City and if they are tested often. Public Works Director Bobadilla responded there 2,800 fire hydrants in the City that are tested every four years; however, they are reassessing the schedule due to the current events and will return to Council at a future date with more information. He added that they have identified an area on Cannon Lane with six homes that are vulnerable and if there is no power, they will have no water. The Public Works Department is currently working on a solution to provide a connection point so that they can run a generator to that station. Lastly, Council Member Marquez thanked Public Works Director Bobadilla for putting a center divider lane on Pinnacle Street due to cars driving on both sides of the road. Lastly, he attended a dinner for outgoing Chino Valley Fire District Board Member John DeMonaco and thanked him for his service.

**Johsz:** Vice Mayor Johsz reminded residents to be prepared for an emergency. Lastly, reminded the community to be cognizant that street light rules apply during power outages.

**Bennett:** Mayor Bennett attended a ceremony for four Eagle Scouts from Troop 220 and congratulated them on their commendations and projects that lead them to this high honor. Lastly, he spoke about fire safety in the City and pointed out that the City is looking at measures to make sure everyone is organized in getting to safety.

**ADJOURN IN MEMORIAM AND IN HOPE [1:38:53]**

Mayor Bennett said to keep all those affected by the wildfires in your thoughts and make donations to those in need, and he also adjourned the meeting at 7:19 p.m. with deep gratitude, respect, and appreciation for the brave individuals who serve and have served in the Armed Forces. Their selfless contributions protect us all. He said may we as a community continue to support and honor them, as well as public safety responders.

Respectfully submitted,

CHERYL BALZ, CITY CLERK

APPROVED:

DRAFT



## COUNCIL AGENDA STAFF REPORT

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TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS      DATE: JANUARY 28, 2025  
FROM: CITY CLERK      ITEM NO: 10  
SUBJECT: CITY OFFICIAL REPORT

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### RECOMMENDATION:

Receive and file City Officials' report regarding trainings and/or meetings reimbursed by the City, pursuant to Government Code Sections 53232.2 and 53232.3 and the City Official Travel Expense and Reimbursement Policy Section 2.2.5 for the period of November 12, 2024 through January 27, 2025.

### BACKGROUND/ANALYSIS:

In accordance with Government Code Sections 53232.2 and 53232.3, which implemented Assembly Bill 1234 (AB 1234), and Section 2.2.5 of the City Official Travel Expense and Reimbursement Policy the attached City Official Report provides a list reflecting the purpose and subject matter of meetings for the period of November 12, 2024 through January 27, 2025.

### ENVIRONMENTAL (CEQA) REVIEW:

This proposed action is not subject to review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA Guidelines (Title 14 California Code of Regulations §§ 15000, et seq.), because it does not involve any commitment to a specific project which could result in a potentially significant physical impact on the environment; and, constitutes an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. Accordingly, this action does not constitute a "project" that requires environmental review (see specifically 14 CCR § 15378(b)(4-5)).

### FISCAL IMPACT:

Travel, Training, and Meeting expenses are included within the City's adopted budget for Fiscal Year 2024-25.

### LEVINE ACT DETERMINATION:

This item is NOT subject to the Levine Act.

Respectfully Submitted,

Recommended By:

  
Benjamin Montgomery  
City Manager

  
Cheryl Balz  
City Clerk

Attachments City Official Report

# CITY OF CHINO HILLS

## CITY OFFICIAL REPORT

*Reported by: City Clerk's Office*

**Reporting Period: November 12, 2024 - January 27, 2025\***

<b>Event Date</b>	<b>Event</b>	<b>Participants</b>	<b>Purpose</b>
January 22 - 23, 2025	2025 Policy Committee - Public Safety Meeting	Ray Marquez	Meeting Attendance
January 23 - 24, 2025	2025 Policy Committee - Community Services Meeting	Cynthia Moran	Meeting Attendance

\*No travel on dates not listed.



## COUNCIL AGENDA STAFF REPORT

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TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS      DATE: JANUARY 28, 2025

FROM: CITY MANAGER      ITEM NO: 11

SUBJECT: UPDATES TO THE ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

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### RECOMMENDATION:

Approve updates to the Administrative Policies and Procedures Manual for the following policies:

- Section 4.1 - Capital Assets
- Section 4.4 - Fraud in the Workplace
- Section 8.8 - Surplus Property

### BACKGROUND/ANALYSIS:

Since the initial adoption of the Policy Manual in 1994, it has been standard practice that new policies, policy updates, and policy deletions have been presented to City Council for approval and/or adoption. These periodic updates are needed due to the adoption of new or revised laws, Municipal Codes, Resolutions, and Ordinances, and changes to operational procedures. The following are brief explanations for the updates and additions as applicable:

#### Section 4.1 - Capital Assets

- The capitalization threshold has been increased from \$5,000 to \$10,000 to align with Section 2 CFR 200.313 of the Code of Federal Regulations.
- The estimated useful life of equipment has been adjusted from 3-12 years to 5-20 years to better reflect the actual lifespan of City assets, and leases/Subscription Based Information Technology Arrangements have been added to the intangible assets section with a lifespan of 1-10 years.
- Wording has been added to the Impairment section to clarify what constitutes a significant decline in utility, specifically a decrease in value of over \$100,000 and/or a reduction of 25% in capacity.
- Two sections were added to provide guidelines on Governmental Accounting Standards Board (GASB) requirements -
  - A section for Capitalization of Leases - GASB Statement No. 87 which defines a lease as a contract granting control over another entity's nonfinancial asset for a set duration, requires lessees to recognize and amortize it as a capital asset over the shorter of the lease term or the asset's useful life.

- A section for Subscription Based Information Technology (IT) Arrangements - GASB Statement No. 96 which grants control over IT software and potentially tangible assets for a specified period, requiring it to be reported as a right-to-use intangible asset in the financial statements.

#### Section 4.4 - Fraud in the Workplace

- This policy has been completely rewritten to include various definitions and better align with current practices.
- Responsibilities have been expanded and more clearly defined.
- A section on Fraudulent Actions was added, outlining fraud and providing examples.
- A section on Preventing and Detecting Fraud was added.

#### Section 8.8 - Surplus Property

- In the Public Auction section, wording has been added to permit the use of an electronic auction platform.

#### ENVIRONMENTAL (CEQA) REVIEW:

This proposed action is not subject to review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA Guidelines (Title 14 California Code of Regulations §§ 15000, et seq.), because it does not involve any commitment to a specific project which could result in a potentially significant physical impact on the environment; and, constitutes an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. Accordingly, this action does not constitute a "project" that requires environmental review (see specifically 14 CCR § 15378(b)(4-5)).

#### FISCAL IMPACT:

There is no fiscal impact with this item.

#### LEVINE ACT DETERMINATION:

This item is NOT subject to the Levine Act.

Respectfully Submitted,

Recommended By:

  
Benjamin Montgomery  
City Manager

  
Christa Buhagiar  
Finance Director

Attachments Section 4.1 - Capital Asset Policy - Redline  
Section 4.1 - Capital Asset Policy - Final  
Section 4.4 - Fraud in the Workplace - Redline  
Section 4.4 - Fraud in the Workplace - Final  
Section 8.8 - Surplus Property - Redline  
Section 8.8 - Surplus Property - Final

**CITY OF CHINO HILLS**  
**ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL ~~POLICY~~**  
**~~GUIDELINES~~**

Date Adopted: 05/08/18

Last Revised: 01/28/25

**CAPITAL ASSETS**

Section: 4.1

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**1. PURPOSE**

The purpose of this policy is: ~~(1) to establish guidelines for describe the accounting policies and depreciating of procedures utilized in the City's capital asset management system, and (2) put guidelines in place to account for and depreciate the City's capital assets. The primary goals of this policy are:~~

**2. DEFINITIONS**

2.1 Basic Approach Methodology of Capitalization – A process for deciding whether expenditures should be capitalized or expensed, focusing on whether they provide or enhance long-term value or benefit. It ensures that improvements are recorded as capital assets, while routine maintenance and repairs are expensed.

2.2 Book Value – The value of an asset as recorded on the balance sheet, calculated as the original cost of the asset minus any accumulated depreciation and impairment charges. It represents the net amount at which an asset is carried on the City's financial records and can be used to determine the actual value of an asset over time.

2.3 Capital Assets – A long-term asset that is used in the City's operations. Capital assets include tangible items such as land, buildings, machinery, vehicles, equipment, and infrastructure, as well as intangible items such as water rights and software.

2.4 Capitalization – The process of recording the cost of an asset as an asset on the balance sheet rather than expensing it in the period in which the cost was incurred. This means that the cost is initially recognized as an asset, which will then be depreciated over its useful life.

2.5 Controlled Assets – Items that, while not meeting the capitalization threshold for financial reporting, are still significant enough in value or importance to warrant tracking and monitoring by an organization. These assets typically include computers, equipment, tools, or other property that needs to be safeguarded due to its vulnerability to loss or theft, its critical role in operations, or regulatory requirements.

- 2.6 Depreciation – The process of allocating the cost of a tangible capital asset over its estimated useful life. This accounting method reflects the asset's reduction in value due to wear and tear, age, or obsolescence.
- 2.7 Donated Capital Asset – A capital asset that is given to the City. These assets can include property, equipment, land, or other valuable items.
- 2.8 Fair Market Value – The estimated amount for which an asset would sell in an open and competitive market between a willing buyer and a willing seller, neither of whom is under any obligation to buy or sell.
- 2.9 Historical Cost – The original monetary value of an asset as recorded at the time of its acquisition. This cost includes the purchase price of the asset and any additional expenses directly related to utilizing the asset for its intended use, such as freight charges, installation costs, and site preparation expenses.
- 2.10 Impairment – A reduction in the recoverable value of a capital asset below its book value. This typically occurs when an asset's value has been significantly diminished due to factors such as physical damage, obsolescence, or changes in market conditions. Examples of impaired assets include damaged property, obsolete technology, declining market value, environmental contamination, regulatory changes, or idle assets.
- 2.11 Improvement – An expenditure that enhances the value, extends the useful life, or increases the efficiency or capacity of an existing capital asset. These improvements are significant in nature and provide benefits over a period extending beyond two fiscal years. Examples include major renovations, structural additions, upgrades to machinery and equipment, and significant refurbishments. Unlike regular maintenance, which is expensed immediately, capital asset improvements are capitalized and depreciated over their useful life.
- 2.12 Infrastructure Assets – Long-term, often large-scale physical systems that support essential services and functions of the City. These assets are typically stationary and have a prolonged useful life, often extending over several decades. They are crucial for maintaining and facilitating public services and economic activities. Examples include roads, water supply systems, sewage systems, and storm drain systems.
- 2.13 Salvage Value – The estimated residual value of a capital asset at the end of its useful life. It represents the amount that can be recovered from the asset after it has been fully depreciated and is no longer useful for its original purpose.

2.14 Straight-Line Method – A method of allocating the cost of a capital asset evenly over its estimated useful life

- ~~• To ensure that the City's capital assets are accounted for in conformance with generally accepted accounting principles; and~~
- ~~• To establish a consistent and cost-effective way to account for the City's capital assets.~~

~~This Capital Asset Management policy is in accordance with generally accepted accounting principles and closely conforms to capital asset accounting practices as recommended by the Government Finance Officers Association (GFOA). The Government Finance Officers Association recommends that every state and local government consider the following applicable guidelines in establishing capitalization thresholds for capital assets:~~

- ~~• Capital assets should be capitalized only if they have an estimated useful life of at least two years following the date of acquisition.~~
- ~~• Capitalization thresholds should be applied to individual assets rather than to groups of similar items (e.g., desks, tables). However, for assets that qualify for capitalization and depreciation under the "group method," see Section 3.1 for the appropriate threshold application.~~
- ~~• As a general rule, capitalization thresholds should be designed to encompass approximately 80% of a government's total non-infrastructure assets.~~
- ~~• In no case should a government establish a capitalization threshold of less than \$5,000 for any individual item.~~
- ~~• Governments should exercise control over their non-capitalized capital assets by establishing and maintaining adequate internal control procedures at the department level.~~

~~The same amount of depreciation is taken each year. Generally, the annual depreciation amount is determined by dividing an asset's depreciable cost by its estimated life.~~

2.15 Threshold – A predetermined monetary value set by the City to determine whether an asset should be capitalized or expensed.

2.16 Useful Life – The period during which a capital asset is expected to be used by the City before it becomes obsolete, unusable, or requires replacement. This estimation considers factors such as the asset's condition, usage, construction quality, maintenance practices, and anticipated technological or market changes.

2.3. RESPONSIBILITY

3.1

~~2.1~~ Finance Department—The Finance Director and/or designee ~~is~~ shall be responsible for implementing ~~the implementation of~~ this policy.

3.2

~~2.2~~ Department Directors are ~~—Department Directors shall be~~ responsible for capital and controlled assets ~~equipment~~ within their departments ~~areas of responsibility which includes items such as computers, office equipment, and construction equipment.~~

3.4. POLICY

4.1 Threshold

~~3.14.1.1~~ The ~~—Effective July 1, 2018, in addition to Buildings, Building Improvements, and Land Improvements, the~~ City will capitalize items that costing \$10 ~~individual assets and Infrastructure that costs \$5,000~~ or more with and have and have an estimated useful life of at least two ~~(2)~~ years. ~~The capitalization threshold for Buildings and Building Improvements shall be \$50,000, and for Land Improvements, the capitalization threshold shall be \$25,000.~~

4.1.2 Assets ~~However, assets~~ acquired with debt proceeds will ~~may~~ be capitalized regardless of cost or useful lifespan. ~~In addition, assets acquired prior to July 1, 2018, and capitalized at a lower threshold may continue to be depreciated on the basis of past practice.~~

4.1.3 Infrastructure ~~Effective July 1, 2018, infrastructure~~ projects and related debt shall be capitalized and reported per the General Long-Term Debt Account Guidelines (GLTDAG) to reflect their long-term value and associated liabilities accurately in financial statements. ~~improvements shall be capitalized so as to substantially account for the City's investment in infrastructure and consider related debt in accordance with the General Long-Term Debt Account Guidelines (GLTDAG). These items must be capitalized, meaning their costs are recorded as assets rather than expensed immediately to reflect the long-term value these assets provide to the organization and to accurately spread out the expense over time. Any long-term debt incurred to finance these infrastructure projects must also be reported in accordance with the guidelines, ensuring that both the assets and their associated liabilities are properly reflected in the financial statements.~~

4.1.3

Individual assets ~~costing that cost~~ less than \$~~10~~5,000 but ~~operating operate~~ as part of a network system or group of items may be capitalized in the aggregate ~~using the "group method"~~ if the estimated average useful life of the individual ~~assets asset~~ is at least two ~~years. (2) years.~~ ~~A network, or group is determined to be where individual components may be below \$5,000 but are independent, and the overriding value to the City is on the entire network and not the individual assets (e.g., computer systems and telephone systems).~~ In this case, the entire network or group will be capitalized as one system with many components. Examples include computer systems, phone systems, or the initial furnishing of a new space to the system.

4.2 Valuation

~~3.2~~ In accordance with generally accepted accounting principles, the City will value its capital assets at historical cost. ~~Historical cost includes the cost or estimated cost at the time of acquisition, freight charges, installation, and site preparation charges, and the cost of any subsequent additions or improvements, excluding repairs.~~ If a capital asset is donated to the City, ~~it the asset~~ will be valued based on the fair market value at the time of donation. This fair market value becomes the asset's historical cost for accounting purposes the asset is donated.

4.3 Capital Asset Inventory

~~3.3~~ As part of the financial audit, the Finance Department shall submit a capital asset report to the City's external auditor on an annual basis. This report will include the following information:

- Type of asset (e.g., land, building, infrastructure)
- Date of acquisition
- Acquisition cost
- Estimated useful life
- Annual depreciation
- Accumulated depreciation

4.4 Depreciation

~~3.4~~ The City will use the Straight-Line Method as its standard approach to depreciate capital assets.

4.5 Estimated Useful Life

~~3.5~~ The following ranges are guidelines ~~for in~~ setting the estimated useful life for capital depreciating assets:

Building and Improvements	20-50 years
Equipment	<del>5-20</del> 3-12 years
Infrastructure	20-100 years
Irrigation	5-10 years

Meters	15 years
Pipeline in Service	30-50 years
Utility Plant in Service	5-100 years
Vehicles	4-10 years

The following ranges are the guideline for setting the estimated useful life for intangible~~Intangible~~ assets:

<u>Leases/SBITAs</u>	<del>Variable</del> <u>1-10</u> <u>years</u>
<u>Water Rights</u>	<u>40 years</u>

4.6 Improvements vs. Repairs

The City uses the Basic Approach methodology to determine whether expenditures on capital assets should be ~~are~~ capitalized or expensed, particularly in the context of improvements and repairs. This approach is used to ensure that improvements or enhancements that provide long-term benefits are properly ~~at cost while contributed assets are~~ recorded as capital assets, while routine maintenance and repairs are treated as current expenses~~at fair market value at the time received.~~

Under-  
~~Water Rights~~ ~~40 years~~

~~3.6 Capital vs. Repair and Maintenance Expenses~~ ~~The following criteria are the basis for distinguishing costs as either capital or repair and maintenance expense:~~

~~3.6.1 With respect to improvements on non-infrastructure and infrastructure under the Basic Approach:~~

4.6.1 Capitalization: Costs, ~~costs~~ should be capitalized if they significantly extend the useful life of an ~~the~~ asset, or if they result ~~is substantially extended, or the cost results~~ in a substantial increase in the asset's capacity or efficiency. If an expenditure adds significant value or prolongs ~~of~~ the asset's life, it should be added to ~~assets. Otherwise,~~ the asset's book value and depreciated over time.

4.6.2 Expense: Costs that do not meet these criteria, such as routine ~~cost should be expensed as repair and~~ maintenance or minor repairs that do not materially extend the asset's useful life or increase its value, should be expensed as incurred.

~~4.7 3.6.2 With respect to improvements on infrastructure under the Modified Approach, costs should be capitalized if expenditures substantially increase the capacity or efficiency of an infrastructure. Otherwise, costs, including those that preserve the useful life of an infrastructure asset, are expensed.~~

#### Inventory

~~3.7~~ For internal control purposes, the City may maintain an inventory listing of ~~certain assets~~ (controlled ~~assets~~equipment) that do not meet the capitalization thresholds referenced above. Controlled ~~assets~~ include~~equipment includes~~ items that should be specifically accounted for and inventoried periodically due to ~~their~~the high resale value ~~of the equipment~~ and potential risk of theft. Controlled ~~assets~~equipment may include items such as computers, tools, photography~~construction~~ equipment, and other office equipment.

~~4.8 Each Department Head is responsible for all controlled equipment within their areas of responsibility.~~

#### Impairment of Capital~~Fixed~~ Assets

~~3.8~~ According to~~The~~ Government Accounting Standards Board (GASB) ~~has released~~ Statement No. 42 *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries*, the~~The~~ City is required to evaluate prominent events or changes in circumstances affecting capital~~fixed~~ assets to determine whether impairment has occurred.

~~4.8.1 "Impairment" may include physical damage, enactment or approval of laws or regulations, changes in environmental factors, technical changes, or evidence of obsolescence, changes in the manner or duration of use of an asset, and construction stoppages.~~

A capital~~fixed~~ asset is impaired if both:

- ~~(a)~~ The decline in the ability to use an asset is significant ~~(greater than~~large in magnitude ~~a. (→ \$100,000 and/or 25% of capacity/utility); and)~~.
- b. ~~(b)~~ The unexpected event is not part of ~~outside the normal~~ life cycle of the~~a capital~~ asset

~~4.8.2 An impairment must be permanent. A merely temporary decline in the service utility of an asset would not qualify as an impairment.~~

~~4.8.3~~ Assets ~~that are~~ deemed impaired and~~that will~~ no longer ~~be~~ of service to the City, will need to have their value adjusted based on

the lower of their fair market value or their “book” value after depreciation.

4.8.4 In the case of theft, fire, flood, obsolescence, or other events affecting an asset's ~~event regarding the usefulness of an asset,~~ departments need to evaluate the future usefulness or availability of that asset. ~~in the future.~~ This may require ~~outside~~ assistance from an appraiser and/or the Finance Department to determine significance and applicability. Impairment must be conspicuous – e.g., known to the City that a material event has occurred.

4.8.5 To measure the amount of impairment, the operating department will need to work with the Finance Department to determine if the above factors exist. If so, the portion of the asset to be adjusted would depend on ~~its~~the usefulness after repair (if applicable). ~~Usefulness assessments should~~will need to be known as soon as possible. Other required information includes ~~items that will need to be known include:~~

- 1.a) Estimated ~~What is the estimated~~ cost to restore the asset to full utility?
- 2.b) Current ~~What would be the current~~ cost to replace the asset?
- 3.c) Salvage ~~What is the salvage~~ value, (if applicable) ~~any?~~

If there is impairment, these items will be used to measure impairment based on ~~given~~ the facts of the occurrence.

4.8.6 Once known, this information must be communicated to the Finance Director or designee in writing so the asset value may be adjusted ~~in~~on the City's Asset Management System ~~Register~~.

4.8.7 Additionally, impairment losses must ~~should~~ be reported in financial statements in accordance with GASB ~~the guidance provided by~~ GASB. If not otherwise apparent from the face of the financial statements, the description, amount, and financial statement classification of impairment losses should be disclosed in the notes to the financial statements. ~~If evidence is available to demonstrate that the impairment will be temporary, the capital asset should not be written down.~~

4.8.8 Impaired capital assets that are idle must ~~should~~ be disclosed in the financial statements, regardless of whether the impairment is considered permanent or temporary.

#### 4.9 Disposal and Transfer of City's Assets

- ~~3.9~~ Disposition of City assets will be performed in accordance with ~~the Section IX, Surplus Property, of the City's Procurement Policy outlined in the City's Administrative Policies and Procedures Manual, dated July 1, 2014.~~

#### ~~4 GLOSSARY OF TERMS~~

~~Capital Assets: Capital assets include land, land improvements, buildings, building improvements, construction in progress, machinery and equipment, vehicles, infrastructure, irrigation, easements, intangible assets (such as computer software), and works of art and historical treasures.~~

~~Capitalization: Capitalization of an asset occurs when the cost of the asset meets the "threshold" and the "estimated useful life" set in the organizational guidelines. Under capitalization, the cost of an item is initially recorded as an asset rather than an expense.~~

~~Depreciation: Depreciation is the process of allocating the cost of property over a period of time rather than recognizing the cost as an expense in the year of acquisition. Generally, at the end of an asset's life, the sum of the amounts charged for depreciation in each accounting period (accumulated depreciation) will equal the original cost less salvage value.~~

~~Donated Capital Asset: Donated assets are those assets contributed to the City. The donated assets are treated like a capital asset (using the fair market value).~~

~~Estimated Useful Life: Estimated useful life means the estimated number of months or years that an asset will be able to be used for the purpose for which it was purchased. In determining useful life, consideration is given to the asset's present condition, use of the asset, construction type, maintenance policy, and how long it is expected to meet service demands.~~

~~Fair Market Value: The amount that would be paid if the item were sold currently in a transaction between a willing buyer and a willing seller.~~

~~Historical Cost: The historical cost of a capital asset includes the cost or estimated cost at the time of acquisition, freight charges, installation and site preparation charges, and the cost of any subsequent additions or improvements, excluding repairs.~~

~~Infrastructure Assets: Infrastructure assets are long-lived capital assets that normally can be preserved for a significant greater number of years than most capital assets (non-infrastructure assets). Infrastructure assets are normally stationary in nature and are of value only to the government entity. Examples include the City storm drain system.~~

~~Salvage Value: The salvage value of an asset is the value it is expected to have when it is no longer useful for its intended purpose. In other words, the salvage value is the estimated amount for which the asset could be sold at the end of its useful life.~~

~~Straight-Line Method: The straight-line method is the simplest and most commonly used for calculating depreciation. It can be used for any depreciable property. Under the straight-line method, the basis of the asset is written off evenly over the useful life of the asset~~

#### 4.10 Capitalization of Leases – GASB Statement No. 87

GASB Statement No. 87 defines a lease as a contract that grants control over the use of another entity's nonfinancial asset for a specified duration, requiring adherence to established lease accounting guidelines. Lessees must recognize a capital asset at the beginning of the lease term, amortizing it over the shorter of the lease term or the asset's useful life.

##### 4.10.1 Lease Materiality Threshold

The City has established a materiality threshold of \$25,000 for lease inclusion in its annual financial statements, meaning any lease with an underlying asset value at or above this amount must be reported. Leases valued below this threshold may still be included at the discretion of the Finance Director and/or designee if their exclusion would result in incomplete or misleading financial statements.

#### 4.11 Subscription Based Information Technology Arrangement (SBITA) – GASB Statement No. 96

Under GASB Statement No. 96, a SBITA is defined as a contract that grants control over the use of another party's Information Technology (IT) software and possibly tangible capital assets for a specified period. Contracts that meet this definition must be accounted for in accordance with GASB guidance. Generally, SBITAs are reported as a right-to-use subscription asset (an intangible asset) in the financial statements.

##### 4.11.1 SBITA Materiality Threshold

The City has established a materiality threshold of \$25,000 for SBITAs in the annual financial statements. This means any agreement generating future payments at or above this amount must be included. Agreements with future payments below this threshold may be included at the discretion of the Finance Director and/or designee if their exclusion could result in incomplete or misleading financial reporting. ~~In general, the amount of annual depreciation is determined by dividing an asset's depreciable cost by its estimated life.~~

~~Threshold: The threshold is the dollar amount that an asset must equal or exceed if that asset is to be capitalized. Otherwise, the item would be considered as an expense at the time of acquisition.~~

# CITY OF CHINO HILLS

## ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Date Adopted: 05/08/18

Last Revised: 01/28/25

### CAPITAL ASSETS

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Section: 4.1

#### 1. PURPOSE

The purpose of this policy is to establish guidelines for the accounting and depreciating of the City's capital assets.

#### 2. DEFINITIONS

- 2.1 Basic Approach Methodology of Capitalization – A process for deciding whether expenditures should be capitalized or expensed, focusing on whether they provide or enhance long-term value or benefit. It ensures that improvements are recorded as capital assets, while routine maintenance and repairs are expensed.
- 2.2 Book Value – The value of an asset as recorded on the balance sheet, calculated as the original cost of the asset minus any accumulated depreciation and impairment charges. It represents the net amount at which an asset is carried on the City's financial records and can be used to determine the actual value of an asset over time.
- 2.3 Capital Assets – A long-term asset that is used in the City's operations. Capital assets include tangible items such as land, buildings, machinery, vehicles, equipment, and infrastructure, as well as intangible items such as water rights and software.
- 2.4 Capitalization – The process of recording the cost of an asset as an asset on the balance sheet rather than expensing it in the period in which the cost was incurred. This means that the cost is initially recognized as an asset, which will then be depreciated over its useful life.
- 2.5 Controlled Assets – Items that, while not meeting the capitalization threshold for financial reporting, are still significant enough in value or importance to warrant tracking and monitoring by an organization. These assets typically include computers, equipment, tools, or other property that needs to be safeguarded due to its vulnerability to loss or theft, its critical role in operations, or regulatory requirements.

- 2.6 Depreciation – The process of allocating the cost of a tangible capital asset over its estimated useful life. This accounting method reflects the asset's reduction in value due to wear and tear, age, or obsolescence.
- 2.7 Donated Capital Asset – A capital asset that is given to the City. These assets can include property, equipment, land, or other valuable items.
- 2.8 Fair Market Value – The estimated amount for which an asset would sell in an open and competitive market between a willing buyer and a willing seller, neither of whom is under any obligation to buy or sell.
- 2.9 Historical Cost – The original monetary value of an asset as recorded at the time of its acquisition. This cost includes the purchase price of the asset and any additional expenses directly related to utilizing the asset for its intended use, such as freight charges, installation costs, and site preparation expenses.
- 2.10 Impairment – A reduction in the recoverable value of a capital asset below its book value. This typically occurs when an asset's value has been significantly diminished due to factors such as physical damage, obsolescence, or changes in market conditions. Examples of impaired assets include damaged property, obsolete technology, declining market value, environmental contamination, regulatory changes, or idle assets.
- 2.11 Improvement – An expenditure that enhances the value, extends the useful life, or increases the efficiency or capacity of an existing capital asset. These improvements are significant in nature and provide benefits over a period extending beyond two fiscal years. Examples include major renovations, structural additions, upgrades to machinery and equipment, and significant refurbishments. Unlike regular maintenance, which is expensed immediately, capital asset improvements are capitalized and depreciated over their useful life.
- 2.12 Infrastructure Assets – Long-term, often large-scale physical systems that support essential services and functions of the City. These assets are typically stationary and have a prolonged useful life, often extending over several decades. They are crucial for maintaining and facilitating public services and economic activities. Examples include roads, water supply systems, sewage systems, and storm drain systems.
- 2.13 Salvage Value – The estimated residual value of a capital asset at the end of its useful life. It represents the amount that can be recovered from the asset after it has been fully depreciated and is no longer useful for its original purpose.

- 2.14 Straight-Line Method – A method of allocating the cost of a capital asset evenly over its estimated useful life. The same amount of depreciation is taken each year. Generally, the annual depreciation amount is determined by dividing an asset's depreciable cost by its estimated life.
- 2.15 Threshold – A predetermined monetary value set by the City to determine whether an asset should be capitalized or expensed.
- 2.16 Useful Life – The period during which a capital asset is expected to be used by the City before it becomes obsolete, unusable, or requires replacement. This estimation considers factors such as the asset's condition, usage, construction quality, maintenance practices, and anticipated technological or market changes.

**3. RESPONSIBILITY**

- 3.1 The Finance Director and/or designee is responsible for implementing this policy.
- 3.2 Department Directors are responsible for capital and controlled assets within their departments.

**4. POLICY**

4.1 Threshold

- 4.1.1 The City will capitalize items that cost \$10,000 or more and have an estimated useful life of at least two years.
- 4.1.2 Assets acquired with debt proceeds will be capitalized regardless of cost or useful lifespan.
- 4.1.3 Infrastructure projects and related debt shall be capitalized and reported per the General Long-Term Debt Account Guidelines (GLTDAG) to reflect their long-term value and associated liabilities accurately in financial statements.
- 4.1.3 Individual assets costing less than \$10,000 but operating as part of a network system or group of items may be capitalized in the aggregate if the estimated average useful life of the individual assets is at least two years. In this case, the entire network or group will be capitalized as one system with many components. Examples include computer systems, phone systems, or the initial furnishing of a new space.

4.2 Valuation

In accordance with generally accepted accounting principles, the City will value its capital assets at historical cost. If a capital asset is donated to the City, it will be valued based on the fair market value at the time of donation. This fair market value becomes the asset's historical cost for accounting purposes.

4.3 Capital Asset Inventory

As part of the financial audit, the Finance Department shall submit a capital asset report to the City's external auditor on an annual basis. This report will include the following information:

- Type of asset (e.g., land, building, infrastructure)
- Date of acquisition
- Acquisition cost
- Estimated useful life
- Annual depreciation
- Accumulated depreciation

4.4 Depreciation

The City will use the Straight-Line Method as its standard approach to depreciate capital assets.

4.5 Estimated Useful Life

The following ranges are guidelines for setting the estimated useful life for capital assets:

Building and Improvements	20-50 years
Equipment	5-20 years
Infrastructure	20-100 years
Irrigation	5-10 years
Meters	15 years
Pipeline in Service	30-50 years
Utility Plant in Service	5-100 years
Vehicles	4-10 years

The following ranges are the guidelines for setting the estimated useful life for intangible assets:

Leases/SBITAs	1-10 years
Water Rights	40 years

4.6 Improvements vs. Repairs

The City uses the Basic Approach methodology to determine whether expenditures on capital assets should be capitalized or expensed, particularly in the context of improvements and repairs. This approach is used to ensure that improvements or enhancements that provide long-term benefits are properly recorded as capital assets, while routine maintenance and repairs are treated as current expenses.

Under the Basic Approach:

4.6.1 Capitalization: Costs should be capitalized if they significantly extend the useful life of an asset, or if they result in a substantial increase in the asset's capacity or efficiency. If an expenditure adds significant value or prolongs the asset's life, it should be added to the asset's book value and depreciated over time.

4.6.2 Expense: Costs that do not meet these criteria, such as routine maintenance or minor repairs that do not materially extend the asset's useful life or increase its value, should be expensed as incurred.

4.7 Inventory

For internal control purposes, the City may maintain an inventory listing of controlled assets that do not meet the capitalization thresholds referenced above. Controlled assets include items that should be specifically accounted for and inventoried periodically due to their high resale value and potential risk of theft. Controlled assets may include items such as computers, tools, photography equipment, and other office equipment.

4.8 Impairment of Capital Assets

According to Government Accounting Standards Board (GASB) Statement No. 42 *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries*, the City is required to evaluate prominent events or changes in circumstances affecting capital assets to determine whether impairment has occurred.

4.8.1 A capital asset is impaired if both:

- a. The decline in the ability to use an asset is significant (greater than \$100,000 and/or 25% of capacity/utility); and
- b. The unexpected event is not part of the normal life cycle of the asset

4.8.2 An impairment must be permanent. A merely temporary decline in the service utility of an asset would not qualify as an impairment.

- 4.8.3 Assets deemed impaired and no longer of service to the City, will need to have their value adjusted based on the lower of their fair market value or their book value after depreciation.
- 4.8.4 In the case of theft, fire, flood, obsolescence, or other events affecting an asset's usefulness, departments need to evaluate the future usefulness or availability of that asset. This may require assistance from an appraiser and/or the Finance Department to determine significance and applicability. Impairment must be conspicuous – e.g., known to the City that a material event has occurred.
- 4.8.5 To measure the amount of impairment, the operating department will need to work with the Finance Department to determine if the above factors exist. If so, the portion of the asset to be adjusted would depend on its usefulness after repair (if applicable). Usefulness assessments should be known as soon as possible. Other required information includes:
- a. Estimated cost to restore the asset to full utility
  - b. Current cost to replace the asset
  - c. Salvage value (if applicable)
- If there is impairment, these items will be used to measure impairment based on the facts of the occurrence.
- 4.8.6 Once known, this information must be communicated to the Finance Director or designee in writing so the asset value may be adjusted in the City's Asset Management System.
- 4.8.7 Additionally, impairment losses must be reported in financial statements in accordance with GASB guidance. If not otherwise apparent from the face of the financial statements, the description, amount, and financial statement classification of impairment losses should be disclosed in the notes to the financial statements.
- 4.8.8 Impaired capital assets that are idle must be disclosed in the financial statements, regardless of whether the impairment is considered permanent or temporary.

- 4.9 Disposal and Transfer of City's Assets  
Disposition of City assets will be performed in accordance with the Surplus Property Policy outlined in the City's Administrative Policies and Procedures Manual.

4.10 Capitalization of Leases – GASB Statement No. 87

GASB Statement No. 87 defines a lease as a contract that grants control over the use of another entity's nonfinancial asset for a specified duration, requiring adherence to established lease accounting guidelines. Lessees must recognize a capital asset at the beginning of the lease term, amortizing it over the shorter of the lease term or the asset's useful life.

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**CITY OF CHINO HILLS**  
**ADMINISTRATIVE ~~POLICY GUIDELINES~~ POLICIES AND PROCEDURES**  
**MANUAL**

Date Adopted: 03/24/09

~~Date Adopted: 03/24/2009~~

Last Revised: 01/28/25

**FRAUD IN THE WORKPLACE**

Section: 4.4

**1. PURPOSE**

The purpose of this policy is to ~~establish procedures to encourage~~ provide guidance for preventing, detecting, and facilitate the responding to fraud in the workplace.

**2. DEFINITIONS**

2.1 Access Controls: Restriction of access to financial systems, sensitive information, and assets to authorized personnel only.

2.2 City Official: Elected officials and members of advisory or appointed boards, commissions, or committees.

2.3 Employee: Any individual or group of individuals who receive compensation, either full-time or part-time, from the City for employment or providing services. The term also includes any volunteer who provides services to the City through an official arrangement with the City.

2.4 Forgery: The act of creating, altering, or imitating a document (such as checks, contracts, timesheets, purchase orders, or financial records), signature, or other item with the intent to deceive or defraud others.

2.5 Fraud: A deliberate act of deception or dishonesty committed by an individual or a group to gain an unfair or unlawful advantage usually involving financial gain or the misappropriation of resources.

2.6 Improper Payments: Receiving or authorizing payments for goods or services not provided or engaging in bribery.

2.7 Segregation of Duties: Breaking down tasks that might reasonably be completed by a single individual into multiple tasks so that no one person is solely in control, ensuring no single employee has control over all aspects of a financial transaction.

2.8 Whistleblower Protection: Legal safeguards that shield individuals who report unethical, illegal, or harmful activities within an organization from retaliation, such as job loss, harassment, or discrimination.

### 3. RESPONSIBILITY

3.1 The City Manager, or designee, is responsible for:

3.1.1 The enforcement of this policy.

3.1.2 Ensuring that a system of internal controls that prevents and detects fraud is implemented and maintained.

3.1.3 Investigating fraud claims, including:

a. Assessing reports of fraud;

b. Determining how best to investigate suspected activity; and

c. Taking appropriate action regarding confirmed fraud or misconduct.

3.2 The department directors, supervisors, and managers are responsible for:

3.2.1 Immediately reporting suspected fraudulent activity or reports of fraud ~~or abuse~~ to the City Manager or designee.

3.3 The Finance Director is responsible for the following:

3.3.1 Implementing, overseeing, and ~~questionable accounting or auditing practices. In most cases,~~ regularly monitoring all aspects of financial-related internal controls such as segregation of duties, review of financial transactions, regular audits, and timely reconciliations, as well as ensuring vendors are verified before being entered into the financial system.

3.4 The Human Resources Division is responsible for:

3.4.1 Performing background checks on all potential ~~instances of fraud or abuse and questionable accounting or auditing practices come to the attention of responsible parties from~~ new employees or citizens who become aware of such practices. ~~This policy provides practical steps to encourage and facilitate such reporting.~~

~~This policy is to ensure~~3.4.2 Providing new employees with the fraud policy in their orientation or “on-boarding” materials.

3.5 City Officials and Employees are ~~aware of~~ responsible for the following:

~~1.1 The~~ 3.5.1 Familiarizing themselves with this policy and understanding the types of ~~acts considered to be fraudulent,~~

~~1.2 Procedures for reporting suspected fraudulent acts,~~

~~1.3 Steps to be taken when fraud or other related dishonest activities are suspected, and~~

~~1.4 The course of actions that may be undertaken when a dishonest act is reported~~ constitute fraud.

~~Further, this policy delineates management's responsibility for instituting and maintaining a system of internal control to provide reasonable assurance for prevention and detection of fraud, misappropriations, and other irregularities.~~

## ~~2.~~ RESPONSIBILITY

~~The City Council and City Manager have the responsibility to administer this policy.~~

~~All City employees, elected officials, appointed officials, volunteers and City contractors are responsible to understand and adhere to the provisions of this Policy.~~

## ~~3.~~ POLICY

~~3.1 Definitions~~

~~Fraud — Fraud and other similar irregularities~~ 3.5.2 Reporting suspected fraud or fraudulent activity.

## 4. POLICY

The City of Chino Hills is dedicated to upholding the highest standards of integrity and accountability. Recognizing and understanding what constitutes fraud, along with identifying specific examples, is crucial in preventing and detecting such activities.

### 4.1 Fraudulent Actions

4.1.1 Some key elements of fraud include, but are not limited to:

~~3.1.1. Any apparent violation of Federal, State, or local laws related to dishonest activities or fraud.~~

- ~~3.1.2. Misappropriation of City assets (funds, securities, supplies, furniture, equipment, etc.)~~
- ~~3.1.3. Forgery or unauthorized alteration of documents (checks, promissory notes, time sheets, contractual agreements, purchase orders, or any financial records, etc.)~~
- ~~3.1.4. Improprieties in the handling or reporting of money transactions.~~
- ~~3.1.5. Misrepresentation of information on documents.~~
- ~~3.1.6. Misrepresentation of job title or authority.~~
- ~~3.1.7. Claim for reimbursement of expenses that are not job-related or authorized by the current Purchasing Policy, Travel and Reimbursement Policy, other applicable Administrative Policy and Memorandum of Understanding.~~
- ~~3.1.8. Authorizing or receiving payment for goods not received or services not performed.~~
  - Engaging in computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of dataDeception: A person or entity intentionally misleads another through false statements, omissions, or distortions.
  - Unlawful Benefit: The perpetrator gains an advantage (often financial) at the expense of another party.
  - Harm: The victim, such as an organization, suffers a loss, whether it be financial or operational.

4.1.2 Some examples of fraud include:

- ~~3.1.9. Financial Fraud: Theft or misappropriation of ~~City-owned software.~~~~
- ~~3.1.10. Seeking or accepting for personal benefit or gain, anything of material value from those doing business with the City, including vendors, consultants, contractors, lessees, applicants, and grantees. Materiality is determined by the City's Conflict of Interest Code which incorporates the Political Reform Act of 1974, Regulations of the Fair Political Practices Commission (Title 2, California Administration Code Sections 18100 et seq.), and any amendments to the Act or regulations.~~

### ~~3.2 General~~

~~The City is committed to responding to reports of potential fraud or abuse.~~

~~3.2.1 The City will fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, length of service, or relationship with the City of any party who might be involved in, or becomes the subject of such investigation.~~

### ~~3.3 Supervisor / Manager Responsibility to Report Fraud~~

~~3.3.1 Supervisors are responsible for being alert to and reporting fraudulent or related dishonest activities in their areas of responsibility.~~

~~3.3.2 Each Supervisor should be familiar with the types of improprieties that might occur in his or her area and be alert for any indication that funds, improper activity, misappropriation, or dishonest activity is, or was, in existence in his or her area payments, false claims, forgery, falsifying financial statements, or misrepresenting assets.~~

- ~~• When an improper Identity Fraud: Using someone else's identity or credentials to obtain goods, services, or financial benefits.~~
- ~~• Employment Fraud: Falsifying credentials, timesheets, or employment records.~~
- ~~• Procurement Fraud: Manipulating bidding processes or accepting kickbacks in return for awarding contracts.~~

## 4.2 Preventing and Detecting Fraud

The following preventative measures can reduce the risk of fraud, as well as detect fraudulent activity ~~is detected or~~ in the workplace:

4.2.1 Implement strong internal controls such as segregation of duties, access controls, regular audits, review of financial transactions, and timely reconciliation of accounts.

4.2.2 Create a culture of integrity and ethics by developing and communicating clear ethical standards, leading by example, and providing Whistleblower protection.

4.2.3 Provide comprehensive employee training and awareness by including the fraud policy in new employee on-boarding materials.

4.2.4 Conduct regular risk assessments such as annual audits to identify vulnerabilities and review access and internal controls regularly to ensure controls are adequate and appropriate for current operations.

4.2.5 Conduct background checks on employees. This includes verifying work history, references, and criminal records.

4.2.6 Conduct due diligence on vendors including verifying company information, ownership, and regularly reviewing vendor invoices to ensure that transactions are legitimate and in line with current policies and procedures.

### 4.3 Reporting Fraud

4.3.1 Reports of fraud will be treated with strict confidentiality, and individuals who report fraud will be protected from retaliation. All employees have a duty and are expected to report suspected, ~~or when a Supervisor~~ fraud in the workplace as soon as practicable in one of the ways set forth in Subsection 4.3.2 below.

4.3.2 Employees may report suspected fraud to their supervisor or manager. If the supervisor or manager is involved, or the employee feels uncomfortable reporting the suspected fraud to them, the employee may instead report it to the City Manager, Assistant City Manager or department director.

~~3.3.34.3.3~~ 4.3.3 The department director, supervisor, or manager who suspects fraud or receives a report of suspected ~~activity from an employee, the Supervisor shall immediately contact~~ fraud must promptly report it to the City Manager or ~~Assistant~~ City Manager ~~Attorney's Office~~.

### 4.4 ~~A Supervisor~~ Investigation Process

The City Manager, or ~~Manager should not attempt to conduct individual designee, will lead~~ investigations, ~~interviews, or interrogations unless directed by~~ into any reported fraud. The investigation will be conducted impartially and confidentially to the greatest extent possible. Department directors, managers and supervisors are prohibited from conducting independent investigations.

The following steps will be taken:

4.4.1 Initial Assessment: The City Manager, ~~Appropriate corrective,~~ or designee, will assess the situation and determine whether an investigation is warranted.

4.4.2 Information Gathering: Relevant documents, records, and other evidence will be gathered, and interviews will be conducted to evaluate the validity of the fraud claim. Employees are required to fully cooperate with the investigation, including providing accurate information and relevant documentation upon request.

4.4.3 Fraud Response: If evidence of fraud is uncovered, the City Manager shall consult with the City Attorney and, as necessary, the City's Risk Manager and Finance Director, to identify appropriate actions ~~to~~ necessary to limit and/or mitigate damage/harm to the City and City resources, and ensure ~~adequate controls exist to prevent reoccurrence of improper~~evidence is preserved.

~~3.3.4~~4.4.4 Disciplinary Measures: If fraud is confirmed, appropriate disciplinary actions ~~shall be implemented as soon as possible~~will be taken, up to and including termination of employment, legal prosecution, recovery of misappropriated funds or referral to law enforcement agencies, as appropriate. The City maintains a zero-tolerance policy for fraudulent activity and confirmed instances of fraud will be addressed expeditiously.

4.5 ~~Management should support~~False Claims

~~3.3.5 While the City's responsibilities and cooperate fully with other involved departments and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.~~

~~3.3.6 Management must give full and unrestricted access to all necessary records and personnel. All City workspaces, including furniture and contents, desks and computers, are not private and are open to inspection at any time.~~

~~3.4 In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, all~~is committed to protecting employees shall avoid the following:

~~3.4.1 Incorrect accusations.~~

~~3.4.2 Alerting suspected individuals that an investigation is underway~~

~~3.4.3 Treating employees unfairly.~~

~~3.4.4 Making statements that could lead to claims of false accusations or other offenses.~~

~~3.5 In handling dishonest or fraudulent activities, all employees have the responsibility to comply with the following:~~

~~3.5.1 Make no contact with the suspected individual to determine facts or demand restitution unless specifically directed to do so by the City Manager or his / her designee.~~

~~3.5.2 Shall not discuss the case, facts, suspicions, or allegations with anyone outside the City, unless specifically directed to do so by the City Manager.~~

~~3.5.3 Shall not discuss the case with anyone inside the City other than employees who have a need to know, such as the City Manager, City Attorney, Assistant City Manager, or law enforcement personnel.~~

~~3.5.4 Direct all inquiries from the suspected individual, or his or her representative, to the City Manager unless otherwise directed. All inquiries by an attorney of the suspected individual should be directed to the City Attorney. All inquiries from the media should be directed to the City Manager or his / her designee.~~

#### ~~4. PROCEDURES FOR REPORTING FRAUDULENT OR SUSPECTED FRAUDULENT ACTS~~

~~4.1 Employees are required to report wrongdoing in a safe and confidential manner, and without fear of retaliation, as follows:~~ it does not tolerate false or malicious reports of fraud. Deliberate false accusations of fraud will also be considered misconduct and may result in disciplinary actions.

~~4.1.1 If an employee is aware of any acts of wrongdoing, an employee should report the wrongdoing to any Supervisor, Manager, Department Director, or to the City Manager, either orally or in writing.~~

~~4.1.2 If an employee is unable to discuss the complaint with his or her immediate Supervisor, or if his or her immediate Supervisor is the source of the problem, condones the problems or ignores the problem, the employee should immediately report to any~~

~~Supervisor, Manager, Department Director, or to the City Manager, either orally or in writing.~~

~~4.1.3 A Supervisor, Manager, or Department Director who is notified of a complaint or otherwise becomes aware of wrongdoing, shall immediately contact the City Manager or the Assistant City Manager.~~

~~4.1.4 In no circumstances is an employee required to confront the person who is the source of the complaint before notifying any of the individuals listed above.~~

#### 4.6 Whistleblower Protection

~~4.2~~ Employees will be granted ~~whistle blower~~“whistleblower protection” when acting in accordance with this policy. ~~When informed of a suspected impropriety, neither the City nor any person acting on behalf of the City:~~ These protections are designed to ensure that employees can report issues without fear of retaliation, discrimination, or adverse consequences.

~~4.2.1 May not make, adopt, or enforce any rule, regulation, or policy that prevent you from disclosing information to a government or law enforcement agency, where you have reason to believe that the information discloses a violation of state or federal statute, or violation or noncompliance with a state or federal rule or regulation.~~

~~4.2.2 May not retaliate against you for disclosing information to a government or law enforcement agency, where you have a reasonable cause to believe that the information discloses a violation of state or federal statute, or violation or noncompliance with a state or federal rule or regulation.~~

~~4.2.3 May not retaliate against you for refusing to participate in an activity that would result in a violation of state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.~~

~~4.2.4 May not retaliate against you for having exercised your whistleblowing rights in any former employment.~~

#### ~~6.~~ FALSE CLAIMS

~~While the City intends to protect employees from retaliation for reporting suspected improprieties, this protection shall not be construed as releasing an~~

~~employee of responsibility for his or her own fraudulent activity; any such fraudulent activity shall be subject to disciplinary and / or legal action. Deliberately making a false claim of wrongdoing is prohibited.~~

~~7. INVESTIGATION AND ACTION~~

~~7.1 The Department Head or Supervisor shall inform the City Manager or the Assistant City Manager of suspected activity involving fraud or related dishonest activity.~~

~~7.2 The City Manager or the Assistant City Manager will determine how best to investigate the suspected activity.~~

~~7.3 At the conclusion of the investigation, the investigator will report to the City Manager or the Assistant City Manager.~~

~~7.4 If evidence is uncovered showing possible dishonest or fraudulent activities, the City Manager will proceed as follows:~~

~~7.4.1 Advise management, if the case involves staff members, to meet with the City Manager and the Assistant City Manager (or his / her designated representative) to determine if disciplinary actions should be taken.~~

~~7.4.2 Report to the Finance Director such activities in order to assess the effect of the illegal activity on the City's financial statements.~~

~~7.4.3 Coordinate with the City's Risk Management personnel regarding notification to insurers and filing of insurance claims.~~

~~7.4.4 Take immediate action, in consultation with the City Attorney, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but is not limited to:~~

~~7.4.4.1 Removing the records and placing them in a secure location, or limiting access to the location where the records currently exist.~~

~~7.4.4.2 Preventing the individual suspected of committing the fraud from having access to the records.~~

~~7.4.5 The City Manager, following review of investigation results, will take appropriate action regarding employee misconduct. Investigations may include referral of the case to the District Attorney's Office for possible prosecution.~~

~~7.4.6 The City will pursue every reasonable effort, including court ordered restitution, to obtain recovery of City losses from the offender or other appropriate sources.~~

~~8. DISCIPLINE~~

~~An employee violating any provision of this Policy shall be subject to disciplinary action up to and including termination.~~

# CITY OF CHINO HILLS

## ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Date Adopted: 03/24/09

Last Revised: 01/28/25

### **FRAUD IN THE WORKPLACE**

Section: 4.4

#### **1. PURPOSE**

The purpose of this policy is to provide guidance for preventing, detecting, and responding to fraud in the workplace.

#### **2. DEFINITIONS**

- 2.1 Access Controls: Restriction of access to financial systems, sensitive information, and assets to authorized personnel only.
- 2.2 City Official: Elected officials and members of advisory or appointed boards, commissions, or committees.
- 2.3 Employee: Any individual or group of individuals who receive compensation, either full-time or part-time, from the City for employment or providing services. The term also includes any volunteer who provides services to the City through an official arrangement with the City.
- 2.4 Forgery: The act of creating, altering, or imitating a document (such as checks, contracts, timesheets, purchase orders, or financial records), signature, or other item with the intent to deceive or defraud others.
- 2.5 Fraud: A deliberate act of deception or dishonesty committed by an individual or a group to gain an unfair or unlawful advantage usually involving financial gain or the misappropriation of resources.
- 2.6 Improper Payments: Receiving or authorizing payments for goods or services not provided or engaging in bribery.
- 2.7 Segregation of Duties: Breaking down tasks that might reasonably be completed by a single individual into multiple tasks so that no one person is solely in control, ensuring no single employee has control over all aspects of a financial transaction.
- 2.8 Whistleblower Protection: Legal safeguards that shield individuals who report unethical, illegal, or harmful activities within an organization from retaliation, such as job loss, harassment, or discrimination.

**3. RESPONSIBILITY**

- 3.1 The City Manager, or designee, is responsible for:
  - 3.1.1 The enforcement of this policy.
  - 3.1.2 Ensuring that a system of internal controls that prevents and detects fraud is implemented and maintained.
  - 3.1.3 Investigating fraud claims, including:
    - a. Assessing reports of fraud;
    - b. Determining how best to investigate suspected activity; and
    - c. Taking appropriate action regarding confirmed fraud or misconduct.
- 3.2 The department directors, supervisors, and managers are responsible for:
  - 3.2.1 Immediately reporting suspected fraudulent activity or reports of fraud to the City Manager or designee.
- 3.3 The Finance Director is responsible for the following:
  - 3.3.1 Implementing, overseeing, and regularly monitoring all aspects of financial-related internal controls such as segregation of duties, review of financial transactions, regular audits, and timely reconciliations, as well as ensuring vendors are verified before being entered into the financial system.
- 3.4 The Human Resources Division is responsible for:
  - 3.4.1 Performing background checks on all potential new employees.
  - 3.4.2 Providing new employees with the fraud policy in their orientation or “on-boarding” materials.
- 3.5 City Officials and Employees are responsible for the following:
  - 3.5.1 Familiarizing themselves with this policy and understanding the types of actions that constitute fraud.
  - 3.5.2 Reporting suspected fraud or fraudulent activity.

**4. POLICY**

The City of Chino Hills is dedicated to upholding the highest standards of integrity and accountability. Recognizing and understanding what constitutes fraud, along with identifying specific examples, is crucial in preventing and detecting such activities.

4.1 Fraudulent Actions

4.1.1 Some key elements of fraud include, but are not limited to:

- Deception: A person or entity intentionally misleads another through false statements, omissions, or distortions.
- Unlawful Benefit: The perpetrator gains an advantage (often financial) at the expense of another party.
- Harm: The victim, such as an organization, suffers a loss, whether it be financial or operational.

4.1.2 Some examples of fraud include:

- Financial Fraud: Theft or misappropriation of funds, improper payments, false claims, forgery, falsifying financial statements, or misrepresenting assets.
- Identity Fraud: Using someone else's identity or credentials to obtain goods, services, or financial benefits.
- Employment Fraud: Falsifying credentials, timesheets, or employment records.
- Procurement Fraud: Manipulating bidding processes or accepting kickbacks in return for awarding contracts.

4.2 Preventing and Detecting Fraud

The following preventative measures can reduce the risk of fraud, as well as detect fraudulent activity in the workplace:

- 4.2.1 Implement strong internal controls such as segregation of duties, access controls, regular audits, review of financial transactions, and timely reconciliation of accounts.
- 4.2.2 Create a culture of integrity and ethics by developing and communicating clear ethical standards, leading by example, and providing Whistleblower protection.
- 4.2.3 Provide comprehensive employee training and awareness by including the fraud policy in new employee on-boarding materials.
- 4.2.4 Conduct regular risk assessments such as annual audits to identify vulnerabilities and review access and internal controls regularly to ensure controls are adequate and appropriate for current operations.
- 4.2.5 Conduct background checks on employees. This includes verifying work history, references, and criminal records.

- 4.2.6 Conduct due diligence on vendors including verifying company information, ownership, and regularly reviewing vendor invoices to ensure that transactions are legitimate and in line with current policies and procedures.

**4.3 Reporting Fraud**

- 4.3.1 Reports of fraud will be treated with strict confidentiality, and individuals who report fraud will be protected from retaliation. All employees have a duty and are expected to report suspected fraud in the workplace as soon as practicable in one of the ways set forth in Subsection 4.3.2 below.
- 4.3.2 Employees may report suspected fraud to their supervisor or manager. If the supervisor or manager is involved, or the employee feels uncomfortable reporting the suspected fraud to them, the employee may instead report it to the City Manager, Assistant City Manager or department director.
- 4.3.3 The department director, supervisor, or manager who suspects fraud or receives a report of suspected fraud must promptly report it to the City Manager or City Attorney's Office.

**4.4 Investigation Process**

The City Manager, or designee, will lead investigations into any reported fraud. The investigation will be conducted impartially and confidentially to the greatest extent possible. Department directors, managers and supervisors are prohibited from conducting independent investigations.

The following steps will be taken:

- 4.4.1 Initial Assessment: The City Manager, or designee, will assess the situation and determine whether an investigation is warranted.
- 4.4.2 Information Gathering: Relevant documents, records, and other evidence will be gathered, and interviews will be conducted to evaluate the validity of the fraud claim. Employees are required to fully cooperate with the investigation, including providing accurate information and relevant documentation upon request.
- 4.4.3 Fraud Response: If evidence of fraud is uncovered, the City Manager shall consult with the City Attorney and, as necessary, the City's Risk Manager and Finance Director, to identify appropriate actions necessary to limit and/or mitigate damage/harm to the City and City resources, and ensure evidence is preserved.

4.4.4 Disciplinary Measures: If fraud is confirmed, appropriate disciplinary actions will be taken, up to and including termination of employment, legal prosecution, recovery of misappropriated funds or referral to law enforcement agencies, as appropriate. The City maintains a zero-tolerance policy for fraudulent activity and confirmed instances of fraud will be addressed expeditiously.

4.5 False Claims

While the City is committed to protecting employees from retaliation, it does not tolerate false or malicious reports of fraud. Deliberate false accusations of fraud will also be considered misconduct and may result in disciplinary actions.

4.6 Whistleblower Protection

Employees will be granted “whistleblower protection” when acting in accordance with this policy. These protections are designed to ensure that employees can report issues without fear of retaliation, discrimination, or adverse consequences.

# CITY OF CHINO HILLS

## ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Date Adopted: 08/09/22

Last Revised: [01/14/25](#)

Section: 8.8

### SURPLUS PROPERTY

---

#### 1. **PURPOSE**

To establish the City's policies and procedures for the disposal of the City's surplus property.

#### 2. **DEFINITIONS**

2.1 Munis – The City's financial software system.

2.2 Surplus Property – City property such as but not limited to materials, supplies, equipment, and vehicles that are no longer needed or useable by the holding Department.

2.3 Scrap – Property having very little to no value and there is no expectation of proceeds from the disposal.

2.4 Recycling – The process of converting waste into reusable material.

2.5 E-Waste – Electronic equipment that is no longer in useable condition or that is nearing the end of its useful life.

#### 3. **RESPONSIBILITY**

##### 3.1 City Council

3.1.1 Directs the disposition of surplus property with an estimated value of more than \$25,000, based upon recommendations from the Department.

##### 3.2 City Manager

3.2.1 Approves surplus property for donation to a governmental, public or quasi-public agency, charity or non-profit organization.

3.3 Finance Director

- 3.3.1 Responsible for the transfer and disposal of surplus property through an auction company.
- 3.3.2 Has the authority to declare item(s) with an estimated value of \$25,000 or less as surplus.
- 3.3.3 Must keep updated asset logs in Munis showing surplus property disposed of, the method of disposal, and the amounts recovered from its disposal.
- 3.3.4 Must maintain records for public inspection relative to the disposal of surplus property in compliance with state law and the City's record retention schedule.

3.4 Department Director

- 3.4.1 Responsible for assessing the usefulness of equipment, materials, and inventory, notifying the Finance Director, on a quarterly basis, of any surplus property and providing an estimated value.
- 3.4.2 Responsible for preparing a memo of the surplus property listing and submitting it to the Finance Director for approval.
- 3.4.3 Responsible for the transfer and disposal of surplus property through means other than through an auction company when authorized to do so by the Finance Director.

**4. POLICY**

The Finance Director shall determine or approve one of the following methods of disposition that is most appropriate and in the best interest of the City:

4.1 Transfer to another Department

Surplus property may be transferred between Departments. Departments wishing to transfer surplus property with an original value of \$5,000 and above, to or from another Department, must notify the Finance Director for review and approval. All transfers of items require the approval of the Department Director from each Department affected by the transfer.

4.2 Exchange or Trade-In for New Goods

Property declared as surplus may be exchanged or offered as a trade-in for credit toward the acquisition of new property. All trade-ins will be submitted for review and approval by the Finance Director. If surplus property is to be applied to a Purchase Order, the trade-in value shall be itemized on the Purchase Order. The amount charged against the expenditure account will be the value of the purchase before application of the trade-in credit.

4.3 Return to Manufacturer

Surplus property may, when possible, be returned to the manufacturer for buy-back or credit toward the purchase of new property.

4.4 Donate

Upon written advance approval of the City Manager, surplus property may be donated to governmental, public or quasi-public agencies, charities, or non-profit organizations. Any such donation worth over \$25,000 requires approval from the City Council. Donation value is to be determined by the Department through research.

4.5 Sales

Surplus property may be offered for sale. All surplus property is for sale "as is" and "where is," with no warranty, guarantee, or representation of any kind, expressed or implied, as to condition, utility or usability of the property offered for sale. Appropriate methods of sale are as follows:

4.5.1 Public Auction: Surplus property may be sold at public auction utilizing a professional auctioneer via contract [or electronic auction platform](#).

4.5.2 Competitive Sealed Bids: Competitive sealed bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner must be sold to the highest responsible bidder.

4.5.3 Selling for Scrap: Surplus property may be sold as scrap if the Department Director deems that the value of the raw material exceeds the value of the property as a whole.

4.5.4 Negotiated Sale: Surplus property may be sold outright if the Department Director determines that only one known buyer is available or interested in acquiring the property. Advanced written approval from the Finance Director is required.

4.5.5 To a Governmental, Public, or Quasi-Public Agency, Charity or Non-Profit Organization: The sale or lease of surplus property to these agencies may be without advertisement for or receipt of bids. Advanced written approval from the City Manager is required.

4.6 Disposal of Scrap

4.6.1 When City surplus property is damaged, incomplete, or unsafe, and/or when the cost of locating a buyer is estimated to exceed the estimated sale price of the surplus property (value is determined by the Department), the Department may destroy or dispose of the item in a manner that salvages recyclable components, including e-waste.

4.6.2 If property cannot be recycled or disposed of in the regular solid waste disposal process, Departments shall take them, or make arrangements to take them, to an appropriate disposal location.

4.7 Proceeds

4.7.1 Proceeds from the sale of surplus property must be deposited and recorded as revenue in the appropriate fund.

**5. PROCEDURES**

The Finance Director, or designee, will contact the Departments on a quarterly basis to request surplus property memos.

5.1 Departments

5.1.1 Review inventory for surplus items which include materials, supplies, equipment, vehicles, and miscellaneous items.

5.1.2 Submit a memo approved by the Department Director with the list of surplus items. The list must include – the asset number (if applicable), City vehicle number (if applicable), department funding source, description, and estimated value of each item. If items have a low estimated value (i.e., the cost of locating a buyer is estimated to be greater than the expected proceeds from the disposal), the value would be described as “scrap”.

5.1.3 Set aside the surplus items and have them accessible for pickup by the auction company on the date and time specified by the Finance Director. Surplus will be picked up after it has been approved by the appropriate authority.

- 5.1.4 The following is a general list of items the auction company considers acceptable or not:
  - a. Will accept e-waste
  - b. May accept metal that is recyclable (a picture will be required before accepting)
  - c. Will not accept items that are beyond repair, refrigerators, or broken desktop printers
- 5.1.5 For any questionable items, the Department should provide pictures to the Finance Director to confirm with the auction company.
- 5.1.6 When surplus property is being disposed of through means other than public auction, the Department Director is still responsible for making arrangements for disposal consistent with the policy.

# CITY OF CHINO HILLS

## ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Date Adopted: 08/09/22

Last Revised: 01/14/25

Section: 8.8

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## COUNCIL AGENDA STAFF REPORT

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TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS      DATE: JANUARY 28, 2025

FROM: CITY MANAGER      ITEM NO: 12

SUBJECT: AMENDMENT NO. 3 TO AGREEMENT NO. A2023-077 WITH THE CODE GROUP, INC., DBA VCA CODE

---

### RECOMMENDATION:

Authorize the execution of Amendment No. 3 to Agreement No. A2023-077 with The Code Group, Inc., dba VCA Code, increasing the total not to exceed amount from \$145,000 to \$215,000.

### BACKGROUND/ANALYSIS:

On May 3, 2023, Professional Services Agreement A2023-077 was entered into with The Code Group, Inc., dba VCA Code, in the amount of \$50,000 for contract building inspection services, 40 hours per week. On August 10, 2023, City Council approved Amendment No. 1 to provide part-time building inspection services through the end of the year with an additional contract amount of \$45,000 (\$95,000 total). The Building Division has utilized a contract Building Inspector on a part-time basis approximately 24 hours per week since the approval of Amendment No. 1 to clear a substantial plan review backlog.

On January 10, 2024, City Council approved Amendment No. 2 to increase the contract amount to \$145,000.

The proposed Amendment No. 3 to the agreement is necessary to supplement city staff due to current high building plan review volume, so that the work can be completed within customer time frame expectations. The only change made to Exhibit B was to remove the total compensation cap on the Exhibit so that, if in the future, further amendments are needed, only the compensation cap in the agreement must be revised and not the Exhibit. It was determined that competitive bidding is not required for these services because The Code Group Inc., dba VCA Code was pre-approved as a qualified "on-call" consultant by the City Council on August 8, 2023, after participating in a detailed Request For Qualifications process.

### ENVIRONMENTAL (CEQA) REVIEW:

This proposed action is not subject to review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA Guidelines (Title 14 California Code of Regulations §§ 15000, et seq.), because it does not involve any commitment to a specific project which could result in a potentially significant physical impact on the environment; and, constitutes an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. Accordingly, this action does not constitute a "project" that requires environmental review (see specifically 14 CCR § 15378(b)(4-5)).

**FISCAL IMPACT:**

There is sufficient funding in the General Fund Community Development Operating budget to cover the Fiscal Year 2024-25 cost of The Code Group, Inc., dba VCA Code agreement. There is no impact on the General Fund with this item.

**REVIEWED BY OTHERS:**

This item has been reviewed by the Finance Director and City Attorney.

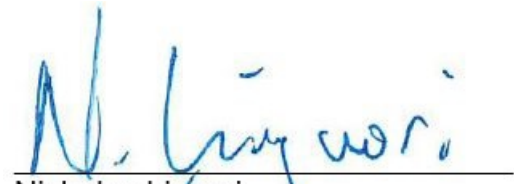
**LEVINE ACT DETERMINATION:**

This item is subject to the Levine Act.

Respectfully Submitted,

Recommended By:

  
Benjamin Montgomery  
City Manager

  
Nicholas Liguori  
Community Development Director

Attachments Amendment No. 3

## CITY OF CHINO HILLS

### AMENDMENT NO. 3 TO AGREEMENT NO. A2023-077

THIS AMENDMENT NO. 3 (“Amendment”) to Professional Services Agreement No. A2023-077 (the “Agreement”) is entered into by and between the CITY OF CHINO HILLS, a municipal corporation and general law city, hereinafter called “City,” and THE CODE GROUP, Inc. dba VCA CODE, a California corporation hereinafter called “Consultant,” collectively referred to as the “Parties.”

**WHEREAS**, the Parties entered into Professional Services Agreement No. A2023-077 on May 3, 2023; and

**WHEREAS**, on August 10, 2023, the Parties by Amendment No. 1 to Agreement No. A2023-077, increased the not-to-exceed amount to \$95,000 and replaced Exhibit B “Compensation” in its entirety with a new Exhibit B “Compensation;” and

**WHEREAS**, on January 10, 2024, the Parties by Amendment No. 2 to Agreement No. A2023-077, increased the not-to-exceed amount to \$145,000 and replaced Exhibit B “Compensation” in its entirety with a new Exhibit B “Compensation;” and

**WHEREAS**, the Parties desire to amend the Agreement to replace “Exhibit B-Compensation” in its entirety with a new “Exhibit B-Compensation,” and to increase the total not-to-exceed amount to \$215,000.

**NOW, THEREFORE**, in exchange for valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. The second sentence of Section 5 is hereby amended to read: “Total compensation shall not exceed \$215,000.”
2. Effective January 28, 2025, “Exhibit B – Compensation” shall be replaced in its entirety with the attached “Exhibit B – Compensation” and incorporated into the Agreement.
3. This Amendment may be executed in duplicate originals, each of which is deemed to be an original, and may be executed in counterparts. Electronically signed copies of this Amendment utilizing technology which conforms to the requirements in both Government Code Section 16.5 and 2 California Code of Regulations Section 22003 shall legally bind the parties to the same extent as original documents.
4. Except as modified by this Amendment No. 3 and the previous Amendment No. 2 and 1, all other terms and conditions of the Agreement remain the same.

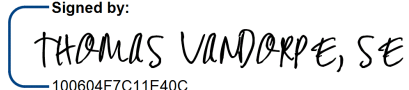
[Signatures to follow on next page.]

IN WITNESS WHEREOF, the Parties hereto have caused this Amendment to be executed as of the day and year last written below.

**CITY OF CHINO HILLS**

**THE CODE GROUP, INC. dba VCA  
CODE**

\_\_\_\_\_  
**Art Bennett  
Mayor**

Signed by:  
  
100604E7C11E40C  
\_\_\_\_\_  
**(Signature)**

**ATTEST:**

THOMAS VANDORPE, SE

\_\_\_\_\_  
**(Typed/Printed Name)**

CEO/President

\_\_\_\_\_  
**(Title)**

\_\_\_\_\_  
**Cheryl Balz  
City Clerk**

1/7/2025

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Signature)**

**APPROVED AS TO FORM**

\_\_\_\_\_  
**(Typed/Printed Name)**

\_\_\_\_\_  
**Mark D. Hensley  
City Attorney**

\_\_\_\_\_  
**(Title)**

\_\_\_\_\_  
**(Date)**



## Exhibit B Compensation

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VCA Code proposes the following competitive fee structure for building inspection and plan check services:

Service/Function (DOE)	*Hourly Rate (Overtime=1.5x)
Building Inspector	\$80 to \$90
Sr. Building Inspector / Combination Inspector	\$85 to \$100
ICC Plans Examiner	\$115 to \$125
Plan Check Engineer	\$125 to \$135
Structural Engineer / Specialist	\$140 to \$150
Expedited Plan Review	1.5x

\* Compensation is based on experience and agreement between the City and VCA.

**Notes:**

- VCA may charge a two (2) hour minimum for work.
- VCA charges the current IRS Mileage Rates for traveling to and from job sites.
- Rates may be adjusted annually based on CPI when agreed upon by the City.



## COUNCIL AGENDA STAFF REPORT

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TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS      DATE: JANUARY 28, 2025

FROM: CITY MANAGER      ITEM NO: 13

SUBJECT: AGREEMENT WITH RJM DESIGN GROUP, INC. FOR THE PREPARATION OF DESIGN PLANS AND SPECIFICATIONS FOR THE CITY YARD REHABILITATION & MODERNIZATION PROJECT

---

### RECOMMENDATION:

1. Rename the City Yard Painting & Building Modernization project (PF24002) in the Fiscal Year 2024-25 Capital Improvement Program to City Yard Rehabilitation & Modernization project and amend the scope to include the City Yard parking lot pavement rehabilitation.
2. Remove the City Yard Parking Lot Pavement Rehabilitation project (PF23004) from the Fiscal Year 2024-25 Capital Improvement Program and transfer funds to the City Yard Rehabilitation & Modernization project (PF24002).
3. Award an agreement to RJM Design Group, Inc. in the amount of \$212,519.00 for the preparation of design plans and specifications for the City Yard Rehabilitation & Modernization Project.
4. Authorize the City Manager, at his discretion, to approve cumulative change orders up to 10% (\$21,251.90) of the awarded agreement amount.
5. Determine this action to be exempt from review as a Class 1 Categorical Exemption under the California Environmental Quality Act of 1970, as amended, (California Public Resources Code § 21000, et seq., "CEQA") pursuant to Section 15301 of CEQA Guidelines.

### BACKGROUND/ANALYSIS:

The current Capital Improvement Program includes funding for the City Yard Painting & Building Modernization project (PF24002) and the City Yard Parking Lot Pavement Rehabilitation project (PF23004). Staff is recommending the consolidation of these projects, renaming the City Yard Painting & Building Modernization project to the City Yard Rehabilitation & Modernization project, and amending the scope to include the City Yard parking lot pavement rehabilitation. The consolidated project would include full interior rehabilitation and upgrades to the administration building and pavement rehabilitation and landscaping in the fleet parking lot. The project requires the preparation of design plans and specifications to facilitate the formal bid process.

RJM Design Group, Inc. (RJM) has been selected from a list of pre-qualified consultants approved by the City Council on November 14, 2023. RJM has extensive experience with similar projects for the City and is best qualified to promptly provide the most cost-effective design and comprehensive bid documents. RJM has demonstrated competence and has existing knowledge that will allow them to provide a design that is consistent with City

operations.

Staff requested a proposal from RJM for the City Yard Rehabilitation & Modernization design work. On December 5, 2024, the City received the proposal from RJM for the preparation of the preliminary design and construction plans for this project. The proposed cost is \$212,519.00.

As part of the proposal, RJM will complete the design work for the interior and exterior components, including but not limited to the following services:

1. Schematic Design
2. Design Development Services
3. Construction Documentation Services
4. Bidding Services
5. Construction Administration Services

**ENVIRONMENTAL (CEQA) REVIEW:**

The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Title 14 California Code of Regulations § 15301 as a Class 1 Categorical Exemption (Existing Facilities). The improvements involve maintenance and minor alterations to existing structures and replacement of existing surfacing and is not anticipated to have any significant impacts with regard to traffic, noise, air quality, or water quality.

**FISCAL IMPACT:**

The total estimated cost for this project is as follows:

Item Description	Amount
Design (RJM)	\$212,519.00
Design Contingencies (10%)	\$21,251.90
Construction	\$663,349.10
<b>Total Estimated Project Cost</b>	<b>\$897,120.00</b>

The current Capital Improvement Program has \$300,000 budgeted for the City Yard Rehabilitation & Modernization project (PF24002). The proposed transfer of funds from the City Yard Parking Lot Pavement Rehabilitation project (PF23004) to the City Yard Rehabilitation & Modernization project (PF24002) in the amount of \$597,120 (Water Utility Fund, \$313,690; Sewer Utility Fund, \$181,675; General Fund, \$62,105; L & L Admin Fund, \$39,650) which will result in a total project budget of \$897,120. The funding available for this project is as follows:

Project No.	Funding Source	Amount
PF24002	General Fund	\$115,175.00
PF24002	L&L Admin Fund	\$57,950.00
PF24002	Sewer Utility Fund	\$265,525.00
PF24002	Water Utility Fund	\$458,470.00
	<b>Total Project Funding</b>	<b>\$897,120.00</b>

**REVIEWED BY OTHERS:**

This item has been reviewed by the Finance Director and City Attorney.

**LEVINE ACT DETERMINATION:**

This item is subject to the Levine Act.

Respectfully Submitted,

Recommended By:



Benjamin Montgomery  
City Manager



Daniel Bobadilla  
Director of Public Works/City Engineer

Attachments Agreement

**AGREEMENT NO.  
FOR PROFESSIONAL SERVICES**

**CITY YARD REHABILITATION & MODERNIZATION PROJECT (PF24002)**

**THIS AGREEMENT**, made and entered into this 28th day of January, 2025, between the CITY OF CHINO HILLS, a California municipal corporation and general law city, hereinafter referred to as "City" and RJM DESIGN GROUP, INC., a California corporation, hereinafter referred to as "Consultant". In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. SCOPE OF SERVICES. Consultant agrees to perform the services set forth in Exhibit A "SCOPE OF SERVICES" attached hereto and made a part hereof. Consultant shall submit its work to the City for its review after completing each phase of the project as described in Exhibit A, or when otherwise requested by the City. Consultant shall, at its own cost, make any revisions of its own work as required by the City and re-do, at its own cost, any work which the City finds unsatisfactory due to Consultant's or subcontractor's errors or omissions. Consultant represents and warrants that it has the qualifications, experience and facilities to properly perform said services in a thorough, competent and professional manner and shall, at all times during the term of this Agreement, have in full force and effect, all licenses required of it by law. Consultants shall begin its services under this Agreement on January 29, 2025.

2. STATUS OF CONSULTANT. Consultant is and shall at all times remain as to the City a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, employees or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation or liability whatever against City, or bind City in any manner. Consultant shall not disseminate any information or reports gathered or created pursuant to this Agreement without the prior written approval of City except information or reports required by government agencies to enable Consultant to perform its duties under this Agreement.

3. CONSULTANT'S KNOWLEDGE OF APPLICABLE LAWS.  
(a) Consultant shall keep itself informed of applicable local, state and federal laws and regulations which may affect those employed by it or in any way affect the performance of its services pursuant to this Agreement. Consultant shall observe and comply with all such laws and regulations affecting its employees. City and its officers and employees, shall not be liable at law or in equity as a result of any failure of Consultant to comply with this section.

(b) LEVINE ACT. Consultant represents that it is familiar with the provisions of the Levine Act (Gov't Code § 84308) and hereby warrants that neither it nor any agent acting on its behalf has contributed more than \$250, in the aggregate, to any "officer" of the City of Chino Hills while a proceeding involving this Agreement was "pending," as those terms are defined in the Levine Act and its implementing regulations. Consultant further warrants that it will not make, or cause to be made, any contributions in violation of the Levine Act in the 12 months following the effective date of this Agreement. Consultant acknowledges and understands that a violation of the Levine Act is cause for termination of this Agreement.

4. PERSONNEL. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services hereunder and shall obtain the approval of the City Manager of all proposed staff members performing services under this Agreement prior to any such performance.

5. COMPENSATION AND METHOD OF PAYMENT. Compensation to the Consultant shall be as set forth in Exhibit B attached hereto and made a part hereof. Total compensation shall not exceed \$212,519. Payments shall be made within forty-five (45) days after receipt of each invoice as to all undisputed fees. If the City disputes any of consultant's fees it shall give written notice to Consultant within 30 days of receipt of an invoice of any disputed fees set forth on the invoice.

6. ADDITIONAL SERVICES OF CONSULTANT. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein or listed in Exhibit A, unless such additional services are authorized in advance and in writing by the City Manager. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by City Manager and Consultant at the time City's written authorization is given to Consultant for the performance of said services.

7. ASSIGNMENT. All services required hereunder shall be performed by Consultant, its employees or personnel under direct contract with Consultant. Consultant shall not assign to any subcontractor the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without the prior written consent of City Manager.

8. FACILITIES AND RECORDS. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to

the representatives of City or its designees at reasonable times to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

9. TERMINATION OF AGREEMENT. This Agreement will terminate on June 30, 2026. This Agreement may be terminated with or without cause by either party upon 30 days written notice. In the event of such termination, Consultant shall be compensated for non-disputed fees under the terms of this Agreement up to the date of termination.

10. COOPERATION BY CITY. All public information, data, reports, records, and maps as are existing and available to City as public records, and which are necessary for carrying out the work as outlined in the Scope of Services, shall be furnished to Consultant in every reasonable way to facilitate, without undue delay, the work to be performed under this Agreement.

11. OWNERSHIP OF DOCUMENTS. Upon satisfactory completion of, or in the event of termination, suspension or abandonment of, this Agreement, all original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall, become the sole property of City. With respect to computer files, Consultant shall make available to the City, upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

12. RELEASE OF INFORMATION/CONFLICTS OF INTEREST.

(a) All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization excepting that information which is a public record and subject to disclosure pursuant to the California Public Records Act, Government Code § 6250, et seq. Consultant, its officers, employees, agents or subcontractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.

If Consultant or any of its officers, employees, consultants or subcontractors does voluntarily provide information in violation of this Agreement, City has the right to reimbursement and indemnity from Consultant for any damages caused by Consultant's conduct, including the City's attorney's fees.

Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint,

subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

(b) Consultant covenants that neither they nor any officer or principal of their firm have any interest in, or shall they acquire any interest, directly or indirectly which will conflict in any manner or degree with the performance of their services hereunder. Consultant further covenants that in the performance of this Agreement, no person having such interest shall be employed by them as an officer, employee, agent, or subcontractor without the express written consent of the City Manager. Consultant further covenants that Consultant has not contracted with nor is performing any services directly or indirectly with any developer(s) and/or property owner(s) and/or firm(s) and/or partnerships owning property in the City or the study area and further covenants and agrees that Consultant and/or its subcontractors shall provide no service or enter into any agreement or agreements with any developer(s) and/or property owner(s) and/or firm(s) and/or partnerships owning property in the City or the study area prior to the completion of the work under this Agreement without the express written consent of the City Manager.

13. DEFAULT. In the event that Consultant is in default of any of the provisions of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Consultant.

14. INDEMNIFICATION.

(a) Consultant represents it is skilled in the professional calling necessary to perform the services and duties agreed to hereunder by Consultant, and City relies upon the skills and knowledge of Consultant. Consultant shall perform such services and duties consistent with the standards generally recognized as being employed by professionals performing similar service in the State of California.

(b) Indemnity For All Liabilities. City, its elected and appointed officials, officers, agents, employees and volunteers (individually and collectively, "Indemnitees") shall have no liability to Consultant or to any other person for, and Consultant shall indemnify and hold harmless the Indemnitees from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, levies, costs and expenses of whatever nature, including reasonable attorneys' fees, expert witness fees and disbursements ("Claims"), to the extent that they arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant. Consultant's duty to defend shall consist of reimbursement of defense costs incurred by City in direct proportion to the Consultant's proportionate percentage of fault. Consultant's percentage of fault

shall be determined, as applicable, by a court of law, jury or arbitrator. In the event any loss, liability or damage is incurred by way of settlement or resolution without a court, jury or arbitrator having made a determination of the Consultant's percentage of fault, the parties agree to binding arbitration to determine the Consultant's proportionate percentage of fault for purposes of determining the amount of indemnity and defense cost reimbursement owed to the City; Consultant and City shall each pay half the arbitrator's fees. Notwithstanding the above, in the event one or more defendants to a Claim is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the Consultant shall meet and confer with the City regarding unpaid defense costs.

(c) **Defense For All Non-Design Professional Liabilities.** Notwithstanding the foregoing and without diminishing any rights of the City under Section 14(b), for any liability, claim, demand, allegation against City arising out of, related to, or pertaining to any act or omission of Consultant, but which is not a design professional service, Consultant shall defend, indemnify, and hold harmless Indemnitees from and against any and all damages, costs, expenses (including reasonable attorneys' fees and expert witness fees), judgments, settlements, and/or arbitration awards, whether for personal or bodily injury, property damage, or economic injury, and arising out of, related to, any concurrent or contributory negligence on the part of the Consultant, except for the sole or active negligence of, or willful misconduct of the City.

(d) The Indemnitees need not have first paid any of the matters as to which the Indemnitees are entitled in order to be indemnified or defended as called for in this Section 14. The insurance required to be maintained by Consultant under paragraph 15 shall ensure Consultant's obligations under this paragraph 14, but the limits of such insurance shall not limit the liability of Consultant hereunder. The provisions of this paragraph 14 shall survive the expiration or earlier termination of this agreement.

15. INSURANCE.

A. Insurance Requirements. Consultant shall provide and maintain insurance acceptable to the City Attorney in full force and effect throughout the term of this Agreement, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Consultant, its agents, representatives or employees. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-:VII, unless otherwise approved and accepted by the City Manager or his/her designee in writing. Consultant shall provide the following scope and limits of insurance:

(1) Minimum Scope of Insurance. Coverage shall be at least as broad as:

(a) Insurance Services Office form Commercial General Liability coverage (Occurrence Form CG 0001).

(b) Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, including code 1 "any auto" and endorsement CA 0025, or owned, hired, non-owned, scheduled, non-scheduled or

rented vehicles, (or combination thereof dependent upon working being performed under contract), or equivalent forms subject to the written approval of the City.

(c) Workers' Compensation insurance as required by the Labor Code of State of California and Employer's Liability insurance and covering all persons providing services on behalf of the Consultant and all risks to such persons under this Agreement.

(d) Errors and omissions liability insurance appropriate to the Consultant's profession.

(2) Minimum Limits of Insurance. Consultant shall maintain limits of insurance no less than:

(a) General Liability: \$2,000,000 per occurrence (\$4,000,000 aggregate) for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the activities related to this Agreement or the general aggregate limit shall be twice the required occurrence limit.

(b) Automobile Liability: \$2,000,000 combined single limit per accident for bodily injury and property damage.

(c) Workers' Compensation and Employer's Liability: Workers' Compensation as required by the Labor Code of the State of California and Employers Liability limits of \$1,000,000 per accident.

(d) Errors and Omissions Liability: \$1,000,000 per claim.

If coverage is maintained on a claims-made basis, Consultant shall maintain such coverage for an additional period of three (3) years following termination of the contract.

B. Other Provisions. Insurance policies required by this Agreement shall contain the following provisions:

(1) All Policies. Each insurance policy required by this paragraph 15 shall be endorsed and state the coverage shall not be suspended, voided, canceled by the insurer or either party to this Agreement, reduced in coverage or in limits except after 30 days' prior written notice by Certified mail, return receipt requested, has been given to the City.

(2) General Liability and Automobile Liability Coverages.

(a) City, its officers, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities Consultant performs, products and completed operations of Consultant; premises owned, occupied or used by Consultant, or automobiles owned, leased or hired or borrowed by Consultant. The coverage shall contain no special limitations on the scope of protection afforded to City, its officers, officials, or employees.

(b) Consultant's insurance coverage shall be primary insurance as respect to City, its officers, officials, employees and volunteers. Any insurance or self insurance maintained by City, its officers, officials, employees or volunteers shall apply in excess of, and not contribute with, Consultant's insurance.

(c) Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(d) Any failure to comply with the reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or volunteers.

(3) Workers' Compensation and Employer's Liability Coverage. Unless the City Manager otherwise agrees in writing, the insurer shall agree to waive all rights of subrogation against City, its officers, officials, employees and agents for losses arising from work performed by Consultant for City.

C. Other Requirements. Consultant agrees to deposit with City, at or before the effective date of this contract, certificates of insurance necessary to satisfy City that the insurance provisions of this contract have been complied with. The City Attorney may require that Consultant furnish City with copies of original endorsements effecting coverage required by this Section. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. City reserves the right to inspect complete, certified copies of all required insurance policies, at any time.

(1) Consultant shall furnish certificates and endorsements from each subcontractor identical to those Consultant provides.

(2) Any deductibles or self-insured retentions must be declared to and approved by City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims.

(3) The procuring of such required policy or policies of insurance shall not be construed to limit Consultant's liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement.

16. NONDISCRIMINATION/NONPREFERENTIAL TREATMENT STATEMENT. In performing this Agreement, the Parties shall not discriminate or grant preferential treatment on the basis of race, sex, color, age, religion, sexual orientation, disability, ethnicity, or national origin, and shall comply, to the fullest extent allowed by law, with all applicable local, state and federal laws relating to nondiscrimination.

17. UNAUTHORIZED ALIENS. Consultant hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act (8 U.S.C.A. & 1101, et seq.), as amended; and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Consultant so employ such unauthorized aliens for the performance of work and/or services covered by this contract, and should the Federal Government impose sanctions against the City for such use of unauthorized aliens, Consultant hereby agrees to, and shall, reimburse City for the cost of all such sanctions imposed, together with any and all costs, including attorneys' fees, incurred by the City in connection therewith.

18. ENTIRE AGREEMENT. This Agreement is the complete, final, entire and exclusive expression of the Agreement between the parties hereto and supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that no representations by any party which are not embodied herein and that no other agreement, statement, or promise not contained in this Agreement shall be valid and binding.

19. GOVERNING LAW. The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the San Bernardino County Superior Court.

20. ASSIGNMENT OR SUBSTITUTION. City has an interest in the qualifications of and capability of the persons and entities who will fulfill the duties and obligations imposed upon Consultant by this Agreement. In recognition of that interest, neither any complete nor partial assignment of this Agreement may be made by Consultant nor changed, substituted for, deleted, or added to without the prior written consent of City. Any attempted assignment or substitution shall be ineffective, null, and void, and constitute a material breach of this Agreement entitling City to any and all remedies at law or in equity, including summary termination of this Agreement. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

21. MODIFICATION OF AGREEMENT. The terms of this Agreement can only be modified in writing approved by the City Council and the Consultant. The parties agree that this requirement for written modifications cannot be waived and any attempted waiver shall be void.

22. AUTHORITY TO EXECUTE. The person or persons executing this Agreement on behalf of Consultant warrants and represents that he/she/they has/have the authority to execute this Agreement on behalf of his/her/their corporation and warrants and represents that he/she/they has/have the authority to bind Consultant to the performance of its obligations hereunder.

23. NOTICES. Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal delivery, (ii) delivery by a reputable document delivery service, such as, but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice. In addition to one of the three methods set forth above, the parties are encouraged to provide a copy of said notice by email at the email address listed below:

City.

Attention: City Clerk  
City of Chino Hills  
14000 City Center Drive  
Chino Hills, California 91709

Email: cityclerk@chinohills.org

Consultant.

Attention: Larry P. Ryan  
RJM Design Group, Inc.  
31591 Camino Capistrano  
San Juan Capistrano, CA 92675

Email: larryr@rjmdesigngroup.com

The notices shall be deemed to have been given as of the date of personal service, or three (3) days after the date of deposit of the same in the custody of the United States Postal Service.

24. CONSISTENCY. In interpreting this Agreement and resolving any ambiguities, the main body of this Agreement takes precedence over the attached Exhibits; this Agreement supersedes any conflicting provisions. Any inconsistency between the Exhibits will be resolved in the order in which the Exhibits appear below:

- A. Exhibit A: Scope of Services
- B. Exhibit B: Compensation

25. SEVERABILITY. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of the other provisions of this Agreement.

26. EXECUTION IN COUNTERPARTS; ELECTRONIC SIGNATURES. This Agreement may be executed in duplicate originals, each of which is deemed to be an original, and may be executed in counterparts. Electronically signed copies of this Agreement utilizing technology which conforms to the requirements in both Government Code Section 16.5 and 2 California Code of Regulations Section 22003 shall legally bind the parties to the same extent as original documents.

[Signatures on next page]

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed the day and year first above written.

**CITY OF CHINO HILLS**

**RJM DESIGN GROUP, INC.**

\_\_\_\_\_  
**Art Bennett**  
**Mayor**

Signed by:  
*Larry P. Ryan*  
B36563775005437...  
\_\_\_\_\_  
**(Signature)**

**ATTEST:**

Larry P. Ryan                      President  
\_\_\_\_\_  
**(Printed Name/Title)**

\_\_\_\_\_  
**Cheryl Balz**  
**City Clerk**

1/14/2025  
\_\_\_\_\_  
**(Date)**

**(Date)**

Signed by:  
*Anita Weaver*  
184E10E2BC494D7...  
\_\_\_\_\_  
**(Signature)**

**APPROVED AS TO FORM:**

Anita Weaver                      CFO  
\_\_\_\_\_  
**(Printed Name/Title)**

\_\_\_\_\_  
**Mark D. Hensley**  
**City Attorney**

1/14/2025  
\_\_\_\_\_  
**(Date)**

## EXHIBIT A SCOPE OF SERVICES

Consultant will provide design, construction documentation, bidding, and construction administration professional services for the City Yard Rehabilitation & Modernization project.

### **INTERIOR AND EXTERIOR IMPROVEMENTS**

#### **I. Exterior Parking Lot Improvements at Fleet parking lot**

- a. Create 5x planter islands for Shade trees
- b. Supply soil growth test at planter islands to ensure optimum soil conditions for plant growth
- c. Slurry seal existing parking lot
- d. Provide new striping of parking lot and locations of planters

#### **II. Interior Tenant Improvements**

- a. Replace all ceiling grid and tile congruent with AC work (separate scope).  
New ceiling elsewhere to match
- b. New flooring throughout the facility
- c. Wall paint throughout the facility
- d. New interior signage throughout the building
- e. New millwork throughout to match areas of work
- f. Reception (Room 101)
  - i. Conceptual layout for 2 equal modular furniture workstations. No built-in millwork anticipated. Modular furniture not included in scope.
- g. Offices (102, 103, 104, 105, 106)
  - i. update the windows facing the corridor. Few options outlined:
    1. Keep windows, remove wood framing and modernize
    2. Remove windows and add new sidelight next to the existing doors
  - ii. Doors
    3. Keep doors and look to modernize
    4. Replace wood frames with modern alternatives
- h. Office (107)
  - i. System furniture not in scope
  - ii. Demo existing workroom millwork
  - iii. System furniture not in scope
  - iv. Remove window facing corridor
- i. Work Room (119)
  - i. Square off wall
  - ii. Move mail inside the room
  - iii. Millwork with specific functions per concept images
- j. File & Map Room (118) / Office (125)
  - i. Demo existing workroom millwork, re-design the room with new millwork to match other areas.
- k. Conference Room (124)
  - i. Remove all interior windows between conference room and office 123
- l. Break Room (127)
  - i. Create more space
  - ii. Reconfigure appliances and overall layout for better traffic flow and efficiency.

- iii. Look at squaring off the room and taking space from the large hall (128)
- iv. Move the opening away from Office (129) and create opening towards Hall (130)
- m. Women's Restroom (131) / Women's Shower (132) / Women's Locker (133)
  - i. Modernize bathroom - new fixtures, counter, wall treatment, flooring
  - ii. Rearrange the shower for more privacy and provide adjacent changing area with privacy
  - iii. Move lactation / nursing room out of the locker room to Office 153
- n. Men's Restroom (135) / Men's Shower (136) / Men's Locker (137)
  - i. Modernize bathroom - new fixtures, counter, wall treatment, flooring
- o. Gym
  - i. Enlarge - move wall to extend room
  - ii. New permanent flooring
  - iii. Add access corridor through Office 153
- p. Lunchroom (146)
  - i. New cabinets - for upper cabinets above counter, take them all the way to the ceiling
  - ii. Deeper counters
  - iii. Two sinks
  - iv. New stove and range hood
  - v. New refrigerator
  - vi. Cubbies for microwaves
  - vii. Kitchen layout studies with retractable serving counter and flexible seating for multiple groups
  - viii. Confirm location of drinking fountain or water dispenser

## **SCOPE OF SERVICES**

Consultant assumes all coordination with SCE for work in the SCE easement to be per city processing.

### **I. SCHEMATIC DESIGN**

- A. Review City Provided "As Built" plans
- B. Prepare overall site area base plan based on City provided "as built". Note: the preparation of an overall aerial and topographic survey has been included as an additional service.
- C. Provide schematic, hand drawn plan of East Parking Lot locating proposed shade trees and planter headers
- D. Based on program requirements, Architect will prepare schematic design studies for the building which may offer one or more possible solutions to City Staff for selection and approval. These studies will include:
  - 1. diagrammatic building plans
  - 2. interior elevations of critical spaces
  - 3. Design presentation that will include concept images, material palettes, light fixtures, plumbing fixtures, appliances and any other elements that will further illustrate design intent.
  - 4. Design ceiling and lighting concept.
  - 5. Provide design options for typical room signage.
- E. Architect will participate in stakeholder meetings to understand the operational program with the City Staff and review / confirm project requirements

- F. Prepare digital package for presentation.
- G. Meet with City staff to review digital presentation

MEETINGS: (1) Virtual Meeting with City Staff

PRODUCTS: Base Plan for East Parking Lot, Schematic, hand drawn plan of east parking lot with shade trees and planter headers, and Digital presentation showing Schematic level design studies of building interior.

## II. DESIGN DEVELOPMENT SERVICES

- A. Update tree species and locations of planter islands based on City feedback
- B. Provide layout of parking stalls, tree islands, and drive aisles in digital format
- C. Attend site visit for collection of soil samples in parking lot. Consultant assumes equipment and labor required to remove asphalt in locations of required soil samples to be provided by client.
- D. Catalogue soil samples and coordinate with soil lab
- E. Further develop all high design areas such as: lobby, breakroom, kitchen, work room, etc. as required to ensure client needs are met throughout the space
- F. Develop design standard for typical room signage
- G. Provide Design Development level package including finish plans and schedules to reflect approved finishes, reflected ceiling plans and lighting schedule, and interior elevations of applicable spaces
- H. Prepare digital package for presentation
- I. Prepare for and attend review meeting with City Staff

MEETINGS: (1) Virtual Meeting with City Staff, (1) site visit

PRODUCTS: Digital Design Development package of tenant improvements and exterior parking lot, soil sample report, Preliminary Cost Estimate

## III. CONSTRUCTION DOCUMENTATION SERVICES

- A. Develop refined base plans in digital format based on City Staff feedback.
- B. Prepare construction drawings at 1" =20'-0" scale, on 24" x 36" sheets. These documents will encompass:
  - 1. Title Sheets
  - 2. Exiting diagrams
  - 3. Door & Hardware Schedule
  - 4. Demolition Plans
  - 5. Partition Plans
  - 6. Reflected Ceiling Plans
  - 7. Finish Plans
  - 8. Interior elevations with finish materials
  - 9. Parking Area Slurry and Striping plan
  - 10. Construction Details
  - 11. Planting Plan/Details
  - 12. Technical Specifications
  - 13. Sheet Notes

*Note: Scope does not include the preparation of irrigation plans. Planter areas to be hand watered.*

- C. Submit plans to the City of Chino for plan check.
- D. Meet with City of Chino Hills staff to review plan check comments. Submit and revise drawings per two (2) City plan check reviews.
- E. Submit Technical Specifications on 8 ½" x11" format for packaging by the City.
- F. Prepare an opinion of probable construction cost at 100% CDs.
- G. Prepare bid form to be included in City Standard Boiler Plate.

MEETINGS: (2) Virtual Meetings with City Staff

PRODUCTS: 100% CD Bid Set, 100% Specifications, 100% CD Cost Estimate. Note: City Boiler Plate Specifications to be provided by City Staff

#### **IV. BIDDING SERVICES**

RJM shall assist the City with the Bidding Phase of the project. Questions, clarifications, or conflicts arising out of the bidding process will be resolved by addenda prepared by the Consultant. Addenda to the contract for construction shall be prepared in writing to document any clarification or modification made to the contract documents. In addition, the consultant shall attend a pre-bid conference and assist the City in reviewing the bid submittals.

#### **V. CONSTRUCTION ADMINISTRATION SERVICES**

RJM and our team will attend monthly, (anticipate 12 months) job site meetings for the duration of the construction period to generally review and evaluate the construction schedule, monitor performance, review quality control standards, and provide assistance for any clarification or revision to the contract documents for construction. Shop drawings and related submittals shall be reviewed and returned to the consultant for appropriate action. The Contractor's requests for information, proposal requests, and related communications shall be attended to on a regular basis. Consultant will review change order requests by City staff, issue requests for change orders to the contractor, review the contractors change orders and issue recommendations to City staff for action.

Upon completion of the Construction Phase the Consultant shall organize and conduct a final walk-through and review as needed. A final punch list for all required corrections and remaining work shall be prepared.

During the Construction Administration Phase of the project, the following services shall be furnished and billed at an hourly rate:

##### **A. Pre-construction Conference**

A pre-construction conference shall be organized and conducted to brief all parties concerned with general and special requirements of the contract for construction. Procedural matters, routing of information, and project representatives shall be defined. Attendees shall include representatives from the City staff, the Consultant, the Contractor, and all major subcontractors.

B. Job Site Meetings

Job site meetings shall be scheduled and conducted by the Consultant for the same day and time through the duration of the project. Scheduling, coordination, requests for information, and changes to the contract for construction are routinely monitored. The consultant shall publish and distribute a field report for each job site meeting, documenting the progress of construction and specifically noting current and delinquent action items.

C. Submittal and Shop Drawing Review

The Consultant shall review all required shop drawings and related submittals as required by the contract documents.

D. Project Close-Out

At the completion of the Construction Phase a final job site meeting and review of the entire facility shall be conducted. A final punch list will be published and distributed by the Consultant to all parties concerned, specifically noting required corrections, non-conforming work, and work remaining to be completed. A second walk-through shall be conducted when all punch list items have been corrected, at which time a Final Notice of Completion shall be filed by The City of Chino Hills. Conduct a final walk through approximately 80 days after completion of construction to conduct a warranty review site walk with Owner.

**PROJECT UNDERSTANDING/STRATEGY**

A. Building Mechanical Improvements

1. Air conditioning systems and ductwork are existing to remain and assumed to be adequate. Design for branch ductwork will be provided only in areas where partitions are moved/added. Drawings will include specifications for in-place replacement of existing diffusers and grilles.
2. Ventilation as required for new/modified shower room and lunchroom.
3. Construction documents will include all equipment specifications, schedules, calculations, equipment location, ductwork, and details.
4. Title 24 calculations and forms will be provided for new/altered envelope and/or mechanical systems, as required.

B. Building Electrical Improvements

1. It is assumed that the electrical service is existing to remain and adequate to support the new work
2. Construction documents will include connection of powered devices, lighting, and HVAC equipment.
3. New power plans will be provided for rooms Reception (Room 101), Office (107), Work Room (119), File & Map Room (118), Office (125), Break Room (127), Women's Restroom (131) / Women's Shower (132) / Women's Locker (133), Men's Restroom (135) / Men's Shower (136) / Men's Locker (137), Gym, Lunchroom (146). All other power layouts will remain.
4. Light fixture layout and specification will be performed to meet the design criteria as well as energy usage limitations.

5. Drawings will show circuitry, specifications, calculations, single line diagrams, control diagrams, device location, and details.
  6. The emergency egress pathway photometric will be provided to illustrate lighting levels during an outage.
  7. Title 24 for lighting and electrical systems:
    - a. Calculations and forms will be provided for the non-residential indoor lighting installation.
- C. Building Plumbing Improvements
1. Design includes domestic water and waste for modified shower, a new kitchen sink, and kitchen water dispenser. All other piping systems are existing to remain and assumed to be adequate. Drawings will include specifications for in-place replacement of existing plumbing fixtures throughout.
  2. Water service – Existing to remain and assumed to be adequate
  3. Sewer service – Existing to remain and assumed to be adequate.
  4. Plumbing drawings will show fixtures, specifications, risers, details, and calculations, as applicable.
- D. Building Structural Improvements. Note: Structural work related to Tenant Improvement will be performed as required per the project's needs as an additional service.
1. One site visit to verify existing structural conditions & review as-built drawings
  2. Verify all area of work wall demos are not structural
  3. Verify new range hood will not have any structural impact to existing roof framing
  4. Verify there are no structural concerns with adding new sidelights adjacent to doors if the windows are removed for all offices with windows on the corridor
    - a. New sink to be installed in Lunchroom 146 and shower rearrangement at Room 132. Verify new plumbing will have no impact on existing foundation slab
- E. Building Fire Sprinkler Improvements
1. It is assumed that the fire sprinkler design will be only for areas in which spaces are being reconfigured and/or new/moved partitions.
  2. Fire sprinkler drawings shall include basis of design for the design-build Fire Sprinkler contractor.
  3. Schematic level design will include approximate head locations and quantities and riser locations for architectural coordination.
  4. Design and specifications will be provided for dry-type fire suppression system to serve the data room.
- F. Building Fire Alarm Improvements
1. It is assumed that the fire alarm design will be only for areas in which spaces are being reconfigured and/or new/moved partitions.
  2. Fire alarm drawings shall include basis of design for the design-build Fire Alarm contractor.
  3. Schematic level design will show device locations, cabling, conduit, specifications, and details, as appropriate.

G. Building Low Voltage Improvements

1. It is assumed that the technology upgrades will be only for areas in which spaces are being reconfigured and/or new/moved partitions.

EXHIBIT B  
COMPENSATION

Our proposed fee allowance shall be billed on an hourly basis per the attached hourly fee schedule. This fee includes all costs to be incurred by RJM Design Group, Inc.

**FEE SUMMARY-TENANT IMPROVEMENT**

Fee includes all work done by architectural subconsultants for interior and exterior tenant improvements and parking lot upgrades including civil, mechanical, plumbing, electrical, fire alarm, fire sprinkler, and low voltage. Due to unknown conditions in the building, some structural engineering design services may or may not be needed. Structural engineering fee has been broken down by task below and is listed as a not to exceed fee.

PHASE 1: Schematic Design	\$ 23,559
PHASE 2: Design Development	\$ 43,509
PHASE 3: Construction Documentation	\$ 75,638
PHASE 4: Bidding	\$ 7,501
PHASE 5: Construction Administration	\$ 26,306
**Interior Structural Engineering Not To Exceed:	<u>\$ 31,006</u>
<b>TOTAL ARCHITECTURAL FEE:</b>	<b>\$ 207,519</b>
REIMBURSABLE ALLOWANCE:	\$ 5,000
<b>TOTAL FEE:</b>	<b><u>\$ 212,519</u></b>

**STRUCTURAL ENGINEERING BREAKDOWN:**

TASK A1: Verify all interior wall removals	\$ 3,324
TASK A2: Retrofit design to accommodate the wall removal	\$ 10,120
TASK B1: Verify structural impact on the new range hood on the existing roof structure	\$ 2,059
TASK B2: Retrofit (Design) the roof structure as need to accommodate the hood vent	\$ 3,795
TASK C1: Verify structural impact by all door sidelight additions as needed	\$ 2,059
TASK C2: Retrofit (Design) to accommodate the new door sidelight addition as needed	\$ 5,060
TASK D1: Verify structural impact on new kitchen sink plumbing	\$ 1,426
TASK D2: Retrofit (Design) to accommodate the sink plumbing addition	<u>\$ 3,163</u>

**TOTAL STRUCTURAL ENGINEERING FEE NOT TO EXCEED: \$ 31,006**

## **REIMBURSABLE EXPENSES**

When incurred, the following project expenses will be billed at cost plus 15% administrative fee in addition to the above professional services fee:

- Printing, plotting, copying, scanning, photography, graphic expenses
- Delivery, shipping, and handling of documents
- Permits, plan check, and inspection fees.
- City business license
- Soil Growth Test (Estimated at \$2,000)

## **PAYMENTS**

Payments are due and payable on a monthly basis following the completion of any substantial phase of work.

## **ADDITIONAL SERVICES**

Professional services not specifically identified in the scope of work will be considered additional services and may be performed at City's request, reimbursable at Consultant's standard hourly rates. Additional services may include, but are not limited to:

- Should an aerial topographic survey for base information be required, an aerial can be provided for an additional fee of \$9,500.
- Any additional construction documentation sheets such as grading and drainage plans, and water/sewer plans not included in this scope of work shall be completed in accordance with the Standard Hourly Fee Schedule
- Any Water Quality regulatory requirements including but not limited to creation of a WQMP, LID/Hydromodification Treatment Designs, Hydrology reports, NPDES- SWPPP/NOI plans shall be completed in accordance with the Standard Hourly Fee Schedule.
- Any requested refinements to the designs following the revised conceptual package presented to the city, or creation of virtual simulations as a result of City review shall be completed in accordance with the Standard Hourly Fee Schedule.
- Additional plans or exhibits requested by the client in addition to the specific tasks outlined in the Scope of Services shall be completed in accordance with the Standard Hourly Fee Schedule.
- Additional meetings, as requested, shall be in accordance with the Standard Hourly Fee Schedule.
- Specialized billing or accounting forms, invoices, spreadsheets.
- Engagement of other consultants not specifically identified below.

**CONSULTANT'S HOURLY RATES**

Compensation for services will be billed hourly at our standard rates below:

**RJM DESIGN GROUP, INC.**

Principal Landscape Architect	\$220.00 per hour
Associate Landscape Architect	\$195.00 per hour
Landscape Architect / Project Manager	\$180.00 per hour
Job Captain / Landscape Designer	\$165.00 per hour
CADD Technician/Graphics	\$150.00 per hour
Administrative Staff	\$105.00 per hour

**CIVTEC - Civil Engineering**

Principal	\$225.00 per hour
Project Manager	\$175.00 per hour
Project Engineer	\$150.00 per hour
Project Surveyor	\$175.00 per hour
Design Engineer	\$125.00 per hour
Draftsperson	\$ 95.00 per hour
Project Assistant	\$ 80.00 per hour
Man Survey Crew	\$350.00 per hour
Man Survey Crew	\$525.00 per hour

**ASULON ARCHITECTURE & DESIGN**

Senior Principal / Design	\$210.00 per hour
Principal	\$180.00 per hour
Senior Associate	\$165.00 per hour
Associate	\$135.00 per hour
Technical Staff IV	\$110.00 per hour
Technical Staff III	\$ 95.00 per hour
Technical Staff II	\$ 85.00 per hour
Technical Staff I/Administrative/Operations	\$ 55.00 per hour

Billings for all time and materials and contract extension work shall be in accordance with the level of work performed based on the categories listed above.



## COUNCIL AGENDA STAFF REPORT

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TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS      DATE: JANUARY 28, 2025

FROM: CITY MANAGER      ITEM NO: 14

SUBJECT: AWARD OF CONTRACT - GRAND AVENUE PARK LIGHTING PROJECT

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### RECOMMENDATION:

1. Award a contract to Ace Electric, Inc. in the amount of \$492,000 for the Grand Avenue Park Lighting project.
2. Authorize the City Manager, at his discretion, to approve cumulative change orders up to 10% (\$49,200) of the awarded contract amount.
3. Determine the project to be exempt from review under the California Environmental Quality Act of 1970, as amended, Public Resources Code Section 21000 seq. ("CEQA"), pursuant to Section 15302 of CEQA Guidelines.

### BACKGROUND/ANALYSIS:

On November 12, 2024, the City Council approved the specifications/scope of work for the Grand Avenue Park Lighting project and adopted Resolution No. 2024R-087, approving the design and authorizing staff to solicit bids for construction. The project consists of the LED retrofit of 96 High-Intensity Discharge (HID) high-mast stadium lights and various electrical upgrades at Grand Avenue Park.

On December 19, 2024, seven bids were received and are summarized as follows:

CONTRACTOR	BID
Sactown Contractors Corp dba Sactown Construction Pros	\$143,100 (Rejected, No Bid Bond)
Ace Electric, Inc.	\$492,000
F.E.C. Electric, Inc.	\$539,349
Rancho Pacific Electric Construction	\$575,300
Bear Electrical Solutions	\$582,000
Servitek Electric, Inc.	\$714,535
MC Electric	\$759,936

Ace Electric, Inc. was announced as the apparent low bidder at the bid opening. The licensing and bonding information included in their bid has been reviewed, and they meet the minimum requirements. Ace Electric, Inc.'s bid was below the City's cost estimate of \$600,000. Therefore, staff recommends that the City Council award a contract in the amount of \$492,000 to Ace Electric, Inc.

**ENVIRONMENTAL (CEQA) REVIEW:**

The project has been determined to be exempt as a Class 2(c) Categorical Exemption (replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity), pursuant to Section 15302 of CEQA Guidelines for the California Environmental Quality Act of 1970, as amended, Public Resources Code Section 21000 et seq.

**FISCAL IMPACT:**

The total estimated cost for this project is as follows:

Item	Amount
Construction	\$492,000
Contingencies (10%)	49,200
Miscellaneous	58,800
<b>Total</b>	<b>\$600,000</b>

The current Capital Improvement Program has \$600,000 budgeted for the Grand Avenue Park Lighting project. The funding available for this project is as follows:

Project No.	Funding Source	Amount
PK23003	General Fund	\$600,000
	<b>Total Approved Funding</b>	<b>\$600,000</b>

**REVIEWED BY OTHERS:**

This item has been reviewed by the Finance Director and the City Attorney.

**LEVINE ACT DETERMINATION:**

This item is not subject to the Levine Act.

Respectfully Submitted,

Recommended By:



Benjamin Montgomery  
City Manager



Daniel Bobadilla  
Director of Public Works/City Engineer

Attachments Agreement

**AGREEMENT NO.  
PUBLIC CONSTRUCTION AGREEMENT**

**GRAND AVENUE PARK LIGHTING PROJECT – PK23003**

This AGREEMENT is entered into as of the date last signed below, by and between the CITY OF CHINO HILLS, a California municipal corporation and general law city (“THE CITY”) and ACE ELECTRIC, INC., a California corporation (“THE CONTRACTOR”).

**1. WORK.**

- 1.1 THE CONTRACTOR will provide all work required by the Contract Documents (the “Work”). THE CONTRACTOR agrees to do additional work if ordered by THE CITY in accordance with the Contract Documents.
- 1.2 THE CONTRACTOR and THE CITY agree to abide by the terms and conditions contained in the Contract Documents;
- 1.3 THE CONTRACTOR will furnish all of the labor; supplies and materials; equipment; printing; vehicles; transportation; office space and facilities; all tests, testing and analyses; incidentals for all work involved; and all matters whatsoever (except as otherwise expressly specified to be furnished by THE CITY) needed to perform and complete the Work and provide the services required of THE CONTRACTOR by the Contract Documents.
- 1.4 “Contract Documents” means this Contract and the following documents, whether created before or after contract execution:

Documents created before contract execution:

- Notice Inviting Bids;
- Instructions to Bidders;
- Supplementary Instructions to Bidders;
- Bid Proposal;
- Bid Bond;
- Exhibit A - Insurance Requirements;
- Exhibits (Other): \_\_\_\_\_
- Project Specifications (Document entitled, “Notice to Bidders, Proposal, Contract, and Special Provisions including appendices, and addenda) (by reference);
- Project Design Plans;
- Technical Specifications;
- Supplementary Conditions;
- List of Drawings;
- Drawings;
- Standard Specifications For Public Works Construction, 2024 ed. (“Greenbook”) (by reference);

- Standard Plans For Public Works Construction, 2021 ed. (SPPWC) (by reference);
- City of Chino Hills Standard Drawing and Specifications (by reference);

Documents created after contract execution:

- Labor and Material Payment Bond (by reference);
- Performance Bond (by reference);
- Notice to Proceed (by reference);
- Notice of Completion (by reference);
- Change Orders and Work Change Directives (if applicable);
- Public Improvement Warranty Bond (if applicable);
- As-Built Plans / Record Drawings (upon completion, if applicable); and

Documents created before or after execution:

- All other documents identified in the Contract Documents, which together form the contract between THE CITY and THE CONTRACTOR for the Work.

The Contract Documents constitute the complete agreement between THE CITY and THE CONTRACTOR.

- 2. CONTRACT SUM.** THE CITY agrees to pay THE CONTRACTOR a sum not to exceed \$492,000 for the Work in the manner set forth in the Contract Documents. THE CITY may adjust this amount as set forth in the Contract Documents. Payment shall not be made more often than once every 30 days, nor shall an amount paid be in excess of 95 percent of the contract at the time of completion. Final payment will be made within 45 days after the project is accepted as complete by the City Council or City Manager. THE CONTRACTOR may, upon THE CONTRACTOR'S written request, and if approved by the City Council or City Manager, at THE CONTRACTOR'S expense, deposit substitute securities, as stated in Government Code section 16430, and as authorized by Public Contract Code section 22300, in lieu of retention monies withheld to ensure performance.
- 3. SECURITIES.** Within 10 working days of the Contract date, THE CONTRACTOR shall furnish a labor and material payment bond in an amount equal to one hundred percent (100%) of the contract price, and a faithful performance bond in the amount equal to one hundred percent (100%) of the contract price. Said bonds shall be secured from a surety company admitted and authorized to do business in California as such and satisfactory to THE CITY. Upon filing the Notice of Completion, THE CONTRACTOR shall be required to maintain a labor and material payment bond for a period of seven (7) months. Additionally, the faithful performance bond amount shall be reduced to an amount equal to fifteen percent (15%) of the contract price and shall remain in effect until the end of all warranty periods set forth in the Contract Documents, or, if no warranty period is specified, for a period of twelve (12) months

after filing of the Notice of Completion. (Note: Securities are not required if contract amount is less than \$25,000.) To the extent that the requirements set forth in Section 1-7.2 of the Greenbook do not conflict with this section, the requirements of Section 1-7.2 apply to this Agreement.

**4. INDEMNIFICATION AND DEFENSE.** THE CONTRACTOR will bear all losses and damages directly or indirectly resulting to it, to THE CITY, its officers, employees, and agents, or to others on account of the performance or character of the work, unforeseen difficulties, accidents, traffic control, job site maintenance, or any other causes whatsoever. THE CONTRACTOR agrees to indemnify, defend, and hold THE CITY, its employees, agents, officials, officers, volunteers, and engineer (collectively, "Indemnitees") harmless against any and all claims arising from THE CONTRACTOR'S acts or omissions and for any costs or expenses incurred by THE CITY, or its agents, officers, officials, volunteers, and employees, or engineer on account of any claim, therefore. THE CONTRACTOR'S obligations under this section apply regardless of whether or not such claim, charge, damage, demand, action, proceeding, loss, stop notice, cost, expense, judgment, civil fine or penalty, or liability was caused in part or contributed to by an Indemnitee. However, without affecting the rights of THE CITY under any provision of this Agreement, THE CONTRACTOR shall not be required to indemnify and hold harmless THE CITY for liability attributable to the active negligence of indemnitees, provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction. In instances where an Indemnitee is shown to have been actively negligent and where Indemnitee's active negligence accounts for only a percentage of the liability involved, the obligation of THE CONTRACTOR will be for that entire portion or percentage of liability not attributable to the active negligence of the Indemnitee. In accordance with Civil Code § 2782, nothing in this section will require defense or indemnification for death, bodily injury, injury to property, or any other loss, damage or expense arising from the sole negligence or willful misconduct of THE CITY, or its agents, servants or independent contractors who are directly responsible to THE CITY, or for defects in design furnished by such persons. The requirements as to the types and limits of insurance coverage to be maintained by THE CONTRACTOR as required by the Contract Documents, and any approval of such insurance by THE CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by THE CONTRACTOR pursuant to the Contract Documents, including, without limitation, the provisions concerning indemnification. No act by THE CITY, or its representatives in processing or accepting any plans, in releasing any bond, in inspecting or accepting any work, or of any other nature, will in any respect relieve THE CONTRACTOR or anyone else from any legal responsibility, obligation or liability he might otherwise have. This provision shall survive the termination of this Agreement.

**5. INSURANCE.** THE CONTRACTOR must secure and maintain throughout the term of the Agreement the types of insurance coverage and corresponding policy limits detailed in the attached **EXHIBIT A – INSURANCE REQUIREMENTS**, incorporated hereon into this Agreement by this reference.

## 6. TIME FOR PERFORMANCE.

- 6.1 THE CONTRACTOR will fully complete the Work within **(180) working days** (the "Contract Time").
- 6.2 The Contract Time will commence when THE CITY issues a Notice to Proceed. The Contract Documents will supersede any conflicting provisions included on the Notice to Proceed issued pursuant to this Contract.
- 6.3 THE CONTRACTOR may not perform any Work until THE CITY gives THE CONTRACTOR a signed Notice to Proceed. THE CONTRACTOR shall commence the work required by this Agreement within 10 calendar days of the date specified in the Notice to Proceed.
- 6.4 By signing this Agreement, THE CONTRACTOR represents to THE CITY that the Contract Time is reasonable for completion of the Work and that THE CONTRACTOR will complete the Work within the Contract Time.
- 6.5 Should THE CONTRACTOR begin the Work before receiving written authorization to proceed, any such Work is at THE CONTRACTOR'S own cost and risk.

**7. LIQUIDATED DAMAGES.** THE CITY and THE CONTRACTOR have discussed the provisions of Government Code section 53069.85 and the damages that may be incurred by THE CITY if the Work is not completed within the time specified in this Agreement. THE CITY and THE CONTRACTOR hereby represent that at the time of signing this Agreement, it is impracticable and extremely difficult to fix the actual damage which will be incurred by THE CITY if the Work is not completed within the number of working days allowed. Accordingly, THE CITY and THE CONTRACTOR agree that the sum of \$500 per calendar day is a reasonable sum to assess as damages incurred by THE CITY by reason of the failure of THE CONTRACTOR to complete the Work within the time specified. Such sum is liquidated damages, shall not be construed as a penalty, and may be deducted from payments due THE CONTRACTOR if such delay occurs.

**8. SUBSTITUTION OF SUBCONTRACTORS; COSTS.** THE CONTRACTOR hereby agrees to reimburse THE CITY for costs incurred by THE CITY in the substitution of subcontractors. Where a hearing is held by the awarding authority or duly appointed hearing officer pursuant to the provisions of Chapter 4, Part 1, Division 2 of the Public Contract Code (commencing with Section 4100), the City Clerk of the City of Chino Hills shall prepare and certify a statement of all costs incurred by THE CITY for investigation and conduct of the hearing, including the costs of any hearing officer and shorthand reporter appointed. The statement shall then be sent to THE CONTRACTOR, who shall reimburse THE CITY for such costs. If not paid separately, such reimbursement may be deducted from any money due and owing to THE CONTRACTOR prior to acceptance of the project. Any substituted subcontractor must agree to the original prices in this Agreement.

- 9. THIRD PARTY CLAIMS.** In accordance with Public Contracts Code § 9201, THE CITY will promptly inform THE CONTRACTOR regarding third-party claims against THE CONTRACTOR, but in no event later than ten (10) business days after THE CITY receives such claims. Such notification will be in writing and forwarded in accordance with the "Notice" section of the Contract Documents. As more specifically detailed in the Contract Documents, THE CONTRACTOR agrees to indemnify and defend THE CITY against any third-party claim.
- 10. TAXPAYER IDENTIFICATION NUMBER.** THE CONTRACTOR will provide THE CITY with a Taxpayer Identification Number.
- 11. PERMITS AND LICENSES.** Unless otherwise provided, THE CONTRACTOR, at its sole expense, will obtain and maintain during the Contract Time, all necessary permits, licenses, and certificates that may be required in connection with the Work. Prior to the award of contract, THE CONTRACTOR must obtain a City Business License. THE CONTRACTOR acknowledges and agrees that THE CONTRACTOR must have all appropriate contractor's licenses. THE CONTRACTOR further warrants and represents that it has the appropriate contractor's license to pursue the work required hereunder. THE CONTRACTOR'S failure to have or maintain all appropriate licenses during the entire term of this Agreement, or any period thereof, shall be, in addition to any and all other remedies or other consequences provided by law, cause for the immediate and summary termination of this Agreement by THE CITY. THE CONTRACTOR shall be liable for all of THE CITY'S costs to complete the work under this Agreement.
- 12. OWNERSHIP OF DOCUMENTS.** All documents, data, studies, drawings, maps, models, photographs, and reports prepared by THE CONTRACTOR under the Contract Documents are THE CITY'S property. THE CONTRACTOR may retain copies of said documents and materials as desired but will deliver all original materials to THE CITY upon THE CITY'S written notice.
- 13. INDEPENDENT CONTRACTOR.** THE CITY and THE CONTRACTOR agree that THE CONTRACTOR will act as an independent contractor and will have control of all work and the manner in which it is performed. THE CONTRACTOR will be free to contract for similar service to be performed for other employers while under contract with THE CITY. THE CONTRACTOR is not an agent or employee of THE CITY and is not entitled to participate in any pension plan, insurance, bonus, or similar benefits THE CITY provides for its employees. Any provision in this Agreement that may appear to give THE CITY the right to direct THE CONTRACTOR as to the details of doing the work or to exercise a measure of control over the work means that THE CONTRACTOR will follow the direction of THE CITY as to end results of the work only.
- 14. AUDIT OF RECORDS.** THE CONTRACTOR will maintain full and accurate records with respect to all services and matters covered under this Agreement. THE CITY will have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcript therefrom, and to inspect all program data,

documents, proceedings, and activities. THE CONTRACTOR will retain such financial and program service records for at least three (3) years after termination or final payment under the Contract Documents.

**15. NOTICES.** Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal delivery, (ii) delivery by a reputable document delivery service, such as, but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice. In addition to one of the three methods set forth above, the parties are encouraged to provide a copy of said notice by email at the email address listed below:

THE CITY

City of Chino Hills  
Attention: City Clerk  
14000 City Center Drive  
Chino Hills, CA 91709  
Email: [cityclerk@chinohills.org](mailto:cityclerk@chinohills.org)

THE CONTRACTOR

Ace Electric, Inc.  
Attention: Christopher Hinds  
6061 Fairmount Avenue  
San Diego, CA 92120  
Email: [Chris.H@aceelectricinc.com](mailto:Chris.H@aceelectricinc.com)

Any such written communications by mail will be conclusively deemed to have been received by the addressee three (3) days after deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving written notice in the manner prescribed in this paragraph.

**16. NO THIRD-PARTY BENEFICIARY.** This Contract and every provision herein is for the exclusive benefit of THE CONTRACTOR and THE CITY and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of THE CONTRACTOR'S or THE CITY'S obligations under this Agreement.

**17. INTERPRETATION.** This Agreement was drafted in the State of California and will be construed in accordance with the laws of the State of California. The exclusive venue for any action involving this Agreement will be in San Bernardino County. This Agreement has been negotiated and prepared by the parties and their respective counsel. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the provision shall not apply the rule of construction that a document is to be construed more strictly against one party.

**18. DISPUTES.** Disputes arising from this Agreement will be determined in accordance with the Contract Documents and Public Contracts Code §§ 9204, 10240-10240.13. If no Security is provided pursuant to Section 3 of this Agreement (because the Contract Sum in Section 2 of this Agreement is less than \$25,000), then Section 6-7 of the Greenbook shall be read to remove any requirement to notify its Surety and Section 6-7.4 and 6-7.5 are deleted.

- 19. EFFECT OF CONFLICT.** In resolving disputes resulting from conflicts, errors, or discrepancies in any of the Contract Documents, the document highest in precedence shall control. The order of precedence shall be as listed in the Special Provisions.
- 20. SEVERABILITY.** If any portion of the Contract Documents are declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion will be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Agreement will continue in full force and effect.
- 21. AUTHORITY.** The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. Each of the individuals signing this Agreement on behalf of a party hereto warrants and represents that such individual is duly authorized and empowered to enter into this Agreement and bind such party hereto.
- 22. MODIFICATION.** The agreement set forth in the Contract Documents contains the final, entire, and exclusive agreement between the parties with respect to the subject matter hereof. No waiver, alteration, or modification of any of the provisions hereof or rights to act hereunder shall be binding unless in writing signed by the parties. The City's Mayor or the City Manager may execute any such amendment or modification on THE CITY'S behalf.
- 23. COVENANTS AND CONDITIONS.** The parties agree that all of the provisions hereof will be construed as both covenants and conditions, the same as if the words importing such covenants and conditions had been used in each separate paragraph.
- 24. CAPTIONS.** The captions of the paragraphs of this Agreement are for convenience of reference only and will not affect the interpretation of this Agreement.
- 25. TIME IS OF ESSENCE.** Time is of the essence for each and every provision of the Contract Documents.
- 26. EXECUTION IN COUNTERPARTS; ELECTRONIC SIGNATURES.** This Agreement may be executed in duplicate originals, each of which is deemed to be an original, and may be executed in counterparts. Electronically signed copies of this Agreement utilizing technology which conforms to the requirements in both Government Code Section 16.5 and 2 California Code of Regulations Section 22003 shall legally bind the parties to the same extent as original documents.

[Signatures on the next page]

**IN WITNESS WHEREOF** the parties hereto have executed this agreement the day and year last signed below.

**CITY OF CHINO HILLS**

**ACE ELECTRIC, INC.**

\_\_\_\_\_  
**Art Bennett**  
**Mayor**

Signed by:  
  
5ED4CB6E076B42B...

\_\_\_\_\_  
**(Signature)**

**ATTEST:**

\_\_\_\_\_  
Christopher Hinds co-CEO


**(Printed Name/Title)**

\_\_\_\_\_  
**Cheryl Balz**  
**City Clerk**

\_\_\_\_\_  
1/14/2025

**(Date)**

**(Date)**

Signed by:  
  
D64B0D0AB4E14C3...

\_\_\_\_\_  
**(Signature)**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Ryan Swenson co-CEO

**(Printed Name/Title)**

\_\_\_\_\_  
**Mark D. Hensley**  
**City Attorney**

\_\_\_\_\_  
1/16/2025

**(Date)**

## EXHIBIT A INSURANCE REQUIREMENTS

Subsection 5-4, Insurance, of the Standard Specifications For Public Works Construction, latest ed. ("Greenbook"), is deleted in its entirety and replaced by the following subsections:

INSURANCE. THE CONTRACTOR must procure and maintain for the duration of the contract the following insurance coverage against claims for injuries to persons or damage to property that may arise from or in connection with the performance of the work covered by this agreement by THE CONTRACTOR, its agents, representatives, employees, or subcontractors:

<u>COVERAGES/ TYPE OF INSURANCE</u>	<u>LIMITS*</u>
1. Commercial General Liability:	
a) Each Occurrence	\$5,000,000
b) Aggregate	\$10,000,000
2. Automobile Liability:	
a) Combined Single Limit (Each Accident)	\$5,000,000
3. Workers Compensation:	
a) Each Accident	\$1,000,000

\*The city has the option to increase the limits as required for more complex and major waterworks, sanitation, and road pavement projects.

Within ten calendar days of the Contract date, THE CONTRACTOR will provide endorsements or other proof of coverage for contractual liability.

Combined single limit per occurrence will include coverage for bodily injury, personal injury, and property damage for each accident.

If Commercial General Liability Insurance or other form with a general aggregate limit is used, the policy will be endorsed such that the general aggregate limit will apply separately to this contract and a copy of the endorsement provided to THE CITY.

Liability policies will contain, or be endorsed to contain the following provisions:

### GENERAL LIABILITY AND AUTOMOBILE LIABILITY:

THE CITY, its officers, officials, employees, agents, and volunteers will be covered as insureds as respects: liability arising out of activities performed by or on behalf of THE CONTRACTOR; products and completed operations of THE CONTRACTOR; premises owned, occupied, or used by THE CONTRACTOR; or automobiles owned, leased, hired, or borrowed by THE CONTRACTOR. The coverage will contain no special limitations on the scope or protection afforded to THE CITY, its officers, officials, employees, agents, or volunteers. The policy shall provide coverage for ongoing and completed operations.

THE CONTRACTOR'S insurance coverage will be primary insurance as respects THE CITY, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by THE CITY, its officers, officials, employees, agents, and volunteers will be excess of THE CONTRACTOR'S insurance and will not contribute with it.

Any failure to comply with reporting provisions of the policies will not affect coverage provided to THE CITY, its officers, officials, employees, agents, and volunteers.

THE CONTRACTOR'S insurance will apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

#### WORKERS' COMPENSATION:

The insurer will agree to waive all rights of subrogation against THE CITY, its officers, officials, employees, volunteers, contractors, agents, and subcontractors for losses arising from work performed by THE CONTRACTOR for THE CITY.

#### ALL COVERAGES:

THE CONTRACTOR'S insurance coverage will be primary insurance as respects THE CITY, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by THE CITY, its officers, officials, employees, agents, and volunteers will be excess of THE CONTRACTOR'S insurance and will not contribute with it.

Each insurance policy required by this subsection will be endorsed to state that coverage will not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days written notice by certified mail, return receipt requested, has been given to:

CITY CLERK  
City of Chino Hills  
14000 City Center Drive  
Chino Hills, CA 91709  
Email: [cityclerk@chinohills.org](mailto:cityclerk@chinohills.org)

Notwithstanding the foregoing, the endorsement may state that insurance may be cancelled upon ten (10) day notification for non-payment of premium. THE CONTRACTOR will provide THE CITY with updated proof of insurance should the Contract Time extend beyond the policy expiration date.

All liability insurance will be on an occurrence basis. Insurance on a claims-made basis will be rejected. Any deductibles or self-insured retentions must be declared to and approved by THE CITY. The insurer will provide an endorsement to THE CITY eliminating such deductibles or self-insured retentions as respects THE CITY, its officials, employees, agents, and volunteers.

Except for Workers Compensation Insurance, THE CONTRACTOR will furnish to THE CITY certificates of insurance and endorsements on forms acceptable to THE CITY'S City Attorney, duly authenticated, giving evidence of the insurance coverages required in this contract and

other evidence of coverage or copies of policies as may be reasonably required by THE CITY from time to time. Endorsements must be supplied on ISO Form No. CG 20 10 11 85, or equivalent. Certificate/endorsement for Workers Compensation Insurance will be furnished on State Comp Fund or other industry standard form. Except for worker's compensation insurance, the policies furnished by THE CONTRACTOR shall be issued by an insurance company authorized by the Insurance Commissioner to transact business in the State of California. The insurance company shall have a policy holder rating of "A-" or higher and a Financial Class VII or higher as established by A.M. Best, or higher rating established by Moody's or Standard & Poor's. Worker's compensation insurance policies must meet the requirements of California law.

All subcontractors employed on the work referred to in this contract will meet the insurance requirements set forth for THE CONTRACTOR. THE CONTRACTOR will furnish certificates of insurance and endorsements for each subcontractor at least five days before the subcontractor entering the job site, or THE CONTRACTOR will furnish THE CITY an endorsement including all subcontractors as insureds under its policies.

The cost of such insurance will be included in the various items of work in THE CONTRACTOR'S bid and no additional compensation for purchasing insurance or additional coverages needed to meet these requirements will be allowed.

In the event that any required insurance is reduced in coverage, cancelled for any reason, voided, or suspended, THE CONTRACTOR agrees that THE CITY may arrange for insurance coverage as specified, and THE CONTRACTOR further agrees that administrative and premium costs may be deducted from payments due to THE CONTRACTOR. THE CONTRACTOR will not be allowed to work until alternate coverage is arranged.

The policies shall be endorsed to provide that the insurer waives all rights of subrogation against THE CITY, its officers, officials, employees, volunteers, contractors, subcontractors, agents, and representatives.

Coverage will not extend to any indemnity coverage for the active negligence of the additional insured if the agreement to indemnify the additional insured would be invalid under Civil Code § 2782(b).



## COUNCIL AGENDA STAFF REPORT

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TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS      DATE: JANUARY 28, 2025

FROM: CITY MANAGER      ITEM NO: 15

SUBJECT: ADOPT RESOLUTION OPPOSING SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD) RULES 1111 AND 1121 (BANNING USE OF NATURAL GAS-POWERED APPLIANCES)

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### RECOMMENDATION:

1. Adopt a Resolution entitled: A RESOLUTION OF THE CITY OF CHINO HILLS, OPPOSING SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD) RULES 1111 AND 1121 REGULATING AIR EMISSIONS FROM GAS-POWERED CENTRAL FURNACES AND FROM RESIDENTIAL-TYPE, NATURAL GAS-POWERED WATER HEATERS, RESPECTIVELY; and
2. Direct staff to send a letter to SCAQMD opposing Rules 1111 and 1121 and stating the impacts these rules will have on Chino Hills' homeowners, renters and businesses.

### BACKGROUND/ANALYSIS:

The South Coast Air Quality District (SCAQMD) is a regional air pollution control agency representing Los Angeles, Orange, Riverside and San Bernardino counties with responsibility for regulating stationary sources of air pollution. SCAQMD is considering two rules that would have a significant impact on Chino Hills' homeowners, renters and businesses: Rule 1111 would regulate air emissions from gas-powered central furnaces; and Rule 1121 would regulate air emissions from residential-type, natural gas-powered commercial space and water heater appliances.

While the City shares SCAQMD's commitment to improving air quality, these rules pose significant challenges and unintended consequences for our community. The proposed rules impose prohibitively high replacement costs for appliances per unit when factoring in necessary electrical panel upgrades. These expenses are especially burdensome for lower-income households and small businesses already struggling with significant financial pressures. Although incentive programs like Go Zero provide some relief, they are rebate-based, requiring low-income households to cover the unreasonable upfront costs before reimbursement. Furthermore, with future funding for such incentives being limited and uncertain, the financial strain on affected households and businesses becomes a lasting issue.

These requirements risk deepening existing economic inequities within our community, leaving those most vulnerable to bear a disproportionate burden. Transitioning to electric appliances will increase electricity demand, potentially straining the energy grid and leading to higher utility costs for residents and businesses. Without adequate financial assistance or incentives, compliance with these requirements will be unattainable for many, creating further disparities.

**ENVIRONMENTAL (CEQA) REVIEW:**

This proposed action is not subject to review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA Guidelines (Title 14 California Code of Regulations §§ 15000, et seq.), because it does not involve any commitment to a specific project which could result in a potentially significant physical impact on the environment; and, constitutes an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. Accordingly, this action does not constitute a "project" that requires environmental review (see specifically 14 CCR § 15378(b)(4-5)).

**FISCAL IMPACT:**

There is no fiscal impact with this item.

**REVIEWED BY OTHERS:**

This item has been reviewed by the Community Development Director and City Attorney.

**LEVINE ACT DETERMINATION:**

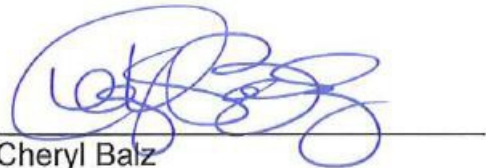
This item is NOT subject to the Levine Act.

Respectfully Submitted,

Recommended By:



Benjamin Montgomery  
City Manager



Cheryl Balz  
City Clerk

Attachments Resolution  
Letter

RESOLUTION NO. 2025R-\_\_\_\_\_

A RESOLUTION OF THE CITY OF CHINO HILLS,  
OPPOSING SOUTH COAST AIR QUALITY MANAGEMENT  
DISTRICT (SCAQMD) RULES 1111 AND 1121 REGULATING  
AIR EMISSIONS FROM GAS-POWERED CENTRAL  
FURNACES AND FROM RESIDENTIAL-TYPE, NATURAL  
GAS-POWERED WATER HEATERS, RESPECTIVELY

WHEREAS, the South Coast Air Quality District (SCAQMD) is a regional air pollution control agency representing Los Angeles, Orange, Riverside and San Bernardino counties with responsibility for regulating stationary sources of air pollution; and

WHEREAS, the SCAQMD is considering two rules that would have a significant impact on Chino Hills' homeowners, renters and businesses: Rule 1111 would regulate air emissions from gas-powered central furnaces; and Rule 1121 would regulate air emissions from residential-type, natural gas-powered water heaters; and

WHEREAS, Rules 1111 and 1121 would impose \$20-plus billion in costs to consumers while providing minimal measurable air quality benefits for the four-county SCAQMD service area, which includes the City of Chino Hills; and

WHEREAS, these two rules would ban the use of natural gas-powered furnaces and water heaters in new construction, taking effect in 2026, further elevating construction costs and housing prices, thereby putting homeownership even further out of reach for many Chino Hills' residents. These rules would phase out existing natural gas furnaces and water heaters in existing single-family homes, multi-family housing, and businesses in 2027; and

WHEREAS, housing affordability throughout California is and will remain a top public policy priority for the foreseeable future. Local governments are being pressured to build more housing - specifically, housing that people can afford. Any regulations that increase these costs deserve careful scrutiny to ensure that the increased costs are met with an equal or greater amount of benefit to the consumer; and

WHEREAS, unlike most SCAQMD rules that regulate large stationary sources of air pollution like oil refineries and warehouses, Rules 1111 and 1121 specifically target individual homeowners, apartment buildings, and businesses large and small - meaning that the costs of these two rules will be directly borne by hard-working families and business owners; and

WHEREAS, Rules 1111 and 1121 would require apartment owners, homeowners and businesses to invest not only in expensive all-electric furnaces and water heaters but would also necessitate that they retrofit homes and businesses with expensive electrical

panel upgrades, extensive new plumbing, and physical renovations to accommodate compliant units - further raising the cost of new housing and likely pricing many potential homeowners and renters out of an already expensive market; and

WHEREAS, for apartment owners, the mandate to replace natural gas water heaters and furnaces with all-electric units is incredibly expensive. These significant costs will be passed down to tenants - leading to rent increases and placing additional financial pressure on renters in a region already struggling with housing affordability; and

WHEREAS, the SCAQMD's water heater and furnace mandates will impose a significant increase in electricity demand on California's electric grid. Transitioning to all-electric water heaters and furnaces means increased demand on an electric grid that has not proven capable of consistently meeting existing demand. Water heaters and furnaces are essential elements in any house, apartment or business. Millions of new electric water heaters and furnaces would draw power from the grid and raise the risk of power brownouts or outages.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHINO HILLS DOES RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. Rules 1111 and 1121 will have a profound impact and impose significant costs on Chino Hills' homeowners, renters and businesses who are already struggling to make ends meet while providing minimal air quality benefit.

SECTION 2. The City of Chino Hills opposes Proposed Amended Rules 1111 and 1121 and urges the SCAQMD to indefinitely delay or cease consideration of these two anti-consumer regulations immediately.

SECTION 3. The City Clerk shall certify as to the adoption of this resolution.

PASSED, APPROVED, AND ADOPTED \_\_\_ day of \_\_\_\_\_ 2025.

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ART BENNETT, MAYOR

ATTEST:

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CHERYL BALZ, CITY CLERK

APPROVED AS TO FORM:

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MARK D. HENSLEY, CITY ATTORNEY

STATE OF CALIFORNIA )  
COUNTY OF SAN BERNARDINO ) §  
CITY OF CHINO HILLS )

I, CHERYL BALZ, City Clerk of the City of Chino Hills, DO HEREBY CERTIFY that the foregoing Resolution No. 2025R-\_\_ was duly adopted at a regular meeting of the City Council of the City of Chino Hills held on the \_\_ day of \_\_\_\_\_ 2025, by the following vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Chino Hills, California, on the day and year last written below.

\_\_\_\_\_  
CHERYL BALZ, CITY CLERK

\_\_\_\_\_  
DATE

Date , 2025

Hon. Vanessa Delgado, Chair  
South Coast Air Quality Management District Governing Board  
21865 Copley Dr.  
Diamond Bar, CA 91765

Dear Chair Delgado and Governing Board Members,

The City of Chino Hills has just recently been made aware of two proposed rules being advanced by SCAQMD staff for consideration by your Governing Board. On behalf of our city's residents, business owners, organizations and city employees, we are conveying our opposition to Proposed Amended Rules (PAR) 1111 and 1121 and urge you to defer consideration of these rules to allow SCAQMD Governing Board members and staff to receive additional information, data, input and dialogue from the numerous stakeholders potentially impacted by this proposed rule.

The City of Chino Hills has significant concerns regarding the scale of the mechanical, electrical, plumbing and other requirements necessary to comply with retrofits of existing commercial buildings, single family homes and multifamily residential properties, as well as the dramatic cost implications to thousands of families who call Chino Hills home.

The City of Chino Hills believes it is highly likely that if PAR 1111 and 1121 are adopted by the Governing Board, the high costs of compliance will force the owners of older multifamily properties to sell or redevelop their properties, subsequently resulting in a dramatic reduction in the availability of affordable housing in our city and across the region.

Our City Council shares your commitment of clean air, water, and other quality of life benefits that draw and retain the residents and business owners who live here. However, the current versions of PAR 1111 and 1121 will deliver consequences that will lead to a variety of negative impacts, impacting jobs and increasing the cost of living in our region.

The City of Chino Hills urges the SCAQMD Governing Board to delay consideration/adoption of PAR 1111 and 1121 to allow District staff to better inform the millions of Southern California residents of these proposed rules and to address the many unanswered questions regarding cost, technology, and the availability of potential incentives.

Sincerely,

Art Bennett  
Mayor  
City of Chino Hills

cc: Assembly Member Phillip Chen Fax: 916.319.2155; 714.529.5548  
Assembly Member Michelle Rodriguez Fax: 916.319.2153; 909.902.9761  
Congress Member Young Kim Fax: 202.226.0335  
Congress Member Norma Torres Fax: 202.225.8671; 909.941.1362  
Senator Kelly Seyarto Fax: 916.651.4932; 951.894.3536  
Senator Susan Rubio Fax: 916.951.4922; [julianne.hines@sen.ca.gov](mailto:julianne.hines@sen.ca.gov)  
San Bernardino County Fourth District Supervisor Curt Hagman, [curt.hagman@bos.sbcounty.gov](mailto:curt.hagman@bos.sbcounty.gov)  
San Bernardino County Governmental and Legislative Director Leia Fletes,  
[Leia.Fletes@cao.sbcounty.gov](mailto:Leia.Fletes@cao.sbcounty.gov)  
Laura Varela, League of California Cities Regional Public Affairs Manager; [lvarela@cacities.org](mailto:lvarela@cacities.org)  
League of California Cities; [CityLetters@cacities.org](mailto:CityLetters@cacities.org)



## COUNCIL AGENDA STAFF REPORT

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TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS      DATE: JANUARY 28, 2025

FROM: CITY MANAGER      ITEM NO: 16

SUBJECT: MUNICIPAL CODE AMENDMENT NO. MCA-0003-2024 - ACCESSORY DWELLING UNIT REGULATIONS UPDATE

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### RECOMMENDATION:

1. Conduct a public hearing and take public testimony on the project; and,
2. Introduce an Ordinance entitled: AN ORDINANCE OF THE CITY OF CHINO HILLS, AMENDING TITLE 16 OF THE CHINO HILLS MUNICIPAL CODE TO UPDATE ACCESSORY DWELLING UNIT REGULATIONS AND FINDING THE PROPOSED MUNICIPAL CODE AMENDMENT EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

### BACKGROUND/ANALYSIS:

Accessory Dwelling Units (ADUs) are secondary dwelling units that provide complete independent living facilities for one or more persons on the same lot as a primary dwelling unit. Previously, this type of dwelling unit has been defined by state law first as "granny flats" and then as second dwelling units. In 2004, consistent with state requirements at the time, the City Council adopted Ordinance No. 163 to establish regulations governing the permissible locations and development standards for second dwelling units. The Ordinance allowed second dwelling units by right, similar to single-family dwelling units, and established regulations governing the development of these units.

In 2016, the State of California enacted Senate Bill (SB) 1069 and Assembly Bill (AB) 2299 to encourage and facilitate the development of ADUs in residential zoning districts. These bills amended state law to require the ministerial approval of ADUs within a single-family residential zone, while further limiting the regulations and standards that local agencies can impose on these uses and structures. The provisions of the City's previously adopted Ordinance No. 163 addressing second dwelling units did not conform to the new provisions in state law and became null and void as of January 1, 2017, the effective date of the bills.

On November 28, 2017, the City Council adopted Ordinance No. 321, which established regulations and procedures for the development of ADUs within the City.

In 2019, the state enacted six statutes pertaining to the permitting and regulation of ADUs, including: Senate Bill 13 and Assembly Bills 68, 587, 670, 671, and 881. (SB 13, AB 68, and AB 881 amended some of the same provisions and overlapped, so only certain sections in each became law.) These statutes created further limitations on the ability of local jurisdictions to impose regulatory requirements on ADUs. The City Council adopted Ordinance No. 364 in February 2021 to update development standards applicable to ADUs, including setbacks, lot coverage, maximum height, building separation, minimum and maximum sizes, required parking, design standards, and separate utility requirements. The regulations also required conformance with the standards of the City's Fire Hazard Overlay

District for properties located within the overlay district and disallowed the development of ADUs in the Sleepy Hollow and Canon Lane (south of Carbon Canyon Road) communities due to public safety concerns. Consistent with state law, the regulations also identified types of ADUs exempt from most development standards and allowed the development of ADUs on properties developed with multi-family residential structures.

In February 2024, the City Council adopted Ordinance No. 406, which clarified and updated provisions in multiple chapters of Title 16 (Development Code) of the Chino Hills Municipal Code. As part of these updates, the City eliminated the requirement for property owners to record a restrictive covenant (deed restriction) for ADUs. This update addressed a change in state law that limited the applicability of such restrictive covenants and challenges experienced by staff and applicants in implementing the restrictive covenant requirement. In March 2024, the state enacted urgency legislation, Senate Bill No. 477, which reorganized the various accessory dwelling unit provisions into a more cohesive and organized chapter of the Government Code and made other non-substantive changes, along with other changes not directly related to ADUs.

Towards the end of the 2023-2024 legislative session, the state enacted additional statutes updating the provisions governing the permitting and regulation of ADUs, most significantly in three bills that became effective on January 1, 2025. Assembly Bill No. 2533 broadened restrictions on local agencies denying permits to legalize an unpermitted ADU existing prior to January 1, 2020. Assembly Bill No. 3057 expanded the existing California Environmental Quality Act exemption for ADU ordinances to explicitly include ordinances establishing regulations for junior accessory dwelling units. Lastly, Senate Bill No. 1211 increases the permissible number of ADUs on properties developed with multi-family dwelling units from two to eight, prohibits local agencies from requiring the replacement of uncovered parking spaces lost during the development of an ADU, and clarifies the applicability of objective design and development standards to ADUs meeting the criteria specified in Government Code Section 66323 (including ADUs developed within an existing structure, detached ADUs with a floor area of 800 square feet or less, and ADUs on multi-family properties).

#### Planning Commission Review

At the December 3, 2024, Planning Commission meeting, staff presented to the Planning Commission (Commission) the proposed updates to the City's ADU regulations (Municipal Code Amendment No. MCA-0003-2024). The Commission discussed the following considerations with staff:

- The potential effect of allowing the development of up to eight (8) accessory dwelling units on properties developed with multi-family housing on parking and landscaping;
- The legalization of unpermitted ADUs in the City as required by state law;
- The lack of any feedback from neighbors of ADU development expressing either concern or appreciation;
- The absence of state or local requirements to enforce the use of ADUs as a dwelling unit as opposed to non-living spaces (e.g. personal offices or recreation areas);
- The use of ADUs as a buffer to the City's Regional Housing Needs Assessment (RHNA) allocation and the degree to which ADU development has matched the projection in the Housing Element;
- The potential for state law to allow the conversion of a multi-family project's recreation areas into ADUs; and
- That staff has not received any reports of property owners experiencing insurance coverage challenges after developing an ADU.

The Commission opened the public hearing, but there were no public comments on this matter. The Commission asked staff to continue monitoring and to provide updates and additional information regarding ADU development in the City on an ongoing basis. The Commission adopted a resolution recommending that the City Council approve Municipal Code Amendment No. MCA-0003-2024 to update the City's ADU regulations.

## **Proposed Municipal Code Amendment**

To address the changes in state law pertaining to the regulation and permitting of ADUs and Junior ADUs, and to incorporate experience gained by staff during the implementation of the City's current regulations, the attached draft ordinance would update and clarify the City's ADU regulations. The more substantive changes to the current regulations include:

- Increasing the number of detached ADUs permissible on a property developed with an existing multi-family dwelling unit from two to eight, pursuant to Senate Bill No. 1211;
- Clarifying the applicability of objective design and development standards to specific types of ADUs meeting the criteria specified in Government Code Section 66323, pursuant to Senate Bill No. 1211;
- Increasing the maximum height from 16 feet to 18 feet for a detached ADU and allowing an ADU that is attached to the primary dwelling to match the height of the existing primary dwelling or to a maximum height of 25 feet, whichever is greater;
- Clarifying the standards applicable to a detached two-story ADU;
- Requiring interior entry to the main dwelling, in addition to exterior access, for a Junior ADU that shares a sanitation facility with the primary dwelling;
- Clarifying and updating the objective design standards, including prohibiting entrances and stairways serving a second story ADU from being located on street-facing elevations, requiring connections and space for a clothes washer and dryer, and requiring a roof overhang of at least 12 inches; and
- Updating the separate utility requirement to exclude sewer service, as residents have expressed concern regarding potentially significant costs associated with its installation and the Public Works Department has determined that the installation of the separate sewer connections has the potential to weaken the City's sewer infrastructure and impair the quality of the City's street network.

Upon adoption by the City Council, the City will submit the ordinance updating the City's ADU regulations to the California Department of Housing and Community Development (HCD), which will evaluate the ordinance's conformance with state law. If any nonconformities are identified, the City will have 30 days following notification of such nonconformities to provide a written response to HCD's findings. Staff had intended to submit a draft of the ordinance to HCD for review prior to its consideration by the City Council to minimize the potential for further updates to be required after its adoption, but HCD advised staff that it is not currently performing courtesy reviews of draft ordinances and that the ordinance must be submitted after adoption. While staff has worked with the City Attorney to prepare these updates in conformance with the latest statutes, it may be necessary to prepare a subsequent ordinance to address any comments resulting from HCD's review of the ordinance.

### **ENVIRONMENTAL (CEQA) REVIEW:**

Municipal Code Amendment No. MCA-0003-2024, which is the proposed ordinance to amend Title 16 of the Chino Hills Municipal Code to update accessory dwelling unit regulations, is exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA regulations (Title 14 California Code of Regulations §§ 15000, et seq.) pursuant to 14 California Code of Regulations § 15282(h) (Other Statutory Exemptions) because the project consists of the adoption of an Ordinance regarding ADUs in a single family or multifamily residential zone by a city or county to implement the provisions of Section 65852.1 of, or Article 2 (commencing with Section 66314) or Article 3 (commencing with Section 66333) of Chapter 13 of Division 1 of Title 7 of the Government Code as set forth in Section 21080.17 of the Public Resources Code.

**FISCAL IMPACT:**

There is no fiscal impact with this item.

**REVIEWED BY OTHERS:**

This item has been reviewed by the City Attorney.

**LEVINE ACT DETERMINATION:**

This item is NOT subject to the Levine Act

Respectfully Submitted,

Recommended By:



Benjamin Montgomery  
City Manager



Nicholas Liguori  
Community Development Director

Attachments Proposed ADU Updates - redline  
Ordinance

**16.10.140 Accessory dwelling units.**

- A. An accessory dwelling unit or junior accessory dwelling unit that conforms to the requirements of this section shall not be considered to exceed the allowable density for the lot upon which such unit is proposed to be established and shall be deemed a residential use that is consistent with the existing general plan and zoning designations for the lot. Furthermore, such an accessory dwelling unit shall not be considered in the application of any ordinance, policy, or program to limit residential growth.
- B. Accessory dwelling units and junior accessory dwelling units shall not be sold [or otherwise conveyed](#) separately from the primary dwelling.
- C. Owner Occupancy Requirement for Junior Accessory Dwelling Units. The owner of the property on which a junior accessory dwelling unit is located shall reside in either the junior accessory dwelling unit or the remaining portion of the primary dwelling unit on the property as their primary residence as long as the junior accessory dwelling unit remains on the property. This is a perpetual requirement that runs with the land.
- D. Rental Period. Any rental or lease of an accessory dwelling unit or junior accessory dwelling unit shall be for a period exceeding thirty (30) days.
- E. Building Separation. Accessory dwelling units shall conform to the building separation requirements of Section 16.06.160 Fire Resistive Design Requirements or Chapter 16.22 Fire Hazard Overlay District, as applicable to the subject property.
- F. Accessory Dwelling Units within the Fire Hazard Overlay District. Accessory dwelling units located within the Fire Hazard Overlay District shall conform to the requirements and standards stipulated in Chapter 16.22 Fire Hazard Overlay District.
- G. Properties Ineligible for Accessory Dwelling Unit Development for Preservation of Public Safety. There shall be established an overlay zoning district, "ADU Ineligibility District" defined by specific locations within the City shown in Figure 20-2 shown below. Accessory dwelling units (detached, attached, and within existing structures) and junior accessory dwelling units shall not be permitted within the ADU Ineligibility District, except for those properties within the overlay district that conform to all of the following criteria:
  - 1. The property abuts the Carbon Canyon Road right-of-way;
  - 2. The property has direct vehicular access via a private driveway to Carbon Canyon Road; and
  - 3. The property has sufficient onsite parking to accommodate the aggregate number of required parking spaces for the primary dwelling and any accessory dwelling units.



- b. ~~Alternatively, a~~ maximum of ~~two-eight~~ (28) detached accessory dwelling units may be located on a lot containing existing multi-family dwelling units except that the number of accessory dwelling units allowable pursuant to this subsection (2)(b) shall not exceed the number of existing units on the lot. The accessory dwelling units shall be subject to a maximum height of eighteen (18) feet and four-foot side and rear setbacks.
3. Properties proposed for multi-family residential use:
- a. A maximum of two (2) detached accessory dwelling units may be located on a lot with proposed multi-family dwelling units. These accessory dwelling units shall be developed concurrently with or subsequently to the proposed multi-family dwelling units and shall be subject to a maximum height of ~~sixteen-eighteen~~ (1618) feet and four-foot side and rear setbacks.
4. The objective development and design standards that apply to accessory dwelling units that are specified by subsections (H)(2) and (H)(3) and described in this subsection (H)(4) are those standards set forth in subsections (H)(2), (H)(3), and (H)(4), respectively. Notwithstanding any other provision in this title, these and the design and development standards set forth in Government Code Section 66323 are the only development and design standards that apply to accessory dwelling units that are specified by subsections (H)(2) and (H)(3) and described in this subsection (H)(4).
- a. One accessory dwelling unit and one junior accessory dwelling unit per lot with a proposed or existing single-family dwelling, where the accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress. The accessory dwelling unit or junior accessory dwelling unit shall have independent exterior access and side and rear setbacks sufficient for fire and safety.
- b. One detached, new construction, accessory dwelling unit that does not exceed 800 square feet in floor area or eighteen (18) feet in height and maintains a minimum four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. This accessory dwelling unit may be combined with a junior accessory dwelling unit.
- I. Minimum Size. Accessory dwelling units and junior accessory dwelling units shall have a minimum size of two hundred twenty (220) square feet.
- J. Maximum Size. The maximum size of an accessory dwelling unit shall not exceed eight hundred fifty (850) square feet for an accessory dwelling unit containing up to one (1) bedroom, or one thousand (1,000) square feet for an accessory dwelling unit containing more than one (1) bedroom. Additionally, the total floor area of an ~~attached~~-accessory dwelling unit attached to the primary dwelling unit and exceeding eight hundred (800) square feet in floor area shall not exceed fifty (50) percent of the floor area of the proposed primary dwelling unit or of the existing livable floor area of an existing primary dwelling unit.
- K. Setbacks. Accessory dwelling units and junior accessory dwelling units shall comply with the following setbacks:
1. Front setback: same as the primary dwelling
  2. Side setbacks: four (4) feet to the property line
  3. Rear setback: four (4) feet to the property line
  4. For accessory dwelling units and junior accessory dwelling units within an existing structure, the side and rear setbacks shall comply with current City building and fire code requirements.
  5. No part of the accessory dwelling unit structure shall project into the four-foot side or rear setbacks specified in Section "K" above.

- L. Lot Coverage. Accessory dwelling units shall conform to the maximum lot coverage of the underlying zoning district.
- M. Maximum Height. Accessory dwelling units shall not exceed one-story and ~~sixteen-eighteen~~ (16)18 feet in height, except that an accessory dwelling unit attached to the primary dwelling shall not exceed the height of the existing primary dwelling or 25 feet, whichever is greater.
- ~~N.~~ N. A detached two-story accessory dwelling unit, not exceeding the maximum height of the zoning district, may be permitted where the accessory dwelling unit matches the architectural style, material, and colors of the primary dwelling unit; is located behind the rear wall plane of the primary dwelling unit; and complies with the setbacks applicable to the primary dwelling unit. ~~The height of a two-story accessory dwelling unit shall not exceed the maximum height of the zoning district.~~
- ~~NO.~~ NO. Independent Access. All accessory dwelling units and junior accessory dwelling units shall be provided with exterior access independent from the primary residence. A junior accessory dwelling unit that shares a sanitation facility with the primary dwelling shall be provided with an interior entry to the main dwelling in addition to the independent exterior access.
- ~~OP.~~ OP. Required Parking.
1. One (1) covered or uncovered parking space shall be provided for any accessory dwelling unit containing one (1) or more bedrooms.
  2. An accessory dwelling unit meeting one (1) or more of the following criteria shall be exempt from the parking requirement:
    - a. The accessory dwelling unit is located within one-half mile walking distance of public transit;
    - b. The accessory dwelling unit or junior accessory dwelling unit is located within an existing or proposed primary dwelling unit or an existing accessory structure;
    - c. The accessory dwelling unit is located in an area where on-street parking permits are required for the property, but not offered to the occupant of the accessory dwelling unit; or
    - d. The accessory dwelling unit is located within one (1) block (a set of contiguous properties undivided by a street) of a car share vehicle location.
  3. The replacement of parking spaces shall not be required when a garage, carport, or other covered parking structure is converted into an accessory dwelling unit or demolished to accommodate the construction of an accessory dwelling unit. ~~Replacement of garage parking spaces shall be required when such spaces are lost in the conversion of an attached garage into a junior accessory dwelling unit.~~ The primary dwelling unit shall be deemed legal, non-conforming if it no longer satisfies the parking requirements of Chapter 16.34 Parking and Loading as a result of such conversion or demolition; subsequent additions to the primary dwelling unit shall comply with the parking requirements of Chapter 16.34 Parking and Loading.
  4. Replacement of garage parking spaces shall be required when such spaces are lost in the conversion of an attached garage into a junior accessory dwelling unit.
- ~~PQ.~~ PQ. Objective Design Standards. All accessory dwelling units and junior accessory dwelling units shall conform to the following design standards:
1. Attached accessory dwelling units shall match the primary dwelling in architectural style (characterized by features that make the primary house notable such as roof pitch, trim, and window and door styles), exterior materials, and exterior colors.
  2. Any exterior doors and/or windows installed in the development of the accessory dwelling unit, attached to or within the primary dwelling, shall match the primary dwelling unit in design, color, and decorative molding/trim.

3. For accessory dwelling units developed within a garage, the garage door(s) shall be removed and replaced with a wall(s), containing a window or door, that matches the architectural style (characterized by features that make the primary house notable such as roof pitch, trim, and window and door styles) and exterior materials and colors of the front elevation of the home. ~~;~~ ~~the~~ ~~The~~ accessory dwelling units shall comply with all California Building Code requirements pertaining to the conversion of the garage into habitable space.
4. All new Exterior exterior lighting ~~must shall~~ be limited to down-lights.
5. New detached accessory dwelling units shall provide decorative trim of at least three-quarter inches in depth and three inches in width around windows and exterior doors. Decorative trim may be omitted if the window or door is recessed at least three inches into the exterior wall plane.
6. New second story accessory dwelling units (not converted within an existing space) shall be set back a minimum of five (5) feet from the first story building face at the front ~~elevation~~ and street-facing ~~side~~ elevations.
7. Entrances and stairways serving a second story accessory dwelling unit shall not be located on the front or street-facing elevations.
- 7.8. Accessory dwelling units ~~visible from the street~~ shall provide clear addressing visible from the street. Addresses must be at least four (4) inches high ~~and shall be shown on the curb next to the primary address number.~~
9. An accessory dwelling unit shall have utility hookups and an area shall be provided to accommodate installation of a clothes washer and dryer within the dwelling unit.
10. Accessory dwelling units shall incorporate roof overhangs of at least twelve (12) inches.

Q. ~~Exempt Accessory Dwelling Units. One (1) of the following types of accessory dwelling units shall be exempt from the provisions of Paragraphs "K" through "N," inclusive, of this section per lot:~~

1. ~~One (1) junior accessory dwelling unit per lot within the proposed or existing space of a single family dwelling; or~~
2. ~~One (1) accessory dwelling unit, that may be combined with one (1) junior accessory dwelling unit, per lot within the proposed or existing space of a single family dwelling or the existing space of an accessory structure. The accessory dwelling unit may include an expansion for ingress and egress purposes only of not more than one hundred fifty (150) square feet beyond the same physical dimensions as the existing structure. The accessory dwelling unit shall have independent exterior access from the primary dwelling unit and shall provide side and rear setbacks sufficient for fire and safety; or~~
3. ~~One (1) detached, new construction, accessory dwelling unit, that may be combined with one (1) junior accessory dwelling unit, per lot, that does not exceed eight hundred (800) square feet in total floor area, sixteen (16) feet in height, or four foot side and rear yard setbacks with a proposed or existing single family dwelling; or~~
4. ~~Either of the accessory dwelling units described in subsection (1)(2)(a) or (1)(2)(b) above.~~

R. Separate Utilities.

1. Separate utility connections, lines, and meters, excluding sewer service, are required of all accessory dwelling units.
2. Notwithstanding the above, except for an separate utility connections and meters are not required for accessory dwelling unit described in subsections (R)(1) or (R)(2) above and attached accessory dwelling units, ~~subject to a determination by unless~~ the Building Official determines that the existing utility connections are not of an adequate size and capacity to serve the accessory dwelling unit.

- S. Separate Addresses. All accessory dwelling units and junior accessory dwelling units shall be issued a separate address from the primary dwelling unit.
- T. Building Code. The accessory dwelling unit shall comply with all provisions of the currently adopted building and construction codes pursuant to Title 15, except that accessory dwelling units shall not be required to provide fire sprinklers if they were not required for the existing primary residence.
- U. For the purposes of this section, "public transit" refers to a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.
- V. For the purposes of this section, "car share vehicle location" refers to a location where a vehicle available for short term rental by a licensed car sharing organization is stored while not being used.
- W. [As part of the application for a permit to create an accessory dwelling unit connected to an onsite wastewater treatment system, a percolation test completed within the last five years, or, if the percolation test has been recertified, within the last 10 years, is required.](#)

(Ord. No. 321, § 9, 11-28-2017; Ord. No. 364, § 8, 2-9-2021; Ord. No. 406, § 7(Exh. C), 2-27-2024)

ORDINANCE NO. \_\_\_\_

AN ORDINANCE OF THE CITY OF CHINO HILLS,  
AMENDING TITLE 16 OF THE CHINO HILLS  
MUNICIPAL CODE TO UPDATE ACCESSORY  
DWELLING UNIT REGULATIONS AND FINDING THE  
PROPOSED MUNICIPAL CODE AMENDMENT  
EXEMPT FROM REVIEW UNDER THE CALIFORNIA  
ENVIRONMENTAL QUALITY ACT

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHINO HILLS  
DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The City Council does hereby make the following findings of fact:

- A. The State of California enacted Senate Bill 1211, effective on January 1, 2025. Senate Bill No. 1211 increases the permissible number of Accessory Dwelling Units (“ADUs”) and Junior ADUs on properties developed with multi-family dwelling units from two to eight, prohibits local agencies from requiring the replacement of uncovered parking spaces lost during the development of an ADU, and clarifies the applicability of objective design and development standards to certain specified ADUs and Junior ADUs meeting the criteria specified in Government Code Section 66323.
- B. Municipal Code Amendment No. MCA-0003-2024 proposes amendments to the Chino Hills Municipal Code (CHMC) to conform to Senate Bill 1211, to incorporate clarifications deemed necessary based on experience gained by City staff during the implementation of the City’s current regulations and to advance policy objectives.
- C. On December 3, 2024, the Planning Commission (Commission) held a public hearing to receive oral and documentary evidence from staff and the public, regarding the proposed amendment to the Municipal Code, No. MCA-0003-2024. The Commission adopted a resolution recommending to the City Council the adoption of the proposed Municipal Code Amendment.
- D. Notice of the public hearing was published in the Chino Valley Champion on January 18, 2025. As of the writing of this report, staff has not received any public comments concerning the proposed Municipal Code Amendments.
- E. A duly noticed public hearing before the City Council was conducted on January 28, 2025, at which time all interested persons were given an opportunity to testify in support of, or in opposition, to the project.

SECTION 2. The City Council finds that Municipal Code Amendment No. MCA-0003-2024 is exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., “CEQA”) and CEQA regulations (Title 14 California Code of Regulations §§ 15000, et seq.) pursuant to 14 California Code Regulations § 15282(h) (Other Statutory Exemptions) because the project consists of the adoption of an Ordinance regarding ADUs in a single family or multifamily residential zone by a city or county to implement the provisions of Section 65852.1 of, or Article 2 (commencing with Section 66314) or Article 3 (commencing with Section 66333) of Chapter 13 of Division 1 of Title 7 of the Government Code as set forth in Section 21080.17 of the Public Resources Code.

SECTION 3. As required under Government Code § 65860, the City Council finds that CHMC amendments proposed in Municipal Code Amendments No. MCA-0003-2024 are consistent with the Chino Hills General Plan as follows:

- A. The proposed amendment to the Chino Hills Municipal Code conforms to General Plan Goals LU-3, LU-4, H-1, H-2, and H-5, which require the maintenance and promotion of the character, integrity, and excellence of design of the City’s neighborhoods, while providing a broad range of housing types to meet the existing and future needs of all social and economic segments of the community. The proposed amendment would update the applicable ADU development standards within the Municipal Code to ensure compliance with state law, provide opportunity for development of additional housing types, and minimize ADU impacts to the character and integrity of the City’s neighborhoods.

SECTION 4. In accordance with CHMC § 16.62.040, the City Council makes the following findings of fact:

- A. FINDING: That the proposed Municipal Code Amendments are consistent with the goals, policies, and objectives of the General Plan.

FACT: The proposed amendment to the Chino Hills Municipal Code conforms to General Plan Goals LU-3, LU-4, H-1, H-2, and H-5, which require the maintenance and promotion of the character, integrity, and excellence of design of the City’s neighborhoods, while providing a broad range of housing types to meet the existing and future needs of all social and economic segments of the community. The proposed amendment would update the applicable ADU development standards within the Municipal Code to ensure compliance with state law, provide opportunity for development of additional housing types, and minimize ADU impacts to the character and integrity of the City’s neighborhoods.

- B. FINDING: That the proposed Municipal Code Amendments will not adversely affect surrounding properties.

FACT: The proposed amendments would be effective throughout the City. The Municipal Code amendments update provisions that are related to recent accessory dwelling unit state housing laws and otherwise make minor changes to existing provisions. The amendments propose minor updates consistent with state law and the General Plan and will not adversely affect surrounding properties.

SECTION 5. Replace in its entirety Section 16.10.140 (Accessory Dwelling Units) of Chapter 16.10 (Residential Districts) of Title 16 of the CHMC to read as provided in the document labeled as Exhibit "A", attached to, and incorporated into, this ordinance by this reference.

SECTION 6. The City Clerk is directed to submit a copy of this ordinance to the Department of Housing and Community Development within 60 days after adoption.

SECTION 7. Inconsistencies. Upon the effective date of this Ordinance, the provisions hereof shall supersede any inconsistent or conflicting provisions of the San Bernardino County Code as the same were adopted by reference by City Ordinance Nos. 91-01 and 92-02. Any provision of the CHMC or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to that extent necessary to effect the provisions of this Ordinance.

SECTION 8. Interpretation. This Ordinance must be broadly construed in order to achieve the purposes stated in this Ordinance. It is the City Council's intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

SECTION 9. Effect of Repeal. Repeal of any provision of the CHMC does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 10. Effect of Invalidation. If this entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal or amendment of the CHMC or other City Ordinance by this Ordinance will be rendered void and cause such previous CHMC provision or other City Ordinance to remain in full force and effect for all purposes.

SECTION 11. Preservation. Repeal or amendment of any previous Code Sections does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance's effective date. Any such repealed part will remain in full force and effect

for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 12. Severability. If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 13. Certification. The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of Chino Hills' book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 14. Effective Date. This Ordinance will take effect on the 30th day following its final passage and adoption.

PASSED, APPROVED, AND ADOPTED this 11th day of February 2025.

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ART BENNETT, MAYOR

ATTEST:

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CHERYL BALZ, CITY CLERK

APPROVED AS TO FORM:

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MARK D. HENSLEY, CITY ATTORNEY

STATE OF CALIFORNIA )  
COUNTY OF SAN BERNARDINO ) ss  
CITY OF CHINO HILLS )

I, CHERYL BALZ, City Clerk of the City of Chino Hills, DO HEREBY CERTIFY that Ordinance No. \_\_\_\_ was duly introduced at a regular meeting held January 28, 2025; and adopted at a regular meeting of the City Council held on February 11, 2025 by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

I, CHERYL BALZ, City Clerk of the City of Chino Hills further certify that summaries of the Ordinance were published on \_\_\_\_\_, 2025 and \_\_\_\_\_, 2025 in the Chino Valley Champion newspaper.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Chino Hills, California, on the day and year last written below.

\_\_\_\_\_  
CHERYL BALZ, CITY CLERK

\_\_\_\_\_  
(DATE)

**16.10.140 Accessory dwelling units.**

- A. An accessory dwelling unit or junior accessory dwelling unit that conforms to the requirements of this section shall not be considered to exceed the allowable density for the lot upon which such unit is proposed to be established and shall be deemed a residential use that is consistent with the existing general plan and zoning designations for the lot. Furthermore, such an accessory dwelling unit shall not be considered in the application of any ordinance, policy, or program to limit residential growth.
- B. Accessory dwelling units and junior accessory dwelling units shall not be sold or otherwise conveyed separately from the primary dwelling.
- C. Owner Occupancy Requirement for Junior Accessory Dwelling Units. The owner of the property on which a junior accessory dwelling unit is located shall reside in either the junior accessory dwelling unit or the remaining portion of the primary dwelling unit on the property as their primary residence as long as the junior accessory dwelling unit remains on the property. This is a perpetual requirement that runs with the land.
- D. Rental Period. Any rental or lease of an accessory dwelling unit or junior accessory dwelling unit shall be for a period exceeding thirty (30) days.
- E. Building Separation. Accessory dwelling units shall conform to the building separation requirements of Section 16.06.160 Fire Resistive Design Requirements or Chapter 16.22 Fire Hazard Overlay District, as applicable to the subject property.
- F. Accessory Dwelling Units within the Fire Hazard Overlay District. Accessory dwelling units located within the Fire Hazard Overlay District shall conform to the requirements and standards stipulated in Chapter 16.22 Fire Hazard Overlay District.
- G. Properties Ineligible for Accessory Dwelling Unit Development for Preservation of Public Safety. There shall be established an overlay zoning district, "ADU Ineligibility District" defined by specific locations within the City shown in Figure 20-2 shown below. Accessory dwelling units (detached, attached, and within existing structures) and junior accessory dwelling units shall not be permitted within the ADU Ineligibility District, except for those properties within the overlay district that conform to all of the following criteria:
  - 1. The property abuts the Carbon Canyon Road right-of-way;
  - 2. The property has direct vehicular access via a private driveway to Carbon Canyon Road; and
  - 3. The property has sufficient onsite parking to accommodate the aggregate number of required parking spaces for the primary dwelling and any accessory dwelling units.



accessory dwelling units shall be subject to a maximum height of eighteen (18) feet and four-foot side and rear setbacks.

3. Properties proposed for multi-family residential use:
    - a. A maximum of two (2) detached accessory dwelling units may be located on a lot with proposed multi-family dwelling units. These accessory dwelling units shall be developed concurrently with or subsequently to the proposed multi-family dwelling units and shall be subject to a maximum height of eighteen (18) feet and four-foot side and rear setbacks.
  4. The objective development and design standards that apply to accessory dwelling units that are specified by subsections (H)(2) and (H)(3) and described in this subsection (H)(4) are those standards set forth in subsections (H)(2), (H)(3), and (H)(4), respectively. Notwithstanding any other provision in this title, these and the design and development standards set forth in Government Code Section 66323 are the only development and design standards that apply to accessory dwelling units that are specified by subsections (H)(2) and (H)(3) and described in this subsection (H)(4).
    - a. One accessory dwelling unit and one junior accessory dwelling unit per lot with a proposed or existing single-family dwelling, where the accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress. The accessory dwelling unit or junior accessory dwelling unit shall have independent exterior access and side and rear setbacks sufficient for fire and safety.
    - b. One detached, new construction, accessory dwelling unit that does not exceed 800 square feet in floor area or eighteen (18) feet in height and maintains a minimum four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. This accessory dwelling unit may be combined with a junior accessory dwelling unit.
  - I. Minimum Size. Accessory dwelling units and junior accessory dwelling units shall have a minimum size of two hundred twenty (220) square feet.
  - J. Maximum Size. The maximum size of an accessory dwelling unit shall not exceed eight hundred fifty (850) square feet for an accessory dwelling unit containing up to one (1) bedroom, or one thousand (1,000) square feet for an accessory dwelling unit containing more than one (1) bedroom. Additionally, the total floor area of an accessory dwelling unit attached to the primary dwelling unit and exceeding eight hundred (800) square feet in floor area shall not exceed fifty (50) percent of the floor area of the proposed primary dwelling unit or of the existing livable floor area of an existing primary dwelling unit.
  - K. Setbacks. Accessory dwelling units and junior accessory dwelling units shall comply with the following setbacks:
    1. Front setback: same as the primary dwelling
    2. Side setbacks: four (4) feet to the property line
    3. Rear setback: four (4) feet to the property line
    4. For accessory dwelling units and junior accessory dwelling units within an existing structure, the side and rear setbacks shall comply with current City building and fire code requirements.
    5. No part of the accessory dwelling unit structure shall project into the four-foot side or rear setbacks specified in Section "K" above.
  - L. Lot Coverage. Accessory dwelling units shall conform to the maximum lot coverage of the underlying zoning district.
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- M. Maximum Height. Accessory dwelling units shall not exceed one-story and eighteen (18) feet in height, except that an accessory dwelling unit attached to the primary dwelling shall not exceed the height of the existing primary dwelling or 25 feet, whichever is greater.
- N. A detached two-story accessory dwelling unit, not exceeding the maximum height of the zoning district, may be permitted where the accessory dwelling unit matches the architectural style, material, and colors of the primary dwelling unit; is located behind the rear wall plane of the primary dwelling unit; and complies with the setbacks applicable to the primary dwelling unit.
- O. Independent Access. All accessory dwelling units and junior accessory dwelling units shall be provided with exterior access independent from the primary residence. A junior accessory dwelling unit that shares a sanitation facility with the primary dwelling shall be provided with an interior entry to the main dwelling in addition to the independent exterior access.
- P. Required Parking.
1. One (1) covered or uncovered parking space shall be provided for any accessory dwelling unit containing one (1) or more bedrooms.
  2. An accessory dwelling unit meeting one (1) or more of the following criteria shall be exempt from the parking requirement:
    - a. The accessory dwelling unit is located within one-half mile walking distance of public transit;
    - b. The accessory dwelling unit or junior accessory dwelling unit is located within an existing or proposed primary dwelling unit or an existing accessory structure;
    - c. The accessory dwelling unit is located in an area where on-street parking permits are required for the property, but not offered to the occupant of the accessory dwelling unit; or
    - d. The accessory dwelling unit is located within one (1) block (a set of contiguous properties undivided by a street) of a car share vehicle location.
  3. The replacement of parking spaces shall not be required when a garage, carport, or other covered parking structure is converted into an accessory dwelling unit or demolished to accommodate the construction of an accessory dwelling unit. The primary dwelling unit shall be deemed legal, non-conforming if it no longer satisfies the parking requirements of Chapter 16.34 Parking and Loading as a result of such conversion or demolition; subsequent additions to the primary dwelling unit shall comply with the parking requirements of Chapter 16.34 Parking and Loading.
  4. Replacement of garage parking spaces shall be required when such spaces are lost in the conversion of an attached garage into a junior accessory dwelling unit.
- Q. Objective Design Standards. All accessory dwelling units and junior accessory dwelling units shall conform to the following design standards:
1. Attached accessory dwelling units shall match the primary dwelling in architectural style (characterized by features that make the primary house notable such as roof pitch, trim, and window and door styles), exterior materials, and exterior colors.
  2. Any exterior doors and/or windows installed in the development of the accessory dwelling unit, attached to or within the primary dwelling, shall match the primary dwelling unit in design, color, and decorative molding/trim.
  3. For accessory dwelling units developed within a garage, the garage door(s) shall be removed and replaced with a wall(s), containing a window or door, that matches the architectural style (characterized by features that make the primary house notable such as roof pitch, trim, and window and door styles) and exterior materials and colors of the front elevation of the home. The accessory dwelling unit shall comply with all California Building Code requirements pertaining to the conversion of the garage into habitable space.

4. All new exterior lighting shall be limited to down-lights.
  5. New detached accessory dwelling units shall provide decorative trim of at least three-quarter inches in depth and three inches in width around windows and exterior doors. Decorative trim may be omitted if the window or door is recessed at least three inches into the exterior wall plane.
  6. New second story accessory dwelling units (not converted within an existing space) shall be set back a minimum of five (5) feet from the first story building face at the front and street-facing elevations.
  7. Entrances and stairways serving a second story accessory dwelling unit shall not be located on the front or street-facing elevations.
  8. Accessory dwelling units shall provide clear addressing visible from the street. Addresses must be at least four (4) inches high.
  9. An accessory dwelling unit shall have utility hookups and an area shall be provided to accommodate installation of a clothes washer and dryer within the dwelling unit.
  10. Accessory dwelling units shall incorporate roof overhangs of at least twelve (12) inches.
- R. Separate Utilities.
1. Separate utility connections and meters, excluding sewer service, are required of all accessory dwelling units.
  2. Notwithstanding the above, separate utility connections and meters are not required for attached accessory dwelling units, unless the Building Official determines that the existing utility connections are not of an adequate size and capacity to serve the accessory dwelling unit.
- S. Separate Addresses. All accessory dwelling units and junior accessory dwelling units shall be issued a separate address from the primary dwelling unit.
- T. Building Code. The accessory dwelling unit shall comply with all provisions of the currently adopted building and construction codes pursuant to Title 15, except that accessory dwelling units shall not be required to provide fire sprinklers if they were not required for the existing primary residence.
- U. For the purposes of this section, "public transit" refers to a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.
- V. For the purposes of this section, "car share vehicle location" refers to a location where a vehicle available for short term rental by a licensed car sharing organization is stored while not being used.
- W. As part of the application for a permit to create an accessory dwelling unit connected to an onsite wastewater treatment system, a percolation test completed within the last five years, or, if the percolation test has been recertified, within the last 10 years, is required.

(Ord. No. 321, § 9, 11-28-2017; Ord. No. 364, § 8, 2-9-2021; Ord. No. 406, § 7(Exh. C), 2-27-2024)



## COUNCIL AGENDA STAFF REPORT

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TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS      DATE: JANUARY 28, 2025

FROM: CITY MANAGER      ITEM NO: 17

SUBJECT: AMENDING THE MASTER SCHEDULE OF FEES, FINES & PENALTIES  
ESTABLISHING NEW AND REVISED FEES

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### RECOMMENDATION:

1. Conduct a Public Hearing
2. Adopt a Resolution entitled: A RESOLUTION OF THE CITY OF CHINO HILLS, AMENDING THE MASTER SCHEDULE OF FEES, FINES, AND PENALTIES SET FORTH IN RESOLUTION NO. 2024R-029, ESTABLISHING NEW AND REVISED FEES AND DETERMINING THAT THE ADOPTION OF THE FEES IS EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

### BACKGROUND/ANALYSIS:

On April 23, 2024, the City Council held a public hearing and adopted the Master Schedule of Fees, Fines and Penalties (Fee Schedule) update. The Fee Schedule establishes the City's authority to set fees to recover the reasonable cost for services provided by the City to individual beneficiaries. Fees generally represent the full cost of providing the service. However, a fee can be reduced, or subsidized, to incentivize participation or respond to market factors. The Fee Schedule also establishes the City's authority to charge fines and penalties for violations of law.

Occasionally, operational, economic or legislative changes necessitate updates to the fee schedule. Several changes are currently being recommended to the existing schedule, as outlined below. The details of each fee calculation can be found in the Cost Analysis document (Attachment A). Additionally, please note that if a fee is based on actual cost recovery and requires only an initial deposit, any excess deposit will be refunded upon project completion.

#### Building Services

Staff is proposing to add an "After Hours Inspection" fee and "Investigation Fee for Missed Inspection Steps" to the Master Fee Schedule (Exhibit "A" to Resolution) under the Miscellaneous Fees in Building Services to cover staff time costs for special and extraordinary work, as well as adding fees for miscellaneous plumbing fixture installation and replacements, which currently do not exist. Consolidation of rarely used fees and updated descriptions are intended to improve the uniform application of fees, which is necessary because of the new Virtual Development Services (VDS) system.

#### Development Services

Staff is proposing to add an "Entitlement Review -- Engineering Consultant Services" fee to the Master Fee Schedule (Exhibit "A" to Resolution). This fee covers land development application reviews, previously handled by in-house staff but now assigned to consultants due to staffing changes. Staff will evaluate the fee after implementation and request an

adjustment, if needed, to ensure full cost-recovery for the application process. The Business License Processing fee is now included with Land Use Clearance for Business License, which has been increased, as the process has been modified with the implementation of the new Virtual Development Services (VDS) system.

The current Post Entitlement Review -- Engineering Consultant Services fee (initial deposit) is \$10,702, while the proposed fee is \$50,000, an increase of \$39,298. However, it is important to note that the overall costs are not increasing; the deposit is simply being adjusted to reflect the actual costs being incurred. This fee covers land development application reviews, which were previously handled by in-house staff but are now assigned to consultants due to staffing changes. To address the gap between actual costs and the current deposit, an adjustment to the initial deposit amount is being proposed. This increase will help prevent delays caused by repeated requests for additional funds and ensure timely reviews, as the City no longer has in-house staff for these tasks.

#### Public Works - Engineering

For the Engineering Fees in Public Works, staff is proposing a new fee "Engineered/Mechanically Stabilized Earth (MSE) Walls -- Inspection Fee" to the Master Fee Schedule (Exhibit "A" to Resolution) with the Initial Deposit amount of 5.5% of Engineering Cost Estimate. Building Services contains Retaining and Block walls, but newer development is using MSE walls which require additional time to inspect. The Initial Deposit fee is calculated at half of the percentage for encroachment permit inspections as Quality Assurance/Quality Control consultants would assist with inspecting the remaining half. A proposed update to "Subdivision Encroachment Permit -- Inspection Fee" from 5% to 11% of Engineering Cost Estimate is also included. The Inspection Fee needs to be updated to match our current Engineering Cost Estimate worksheets which reference 11%.

#### Rough Grading

Staff is proposing the Rough Grading Permit fees be moved to Engineering since they issue grading permits and provide inspection oversight. Consultant costs for plan check and daily on-site inspection will still be managed by the Planning Division. The fees for the Initial Deposit are set to increase from \$4,013 plus \$260 each 10,000 cubic yards to \$4,213 plus \$280 each 10,000 cubic yards. The new Initial Deposit fee uses Engineering's fully burdened rate multiplied by 15 hours. These fees are complete cost recovery for the City from developers, in order to support land development engineering review and plan check by the City.

#### Finance Department

Finance is proposing to add an "Electronic Check Fee" to the Master Fee Schedule (Exhibit "A" to Resolution). This fee would pass through the e-check fees associated with business license and development transactions processed online via electronic check, which varies by vendor, and ranges from \$0.50 to \$1.95.

#### Facility Rentals

The Community Services Department is proposing a five-year fee schedule adjustment for facility rental fees at the Community Center, McCoy Equestrian Center, and other various community recreation facilities. A key change in the proposal is that rental rates will be determined based on the calendar year of the event rather than the booking date. For example, an event scheduled for 2026 but booked in 2025 will be charged the 2026 rate. The proposed facility rental schedule includes a 5% annual fee increase from 2026 to 2029 to address inflation, market trends, and rising operational expenses, including minimum wage increases. This adjustment is the first update to facility rental rates since 2023, helping ensure financial sustainability, competitive pricing, and the continued maintenance of high-quality facilities. Unlike most other fees, City facility rental fees are not required to be charged at the amount that it costs the City to rent but can be set at market rate.

Building Permit Fees

As shown in Table 9 of the cost recovery analysis (Attachment "A"), variances in New Construction/Addition Fees now account for area thresholds rounded to the nearest hundred, supporting updated building software requirements.

Public Notice and Hearing

A notice regarding the amending of fees was mailed to interested parties on January 8, 2025. A public notice was published on January 11, 2025, and on January 18, 2025, in the Chino Valley Champion newspaper. The proposed fee schedule, data indicating the amount of cost or estimated cost, required to provide the service for which the fee or service charges are levied and the revenue sources anticipated to provide the services, including General Fund revenues, was made available for public review on January 13, 2025, in the City Clerk's office. The City Council held a Fee Workshop on January 14, 2025, to discuss the proposed resolution amending the Master Schedule of Fees, Fines and Penalties.

Effective Date

The Government Code §66017 requires that certain fees shall be effective no sooner than 60 days following the adoption of the fee or charge or increase in the fee or charge; therefore, it is recommended that the Building, Development Services, and Public Works fees become effective April 1, 2025 and all other fees, fines and penalties will be effective February 1, 2025.

**ENVIRONMENTAL (CEQA) REVIEW:**

This proposed action is not subject to review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA Guidelines (Title 14 California Code of Regulations §§ 15000, et seq.), because it does not involve any commitment to a specific project which could result in a potentially significant physical impact on the environment; and, constitutes an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. Accordingly, this action does not constitute a "project" that requires environmental review (see specifically 14 CCR § 15378(b)(4-5)).

**FISCAL IMPACT:**

Approval of the resolution amending the Master Schedule of Fees, Fines & Penalties will generate limited revenue for the General Fund.

**REVIEWED BY OTHERS:**

This item has been reviewed by the City Attorney.

**LEVINE ACT DETERMINATION:**

This item is NOT subject to the Levine Act.

Respectfully Submitted,

Recommended By:

  
Benjamin Montgomery  
City Manager

  
Christa Buhagiar  
Finance Director

Attachments Attachment A - Cost Analysis  
Resolution - Master Schedule of Fees  
Exhibit A - Master Schedule of Fees, Fines & Penalties

Amendment to the Master Schedule of Fees, Fines & Penalties FY 24-25

# **Cost Recovery Analysis**

Changes from prior year are marked in red.

**Community Development - Building Services**

Building Permits and Fees				Community Development	Material/3rd Party Cost	Full Cost	Subsidy %	Suggested Fee	Fee Δ
#	Description	Current Fee/Charge	Notes	\$267.56					
*	1	New Construction <del>and Remodel, Additions, Tenant Improvement, and Conversions</del> Permit Fees	Table 9			N/A	N/A	Table 9	N/A
*	2	Primary Sign	\$802.00	3.00		\$802.67	0%	\$802.00	\$0.00
*	3	Special Inspector Application/Registration	\$66.00	0.25		\$66.89	1%	\$66.00	\$0.00
*	4	Demolition work where inspection is required	\$668.00	2.50		\$668.89	0%	\$668.00	\$0.00
(a)	<del>5</del>	<del>Occupancy Verification Inspection</del>	<del>\$267.00</del>	<del>1.00</del>		<del>\$267.56</del>	<del>0%</del>	<del>\$267.00</del>	<del>\$0.00</del>
*	5	Swimming Pools and/or Spas - Residential	\$1,739.00	6.50		\$1,739.11	0%	\$1,739.00	\$0.00
*	6	Swimming Pools - Non-Residential	\$1,872.00	7.00		\$1,872.89	0%	\$1,872.00	\$0.00
*	7	Patio Covers, Trellises, Shade Structures	\$668.00	2.50		\$668.89	0%	\$668.00	\$0.00
*	8	Balcony	\$802.00	3.00		\$802.67	0%	\$802.00	\$0.00
*	9	Decks	\$1,070.00	4.00		\$1,070.22	0%	\$1,070.00	\$0.00
*	10	Retaining Walls, per 100 linear feet or fraction thereof	\$1,204.00	4.50		\$1,204.00	0%	\$1,204.00	\$0.00
*	11	Block Walls / Fences, per 100 linear feet or fraction thereof	\$802.00	3.00		\$802.67	0%	\$802.00	\$0.00
*	12	Re-Roof (I)	\$300.00	1.50		\$401.33	25%	\$300.00	\$0.00
*	13	Window Change Outs - up to 10 windows (I)	\$300.00	1.50		\$401.33	25%	\$300.00	\$0.00
*	14	Window Change Outs - over 10 windows (I)	\$401.00	2.00		\$535.11	25%	\$401.00	\$0.00
*	15	Kitchen Remodel	\$668.00	2.50		\$668.89	0%	\$668.00	\$0.00
*	16	Rear Yard Improvements Non-structural	\$535.00	2.00		\$535.11	0%	\$535.00	\$0.00
*	17	Cellular Transmission Facility	\$1,070.00	4.00		\$1,070.22	0%	\$1,070.00	\$0.00
*	18	Minor Residential Structural Alteration	\$668.00	2.50		\$668.89	0%	\$668.00	\$0.00
*	19	Minor Commercial Structural Alteration	\$936.00	3.50		\$936.45	0%	\$936.00	\$0.00
*	20	Minor Residential Non-Structural Alteration	\$468.00	1.75		\$468.22	0%	\$468.00	\$0.00
*	21	Minor Commercial Non-Structural Alteration	\$802.00	3.00		\$802.67	0%	\$802.00	\$0.00

I - Council direction 4/9/24; confirmed 25% subsidy

\*General Plan Surcharge Fee and Technology Fee will be applied

(a) Moved to Miscellaneous Fees

**Community Development - Building Services**

Electrical Permits and Fees				Community Development	Material/3rd Party Cost	Full Cost	Subsidy %	Suggested Fee	Fee Δ
#	Description	Current Fee/Charge	Notes	\$267.56					
* 22	Power Pole / Meter Pedestal (temporary or permanent)	\$334.00		1.25		\$334.44	0%	\$334.00	\$0.00
* 23	Receptacle outlets for construction site, decorative lights, Christmas tree sales lots, etc., each	\$535.00		2.00		\$535.11	0%	\$535.00	\$0.00
* 24	Receptacle, Switch, <del>Termination Box</del> & Lighting Fixture - up to 20 outlets	\$267.00		1.00		\$267.56	0%	\$267.00	\$0.00
* 25	Receptacle, Switch, <del>Termination Box</del> & Lighting Fixture - up to 21 or more than 20 outlets	\$535.00		2.00		\$535.11	0%	\$535.00	\$0.00
* 26	Pole or Platform-Mounted Lighting Fixtures, each (50% for each additional unit)	\$468.00		1.75		\$468.22	0%	\$468.00	\$0.00
* 27	Residential Appliances, each (10% for each additional unit)	\$267.00		1.00		\$267.56	0%	\$267.00	\$0.00
* 28	Non-Residential Appliances, each	\$267.00		1.00		\$267.56	0%	\$267.00	\$0.00
* 29	Electrical Vehicle Charging Station	\$267.00		1.00		\$267.56	0%	\$267.00	\$0.00
* 30	Electrical Vehicle Charging Station Commercial, each (50% for additional unit)	\$1,204.00		4.50		\$1,204.00	0%	\$1,204.00	\$0.00
* 31	Busways/ <del>Wireways/Raceways over 9'</del> - each 100 ft.	\$267.00		1.00		\$267.56	0%	\$267.00	\$0.00
* 32	Secondary Signs, Outline Lighting and Marquees supplied from one branch circuit, each	\$802.00		3.00		\$802.67	0%	\$802.00	\$0.00
* 33	Electrical Service / Main Panel	\$535.00		2.00		\$535.11	0%	\$535.00	\$0.00
* 34	Electrical Apparatus, <del>Appliance, or Fixture Conduits and Conductors</del> for which a permit is required but for which no fee is herein set forth	\$267.00		1.00		\$267.56	0%	\$267.00	\$0.00
35	Photovoltaic Permit - Single-Family Home - Roof mounted (J)	\$450.00	Gov Code 66015	3.50		\$936.45	52%	\$450.00	\$0.00
36	Photovoltaic Permit - Multi-Family, Commercial Roof mounted	\$1,000.00		6.00		\$1,605.33	38%	\$1,000.00	\$0.00
37	Photovoltaic Permit Residential - Ground mounted (J)	\$450.00		3.00		\$802.67	44%	\$450.00	\$0.00
38	Photovoltaic Permit Commercial - Ground mounted	\$1,000.00		6.00		\$1,605.33	38%	\$1,000.00	\$0.00
* 39	Energy Storage System ( <del>not integrated with PV system</del> )	\$267.00		1.00		\$267.56	0%	\$267.00	\$0.00
* 40	Electrical Subpanel, each	\$267.00		1.00		\$267.56	0%	\$267.00	\$0.00

J - Per Govt Code 66015 a photovoltaic permit shall not exceed \$450 for residential and \$1,000 for commercial through January 1, 2025

\*General Plan Surcharge Fee and Technology Fee will be applied

**Community Development - Building Services**

Mechanical Permit and Fees			
#	Description	Current Fee/Charge	Notes
* 41	<del>HVAC Change Out Furnace or Condensing Unit only (K)</del>	<del>\$96.00</del>	
* 41	Residential HVAC Change Out Split-System (or individual system component) (L)	\$96.00	
* 42	Installation or Relocation of each floor/wall furnace, including vent (10% for each additional unit)	\$267.00	
* 43	<del>Installation, Relocation or Replacement of each appliance vent (10% for each additional unit)</del>	<del>\$267.00</del>	
* 43	Installation of Air Handling Unit, or Relocation of Miscellaneous Residential Mechanical Appliance, each (50% for each additional unit)	\$334.00	
* 44	<del>Each Evaporative Cooler other than portable type (50% for each additional unit)</del>	<del>\$334.00</del>	
* 45	<del>Each Vent Fan connected to a single duct (50% for each additional unit)</del>	<del>\$334.00</del>	
* 44	Installation of each hood which is served by mechanical exhaust, including the ducts for such hood Commercial Mechanical Appliance (including associated ductwork)	\$535.00	

K - Council direction 4/9/24; confirmed subsidy of 76%

L - Council direction 4/9/24; confirmed subsidy of 82%

Community Development	Material/3rd Party Cost
\$267.56	
1.50	
2.00	
1.00	
1.00	
1.25	
1.25	
1.25	
2.00	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
<del>\$401.33</del>	76%	<del>\$96.00</del>	<del>\$0.00</del>
\$535.11	82%	\$96.00	\$0.00
\$267.56	0%	\$267.00	\$0.00
<del>\$267.56</del>	0%	<del>\$267.00</del>	<del>\$0.00</del>
\$334.44	0%	\$334.00	\$0.00
<del>\$334.44</del>	0%	<del>\$334.00</del>	<del>\$0.00</del>
<del>\$334.44</del>	0%	<del>\$334.00</del>	<del>\$0.00</del>
\$535.11	0%	\$535.00	\$0.00

Plumbing Permits and Fees			
#	Description	Current Fee/Charge	Notes
* 45	Installation / Repair of Onsite Water Supply Line	\$267.00	
* 46	Installation / Repair of Sewer Line	\$401.00	
* 47	<del>Rainwater System (inside building, includes primary and overflow)</del>	<del>\$267.00</del>	
* 47	Each Private Sewage Disposal System (septic system)	\$936.00	
* 48	Each Water Heater (M)	\$112.00	
* 49	Installation of Grease Interceptor	\$401.00	
* 50	<del>Installation, Alteration, or Repair of Water Piping</del>	<del>\$468.00</del>	
* 50	Installation, Alteration, or Repair of Water, Gas, or Drainage Piping	\$401.00	
* 51	<del>Installation / Extension of Gas Piping System on/within a structure</del>	<del>\$267.00</del>	
* 52	<del>Extension of a Gas Line from an existing system to an outdoor use</del>	<del>\$267.00</del>	
51	Installation of up to (3) Miscellaneous Residential Plumbing Appliances or Fixtures (50% for each additional)	N/A	
52	Installation of each Miscellaneous Commercial Plumbing Appliance or Fixture	N/A	
* 53	Residential Re-Pipe	\$468.00	

M - Council direction 4/9/24; confirmed 58% subsidy

\*General Plan Surcharge Fee and Technology Fee will be applied

Community Development	Material/3rd Party Cost
\$267.56	
1.00	
1.50	
1.00	
3.50	
1.00	
1.50	
1.50	
1.75	
1.50	
1.00	
1.00	
1.00	
2.00	
1.75	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$267.56	0%	\$267.00	\$0.00
\$401.33	0%	\$401.00	\$0.00
<del>\$267.56</del>	0%	<del>\$267.00</del>	<del>\$0.00</del>
\$936.45	0%	\$936.00	\$0.00
\$267.56	58%	\$112.00	\$0.00
\$401.33	0%	\$401.00	\$0.00
<del>\$468.22</del>	0%	<del>\$468.00</del>	<del>\$0.00</del>
\$401.33	0%	\$401.00	\$0.00
<del>\$267.56</del>	0%	<del>\$267.00</del>	<del>\$0.00</del>
<del>\$267.56</del>	0%	<del>\$267.00</del>	<del>\$0.00</del>
\$267.56	0%	\$267.00	New
\$535.11	0%	\$535.00	New
\$468.22	0%	\$468.00	\$0.00

**Community Development - Building Services**

Grading Fees				Community Development	Material/3rd Party Cost	Full Cost	Subsidy %	Suggested Fee	Fee Δ
#	Description	Current Fee/Charge	Notes	\$267.56					
(b) 53	<del>Geotechnical Report Review</del>	<del>\$5,070.00</del>	<del>Initial Deposit</del>	4.00	\$4,000.00	\$5,070.22	0%	\$5,070.00	\$0.00
54	<del>Geotechnical Report Review – not requiring professional review</del>	<del>\$668.00</del>		2.50		\$668.89	0%	\$668.00	\$0.00
54	Precise Grading and/or Geotechnical Review - Single Lot	\$3,210.00	Initial Deposit	2.50	\$5,400.00	\$6,068.89	1%	\$6,000.00	\$2,790.00
55	Precise Grading and/or Geotechnical Review - Multi-Family/Residential Tract/Commercial	\$6,688.00	Initial Deposit	2.50	\$10,400.00	\$11,068.89	1%	\$11,000.00	\$4,312.00
** 56	Precise Grading Permit Fee Per Lot	\$802.00	Cost Recovery/ minimum 3 hours	3.00		\$802.67	0%	\$802.00	\$0.00
(c) 57	<del>Rough Grading Plan Review</del>	<del>\$13,377.00</del>	<del>Initial Deposit</del>	50.00		\$13,377.79	0%	\$13,377.00	\$0.00
(d) 58	<del>Rough Grading Permit</del>	<del>\$4,013.00</del>	<del>Initial Deposit - \$4,013.00 plus \$260 each 10,000 CY</del>	15.00		\$4,013.34	0%	\$4,013.00	\$0.00

(b) Combined with Precise Grading Review

(c) Moved to Development Services - Development Permits and Fees

(d) Moved to Public Works

Administrative Fees				Community Development	Material/3rd Party Cost	Full Cost	Subsidy %	Suggested Fee	Fee Δ
#	Description	Current Fee/Charge	Notes	\$267.56					
** 57	Temporary Certificate of Occupancy	\$535.00	Plus Initial Deposit	2.00		\$535.11	0%	\$535.00	\$0.00
58	Temporary Certificate of Occupancy Inline Building	\$1,000.00	Initial Deposit			N/A	N/A	\$1,000.00	\$0.00
59	Temporary Certificate of Occupancy Stand-Alone Building	\$5,000.00	Initial Deposit			N/A	N/A	\$5,000.00	\$0.00
** 60	Certificate of Occupancy	\$133.00		0.50		\$133.78	1%	\$133.00	\$0.00
** 61	Permit Re-Issuance	\$133.00		0.50		\$133.78	1%	\$133.00	\$0.00
** 62	Plan Check Re-Submittal (after 3 reviews)	\$535.00		2.00		\$535.11	0%	\$535.00	\$0.00
** 63	Address Change or New Address Assignment	\$668.00	Per Address	1.00		\$267.56	0%	\$267.00	-\$401.00
64	Street Naming and Addressing (new tracts and multi-building developments) including Renaming of Public Streets and Honorary Street Names	\$5,351.00	Initial Deposit	20.00		\$5,351.12	0%	\$5,351.00	\$0.00
(e) 65	<del>Renaming of Public Streets</del>	<del>\$5,351.00</del>	<del>Initial Deposit</del>	20.00		\$5,351.12	0%	\$5,351.00	\$0.00
(e) 66	<del>Honorary Street Names</del>	<del>\$5,351.00</del>	<del>Initial Deposit</del>	20.00		\$5,351.12	0%	\$5,351.00	\$0.00
** 65	Permit for Temporary Construction Trailer	\$267.00		1.00		\$267.56	0%	\$267.00	\$0.00
** 66	Temporary Building Structure	\$535.00		2.00		\$535.11	0%	\$535.00	\$0.00

\*\*Technology Fee will be applied

(e) Merged with Street Naming and Addressing

Community Development - Building Services

Miscellaneous Fees			
#	Description	Current Fee/Charge	Notes
67	Strong Motion Instrumentation	Pass Thru	Full cost set by state
68	SB 1473 - Bldg. Standards Admin Special Revolving Fund	\$1/per \$25,000	
69	Access Compliance (% set by state law)	5% of building permit & plan check fees	
70	Energy Conservation Compliance (% set by state law)	10% of building permit & plan check fees	
71	Inspections for which no fee is specifically indicated	<del>Cost Recovery/ minimum 1 hour</del>	Cost Recovery/ minimum 1 hour
72	After Hours Inspection Fee (overtime rate)	N/A	Cost Recovery/ minimum 2 hours at the fully burdened overtime hourly rate
(f) 73	Occupancy Inspection	\$267.00	
74	Started work without a permit	50% of the base permit fee	
75	Archival fees	\$1.50	per page
76	Permit Refund Processing Fee	\$66.00	
77	Inspection Verification for Permit Refund	\$133.00	
78	Re-Inspection Fee	\$334.00	
79	Investigation Fee for Missed Inspection Steps	N/A	Cost Recovery/ minimum 1 hour
80	Special Events Inspection	Cost Recovery/ minimum 1 hour	
81	Non-Profit Special Events Inspections (N)	\$267.00	
82	Technology Fee	6% of building fees	
83	General Plan Surcharge Fee	0.08% of building valuation	

Community Development	Material/3rd Party Cost
\$267.56	
1.00	
2.00	
1.00	
0.25	
0.50	
0.50	
1.00	
1.50	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
N/A	N/A	Pass Thru	\$0.00
N/A	N/A	\$1/per \$25,000	\$0.00
N/A	N/A	5% of building permit & plan check fees	\$0.00
N/A	N/A	10% of building permit & plan check fees	\$0.00
\$267.56 Variable	N/A	\$267.00	\$0.00
\$802.67	N/A	\$802.00	New
\$267.56	0%	\$267.00	\$0.00
N/A	N/A	Additional Surcharge of 50% of the base permit fee	\$0.00
N/A	N/A	\$1.50	\$0.00
\$66.89	1%	\$66.00	\$0.00
\$133.78	1%	\$133.00	\$0.00
\$133.78	1%	\$133.00	-\$201.00
\$267.56	N/A	\$267.00	New
Variable	N/A	Cost Recovery/ minimum 1 hour	\$0.00
\$401.33	33%	\$267.00	\$0.00
N/A	N/A	6% of building fees	\$0.00
N/A	N/A	0.08% of building valuation	\$0.00

N - Council direction 4/9/24; confirmed non-profit fee should be equivalent to 1 hour  
(f) Moved from Building Permits and Fees - formerly Occupancy Verification Inspection

**Community Development - Building Services**

**Technology Fee**

**Justification:** The Technology Fee is calculated by taking the estimated yearly cost for the annual maintenance of the Land Management System (LMS) and dividing it by the total Building Fee Revenue based on FY 2022-23. This calculation yields a percentage, which represents the portion of the Building Fee Revenue needed to cover the expenses related to the LMS. To avoid over-collection and ensure fees are in line with cost recovery, this percentage is rounded down.

<b>Technology Fee</b>	
Fee attached as a percentage of Fee Activity	
Yearly Cost Need	\$108,000
Total Building Fee Revenue	\$1,653,176
<b>Full Cost Technology Fee</b>	<b>6.53%</b>
<b>Input Fee Desired</b>	<b>6.0%</b>
Cost Recovery Level	92%

Total fee revenue based on FY 22-23 business permit revenues.

<b>Cost Detail</b>	<b>Total in Today's \$</b>
Tyler Annual Maintenance LMS	\$ 100,000
Bluebeam Annual License	\$ 5,000
Verizon Annual Connectivity LMS	\$ 3,000
<b>Total</b>	<b>\$ 108,000</b>

**General Plan Surcharge**

**Justification:** The General Plan Surcharge Fee is calculated by dividing the cost of updating the general plan, on an eight-year cycle, by the total valuation of building construction over eight years. This calculation yields a percentage, which ensures full cost recovery for the General Plan Surcharge Fee, set at 0.125%. However, new state laws have directly impacted the current and future General Plan process as compared to previous housing cycles, and new development will significantly impact the General Plan. In particular, the State Regional Housing Needs Assessment allocation to the City from the 2014-2021 housing cycle to the 2021-2029 cycle increased **more than 400%** – from 862 units to 3,729 units. The General Plan must accommodate this new development, in that most of the General Plan elements are being updated because of this dramatic housing development change. As a result, new development to which the fee is charged bears more connection to the cost of implementing those requirements since that is the requirement of a user fee. Consequently, it was determined that 65% of cost recovery should be borne by new development, with 35% of the cost being covered by the General Fund. This will ensure that the fee charged to the service recipient is in connection to the reasonable benefit and cost incurred by the City to provide for the service.

<b>General Plan Update Fee</b>	
Fee attached as a percentage of Building Permit	
General Plan Update Cost	\$1,171,659.38
Update Interval (Years)	8
Yearly Cost Need	\$146,457.42
Building Valuation (average year*)	\$117,633,721
<b>Full Cost General Plan Fee</b>	<b>0.125%</b>
Current Fee	0.0%
Current Cost Recovery level	0%
Input percent fee desired	0.08%
Fee increase/decrease needed	NA
New Cost Recovery level	65.0%

\*Based on 8 year period of total building valuation of \$941,069,767.

**Yearly Cost Inflator**      **2%**  
 Note: The inflator is used to estimate the cost for the listed projects in 2029 when the next Update is done

<b>General Plan Term Cost Calculation</b>		
<b>Cost Detail</b>	<b>Total in Today's \$</b>	<b>Total with Inflator</b>
Consultant for Update	\$600,000	\$702,995.63
Environmental Consultant	\$300,000	\$351,497.81
Traffic Consultant	\$100,000	\$117,165.94
<b>Total</b>	<b>\$1,000,000</b>	<b>\$1,171,659.38</b>

**Community Development - Development Services**

Development Permits and Fees				Community Development	1000: City Clerk	Material/3rd Party Cost				
#	Description	Current Fee/Charge	Notes	\$267.56	\$134.81		Full Cost	Subsidy %	Suggested Fee	Fee Δ
(a) 1	Land Use Clearance for Business License	\$160.00		1.00			\$267.56	0%	\$267.00	\$107.00
2	Zoning Verification Letter	\$1,204.00		4.50			\$1,204.00	0%	\$1,204.00	\$0.00
3	Home Occupation Permit (O)	\$104.00		1.00			\$267.56	61%	\$104.00	\$0.00
4	Permit Refund Processing Fee	\$66.00		0.25			\$66.89	1%	\$66.00	\$0.00
5	Appeal to Planning Commission/City Council by applicant or outside party	\$8,296.00	Initial Deposit	30.00	2.00		\$8,296.29	0%	\$8,296.00	\$0.00
6	Amend Final Map	\$6,688.00	Initial Deposit Based on Scope of Work	25.00			\$6,688.89	0%	\$6,688.00	\$0.00
7	Certificate of Compliance/Correction	\$2,837.00	Initial Deposit	5.00		\$1,500.00	\$2,837.78	0%	\$2,837.00	\$0.00
8	Conditional Use Permit - Wireless	\$8,026.00	Initial Deposit	30.00			\$8,026.67	0%	\$8,026.00	\$0.00
9	Conditional Use Permit - Use	\$11,237.00	Initial Deposit	42.00			\$11,237.34	0%	\$11,237.00	\$0.00
10	Municipal Code Amendment	\$17,123.00	Initial Deposit	64.00			\$17,123.57	0%	\$17,123.00	\$0.00
11	SB9 Housing Developments	\$7,224.00	Initial Deposit	27.00			\$7,224.01	0%	\$7,224.00	\$0.00
12	Design Review - Custom Home	\$7,224.00	Initial Deposit	27.00			\$7,224.01	0%	\$7,224.00	\$0.00
13	Design Review - Tract	\$16,053.00	Initial Deposit	60.00			\$16,053.35	0%	\$16,053.00	\$0.00
14	Entitlement Extension	\$8,026.00	Initial Deposit	30.00			\$8,026.67	0%	\$8,026.00	\$0.00
15	Parcel Map Review	\$9,364.00	Initial Deposit	35.00			\$9,364.45	0%	\$9,364.00	\$0.00
16	Tract Map Review	\$13,377.00	Initial Deposit	50.00			\$13,377.79	0%	\$13,377.00	\$0.00
17	General Plan Amendment/Zoning Map Change	\$17,123.00	Initial Deposit	64.00			\$17,123.57	0%	\$17,123.00	\$0.00
18	Grant of Easement/Quitclaim Review	\$5,105.00	Initial Deposit	6.00		\$3,500.00	\$5,105.33	0%	\$5,105.00	\$0.00
19	Improvement Plan Review	\$6,688.00	Initial Deposit	25.00			\$6,688.89	0%	\$6,688.00	\$0.00
20	Lot Line Adjustment	\$5,675.00	Initial Deposit	10.00		\$3,000.00	\$5,675.56	0%	\$5,675.00	\$0.00

O - Council direction 4/9/24; confirmed 61% subsidy- Equestrian permits also tied to HOP fee

(a) Combined with Business License Processing Fee time data

Community Development - Development Services

Development Permits and Fees (Continued)				Community Development	1000: City Clerk	Material/3rd Party Cost	Full Cost	Subsidy %	Suggested Fee	Fee Δ
#	Description	Current Fee/Charge	Notes	\$267.56	\$134.81					
21	Lot Merger	\$5,675.00	Initial Deposit	10.00		3,000.00	\$5,675.56	0%	\$5,675.00	\$0.00
22	Minor Variance	\$2,675.00	Initial Deposit	10.00			\$2,675.56	0%	\$2,675.00	\$0.00
23	Major Variance	\$8,026.00	Initial Deposit	30.00			\$8,026.67	0%	\$8,026.00	\$0.00
24	Pre-Application Review	\$6,688.00	Initial Deposit	25.00			\$6,688.89	0%	\$6,688.00	\$0.00
25	Planning Research Fee	\$1,605.00	Initial Deposit	6.00			\$1,605.33	0%	\$1,605.00	\$0.00
26	Reversion to Acreage	\$14,983.00	Initial Deposit	56.00			\$14,983.12	0%	\$14,983.00	\$0.00
27	Review of Gate Guarded Neighborhood Plans	\$16,053.00	Initial Deposit	60.00			\$16,053.35	0%	\$16,053.00	\$0.00
28	Minor Use Permit	\$8,026.00	Initial Deposit	30.00			\$8,026.67	0%	\$8,026.00	\$0.00
29	Minor Use Permit Entitlement Extension	\$4,013.00	Initial Deposit	15.00			\$4,013.34	0%	\$4,013.00	\$0.00
30	Minor Use Permit Wireless	\$6,421.00	Initial Deposit	24.00			\$6,421.34	0%	\$6,421.00	\$0.00
(b) 31	Rough Grading Plan Review	\$13,377.00	Initial Deposit	50.00			\$13,377.79	0%	\$13,377.00	\$0.00
32	Site Plan Review	\$32,106.00	Initial Deposit	120.00			\$32,106.69	0%	\$32,106.00	\$0.00
33	Small Wireless Facility Permit	\$4,013.00	Initial Deposit	15.00			\$4,013.34	0%	\$4,013.00	\$0.00
34	Small Wireless Facility Permit - Amendment	\$4,013.00	Initial Deposit	15.00			\$4,013.34	0%	\$4,013.00	\$0.00
35	Small Wireless Facility Permit - Consent Form	\$535.00	Flat Fee	2.00			\$535.11	0%	\$535.00	\$0.00
36	Specific Plan	\$26,755.00	Initial Deposit	100.00			\$26,755.58	0%	\$26,755.00	\$0.00
37	Water/Sewer Pump/Lift Station Plan Review	\$6,688.00	Initial Deposit	25.00			\$6,688.89	0%	\$6,688.00	\$0.00
38	Zoning Clearance Review	\$4,013.00	Initial Deposit	15.00			\$4,013.34	0%	\$4,013.00	\$0.00
39	Zoning Clearance Review Wireless	\$5,351.00	Initial Deposit	20.00			\$5,351.12	0%	\$5,351.00	\$0.00
40	Zoning Clearance - Eligible Facility Requests	\$5,351.00	Initial Deposit	20.00			\$5,351.12	0%	\$5,351.00	\$0.00
41	Zoning Clearance - Section 65850.6 Colocations	\$5,351.00	Initial Deposit	20.00			\$5,351.12	0%	\$5,351.00	\$0.00
42	Zoning Clearance Entitlement Extension	\$1,872.00	Initial Deposit	7.00			\$1,872.89	0%	\$1,872.00	\$0.00
43	<del>Technical Study Review (Water Quality Management Plan, Hydrology Plan, Storm Water Plan, etc.)— Consultant Cost</del>	<del>\$5,351.00</del>	<del>Initial Deposit</del>	<del>20.00</del>			<del>\$5,351.12</del>	<del>0%</del>	<del>\$5,351.00</del>	<del>\$0.00</del>
43	Entitlement Review - Engineering Consultant Services	N/A	Initial Deposit				N/A	0%	\$25,000.00	New
44	Post Entitlement Review - Engineering Consultant Services	\$10,702.00	Initial Deposit				N/A	0%	\$50,000.00	\$39,298.00

(b) Moved from Building Services

**Community Development - Development Services**

Development Permits and Fees (Continued)			
#	Description	Current Fee/Charge	Notes
45	Tentative Parcel Map	\$9,364.00	Initial Deposit
46	SB9 Urban Lot Split Subdivisions	\$9,364.00	Initial Deposit
47	Tentative Tract Map	\$33,728.00	Initial Deposit
48	Regional Sewerage Capital Construction	\$8,620.00	Per EDU (Full cost set by IEUA, subject to change)
49	Petition for Law Enforcement on Private, Gate-Guarded Roads	\$8,026.00	Initial Deposit - (Vehicle Code § 21107.7)
50	Petition for Law Enforcement on Private, Non Gate-Guarded Roads	\$5,351.00	Initial Deposit - (Vehicle Code § 21107.7)

Community Development	1000: City Clerk	Material/3rd Party Cost
\$267.56	\$134.81	
35.00		
35.00		
70.00		\$15,000.00
30.00		
20.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$9,364.45	0%	\$9,364.00	\$0.00
\$9,364.45	0%	\$9,364.00	\$0.00
\$33,728.90	0%	\$33,728.00	\$0.00
N/A	N/A	\$8,620.00	\$0.00
\$8,026.67	0%	\$8,026.00	\$0.00
\$5,351.12	0%	\$5,351.00	\$0.00

Minor Permits and Fees			
#	Description	Current Fee/Charge	Notes
51	Permanent Sign - Review and Approval (no building permit required)	\$401.00	
52	Banners and Flags	\$133.00	
53	Temporary Signs for Single Exhibit Events (P)	\$0.00	
54	Special Events	\$802.00	
55	Non-Profit Special Events (Q)	\$267.00	
56	Temporary Construction & Security Trailer	\$1,204.00	
57	Temporary Use Permit General	\$1,204.00	Initial Deposit
58	Temporary Use Permit - Model Homes, Temporary Sales Office/Trailer, Temporary Signs	\$4,280.00	
(c) 59	<del>Business License Processing Fee</del>	<del>\$88.00</del>	
59	Sidewalk Vendor Permit	\$267.00	
60	Minor Exception	\$401.00	

Community Development	1000: City Clerk	Material/3rd Party Cost
\$267.56	\$134.81	
1.50		
0.50		
0.17		
3.00		
8.00		
4.50		
4.50		
16.00		
0.33		
1.00		
1.50		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$401.33	0%	\$401.00	\$0.00
\$133.78	1%	\$133.00	\$0.00
\$45.48	100%	\$0.00	\$0.00
\$802.67	0%	\$802.00	\$0.00
\$2,140.45	88%	\$267.00	\$0.00
\$1,204.00	0%	\$1,204.00	\$0.00
\$1,204.00	0%	\$1,204.00	\$0.00
\$4,280.89	0%	\$4,280.00	\$0.00
<del>\$88.29</del>	<del>0%</del>	<del>\$88.00</del>	<del>\$0.00</del>
\$267.56	0%	\$267.00	\$0.00
\$401.33	0%	\$401.00	\$0.00

P - Council direction 4/9/24; confirmed 100% subsidy  
 Q - Council direction 4/9/24; confirmed non-profit fee should be equivalent to 1 hour  
 (c) Combined with Land Use Clearance for Business License fee

**Community Development - Development Services**

Parks and Landscape				Community Development	1000: City Clerk	Material/3rd Party Cost				
#	Description	Current Fee/Charge	Notes				Full Cost	Subsidy %	Suggested Fee	Fee Δ
61	Landscape Plan Check Review - Developer (staff time)	\$7,023.00	Initial Deposit	26.25			\$7,023.34	0%	\$7,023.00	\$0.00
62	Landscape Plan Check Review - Single Family (rehabilitation projects)	\$2,675.00	Initial Deposit	10.00			\$2,675.56	0%	\$2,675.00	\$0.00
63	Landscape Plan Check Review - Single Family (includes cost of consultant)	\$4,105.00	Initial Deposit	6.00		\$2,500.00	\$4,105.33	0%	\$4,105.00	\$0.00
64	Special Assessment District Formation	\$8,026.00	Initial Deposit	30.00			\$8,026.67	0%	\$8,026.00	\$0.00
<b>Investigation/Background Fees</b>				<b>Community Development</b>	<b>1000: City Clerk</b>	<b>Material/3rd Party Cost</b>				
#	Description	Current Fee/Charge	Notes				Full Cost	Subsidy %	Suggested Fee	Fee Δ
65	Adult Oriented Business Permit Application	\$401.00		1.50			\$401.33	0%	\$401.00	\$0.00
66	Minor Oriented Business/Ice Cream Vendor Permit	\$401.00		1.50			\$401.33	0%	\$401.00	\$0.00
<b>Tree Removal Permits</b>				<b>Community Development</b>	<b>1000: City Clerk</b>	<b>Material/3rd Party Cost</b>				
#	Description	Current Fee/Charge	Notes				Full Cost	Subsidy %	Suggested Fee	Fee Δ
67	Applicant - No tree plan required	\$1,070.00		4.00			\$1,070.22	0%	\$1,070.00	\$0.00
68	Applicant - Tree plan is required	\$2,073.00	Initial Deposit	7.75			\$2,073.56	0%	\$2,073.00	\$0.00

**Community Development - Development Services**

Equestrian Overlay District Fees				Community Development	1000: City Clerk	Material/3rd Party Cost				
#	Description	Current Fee/Charge	Notes	\$267.56	\$134.81		Full Cost	Subsidy %	Suggested Fee	Fee Δ
69	Equestrian and Large Animal Keeping Permit (K) (Existing prior to Ord. 270 effective 5/8/2014) (R)	\$0.00		6.00			\$1,605.33	100%	\$0.00	\$0.00
70	Equestrian and Large Animal Keeping Permit (K) - New	\$1,337.00	Initial Deposit	5.00			\$1,337.78	0%	\$1,337.00	\$0.00
71	Equestrian and Large Animal Business Permit (B) Existing Operations (Existing Prior to Ord. 270 effective 5/8/2014) (S)	\$104.00		1.00			\$267.56	61%	\$104.00	\$0.00
72	Equestrian and Large Animal Business Permit (N) - New Operations	\$8,026.00	Initial Deposit	30.00			\$8,026.67	0%	\$8,026.00	\$0.00
73	Grazing Permit (GP) (S)	\$104.00		1.00			\$267.56	61%	\$104.00	\$0.00
74	Equestrian and Large Animal Use Permit (EUP) - Existing Operations (Existing Prior to Ord. 270 effective 5/8/2014) (S)	\$104.00		1.00			\$267.56	61%	\$104.00	\$0.00
75	Equestrian and Large Animal Use Permit (EUP) - New Operations	\$8,026.00	Initial Deposit	30.00			\$8,026.67	0%	\$8,026.00	\$0.00

R - Council direction 4/9/24; confirmed 100% subsidy

S - Council direction 4/9/24; confirmed 61% subsidy - fee consistent with Home Occupation Permit Fee

Table 9

IBC Class / IBC/CBC Occupancy Type / Project Size Threshold			Current Fees - FY 24/25						Proposed Fees - FY 24/25												
			Price Per Unit						Price Per Unit												
			30%		70%		100%		30%		70%		100%								
			PLAN REVIEW		INSPECTIONS		TOTAL		PLAN REVIEW		INSPECTIONS		TOTAL								
Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.										
A-1	Assembly—Fixed Seating Theater Concert Hall	3,000	\$2,408.00	\$23.41	\$5,618.67	\$54.63	\$8,026.67	\$78.04	9.00	\$2,408.00	21.00	\$5,618.67	30.00	\$2,408.00	\$23.41	\$5,618.67	\$54.63	\$8,026.67	\$78.04		
		9,000	\$3,812.67	\$23.41	\$8,896.23	\$54.63	\$12,708.90	\$78.04	14.25	\$3,812.67	33.25	\$8,896.23	47.50	\$3,812.67	\$23.41	\$8,896.23	\$54.63	\$12,708.90	\$78.04		
		15,000	\$5,217.34	\$18.73	\$12,173.79	\$43.70	\$17,391.13	\$62.43	19.50	\$5,217.34	45.50	\$12,173.79	65.00	\$5,217.34	\$18.73	\$12,173.79	\$43.70	\$17,391.13	\$62.43		
		20,000	\$6,153.78	\$18.73	\$14,358.83	\$43.70	\$20,512.61	\$62.43	23.00	\$6,153.78	53.67	\$14,358.83	76.70	\$6,153.78	\$18.73	\$14,358.83	\$43.70	\$20,512.61	\$62.43		
		25,000	\$7,090.23	\$18.73	\$16,543.87	\$43.70	\$23,634.09	\$62.43	26.50	\$7,090.23	61.83	\$16,543.87	88.30	\$7,090.23	\$18.73	\$16,543.87	\$43.70	\$23,634.09	\$62.43		
		30,000	\$8,026.67	\$26.76	\$18,728.90	\$62.43	\$26,755.58	\$89.19	30.00	\$8,026.67	70.00	\$18,728.90	100.00	\$8,026.67	\$26.76	\$18,728.90	\$62.43	\$26,755.58	\$89.19		
		A-2	Assembly—Food & Drink, Restaurant Night Club, Bar	700	\$2,140.45	\$41.16	\$4,280.89	\$123.49	\$6,421.34	\$164.65	8.00	\$2,140.45	16.00	\$4,280.89	24.00	\$2,140.45	\$41.16	\$4,280.89	\$123.49	\$6,421.34	\$164.65
				3,300	\$3,210.67	\$49.39	\$7,491.56	\$115.25	\$10,702.23	\$164.65	12.00	\$3,210.67	28.00	\$7,491.56	40.00	\$3,210.67	\$50.17	\$7,491.56	\$117.06	\$10,702.23	\$167.22
				6,500	\$4,816.00	\$18.52	\$11,237.34	\$43.22	\$16,053.35	\$61.74	18.00	\$4,816.00	42.00	\$11,237.34	60.00	\$4,816.00	\$18.24	\$11,237.34	\$42.57	\$16,053.35	\$60.81
				8,700	\$5,217.34	\$18.52	\$12,173.79	\$43.22	\$17,391.13	\$61.74	19.50	\$5,217.34	45.50	\$12,173.79	65.00	\$5,217.34	\$20.07	\$12,173.79	\$46.82	\$17,391.13	\$66.89
10,700	\$5,618.67			\$18.52	\$13,110.23	\$43.22	\$18,728.90	\$61.74	21.00	\$5,618.67	49.00	\$13,110.23	70.00	\$5,618.67	\$17.45	\$13,110.23	\$40.72	\$18,728.90	\$58.16		
13,000	\$6,020.01			\$46.31	\$14,046.68	\$108.05	\$20,066.68	\$154.36	22.50	\$6,020.01	52.50	\$14,046.68	75.00	\$6,020.01	\$43.62	\$14,046.68	\$101.79	\$20,066.68	\$145.41		
A-3	Assembly—Worship, Amusement Arcade, Church, Community Hall			1,500	\$2,408.00	\$26.76	\$5,618.67	\$62.43	\$8,026.67	\$89.19	9.00	\$2,408.00	21.00	\$5,618.67	30.00	\$2,408.00	\$26.76	\$5,618.67	\$62.43	\$8,026.67	\$89.19
		4,500	\$3,210.67	\$26.76	\$7,491.56	\$62.43	\$10,702.23	\$89.19	12.00	\$3,210.67	28.00	\$7,491.56	40.00	\$3,210.67	\$26.76	\$7,491.56	\$62.43	\$10,702.23	\$89.19		
		7,500	\$4,013.34	\$26.76	\$9,364.45	\$62.43	\$13,377.79	\$89.19	15.00	\$4,013.34	35.00	\$9,364.45	50.00	\$4,013.34	\$26.76	\$9,364.45	\$62.43	\$13,377.79	\$89.19		
		10,000	\$4,682.23	\$26.76	\$10,925.19	\$62.43	\$15,607.42	\$89.19	17.50	\$4,682.23	40.83	\$10,925.19	58.30	\$4,682.23	\$26.76	\$10,925.19	\$62.43	\$15,607.42	\$89.19		
		12,500	\$5,351.12	\$26.76	\$12,485.94	\$62.43	\$17,837.05	\$89.19	20.00	\$5,351.12	46.67	\$12,485.94	66.70	\$5,351.12	\$26.76	\$12,485.94	\$62.43	\$17,837.05	\$89.19		
		15,000	\$6,020.01	\$40.13	\$14,046.68	\$93.64	\$20,066.68	\$133.78	22.50	\$6,020.01	52.50	\$14,046.68	75.00	\$6,020.01	\$40.13	\$14,046.68	\$93.64	\$20,066.68	\$133.78		
		A-4	Assembly—Indoor Sport Viewing Arena, Skating Rink, Tennis Court	1,500	\$2,408.00	\$26.76	\$5,618.67	\$62.43	\$8,026.67	\$89.19	9.00	\$2,408.00	21.00	\$5,618.67	30.00	\$2,408.00	\$26.76	\$5,618.67	\$62.43	\$8,026.67	\$89.19
4,500	\$3,210.67			\$26.76	\$7,491.56	\$62.43	\$10,702.23	\$89.19	12.00	\$3,210.67	28.00	\$7,491.56	40.00	\$3,210.67	\$26.76	\$7,491.56	\$62.43	\$10,702.23	\$89.19		
7,500	\$4,013.34			\$32.11	\$9,364.45	\$74.92	\$13,377.79	\$107.02	15.00	\$4,013.34	35.00	\$9,364.45	50.00	\$4,013.34	\$32.11	\$9,364.45	\$74.92	\$13,377.79	\$107.02		
10,000	\$4,816.00			\$32.11	\$11,237.34	\$74.92	\$16,053.35	\$107.02	18.00	\$4,816.00	42.00	\$11,237.34	60.00	\$4,816.00	\$32.11	\$11,237.34	\$74.92	\$16,053.35	\$107.02		
12,500	\$5,618.67			\$32.11	\$13,110.23	\$74.92	\$18,728.90	\$107.02	21.00	\$5,618.67	49.00	\$13,110.23	70.00	\$5,618.67	\$32.11	\$13,110.23	\$74.92	\$18,728.90	\$107.02		
15,000	\$6,421.34			\$42.81	\$14,983.12	\$99.89	\$21,404.46	\$142.70	24.00	\$6,421.34	56.00	\$14,983.12	80.00	\$6,421.34	\$42.81	\$14,983.12	\$99.89	\$21,404.46	\$142.70		
A	A Occupancy Tenant Improvements			500	\$1,070.22	\$53.51	\$2,408.00	\$120.40	\$3,478.23	\$173.91	4.00	\$1,070.22	9.00	\$2,408.00	13.00	\$1,070.22	\$53.51	\$2,408.00	\$120.40	\$3,478.23	\$173.91
		2,500	\$2,140.45	\$42.81	\$4,816.00	\$96.32	\$6,956.45	\$139.13	8.00	\$2,140.45	18.00	\$4,816.00	26.00	\$2,140.45	\$42.81	\$4,816.00	\$96.32	\$6,956.45	\$139.13		
		5,000	\$3,210.67	\$16.05	\$7,224.01	\$48.16	\$10,434.68	\$64.21	12.00	\$3,210.67	27.00	\$7,224.01	39.00	\$3,210.67	\$15.74	\$7,224.01	\$47.22	\$10,434.68	\$62.95		
		6,700	\$3,478.23	\$16.05	\$8,026.67	\$48.16	\$11,504.90	\$64.21	13.00	\$3,478.23	30.00	\$8,026.67	43.00	\$3,478.23	\$15.74	\$8,026.67	\$47.22	\$11,504.90	\$62.95		
		8,400	\$3,745.78	-\$32.11	\$8,829.34	\$48.16	\$12,575.12	\$16.05	14.00	\$3,745.78	33.00	\$8,829.34	47.00	\$3,745.78	\$16.72	\$8,829.34	\$50.17	\$12,575.12	\$66.89		
		10,000	\$3,210.67	-\$64.21	\$9,632.01	\$96.32	\$12,842.68	\$32.11	15.00	\$4,013.34	36.00	\$9,632.01	51.00	\$3,210.67	\$33.44	\$9,632.01	\$100.33	\$13,645.35	\$133.78		
		B	Business	3,000	\$2,408.00	\$25.35	\$5,618.67	\$59.14	\$8,026.67	\$84.49	9.00	\$2,408.00	21.00	\$5,618.67	30.00	\$2,408.00	\$25.08	\$5,618.67	\$58.53	\$8,026.67	\$83.61
				7,800	\$3,612.00	\$25.35	\$8,428.01	\$59.14	\$12,040.01	\$84.49	13.50	\$3,612.00	31.50	\$8,428.01	45.00	\$3,612.00	\$25.62	\$8,428.01	\$59.77	\$12,040.01	\$85.39
				12,500	\$4,816.00	\$12.84	\$11,237.34	\$29.97	\$16,053.35	\$42.81	18.00	\$4,816.00	42.00	\$11,237.34	60.00	\$4,816.00	\$12.74	\$11,237.34	\$29.73	\$16,053.35	\$42.47
				16,700	\$5,351.12	\$12.84	\$12,485.94	\$29.97	\$17,837.05	\$42.81	20.00	\$5,351.12	46.67	\$12,485.94	66.70	\$5,351.12	\$12.74	\$12,485.94	\$29.73	\$17,837.05	\$42.47
20,900	\$5,886.23			\$12.84	\$13,734.53	\$29.97	\$19,620.76	\$42.81	22.00	\$5,886.23	51.33	\$13,734.53	73.30	\$5,886.23	\$13.05	\$13,734.53	\$30.45	\$19,620.76	\$43.51		
25,000	\$6,421.34			\$25.69	\$14,983.12	\$59.93	\$21,404.46	\$85.62	24.00	\$6,421.34	56.00	\$14,983.12	80.00	\$6,421.34	\$26.10	\$14,983.12	\$60.91	\$21,404.46	\$87.01		
B	B Occupancy Tenant Improvements			500	\$1,204.00	\$46.82	\$2,408.00	\$107.02	\$3,612.00	\$153.84	4.50	\$1,204.00	9.00	\$2,408.00	13.50	\$1,204.00	\$46.82	\$2,408.00	\$107.02	\$3,612.00	\$153.84
		2,500	\$2,140.45	\$21.40	\$4,548.45	\$42.81	\$6,688.89	\$64.21	8.00	\$2,140.45	17.00	\$4,548.45	25.00	\$2,140.45	\$21.40	\$4,548.45	\$42.81	\$6,688.89	\$64.21		
		5,000	\$2,675.56	\$32.11	\$5,618.67	\$48.16	\$8,294.23	\$80.27	10.00	\$2,675.56	21.00	\$5,618.67	31.00	\$2,675.56	\$31.48	\$5,618.67	\$47.22	\$8,294.23	\$78.69		
		6,700	\$3,210.67	\$24.08	\$6,421.34	\$48.16	\$9,632.01	\$72.24	12.00	\$3,210.67	24.00	\$6,421.34	36.00	\$3,210.67	\$23.61	\$6,421.34	\$47.22	\$9,632.01	\$70.82		
		8,400	\$3,612.00	\$24.08	\$7,224.01	\$48.16	\$10,836.01	\$72.24	13.50	\$3,612.00	27.00	\$7,224.01	40.50	\$3,612.00	\$25.08	\$7,224.01	\$50.17	\$10,836.01	\$75.25		
		10,000	\$4,013.34	\$42.14	\$8,026.67	\$84.28	\$12,040.01	\$126.42	15.00	\$4,013.34	30.00	\$8,026.67	45.00	\$4,013.34	\$43.90	\$8,026.67	\$87.79	\$12,040.01	\$131.69		
		E	Educational—Group Occupancy 6+ persons, up to the 12th Grade	800	\$2,006.67	\$62.71	\$4,682.23	\$146.32	\$6,688.89	\$209.03	7.50	\$2,006.67	17.50	\$4,682.23	25.00	\$2,006.67	\$62.71	\$4,682.23	\$146.32	\$6,688.89	\$209.03
2,400	\$3,010.00			\$62.71	\$7,023.34	\$146.32	\$10,033.34	\$209.03	11.25	\$3,010.00	26.25	\$7,023.34	37.50	\$3,010.00	\$62.71	\$7,023.34	\$146.32	\$10,033.34	\$209.03		
4,000	\$4,013.34			\$30.10	\$9,364.45	\$70.23	\$13,377.79	\$100.33	15.00	\$4,013.34	35.00	\$9,364.45	50.00	\$4,013.34	\$28.67	\$9,364.45	\$66.89	\$13,377.79	\$95.56		
5,400	\$4,414.67			\$30.10	\$10,300.90	\$70.23	\$14,715.57	\$100.33	16.50	\$4,414.67	38.50	\$10,300.90	55.00	\$4,414.67	\$30.87	\$10,300.90	\$72.03	\$14,715.57	\$102.91		
6,700	\$4,816.00			\$30.10	\$11,237.34	\$70.23	\$16,053.35	\$100.33	18.00	\$4,816.00	42.00	\$11,237.34	60.00	\$4,816.00	\$30.87	\$11,237.34	\$72.03	\$16,053.35	\$102.91		
8,000	\$5,217.34			\$65.22	\$12,173.79	\$152.17	\$17,391.13	\$217.39	19.50	\$5,217.34	45.50	\$12,173.79	65.00	\$5,217.34	\$66.89	\$12,173.79	\$156.07	\$17,391.13	\$222.96		
E	Educational—Day Care 5+ children, older than 2 1/2 years			600	\$2,006.67	\$83.61	\$4,682.23	\$195.09	\$6,688.89	\$278.70	7.50	\$2,006.67	17.50	\$4,682.23	25.00	\$2,006.67	\$83.61	\$4,682.23	\$195.09	\$6,688.89	\$278.70
		1,800	\$3,010.00	\$83.61	\$7,023.34	\$195.09	\$10,033.34	\$278.70	11.25	\$3,010.00	26.25	\$7,023.34	37.50	\$3,010.00							

Table 9

IBC Class / IBC/CBC Occupancy Type / Project Size Threshold			Current Fees - FY 24/25						Proposed Fees - FY 24/25								
			Price Per Unit						Price Per Unit								
			30%		70%		100%		30%		70%		100%				
			PLAN REVIEW		INSPECTIONS		TOTAL		PLAN REVIEW		INSPECTIONS		TOTAL				
Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.						
E	Occupancy Tenant Improvements	400	\$802.67	\$50.17	\$1,872.89	\$117.06	\$2,675.56	\$167.22	3.00	\$802.67	7.00	\$1,872.89	\$117.06	\$2,675.56	\$167.22		
		1,200	\$1,204.00	\$50.17	\$2,809.34	\$117.06	\$4,013.34	\$167.22	4.50	\$1,204.00	10.50	\$2,809.34	\$117.06	\$4,013.34	\$167.22		
		2,000	\$1,605.33	\$20.07	\$3,745.78	\$46.82	\$5,351.12	\$66.89	6.00	\$1,605.33	14.00	\$3,745.78	\$44.59	\$5,351.12	\$63.70		
		2,700	\$1,739.11	\$20.07	\$4,057.93	\$46.82	\$5,797.04	\$66.89	6.50	\$1,739.11	15.17	\$4,057.93	\$44.59	\$5,797.04	\$63.70		
		3,400	\$1,872.89	\$20.07	\$4,370.08	\$46.82	\$6,242.97	\$66.89	7.00	\$1,872.89	16.33	\$4,370.08	\$52.02	\$6,242.97	\$74.32		
		4,000	\$2,006.67	\$50.17	\$4,682.23	\$117.06	\$6,688.89	\$167.22	7.50	\$2,006.67	17.50	\$4,682.23	\$130.06	\$6,688.89	\$185.80		
		I-1	Institutional—17+ persons, ambulatory	800	\$1,605.33	\$50.17	\$3,745.78	\$117.06	\$5,351.12	\$167.22	6.00	\$1,605.33	14.00	\$3,745.78	\$44.59	\$5,351.12	\$167.22
				2,400	\$2,408.00	\$50.17	\$5,618.67	\$117.06	\$8,026.67	\$167.22	9.00	\$2,408.00	21.00	\$5,618.67	\$117.06	\$8,026.67	\$167.22
				4,000	\$3,210.67	\$30.10	\$7,491.56	\$70.23	\$10,702.23	\$100.33	12.00	\$3,210.67	28.00	\$7,491.56	\$66.89	\$10,702.23	\$95.56
				5,400	\$3,612.00	\$30.10	\$8,428.01	\$70.23	\$12,040.01	\$100.33	13.50	\$3,612.00	31.50	\$8,428.01	\$72.03	\$12,040.01	\$102.91
6,700	\$4,013.34			\$30.10	\$9,364.45	\$70.23	\$13,377.79	\$100.33	15.00	\$4,013.34	35.00	\$9,364.45	\$72.03	\$13,377.79	\$102.91		
8,000	\$4,414.67			\$55.18	\$10,300.90	\$128.76	\$14,715.57	\$183.94	16.50	\$4,414.67	38.50	\$10,300.90	\$132.06	\$14,715.57	\$188.66		
I-2	Institutional—6+ persons, non-ambulatory	800	\$2,006.67	\$62.71	\$4,682.23	\$146.32	\$6,688.89	\$209.03	7.50	\$2,006.67	17.50	\$4,682.23	\$146.32	\$6,688.89	\$209.03		
		2,400	\$3,010.00	\$62.71	\$7,023.34	\$146.32	\$10,033.34	\$209.03	11.25	\$3,010.00	26.25	\$7,023.34	\$146.32	\$10,033.34	\$209.03		
		4,000	\$4,013.34	\$30.10	\$9,364.45	\$70.23	\$13,377.79	\$100.33	15.00	\$4,013.34	35.00	\$9,364.45	\$66.89	\$13,377.79	\$95.56		
		5,400	\$4,414.67	\$30.10	\$10,300.90	\$70.23	\$14,715.57	\$100.33	16.50	\$4,414.67	38.50	\$10,300.90	\$72.03	\$14,715.57	\$102.91		
		6,700	\$4,816.00	\$30.10	\$11,237.34	\$70.23	\$16,053.35	\$100.33	18.00	\$4,816.00	42.00	\$11,237.34	\$72.03	\$16,053.35	\$102.91		
		8,000	\$5,217.34	\$65.22	\$12,173.79	\$152.17	\$17,391.13	\$217.39	19.50	\$5,217.34	45.50	\$12,173.79	\$156.07	\$17,391.13	\$222.96		
I	Occupancy Tenant Improvements	300	\$802.67	\$66.89	\$1,872.89	\$156.07	\$2,675.56	\$222.96	3.00	\$802.67	7.00	\$1,872.89	\$156.07	\$2,675.56	\$222.96		
		1,500	\$1,605.33	\$53.51	\$3,745.78	\$124.86	\$5,351.12	\$178.37	6.00	\$1,605.33	14.00	\$3,745.78	\$124.86	\$5,351.12	\$178.37		
		3,000	\$2,408.00	\$26.76	\$5,618.67	\$62.43	\$8,026.67	\$89.19	9.00	\$2,408.00	21.00	\$5,618.67	\$62.43	\$8,026.67	\$89.19		
		4,000	\$2,675.56	\$26.76	\$6,242.97	\$62.43	\$8,918.53	\$89.19	10.00	\$2,675.56	23.33	\$6,242.97	\$62.43	\$8,918.53	\$89.19		
		5,000	\$2,943.11	\$26.76	\$6,867.27	\$62.43	\$9,810.38	\$89.19	11.00	\$2,943.11	25.67	\$6,867.27	\$62.43	\$9,810.38	\$89.19		
		6,000	\$3,210.67	\$53.51	\$7,491.56	\$124.86	\$10,702.23	\$178.37	12.00	\$3,210.67	28.00	\$7,491.56	\$124.86	\$10,702.23	\$178.37		
		M	Mercantile	800	\$1,204.00	\$50.17	\$2,809.34	\$117.06	\$4,013.34	\$167.22	4.50	\$1,204.00	10.50	\$2,809.34	\$117.06	\$4,013.34	\$167.22
				4,000	\$2,809.34	\$30.10	\$6,555.12	\$70.23	\$9,364.45	\$100.33	10.50	\$2,809.34	24.50	\$6,555.12	\$70.23	\$9,364.45	\$100.33
				8,000	\$4,013.34	\$25.08	\$9,364.45	\$58.53	\$13,377.79	\$83.61	15.00	\$4,013.34	35.00	\$9,364.45	\$57.81	\$13,377.79	\$82.58
				10,700	\$4,682.23	\$25.08	\$10,925.19	\$58.53	\$15,607.42	\$83.61	17.50	\$4,682.23	40.83	\$10,925.19	\$57.81	\$15,607.42	\$82.58
13,400	\$5,351.12			\$25.08	\$12,485.94	\$58.53	\$17,837.05	\$83.61	20.00	\$5,351.12	46.67	\$12,485.94	\$60.03	\$17,837.05	\$85.76		
16,000	\$6,020.01			\$37.63	\$14,046.68	\$87.79	\$20,066.68	\$125.42	22.50	\$6,020.01	52.50	\$14,046.68	\$90.04	\$20,066.68	\$128.63		
M	Mercantile—Motor fuel-dispensing			1,500	\$1,605.33	\$26.76	\$3,745.78	\$62.43	\$5,351.12	\$89.19	6.00	\$1,605.33	14.00	\$3,745.78	\$62.43	\$5,351.12	\$89.19
				2,700	\$1,926.40	\$26.76	\$4,494.94	\$62.43	\$6,421.34	\$89.19	7.20	\$1,926.40	16.80	\$4,494.94	\$62.43	\$6,421.34	\$89.19
				3,900	\$2,247.47	\$26.76	\$5,244.09	\$62.43	\$7,491.56	\$89.19	8.40	\$2,247.47	19.60	\$5,244.09	\$62.43	\$7,491.56	\$89.19
				5,100	\$2,568.54	\$26.76	\$5,993.25	\$62.43	\$8,561.79	\$89.19	9.60	\$2,568.54	22.40	\$5,993.25	\$62.43	\$8,561.79	\$89.19
		6,300	\$2,889.60	\$26.76	\$6,742.41	\$62.43	\$9,632.01	\$89.19	10.80	\$2,889.60	25.20	\$6,742.41	\$62.43	\$9,632.01	\$89.19		
		7,500	\$3,210.67	\$42.81	\$7,491.56	\$99.89	\$10,702.23	\$142.70	12.00	\$3,210.67	28.00	\$7,491.56	\$99.89	\$10,702.23	\$142.70		
M	M Occupancy Tenant Improvements	800	\$1,204.00	\$29.26	\$2,408.00	\$66.89	\$3,612.00	\$96.15	4.50	\$1,204.00	9.00	\$2,408.00	\$66.89	\$3,612.00	\$96.15		
		4,000	\$2,140.45	\$13.38	\$4,548.45	\$26.76	\$6,688.89	\$40.13	8.00	\$2,140.45	17.00	\$4,548.45	\$26.76	\$6,688.89	\$40.13		
		8,000	\$2,675.56	\$20.07	\$5,618.67	\$30.10	\$8,294.23	\$50.17	10.00	\$2,675.56	21.00	\$5,618.67	\$29.73	\$8,294.23	\$49.55		
		10,700	\$3,210.67	\$15.05	\$6,421.34	\$30.10	\$9,632.01	\$45.15	12.00	\$3,210.67	24.00	\$6,421.34	\$29.73	\$9,632.01	\$44.59		
		13,400	\$3,612.00	\$15.05	\$7,224.01	\$30.10	\$10,836.01	\$45.15	13.50	\$3,612.00	27.00	\$7,224.01	\$30.87	\$10,836.01	\$46.31		
		16,000	\$4,013.34	\$37.63	\$8,026.67	\$75.25	\$12,040.01	\$112.88	15.00	\$4,013.34	30.00	\$8,026.67	\$77.18	\$12,040.01	\$115.77		
		R-1	Residential—Transient Boarding Houses, Hotels, Motels	4,000	\$4,013.34	\$30.10	\$9,364.45	\$70.23	\$13,377.79	\$100.33	15.00	\$4,013.34	35.00	\$9,364.45	\$70.23	\$13,377.79	\$100.33
				12,000	\$6,421.34	\$30.10	\$14,983.12	\$70.23	\$21,404.46	\$100.33	24.00	\$6,421.34	56.00	\$14,983.12	\$70.23	\$21,404.46	\$100.33
				20,000	\$8,829.34	\$16.05	\$20,601.80	\$37.46	\$29,431.14	\$53.51	33.00	\$8,829.34	77.00	\$20,601.80	\$37.27	\$29,431.14	\$53.24
				26,700	\$9,899.56	\$16.05	\$23,098.98	\$37.46	\$32,998.55	\$53.51	37.00	\$9,899.56	86.33	\$23,098.98	\$37.27	\$32,998.55	\$53.24
33,400	\$10,969.79			\$16.05	\$25,596.17	\$37.46	\$36,565.96	\$53.51	41.00	\$10,969.79	95.67	\$25,596.17	\$37.84	\$36,565.96	\$54.05		
40,000	\$12,040.01			\$30.10	\$28,093.36	\$70.23	\$40,133.37	\$100.33	45.00	\$12,040.01	105.00	\$28,093.36	\$70.94	\$40,133.37	\$101.35		
R-2	Residential—Permanent, 3+ Dwellings Apartments, Dormitory, Timeshare	2,000	\$3,745.78	\$16.72	\$8,561.79	\$43.48	\$12,307.57	\$60.20	14.00	\$3,745.78	32.00	\$8,561.79	\$43.48	\$12,307.57	\$60.20		
		10,000	\$5,083.56	\$5.35	\$12,040.01	\$10.70	\$17,123.57	\$16.05	19.00	\$5,083.56	45.00	\$12,040.01	\$10.70	\$17,123.57	\$16.05		
		20,000	\$5,618.67	\$20.07	\$13,110.23	\$46.82	\$18,728.90	\$66.89	21.00	\$5,618.67	49.00	\$13,110.23	\$46.59	\$18,728.90	\$66.56		
		26,700	\$6,956.45	\$20.07	\$16,231.72	\$46.82	\$23,188.17	\$66.89	26.00	\$6,956.45	60.67	\$16,231.72	\$46.59	\$23,188.17	\$66.56		
		33,400	\$8,294.23	\$20.07	\$19,353.20	\$46.82	\$27,647.43	\$66.89	31.00	\$8,294.23	72.33	\$19,353.20	\$47.30	\$27,647.43	\$67.56		
		40,000	\$9,632.01	\$24.08	\$22,474.69	\$56.19	\$32,106.69	\$80.27	36.00	\$9,632.01	84.00	\$22,474.69	\$56.75	\$32,106.69	\$81.08		

Table 9

IBC Class / IBC/CBC Occupancy Type / Project Size Threshold			Current Fees - FY 24/25						Proposed Fees - FY 24/25								
			Price Per Unit						Price Per Unit								
			30%		70%		100%		30%		70%		100%				
			PLAN REVIEW		INSPECTIONS		TOTAL		PLAN REVIEW		INSPECTIONS		TOTAL				
Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.						
R-3	Dwellings	2,500	\$2,675.56	\$53.51	\$5,886.23	\$107.02	\$8,561.79	\$160.53	10.00	\$2,675.56	22.00	\$5,886.23	\$107.02	\$8,561.79	\$160.53		
		5,000	\$4,013.34	\$33.44	\$8,561.79	\$93.64	\$12,575.12	\$127.09	15.00	\$4,013.34	32.00	\$8,561.79	\$93.64	\$12,575.12	\$127.09		
		7,000	\$4,682.23	\$22.30	\$10,434.68	\$53.51	\$15,116.90	\$75.81	17.50	\$4,682.23	39.00	\$10,434.68	\$53.51	\$15,116.90	\$75.81		
		10,000	\$5,351.12	\$42.81	\$12,040.01	\$53.51	\$17,391.13	\$96.32	20.00	\$5,351.12	45.00	\$12,040.01	\$53.51	\$17,391.13	\$96.32		
		15,000	\$7,491.56	\$32.11	\$14,715.57	\$40.13	\$22,207.13	\$72.24	28.00	\$7,491.56	55.00	\$14,715.57	\$40.13	\$22,207.13	\$72.24		
		25,000	\$10,702.23	\$36.69	\$18,728.90	\$45.87	\$29,431.14	\$82.56	40.00	\$10,702.23	70.00	\$18,728.90	\$45.87	\$29,431.14	\$82.56		
		R	R Occupancy -- Additions	100	\$535.11	\$133.78	\$802.67	\$267.56	\$1,337.78	\$401.33	2.00	\$535.11	3.00	\$802.67	\$267.56	\$1,337.78	\$401.33
				300	\$802.67	\$214.04	\$1,337.78	\$321.07	\$2,140.45	\$535.11	3.00	\$802.67	5.00	\$1,337.78	\$401.33	\$2,140.45	\$535.11
				500	\$1,337.78	\$214.04	\$2,140.45	\$428.09	\$3,478.23	\$642.13	5.00	\$1,337.78	8.00	\$2,140.45	\$428.09	\$3,478.23	\$642.13
				1,000	\$2,408.00	\$17.84	\$4,280.89	\$71.35	\$6,688.89	\$89.19	9.00	\$2,408.00	16.00	\$4,280.89	\$71.35	\$6,688.89	\$89.19
2,500	\$2,675.56			\$64.21	\$5,351.12	\$107.02	\$8,026.67	\$171.24	10.00	\$2,675.56	20.00	\$5,351.12	\$107.02	\$8,026.67	\$171.24		
5,000	\$4,280.89			\$85.62	\$8,026.67	\$142.70	\$12,307.57	\$228.31	16.00	\$4,280.89	30.00	\$8,026.67	\$142.70	\$12,307.57	\$228.31		
S-1	Storage—Moderate Hazard			5,000	\$3,210.67	\$18.06	\$42.14	\$7,491.56	\$60.20	12.00	\$3,210.67	28.00	\$7,491.56	\$42.14	\$10,702.23	\$60.20	
				15,000	\$5,016.67	\$18.06	\$11,705.57	\$42.14	\$16,722.24	\$60.20	18.75	\$5,016.67	43.75	\$11,705.57	\$42.14	\$16,722.24	\$60.20
				25,000	\$6,822.67	\$17.66	\$15,919.57	\$41.20	\$22,742.24	\$58.86	25.50	\$6,822.67	59.50	\$15,919.57	\$40.88	\$22,742.24	\$58.40
				33,400	\$8,294.23	\$17.66	\$19,353.20	\$41.20	\$27,647.43	\$58.86	31.00	\$8,294.23	72.33	\$19,353.20	\$41.37	\$27,647.43	\$59.10
		41,700	\$9,765.79	\$17.66	\$22,786.83	\$41.20	\$32,552.62	\$58.86	36.50	\$9,765.79	85.17	\$22,786.83	\$41.37	\$32,552.62	\$59.10		
		50,000	\$11,237.34	\$22.47	\$26,220.47	\$52.44	\$37,457.81	\$74.92	42.00	\$11,237.34	98.00	\$26,220.47	\$52.65	\$37,457.81	\$75.22		
		S-1	Storage—Moderate Hazard, Repair Garage, Motor Vehicles (not High Hazard)	500	\$1,204.00	\$40.13	\$2,809.34	\$93.64	\$4,013.34	\$133.78	4.50	\$1,204.00	10.50	\$2,809.34	\$40.13	\$4,013.34	\$133.78
				2,500	\$2,006.67	\$32.11	\$4,682.23	\$74.92	\$6,688.89	\$107.02	7.50	\$2,006.67	17.50	\$4,682.23	\$74.92	\$6,688.89	\$107.02
				5,000	\$2,809.34	\$32.11	\$6,555.12	\$74.92	\$9,364.45	\$107.02	10.50	\$2,809.34	24.50	\$6,555.12	\$74.92	\$9,364.45	\$107.02
				10,000	\$4,414.67	\$13.38	\$10,300.90	\$31.21	\$14,715.57	\$44.59	16.50	\$4,414.67	38.50	\$10,300.90	\$31.21	\$14,715.57	\$44.59
25,000	\$6,421.34			\$16.05	\$14,983.12	\$37.46	\$21,404.46	\$53.51	24.00	\$6,421.34	56.00	\$14,983.12	\$37.46	\$21,404.46	\$53.51		
50,000	\$10,434.68			\$20.87	\$24,347.58	\$48.70	\$34,782.25	\$69.56	39.00	\$10,434.68	91.00	\$24,347.58	\$48.70	\$34,782.25	\$69.56		
S-2	Storage—Low Hazard			5,000	\$2,408.00	\$16.05	\$5,618.67	\$37.46	\$8,026.67	\$53.51	9.00	\$2,408.00	21.00	\$5,618.67	\$37.46	\$8,026.67	\$53.51
				25,000	\$5,618.67	\$9.63	\$13,110.23	\$22.47	\$18,728.90	\$32.11	21.00	\$5,618.67	49.00	\$13,110.23	\$22.47	\$18,728.90	\$32.11
				50,000	\$8,026.67	\$3.21	\$18,728.90	\$7.49	\$26,755.58	\$10.70	30.00	\$8,026.67	70.00	\$18,728.90	\$7.49	\$26,755.58	\$10.70
				100,000	\$9,632.01	\$9.63	\$22,474.69	\$22.47	\$32,106.69	\$32.11	36.00	\$9,632.01	84.00	\$22,474.69	\$22.47	\$32,106.69	\$32.11
		250,000	\$24,080.02	\$9.63	\$56,186.71	\$22.47	\$80,266.74	\$32.11	90.00	\$24,080.02	210.00	\$56,186.71	\$22.47	\$80,266.74	\$32.11		
		500,000	\$48,160.04	\$9.63	\$112,373.43	\$22.47	\$160,533.47	\$32.11	180.00	\$48,160.04	420.00	\$112,373.43	\$22.47	\$160,533.47	\$32.11		
		S-2	Storage—Low Hazard, Parking Garages Open or Enclosed	4,000	\$3,210.67	\$20.07	\$7,491.56	\$46.82	\$10,702.23	\$66.89	12.00	\$3,210.67	28.00	\$7,491.56	\$46.82	\$10,702.23	\$66.89
				20,000	\$6,421.34	\$12.04	\$14,983.12	\$28.09	\$21,404.46	\$40.13	24.00	\$6,421.34	56.00	\$14,983.12	\$28.09	\$21,404.46	\$40.13
				40,000	\$8,829.34	\$6.02	\$20,601.80	\$14.05	\$29,431.14	\$20.07	33.00	\$8,829.34	77.00	\$20,601.80	\$14.05	\$29,431.14	\$20.07
				80,000	\$11,237.34	\$10.70	\$26,220.47	\$24.97	\$37,457.81	\$35.67	42.00	\$11,237.34	98.00	\$26,220.47	\$24.97	\$37,457.81	\$35.67
200,000	\$24,080.02			\$12.04	\$56,186.71	\$28.09	\$80,266.74	\$40.13	90.00	\$24,080.02	210.00	\$56,186.71	\$28.09	\$80,266.74	\$40.13		
400,000	\$48,160.04			\$12.04	\$112,373.43	\$28.09	\$160,533.47	\$40.13	180.00	\$48,160.04	420.00	\$112,373.43	\$28.09	\$160,533.47	\$40.13		
S	S Occupancy Tenant Improvements			800	\$1,204.00	\$25.08	\$2,809.34	\$58.53	\$4,013.34	\$83.61	4.50	\$1,204.00	10.50	\$2,809.34	\$25.08	\$4,013.34	\$83.61
				4,000	\$2,006.67	\$30.10	\$4,682.23	\$70.23	\$6,688.89	\$100.33	7.50	\$2,006.67	17.50	\$4,682.23	\$70.23	\$6,688.89	\$100.33
				8,000	\$3,210.67	\$10.03	\$7,491.56	\$23.41	\$10,702.23	\$33.44	12.00	\$3,210.67	28.00	\$7,491.56	\$23.41	\$10,702.23	\$33.44
				16,000	\$4,013.34	\$13.38	\$9,364.45	\$31.21	\$13,377.79	\$44.59	15.00	\$4,013.34	35.00	\$9,364.45	\$31.21	\$13,377.79	\$44.59
		40,000	\$7,224.01	\$14.05	\$16,856.01	\$32.78	\$24,080.02	\$46.82	27.00	\$7,224.01	63.00	\$16,856.01	\$32.78	\$24,080.02	\$46.82		
		80,000	\$12,842.68	\$16.05	\$29,966.25	\$37.46	\$42,808.93	\$53.51	48.00	\$12,842.68	112.00	\$29,966.25	\$37.46	\$42,808.93	\$53.51		
		U	Accessory Structure	100	\$240.80	\$120.40	\$561.87	\$280.93	\$802.67	\$401.33	0.90	\$240.80	2.10	\$561.87	\$280.93	\$802.67	\$401.33
				300	\$481.60	\$128.43	\$1,123.73	\$299.66	\$1,605.33	\$428.09	1.80	\$481.60	4.20	\$1,123.73	\$374.58	\$1,605.33	\$535.11
500	\$802.67			\$80.27	\$1,872.89	\$187.29	\$2,675.56	\$267.56	3.00	\$802.67	7.00	\$1,872.89	\$187.29	\$2,675.56	\$267.56		
1,000	\$1,204.00			\$20.07	\$2,809.34	\$46.82	\$4,013.34	\$66.89	4.50	\$1,204.00	10.50	\$2,809.34	\$46.82	\$4,013.34	\$66.89		
5,000	\$2,006.67			\$16.05	\$4,682.23	\$37.46	\$6,688.89	\$53.51	7.50	\$2,006.67	17.50	\$4,682.23	\$37.46	\$6,688.89	\$53.51		
10,000	\$2,809.34			\$28.09	\$6,555.12	\$65.55	\$9,364.45	\$93.64	10.50	\$2,809.34	24.50	\$6,555.12	\$65.55	\$9,364.45	\$93.64		
20,000	\$5,618.67			\$13.38	\$13,110.23	\$31.21	\$18,728.90	\$44.59	21.00	\$5,618.67	49.00	\$13,110.23	\$31.21	\$18,728.90	\$44.59		
50,000	\$9,632.01			\$12.84	\$22,474.69	\$29.97	\$32,106.69	\$42.81	36.00	\$9,632.01	84.00	\$22,474.69	\$29.97	\$32,106.69	\$42.81		
100,000	\$16,053.35			\$16.05	\$37,457.81	\$37.46	\$53,511.16	\$53.51	60.00	\$16,053.35	140.00	\$37,457.81	\$37.46	\$53,511.16	\$53.51		

**Public Works**

#	Description	Current Fee/Charge	Notes
	Post-Entitlement		
1	Monumentation	Refundable Deposit	Per Engineer's Cost Estimate
2	Subdivision Improvement Securities	Refundable Deposit	Per Engineer's Cost Estimate
	Encroachment Permits		
3	Encroachment Permit - Application Fee	\$280.00	
4	General Encroachment Inspection Fee (Based on Scope of Work)	\$280.00	Per hour
5	Subdivision Encroachment Permit - Inspection Fee	5% of Eng. Cost Estimate	Initial Deposit
	<b>Rough Grading</b>		
(a) 6	<b>Rough Grading Permit</b>	<b>\$4,013.00</b>	<b>Initial Deposit \$4,213 plus \$280 each 10,000 CY</b>
	Traffic Permits		
7	Oversize Load - Single Trip	\$16.00	Full cost set by
8	Repetitive Dirt Haul - Application Fee	\$90.00	Caltrans
9	Repetitive Dirt Haul - General Inspection Fee (Based on Scope of Work)	\$280.00	Per hour
	<b>Building Permits and Fees</b>		
10	<b>Engineered/Mechanically Stabilized Earth (MSE) Wall Inspection</b>	<b>N/A</b>	<b>Initial Deposit 5.5% of Engineering Cost Estimate</b>
	Miscellaneous Fees		
11	Electric Vehicle Charging Rate	\$0.24	Per kWh
	NPDES		
12	Civil Penalties NPDES	Actual Cost	CHMC 13.16.280
13	Compensation for Damages NPDES	Actual Cost	CHMC 13.16.300

(a) Fee moved from Community Development Building Services

1000: Engineering	Material/3rd Party Cost
\$280.90	
1.00	
1.00	
15.00	
1.00	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
Variable	0%	Refundable Deposit	N/A
Variable	0%	Refundable Deposit	N/A
\$280.90	0%	\$280.00	\$0.00
\$280.90	0%	\$280.00	\$0.00
Variable	N/A	11% of Eng. Cost Estimate	N/A
\$4,213.52	0%	\$4,213.00	\$200.00
N/A	N/A	\$16.00	\$0.00
N/A	N/A	\$90.00	\$0.00
\$280.90	0%	\$280.00	\$0.00
N/A	0%	Initial Deposit 5.5% of Engineering Cost Estimate	New
N/A	N/A	\$0.24	\$0.00
Variable	0%	Actual Cost	N/A
Variable	0%	Actual Cost	N/A

**Public Works**

#	Description	Current Fee/Charge	Notes
	<b>Tree Trimming</b>		
14	Tree Trimming Service Fees	See Table 10	
15	Resi-Pay Admin Fee	\$138.75	

1000: Public Works Admin	Material/3rd Party Cost
138.75	
1.00	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
N/A	N/A	See Table 10	N/A
\$138.75	0%	\$138.75	\$0.00

**Finance**

#	Description	Current Fee/Charge	Notes
	Business License Fees		
1	Business License Fee - New/Change	\$16.89	3rd Party Cost = \$16.89 (CPI escalator effective January 1st)
2	Business License Renewal Fee	\$16.89	3rd Party Cost = \$16.89 (CPI escalator effective January 1st)
3	SB 1186 - Disability Access Fee - AB 1379 (Govt Code 4467(a)(2)(A))	\$4.00	Full cost set by State, subject to change
4	Fee for Bingo Licensee (Penal Code 326.5(l)(1))	\$50.00	Full cost set by State, subject to change. Plus livescan fee set and paid directly to DOJ.
5	Delinquent Business License Fee Per month - not to exceed 100% of monthly fees	10%	CHMC 5.04.240
	Miscellaneous Finance Fees		
6	Green River Sewer Billing	\$42.97	
7	Nonsufficient Funds Return Item Fee (1st item)	\$25.00	Civil Code 1719
8	Nonsufficient Funds Return Item Fee (subsequent items)	\$35.00	Civil Code 1719
9	Collection Agency Fee	Actual Cost	18% - 35% based on vendor
10	Convenience Fee - HdL (Business License & TOT)	Actual Cost	2.9%, minimum of \$2
11	Credit Card Convenience Fee (excludes Utility payments)	Actual Cost	2.50% - 3.75% (minimum \$2.50) based on vendor
12	Electronic Payment Chargeback Fee	Actual Cost	\$5 - \$25 based on vendor
13	Electronic Check Fee	N/A	\$0.50 - \$1.95 based on vendor

1000: Finance Admin	Material/ 3rd Party Cost
\$128.92	
	\$16.89
	\$16.89
0.33	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$16.89	0%	\$16.89	\$0.00
\$16.89	0%	\$16.89	\$0.00
N/A	N/A	\$4.00	\$0.00
N/A	N/A	\$50.00	\$0.00
N/A	N/A	10%	\$0.00
\$42.97	0%	\$42.97	\$0.00
N/A	N/A	\$25.00	\$0.00
N/A	N/A	\$35.00	\$0.00
N/A	N/A	Actual Cost	N/A
N/A	N/A	Actual Cost	N/A
N/A	N/A	Actual Cost	N/A
N/A	N/A	Actual Cost	N/A
N/A	N/A	Actual Cost	New

Amendment to the Master  
Schedule of Fees, Fines &  
Penalties FY 24-25

# Tables

Changes from prior year are marked in red.

**City of Chino Hills**  
**Community Center - Rental Fees and Charges**  
**Effective February 1, 2025**

I. CLEANING DEPOSIT

Package	Rooms	Fee
Platinum	Banquet Room with Patio, Gazebo, Lobby, Dressing Rooms, Catering Kitchen, AV Equipment, and Dance Floor or Stage	\$ 1,000
Gold	Banquet Room with Patio & Gazebo	\$ 500
Silver	Banquet Room (divided 2/3) with Patio & Gazebo	\$ 500
	Banquet Room (1/3)	\$ 250
	Willow Room with Sitting Room & Patio	\$ 250
	Exercise Room	\$ 100
	Dance Room	\$ 100
	<del>Cypress</del> Conference Room <del>A-</del>	\$ 100
	<del>Sage</del> Conference Room <del>B-</del>	\$ 100
	Group S (any room rental)	\$ 250
	Group B (General meeting room rentals)	\$ 100
	Group B (Parties and Events)	\$ 250
Ceremony	Outdoor Ceremony Sites	\$ 250

II. ALCOHOL USE DEPOSIT \$ 500

III. USER FEES

Weekday Rates  
(Monday - Thursday 8:00 a.m. - 10:00 p.m.)

Rooms (Hourly Group/Facility Use Fees)

Group A	2025	2026	2027	2028	2029
Great Oak Hall with Patio, Catering Kitchen, & Gazebo	N/C	N/C	N/C	N/C	N/C
Great Oak Hall (divided 2/3) with Patio, Catering Kitchen, & Gazebo	N/C	N/C	N/C	N/C	N/C
Great Oak Hall (1/3)	N/C	N/C	N/C	N/C	N/C
Game Room with Sitting Room & Patio	N/C	N/C	N/C	N/C	N/C
Exercise Room	N/C	N/C	N/C	N/C	N/C
Dance Room	N/C	N/C	N/C	N/C	N/C
<del>Cypress</del> Conference Room <del>A-</del>	N/C	N/C	N/C	N/C	N/C
<del>Sage</del> Conference Room <del>B-</del>	N/C	N/C	N/C	N/C	N/C
Group B	2025	2026	2027	2028	2029
Great Oak Hall with Patio, Catering Kitchen, & Gazebo	\$ 90	\$ 94	\$ 98	\$ 102	\$ 108
Great Oak Hall (divided 2/3) with Patio, Catering Kitchen, & Gazebo	\$ 69	\$ 72	\$ 76	\$ 80	\$ 84
Great Oak Hall (1/3)	\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
Game Room with Sitting Room & Patio	\$ 61	\$ 64	\$ 68	\$ 72	\$ 76
Exercise Room	\$ 30	\$ 32	\$ 34	\$ 36	\$ 38
Dance Room	\$ 30	\$ 32	\$ 34	\$ 36	\$ 38
<del>Cypress</del> Conference Room <del>A-</del>	\$ 21	\$ 22	\$ 24	\$ 26	\$ 28
<del>Sage</del> Conference Room <del>B-</del>	\$ 21	\$ 22	\$ 24	\$ 26	\$ 28
Group C	2025	2026	2027	2028	2029
Great Oak Hall with Patio, Catering Kitchen, & Gazebo	\$ 185	\$ 194	\$ 204	\$ 214	\$ 224
Great Oak Hall (divided 2/3) with Patio, Catering Kitchen, & Gazebo	\$ 135	\$ 142	\$ 150	\$ 158	\$ 166
Great Oak Hall (1/3)	\$ 84	\$ 88	\$ 92	\$ 96	\$ 100
Game Room with Sitting Room & Patio	\$ 68	\$ 72	\$ 76	\$ 80	\$ 84
Exercise Room	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60
Dance Room	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60
<del>Cypress</del> Conference Room <del>A-</del>	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
<del>Sage</del> Conference Room <del>B-</del>	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42

**City of Chino Hills**  
**Community Center - Rental Fees and Charges**  
**Effective February 1, 2025**

Weekday Rates (Continued)  
(Monday - Thursday 8:00 a.m. - 10:00 p.m.)

Group D	2025	2026	2027	2028	2029
Great Oak Hall with Patio, Catering Kitchen, & Gazebo	\$ 231	\$ 242	\$ 254	\$ 266	\$ 280
Great Oak Hall (divided 2/3) with Patio, Catering Kitchen, & Gazebo	\$ 168	\$ 176	\$ 184	\$ 194	\$ 204
Great Oak Hall (1/3)	\$ 105	\$ 110	\$ 116	\$ 122	\$ 128
Game Room with Sitting Room & Patio	\$ 84	\$ 88	\$ 92	\$ 96	\$ 100
Exercise Room	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
Dance Room	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
Cypress Conference Room <del>A</del>	\$ 42	\$ 44	\$ 46	\$ 48	\$ 50
Sage Conference Room <del>B</del>	\$ 42	\$ 44	\$ 46	\$ 48	\$ 50
Group S	2025	2026	2027	2028	2029
Great Oak Hall with Patio, Catering Kitchen, & Gazebo	\$ 90	\$ 94	\$ 98	\$ 102	\$ 108
Great Oak Hall (divided 2/3) with Patio, Catering Kitchen, & Gazebo	\$ 69	\$ 72	\$ 76	\$ 80	\$ 84
Great Oak Hall (1/3)	\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
Game Room with Sitting Room & Patio	\$ 61	\$ 64	\$ 68	\$ 72	\$ 76
Exercise Room	\$ 30	\$ 32	\$ 34	\$ 36	\$ 38
Dance Room	\$ 30	\$ 32	\$ 34	\$ 36	\$ 38
Cypress Conference Room <del>A</del>	\$ 21	\$ 22	\$ 24	\$ 26	\$ 28
Sage Conference Room <del>B</del>	\$ 21	\$ 22	\$ 24	\$ 26	\$ 28

Weekend Rates  
(Friday - Sunday 8:00 a.m. - 12:00 a.m. midnight)

Rooms (Packages are for a 6 hour rental)

Group A	2025	2026	2027	2028	2029
Platinum - Great Oak Hall with Patio, Gazebo, Lobby, Dressing Rooms, Catering Kitchen, AV Equipment, and Dance Floor or Stage	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Gold - Great Oak Hall with Patio, Gazebo, and Catering Kitchen	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Silver - Great Oak Hall (divided 2/3) with Patio, Gazebo, and Catering Kitchen	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Group B	2025	2026	2027	2028	2029
Platinum - Great Oak Hall with Patio, Gazebo, Lobby, Dressing Rooms, Catering Kitchen, AV Equipment, and Dance Floor or Stage	\$ 2,139	\$ 2,246	\$ 2,358	\$ 2,476	\$ 2,600
Each additional hour	\$ 224	\$ 236	\$ 248	\$ 260	\$ 274
Gold - Great Oak Hall with Patio, Gazebo, and Catering Kitchen	\$ 1,512	\$ 1,588	\$ 1,668	\$ 1,752	\$ 1,840
Each additional hour	\$ 158	\$ 166	\$ 174	\$ 182	\$ 192
Silver - Great Oak Hall (divided 2/3) with Patio, Gazebo, and Catering Kitchen	\$ 1,021	\$ 1,072	\$ 1,126	\$ 1,182	\$ 1,242
Each additional hour	\$ 108	\$ 114	\$ 120	\$ 126	\$ 132

**City of Chino Hills**  
**Community Center - Rental Fees and Charges**  
**Effective February 1, 2025**

Weekend Rates  
(Friday - Sunday 8:00 a.m. - 12:00 a.m. midnight)

Group C	2025	2026	2027	2028	2029
Platinum - Great Oak Hall with Patio, Gazebo, Lobby, Dressing Rooms, Catering Kitchen, AV Equipment, and Dance Floor or Stage	\$ 2,852	\$ 2,994	\$ 3,144	\$ 3,302	\$ 3,468
Each additional hour	\$ 299	\$ 314	\$ 330	\$ 346	\$ 364
Gold - Great Oak Hall with Patio, Gazebo, and Catering Kitchen	\$ 2,016	\$ 2,116	\$ 2,222	\$ 2,334	\$ 2,450
Each additional hour	\$ 210	\$ 220	\$ 232	\$ 244	\$ 256
Silver - Great Oak Hall (divided 2/3) with Patio, Gazebo, and Catering Kitchen	\$ 1,361	\$ 1,430	\$ 1,502	\$ 1,578	\$ 1,656
Each additional hour	\$ 143	\$ 150	\$ 158	\$ 166	\$ 174
Group D	2025	2026	2027	2028	2029
Platinum - Great Oak Hall with Patio, Gazebo, Lobby, Dressing Rooms, Catering Kitchen, AV Equipment, and Dance Floor or Stage	\$ 3,565	\$ 3,744	\$ 3,932	\$ 4,128	\$ 4,334
Each additional hour	\$ 373	\$ 392	\$ 412	\$ 432	\$ 454
Gold - Great Oak Hall with Patio, Gazebo, and Catering Kitchen	\$ 2,520	\$ 2,646	\$ 2,778	\$ 2,916	\$ 3,062
Each additional hour	\$ 263	\$ 276	\$ 290	\$ 304	\$ 320
Silver - Great Oak Hall (divided 2/3) with Patio, Gazebo, and Catering Kitchen	\$ 1,701	\$ 1,786	\$ 1,876	\$ 1,970	\$ 2,068
Each additional hour	\$ 179	\$ 188	\$ 198	\$ 208	\$ 218
Group S	2025	2026	2027	2028	2029
Platinum - Great Oak Hall with Patio, Gazebo, Lobby, Dressing Rooms, Catering Kitchen, AV Equipment, and Dance Floor or Stage	\$ 2,139	\$ 2,246	\$ 2,358	\$ 2,476	\$ 2,600
Each additional hour	\$ 224	\$ 236	\$ 248	\$ 260	\$ 274
Gold - Great Oak Hall with Patio, Gazebo, and Catering Kitchen	\$ 1,512	\$ 1,588	\$ 1,668	\$ 1,752	\$ 1,840
Each additional hour	\$ 158	\$ 166	\$ 174	\$ 182	\$ 192
Silver - Great Oak Hall (divided 2/3) with Patio, Gazebo, and Catering Kitchen	\$ 1,021	\$ 1,072	\$ 1,126	\$ 1,182	\$ 1,242
Each additional hour	\$ 108	\$ 114	\$ 120	\$ 126	\$ 132
<u>Rooms (Weekend use of Willow Room requires a minimum of four (4) hour rental period)</u>					
Willow Room - Group A	2025	2026	2027	2028	2029
Willow Room with Sitting Room and Patio	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Willow Room - Group B	2025	2026	2027	2028	2029
Willow Room with Sitting Room and Patio	\$ 410	\$ 430	\$ 452	\$ 474	\$ 498
Each additional hour	\$ 95	\$ 100	\$ 106	\$ 112	\$ 118
Willow Room - Group C	2025	2026	2027	2028	2029
Willow Room with Sitting Room and Patio	\$ 588	\$ 618	\$ 648	\$ 680	\$ 714
Each additional hour	\$ 137	\$ 144	\$ 152	\$ 160	\$ 168
Willow Room - Group D	2025	2026	2027	2028	2029
Willow Room with Sitting Room and Patio	\$ 735	\$ 772	\$ 810	\$ 850	\$ 892
Each additional hour	\$ 168	\$ 176	\$ 184	\$ 194	\$ 204
Willow Room - Group S	2025	2026	2027	2028	2029
Willow Room with Sitting Room and Patio	\$ 410	\$ 430	\$ 452	\$ 474	\$ 498
Each additional hour	\$ 95	\$ 100	\$ 106	\$ 112	\$ 118

**City of Chino Hills  
Community Center - Rental Fees and Charges  
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(Friday - Sunday 8:00 a.m. - 12:00 a.m. midnight)

Rooms (Hourly Group/Facility Use Fees)

Group A	2025	2026	2027	2028	2029
Exercise Room	N/C	N/C	N/C	N/C	N/C
Dance Room	N/C	N/C	N/C	N/C	N/C
Cypress Conference Room <del>A</del>	N/C	N/C	N/C	N/C	N/C
Sage Conference Room <del>B</del>	N/C	N/C	N/C	N/C	N/C
Group B	2025	2026	2027	2028	2029
Exercise Room	\$ 79	\$ 82	\$ 86	\$ 90	\$ 94
Dance Room	\$ 79	\$ 82	\$ 86	\$ 90	\$ 94
Cypress Conference Room <del>A</del>	\$ 48	\$ 50	\$ 52	\$ 54	\$ 56
Sage Conference Room <del>B</del>	\$ 48	\$ 50	\$ 52	\$ 54	\$ 56
Group C	2025	2026	2027	2028	2029
Exercise Room	\$ 105	\$ 110	\$ 116	\$ 122	\$ 128
Dance Room	\$ 105	\$ 110	\$ 116	\$ 122	\$ 128
Cypress Conference Room <del>A</del>	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
Sage Conference Room <del>B</del>	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
Group D	2025	2026	2027	2028	2029
Exercise Room	\$ 132	\$ 138	\$ 144	\$ 152	\$ 160
Dance Room	\$ 132	\$ 138	\$ 144	\$ 152	\$ 160
Cypress Conference Room <del>A</del>	\$ 79	\$ 82	\$ 86	\$ 90	\$ 94
Sage Conference Room <del>B</del>	\$ 79	\$ 82	\$ 86	\$ 90	\$ 94
Group S	2025	2026	2027	2028	2029
Exercise Room	\$ 79	\$ 82	\$ 86	\$ 90	\$ 94
Dance Room	\$ 79	\$ 82	\$ 86	\$ 90	\$ 94
Cypress Conference Room <del>A</del>	\$ 48	\$ 50	\$ 52	\$ 54	\$ 56
Sage Conference Room <del>B</del>	\$ 48	\$ 50	\$ 52	\$ 54	\$ 56

Any Day  
(8:00 a.m. to two (2) hours after sunset)

Outdoor Wedding Ceremony ONLY

(Booking available three (3) months prior to event date, rate for three (3) hour rental, no additional hours can be added)

Group A	2025	2026	2027	2028	2029
Ceremony Any one (1) location	N/A	N/A	N/A	N/A	N/A
Group B	2025	2026	2027	2028	2029
Ceremony Any one (1) location	N/A	N/A	N/A	N/A	N/A
Group C	2025	2026	2027	2028	2029
Ceremony Any one (1) location	\$ 525	\$ 552	\$ 580	\$ 610	\$ 640
Group D	2025	2026	2027	2028	2029
Ceremony Any one (1) location	\$ 709	\$ 744	\$ 782	\$ 822	\$ 864
Group S	2025	2026	2027	2028	2029
Ceremony Any one (1) location	N/A	N/A	N/A	N/A	N/A

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IV. OTHER RENTALS

With Room Rental ONLY (per event)

Group A	2025	2026	2027	2028	2029
Catering Kitchen	N/A	N/A	N/A	N/A	N/A
Small Kitchen	N/A	N/A	N/A	N/A	N/A
Group B	2025	2026	2027	2028	2029
Catering Kitchen	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
Small Kitchen	\$ 13	\$ 14	\$ 14	\$ 15	\$ 16
Group C	2025	2026	2027	2028	2029
Catering Kitchen	\$ 105	\$ 110	\$ 116	\$ 122	\$ 128
Small Kitchen	\$ 21	\$ 22	\$ 24	\$ 26	\$ 28
Group D	2025	2026	2027	2028	2029
Catering Kitchen	\$ 132	\$ 138	\$ 144	\$ 152	\$ 160
Small Kitchen	\$ 27	\$ 28	\$ 30	\$ 32	\$ 34
Group S	2025	2026	2027	2028	2029
Catering Kitchen	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
Small Kitchen	\$ 13	\$ 14	\$ 14	\$ 15	\$ 16

Additional Equipment (per event)

	Fee
Dance Floor (21' x 21')	\$ 200
Stage (12' x 16')	\$ 200
AV Equipment-Great Oak Hall (includes podium with microphone and built in AV controls, projectors, screens, and wireless microphone):	
Great Oak Hall 1/3	\$ 50
Great Oak Hall 2/3	\$ 100
Great Oak Hall (all)	\$ 150
Coffee Pot:	
25 cups (Includes decaf or regular coffee, cups, sugar, and powder creamer)	\$ 20

If additional City staff is required, Community Services Part-Time hourly blended rate will be charged.

N/C - No charge

Group A - City of Chino Hills sponsored and co-sponsored classes, events, programs, and Governmental Agencies serving Chino Hills residents.

Group B - (1) Chino Hills based non-profit organizations; and (2) Chino Valley Unified School District.

Group C - Chino Hills resident or business.

Group D - Non-Chino Hills resident, non-profit, or business.

Group S - Chino Hills non-profit senior groups.

Group S receives priority reservation from 8:00 a.m. to 3:00 p.m. Monday through Friday, 15 reservations at no charge. Rental of the Great Oak Hall during these hours includes the AV equipment, stage, and dance floor at no charge.

**City of Chino Hills**  
**McCoy Equestrian Recreation Center and Residence - Rental Fees and Charges**  
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**I. CLEANING DEPOSIT**

<u>Package</u>	<u>Rooms</u>	<u>Fee</u>
Ruby	Residence & Kitchen	\$ 500
Sapphire	Barn & Kitchen	\$ 500
Silver	Residence, Kitchen, & Lawn	\$ 500
Gold	Barn, Kitchen, & Lawn	\$ 500
Platinum	Barn, Barn Kitchen, Residence, Residence Kitchen, & Lawn	\$ 800
Real McCoy	Entire Center including Arenas	\$ 1,000
Ceremony	Outdoor Ceremony Sites	\$ 500
	Arena Packages	\$ 500
Group S (Any room rental)		\$ 250
Group B (General meeting room rentals)		\$ 100
Group B (Parties and Events)		\$ 250

II. ALCOHOL USE DEPOSIT \$ 500

**III. USER FEES**

Site Packages (Cannot be combined with other site packages and cannot add additional facility location hours, unless specifically included in the package).

Weekday use of the McCoy Barn and Residence requires a minimum of two (2) hour rental period.

Weekend use of the McCoy Barn and Residence requires a minimum of six (6) hour rental period.

A.

Weekday Rates  
(Monday - Thursday 8:00 a.m. - 10:00 p.m.)

Packages for a 2 hour rental

Group A	2025	2026	2027	2028	2029
Ruby - Residence (includes kitchen)	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Sapphire - Barn (includes patio & kitchen)	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Silver - Residence (including kitchen) and Lawn	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Gold - Barn (includes patio & kitchen) and Lawn	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C

**City of Chino Hills**  
**McCoy Equestrian Recreation Center and Residence - Rental Fees and Charges**  
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Weekday Rates (Continued)  
(Monday - Thursday 8:00 a.m. - 10:00 p.m.)

Packages for a 2 hour rental

Group B	2025	2026	2027	2028	2029
Ruby - Residence (includes kitchen)	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
Each additional hour	\$ 17	\$ 18	\$ 19	\$ 20	\$ 20
Sapphire - Barn (includes patio & kitchen)	\$ 68	\$ 72	\$ 76	\$ 80	\$ 84
Each additional hour	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
Silver - Residence (including kitchen) and Lawn	\$ 68	\$ 72	\$ 76	\$ 80	\$ 84
Each additional hour	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
Gold - Barn (includes patio & kitchen) and Lawn	\$ 101	\$ 106	\$ 112	\$ 118	\$ 124
Each additional hour	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 135	\$ 142	\$ 150	\$ 158	\$ 166
Each additional hour	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60
Group C	2025	2026	2027	2028	2029
Ruby - Residence (includes kitchen)	\$ 126	\$ 132	\$ 138	\$ 144	\$ 152
Each additional hour	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
Sapphire - Barn (includes patio & kitchen)	\$ 252	\$ 264	\$ 278	\$ 292	\$ 306
Each additional hour	\$ 126	\$ 132	\$ 138	\$ 144	\$ 152
Silver - Residence (including kitchen) and Lawn	\$ 252	\$ 264	\$ 278	\$ 292	\$ 306
Each additional hour	\$ 126	\$ 132	\$ 138	\$ 144	\$ 152
Gold - Barn (includes patio & kitchen) and Lawn	\$ 378	\$ 396	\$ 416	\$ 436	\$ 458
Each additional hour	\$ 189	\$ 198	\$ 208	\$ 218	\$ 228
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 504	\$ 530	\$ 556	\$ 584	\$ 614
Each additional hour	\$ 252	\$ 264	\$ 278	\$ 292	\$ 306
Group D	2025	2026	2027	2028	2029
Ruby - Residence (includes kitchen)	\$ 177	\$ 186	\$ 196	\$ 206	\$ 216
Each additional hour	\$ 89	\$ 94	\$ 98	\$ 102	\$ 108
Sapphire - Barn (includes patio & kitchen)	\$ 353	\$ 370	\$ 388	\$ 408	\$ 428
Each additional hour	\$ 177	\$ 186	\$ 196	\$ 206	\$ 216
Silver - Residence (including kitchen) and Lawn	\$ 353	\$ 370	\$ 388	\$ 408	\$ 428
Each additional hour	\$ 177	\$ 186	\$ 196	\$ 206	\$ 216
Gold - Barn (includes patio & kitchen) and Lawn	\$ 530	\$ 556	\$ 584	\$ 614	\$ 644
Each additional hour	\$ 265	\$ 278	\$ 292	\$ 306	\$ 322
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 706	\$ 742	\$ 780	\$ 820	\$ 862
Each additional hour	\$ 353	\$ 370	\$ 388	\$ 408	\$ 428

**City of Chino Hills**  
**McCoy Equestrian Recreation Center and Residence - Rental Fees and Charges**  
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Weekday Rates (Continued)  
 (Monday - Thursday 8:00 a.m. - 10:00 p.m.)

Packages for a 2 hour rental

Group S	2025	2026	2027	2028	2029
Ruby - Residence (includes kitchen)	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
Each additional hour	\$ 17	\$ 18	\$ 19	\$ 20	\$ 20
Sapphire - Barn (includes patio & kitchen)	\$ 68	\$ 72	\$ 76	\$ 80	\$ 84
Each additional hour	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
Silver - Residence (including kitchen) and Lawn	\$ 68	\$ 72	\$ 76	\$ 80	\$ 84
Each additional hour	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
Gold - Barn (includes patio & kitchen) and Lawn	\$ 101	\$ 106	\$ 112	\$ 118	\$ 124
Each additional hour	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 135	\$ 142	\$ 150	\$ 158	\$ 166
Each additional hour	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60

B.

Weekday Rates  
 (Monday - Thursday 8:00 a.m. - 10:00 p.m.)

Packages for a 6 hour rental

Group A	2025	2026	2027	2028	2029
Ruby - Residence (includes kitchen)	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Sapphire - Barn (includes patio & kitchen)	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Silver - Residence (including kitchen) and Lawn	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Gold - Barn (includes patio & kitchen) and Lawn	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C

Group B	2025	2026	2027	2028	2029
Ruby - Residence (includes kitchen)	\$ 95	\$ 100	\$ 106	\$ 112	\$ 118
Each additional hour	\$ 17	\$ 18	\$ 19	\$ 20	\$ 20
Sapphire - Barn (includes patio & kitchen)	\$ 168	\$ 176	\$ 184	\$ 194	\$ 204
Each additional hour	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
Silver - Residence (including kitchen) and Lawn	\$ 168	\$ 176	\$ 184	\$ 194	\$ 204
Each additional hour	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
Gold - Barn (includes patio & kitchen) and Lawn	\$ 242	\$ 254	\$ 266	\$ 280	\$ 294
Each additional hour	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 326	\$ 342	\$ 360	\$ 378	\$ 396
Each additional hour	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60

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**McCoy Equestrian Recreation Center and Residence - Rental Fees and Charges**  
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Weekday Rates (Continued)  
 (Monday - Thursday 8:00 a.m. - 10:00 p.m.)

Packages for a 6 hour rental

Group C	2025	2026	2027	2028	2029
Ruby - Residence (includes kitchen)	\$ 357	\$ 374	\$ 392	\$ 412	\$ 432
Each additional hour	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
Sapphire - Barn (includes patio & kitchen)	\$ 641	\$ 674	\$ 708	\$ 744	\$ 782
Each additional hour	\$ 126	\$ 132	\$ 138	\$ 144	\$ 152
Silver - Residence (including kitchen) and Lawn	\$ 641	\$ 674	\$ 708	\$ 744	\$ 782
Each additional hour	\$ 126	\$ 132	\$ 138	\$ 144	\$ 152
Gold - Barn (includes patio & kitchen) and Lawn	\$ 903	\$ 948	\$ 996	\$ 1,046	\$ 1,098
Each additional hour	\$ 189	\$ 198	\$ 208	\$ 218	\$ 228
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 1,208	\$ 1,268	\$ 1,332	\$ 1,398	\$ 1,468
Each additional hour	\$ 252	\$ 264	\$ 278	\$ 292	\$ 306
Group D	2025	2026	2027	2028	2029
Ruby - Residence (includes kitchen)	\$ 504	\$ 530	\$ 556	\$ 584	\$ 614
Each additional hour	\$ 89	\$ 94	\$ 98	\$ 102	\$ 108
Sapphire - Barn (includes patio & kitchen)	\$ 903	\$ 948	\$ 996	\$ 1,046	\$ 1,098
Each additional hour	\$ 177	\$ 186	\$ 196	\$ 206	\$ 216
Silver - Residence (including kitchen) and Lawn	\$ 903	\$ 948	\$ 996	\$ 1,046	\$ 1,098
Each additional hour	\$ 177	\$ 186	\$ 196	\$ 206	\$ 216
Gold - Barn (includes patio & kitchen) and Lawn	\$ 1,271	\$ 1,334	\$ 1,400	\$ 1,470	\$ 1,544
Each additional hour	\$ 265	\$ 278	\$ 292	\$ 306	\$ 322
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 1,691	\$ 1,776	\$ 1,864	\$ 1,958	\$ 2,056
Each additional hour	\$ 353	\$ 370	\$ 388	\$ 408	\$ 428
Group S	2025	2026	2027	2028	2029
Ruby - Residence (includes kitchen)	\$ 95	\$ 100	\$ 106	\$ 112	\$ 118
Each additional hour	\$ 17	\$ 18	\$ 19	\$ 20	\$ 20
Sapphire - Barn (includes patio & kitchen)	\$ 168	\$ 176	\$ 184	\$ 194	\$ 204
Each additional hour	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
Silver - Residence (including kitchen) and Lawn	\$ 168	\$ 176	\$ 184	\$ 194	\$ 204
Each additional hour	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
Gold - Barn (includes patio & kitchen) and Lawn	\$ 242	\$ 254	\$ 266	\$ 280	\$ 294
Each additional hour	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 326	\$ 342	\$ 360	\$ 378	\$ 396
Each additional hour	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60

**City of Chino Hills**  
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C.

Weekend Rates  
(Friday - Sunday 8:00 a.m. - 12:00 a.m. midnight)

Packages for a 6 hour rental					
Group A	2025	2026	2027	2028	2029
Sapphire - Barn (includes patio & kitchen)	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Silver - Residence (including kitchen) and Lawn	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Gold - Barn (includes patio & kitchen) and Lawn	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
The Real McCoy - Entire Center including Arenas	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Group B	2025	2026	2027	2028	2029
Sapphire - Barn (including patio & kitchen)	\$ 242	\$ 254	\$ 266	\$ 280	\$ 294
Each additional hour	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40
Silver - Residence (including kitchen) and Lawn	\$ 242	\$ 254	\$ 266	\$ 280	\$ 294
Each additional hour	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40
Gold - Barn (includes patio & kitchen) and Lawn	\$ 336	\$ 352	\$ 370	\$ 388	\$ 408
Each additional hour	\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 441	\$ 464	\$ 488	\$ 512	\$ 538
Each additional hour	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
The Real McCoy - Entire Center including Arenas	\$ 567	\$ 596	\$ 626	\$ 658	\$ 690
Each additional hour	\$ 84	\$ 88	\$ 92	\$ 96	\$ 100
Group C	2025	2026	2027	2028	2029
Sapphire - Barn (including patio & kitchen)	\$ 893	\$ 938	\$ 984	\$ 1,034	\$ 1,086
Each additional hour	\$ 137	\$ 144	\$ 152	\$ 160	\$ 168
Silver - Residence (including kitchen) and Lawn	\$ 893	\$ 938	\$ 984	\$ 1,034	\$ 1,086
Each additional hour	\$ 137	\$ 144	\$ 152	\$ 160	\$ 168
Gold - Barn (includes patio & kitchen) and Lawn	\$ 1,250	\$ 1,312	\$ 1,378	\$ 1,446	\$ 1,518
Each additional hour	\$ 189	\$ 198	\$ 208	\$ 218	\$ 228
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 1,670	\$ 1,754	\$ 1,842	\$ 1,934	\$ 2,030
Each additional hour	\$ 252	\$ 264	\$ 278	\$ 292	\$ 306
The Real McCoy - Entire Center including Arenas	\$ 2,163	\$ 2,272	\$ 2,386	\$ 2,506	\$ 2,632
Each additional hour	\$ 326	\$ 342	\$ 360	\$ 378	\$ 396

**City of Chino Hills**  
**McCoy Equestrian Recreation Center and Residence - Rental Fees and Charges**  
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Weekend Rates (Continued)  
(Friday - Sunday 8:00 a.m. - 12:00 a.m. midnight)

Packages for a 6 hour rental

Group D	2025	2026	2027	2028	2029
Sapphire - Barn (including patio & kitchen)	\$ 1,239	\$ 1,300	\$ 1,366	\$ 1,434	\$ 1,506
Each additional hour	\$ 189	\$ 198	\$ 208	\$ 218	\$ 228
Silver - Residence (including kitchen) and Lawn	\$ 1,239	\$ 1,300	\$ 1,366	\$ 1,434	\$ 1,506
Each additional hour	\$ 189	\$ 198	\$ 208	\$ 218	\$ 228
Gold - Barn (includes patio & kitchen) and Lawn	\$ 1,743	\$ 1,830	\$ 1,922	\$ 2,018	\$ 2,118
Each additional hour	\$ 263	\$ 276	\$ 290	\$ 304	\$ 320
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 2,331	\$ 2,448	\$ 2,570	\$ 2,698	\$ 2,832
Each additional hour	\$ 347	\$ 364	\$ 382	\$ 402	\$ 422
The Real McCoy - Entire Center including Arenas	\$ 3,035	\$ 3,186	\$ 3,346	\$ 3,514	\$ 3,690
Each additional hour	\$ 452	\$ 474	\$ 498	\$ 522	\$ 548
Group S	2025	2026	2027	2028	2029
Sapphire - Barn (including patio & kitchen)	\$ 242	\$ 254	\$ 266	\$ 280	\$ 294
Each additional hour	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40
Silver - Residence (including kitchen) and Lawn	\$ 242	\$ 254	\$ 266	\$ 280	\$ 294
Each additional hour	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40
Gold - Barn (includes patio & kitchen) and Lawn	\$ 336	\$ 352	\$ 370	\$ 388	\$ 408
Each additional hour	\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 441	\$ 464	\$ 488	\$ 512	\$ 538
Each additional hour	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
The Real McCoy - Entire Center including Arenas	\$ 567	\$ 596	\$ 626	\$ 658	\$ 690
Each additional hour	\$ 84	\$ 88	\$ 92	\$ 96	\$ 100

D.

Weekend Rates  
(Friday - Sunday 8:00 a.m. - 12:00 a.m. midnight)

Packages for a 16 hour rental

Group A	2025	2026	2027	2028	2029
Sapphire - Barn (including patio & kitchen)	N/C	N/C	N/C	N/C	N/C
Silver - Residence (including Kitchen) and Lawn	N/C	N/C	N/C	N/C	N/C
Gold - Barn (including patio & kitchen) and Lawn	N/C	N/C	N/C	N/C	N/C
Platinum - Barn (including patio & kitchen), Residence (including Kitchen),	N/C	N/C	N/C	N/C	N/C
The Real McCoy - Entire Center including Arenas	N/C	N/C	N/C	N/C	N/C

**City of Chino Hills**  
**McCoy Equestrian Recreation Center and Residence - Rental Fees and Charges**  
**Effective February 1, 2025**

Weekend Rates (Continued)  
(Friday - Sunday 8:00 a.m. - 12:00 a.m. midnight)

Packages for a 16 hour rental					
Group B	2025	2026	2027	2028	2029
Sapphire - Barn (including patio & kitchen)	\$ 557	\$ 584	\$ 614	\$ 644	\$ 676
Silver - Residence (including Kitchen) and Lawn	\$ 557	\$ 584	\$ 614	\$ 644	\$ 676
Gold - Barn (including patio & kitchen) and Lawn	\$ 777	\$ 816	\$ 856	\$ 898	\$ 942
Platinum - Barn (including patio & kitchen), Residence (including Kitchen),	\$ 1,040	\$ 1,092	\$ 1,146	\$ 1,204	\$ 1,264
The Real McCoy - Entire Center including Arenas	\$ 1,502	\$ 1,578	\$ 1,656	\$ 1,738	\$ 1,824
Group C	2025	2026	2027	2028	2029
Sapphire - Barn (including patio & kitchen)	\$ 2,079	\$ 2,182	\$ 2,292	\$ 2,406	\$ 2,526
Silver - Residence (including Kitchen) and Lawn	\$ 2,079	\$ 2,182	\$ 2,292	\$ 2,406	\$ 2,526
Gold - Barn (including patio & kitchen) and Lawn	\$ 2,909	\$ 3,054	\$ 3,206	\$ 3,366	\$ 3,534
Platinum - Barn (including patio & kitchen), Residence (including Kitchen),	\$ 3,885	\$ 4,080	\$ 4,284	\$ 4,498	\$ 4,722
The Real McCoy - Entire Center including Arenas	\$ 4,347	\$ 4,564	\$ 4,792	\$ 5,032	\$ 5,284
Group D	2025	2026	2027	2028	2029
Sapphire - Barn (including patio & kitchen)	\$ 2,909	\$ 3,054	\$ 3,206	\$ 3,366	\$ 3,534
Silver - Residence (including Kitchen) and Lawn	\$ 2,909	\$ 3,054	\$ 3,206	\$ 3,366	\$ 3,534
Gold - Barn (including patio & kitchen) and Lawn	\$ 3,969	\$ 4,168	\$ 4,376	\$ 4,594	\$ 4,824
Platinum - Barn (including patio & kitchen), Residence (including Kitchen),	\$ 5,429	\$ 5,700	\$ 5,986	\$ 6,286	\$ 6,600
The Real McCoy - Entire Center including Arenas	\$ 5,891	\$ 6,186	\$ 6,496	\$ 6,820	\$ 7,162
Group S	2025	2026	2027	2028	2029
Sapphire - Barn (including patio & kitchen)	\$ 557	\$ 584	\$ 614	\$ 644	\$ 676
Silver - Residence (including Kitchen) and Lawn	\$ 557	\$ 584	\$ 614	\$ 644	\$ 676
Gold - Barn (including patio & kitchen) and Lawn	\$ 777	\$ 816	\$ 856	\$ 898	\$ 942
Platinum - Barn (including patio & kitchen), Residence (including Kitchen),	\$ 1,040	\$ 1,092	\$ 1,146	\$ 1,204	\$ 1,264
The Real McCoy - Entire Center including Arenas	\$ 1,502	\$ 1,578	\$ 1,656	\$ 1,738	\$ 1,824

**City of Chino Hills**  
**McCoy Equestrian Recreation Center and Residence - Rental Fees and Charges**  
**Effective February 1, 2025**

E. Outdoor Wedding Ceremonies. Booking available three (3) months prior to event date, rate for three (3) hour rental, no additional hours can be added to this package.

Any Day  
 (8:00 a.m. to two (2) hours after sunset)

Group	2025	2026	2027	2028	2029
<b>Group A</b>					
Any one (1) location	N/C	N/C	N/C	N/C	N/C
<b>Group B</b>					
Any one (1) location	N/C	N/C	N/C	N/C	N/C
<b>Group C</b>					
Any one (1) location	\$ 525	\$ 552	\$ 580	\$ 610	\$ 640
<b>Group D</b>					
Any one (1) location	\$ 709	\$ 744	\$ 782	\$ 822	\$ 864
<b>Group S</b>					
Any one (1) location	N/C	N/C	N/C	N/C	N/C

F. Sunday - Saturday  
 (6:00 a.m. - 10 p.m.)

One (1) Arena - exclusive use (per hour)

Group	2025	2026	2027	2028	2029
<b>Group A</b>					
During Facility Business Hours	N/C	N/C	N/C	N/C	N/C
After Facility Business Hours	N/C	N/C	N/C	N/C	N/C
<b>Group B</b>					
During Facility Business Hours	N/C	N/C	N/C	N/C	N/C
After Facility Business Hours	\$ 25	\$ 26	\$ 28	\$ 30	\$ 32
<b>Group C</b>					
During Facility Business Hours	\$ 25	\$ 26	\$ 28	\$ 30	\$ 32
After Facility Business Hours	\$ 50	\$ 52	\$ 54	\$ 56	\$ 58
<b>Group D</b>					
During Facility Business Hours	\$ 35	\$ 36	\$ 38	\$ 40	\$ 42
After Facility Business Hours	\$ 70	\$ 74	\$ 78	\$ 82	\$ 86
<b>Group S</b>					
During Facility Business Hours	N/C	N/C	N/C	N/C	N/C
After Facility Business Hours	N/C	N/C	N/C	N/C	N/C

**City of Chino Hills**  
**McCoy Equestrian Recreation Center and Residence - Rental Fees and Charges**  
**Effective February 1, 2025**

Sunday - Saturday (Continued)  
 (6:00 a.m. - 10 p.m.)

Packages for a 10 hour rental

Group A	2025	2026	2027	2028	2029
All American - Includes exclusive use of the main arena, one warm up arena, announcer's booth(s), entire back property open areas, and back property restrooms. Rental includes general trash pickup, and one arena preparation per arena.	N/C	N/C	N/C	N/C	N/C
Each Additional Hour	N/C	N/C	N/C	N/C	N/C
Triple Crown - Includes all of <del>Arena Package #1</del> <b>All American</b> , additional warm up arena, plus additional equipment, and one additional arena preparation during event, per arena.	N/C	N/C	N/C	N/C	N/C
Each Additional Hour	N/C	N/C	N/C	N/C	N/C
Group B	2025	2026	2027	2028	2029
All American - Includes exclusive use of the main arena, one warm up arena, announcer's booth(s), entire back property open areas, and back property restrooms. Rental includes general trash pickup, and one arena preparation per arena.	\$ 315	\$ 330	\$ 346	\$ 364	\$ 382
Each Additional Hour	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40
Triple Crown - Includes all of <del>Arena Package #1</del> <b>All American</b> , additional warm up arena, plus additional equipment, and one additional arena preparation during event, per arena.	\$ 525	\$ 552	\$ 580	\$ 610	\$ 640
Each Additional Hour	\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
Group C	2025	2026	2027	2028	2029
All American - Includes exclusive use of the main arena, one warm up arena, announcer's booth(s), entire back property open areas, and back property restrooms. Rental includes general trash pickup, and one arena preparation per arena.	\$ 420	\$ 442	\$ 464	\$ 488	\$ 512
Each Additional Hour	\$ 42	\$ 44	\$ 46	\$ 48	\$ 50
Triple Crown - Includes all of <del>Arena Package #1</del> <b>All American</b> , additional warm up arena, plus additional equipment, and one additional arena preparation during event, per arena.	\$ 630	\$ 662	\$ 696	\$ 730	\$ 766
Each Additional Hour	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
Group D	2025	2026	2027	2028	2029
All American - Includes exclusive use of the main arena, one warm up arena, announcer's booth(s), entire back property open areas, and back property restrooms. Rental includes general trash pickup, and one arena preparation per arena.	\$ 525	\$ 552	\$ 580	\$ 610	\$ 640
Each Additional Hour	\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
Triple Crown - Includes all of <del>Arena Package #1</del> <b>All American</b> , additional warm up arena, plus additional equipment, and one additional arena preparation during event, per arena.	\$ 735	\$ 772	\$ 810	\$ 850	\$ 892
Each Additional Hour	\$ 74	\$ 78	\$ 82	\$ 86	\$ 90

**City of Chino Hills**  
**McCoy Equestrian Recreation Center and Residence - Rental Fees and Charges**  
**Effective February 1, 2025**

Sunday - Saturday (Continued)  
 (6:00 a.m. - 10 p.m.)

Packages are for a 10 hour rental

Group S	2025	2026	2027	2028	2029
All American - Includes exclusive use of the main arena, one warm up arena, announcer's booth(s), entire back property open areas, and back property restrooms. Rental includes general trash pickup, and one arena preparation per arena.	\$ 315	\$ 330	\$ 346	\$ 364	\$ 382
Each Additional Hour	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40
<del>Arena Package #1</del> All American, Triple Crown - Includes all of Arena Package #1 All American, additional warm up arena, plus additional equipment, and one additional arena preparation during event, per arena.	\$ 525	\$ 552	\$ 580	\$ 610	\$ 640
Each Additional Hour	\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
<u>Additional Equipment (per event)</u>					
Jump, trail horses, and staging equipment, which includes barricades, A-frames, and orange cones.	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100

Additional arena work beyond what is specified in each package shall be charged at the Public Works Department blended hourly rate. If additional City staff is required, Community Services Part-Time hourly blended rate will be charged.

N/C - No charge

- Group A - City of Chino Hills sponsored and co-sponsored classes, events, programs, and Governmental Agencies serving Chino Hills residents.
- Group B - (1) Chino Hills based non-profit organizations; and (2) Chino Valley Unified School District.
- Group C - Chino Hills resident or business.
- Group D - Non-Chino Hills resident, non-profit, or business.
- Group S - Chino Hills non-profit senior groups.

**City of Chino Hills**  
**City Hall, Library, Grand Avenue Park, Mystic Canyon Community Building, and**  
**Sleepy Hollow Community Building - Rental Fees and Charges**  
**Effective February 1, 2025**

I. CLEANING DEPOSIT \$ 100

II. ALCOHOL USE DEPOSIT City Hall and Library ONLY \$ 500

III. USER FEES

Weekday Rates: Hourly Group/Facility Use Fees  
 (Monday - Thursday 8:00 a.m. - 10:00 p.m.)

Group A		2025	2026	2027	2028	2029
<u>Room(s)</u>	<u>Size</u>					
City Hall Community Room	27' x 27'	N/C	N/C	N/C	N/C	N/C
City Hall Outside Breeze Way		N/C	N/C	N/C	N/C	N/C
City Hall Kitchen		N/C	N/C	N/C	N/C	N/C
Library Community Room	33' x 34'	N/C	N/C	N/C	N/C	N/C
Library Kitchen		N/C	N/C	N/C	N/C	N/C
Library Lobby	33' x 34'	N/C	N/C	N/C	N/C	N/C
Grand Ave. Park Community Room	40' x 25'	N/C	N/C	N/C	N/C	N/C
Mystic Canyon Community Room	40' x 25'	N/C	N/C	N/C	N/C	N/C
Sleepy Hollow Community Building	40' x 25'	N/C	N/C	N/C	N/C	N/C

Group B		2025	2026	2027	2028	2029
<u>Room(s)</u>	<u>Size</u>					
City Hall Community Room	27' x 27'	\$ 13	\$ 14	\$ 14	\$ 15	\$ 16
City Hall Outside Breeze Way		\$ 38	\$ 40	\$ 42	\$ 44	\$ 46
City Hall Kitchen		\$ 27	\$ 28	\$ 30	\$ 32	\$ 34
Library Community Room	33' x 34'	\$ 17	\$ 18	\$ 19	\$ 20	\$ 20
Library Kitchen		\$ 27	\$ 28	\$ 30	\$ 32	\$ 34
Library Lobby	33' x 34'	\$ 17	\$ 18	\$ 19	\$ 20	\$ 20
Grand Ave. Park Community Room	40' x 25'	\$ 26	\$ 28	\$ 30	\$ 32	\$ 34
Mystic Canyon Community Room	40' x 25'	\$ 26	\$ 28	\$ 30	\$ 32	\$ 34
Sleepy Hollow Community Building	40' x 25'	\$ 26	\$ 28	\$ 30	\$ 32	\$ 34

Group C		2025	2026	2027	2028	2029
<u>Room(s)</u>	<u>Size</u>					
City Hall Community Room	27' x 27'	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60
City Hall Outside Breeze Way		\$ 152	\$ 160	\$ 168	\$ 176	\$ 184
City Hall Kitchen		\$ 27	\$ 28	\$ 30	\$ 32	\$ 34
Library Community Room	33' x 34'	\$ 68	\$ 72	\$ 76	\$ 80	\$ 84
Library Kitchen		\$ 27	\$ 28	\$ 30	\$ 32	\$ 34
Library Lobby	33' x 34'	\$ 68	\$ 72	\$ 76	\$ 80	\$ 84
Grand Ave. Park Community Room	40' x 25'	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60
Mystic Canyon Community Room	40' x 25'	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60
Sleepy Hollow Community Building	40' x 25'	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60

**City of Chino Hills**  
**City Hall, Library, Grand Avenue Park, Mystic Canyon Community Building, and**  
**Sleepy Hollow Community Building - Rental Fees and Charges**  
**Effective February 1, 2025**

Weekday Rates: Hourly Group/Facility Use Fees (Continued)  
 (Monday - Thursday 8:00 a.m. - 10:00 p.m.)

Group D		2025	2026	2027	2028	2029
Room(s)	Size					
City Hall Community Room	27' x 27'	\$ 76	\$ 80	\$ 84	\$ 88	\$ 92
City Hall Outside Breeze Way		\$ 227	\$ 238	\$ 250	\$ 262	\$ 276
City Hall Kitchen		\$ 27	\$ 28	\$ 30	\$ 32	\$ 34
Library Community Room	33' x 34'	\$ 101	\$ 106	\$ 112	\$ 118	\$ 124
Library Kitchen		\$ 27	\$ 28	\$ 30	\$ 32	\$ 34
Library Lobby	33' x 34'	\$ 101	\$ 106	\$ 112	\$ 118	\$ 124
Grand Ave. Park Community Room	40' x 25'	\$ 89	\$ 94	\$ 98	\$ 102	\$ 108
Mystic Canyon Community Room	40' x 25'	\$ 89	\$ 94	\$ 98	\$ 102	\$ 108
Sleepy Hollow Community Building	40' x 25'	\$ 89	\$ 94	\$ 98	\$ 102	\$ 108

Group S		2025	2026	2027	2028	2029
Room(s)	Size					
City Hall Community Room	27' x 27'	\$ 13	\$ 14	\$ 14	\$ 15	\$ 16
City Hall Outside Breeze Way		\$ 38	\$ 40	\$ 42	\$ 44	\$ 46
City Hall Kitchen		\$ 27	\$ 28	\$ 30	\$ 32	\$ 34
Library Community Room	33' x 34'	\$ 17	\$ 18	\$ 19	\$ 20	\$ 20
Library Kitchen		\$ 27	\$ 28	\$ 30	\$ 32	\$ 34
Library Lobby	33' x 34'	\$ 17	\$ 18	\$ 19	\$ 20	\$ 20
Grand Ave. Park Community Room	40' x 25'	\$ 26	\$ 28	\$ 30	\$ 32	\$ 34
Mystic Canyon Community Room	40' x 25'	\$ 26	\$ 28	\$ 30	\$ 32	\$ 34
Sleepy Hollow Community Building	40' x 25'	\$ 26	\$ 28	\$ 30	\$ 32	\$ 34

Weekend Rates: Hourly Group/Facility Use Fees  
 (Friday - Sunday 8:00 a.m. - 10:00 p.m.)

Group A		2025	2026	2027	2028	2029
Room(s)	Size					
City Hall Community Room	27' x 27'	N/C	N/C	N/C	N/C	N/C
City Hall Lobby Area		N/C	N/C	N/C	N/C	N/C
Outside Breeze Way		N/C	N/C	N/C	N/C	N/C
City Hall Kitchen		N/C	N/C	N/C	N/C	N/C
City Hall Package <sup>1</sup>		N/C	N/C	N/C	N/C	N/C
Library Community Room	33' x 34'	N/C	N/C	N/C	N/C	N/C
Library Kitchen		N/C	N/C	N/C	N/C	N/C
Library Lobby	33' x 34'	N/C	N/C	N/C	N/C	N/C
Grand Ave. Park Community Room	40' x 25'	N/C	N/C	N/C	N/C	N/C
Mystic Canyon Community Room	40' x 25'	N/C	N/C	N/C	N/C	N/C
Sleepy Hollow Community Building	40' x 25'	N/C	N/C	N/C	N/C	N/C

**City of Chino Hills**  
**City Hall, Library, Grand Avenue Park, Mystic Canyon Community Building, and**  
**Sleepy Hollow Community Building - Rental Fees and Charges**  
**Effective February 1, 2025**

Weekend Rates: Hourly Group/Facility Use Fees (Continued)  
 (Friday - Sunday 8:00 a.m. - 10:00 p.m.)

Group B		2025	2026	2027	2028	2029
Room(s)	Size					
City Hall Community Room	27' x 27'	\$ 16	\$ 17	\$ 18	\$ 18	\$ 19
City Hall Lobby Area		\$ 37	\$ 38	\$ 40	\$ 42	\$ 44
Outside Breeze Way		\$ 48	\$ 50	\$ 52	\$ 54	\$ 56
City Hall Kitchen		\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
City Hall Package <sup>1</sup>		\$ 1,590	\$ 1,670	\$ 1,754	\$ 1,842	\$ 1,934
Library Community Room	33' x 34'	\$ 21	\$ 22	\$ 24	\$ 26	\$ 28
Library Kitchen		\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
Library Lobby	33' x 34'	\$ 21	\$ 22	\$ 24	\$ 26	\$ 28
Grand Ave. Park Community Room	40' x 25'	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40
Mystic Canyon Community Room	40' x 25'	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40
Sleepy Hollow Community Building	40' x 25'	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40

Group C		2025	2026	2027	2028	2029
Room(s)	Size					
City Hall Community Room	27' x 27'	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
City Hall Lobby Area		\$ 90	\$ 94	\$ 98	\$ 102	\$ 108
Outside Breeze Way		\$ 189	\$ 198	\$ 208	\$ 218	\$ 228
City Hall Kitchen		\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
City Hall Package <sup>1</sup>		\$ 2,825	\$ 2,966	\$ 3,114	\$ 3,270	\$ 3,434
Library Community Room	33' x 34'	\$ 84	\$ 88	\$ 92	\$ 96	\$ 100
Library Kitchen		\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
Library Lobby	33' x 34'	\$ 84	\$ 88	\$ 92	\$ 96	\$ 100
Grand Ave. Park Community Room	40' x 25'	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
Mystic Canyon Community Room	40' x 25'	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
Sleepy Hollow Community Building	40' x 25'	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78

Group D		2025	2026	2027	2028	2029
Room(s)	Size					
City Hall Community Room	27' x 27'	\$ 95	\$ 100	\$ 106	\$ 112	\$ 118
City Hall Lobby Area		\$ 121	\$ 128	\$ 134	\$ 140	\$ 148
Outside Breeze Way		\$ 284	\$ 298	\$ 312	\$ 328	\$ 344
City Hall Kitchen		\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
City Hall Package <sup>1</sup>		\$ 4,895	\$ 5,140	\$ 5,398	\$ 5,668	\$ 5,952
Library Community Room	33' x 34'	\$ 126	\$ 132	\$ 138	\$ 144	\$ 152
Library Kitchen		\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
Library Lobby	33' x 34'	\$ 126	\$ 132	\$ 138	\$ 144	\$ 152
Grand Ave. Park Community Room	40' x 25'	\$ 111	\$ 116	\$ 122	\$ 128	\$ 134
Mystic Canyon Community Room	40' x 25'	\$ 111	\$ 116	\$ 122	\$ 128	\$ 134
Sleepy Hollow Community Building	40' x 25'	\$ 111	\$ 116	\$ 122	\$ 128	\$ 134

**City of Chino Hills**  
**City Hall, Library, Grand Avenue Park, Mystic Canyon Community Building, and**  
**Sleepy Hollow Community Building - Rental Fees and Charges**  
**Effective February 1, 2025**

Weekend Rates: Hourly Group/Facility Use Fees (Continued)  
(Friday - Sunday 8:00 a.m. - 10:00 p.m.)

Group S		2025	2026	2027	2028	2029
Room(s)	Size					
City Hall Community Room	27' x 27'	\$ 16	\$ 17	\$ 18	\$ 18	\$ 19
City Hall Lobby Area		\$ 37	\$ 38	\$ 40	\$ 42	\$ 44
Outside Breeze Way		\$ 48	\$ 50	\$ 52	\$ 54	\$ 56
City Hall Kitchen		\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
City Hall Package <sup>1</sup>		\$ 1,590	\$ 1,670	\$ 1,754	\$ 1,842	\$ 1,934
Library Community Room	33' x 34'	\$ 21	\$ 22	\$ 24	\$ 26	\$ 28
Library Kitchen		\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
Library Lobby	33' x 34'	\$ 21	\$ 22	\$ 24	\$ 26	\$ 28
Grand Ave. Park Community Room	40' x 25'	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40
Mystic Canyon Community Room	40' x 25'	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40
Sleepy Hollow Community Building	40' x 25'	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40

<sup>1</sup>Includes City Hall/Library Community Rooms, Kitchens, Lobbies and Breeze Way.

If additional City staff is required, Community Services Part-Time hourly blended rate will be charged.

N/C - No charge

Group A - City of Chino Hills sponsored and co-sponsored classes, events, programs, and Governmental Agencies serving Chino Hills residents.

Group B - (1) Chino Hills based non-profit organizations; and (2) Chino Valley Unified School District.

Group C - Chino Hills resident or business.

Group D - Non-Chino Hills resident, non-profit, or business.

Group S - Chino Hills non-profit senior groups.

RESOLUTION NO. 2025R-\_\_\_\_\_

A RESOLUTION OF THE CITY OF CHINO HILLS, AMENDING THE MASTER SCHEDULE OF FEES, FINES, AND PENALTIES SET FORTH IN RESOLUTION NO. 2024R-029, ESTABLISHING NEW AND REVISED FEES AND DETERMINING THAT THE ADOPTION OF THE FEES IS EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, the City Council of the City of Chino Hills annually adopts a Revised Master Schedule of Fees, Fines and Penalties; and

WHEREAS, it is the policy of the City Council of the City of Chino Hills to review and amend, as required, the Master Schedule of Fees, Fines, and Penalties when fees are added, changed or corrections and/or clarifications need to be made; and

WHEREAS, pursuant to Government Code Sections 66016 and 66018 the specific fees to be charged for services must be adopted by the City Council by resolution after providing notice and holding a public hearing; and

WHEREAS, notice and publicly available data has been provided per Government Code Sections 66016 and 6062a, and the required public hearing held at which time oral and written presentations were made and received; and

WHEREAS, pursuant to Government Code Sections 66016 and 66018, notice was provided as follows: notice regarding the amending of fees was mailed to interested parties on January 8, 2025, and the public notice was published on January 11, 2025, and January 18, 2025, in the Chino Hills Champion newspaper; and

WHEREAS, except as to 1) fees for market activities, 2) fines, 3) penalties, and 4) permits issued with no cost, the proposed fees and data indicating the amount of cost, or estimated cost, required to provide the service for which the proposed fees are levied and the revenue sources anticipated to provide the service, including General Fund revenues, if any, was made available for public review in the City Clerk's Office on January 13, 2025; and

WHEREAS, on January 28, 2025, the City Council heard public testimony and considered evidence in a public hearing held in accordance with Government Code Sections 66016 and 66018; and

WHEREAS, at the recommendation of the City's Departments and the City Manager, the City Council believes that it is in the public's interest to establish the recommended fees to recover the costs of public services; and

WHEREAS, the most recent Master Fee Schedule was adopted on April 23, 2024, by Resolution No. 2024R-029; and

WHEREAS, the City proposes to amend the Master Schedule of Fees, Fines, and Penalties to establish new and revised fees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHINO HILLS DOES RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. Fee Schedule. The City Council hereby amends the Master Schedule of Fees, Fine, and Penalties set forth in Resolution No. 2024R-029 by adopting a new fee schedule as shown in Exhibit "A" attached to this Resolution and incorporated into this Resolution by this reference.

SECTION 2. Severability. If any portion of this resolution is found to be unconstitutional or invalid, the City Council hereby declares that it would have enacted the remainder of this resolution regardless of the absence of any such invalid part.

SECTION 3. Effective Date. The Building fees and Development Services fees as well as the Public Works fees under consideration in the proposed resolution, will become effective April 1, 2025, which is no earlier than sixty (60) days after adoption as required by Government Code §66017 for certain User Fees, and all other fees, fines, and penalties will be effective February 1, 2025, and will remain in effect unless repealed or superseded.

SECTION 4. California Environmental Quality Act (CEQA). The City Council finds and determines that this Resolution is not subject to review under the California Environmental Quality Act (Cal. Pub. Res. Code §§ 21000, et seq.; "CEQA") and CEQA regulations (Cal. Code Regs. title 14, §§ 15000, et seq.) because it establishes, modifies, structures, restructures, and approves rates and charges for meeting operating expenses including employee wage rates and benefits, purchasing supplies, equipment, and materials, meeting financial requirements, and obtaining funds for capital projects needed to maintain service within existing service areas. This Resolution, therefore, is categorically exempt from further CEQA review under Cal. Code Regs. title 14, § 15273.

SECTION 5. Adoption. The City Clerk shall certify as to the adoption of this resolution.

PASSED, APPROVED, AND ADOPTED this 28th day of January 2025.

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ART BENNETT, MAYOR

ATTEST:

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CHERYL BALZ, CITY CLERK

APPROVED AS TO FORM:

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MARK D. HENSLEY, CITY ATTORNEY

STATE OF CALIFORNIA )  
COUNTY OF SAN BERNARDINO ) §  
CITY OF CHINO HILLS )

I, CHERYL BALZ, City Clerk of the City of Chino Hills, DO HEREBY CERTIFY that the foregoing Resolution No. 2025R-\_\_ was duly adopted at a regular meeting of the City Council of the City of Chino Hills held on the 28th day of January 2025, by the following vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Chino Hills, California, on the day and year last written below.

\_\_\_\_\_  
CHERYL BALZ, CITY CLERK

\_\_\_\_\_  
DATE



# Master Schedule of Fees, Fines & Penalties

# City of Chino Hills

CITY CLERK'S OFFICE  
Effective February 1, 2025



DESCRIPTION	AMOUNT	NOTE
<b>PASSPORT SERVICES</b>		
Passport Acceptance	\$ 35.00	Full Cost set by U.S. Department of State, subject to change
Passport Photographs	\$ 15.70	Set of two
<b>APPEALS</b>		
Certified Copy	\$ 44.90	
<b>SUBPOENAS</b>		
Subpoena of Records	\$0.10 per page or \$0.20 from microfilm plus \$24 per hour per person	Evidence Code 1563
Subpoena Personal Appearance	\$ 275.00	Per Day - Govt Code 68096.1
<b>MISCELLANEOUS</b>		
Candidate Statements for Inclusion on Sample Ballot	Pass Thru	Full cost set by county, subject to change
County Recorder - Clerk Fees (Various)	Pass Thru	
New or Amended Cell Tower Agreement	\$ 3,500.00	Initial Deposit
Sale of Documents - Various	Actual Cost	
Copies - 1 sided 8.5x11"	\$ 0.10	Per page plus postage - per Evidence Code 1563
Copies - 1 sided 8.5x14"	\$ 0.10	
Copies - 1 sided 8.5x11" color	\$ 0.20	
Electronic Copy of Records	Actual Cost	Cost Recovery of device used: disc, flash-drive, etc.

# City of Chino Hills

CITY MANAGER'S OFFICE  
Effective February 1, 2025



DESCRIPTION	AMOUNT	NOTE
<b>ADMINISTRATION</b>		
Animal Care and Control	See Table 1	Set by IVHS, subject to change
<b>COMMUNITY RELATIONS</b>		
Film Permit (Still Photography) - Application Fee	\$ 133.00	
Film Permit (Still Photography) - Application Fee (Chino Hills Student)	\$ 66.00	
Film Permit (Video Film/Motion Picture) - Application Fee	\$ 399.00	
Film Permit (Video Film/Motion Picture) - Application Fee (Chino Hills Student)	\$ 199.00	
<b>CODE ENFORCEMENT</b>		
Sign Removal Fee (per sign)	\$ 45.00	CHMC 16.38.080
Massage Operator Permit	\$ 150.00	CHMC 5.24.035
Massage Operator Permit Renewal	\$ 150.00	
Investigation Fee for Massage Clinic Owner	\$ 450.00	
<b>INFORMATION TECHNOLOGY</b>		
Plotter Maps - standard size 24" x 36"	\$ 6.17	
Plotter Maps - non-standard size	\$ 1.03	Per square foot

# City of Chino Hills

COMMUNITY SERVICES

Effective February 1, 2025



DESCRIPTION	AMOUNT	NOTE
<b>SPECIAL EVENTS PERMIT - CITY FACILITIES</b>		
Special Events Permit - City Facilities - Non-profit	\$ 267.00	
Special Events Permit - City Facilities	\$ 512.00	
<b>MISCELLANEOUS</b>		
Military Banner Combo - With smaller banner (18" x 24") to take home	\$ -	
Insurance Processing Fee	\$ 50.00	
<b>RECREATION PROGRAMS</b>		
Recreation Programs - As published in current Recreation Brochure	Recreation Guide	
Recreation Programs - Class Registration Administration Fee	Recreation Guide	
Activity Cancellation Fee (per class, per participant)	Recreation Guide	
<b>RENTAL FEES AND CHARGES</b>		
Community Center	See Table 2	
McCoy Equestrian Recreation Center and Residence	See Table 3	
Athletic Facilities	See Table 4	
City Hall, Library, Grand Avenue Park, Mystic Canyon Community Building, and Sleepy Hollow Community Building	See Table 5	
Mobile Show Wagon	See Table 6	
Recreation Facility Cancellation Fees	See Table 7	
Gazebo Rentals	See Table 8	



DESCRIPTION	AMOUNT	NOTE
<b>BUILDING PERMITS AND FEES</b>		
* New Construction, Additions, Tenant Improvement, and Conversions Permit Fees	See Table 9	
* Primary Sign	\$ 802.00	
* Special Inspector Application/Registration	\$ 66.00	
* Demolition Work where inspection is required	\$ 668.00	
* Swimming Pools and/or Spas - Residential	\$ 1,739.00	
* Swimming Pools - Non-Residential	\$ 1,872.00	
* Patio Covers, Trellises, Shade Structures	\$ 668.00	
* Balcony	\$ 802.00	
* Decks	\$ 1,070.00	
* Retaining Walls, per 100 linear feet or fraction thereof	\$ 1,204.00	
* Block Walls / Fences, per 100 linear feet or fraction thereof	\$ 802.00	
* Re-Roof	\$ 300.00	
* Window Change Outs - up to 10 windows	\$ 300.00	
* Window Change Outs - over 10 windows	\$ 401.00	
* Kitchen Remodel	\$ 668.00	
* Rear Yard Improvements - Non-Structural	\$ 535.00	
* Cellular Transmission Facility	\$ 1,070.00	
* Minor Residential Structural Alteration	\$ 668.00	
* Minor Commercial Structural Alteration	\$ 936.00	
* Minor Residential Non-Structural Alteration	\$ 468.00	
* Minor Commercial Non-Structural Alteration	\$ 802.00	
<b>ELECTRICAL PERMITS AND FEES</b>		
* Power Pole/Meter Pedestal (temporary or permanent)	\$ 334.00	
* Receptacle Outlets for construction site, decorative lights, Christmas tree sales lots, etc., each	\$ 535.00	
* Receptacle, Switch, Termination Box, & Lighting Fixture - up to 20 outlets	\$ 267.00	
* Receptacle, Switch, Termination Box, & Lighting Fixture - 21 or more outlets	\$ 535.00	
* Pole or Platform-Mounted Lighting Fixtures, each (50% for each additional unit)	\$ 468.00	
* Residential Appliances, each (10% for each additional unit)	\$ 267.00	
* Non-Residential Appliances, each	\$ 267.00	
* Electrical Vehicle Charging Station	\$ 267.00	
* Electrical Vehicle Charging Station Commercial, each (50% for each additional unit)	\$ 1,204.00	
* Busways/Wireways/Raceways over 9' - each 100 ft.	\$ 267.00	

\*General Plan Surcharge Fee and Technology Fee will be applied



DESCRIPTION	AMOUNT	NOTE
<b>ELECTRICAL PERMITS AND FEES (continued)</b>		
* Secondary Signs, Outline Lighting and Marquees supplied from one branch circuit, each	\$ 802.00	
* Electrical Service / Main Panel	\$ 535.00	
* Electrical Apparatus, Appliance, or Fixture for which a permit is required but for which no fee is herein set forth	\$ 267.00	
Photovoltaic Permit - Single-Family Home - Roof Mounted	\$ 450.00	Gov Code 66015
Photovoltaic Permit - Multi-Family, Commercial Roof Mounted	\$ 1,000.00	
Photovoltaic Permit Residential - Ground Mounted	\$ 450.00	
Photovoltaic Permit Commercial - Ground Mounted	\$ 1,000.00	
* Energy Storage System (not integrated with PV system)	\$ 267.00	
* Electrical Subpanel, each	\$ 267.00	
<b>MECHANICAL PERMITS AND FEES</b>		
* Residential HVAC Change Out Split-System (or individual system component)	\$ 96.00	
* Installation or Relocation of each floor/wall furnace, including vent (10% for each additional unit)	\$ 267.00	
* Installation or Relocation of Miscellaneous Residential Mechanical Appliance, each (50% for each additional unit)	\$ 334.00	
* Installation of each Commercial Mechanical Appliance (including associated ductwork)	\$ 535.00	
<b>PLUMBING PERMITS AND FEES</b>		
* Installation / Repair of Onsite Water Supply Line	\$ 267.00	
* Installation / Repair of Sewer Line	\$ 401.00	
* Each Private Sewage Disposal System (septic system)	\$ 936.00	
* Each Water Heater	\$ 112.00	
* Installation of Grease Interceptor	\$ 401.00	
* Installation, Alteration, or Repair of Water, Gas, or Drainage Piping	\$ 401.00	
* Installation of up to (3) Miscellaneous Residential Plumbing Appliances or Fixtures (50% for each additional)	\$ 267.00	
* Installation of each Miscellaneous Commercial Plumbing Appliance or Fixture	\$ 535.00	
* Residential Re-Pipe	\$ 468.00	
<b>GRADING FEES</b>		
Precise Grading and/or Geotechnical Review - Single Lot	\$ 6,000.00	Initial Deposit
Precise Grading and/or Geotechnical Review - Multi-Family/Residential Tract/Commercial	\$ 11,000.00	Initial Deposit
** Precise Grading Permit Fee Per Lot	\$ 802.00	Cost Recovery/ Minimum 3 Hours

\*\*Technology Fee will be applied



DESCRIPTION	AMOUNT	NOTE
<b>ADMINISTRATIVE FEES</b>		
** Temporary Certificate of Occupancy	\$ 535.00	Plus Initial Deposit
Temporary Certificate of Occupancy Inline Building	\$ 1,000.00	Initial Deposit
Temporary Certificate of Occupancy Stand-Alone Building	\$ 5,000.00	Initial Deposit
** Certificate of Occupancy	\$ 133.00	
** Permit Re-Issuance	\$ 133.00	
** Plan Check Re-Submittal (after 3 reviews)	\$ 535.00	
** Address Change or New Address Assignment	\$ 267.00	Per Address
Street Naming and Addressing (new tracts and multi-building developments) including Renaming of Public Streets and Honorary Street Names	\$ 5,351.00	Initial Deposit
** Permit for Temporary Construction Trailer	\$ 267.00	
** Temporary Building Structure	\$ 535.00	
<b>MISCELLANEOUS FEES</b>		
Strong Motion Instrumentation	Pass Thru	Full cost set by state, subject to change
SB 1473 - Bldg. Standards Admin Special Revolving Fund	\$1/ per \$25,000	
Access Compliance (% set by state law)	5% of building permit & plan check fees	
Energy Conservation Compliance (% set by state law)	10% of building permit & plan check fees	
Inspections for which no fee is specifically indicated	\$ 267.00	Cost Recovery/ Minimum 1 Hour
After Hours Inspection Fee (overtime rate)	\$ 802.00	Cost Recovery/ minimum 2 hours at the fully burdened overtime hourly rate
Occupancy Inspection	\$ 267.00	
Started work without a permit	Additional Surcharge of 50% of the base permit fee	
Archival Fees	\$ 1.50	Per page

\*\*Technology Fee will be applied

# City of Chino Hills

BUILDING SERVICES

Effective April 1, 2025



DESCRIPTION	AMOUNT	NOTE
<b>MISCELLANEOUS FEES (continued)</b>		
Permit Refund Processing Fee	\$ 66.00	
Inspection Verification for Permit Refund	\$ 133.00	
Re-Inspection Fee	\$ 133.00	
Investigation Fee for Missed Inspection Steps	\$ 267.00	Cost Recovery/ minimum 1 hour
Special Events Inspection	Cost Recovery/ Minimum 1 Hour	
Non-Profit Special Events	\$ 267.00	
Technology Fee	6% of building fees	
General Plan Surcharge Fee	0.08% of building valuation	

# City of Chino Hills

DEVELOPMENT SERVICES

Effective April 1, 2025



DESCRIPTION	AMOUNT	NOTE
<b>DEVELOPMENT PERMITS AND FEES</b>		
Land Use Clearance for Business License	\$ 267.00	
Zoning Verification Letter	\$ 1,204.00	
Home Occupation Permit	\$ 104.00	
Permit Refund Processing Fee	\$ 66.00	
Appeal to Planning Commission/City Council by applicant or outside party	\$ 8,296.00	Initial Deposit
Amend Final Map	\$ 6,688.00	Initial Deposit Based on Scope of Work
Certificate of Compliance/Correction	\$ 2,837.00	Initial Deposit
Conditional Use Permit - Wireless	\$ 8,026.00	Initial Deposit
Conditional Use Permit - Use	\$ 11,237.00	Initial Deposit
Municipal Code Amendment	\$ 17,123.00	Initial Deposit
SB9 Housing Developments	\$ 7,224.00	Initial Deposit
Design Review - Custom Home	\$ 7,224.00	Initial Deposit
Design Review - Tract	\$ 16,053.00	Initial Deposit
Entitlement Extension	\$ 8,026.00	Initial Deposit
Parcel Map Review	\$ 9,364.00	Initial Deposit
Tract Map Review	\$ 13,377.00	Initial Deposit
General Plan Amendment/Zoning Map Change	\$ 17,123.00	Initial Deposit
Grant of Easement/Quitclaim Review	\$ 5,105.00	Initial Deposit
Improvement Plan Review	\$ 6,688.00	Initial Deposit
Lot Line Adjustment	\$ 5,675.00	Initial Deposit
Lot Merger	\$ 5,675.00	Initial Deposit
Minor Variance	\$ 2,675.00	Initial Deposit
Major Variance	\$ 8,026.00	Initial Deposit
Pre-Application Review	\$ 6,688.00	Initial Deposit
Planning Research Fee	\$ 1,605.00	Initial Deposit
Reversion to Acreage	\$ 14,983.00	Initial Deposit
Review of Gate Guarded Neighborhood Plans	\$ 16,053.00	Initial Deposit
Minor Use Permit	\$ 8,026.00	Initial Deposit
Minor Use Permit Entitlement Extension	\$ 4,013.00	Initial Deposit
Minor Use Permit Wireless	\$ 6,421.00	Initial Deposit
Rough Grading Plan Review	\$ 13,377.00	Initial Deposit
Site Plan Review	\$ 32,106.00	Initial Deposit
Small Wireless Facility Permit	\$ 4,013.00	Initial Deposit
Small Wireless Facility Permit - Amendment	\$ 4,013.00	Initial Deposit
Small Wireless Facility Permit - Consent Form	\$ 535.00	Flat Fee
Specific Plan	\$ 26,755.00	Initial Deposit
Water/Sewer Pump/Lift Station Plan Review	\$ 6,688.00	Initial Deposit
Zoning Clearance Review	\$ 4,013.00	Initial Deposit
Zoning Clearance Review Wireless	\$ 5,351.00	Initial Deposit
Zoning Clearance - Eligible Facility Requests	\$ 5,351.00	Initial Deposit
Zoning Clearance - Section 65850.6 Colocations	\$ 5,351.00	Initial Deposit



DESCRIPTION	AMOUNT	NOTE
<b>DEVELOPMENT PERMITS AND FEES (Continued)</b>		
Zoning Clearance Entitlement Extension	\$ 1,872.00	Initial Deposit
Entitlement Review - Engineering Consultant Services	\$ 25,000.00	Initial Deposit
Post Entitlement Review - Engineering Consultant Services	\$ 50,000.00	Initial Deposit
Tentative Parcel Map	\$ 9,364.00	Initial Deposit
SB9 Urban Lot Split Subdivisions	\$ 9,364.00	Initial Deposit
Tentative Tract Map	\$ 33,728.00	Initial Deposit
Regional Sewerage Capital Construction	\$ 8,620.00	Per EDU (Full cost set by IEUA, subject to change)
Petition for Law Enforcement on Private, Gate-Guarded Roads	\$ 8,026.00	Initial Deposit - Vehicle Code 21107.7
Petition for Law Enforcement on Private, Non Gate-Guarded Roads	\$ 5,351.00	Initial Deposit - Vehicle Code 21107.7
<b>MINOR PERMITS AND FEES</b>		
Permanent Sign - Review and Approval (no building permit required)	\$ 401.00	
Banners and Flags	\$ 133.00	
Temporary Signs for Single Exhibit Events	\$ -	
Special Events	\$ 802.00	
Non-Profit Special Events	\$ 267.00	
Temporary Construction & Security Trailer	\$ 1,204.00	
Temporary Use Permit General	\$ 1,204.00	Initial Deposit
Temporary Use Permit - Model Homes, Temporary Sales Office/Trailer, Temporary Signs	\$ 4,280.00	
Sidewalk Vendor Permit	\$ 267.00	
Minor Exception	\$ 401.00	
<b>PARKS AND LANDSCAPE FEES</b>		
Landscape Plan Check Review - Developer (staff time)	\$ 7,023.00	Initial Deposit
Landscape Plan Check Review - Single Family (rehabilitation projects)	\$ 2,675.00	Initial Deposit
Landscape Plan Check Review - Single Family (includes cost of consultant)	\$ 4,105.00	Initial Deposit
Special Assessment District Formation	\$ 8,026.00	Initial Deposit
<b>INVESTIGATION/BACKGROUND FEES</b>		
Adult Oriented Business Permit Application	\$ 401.00	
Minor Oriented Business/Ice-Cream Vendor Permit	\$ 401.00	
<b>TREE REMOVAL PERMITS</b>		
Applicant - No tree plan required	\$ 1,070.00	
Applicant - Tree plan is required	\$ 2,073.00	Initial Deposit

# City of Chino Hills

DEVELOPMENT SERVICES

Effective April 1, 2025



DESCRIPTION	AMOUNT	NOTE
<b>EQUESTRIAN OVERLAY DISTRICT FEES</b>		
Equestrian and Large Animal Keeping Permit (K) (Existing prior to Ordinance 270 effective 5/8/2014)	\$ -	
Equestrian and Large Animal Keeping Permit (K) - New	\$ 1,337.00	Initial Deposit
Equestrian and Large Animal Business Permit (B) Existing Operations (Existing Prior to Ordinance 270 effective 5/8/2014)	\$ 104.00	
Equestrian and Large Animal Business Permit (N) - New Operations	\$ 8,026.00	Initial Deposit
Grazing Permit (GP)	\$ 104.00	
Equestrian and Large Animal Use Permit (EUP) - Existing Operations (Existing Prior to Ordinance 270 effective 5/8/2014)	\$ 104.00	
Equestrian and Large Animal Use Permit (EUP) - New Operations	\$ 8,026.00	Initial Deposit



DESCRIPTION	AMOUNT	NOTE
<b>POST-ENTITLEMENT</b>		
Monumentation	Refundable Deposit	Per Engineer's Cost Estimate
Subdivision Improvement Securities	Refundable Deposit	Per Engineer's Cost Estimate
<b>ENCROACHMENT PERMITS</b>		
Encroachment Permit - Application Fee	\$ 280.00	
General Encroachment Inspection Fee (Based on Scope of Work)	\$ 280.00	Per hour
Subdivision Encroachment Permit - Inspection Fee	11% of Eng. Cost Estimate	Initial Deposit
<b>ROUGH GRADING</b>		
Rough Grading Permit	\$ 4,213.00	Initial Deposit \$4,213.00 plus \$280 each 10,000 CY
<b>TRAFFIC PERMITS</b>		
Oversize Load - Single Trip	\$ 16.00	Full cost set by CalTrans
Repetitive Dirt Haul - Application Fee	\$ 90.00	
Repetitive Dirt Haul - General Inspection Fee (Based on Scope of Work)	\$ 280.00	Per hour
<b>BUILDING PERMITS AND FEES</b>		
Engineered/Mechanically Stabilized Earth (MSE) Wall Inspection	5.5% of Eng. Cost Estimate	Initial Deposit
<b>MISCELLANEOUS FEES</b>		
Electric Vehicle Charging Rate	\$ 0.24	Per kWh
<b>NPDES</b>		
Civil Penalties NPDES	Actual Cost	CHMC 13.16.280
Compensation for Damages NPDES	Actual Cost	CHMC 13.16.300
<b>TREE TRIMMING</b>		
Tree Trimming Service Fees	See Table 10	
Resi-Pay Admin Fee	\$ 138.75	

# City of Chino Hills

FINANCE

Effective February 1, 2025



DESCRIPTION	AMOUNT	NOTE
<b>BUSINESS LICENSE FEES</b>		
Business License Fee - New/Change	\$ 16.89	3rd Party Cost = \$16.89 (CPI escalator effective January 1st)
Business License Renewal Fee	\$ 16.89	3rd Party Cost = \$16.89 (CPI escalator effective January 1st)
SB 1186 - Disability Access Fee - AB 1379 (Govt Code 4467(a)(2)(A))	\$ 4.00	Full cost set by state, subject to change
Fee for Bingo License (Penal Code 326.5(l)(1))	\$ 50.00	Full cost set by state, subject to change. Plus livescan fee set and paid directly to DOJ.
Delinquent Business License Fee Per month - not to exceed 100% of monthly fees	10%	CHMC 5.04.240
<b>MISCELLANEOUS FINANCE FEES</b>		
Green River Sewer Billing	\$ 42.97	
Nonsufficient Funds Return Item Fee (1st item)	\$ 25.00	Civil Code 1719
Nonsufficient Funds Return Item Fee (subsequent items)	\$ 35.00	Civil Code 1719
Collection Agency Fee	Actual Cost	18% - 35% based on vendor
Convenience Fee - HdL (Business License & TOT)	Actual Cost	2.9%, minimum of \$2
Credit Card Convenience Fee (excludes Utility payments)	Actual Cost	2.50% - 3.75% (minimum \$2.50) based on vendor
Electronic Payment Chargeback Fee	Actual Cost	\$5 - \$25 based on vendor
Electronic Check Fee	Actual Cost	\$0.50 - \$1.95 based on vendor



DESCRIPTION	AMOUNT	NOTE
<b>UTILITY BILLING FEES</b>		
Account Set-up (turn-on fee) - Potable & Recycled Water	\$ 17.00	
Lock-Off Fee	\$ 72.00	CHMC 13.05.140.B
Service Reconnection Fee (Customer requesting same day turn-on, prior to 3:30 pm Mon-Thurs and prior to 2:30 pm Fri)	\$ 60.00	CHMC 13.05.140.C
Service Reconnection Fee (Customer requesting same day turn-on, prior to 3:30 p.m. Mon-Thurs and prior to 2:30 p.m. Fri)	\$ 58.00	Only applies to residential low income per SB 998 CHMC 13.05.140.C
After Hours Water Activation or Reconnection Fee (Customer requesting same day turn-on, after 3:30 pm Mon-Thurs, after 2:30 pm Fri, and Saturday or Sunday)	\$ 375.00	Cost Recovery (other public agencies are not subject to this fee)
After Hours Water Activation or Reconnection Fee (Customer requesting same day turn-on, after 3:30 p.m. Mon-Thurs, after 2:30 p.m. Fri, and Saturday or Sunday)	\$ 176.00	Only applies to residential low income per SB 998
Late Payment Penalty	Greater of \$10 or 10%	CHMC 13.05.070
Broken Lock Penalty	\$ 75.00	Avg lock cost + \$50 Penalty
Pull and Reinstall Meter Fee	\$ 452.00	
Broken/Damaged Angle Stop Penalty	\$ 504.00	Cost Recovery + \$50 Penalty
Meter Test Deposit (If calibration test confirms a meter problem, then deposit is refunded in full)	\$ 467.00	Initial Deposit
Fire Flow Test	\$ 461.00	
Fire Hydrant/Construction Meter Deposit	\$ 1,000.00	Deposit to cover potential unpaid usage and/or meter replacement
Fire Hydrant/Construction Meter Application Fee	\$ 52.00	
Lien Processing Fee	\$ 35.00	Cost set by county, subject to change
Payment Plan Processing Fee	\$ 26.00	
County Special Assessment Processing Fee	\$ 0.30	Cost set by county, subject to change

# City of Chino Hills

UTILITY BILLING  
Effective February 1, 2025



DESCRIPTION	AMOUNT	NOTE
<b>WATER UTILITY DEPOSITS</b>		
Water Utility Deposit - Meter size 5/8"	\$ 90.00	3 times the monthly service charge
Water Utility Deposit - Meter size 3/4"	\$ 128.00	
Water Utility Deposit - Meter size 1"	\$ 205.00	
Water Utility Deposit - Meter size 1 1/2"	\$ 396.00	
Water Utility Deposit - Meter size 2"	\$ 625.00	
Water Utility Deposit - Meter size 3"	\$ 1,161.00	
Water Utility Deposit - Meter size 4"	\$ 1,925.00	
Water Utility Deposit - Meter size 6"	\$ 3,994.00	2.5 times the monthly service charge
Water Utility Deposit - Meter size 8"	\$ 5,287.00	2.3 times the monthly service charge
Water Utility Deposit - Meter size 10"	\$ 8,512.00	
Water Utility Deposit - Meter size 12"	\$ 8,776.00	1.6 times the monthly service charge
<b>SEWER UTILITY DEPOSIT</b>		
Sewer Utility Deposit - Fixed Cost	\$ 108.00	3 times the monthly rate
<b>WATER METERS</b>		
Water Meter - Meter size 5/8"	\$ 325.00	Cost of water meter + installation
Water Meter - Meter size 3/4"	\$ 358.00	
Water Meter - Meter size 1"	\$ 424.00	
Water Meter - Meter size 1 1/2"	\$ 794.00	
Water Meter - Meter size 2"	\$ 1,010.00	
Water Meter - Meter size 3"	\$ 2,093.00	
Water Meter - Meter size 4"	\$ 3,031.00	
Water Meter - Meter size 6"	\$ 5,429.00	
Water Meter - Meter size 8"	\$ 6,397.00	
Water Meter - Meter size 10"	\$ 11,324.00	
Water Meter - Meter size 12"	\$ 14,205.00	

# City of Chino Hills

POLICE SERVICES  
Effective February 1, 2025



DESCRIPTION	AMOUNT	NOTE
<b>POLICE SERVICES</b>		
Vehicle Release Fee	\$ 155.00	Set by SBCSD, Subject to change
Citation Sign-off	\$ 20.00	
Clearance Letter	\$ 37.00	
Copy of Parking Citation	\$ 2.00	
Copy of Traffic Citation	\$ 11.00	
Repossession Fee	\$ 15.00	Set by Vehicle Code
Convenience Fee - Data Ticket (Citations Processing)	\$ 3.50	
Parking Violations	See Table 11	
<b>CURFEW VIOLATIONS</b>		
1st Offense	\$ 100.00	CHMC 9.12.030
2nd Offense within one year period	\$ 200.00	
3rd Offense within one year period	\$ 500.00	
<b>POLICE/TRAFFIC REPORT FEES</b>		
Copy of Report (Misc. Incidents)	\$ 13.00	
Copy of Traffic Collision Report (Pages 1-5)	\$ 16.00	
Each Additional Page	\$ 0.50	
<b>FALSE ALARM RESPONSE</b>		
3rd Time	\$ 50.00	Amount above full cost is a penalty
4th Time	\$ 100.00	
5th Time	\$ 150.00	
6th and Subsequent Times	\$ 200.00	

**City of Chino Hills  
Inland Valley Humane Society - Fee Schedule  
Effective February 1, 2025**

	<b>Price per Unit</b>
<b><u>Dog License Fees</u></b>	
Unaltered	\$ 100.00
Altered	\$ 30.00
Senior Citizen Unaltered	\$ 100.00
Senior Citizen Altered	\$ 10.00
Active Military & Veteran Altered	\$ 10.00
Penalty	License Fee
Potentially Dangerous	\$ 125.00 <sup>1</sup>
<b><u>Impound Fees</u></b>	
Dog - 1st Offense/Altered	\$ 30.00
Dog - 2nd Offense/Altered	\$ 70.00
Dog - 3rd Offense/Altered	\$ 120.00
Dog - 1st Offense/Unaltered	\$ 50.00 <sup>2</sup>
Dog - 2nd Offense/Unaltered	\$ 100.00 <sup>2</sup>
Dog - 3rd Offense/Unaltered	\$ 120.00 <sup>2</sup>
Cat	\$ 5.00
Small Animals (e.g. Rabbits, Chickens, Ducks, Turtles)	\$ 15.00
Medium Animals (e.g. Goats, Sheep, Calves)	\$ 25.00
Large Animals (e.g. Horses, Ponies, Donkeys, Cows, Pigs) (trailer needed)	\$ 60.00
<b><u>Food &amp; Care (Per Day)</u></b>	
Dog	\$ 10.00
Cat	\$ 10.00
Small Animals (pocket pets)	\$ 5.00
Medium Animals (i.e., goat, fowl)	\$ 10.00
Large Animals (i.e. horse, cow)	\$ 40.00
Biter (OBS) Animals/Quarantine	\$ 20.00
<b><u>Owner Release - Licensed</u></b>	
Per Animal	\$ 40.00
Per Litter	N/A
O/R Pickup Live	N/A
O/R Pickup Dead (DOA)	\$ 20.00
<b><u>Owner Release - Unlicensed</u></b>	
Per Unlicensed Dog / Cat	\$ 100.00
Per litter	\$ 100.00
O/R Pickup Live Other Animal	\$ 100.00
O/R Pickup Dead (DOA)	\$ 100.00

1. Includes state fine.

2. Includes state fine which pertains to the impound of unaltered dogs.

1st offense = \$35

2nd offense = \$50

3rd offense = \$100

**City of Chino Hills  
Community Center - Rental Fees and Charges  
Effective February 1, 2025**

**I. CLEANING DEPOSIT**

<u>Package</u>	<u>Rooms</u>	<u>Fee</u>
Platinum	Banquet Room with Patio, Gazebo, Lobby, Dressing Rooms, Catering Kitchen, AV Equipment, and Dance Floor or Stage	\$ 1,000
Gold	Banquet Room with Patio & Gazebo	\$ 500
Silver	Banquet Room (divided 2/3) with Patio & Gazebo	\$ 500
	Banquet Room (1/3)	\$ 250
	Willow Room with Sitting Room & Patio	\$ 250
	Exercise Room	\$ 100
	Dance Room	\$ 100
	Cypress Conference Room	\$ 100
	Sage Conference Room	\$ 100
	Group S (any room rental)	\$ 250
	Group B (General meeting room rentals)	\$ 100
	Group B (Parties and Events)	\$ 250
Ceremony	Outdoor Ceremony Sites	\$ 250

II. ALCOHOL USE DEPOSIT \$ 500

**III. USER FEES**

Weekday Rates  
(Monday - Thursday 8:00 a.m. - 10:00 p.m.)

Rooms (Hourly Group/Facility Use Fees)

<b>Group A</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
Great Oak Hall with Patio, Catering Kitchen, & Gazebo	N/C	N/C	N/C	N/C	N/C
Great Oak Hall (divided 2/3) with Patio, Catering Kitchen, & Gazebo	N/C	N/C	N/C	N/C	N/C
Great Oak Hall (1/3)	N/C	N/C	N/C	N/C	N/C
Game Room with Sitting Room & Patio	N/C	N/C	N/C	N/C	N/C
Exercise Room	N/C	N/C	N/C	N/C	N/C
Dance Room	N/C	N/C	N/C	N/C	N/C
Cypress Conference Room	N/C	N/C	N/C	N/C	N/C
Sage Conference Room	N/C	N/C	N/C	N/C	N/C
<b>Group B</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
Great Oak Hall with Patio, Catering Kitchen, & Gazebo	\$ 90	\$ 94	\$ 98	\$ 102	\$ 108
Great Oak Hall (divided 2/3) with Patio, Catering Kitchen, & Gazebo	\$ 69	\$ 72	\$ 76	\$ 80	\$ 84
Great Oak Hall (1/3)	\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
Game Room with Sitting Room & Patio	\$ 61	\$ 64	\$ 68	\$ 72	\$ 76
Exercise Room	\$ 30	\$ 32	\$ 34	\$ 36	\$ 38
Dance Room	\$ 30	\$ 32	\$ 34	\$ 36	\$ 38
Cypress Conference Room	\$ 21	\$ 22	\$ 24	\$ 26	\$ 28
Sage Conference Room	\$ 21	\$ 22	\$ 24	\$ 26	\$ 28
<b>Group C</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
Great Oak Hall with Patio, Catering Kitchen, & Gazebo	\$ 185	\$ 194	\$ 204	\$ 214	\$ 224
Great Oak Hall (divided 2/3) with Patio, Catering Kitchen, & Gazebo	\$ 135	\$ 142	\$ 150	\$ 158	\$ 166
Great Oak Hall (1/3)	\$ 84	\$ 88	\$ 92	\$ 96	\$ 100
Game Room with Sitting Room & Patio	\$ 68	\$ 72	\$ 76	\$ 80	\$ 84
Exercise Room	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60
Dance Room	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60
Cypress Conference Room	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
Sage Conference Room	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42

**City of Chino Hills  
Community Center - Rental Fees and Charges  
Effective February 1, 2025**

Weekday Rates (Continued)  
(Monday - Thursday 8:00 a.m. - 10:00 p.m.)

Rooms (Hourly Group/Facility Use Fees)

Group D	2025	2026	2027	2028	2029
Great Oak Hall with Patio, Catering Kitchen, & Gazebo	\$ 231	\$ 242	\$ 254	\$ 266	\$ 280
Great Oak Hall (divided 2/3) with Patio, Catering Kitchen, & Gazebo	\$ 168	\$ 176	\$ 184	\$ 194	\$ 204
Great Oak Hall (1/3)	\$ 105	\$ 110	\$ 116	\$ 122	\$ 128
Game Room with Sitting Room & Patio	\$ 84	\$ 88	\$ 92	\$ 96	\$ 100
Exercise Room	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
Dance Room	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
Cypress Conference Room	\$ 42	\$ 44	\$ 46	\$ 48	\$ 50
Sage Conference Room	\$ 42	\$ 44	\$ 46	\$ 48	\$ 50

Group S	2025	2026	2027	2028	2029
Great Oak Hall with Patio, Catering Kitchen, & Gazebo	\$ 90	\$ 94	\$ 98	\$ 102	\$ 108
Great Oak Hall (divided 2/3) with Patio, Catering Kitchen, & Gazebo	\$ 69	\$ 72	\$ 76	\$ 80	\$ 84
Great Oak Hall (1/3)	\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
Game Room with Sitting Room & Patio	\$ 61	\$ 64	\$ 68	\$ 72	\$ 76
Exercise Room	\$ 30	\$ 32	\$ 34	\$ 36	\$ 38
Dance Room	\$ 30	\$ 32	\$ 34	\$ 36	\$ 38
Cypress Conference Room	\$ 21	\$ 22	\$ 24	\$ 26	\$ 28
Sage Conference Room	\$ 21	\$ 22	\$ 24	\$ 26	\$ 28

Weekend Rates  
(Friday - Sunday 8:00 a.m. - 12:00 a.m. midnight)

Rooms (Packages are for a 6 hour rental)

Group A	2025	2026	2027	2028	2029
Platinum - Great Oak Hall with Patio, Gazebo, Lobby, Dressing Rooms, Catering Kitchen, AV Equipment, and Dance Floor or Stage	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Gold - Great Oak Hall with Patio, Gazebo, and Catering Kitchen	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Silver - Great Oak Hall (divided 2/3) with Patio, Gazebo, and Catering Kitchen	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C

Group B	2025	2026	2027	2028	2029
Platinum - Great Oak Hall with Patio, Gazebo, Lobby, Dressing Rooms, Catering Kitchen, AV Equipment, and Dance Floor or Stage	\$ 2,139	\$ 2,246	\$ 2,358	\$ 2,476	\$ 2,600
Each additional hour	\$ 224	\$ 236	\$ 248	\$ 260	\$ 274
Gold - Great Oak Hall with Patio, Gazebo, and Catering Kitchen	\$ 1,512	\$ 1,588	\$ 1,668	\$ 1,752	\$ 1,840
Each additional hour	\$ 158	\$ 166	\$ 174	\$ 182	\$ 192
Silver - Great Oak Hall (divided 2/3) with Patio, Gazebo, and Catering Kitchen	\$ 1,021	\$ 1,072	\$ 1,126	\$ 1,182	\$ 1,242
Each additional hour	\$ 108	\$ 114	\$ 120	\$ 126	\$ 132

**City of Chino Hills  
Community Center - Rental Fees and Charges  
Effective February 1, 2025**

Weekend Rates (Continued)  
(Friday - Sunday 8:00 a.m. - 12:00 a.m. midnight)

Rooms (Packages are for a 6 hour rental)

Group C	2025	2026	2027	2028	2029
Platinum - Great Oak Hall with Patio, Gazebo, Lobby, Dressing Rooms, Catering Kitchen, AV Equipment, and Dance Floor or Stage	\$ 2,852	\$ 2,994	\$ 3,144	\$ 3,302	\$ 3,468
Each additional hour	\$ 299	\$ 314	\$ 330	\$ 346	\$ 364
Gold - Great Oak Hall with Patio, Gazebo, and Catering Kitchen	\$ 2,016	\$ 2,116	\$ 2,222	\$ 2,334	\$ 2,450
Each additional hour	\$ 210	\$ 220	\$ 232	\$ 244	\$ 256
Silver - Great Oak Hall (divided 2/3) with Patio, Gazebo, and Catering Kitchen	\$ 1,361	\$ 1,430	\$ 1,502	\$ 1,578	\$ 1,656
Each additional hour	\$ 143	\$ 150	\$ 158	\$ 166	\$ 174
Group D	2025	2026	2027	2028	2029
Platinum - Great Oak Hall with Patio, Gazebo, Lobby, Dressing Rooms, Catering Kitchen, AV Equipment, and Dance Floor or Stage	\$ 3,565	\$ 3,744	\$ 3,932	\$ 4,128	\$ 4,334
Each additional hour	\$ 373	\$ 392	\$ 412	\$ 432	\$ 454
Gold - Great Oak Hall with Patio, Gazebo, and Catering Kitchen	\$ 2,520	\$ 2,646	\$ 2,778	\$ 2,916	\$ 3,062
Each additional hour	\$ 263	\$ 276	\$ 290	\$ 304	\$ 320
Silver - Great Oak Hall (divided 2/3) with Patio, Gazebo, and Catering Kitchen	\$ 1,701	\$ 1,786	\$ 1,876	\$ 1,970	\$ 2,068
Each additional hour	\$ 179	\$ 188	\$ 198	\$ 208	\$ 218
Group S	2025	2026	2027	2028	2029
Platinum - Great Oak Hall with Patio, Gazebo, Lobby, Dressing Rooms, Catering Kitchen, AV Equipment, and Dance Floor or Stage	\$ 2,139	\$ 2,246	\$ 2,358	\$ 2,476	\$ 2,600
Each additional hour	\$ 224	\$ 236	\$ 248	\$ 260	\$ 274
Gold - Great Oak Hall with Patio, Gazebo, and Catering Kitchen	\$ 1,512	\$ 1,588	\$ 1,668	\$ 1,752	\$ 1,840
Each additional hour	\$ 158	\$ 166	\$ 174	\$ 182	\$ 192
Silver - Great Oak Hall (divided 2/3) with Patio, Gazebo, and Catering Kitchen	\$ 1,021	\$ 1,072	\$ 1,126	\$ 1,182	\$ 1,242
Each additional hour	\$ 108	\$ 114	\$ 120	\$ 126	\$ 132

Rooms (Weekend use of Willow Room requires a minimum of four (4) hour rental period)

Willow Room - Group A	2025	2026	2027	2028	2029
Willow Room with Sitting Room and Patio	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Willow Room - Group B	2025	2026	2027	2028	2029
Willow Room with Sitting Room and Patio	\$ 410	\$ 430	\$ 452	\$ 474	\$ 498
Each additional hour	\$ 95	\$ 100	\$ 106	\$ 112	\$ 118
Willow Room - Group C	2025	2026	2027	2028	2029
Willow Room with Sitting Room and Patio	\$ 588	\$ 618	\$ 648	\$ 680	\$ 714
Each additional hour	\$ 137	\$ 144	\$ 152	\$ 160	\$ 168
Willow Room - Group D	2025	2026	2027	2028	2029
Willow Room with Sitting Room and Patio	\$ 735	\$ 772	\$ 810	\$ 850	\$ 892
Each additional hour	\$ 168	\$ 176	\$ 184	\$ 194	\$ 204
Willow Room - Group S	2025	2026	2027	2028	2029
Willow Room with Sitting Room and Patio	\$ 410	\$ 430	\$ 452	\$ 474	\$ 498
Each additional hour	\$ 95	\$ 100	\$ 106	\$ 112	\$ 118

**City of Chino Hills  
Community Center - Rental Fees and Charges  
Effective February 1, 2025**

Weekend Rates (Continued)  
(Friday - Sunday 8:00 a.m. - 12:00 a.m. midnight)

Rooms (Hourly Group/Facility Use Fees)

Group A	2025	2026	2027	2028	2029
Exercise Room	N/C	N/C	N/C	N/C	N/C
Dance Room	N/C	N/C	N/C	N/C	N/C
Cypress Conference Room	N/C	N/C	N/C	N/C	N/C
Sage Conference Room	N/C	N/C	N/C	N/C	N/C
Group B	2025	2026	2027	2028	2029
Exercise Room	\$ 79	\$ 82	\$ 86	\$ 90	\$ 94
Dance Room	\$ 79	\$ 82	\$ 86	\$ 90	\$ 94
Cypress Conference Room	\$ 48	\$ 50	\$ 52	\$ 54	\$ 56
Sage Conference Room	\$ 48	\$ 50	\$ 52	\$ 54	\$ 56
Group C	2025	2026	2027	2028	2029
Exercise Room	\$ 105	\$ 110	\$ 116	\$ 122	\$ 128
Dance Room	\$ 105	\$ 110	\$ 116	\$ 122	\$ 128
Cypress Conference Room	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
Sage Conference Room	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
Group D	2025	2026	2027	2028	2029
Exercise Room	\$ 132	\$ 138	\$ 144	\$ 152	\$ 160
Dance Room	\$ 132	\$ 138	\$ 144	\$ 152	\$ 160
Cypress Conference Room	\$ 79	\$ 82	\$ 86	\$ 90	\$ 94
Sage Conference Room	\$ 79	\$ 82	\$ 86	\$ 90	\$ 94
Group S	2025	2026	2027	2028	2029
Exercise Room	\$ 79	\$ 82	\$ 86	\$ 90	\$ 94
Dance Room	\$ 79	\$ 82	\$ 86	\$ 90	\$ 94
Cypress Conference Room	\$ 48	\$ 50	\$ 52	\$ 54	\$ 56
Sage Conference Room	\$ 48	\$ 50	\$ 52	\$ 54	\$ 56

Any Day  
(8:00 a.m. to two (2) hours after sunset)

Outdoor Wedding Ceremony ONLY

(Booking available three (3) months prior to event date, rate for three (3) hour rental, no additional hours can be added)

Group A	2025	2026	2027	2028	2029
Ceremony Any one (1) location	N/A	N/A	N/A	N/A	N/A
Group B	2025	2026	2027	2028	2029
Ceremony Any one (1) location	N/A	N/A	N/A	N/A	N/A
Group C	2025	2026	2027	2028	2029
Ceremony Any one (1) location	\$ 525	\$ 552	\$ 580	\$ 610	\$ 640
Group D	2025	2026	2027	2028	2029
Ceremony Any one (1) location	\$ 709	\$ 744	\$ 782	\$ 822	\$ 864
Group S	2025	2026	2027	2028	2029
Ceremony Any one (1) location	N/A	N/A	N/A	N/A	N/A

**City of Chino Hills  
Community Center - Rental Fees and Charges  
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IV. OTHER RENTALS

With Room Rental ONLY (per event)

Group A		2025	2026	2027	2028	2029
Catering Kitchen		N/A	N/A	N/A	N/A	N/A
Small Kitchen		N/A	N/A	N/A	N/A	N/A
Group B		2025	2026	2027	2028	2029
Catering Kitchen		\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
Small Kitchen		\$ 13	\$ 14	\$ 14	\$ 15	\$ 16
Group C		2025	2026	2027	2028	2029
Catering Kitchen		\$ 105	\$ 110	\$ 116	\$ 122	\$ 128
Small Kitchen		\$ 21	\$ 22	\$ 24	\$ 26	\$ 28
Group D		2025	2026	2027	2028	2029
Catering Kitchen		\$ 132	\$ 138	\$ 144	\$ 152	\$ 160
Small Kitchen		\$ 27	\$ 28	\$ 30	\$ 32	\$ 34
Group S		2025	2026	2027	2028	2029
Catering Kitchen		\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
Small Kitchen		\$ 13	\$ 14	\$ 14	\$ 15	\$ 16

Additional Equipment (per event)

	Fee
Dance Floor (21' x 21')	\$ 200
Stage (12' x 16')	\$ 200
AV Equipment-Great Oak Hall (includes podium with microphone and built in AV controls, projectors, screens, and wireless microphone):	
Great Oak Hall 1/3	\$ 50
Great Oak Hall 2/3	\$ 100
Great Oak Hall (all)	\$ 150
Coffee Pot:	
25 cups (Includes decaf or regular coffee, cups, sugar, and powder creamer)	\$ 20

If additional City staff is required, Community Services Part-Time hourly blended rate will be charged.

N/C - No charge

Group A - City of Chino Hills sponsored and co-sponsored classes, events, programs, and Governmental Agencies serving Chino Hills residents.

Group B - (1) Chino Hills based non-profit organizations; and (2) Chino Valley Unified School District.

Group C - Chino Hills resident or business.

Group D - Non-Chino Hills resident, non-profit, or business.

Group S - Chino Hills non-profit senior groups.

Group S receives priority reservation from 8:00 a.m. to 3:00 p.m. Monday through Friday, 15 reservations at no charge.

Rental of the Great Oak Hall during these hours includes the AV equipment, stage, and dance floor at no charge.

**City of Chino Hills**  
**McCoy Equestrian Recreation Center and Residence - Rental Fees and Charges**  
**Effective February 1, 2025**

**I. CLEANING DEPOSIT**

<u>Package</u>	<u>Rooms</u>	<u>Fee</u>
Ruby	Residence & Kitchen	\$ 500
Sapphire	Barn & Kitchen	\$ 500
Silver	Residence, Kitchen, & Lawn	\$ 500
Gold	Barn, Kitchen, & Lawn	\$ 500
Platinum	Barn, Barn Kitchen, Residence, Residence Kitchen, & Lawn	\$ 800
Real McCoy	Entire Center including Arenas	\$ 1,000
Ceremony	Outdoor Ceremony Sites	\$ 500
	Arena Packages	\$ 500
Group S (Any room rental)		\$ 250
Group B (General meeting room rentals)		\$ 100
Group B (Parties and Events)		\$ 250

II. ALCOHOL USE DEPOSIT \$ 500

**III. USER FEES**

Site Packages (Cannot be combined with other site packages and cannot add additional facility location hours, unless specifically included in the package).

Weekday use of the McCoy Barn and Residence requires a minimum of two (2) hour rental period.

Weekend use of the McCoy Barn and Residence requires a minimum of six (6) hour rental period.

A.

Weekday Rates  
(Monday - Thursday 8:00 a.m. - 10:00 p.m.)

Packages for a 2 hour rental

Group A	2025	2026	2027	2028	2029
Ruby - Residence (includes kitchen)	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Sapphire - Barn (includes patio & kitchen)	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Silver - Residence (including kitchen) and Lawn	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Gold - Barn (includes patio & kitchen) and Lawn	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Group B	2025	2026	2027	2028	2029
Ruby - Residence (includes kitchen)	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
Each additional hour	\$ 17	\$ 18	\$ 19	\$ 20	\$ 20
Sapphire - Barn (includes patio & kitchen)	\$ 68	\$ 72	\$ 76	\$ 80	\$ 84
Each additional hour	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
Silver - Residence (including kitchen) and Lawn	\$ 68	\$ 72	\$ 76	\$ 80	\$ 84
Each additional hour	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
Gold - Barn (includes patio & kitchen) and Lawn	\$ 101	\$ 106	\$ 112	\$ 118	\$ 124
Each additional hour	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 135	\$ 142	\$ 150	\$ 158	\$ 166
Each additional hour	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60

**City of Chino Hills**  
**McCoy Equestrian Recreation Center and Residence - Rental Fees and Charges**  
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Weekday Rates (Continued)  
(Monday - Thursday 8:00 a.m. - 10:00 p.m.)

Packages for a 2 hour rental

Group C	2025	2026	2027	2028	2029
Ruby - Residence (includes kitchen)	\$ 126	\$ 132	\$ 138	\$ 144	\$ 152
Each additional hour	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
Sapphire - Barn (includes patio & kitchen)	\$ 252	\$ 264	\$ 278	\$ 292	\$ 306
Each additional hour	\$ 126	\$ 132	\$ 138	\$ 144	\$ 152
Silver - Residence (including kitchen) and Lawn	\$ 252	\$ 264	\$ 278	\$ 292	\$ 306
Each additional hour	\$ 126	\$ 132	\$ 138	\$ 144	\$ 152
Gold - Barn (includes patio & kitchen) and Lawn	\$ 378	\$ 396	\$ 416	\$ 436	\$ 458
Each additional hour	\$ 189	\$ 198	\$ 208	\$ 218	\$ 228
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 504	\$ 530	\$ 556	\$ 584	\$ 614
Each additional hour	\$ 252	\$ 264	\$ 278	\$ 292	\$ 306
Group D	2025	2026	2027	2028	2029
Ruby - Residence (includes kitchen)	\$ 177	\$ 186	\$ 196	\$ 206	\$ 216
Each additional hour	\$ 89	\$ 94	\$ 98	\$ 102	\$ 108
Sapphire - Barn (includes patio & kitchen)	\$ 353	\$ 370	\$ 388	\$ 408	\$ 428
Each additional hour	\$ 177	\$ 186	\$ 196	\$ 206	\$ 216
Silver - Residence (including kitchen) and Lawn	\$ 353	\$ 370	\$ 388	\$ 408	\$ 428
Each additional hour	\$ 177	\$ 186	\$ 196	\$ 206	\$ 216
Gold - Barn (includes patio & kitchen) and Lawn	\$ 530	\$ 556	\$ 584	\$ 614	\$ 644
Each additional hour	\$ 265	\$ 278	\$ 292	\$ 306	\$ 322
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 706	\$ 742	\$ 780	\$ 820	\$ 862
Each additional hour	\$ 353	\$ 370	\$ 388	\$ 408	\$ 428
Group S	2025	2026	2027	2028	2029
Ruby - Residence (includes kitchen)	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
Each additional hour	\$ 17	\$ 18	\$ 19	\$ 20	\$ 20
Sapphire - Barn (includes patio & kitchen)	\$ 68	\$ 72	\$ 76	\$ 80	\$ 84
Each additional hour	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
Silver - Residence (including kitchen) and Lawn	\$ 68	\$ 72	\$ 76	\$ 80	\$ 84
Each additional hour	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
Gold - Barn (includes patio & kitchen) and Lawn	\$ 101	\$ 106	\$ 112	\$ 118	\$ 124
Each additional hour	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 135	\$ 142	\$ 150	\$ 158	\$ 166
Each additional hour	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60

**City of Chino Hills  
McCoy Equestrian Recreation Center and Residence - Rental Fees and Charges  
Effective February 1, 2025**

B.

Weekday Rates  
(Monday - Thursday 8:00 a.m. - 10:00 p.m.)

Packages for a 6 hour rental

Group A	2025	2026	2027	2028	2029
Ruby - Residence (includes kitchen)	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Sapphire - Barn (includes patio & kitchen)	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Silver - Residence (including kitchen) and Lawn	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Gold - Barn (includes patio & kitchen) and Lawn	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Group B	2025	2026	2027	2028	2029
Ruby - Residence (includes kitchen)	\$ 95	\$ 100	\$ 106	\$ 112	\$ 118
Each additional hour	\$ 17	\$ 18	\$ 19	\$ 20	\$ 20
Sapphire - Barn (includes patio & kitchen)	\$ 168	\$ 176	\$ 184	\$ 194	\$ 204
Each additional hour	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
Silver - Residence (including kitchen) and Lawn	\$ 168	\$ 176	\$ 184	\$ 194	\$ 204
Each additional hour	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
Gold - Barn (includes patio & kitchen) and Lawn	\$ 242	\$ 254	\$ 266	\$ 280	\$ 294
Each additional hour	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 326	\$ 342	\$ 360	\$ 378	\$ 396
Each additional hour	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60
Group C	2025	2026	2027	2028	2029
Ruby - Residence (includes kitchen)	\$ 357	\$ 374	\$ 392	\$ 412	\$ 432
Each additional hour	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
Sapphire - Barn (includes patio & kitchen)	\$ 641	\$ 674	\$ 708	\$ 744	\$ 782
Each additional hour	\$ 126	\$ 132	\$ 138	\$ 144	\$ 152
Silver - Residence (including kitchen) and Lawn	\$ 641	\$ 674	\$ 708	\$ 744	\$ 782
Each additional hour	\$ 126	\$ 132	\$ 138	\$ 144	\$ 152
Gold - Barn (includes patio & kitchen) and Lawn	\$ 903	\$ 948	\$ 996	\$ 1,046	\$ 1,098
Each additional hour	\$ 189	\$ 198	\$ 208	\$ 218	\$ 228
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 1,208	\$ 1,268	\$ 1,332	\$ 1,398	\$ 1,468
Each additional hour	\$ 252	\$ 264	\$ 278	\$ 292	\$ 306
Packages for a 6 hour rental					
Group D	2025	2026	2027	2028	2029
Ruby - Residence (includes kitchen)	\$ 504	\$ 530	\$ 556	\$ 584	\$ 614
Each additional hour	\$ 89	\$ 94	\$ 98	\$ 102	\$ 108
Sapphire - Barn (includes patio & kitchen)	\$ 903	\$ 948	\$ 996	\$ 1,046	\$ 1,098
Each additional hour	\$ 177	\$ 186	\$ 196	\$ 206	\$ 216
Silver - Residence (including kitchen) and Lawn	\$ 903	\$ 948	\$ 996	\$ 1,046	\$ 1,098
Each additional hour	\$ 177	\$ 186	\$ 196	\$ 206	\$ 216
Gold - Barn (includes patio & kitchen) and Lawn	\$ 1,271	\$ 1,334	\$ 1,400	\$ 1,470	\$ 1,544
Each additional hour	\$ 265	\$ 278	\$ 292	\$ 306	\$ 322
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 1,691	\$ 1,776	\$ 1,864	\$ 1,958	\$ 2,056
Each additional hour	\$ 353	\$ 370	\$ 388	\$ 408	\$ 428

**City of Chino Hills  
McCoy Equestrian Recreation Center and Residence - Rental Fees and Charges  
Effective February 1, 2025**

Weekday Rates (Continued)  
(Monday - Thursday 8:00 a.m. - 10:00 p.m.)

Group S	2025	2026	2027	2028	2029
Ruby - Residence (includes kitchen)	\$ 95	\$ 100	\$ 106	\$ 112	\$ 118
Each additional hour	\$ 17	\$ 18	\$ 19	\$ 20	\$ 20
Sapphire - Barn (includes patio & kitchen)	\$ 168	\$ 176	\$ 184	\$ 194	\$ 204
Each additional hour	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
Silver - Residence (including kitchen) and Lawn	\$ 168	\$ 176	\$ 184	\$ 194	\$ 204
Each additional hour	\$ 34	\$ 36	\$ 38	\$ 40	\$ 42
Gold - Barn (includes patio & kitchen) and Lawn	\$ 242	\$ 254	\$ 266	\$ 280	\$ 294
Each additional hour	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 326	\$ 342	\$ 360	\$ 378	\$ 396
Each additional hour	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60

C. Weekend Rates  
(Friday - Sunday 8:00 a.m. - 12:00 a.m. midnight)

Packages for a 6 hour rental					
Group A	2025	2026	2027	2028	2029
Sapphire - Barn (includes patio & kitchen)	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Silver - Residence (including kitchen) and Lawn	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Gold - Barn (includes patio & kitchen) and Lawn	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
The Real McCoy - Entire Center including Arenas	N/C	N/C	N/C	N/C	N/C
Each additional hour	N/C	N/C	N/C	N/C	N/C
Group B	2025	2026	2027	2028	2029
Sapphire - Barn (including patio & kitchen)	\$ 242	\$ 254	\$ 266	\$ 280	\$ 294
Each additional hour	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40
Silver - Residence (including kitchen) and Lawn	\$ 242	\$ 254	\$ 266	\$ 280	\$ 294
Each additional hour	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40
Gold - Barn (includes patio & kitchen) and Lawn	\$ 336	\$ 352	\$ 370	\$ 388	\$ 408
Each additional hour	\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 441	\$ 464	\$ 488	\$ 512	\$ 538
Each additional hour	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
The Real McCoy - Entire Center including Arenas	\$ 567	\$ 596	\$ 626	\$ 658	\$ 690
Each additional hour	\$ 84	\$ 88	\$ 92	\$ 96	\$ 100
Group C	2025	2026	2027	2028	2029
Sapphire - Barn (including patio & kitchen)	\$ 893	\$ 938	\$ 984	\$ 1,034	\$ 1,086
Each additional hour	\$ 137	\$ 144	\$ 152	\$ 160	\$ 168
Silver - Residence (including kitchen) and Lawn	\$ 893	\$ 938	\$ 984	\$ 1,034	\$ 1,086
Each additional hour	\$ 137	\$ 144	\$ 152	\$ 160	\$ 168
Gold - Barn (includes patio & kitchen) and Lawn	\$ 1,250	\$ 1,312	\$ 1,378	\$ 1,446	\$ 1,518
Each additional hour	\$ 189	\$ 198	\$ 208	\$ 218	\$ 228
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 1,670	\$ 1,754	\$ 1,842	\$ 1,934	\$ 2,030
Each additional hour	\$ 252	\$ 264	\$ 278	\$ 292	\$ 306
The Real McCoy - Entire Center including Arenas	\$ 2,163	\$ 2,272	\$ 2,386	\$ 2,506	\$ 2,632
Each additional hour	\$ 326	\$ 342	\$ 360	\$ 378	\$ 396

**City of Chino Hills**  
**McCoy Equestrian Recreation Center and Residence - Rental Fees and Charges**  
**Effective February 1, 2025**

Weekend Rates (Continued)  
(Friday - Sunday 8:00 a.m. - 12:00 a.m. midnight)

Packages for a 6 hour rental

Group D	2025	2026	2027	2028	2029
Sapphire - Barn (including patio & kitchen)	\$ 1,239	\$ 1,300	\$ 1,366	\$ 1,434	\$ 1,506
Each additional hour	\$ 189	\$ 198	\$ 208	\$ 218	\$ 228
Silver - Residence (including kitchen) and Lawn	\$ 1,239	\$ 1,300	\$ 1,366	\$ 1,434	\$ 1,506
Each additional hour	\$ 189	\$ 198	\$ 208	\$ 218	\$ 228
Gold - Barn (includes patio & kitchen) and Lawn	\$ 1,743	\$ 1,830	\$ 1,922	\$ 2,018	\$ 2,118
Each additional hour	\$ 263	\$ 276	\$ 290	\$ 304	\$ 320
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 2,331	\$ 2,448	\$ 2,570	\$ 2,698	\$ 2,832
Each additional hour	\$ 347	\$ 364	\$ 382	\$ 402	\$ 422
The Real McCoy - Entire Center including Arenas	\$ 3,035	\$ 3,186	\$ 3,346	\$ 3,514	\$ 3,690
Each additional hour	\$ 452	\$ 474	\$ 498	\$ 522	\$ 548
Group S	2025	2026	2027	2028	2029
Sapphire - Barn (including patio & kitchen)	\$ 242	\$ 254	\$ 266	\$ 280	\$ 294
Each additional hour	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40
Silver - Residence (including kitchen) and Lawn	\$ 242	\$ 254	\$ 266	\$ 280	\$ 294
Each additional hour	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40
Gold - Barn (includes patio & kitchen) and Lawn	\$ 336	\$ 352	\$ 370	\$ 388	\$ 408
Each additional hour	\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
Platinum - Barn (includes patio & kitchen), Residence (includes kitchen), and Lawn	\$ 441	\$ 464	\$ 488	\$ 512	\$ 538
Each additional hour	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
The Real McCoy - Entire Center including Arenas	\$ 567	\$ 596	\$ 626	\$ 658	\$ 690
Each additional hour	\$ 84	\$ 88	\$ 92	\$ 96	\$ 100

D.

Weekend Rates  
(Friday - Sunday 8:00 a.m. - 12:00 a.m. midnight)

Packages for a 16 hour rental

Group A	2025	2026	2027	2028	2029
Sapphire - Barn (including patio & kitchen)	N/C	N/C	N/C	N/C	N/C
Silver - Residence (including Kitchen) and Lawn	N/C	N/C	N/C	N/C	N/C
Gold - Barn (including patio & kitchen) and Lawn	N/C	N/C	N/C	N/C	N/C
Platinum - Barn (including patio & kitchen), Residence (including Kitchen), and Lawn	N/C	N/C	N/C	N/C	N/C
The Real McCoy - Entire Center including Arenas	N/C	N/C	N/C	N/C	N/C
Group B	2025	2026	2027	2028	2029
Sapphire - Barn (including patio & kitchen)	\$ 557	\$ 584	\$ 614	\$ 644	\$ 676
Silver - Residence (including Kitchen) and Lawn	\$ 557	\$ 584	\$ 614	\$ 644	\$ 676
Gold - Barn (including patio & kitchen) and Lawn	\$ 777	\$ 816	\$ 856	\$ 898	\$ 942
Platinum - Barn (including patio & kitchen), Residence (including Kitchen), and Lawn	\$ 1,040	\$ 1,092	\$ 1,146	\$ 1,204	\$ 1,264
The Real McCoy - Entire Center including Arenas	\$ 1,502	\$ 1,578	\$ 1,656	\$ 1,738	\$ 1,824

**City of Chino Hills  
McCoy Equestrian Recreation Center and Residence - Rental Fees and Charges  
Effective February 1, 2025**

Weekend Rates (Continued)  
(Friday - Sunday 8:00 a.m. - 12:00 a.m. midnight)

Packages for a 16 hour rental

Group C	2025	2026	2027	2028	2029
Sapphire - Barn (including patio & kitchen)	\$ 2,079	\$ 2,182	\$ 2,292	\$ 2,406	\$ 2,526
Silver - Residence (including Kitchen) and Lawn	\$ 2,079	\$ 2,182	\$ 2,292	\$ 2,406	\$ 2,526
Gold - Barn (including patio & kitchen) and Lawn	\$ 2,909	\$ 3,054	\$ 3,206	\$ 3,366	\$ 3,534
Platinum - Barn (including patio & kitchen), Residence (including Kitchen), and Lawn	\$ 3,885	\$ 4,080	\$ 4,284	\$ 4,498	\$ 4,722
The Real McCoy - Entire Center including Arenas	\$ 4,347	\$ 4,564	\$ 4,792	\$ 5,032	\$ 5,284
Group D	2025	2026	2027	2028	2029
Sapphire - Barn (including patio & kitchen)	\$ 2,909	\$ 3,054	\$ 3,206	\$ 3,366	\$ 3,534
Silver - Residence (including Kitchen) and Lawn	\$ 2,909	\$ 3,054	\$ 3,206	\$ 3,366	\$ 3,534
Gold - Barn (including patio & kitchen) and Lawn	\$ 3,969	\$ 4,168	\$ 4,376	\$ 4,594	\$ 4,824
Platinum - Barn (including patio & kitchen), Residence (including Kitchen), and Lawn	\$ 5,429	\$ 5,700	\$ 5,986	\$ 6,286	\$ 6,600
The Real McCoy - Entire Center including Arenas	\$ 5,891	\$ 6,186	\$ 6,496	\$ 6,820	\$ 7,162
Group S	2025	2026	2027	2028	2029
Sapphire - Barn (including patio & kitchen)	\$ 557	\$ 584	\$ 614	\$ 644	\$ 676
Silver - Residence (including Kitchen) and Lawn	\$ 557	\$ 584	\$ 614	\$ 644	\$ 676
Gold - Barn (including patio & kitchen) and Lawn	\$ 777	\$ 816	\$ 856	\$ 898	\$ 942
Platinum - Barn (including patio & kitchen), Residence (including Kitchen), and Lawn	\$ 1,040	\$ 1,092	\$ 1,146	\$ 1,204	\$ 1,264
The Real McCoy - Entire Center including Arenas	\$ 1,502	\$ 1,578	\$ 1,656	\$ 1,738	\$ 1,824

E. Outdoor Wedding Ceremonies. Booking available three (3) months prior to event date, rate for three (3) hour rental, no additional hours can be added to this package.

Any Day  
(8:00 a.m. to two (2) hours after sunset)

Group A	2025	2026	2027	2028	2029
Any one (1) location	N/C	N/C	N/C	N/C	N/C
Group B	2025	2026	2027	2028	2029
Any one (1) location	N/C	N/C	N/C	N/C	N/C
Group C	2025	2026	2027	2028	2029
Any one (1) location	\$ 525	\$ 552	\$ 580	\$ 610	\$ 640
Group D	2025	2026	2027	2028	2029
Any one (1) location	\$ 709	\$ 744	\$ 782	\$ 822	\$ 864
Group S	2025	2026	2027	2028	2029
Any one (1) location	N/C	N/C	N/C	N/C	N/C

**City of Chino Hills  
McCoy Equestrian Recreation Center and Residence - Rental Fees and Charges  
Effective February 1, 2025**

F. Sunday - Saturday  
(6:00 a.m. - 10 p.m.)

One (1) Arena - exclusive use (per hour)

Group A	2025	2026	2027	2028	2029
During Facility Business Hours	N/C	N/C	N/C	N/C	N/C
After Facility Business Hours	N/C	N/C	N/C	N/C	N/C
Group B	2025	2026	2027	2028	2029
During Facility Business Hours	N/C	N/C	N/C	N/C	N/C
After Facility Business Hours	\$ 25	\$ 26	\$ 28	\$ 30	\$ 32
Group C	2025	2026	2027	2028	2029
During Facility Business Hours	\$ 25	\$ 26	\$ 28	\$ 30	\$ 32
After Facility Business Hours	\$ 50	\$ 52	\$ 54	\$ 56	\$ 58
Group D	2025	2026	2027	2028	2029
During Facility Business Hours	\$ 35	\$ 36	\$ 38	\$ 40	\$ 42
After Facility Business Hours	\$ 70	\$ 74	\$ 78	\$ 82	\$ 86
Group S	2025	2026	2027	2028	2029
During Facility Business Hours	N/C	N/C	N/C	N/C	N/C
After Facility Business Hours	N/C	N/C	N/C	N/C	N/C

Packages for a 10 hour rental

Group A	2025	2026	2027	2028	2029
All American - Includes exclusive use of the main arena, one warm up arena, announcer's booth(s), entire back property open areas, and back property restrooms. Rental includes general trash pickup, and one arena preparation per arena.	N/C	N/C	N/C	N/C	N/C
Each Additional Hour	N/C	N/C	N/C	N/C	N/C
Triple Crown - Includes all of All American, additional warm up arena, plus additional equipment, and one additional arena preparation during event, per arena.	N/C	N/C	N/C	N/C	N/C
Each Additional Hour	N/C	N/C	N/C	N/C	N/C
Group B	2025	2026	2027	2028	2029
All American - Includes exclusive use of the main arena, one warm up arena, announcer's booth(s), entire back property open areas, and back property restrooms. Rental includes general trash pickup, and one arena preparation per arena.	\$ 315	\$ 330	\$ 346	\$ 364	\$ 382
Each Additional Hour	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40
Triple Crown - Includes all of All American, additional warm up arena, plus additional equipment, and one additional arena preparation during event, per arena.	\$ 525	\$ 552	\$ 580	\$ 610	\$ 640
Each Additional Hour	\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
Group C	2025	2026	2027	2028	2029
All American - Includes exclusive use of the main arena, one warm up arena, announcer's booth(s), entire back property open areas, and back property restrooms. Rental includes general trash pickup, and one arena preparation per arena.	\$ 420	\$ 442	\$ 464	\$ 488	\$ 512
Each Additional Hour	\$ 42	\$ 44	\$ 46	\$ 48	\$ 50
Triple Crown - Includes all of All American, additional warm up arena, plus additional equipment, and one additional arena preparation during event, per arena.	\$ 630	\$ 662	\$ 696	\$ 730	\$ 766
Each Additional Hour	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78

**City of Chino Hills**  
**McCoy Equestrian Recreation Center and Residence - Rental Fees and Charges**  
**Effective February 1, 2025**

Sunday - Saturday (Continued)  
 (6:00 a.m. - 10 p.m.)

Packages for a 10 hour rental

Group D	2025	2026	2027	2028	2029
All American - Includes exclusive use of the main arena, one warm up arena, announcer's booth(s), entire back property open areas, and back property restrooms. Rental includes general trash pickup, and one arena preparation per arena.	\$ 525	\$ 552	\$ 580	\$ 610	\$ 640
Each Additional Hour	\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
Triple Crown - Includes all of All American, additional warm up arena, plus additional equipment, and one additional arena preparation during event, per arena.	\$ 735	\$ 772	\$ 810	\$ 850	\$ 892
Each Additional Hour	\$ 74	\$ 78	\$ 82	\$ 86	\$ 90
Group S	2025	2026	2027	2028	2029
All American - Includes exclusive use of the main arena, one warm up arena, announcer's booth(s), entire back property open areas, and back property restrooms. Rental includes general trash pickup, and one arena preparation per arena.	\$ 315	\$ 330	\$ 346	\$ 364	\$ 382
Each Additional Hour	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40
Triple Crown - Includes all of All American, additional warm up arena, plus additional equipment, and one additional arena preparation during event, per arena.	\$ 525	\$ 552	\$ 580	\$ 610	\$ 640
Each Additional Hour	\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
<u>Additional Equipment (per event)</u>					
Jump, trail horses, and staging equipment, which includes barricades, A-frames, and orange cones.	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100

Additional arena work beyond what is specified in each package shall be charged at the Public Works Department blended hourly rate. If additional City staff is required, Community Services Part-Time hourly blended rate will be charged.

N/C - No charge

Group A - City of Chino Hills sponsored and co-sponsored classes, events, programs, and Governmental Agencies serving Chino Hills residents.

Group B - (1) Chino Hills based non-profit organizations; and (2) Chino Valley Unified School District.

Group C - Chino Hills resident or business.

Group D - Non-Chino Hills resident, non-profit, or business.

Group S - Chino Hills non-profit senior groups.

**City of Chino Hills**  
**Athletic Facilities - Rental Fees and Charges**  
**Effective February 1, 2025**

**Table 4**

**I. REFUNDABLE SECURITY DEPOSIT**

	Fee
Seasonal Allocation Deposit Organizations	\$ 500
Single Event Use Deposit	\$ 250

**II. USER FEES - ORGANIZATIONS**

**A. FIELD PREP FEES**

Sport	Description	Fee Basis	Group A	Group B	Group C	Group D	Group S
Baseball and Softball		Per Game	N/C	\$ 15	\$ 20	\$ 25	\$ 15
Soccer	Weekday	Per Game	N/C	\$ 10	\$ 15	\$ 20	\$ 10
Soccer	Weekend	Per Field Per Day	N/C	\$ 60	\$ 75	\$ 100	\$ 60

**B. FIELD TOURNAMENT FEES** (Subject to additional field prep fees and deposit)

	Fee Basis	Group A	Group B	Group C1	Group D
Youth Tournament Fee (Community Park)	Per Field Per Day	N/C	\$ 100	\$ 125	\$ 150

**C. FACILITY LIGHT FEES** (All User Groups)

Facility	Description	Fee Basis	Fee
Community Park	Field 1	Per Hour	\$ 11.25
Community Park	Field 2	Per Hour	\$ 11.25
Community Park	Field 3	Per Hour	\$ 13.00
Community Park	Field 4	Per Hour	\$ 13.50
Community Park	Field 5	Per Hour	\$ 9.00
Community Park	Field 6	Per Hour	\$ 8.00
Grand Ave. Park	Field 1 & 2	Per Hour	\$ 11.25
Grand Ave. Park	Rink 1 & 2	Per Hour	\$ 8.00

**III. USER FEES - SINGLE EVENT USE**

Park	Description	Fee Basis	Group A	Group B	Group C	Group D	Group S
Community Park	Field	Per Hour/Per Field	N/C	N/C	\$ 20	\$ 40	N/C
Grand Ave. Park	Field	Per Hour/Per Field	N/C	N/C	\$ 20	\$ 40	N/C
Grand Ave. Park	Rink	Per Hour	N/C	N/C	\$ 20	\$ 40	N/C
Grand Ave. Park	Court	Per Hour/Per Court	N/C	N/C	\$ 20	\$ 40	N/C

**IV. MISCELLANEOUS FEES**

Description	Fee Basis	Group A	Group B	Group C	Group D	Group S
Portable Outfield Fencing	Per Field	N/C	\$ 50	\$ 75	\$ 100	\$ 50

N/C - No charge

Group A - City of Chino Hills sponsored and co-sponsored classes.

Group B - (1) Chino Hills non-profit youth (18 or under) athletic organizations made up of 90% or more Chino Hills residents; and (2) Chino Valley Unified School District.

Group C - (1) Chino Hills non-profit youth (18 or under) athletic organizations made up of 70%-89% Chino Hills residents; and (2) Chino Hills resident or business.

Group D - (1) Non-profit youth (18 or under) athletic organizations made up of less than 70% Chino Hills residents, adult athletic organizations, non-profit, civic, social organizations, individual team and/or other organization, and non-residents; and (2) Non-Chino Hills resident, non-profit, or business.

Group S - Chino Hills non-profit senior groups.

**City of Chino Hills**  
**City Hall, Library, Grand Avenue Park, Mystic Canyon Community Building, and Sleepy Hollow Community Building - Rental Fees and Charges**  
**Effective February 1, 2025**

I. CLEANING DEPOSIT \$ 100

II. ALCOHOL USE DEPOSIT City Hall and Library ONLY \$ 500

III. USER FEES

Weekday Rates: Hourly Group/Facility Use Fees  
(Monday - Thursday 8:00 a.m. - 10:00 p.m.)

Group A		2025	2026	2027	2028	2029
Room(s)	Size					
City Hall Community Room	27' x 27'	N/C	N/C	N/C	N/C	N/C
City Hall Outside Breeze Way		N/C	N/C	N/C	N/C	N/C
City Hall Kitchen		N/C	N/C	N/C	N/C	N/C
Library Community Room	33' x 34'	N/C	N/C	N/C	N/C	N/C
Library Kitchen		N/C	N/C	N/C	N/C	N/C
Library Lobby	33' x 34'	N/C	N/C	N/C	N/C	N/C
Grand Ave. Park Community Room	40' x 25'	N/C	N/C	N/C	N/C	N/C
Mystic Canyon Community Room	40' x 25'	N/C	N/C	N/C	N/C	N/C
Sleepy Hollow Community Building	40' x 25'	N/C	N/C	N/C	N/C	N/C

Group B		2025	2026	2027	2028	2029
Room(s)	Size					
City Hall Community Room	27' x 27'	\$ 13	\$ 14	\$ 14	\$ 15	\$ 16
City Hall Outside Breeze Way		\$ 38	\$ 40	\$ 42	\$ 44	\$ 46
City Hall Kitchen		\$ 27	\$ 28	\$ 30	\$ 32	\$ 34
Library Community Room	33' x 34'	\$ 17	\$ 18	\$ 19	\$ 20	\$ 20
Library Kitchen		\$ 27	\$ 28	\$ 30	\$ 32	\$ 34
Library Lobby	33' x 34'	\$ 17	\$ 18	\$ 19	\$ 20	\$ 20
Grand Ave. Park Community Room	40' x 25'	\$ 26	\$ 28	\$ 30	\$ 32	\$ 34
Mystic Canyon Community Room	40' x 25'	\$ 26	\$ 28	\$ 30	\$ 32	\$ 34
Sleepy Hollow Community Building	40' x 25'	\$ 26	\$ 28	\$ 30	\$ 32	\$ 34

Group C		2025	2026	2027	2028	2029
Room(s)	Size					
City Hall Community Room	27' x 27'	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60
City Hall Outside Breeze Way		\$ 152	\$ 160	\$ 168	\$ 176	\$ 184
City Hall Kitchen		\$ 27	\$ 28	\$ 30	\$ 32	\$ 34
Library Community Room	33' x 34'	\$ 68	\$ 72	\$ 76	\$ 80	\$ 84
Library Kitchen		\$ 27	\$ 28	\$ 30	\$ 32	\$ 34
Library Lobby	33' x 34'	\$ 68	\$ 72	\$ 76	\$ 80	\$ 84
Grand Ave. Park Community Room	40' x 25'	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60
Mystic Canyon Community Room	40' x 25'	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60
Sleepy Hollow Community Building	40' x 25'	\$ 51	\$ 54	\$ 56	\$ 58	\$ 60

Group D		2025	2026	2027	2028	2029
Room(s)	Size					
City Hall Community Room	27' x 27'	\$ 76	\$ 80	\$ 84	\$ 88	\$ 92
City Hall Outside Breeze Way		\$ 227	\$ 238	\$ 250	\$ 262	\$ 276
City Hall Kitchen		\$ 27	\$ 28	\$ 30	\$ 32	\$ 34
Library Community Room	33' x 34'	\$ 101	\$ 106	\$ 112	\$ 118	\$ 124
Library Kitchen		\$ 27	\$ 28	\$ 30	\$ 32	\$ 34
Library Lobby	33' x 34'	\$ 101	\$ 106	\$ 112	\$ 118	\$ 124
Grand Ave. Park Community Room	40' x 25'	\$ 89	\$ 94	\$ 98	\$ 102	\$ 108
Mystic Canyon Community Room	40' x 25'	\$ 89	\$ 94	\$ 98	\$ 102	\$ 108
Sleepy Hollow Community Building	40' x 25'	\$ 89	\$ 94	\$ 98	\$ 102	\$ 108

**Table 5**

**Weekday Rates: Hourly Group/Facility Use Fees (Continued)**  
(Monday - Thursday 8:00 a.m. - 10:00 p.m.)

Group S		2025	2026	2027	2028	2029
Room(s)	Size					
City Hall Community Room	27' x 27'	\$ 13	\$ 14	\$ 14	\$ 15	\$ 16
City Hall Outside Breeze Way		\$ 38	\$ 40	\$ 42	\$ 44	\$ 46
City Hall Kitchen		\$ 27	\$ 28	\$ 30	\$ 32	\$ 34
Library Community Room	33' x 34'	\$ 17	\$ 18	\$ 19	\$ 20	\$ 20
Library Kitchen		\$ 27	\$ 28	\$ 30	\$ 32	\$ 34
Library Lobby	33' x 34'	\$ 17	\$ 18	\$ 19	\$ 20	\$ 20
Grand Ave. Park Community Room	40' x 25'	\$ 26	\$ 28	\$ 30	\$ 32	\$ 34
Mystic Canyon Community Room	40' x 25'	\$ 26	\$ 28	\$ 30	\$ 32	\$ 34
Sleepy Hollow Community Building	40' x 25'	\$ 26	\$ 28	\$ 30	\$ 32	\$ 34

**Weekend Rates: Hourly Group/Facility Use Fees**  
(Friday - Sunday 8:00 a.m. - 10:00 p.m.)

Group A		2025	2026	2027	2028	2029
Room(s)	Size					
City Hall Community Room	27' x 27'	N/C	N/C	N/C	N/C	N/C
City Hall Lobby Area		N/C	N/C	N/C	N/C	N/C
Outside Breeze Way		N/C	N/C	N/C	N/C	N/C
City Hall Kitchen		N/C	N/C	N/C	N/C	N/C
City Hall Package <sup>1</sup>		N/C	N/C	N/C	N/C	N/C
Library Community Room	33' x 34'	N/C	N/C	N/C	N/C	N/C
Library Kitchen		N/C	N/C	N/C	N/C	N/C
Library Lobby	33' x 34'	N/C	N/C	N/C	N/C	N/C
Grand Ave. Park Community Room	40' x 25'	N/C	N/C	N/C	N/C	N/C
Mystic Canyon Community Room	40' x 25'	N/C	N/C	N/C	N/C	N/C
Sleepy Hollow Community Building	40' x 25'	N/C	N/C	N/C	N/C	N/C

Group B		2025	2026	2027	2028	2029
Room(s)	Size					
City Hall Community Room	27' x 27'	\$ 16	\$ 17	\$ 18	\$ 18	\$ 19
City Hall Lobby Area		\$ 37	\$ 38	\$ 40	\$ 42	\$ 44
Outside Breeze Way		\$ 48	\$ 50	\$ 52	\$ 54	\$ 56
City Hall Kitchen		\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
City Hall Package <sup>1</sup>		\$ 1,590	\$ 1,670	\$ 1,754	\$ 1,842	\$ 1,934
Library Community Room	33' x 34'	\$ 21	\$ 22	\$ 24	\$ 26	\$ 28
Library Kitchen		\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
Library Lobby	33' x 34'	\$ 21	\$ 22	\$ 24	\$ 26	\$ 28
Grand Ave. Park Community Room	40' x 25'	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40
Mystic Canyon Community Room	40' x 25'	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40
Sleepy Hollow Community Building	40' x 25'	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40

Group C		2025	2026	2027	2028	2029
Room(s)	Size					
City Hall Community Room	27' x 27'	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
City Hall Lobby Area		\$ 90	\$ 94	\$ 98	\$ 102	\$ 108
Outside Breeze Way		\$ 189	\$ 198	\$ 208	\$ 218	\$ 228
City Hall Kitchen		\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
City Hall Package <sup>1</sup>		\$ 2,825	\$ 2,966	\$ 3,114	\$ 3,270	\$ 3,434
Library Community Room	33' x 34'	\$ 84	\$ 88	\$ 92	\$ 96	\$ 100
Library Kitchen		\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
Library Lobby	33' x 34'	\$ 84	\$ 88	\$ 92	\$ 96	\$ 100
Grand Ave. Park Community Room	40' x 25'	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
Mystic Canyon Community Room	40' x 25'	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78
Sleepy Hollow Community Building	40' x 25'	\$ 63	\$ 66	\$ 70	\$ 74	\$ 78

Weekend Rates: Hourly Group/Facility Use Fees (Continued)  
(Friday - Sunday 8:00 a.m. - 10:00 p.m.)

Group D		2025	2026	2027	2028	2029
Room(s)	Size					
City Hall Community Room	27' x 27'	\$ 95	\$ 100	\$ 106	\$ 112	\$ 118
City Hall Lobby Area		\$ 121	\$ 128	\$ 134	\$ 140	\$ 148
Outside Breeze Way		\$ 284	\$ 298	\$ 312	\$ 328	\$ 344
City Hall Kitchen		\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
City Hall Package <sup>1</sup>		\$ 4,895	\$ 5,140	\$ 5,398	\$ 5,668	\$ 5,952
Library Community Room	33' x 34'	\$ 126	\$ 132	\$ 138	\$ 144	\$ 152
Library Kitchen		\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
Library Lobby	33' x 34'	\$ 126	\$ 132	\$ 138	\$ 144	\$ 152
Grand Ave. Park Community Room	40' x 25'	\$ 111	\$ 116	\$ 122	\$ 128	\$ 134
Mystic Canyon Community Room	40' x 25'	\$ 111	\$ 116	\$ 122	\$ 128	\$ 134
Sleepy Hollow Community Building	40' x 25'	\$ 111	\$ 116	\$ 122	\$ 128	\$ 134

Group S		2025	2026	2027	2028	2029
Room(s)	Size					
City Hall Community Room	27' x 27'	\$ 16	\$ 17	\$ 18	\$ 18	\$ 19
City Hall Lobby Area		\$ 37	\$ 38	\$ 40	\$ 42	\$ 44
Outside Breeze Way		\$ 48	\$ 50	\$ 52	\$ 54	\$ 56
City Hall Kitchen		\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
City Hall Package <sup>1</sup>		\$ 1,590	\$ 1,670	\$ 1,754	\$ 1,842	\$ 1,934
Library Community Room	33' x 34'	\$ 21	\$ 22	\$ 24	\$ 26	\$ 28
Library Kitchen		\$ 53	\$ 56	\$ 58	\$ 60	\$ 64
Library Lobby	33' x 34'	\$ 21	\$ 22	\$ 24	\$ 26	\$ 28
Grand Ave. Park Community Room	40' x 25'	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40
Mystic Canyon Community Room	40' x 25'	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40
Sleepy Hollow Community Building	40' x 25'	\$ 32	\$ 34	\$ 36	\$ 38	\$ 40

<sup>1</sup>Includes City Hall/Library Community Rooms, Kitchens, Lobbies and Breeze Way.

If additional City staff is required, Community Services Part-Time hourly blended rate will be charged.

N/C - No charge

Group A - City of Chino Hills sponsored and co-sponsored classes, events, programs, and Governmental Agencies serving Chino Hills residents.

Group B - (1) Chino Hills based non-profit organizations; and (2) Chino Valley Unified School District.

Group C - Chino Hills resident or business.

Group D - Non-Chino Hills resident, non-profit, or business.

Group S - Chino Hills non-profit senior groups.

**City of Chino Hills  
Mobile Show Wagon - Rental Fees and Charges  
Effective February 1, 2025**

<b>User Group</b>	<b>Fee (6 hour rental)</b>	<b>Additional hours</b>	<b>Mileage Fee (over 10 miles)</b>	<b>Deposit (overnight use only)</b>	<b>Cleaning Deposit</b>
Group A	N/C	N/C	N/C	N/C	N/C
Group B	\$750	\$100	\$100	\$500	\$100
Group C	N/A	N/A	N/A	N/A	N/A
Group D	N/A	N/A	N/A	N/A	N/A
Group S	N/A	N/A	N/A	N/A	N/A

Rental includes "black" stage skirting

N/C - No charge

Group A - City of Chino Hills sponsored and co-sponsored classes.

Group B - (1) Chino Hills based non-profit, service, athletic, or social organizations; and  
(2) Chino Valley Unified School District.

Group C - Chino Hills resident or business.

Group D - Non-Chino Hills resident, non-profit, or business.

Group S - Chino Hills non-profit senior groups.

**City of Chino Hills  
Recreation Facility Cancellation Fees  
Community Center, City Hall, Grand Avenue Park Community Building, Library  
Community Room, McCoy Equestrian & Recreation Center, Mystic Canyon Community  
Building, and Sleepy Hollow Community Building  
Effective February 1, 2025**

Cleaning and Alcohol Deposits will be refunded in full and not included in the Cancellation Fees assessed.

I. FACILITY RENTALS

Number of Days

Prior to

<u>Booking Date</u>	<u>Cancellation Fee Basis</u>	<u>Group A</u>	<u>Group B</u>	<u>Group S</u>
15 or More	Processing Fee	N/A	\$20.00	\$20.00
14-6	Rental Fees	N/A	20%	20%
5 or less	Rental Fees	N/A	100%	100%

Number of Days

Prior to

<u>Booking Date</u>	<u>Cancellation Fee Basis</u>	<u>Group C</u>	<u>Group D</u>
181 or More	Rental Fees	50%	50%
180-60	Rental Fees	75%	75%
59 or Less	Rental Fees	100%	100%

II. FREE RENTALS

		<u>Group A</u>	<u>Group B</u>	<u>Group C</u>	<u>Group D</u>	<u>Group S</u>
No shows	Rental Hourly Rate	N/A	100%	N/A	N/A	100%

III. Outdoor Wedding Ceremony Only

Number of Days

Prior to

<u>Booking Date</u>	<u>Cancellation Fee Basis</u>	<u>Group A</u>	<u>Group B</u>	<u>Group C</u>	<u>Group D</u>	<u>Group S</u>
31 or More	Processing Fee	N/A	N/A	\$20.00	\$20.00	N/A
30 or Less	Rental Fees	N/A	N/A	100%	100%	N/A

If the facility is rebooked at the same rental package or greater after a cancellation, all fees paid will be refunded, minus a \$20 processing fee. Applicant is responsible for contacting the facility for a refund.

Group A - City of Chino Hills sponsored and co-sponsored classes, events, programs, and Governmental Agencies serving Chino Hills residents.

Group B - (1) Chino Hills based non-profit organizations; and (2) Chino Valley Unified School District.

Group C - Chino Hills resident or business.

Group D - Non-Chino Hills resident, non-profit, or business.

Group S - Chino Hills non-profit senior groups.

**City of Chino Hills  
Gazebo - Rental Fees and Charges  
Effective February 1, 2025**

<b>User Group</b>	<b>Fee (4 hour rental)</b>	<b>Additional Hours</b>
Group A	N/C	N/C
Group B	N/C	\$25.00
Group C	N/C	\$25.00
Group D	\$100	\$30.00
Group S	N/C	\$25.00

N/C - No charge

Group A - City of Chino Hills sponsored and co-sponsored classes, events, programs, and governmental agencies serving Chino Hills residents.

Group B - (1) Chino Hills based non-profit organizations; and (2) Chino Valley Unified School District.

Group C - Chino Hills resident or business.

Group D - Non-Chino Hills resident, non-profit, or business.

Group S - Chino Hills non-profit senior groups.

Table 9

**City of Chino Hills  
Building Permit Fees  
Effective April 1, 2025**

			FY 24/25					
			Price Per Unit					
			30%		70%		100%	
IBC Class	IBC/CBC Occupancy Type	Project Size Threshold	PLAN REVIEW		INSPECTIONS		TOTAL	
			Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.
A-1	Assembly—Fixed Seating Theater Concert Hall	3,000	\$ 2,408.00	\$ 23.41	\$ 5,618.67	\$ 54.63	\$ 8,026.67	\$ 78.04
		9,000	\$ 3,812.67	\$ 23.41	\$ 8,896.23	\$ 54.63	\$ 12,708.90	\$ 78.04
		15,000	\$ 5,217.34	\$ 18.73	\$ 12,173.79	\$ 43.70	\$ 17,391.13	\$ 62.43
		20,000	\$ 6,153.78	\$ 18.73	\$ 14,358.83	\$ 43.70	\$ 20,512.61	\$ 62.43
		25,000	\$ 7,090.23	\$ 18.73	\$ 16,543.87	\$ 43.70	\$ 23,634.09	\$ 62.43
		30,000	\$ 8,026.67	\$ 26.76	\$ 18,728.90	\$ 62.43	\$ 26,755.58	\$ 89.19
A-2	Assembly—Food & Drink, Restaurant Night Club, Bar	700	\$ 2,140.45	\$ 41.16	\$ 4,280.89	\$ 123.49	\$ 6,421.34	\$ 164.65
		3,300	\$ 3,210.67	\$ 50.17	\$ 7,491.56	\$ 117.06	\$ 10,702.23	\$ 167.22
		6,500	\$ 4,816.00	\$ 18.24	\$ 11,237.34	\$ 42.57	\$ 16,053.35	\$ 60.81
		8,700	\$ 5,217.34	\$ 20.07	\$ 12,173.79	\$ 46.82	\$ 17,391.13	\$ 66.89
		10,700	\$ 5,618.67	\$ 17.45	\$ 13,110.23	\$ 40.72	\$ 18,728.90	\$ 58.16
		13,000	\$ 6,020.01	\$ 43.62	\$ 14,046.68	\$ 101.79	\$ 20,066.68	\$ 145.41
A-3	Assembly—Worship, Amusement Arcade, Church, Community Hall	1,500	\$ 2,408.00	\$ 26.76	\$ 5,618.67	\$ 62.43	\$ 8,026.67	\$ 89.19
		4,500	\$ 3,210.67	\$ 26.76	\$ 7,491.56	\$ 62.43	\$ 10,702.23	\$ 89.19
		7,500	\$ 4,013.34	\$ 26.76	\$ 9,364.45	\$ 62.43	\$ 13,377.79	\$ 89.19
		10,000	\$ 4,682.23	\$ 26.76	\$ 10,925.19	\$ 62.43	\$ 15,607.42	\$ 89.19
		12,500	\$ 5,351.12	\$ 26.76	\$ 12,485.94	\$ 62.43	\$ 17,837.05	\$ 89.19
		15,000	\$ 6,020.01	\$ 40.13	\$ 14,046.68	\$ 93.64	\$ 20,066.68	\$ 133.78
A-4	Assembly—Indoor Sport Viewing Arena, Skating Rink, Tennis Court	1,500	\$ 2,408.00	\$ 26.76	\$ 5,618.67	\$ 62.43	\$ 8,026.67	\$ 89.19
		4,500	\$ 3,210.67	\$ 26.76	\$ 7,491.56	\$ 62.43	\$ 10,702.23	\$ 89.19
		7,500	\$ 4,013.34	\$ 32.11	\$ 9,364.45	\$ 74.92	\$ 13,377.79	\$ 107.02
		10,000	\$ 4,816.00	\$ 32.11	\$ 11,237.34	\$ 74.92	\$ 16,053.35	\$ 107.02
		12,500	\$ 5,618.67	\$ 32.11	\$ 13,110.23	\$ 74.92	\$ 18,728.90	\$ 107.02
		15,000	\$ 6,421.34	\$ 42.81	\$ 14,983.12	\$ 99.89	\$ 21,404.46	\$ 142.70
A	A Occupancy Tenant Improvements	500	\$ 1,070.22	\$ 53.51	\$ 2,408.00	\$ 120.40	\$ 3,478.23	\$ 173.91
		2,500	\$ 2,140.45	\$ 42.81	\$ 4,816.00	\$ 96.32	\$ 6,956.45	\$ 139.13
		5,000	\$ 3,210.67	\$ 15.74	\$ 7,224.01	\$ 47.22	\$ 10,434.68	\$ 62.95
		6,700	\$ 3,478.23	\$ 15.74	\$ 8,026.67	\$ 47.22	\$ 11,504.90	\$ 62.95
		8,400	\$ 3,745.78	\$ 16.72	\$ 8,829.34	\$ 50.17	\$ 12,575.12	\$ 66.89
		10,000	\$ 4,013.34	\$ 33.44	\$ 9,632.01	\$ 100.33	\$ 13,645.35	\$ 133.78
B	Business	3,000	\$ 2,408.00	\$ 25.08	\$ 5,618.67	\$ 58.53	\$ 8,026.67	\$ 83.61
		7,800	\$ 3,612.00	\$ 25.62	\$ 8,428.01	\$ 59.77	\$ 12,040.01	\$ 85.39
		12,500	\$ 4,816.00	\$ 12.74	\$ 11,237.34	\$ 29.73	\$ 16,053.35	\$ 42.47
		16,700	\$ 5,351.12	\$ 12.74	\$ 12,485.94	\$ 29.73	\$ 17,837.05	\$ 42.47
		20,900	\$ 5,886.23	\$ 13.05	\$ 13,734.53	\$ 30.45	\$ 19,620.76	\$ 43.51
		25,000	\$ 6,421.34	\$ 26.10	\$ 14,983.12	\$ 60.91	\$ 21,404.46	\$ 87.01
B	B Occupancy Tenant Improvements	500	\$ 1,204.00	\$ 46.82	\$ 2,408.00	\$ 107.02	\$ 3,612.00	\$ 153.84
		2,500	\$ 2,140.45	\$ 21.40	\$ 4,548.45	\$ 42.81	\$ 6,688.89	\$ 64.21
		5,000	\$ 2,675.56	\$ 31.48	\$ 5,618.67	\$ 47.22	\$ 8,294.23	\$ 78.69
		6,700	\$ 3,210.67	\$ 23.61	\$ 6,421.34	\$ 47.22	\$ 9,632.01	\$ 70.82
		8,400	\$ 3,612.00	\$ 25.08	\$ 7,224.01	\$ 50.17	\$ 10,836.01	\$ 75.25
		10,000	\$ 4,013.34	\$ 43.90	\$ 8,026.67	\$ 87.79	\$ 12,040.01	\$ 131.69

Table 9

**City of Chino Hills  
Building Permit Fees  
Effective April 1, 2025**

			FY 24/25					
			Price Per Unit					
			30%		70%		100%	
IBC Class	IBC/CBC Occupancy Type	Project Size Threshold	PLAN REVIEW		INSPECTIONS		TOTAL	
			Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.
E	Educational—Group Occupancy 6+ persons, up to the 12th Grade	800	\$ 2,006.67	\$ 62.71	\$ 4,682.23	\$ 146.32	\$ 6,688.89	\$ 209.03
		2,400	\$ 3,010.00	\$ 62.71	\$ 7,023.34	\$ 146.32	\$ 10,033.34	\$ 209.03
		4,000	\$ 4,013.34	\$ 28.67	\$ 9,364.45	\$ 66.89	\$ 13,377.79	\$ 95.56
		5,400	\$ 4,414.67	\$ 30.87	\$ 10,300.90	\$ 72.03	\$ 14,715.57	\$ 102.91
		6,700	\$ 4,816.00	\$ 30.87	\$ 11,237.34	\$ 72.03	\$ 16,053.35	\$ 102.91
		8,000	\$ 5,217.34	\$ 66.89	\$ 12,173.79	\$ 156.07	\$ 17,391.13	\$ 222.96
E	Educational—Day Care 5+ children, older than 2 1/2 years	600	\$ 2,006.67	\$ 83.61	\$ 4,682.23	\$ 195.09	\$ 6,688.89	\$ 278.70
		1,800	\$ 3,010.00	\$ 83.61	\$ 7,023.34	\$ 195.09	\$ 10,033.34	\$ 278.70
		3,000	\$ 4,013.34	\$ 26.76	\$ 9,364.45	\$ 62.43	\$ 13,377.79	\$ 89.19
		4,000	\$ 4,280.89	\$ 26.76	\$ 9,988.75	\$ 62.43	\$ 14,269.64	\$ 89.19
		5,000	\$ 4,548.45	\$ 26.76	\$ 10,613.05	\$ 62.43	\$ 15,161.49	\$ 89.19
		6,000	\$ 4,816.00	\$ 80.27	\$ 11,237.34	\$ 187.29	\$ 16,053.35	\$ 267.56
E	E Occupancy Tenant Improvements	400	\$ 802.67	\$ 50.17	\$ 1,872.89	\$ 117.06	\$ 2,675.56	\$ 167.22
		1,200	\$ 1,204.00	\$ 50.17	\$ 2,809.34	\$ 117.06	\$ 4,013.34	\$ 167.22
		2,000	\$ 1,605.33	\$ 19.11	\$ 3,745.78	\$ 44.59	\$ 5,351.12	\$ 63.70
		2,700	\$ 1,739.11	\$ 19.11	\$ 4,057.93	\$ 44.59	\$ 5,797.04	\$ 63.70
		3,400	\$ 1,872.89	\$ 22.30	\$ 4,370.08	\$ 52.02	\$ 6,242.97	\$ 74.32
		4,000	\$ 2,006.67	\$ 55.74	\$ 4,682.23	\$ 130.06	\$ 6,688.89	\$ 185.80
I-1	Institutional—17+ persons, ambulatory	800	\$ 1,605.33	\$ 50.17	\$ 3,745.78	\$ 117.06	\$ 5,351.12	\$ 167.22
		2,400	\$ 2,408.00	\$ 50.17	\$ 5,618.67	\$ 117.06	\$ 8,026.67	\$ 167.22
		4,000	\$ 3,210.67	\$ 28.67	\$ 7,491.56	\$ 66.89	\$ 10,702.23	\$ 95.56
		5,400	\$ 3,612.00	\$ 30.87	\$ 8,428.01	\$ 72.03	\$ 12,040.01	\$ 102.91
		6,700	\$ 4,013.34	\$ 30.87	\$ 9,364.45	\$ 72.03	\$ 13,377.79	\$ 102.91
		8,000	\$ 4,414.67	\$ 56.60	\$ 10,300.90	\$ 132.06	\$ 14,715.57	\$ 188.66
I-2	Institutional—6+ persons, non-ambulatory	800	\$ 2,006.67	\$ 62.71	\$ 4,682.23	\$ 146.32	\$ 6,688.89	\$ 209.03
		2,400	\$ 3,010.00	\$ 62.71	\$ 7,023.34	\$ 146.32	\$ 10,033.34	\$ 209.03
		4,000	\$ 4,013.34	\$ 28.67	\$ 9,364.45	\$ 66.89	\$ 13,377.79	\$ 95.56
		5,400	\$ 4,414.67	\$ 30.87	\$ 10,300.90	\$ 72.03	\$ 14,715.57	\$ 102.91
		6,700	\$ 4,816.00	\$ 30.87	\$ 11,237.34	\$ 72.03	\$ 16,053.35	\$ 102.91
		8,000	\$ 5,217.34	\$ 66.89	\$ 12,173.79	\$ 156.07	\$ 17,391.13	\$ 222.96
I	I Occupancy Tenant Improvements	300	\$ 802.67	\$ 66.89	\$ 1,872.89	\$ 156.07	\$ 2,675.56	\$ 222.96
		1,500	\$ 1,605.33	\$ 53.51	\$ 3,745.78	\$ 124.86	\$ 5,351.12	\$ 178.37
		3,000	\$ 2,408.00	\$ 26.76	\$ 5,618.67	\$ 62.43	\$ 8,026.67	\$ 89.19
		4,000	\$ 2,675.56	\$ 26.76	\$ 6,242.97	\$ 62.43	\$ 8,918.53	\$ 89.19
		5,000	\$ 2,943.11	\$ 26.76	\$ 6,867.27	\$ 62.43	\$ 9,810.38	\$ 89.19
		6,000	\$ 3,210.67	\$ 53.51	\$ 7,491.56	\$ 124.86	\$ 10,702.23	\$ 178.37
M	Mercantile	800	\$ 1,204.00	\$ 50.17	\$ 2,809.34	\$ 117.06	\$ 4,013.34	\$ 167.22
		4,000	\$ 2,809.34	\$ 30.10	\$ 6,555.12	\$ 70.23	\$ 9,364.45	\$ 100.33
		8,000	\$ 4,013.34	\$ 24.77	\$ 9,364.45	\$ 57.81	\$ 13,377.79	\$ 82.58
		10,700	\$ 4,682.23	\$ 24.77	\$ 10,925.19	\$ 57.81	\$ 15,607.42	\$ 82.58
		13,400	\$ 5,351.12	\$ 25.73	\$ 12,485.94	\$ 60.03	\$ 17,837.05	\$ 85.76
		16,000	\$ 6,020.01	\$ 38.59	\$ 14,046.68	\$ 90.04	\$ 20,066.68	\$ 128.63

Table 9

**City of Chino Hills  
Building Permit Fees  
Effective April 1, 2025**

			FY 24/25					
			Price Per Unit					
			30%		70%		100%	
			PLAN REVIEW		INSPECTIONS		TOTAL	
IBC Class	IBC/CBC Occupancy Type	Project Size Threshold	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.
M	Mercantile—Motor fuel-dispensing	1,500	\$ 1,605.33	\$ 26.76	\$ 3,745.78	\$ 62.43	\$ 5,351.12	\$ 89.19
		2,700	\$ 1,926.40	\$ 26.76	\$ 4,494.94	\$ 62.43	\$ 6,421.34	\$ 89.19
		3,900	\$ 2,247.47	\$ 26.76	\$ 5,244.09	\$ 62.43	\$ 7,491.56	\$ 89.19
		5,100	\$ 2,568.54	\$ 26.76	\$ 5,993.25	\$ 62.43	\$ 8,561.79	\$ 89.19
		6,300	\$ 2,889.60	\$ 26.76	\$ 6,742.41	\$ 62.43	\$ 9,632.01	\$ 89.19
		7,500	\$ 3,210.67	\$ 42.81	\$ 7,491.56	\$ 99.89	\$ 10,702.23	\$ 142.70
M	M Occupancy Tenant Improvements	800	\$ 1,204.00	\$ 29.26	\$ 2,408.00	\$ 66.89	\$ 3,612.00	\$ 96.15
		4,000	\$ 2,140.45	\$ 13.38	\$ 4,548.45	\$ 26.76	\$ 6,688.89	\$ 40.13
		8,000	\$ 2,675.56	\$ 19.82	\$ 5,618.67	\$ 29.73	\$ 8,294.23	\$ 49.55
		10,700	\$ 3,210.67	\$ 14.86	\$ 6,421.34	\$ 29.73	\$ 9,632.01	\$ 44.59
		13,400	\$ 3,612.00	\$ 15.44	\$ 7,224.01	\$ 30.87	\$ 10,836.01	\$ 46.31
		16,000	\$ 4,013.34	\$ 38.59	\$ 8,026.67	\$ 77.18	\$ 12,040.01	\$ 115.77
R-1	Residential—Transient Boarding Houses, Hotels, Motels	4,000	\$ 4,013.34	\$ 30.10	\$ 9,364.45	\$ 70.23	\$ 13,377.79	\$ 100.33
		12,000	\$ 6,421.34	\$ 30.10	\$ 14,983.12	\$ 70.23	\$ 21,404.46	\$ 100.33
		20,000	\$ 8,829.34	\$ 15.97	\$ 20,601.80	\$ 37.27	\$ 29,431.14	\$ 53.24
		26,700	\$ 9,899.56	\$ 15.97	\$ 23,098.98	\$ 37.27	\$ 32,998.55	\$ 53.24
		33,400	\$ 10,969.79	\$ 16.22	\$ 25,596.17	\$ 37.84	\$ 36,565.96	\$ 54.05
		40,000	\$ 12,040.01	\$ 30.40	\$ 28,093.36	\$ 70.94	\$ 40,133.37	\$ 101.35
R-2	Residential—Permanent, 3+ Dwellings Apartments, Dormitory, Timeshare	2,000	\$ 3,745.78	\$ 16.72	\$ 8,561.79	\$ 43.48	\$ 12,307.57	\$ 60.20
		10,000	\$ 5,083.56	\$ 5.35	\$ 12,040.01	\$ 10.70	\$ 17,123.57	\$ 16.05
		20,000	\$ 5,618.67	\$ 19.97	\$ 13,110.23	\$ 46.59	\$ 18,728.90	\$ 66.56
		26,700	\$ 6,956.45	\$ 19.97	\$ 16,231.72	\$ 46.59	\$ 23,188.17	\$ 66.56
		33,400	\$ 8,294.23	\$ 20.27	\$ 19,353.20	\$ 47.30	\$ 27,647.43	\$ 67.56
		40,000	\$ 9,632.01	\$ 24.32	\$ 22,474.69	\$ 56.75	\$ 32,106.69	\$ 81.08
R-3	Dwellings	2,500	\$ 2,675.56	\$ 53.51	\$ 5,886.23	\$ 107.02	\$ 8,561.79	\$ 160.53
		5,000	\$ 4,013.34	\$ 33.44	\$ 8,561.79	\$ 93.64	\$ 12,575.12	\$ 127.09
		7,000	\$ 4,682.23	\$ 22.30	\$ 10,434.68	\$ 53.51	\$ 15,116.90	\$ 75.81
		10,000	\$ 5,351.12	\$ 42.81	\$ 12,040.01	\$ 53.51	\$ 17,391.13	\$ 96.32
		15,000	\$ 7,491.56	\$ 32.11	\$ 14,715.57	\$ 40.13	\$ 22,207.13	\$ 72.24
		25,000	\$ 10,702.23	\$ 36.69	\$ 18,728.90	\$ 45.87	\$ 29,431.14	\$ 82.56
R	R Occupancy—Additions	100	\$ 535.11	\$ 133.78	\$ 802.67	\$ 267.56	\$ 1,337.78	\$ 401.33
		300	\$ 802.67	\$ 267.56	\$ 1,337.78	\$ 401.33	\$ 2,140.45	\$ 668.89
		500	\$ 1,337.78	\$ 214.04	\$ 2,140.45	\$ 428.09	\$ 3,478.23	\$ 642.13
		1,000	\$ 2,408.00	\$ 17.84	\$ 4,280.89	\$ 71.35	\$ 6,688.89	\$ 89.19
		2,500	\$ 2,675.56	\$ 64.21	\$ 5,351.12	\$ 107.02	\$ 8,026.67	\$ 171.24
		5,000	\$ 4,280.89	\$ 85.62	\$ 8,026.67	\$ 142.70	\$ 12,307.57	\$ 228.31
S-1	Storage—Moderate Hazard	5,000	\$ 3,210.67	\$ 18.06	\$ 7,491.56	\$ 42.14	\$ 10,702.23	\$ 60.20
		15,000	\$ 5,016.67	\$ 18.06	\$ 11,705.57	\$ 42.14	\$ 16,722.24	\$ 60.20
		25,000	\$ 6,822.67	\$ 17.52	\$ 15,919.57	\$ 40.88	\$ 22,742.24	\$ 58.40
		33,400	\$ 8,294.23	\$ 17.73	\$ 19,353.20	\$ 41.37	\$ 27,647.43	\$ 59.10
		41,700	\$ 9,765.79	\$ 17.73	\$ 22,786.83	\$ 41.37	\$ 32,552.62	\$ 59.10
		50,000	\$ 11,237.34	\$ 22.56	\$ 26,220.47	\$ 52.65	\$ 37,457.81	\$ 75.22

Table 9

**City of Chino Hills  
Building Permit Fees  
Effective April 1, 2025**

			FY 24/25					
			Price Per Unit					
			30%		70%		100%	
			PLAN REVIEW		INSPECTIONS		TOTAL	
IBC Class	IBC/CBC Occupancy Type	Project Size Threshold	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.	Base Cost at Threshold S.F.	Cost Per Each Additional 100 S.F.
S-1	Storage—Moderate Hazard, Repair Garage, Motor Vehicles (not High Hazard)	500	\$ 1,204.00	\$ 40.13	\$ 2,809.34	\$ 93.64	\$ 4,013.34	\$ 133.78
		2,500	\$ 2,006.67	\$ 32.11	\$ 4,682.23	\$ 74.92	\$ 6,688.89	\$ 107.02
		5,000	\$ 2,809.34	\$ 32.11	\$ 6,555.12	\$ 74.92	\$ 9,364.45	\$ 107.02
		10,000	\$ 4,414.67	\$ 13.38	\$ 10,300.90	\$ 31.21	\$ 14,715.57	\$ 44.59
		25,000	\$ 6,421.34	\$ 16.05	\$ 14,983.12	\$ 37.46	\$ 21,404.46	\$ 53.51
		50,000	\$ 10,434.68	\$ 20.87	\$ 24,347.58	\$ 48.70	\$ 34,782.25	\$ 69.56
S-2	Storage—Low Hazard	5,000	\$ 2,408.00	\$ 16.05	\$ 5,618.67	\$ 37.46	\$ 8,026.67	\$ 53.51
		25,000	\$ 5,618.67	\$ 9.63	\$ 13,110.23	\$ 22.47	\$ 18,728.90	\$ 32.11
		50,000	\$ 8,026.67	\$ 3.21	\$ 18,728.90	\$ 7.49	\$ 26,755.58	\$ 10.70
		100,000	\$ 9,632.01	\$ 9.63	\$ 22,474.69	\$ 22.47	\$ 32,106.69	\$ 32.11
		250,000	\$ 24,080.02	\$ 9.63	\$ 56,186.71	\$ 22.47	\$ 80,266.74	\$ 32.11
		500,000	\$ 48,160.04	\$ 9.63	\$ 112,373.43	\$ 22.47	\$ 160,533.47	\$ 32.11
S-2	Storage—Low Hazard, Parking Garages Open or Enclosed	4,000	\$ 3,210.67	\$ 20.07	\$ 7,491.56	\$ 46.82	\$ 10,702.23	\$ 66.89
		20,000	\$ 6,421.34	\$ 12.04	\$ 14,983.12	\$ 28.09	\$ 21,404.46	\$ 40.13
		40,000	\$ 8,829.34	\$ 6.02	\$ 20,601.80	\$ 14.05	\$ 29,431.14	\$ 20.07
		80,000	\$ 11,237.34	\$ 10.70	\$ 26,220.47	\$ 24.97	\$ 37,457.81	\$ 35.67
		200,000	\$ 24,080.02	\$ 12.04	\$ 56,186.71	\$ 28.09	\$ 80,266.74	\$ 40.13
		400,000	\$ 48,160.04	\$ 12.04	\$ 112,373.43	\$ 28.09	\$ 160,533.47	\$ 40.13
S	S Occupancy Tenant Improvements	800	\$ 1,204.00	\$ 25.08	\$ 2,809.34	\$ 58.53	\$ 4,013.34	\$ 83.61
		4,000	\$ 2,006.67	\$ 30.10	\$ 4,682.23	\$ 70.23	\$ 6,688.89	\$ 100.33
		8,000	\$ 3,210.67	\$ 10.03	\$ 7,491.56	\$ 23.41	\$ 10,702.23	\$ 33.44
		16,000	\$ 4,013.34	\$ 13.38	\$ 9,364.45	\$ 31.21	\$ 13,377.79	\$ 44.59
		40,000	\$ 7,224.01	\$ 14.05	\$ 16,856.01	\$ 32.78	\$ 24,080.02	\$ 46.82
		80,000	\$ 12,842.68	\$ 16.05	\$ 29,966.25	\$ 37.46	\$ 42,808.93	\$ 53.51
U	Accessory Structure	100	\$ 240.80	\$ 120.40	\$ 561.87	\$ 280.93	\$ 802.67	\$ 401.33
		300	\$ 481.60	\$ 160.53	\$ 1,123.73	\$ 374.58	\$ 1,605.33	\$ 535.11
		500	\$ 802.67	\$ 80.27	\$ 1,872.89	\$ 187.29	\$ 2,675.56	\$ 267.56
		1,000	\$ 1,204.00	\$ 20.07	\$ 2,809.34	\$ 46.82	\$ 4,013.34	\$ 66.89
		5,000	\$ 2,006.67	\$ 16.05	\$ 4,682.23	\$ 37.46	\$ 6,688.89	\$ 53.51
		10,000	\$ 2,809.34	\$ 28.09	\$ 6,555.12	\$ 65.55	\$ 9,364.45	\$ 93.64
		20,000	\$ 5,618.67	\$ 13.38	\$ 13,110.23	\$ 31.21	\$ 18,728.90	\$ 44.59
		50,000	\$ 9,632.01	\$ 12.84	\$ 22,474.69	\$ 29.97	\$ 32,106.69	\$ 42.81
		100,000	\$ 16,053.35	\$ 16.05	\$ 37,457.81	\$ 37.46	\$ 53,511.16	\$ 53.51

**City of Chino Hills  
Tree Trimming Service Fees  
Effective February 1, 2025**

Description	Unit	Fee per Unit
Grid Prune	Each	\$ 73.85
<sup>1</sup> Aesth/Svc Rqst Prune 0-6 DSH	Each	\$ 73.85
<sup>1</sup> Aesth/Svc Rqst Prune 7-12 DSH	Each	\$ 107.00
<sup>1</sup> Aesth/Svc Rqst Prune 13-18 DSH	Each	\$ 160.50
<sup>1</sup> Aesth/Svc Rqst Prune 19-24 DSH	Each	\$ 214.00
<sup>1</sup> Aesth/Svc Rqst Prune 25-30 DSH	Each	\$ 294.25
<sup>1</sup> Aesth/Svc Rqst Prune 31-36 DSH	Each	\$ 374.50
<sup>1</sup> Aesth/Svc Rqst Prune 37+ DSH	Each	\$ 508.25
<sup>1</sup> Raise/Clearance Prune 0-6 DSH	Each	\$ 26.75
<sup>1</sup> Raise/Clearance Prune 7-12 DSH	Each	\$ 37.45
<sup>1</sup> Raise/Clearance Prune 13-18 DSH	Each	\$ 48.15
<sup>1</sup> Raise/Clearance Prune 19+ DSH	Each	\$ 58.85
Date Palm Prune	Each	\$ 208.65
Palm Prune	Each	\$ 73.85
Date Palm Trunk Clean	Foot	\$ 21.40
Palm Trunk Clean	Foot	\$ 16.05
<sup>2</sup> Tree & Stump Removal 0-24 DSH	Inch	\$ 40.65
<sup>3</sup> Tree & Stump Removal 25+ DSH	Inch	\$ 51.35
Stump Grinding	Inch	\$ 16.05
Plant 15 Gallon Tree	Each	\$ 176.55
Plant 24" Box Tree	Each	\$ 358.45
Plant 36" Box Tree	Each	\$ 957.65
Tree Watering	Man Hour	\$ 82.40
Root Prune	Foot	\$ 21.40
Root Barrier Installation	Foot	\$ 21.40
Crew Rental - per man	Man Hour	\$ 82.40
Service Crew - \$2,257.20/day	Man Hour	\$ 82.40
Specialty Eqpt Rental - Crane	Hour	\$ 208.65
Specialty Eqpt Rental - 95' Aerial	Hour	\$ 160.50
Specialty Eqpt Rental - Loader	Hour	\$ 53.50
<sup>4</sup> Emergency Service, M-F, 7-5	Man Hour	\$ 107.00
<sup>5</sup> Emergency Response, after hrs	Man Hour	\$ 133.75
Arborist Report	Man Hour	\$ 160.50
Resistograph Testing	Man Hour	\$ 160.50
Ground Penetrating Radar	Man Hour	\$ 481.50
Airspade Services	Man Hour	\$ 160.50
Fumigation Services	Man Hour	\$ 160.50
Fertilization Services	Man Hour	\$ 160.50

<sup>1</sup> Pruning in inches. DSH - Diameter at Standard Height  
<sup>2</sup> Tree & stump removal every inch from 0-24. DSH - Diameter at Standard Height  
<sup>3</sup> Tree & stump removal every inch 25 and above. DSH - Diameter at Standard Height  
<sup>4</sup> Mon thru Fri - 7am-5pm  
<sup>5</sup> Mon thru Fri - 5pm-7am, Sat & Sun

**City of Chino Hills  
Tree Trimming Service Fees  
Effective February 1, 2025**

Description	Unit	Fee per Unit
<sup>6</sup> Risk Assessment - 1,2,3	Man Hour	\$ 160.50
Soil Testing/Enhancement	Man Hour	\$ 160.50
Citywide Tree Risk Survey	Each	\$ 2.15
GPS Tree Inventory	Each	\$ 3.20
Canopy Spray - Ground Level	Inch	\$ 4.30
Canopy Spray - Aerial Tower	Inch	\$ 4.30
Trunk Banding - Insecticide/Fungicide	Inch	\$ 5.35
<sup>7</sup> PGR Trunk Banding	Inch	\$ 4.30
<sup>7</sup> Soil Application - PGR/Insecticide	Inch	\$ 4.30
Soil Application - Fungicide/Insecticide	Inch	\$ 4.30
Soil Injection - Fertilization	Inch	\$ 5.35
Soil Drenching - Fertilization	Inch	\$ 5.35
Trunk Injection - Insecticide/Miticide	Inch	\$ 5.35
Trunk Injection - Fungicide	Inch	\$ 4.30
Trunk Injection - Combo	Inch	\$ 7.50
Trunk Injection - Avermectin Class	Inch	\$ 5.35
Prune Backup - Crew	Each	No Charge
Removal Backup - Crew	Each	No Charge
Tree Only Removal Backup - Crew	Each	No Charge
Stump Backup - Crew	Each	No Charge
Plant Backup - Crew	Each	No Charge
Root Prune Backup - Crew	Each	No Charge
Root Grind Backup - Crew	Each	No Charge
Stake Backup - Crew	Each	No Charge
Emer Prune Backup - Crew	Each	No Charge
<sup>8</sup> Emer Removal Backup - Crew	Each	No Charge
<sup>8</sup> Emer Tree Only Rmvl Backup - Crew	Each	No Charge
Trunk Injection Backup - Crew	Each	No Charge
Barrier Trunk Spray Backup - Crew	Each	No Charge
Systemic Trunk Spray Backup - Crew	Each	No Charge
Pruning Wound Spray Backup - Crew	Each	No Charge
Canopy Spray Backup - Crew	Each	No Charge
Weed Spray Backup - Crew	Each	No Charge
Soil Drench Backup - Crew	Each	No Charge
Soil Injection Backup - Crew	Each	No Charge
Granular Broadcast Backup - Crew	Each	No Charge
No Charge Roll Off Services	Each	No Charge
No Charge Watering	Each	No Charge
No Charge Specialty Eqpt Operator	Each	No Charge

<sup>6</sup> Inspection of the tree to determine the risk. Level 1 thru 3 type of inspections, with 3 being the most detailed inspection

<sup>7</sup> PGR - Plant Growth Regulators (chemicals used to modify plant growth)

<sup>8</sup> Emer - Emergency

**City of Chino Hills  
Parking Violations  
Effective February 1, 2025**

Description			<u>Penalty</u>	<u>Penalty &amp; Late Fee</u>
PD1	Parking on divisional island	CHMC 10.08.020.A	\$ 43	\$ 83
PD2	Blocking a walkway	CHMC 10.08.020.B	\$ 43	\$ 83
PD3	Traffic hazards	CHMC 10.08.020.C	\$ 58	\$ 113
PD4	Prohibited parking - red curb/sign	CHMC 10.08.020.D	\$ 108	\$ 163
PD5	Parking in construction area	CHMC 10.08.020.E	\$ 43	\$ 83
PD6	Parking within 20' of crosswalks in commercial areas	CHMC 10.08.020.F	\$ 43	\$ 83
PD7	Parking within 60' of traffic controlled intersection	CHMC 10.08.020.G	\$ 43	\$ 83
PD8	Obstruction of traffic	CHMC 10.08.030	\$ 58	\$ 113
PD9	Parking in alley	CHMC 10.08.040	\$ 58	\$ 113
PD10	Displaying vehicle for sale on public roadway	CHMC 10.08.050.A	\$ 58	\$ 113
PD11	Repairing vehicle in roadway	CHMC 10.08.050.B	\$ 58	\$ 113
PD12	Parking on grades 5% or more with unblocked tires	CHMC 10.08.090	\$ 43	\$ 83
PD13	Yellow curb parking	CHMC 10.08.130	\$ 43	\$ 83
PD14	White curb parking	CHMC 10.08.140	\$ 43	\$ 83
PD15	Commercial vehicle in residential area	CHMC 10.08.160	\$ 158	\$ 258
PD16	Unlawful parking of trailer/semi	CHMC 10.08.170	\$ 158	\$ 258
PD17	Parking on private property	CHMC 10.08.180	\$ 58	\$ 113
PD18	Unlawful curb parking	CHMC 10.08.190	\$ 43	\$ 83
PD19	Parking in handicap stall	CHMC 10.08.200	\$ 308	\$ 408
PD20	Parking in fire lane	CHMC 10.08.210	\$ 108	\$ 163
PD21	Parking within 15' of fire hydrant	CHMC 10.08.220	\$ 108	\$ 163
PD22	Obstruction of fire access road	CHMC 10.08.230	\$ 108	\$ 163
PD23	Obstruction of fire protection equipment	CHMC 10.08.240	\$ 108	\$ 208
PD24	72 hr.+ storage of vehicle on street	CHMC 10.08.250	\$ 43	\$ 83
PD25	Parking in roadway - street sweeping hours	CHMC 10.08.260	\$ 43	\$ 83
PD26	Parking of recreational vehicles on streets without a permit	CHMC 10.12.030	\$ 43	\$ 83
PD27	Parking without permit	CHMC 10.16.020	\$ 43	\$ 83
PD28	Parking during prohibited hours of 2:00 a.m. to 6:00 a.m.	CHMC 10.20.010	\$ 43	\$ 83
PD29	Parking in limited duration parking area	CHMC 10.22.010	\$ 43	\$ 83
PD30	Parking at an expired parking meter	CHMC 10.22.020	\$ 43	\$ 83
PD31	Unauthorized use of Government Center parking facilities	CHMC 12.46.020	\$ 43	\$ 83
PD32	Unpermitted school parking	CVC 21113(A)	\$ 43	\$ 83
PD33	Electric vehicle not connected	CVC 22511	\$ 43	\$ 83

**City of Chino Hills**  
**Fully Burdened Hourly Rates**  
**Effective February 1, 2025**

The below Fully Burdened Hourly Rates are used to determine the full cost of each service. They include the salary and benefit costs as well as all applicable overhead amounts for each position, department, fund, or otherwise listed blended group. For positions in central service departments, such as the Administration and Information Technology, an indirect overhead is not added, as the overhead of central service departments is recovered through the cost allocation plan. When a central service department position works on a fee or project in the purview of an operating department, only the direct overhead rates of the department will be applied to that central service positions' salary and benefit rate for full cost recovery.

**Department/Division Rates** - Fully burdened blended rates for a department or division. These rates are used to calculate the proposed fees in the Master Schedule of Fees, Fines and Penalties.

<b>Department/Division Rates</b>	<b>Fully Burdened Hourly Rate</b>
1000: City Attorney	\$ 400.00
1000: City Clerk	\$ 134.81
1000: City Manager Admin	\$ 293.47
1000: Code Enforcement	\$ 150.22
1000: Community Relations	\$ 133.22
1000: Economic Development	\$ 209.72
1000: Emergency Services	\$ 108.97
1000: Engineering	\$ 280.90
1000: Facilities Maintenance	\$ 110.04
1000: Finance Admin	\$ 128.92
1000: Human Resources	\$ 129.27
1000: NPDES Permits	\$ 295.31
1000: Public Works Admin	\$ 138.75
1000: Risk Management	\$ 375.22
1000: Solid Waste and Recycling	\$ 169.79
Community Development	\$ 267.56
1300: Community Services Fund	\$ 198.00
Part time Community Services	\$ 34.00
Full time Community Services	\$ 256.00
2110: Gas Tax	\$ 239.71
2150: CDBG Entitlement	\$ 137.64
2210: L&L Admin	\$ 104.93
2501: Affordable Housing	\$ 128.73
4100: Information Technology	\$ 157.32
4200: Equipment Maintenance	\$ 105.20
5100: Water Utility Fund	\$ 114.55
Finance - Water	\$ 104.49
Public Works - Water	\$ 111.53
5200: Sewer Utility Fund	\$ 131.22