

RESOLUTION NO. 16318

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDWOOD CITY UPDATING AND ADOPTING CANNABIS BUSINESS PERMIT FEES AND ADOPTING THE CANNABIS REGULATORY FEE STUDY

WHEREAS, the City has the authority to impose fees and charges to offset the costs for municipal services and regulatory programs under its police powers under California Constitution Article XI section 7; and

WHEREAS, the City Council has, through prior actions, adopted various fees and charges for issuing permits, performing investigations, inspections, and audits related to the permitting and ongoing regulation of cannabis businesses operating within the City, and the administrative enforcement and adjudication thereof; and

WHEREAS, pursuant to Resolution No. 15653, adopted in 2018, the City Council adopted a fee schedule for the City's cannabis business permit program; and

WHEREAS, in 2025, SCI Consulting Group conducted a Regulatory Fee Study to determine the reasonable costs for issuing permits, performing investigations, inspections, and audits related to the permitting and ongoing regulation of cannabis businesses operating within the City, and the administrative enforcement and adjudication thereof ("Cannabis Regulatory Fee Study"), attached as Exhibit B; and

WHEREAS, fees allowable for annual increase will be adjusted annually on July 1, in accordance with Section 4 below; and

WHEREAS, it is the general policy of the City to charge for the full costs of services provided by City Staff when such services benefit individual users rather than members of the community as a whole; and

WHEREAS, notice of public hearing has been duly given, the required public hearing held on May 19, 2025, as duly noticed, and oral and written presentations were made and received; and

WHEREAS, the City Council deems it advisable and in the best interests of the City to update and adopt fees and charges for the cannabis business permit program, included in the Master Fee Schedule; and

WHEREAS, all requirements of the law regarding notice and the provision of data are hereby found and met.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF REDWOOD CITY AS FOLLOWS:

1. The above recitals are true and correct and incorporated herein by reference, and each is relied upon independently by the City Council for its adoption of this Resolution.

2. The City Council accepts and adopts the Cannabis Regulatory Fee Study, set forth in Exhibit B, and finds and determines that the Cannabis Business Permit fees do not exceed the City's estimated reasonable costs for issuing permits, performing investigations, inspections, and audits related to the permitting and ongoing regulation of cannabis businesses operating within the City, and the administrative enforcement and adjudication thereof.

3. The schedule of Cannabis Business Permit fees for cannabis business permitting services in the City of Redwood City is hereby approved and adopted as set forth in Exhibit A, attached hereto and incorporated herein. The fees shall be incorporated into the City's Master Fee Schedule. In addition to the permit fees calculated by the Cannabis Regulatory Fee Study, Exhibit A also includes, for ease of reference and in furtherance of transparency, pass through fees, which are set by and paid directly to a private consultant, and a Zoning Verification Letter Fee, which is a current fee that was set as part of the City's user fee update by Resolution No. 15583.

4. Commencing on July 1, 2026, and on July 1 of each fiscal year thereafter, the proposed Cannabis Business Permit fees shall be administratively revised and increased annually by a factor equal to the net change in average City salaries and benefits costs for that fiscal year. Such net change is measured by dividing the average budgeted City salary and benefit costs for the fiscal year in which the change is to become effective by the average budgeted City salary and benefits costs for the prior fiscal year. The average budgeted City salary and benefit costs for any fiscal year shall be determined by dividing the total budgeted salary and benefit costs by the expected total number of full-time equivalent employees for that fiscal year. Notwithstanding the foregoing, in no event shall the annual administrative revisions described in this Section 4 apply to any fees and charges established by other agencies or private consultants or as otherwise may be prohibited by applicable law.

5. If there are conflicts between the fees adopted in this Resolution and the fees adopted by any prior resolution or fee schedule, the fees adopted pursuant to this Resolution shall control. This Resolution does not supersede any previous resolution or ordinance setting fees that are not included in Exhibit A to this Resolution.

6. The City Council finds that this Resolution is not subject to the California Environmental Quality Act ("CEQA"). This action is not a project within the meaning of the CEQA Guidelines Section 15378(b)(4) as it involves the creation of government funding mechanisms which do not involve any commitment to any specific project which may cause significant effect on the environment. Therefore, approval of the fees and charges is not a "project" for purposes of CEQA, pursuant to CEQA Guidelines, Section 15378(b)(4); and, even if considered a "project" under CEQA, is exempt from CEQA review pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with

certainty that there is no possibility that approval of the fees and/or charges may have a significant effect on the environment.

7. This resolution shall be effective May 19, 2025.

* * *

EXHIBIT A

Fees Effective May 19, 2025.

Fee Description	Type	Fee ¹	Unit
Annual Operating Permit			
Annual Operating Permit Fee	Fee	\$27,468	per applicant
Renewal Fee	Fee	\$5,028	per applicant
Retail Delivery Service (Redwood City Business)			
Delivery Vehicle Inspection	Fee	\$739	per vehicle
Other Fees			
Appeal Fee	Deposit ²	\$2,600	per applicant
Permit Amendment (Change in Premises or Ownership)	Deposit ²	\$3,200	per applicant
Any Permit, Inspection, or Formal Determination Not Listed	Deposit ²	\$2,500	per applicant
Zoning Verification Letter	Fee	\$692	per applicant
Background Check			
Initial Background Check (New Owner)	Consultant Fee ³	\$300	per owner
Annual Renewal (Owner)	Consultant Fee ³	\$125	per owner
Initial Background Check (New Employee)	Consultant Fee ³	\$125	per employee
Annual Renewal (Employee)	Consultant Fee ³	\$100	per employee
Replacement ID Card	Consultant Fee ³	\$15	per owner/employee

Notes:

¹ All fees are rounded to the nearest whole dollar. Commencing on July 1, 2026, and on July 1 of each fiscal year thereafter, the Proposed Fees shall be administratively revised and increased annually by a factor equal to the net change in average City salaries and benefits costs for that fiscal year. Such net change is measured by dividing the average budgeted City salary and benefit costs for the fiscal year in which the change is to become effective by the average budgeted City salary and benefits costs for the prior fiscal year. The average budgeted City salary and benefit costs for any fiscal year shall be determined by dividing the total budgeted salary and benefit costs by the expected total number of full-time equivalent employees for that fiscal year.

² Deposit Services are provided on an "Actual Cost" basis. Actual Costs are determined by the fully burdened rates by position performing service. The rates are included in Appendix A and on file with the City Clerk.

³

This fee is listed for reference only. Background check fees are paid directly by applicants to the City's designated third-party consultant. These fees are not collected by the City.

Fully Burdened Rates		
Department	Title	FBHR
Community Development	Economic Development Manager (EDM)	\$ 218.94
	Senior Planner (SP)	\$ 190.29
	Senior Building Inspector (SBI)	\$ 172.10
Finance	Revenue Services Manager (RSM)	\$ 184.09
	Senior Accountant (SA)	\$ 177.83
City Attorney	Senior Assistant City Attorney (ACA)	\$ 225.71
Police Department	Admin Lieutenant (AL)	\$ 342.57
	Admin Secretary (AS)	\$ 107.54
Fire Department	Fire Marshal (FM)	\$ 210.86
Other:		
	Consultant	\$300.00



REGULATORY FEE STUDY

City of Redwood City Cannabis Business Permit Fees

April 2025

Engineer of Work:



4745 Mangels Boulevard
Fairfield, California 94534
707.430.4300

www.sci-cg.com

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Executive Summary

The City of Redwood City (“City”) retained SCI Consulting Group (“SCI) to reevaluate and update its Cannabis Business Permit Fee structure. The purpose of this Regulatory Fee Study (“Fee Study”) is to reevaluate and update the City’s cannabis regulatory fee structure and to establish a clear legal and policy foundation for imposing fees related to the permitting and ongoing regulation of cannabis businesses operating within the City.

This Fee Study provides a comprehensive analysis of the reasonable direct and indirect costs incurred by City departments and contracted service providers to administer the City’s cannabis regulatory program. These services include application intake and review, permit issuance, compliance inspections and financial audits, and enforcement of cannabis-related provisions of the City’s Municipal Code.

The Fee Study identifies 100% full cost recovery for City services and presents recommended fees based on a target cost recovery level established through coordination with City staff. The findings and recommendations presented in this report and its appendices are intended to ensure that the City’s cannabis regulatory program remains legally defensible, financially sustainable, and aligned with current operational practices.

Background and Legal Framework

Background

As part of a broader cost recovery strategy, local governments often adopt user fees to fund programs and services that provide a direct benefit to individual users, rather than to the general public. Regulatory fees are used to recover the reasonable costs of administering and enforcing programs that oversee private-sector activities.

The City's current Cannabis Business Permit Fee schedule was originally adopted in 2018. Since then, the program's operations have undergone significant changes. Internal processes have evolved, some services have been streamlined or restructured, and certain fee categories are now outdated, misaligned with actual service costs, or no longer applicable. As a result, the existing fee structure no longer accurately reflects the City's cost of providing cannabis-related regulatory services, prompting the need for this updated fee study.

Legal Framework

In California, the imposition of user fees is governed by a combination of constitutional provisions, voter-approved measures, and statutory requirements. Specifically, fees must comply with the California Constitution, Proposition 218 (1996), Proposition 26 (2010), and relevant sections of the California Government Code and Code of Regulations. These legal frameworks collectively define what constitutes a fee versus a tax and set standards to ensure transparency, fairness, and accountability in public finance.

Regulatory fees are a specific class of user fees imposed to fund the reasonable cost of governmental activities associated with regulating private conduct. These fees are typically intended to offset the public costs or burdens generated by specific activities—such as environmental impacts, safety risks, or administrative oversight—and are commonly applied to areas like licensing, permitting, inspections, and enforcement.

Under Proposition 26, fees fall under one or more of seven enumerated exceptions to the definition of a "tax." Fees that meet one or more of these exceptions are not considered taxes and can be imposed without a public vote. The cannabis-related fees evaluated in this fee study fall under the first three categories, which include:

1. Charges for a specific benefit or privilege received only by those paying the fee;
2. Charges for a specific government service provided directly to the payor;
3. Charges for the reasonable regulatory costs of issuing licenses and permits, performing investigations and inspections, and enforcing compliance.

Substantive Requirements of Proposition 26

To ensure compliance with Proposition 26, this Fee Study establishes the following:

1. Demonstrate the fee is not a tax, as it falls within one or more statutory exceptions;
2. The amount of the fee does not exceed the reasonable cost of providing the associated governmental activity or service; and
3. The method of cost allocation reasonably reflects the burden or benefit attributable to the payor, relative to the governmental activity.

Additional Policy Considerations

When establishing or updating a fee schedule, it is important for local governments to adopt policies that ensure the fee structure remains aligned with actual service delivery costs over time. Labor expenses, operational processes, and administrative overhead can fluctuate year to year, which can lead to discrepancies between the cost of providing a service and the fee charged if the schedule is not regularly maintained.

Annual Adjustments for Inflation

To preserve the integrity of the fee schedule, it is recommended that the City incorporate an annual inflation adjustment mechanism into the fee resolution. This allows the City to make routine adjustments without requiring a full cost-of-service study each year. SCI recommends that the City administratively revise and increase the fees annually by a factor equal to the net change in average City salaries and benefits costs for that fiscal year. Such net change is measured by dividing the average budgeted City salary and benefit costs for the fiscal year in which the change is to become effective by the average budgeted City salary and benefits costs for the prior fiscal year. The average budgeted City salary and benefit costs for any fiscal year shall be determined by dividing the total budgeted salary and benefit costs by the expected total number of full-time equivalent employees for that fiscal year.

Periodic Comprehensive Fee Review

In addition to annual inflationary adjustments, it is recommended that the City conduct a comprehensive fee study every five years. This broader review should evaluate the full cost of services, identify new or modified service areas, and consider the addition, revision, or elimination of fees as needed. This periodic reassessment supports long-term fiscal responsibility and ensures the fee structure remains responsive to changes in service delivery, regulatory requirements, and community needs.

Reasons for Fee Decreases/Increases or Removal of Current Fees

As part of this Fee Study, a comparison was conducted between the City's current cannabis fee schedule and the updated fees recommended in this report. In many cases, the revised fees reflect either an increase or decrease from existing rates. These changes are the result of a number of operational and structural factors that have evolved since the original fee schedule was developed. Key drivers include:

- **Evolving Staffing Levels and Classifications:** The City has adjusted staffing models to better align with actual program needs. The staff positions assigned to cannabis-related tasks today may differ from those used in the original cost model. In some cases, responsibilities have shifted to roles with different pay scales, resulting in either increased or reduced labor costs depending on the assignment.
- **Updates to City Processes and Procedures:** At the outset of the cannabis program, the City adopted a cautious and highly structured regulatory approach due to the newness and sensitivity of the industry. There were many unknowns regarding the complexity of operations, and the level of oversight that would be required. As a result, early processes were resource-intensive by design. Over time, as the City gained experience regulating cannabis businesses, departmental workflows have been refined and streamlined. Updated procedures have eliminated unnecessary redundancies, clarified roles and responsibilities, and improved the overall efficiency of service delivery. These changes have had a direct impact on the time and resources needed to perform key regulatory functions.
- **Shifts in Service Demand:** Fluctuations in the volume and complexity of cannabis business activity have influenced departmental workload, which may result in changes to cost structures and required staffing.
- **More Accurate Time Estimates Based on Actual Experience:** This study is based on real-time estimates provided by City staff with direct experience performing cannabis-related tasks. These updated estimates reflect current operational realities and provide a more accurate foundation for calculating the cost of services.

Additionally, through that review, several fees were identified as outdated, duplicative, or no longer relevant due to changes in City practices, regulations, or program structure. The following are key reasons for the removal or consolidation of certain fees:

Cannabis Business Application Processing Fee

The City's existing Cannabis Business Application Processing Fee was originally established to support the review of applications for cannabis delivery-only businesses. Under this process, applicants were required to submit complete applications by a designated deadline. While the City initially anticipated approving three delivery-only businesses, a total of six permits were ultimately issued. None of those businesses currently hold an active delivery-only permit, and the City has indicated no plans to reopen the application process for delivery-only operations.

Subsequently, the City launched a new phase to permit up to six storefront cannabis businesses (with optional delivery), using a multi-phased, competitive selection process. However, the application processing fee was not updated at that time to reflect the expanded scope or increased complexity of this competitive process. The City has successfully awarded all six permits and has no plans to expand the number of authorized storefront cannabis businesses or reopen the application period. As the original fee structure no longer aligns with the City's current permitting framework and objectives, it is considered obsolete and is recommended for removal from the current fee schedule.

Review Delivery Plan Requirements

This fee was originally established to recover the cost of reviewing delivery operation plans submitted by applicants seeking a cannabis business permit, specifically those proposing delivery-only operations. As outlined in Municipal Code Section 32.161(A), the delivery plan review fee was intended to defray the City's costs associated with evaluating delivery-related components of permit applications, as part of the overall cannabis business permitting process.

Since the City no longer accepts applications for delivery-only businesses and has streamlined its oversight procedures, the requirement to submit a separate, detailed delivery plan has been eliminated. Delivery-related compliance is now limited to vehicle inspections conducted by the Police Department. Accordingly, the Review Delivery Plan Requirement Fee is no longer applicable and is recommended for removal from the cannabis fee schedule.

GPS Tracking Device and Monthly Monitoring

The City initially planned to implement centralized GPS tracking systems, with the intention of managing and monitoring delivery activity through standardized equipment. However, the City has since revised the City Manager's Regulations, opting instead to allow individual cannabis operators to determine how best to meet GPS tracking requirements. As a result, the responsibility for procuring and maintaining tracking devices now rests with the operators, and the City no longer incurs costs related to this function. Accordingly, the associated fee is considered no longer necessary and is recommended for removal from the fee schedule.

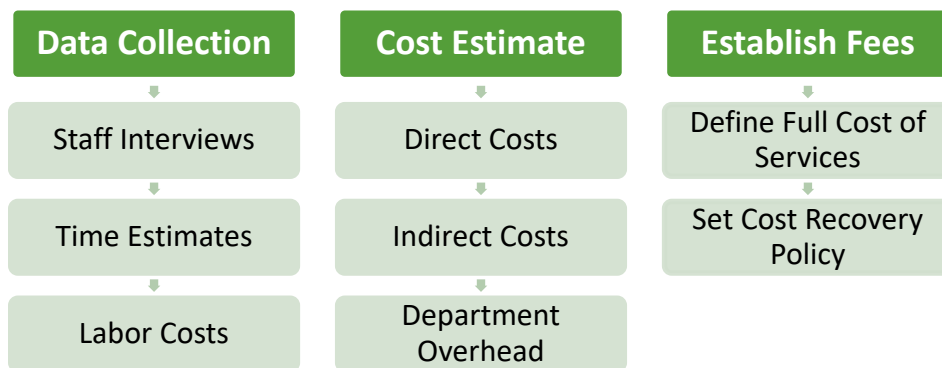
Methodology and Approach

Conceptual Approach

This Fee Study is grounded in a cost-of-service methodology that aligns with the legal framework for regulatory fees under California law, including Proposition 26. The underlying principle is that regulatory fees should not exceed the reasonable cost of the governmental activity and must reflect a fair relationship between the fee charged and the burden placed on City resources by the payor.

To accomplish this, SCI utilized an activity-based costing (ABC) approach, a recognized best practice in municipal fee studies. This method involves identifying the specific tasks and activities performed by City staff and contractors in connection with cannabis permitting, compliance, and enforcement. These activities include application intake and review, compliance inspections, financial audits, permit issuance, annual renewals, and enforcement actions.

Figure 1 – Fee Study Process Summary



Interdepartmental Collaboration and Cost Identification

SCI undertook a collaborative and deliberate process to develop an appropriate fee structure. An interdepartmental working group, including representatives from Community Development, Finance, City Attorney’s Office, and Police Department, participated in the development and review of the proposed fees.

For each fee included in this study, SCI reviewed the City’s cannabis regulations under Municipal Code Chapter 32, Article V, Division 7 – Regulation of Cannabis Businesses and the City Manager Regulations to identify the specific tasks and responsibilities associated with permitting, compliance, and enforcement. SCI conducted interviews with staff from each participating department to document the personnel involved and estimate the number of hours required to complete each task.

Estimated labor hours were then multiplied by each department’s Fully Burdened Hourly Rates (FBHRs) to determine the total cost of service. These hourly rates incorporate the full spectrum of costs associated with service delivery, including:

- **Direct Costs:** immediate, hands-on costs associated with providing a specific service to the public including contracted services.
- **Indirect Costs:** support costs that assist in delivering direct services but are not directly visible to the end user.
- **Departmental Overhead:** shared costs within a specific department that benefit multiple services or functions.

Review and Validation

Detailed cost tables were developed to support the calculation of each fee, showing the estimated hours, staff classifications, and applicable cost elements. These estimates were reviewed by both City staff and SCI to ensure the assumptions were reasonable and reflective of actual departmental effort.

Fees are based on the time and effort required for each phase of the cannabis permitting process or annual regulatory activity. The time estimates are standardized by activity type and the FBHRs reflect current staffing costs at the time of the study.

Cannabis Business Permit Fees

Summary of General Findings

The following general findings from the Fee Study are presented:

1. The City went through a deliberative process to establish reasonable costs for permitting and annual enforcement of the City's regulations.
2. The fee amounts determined by this Fee Study do not exceed the reasonable cost of permitting and enforcement of the new regulations.
3. The fees bear a fair or reasonable relationship to the payor's burden on or benefits from the regulatory program.

Summary of Recommendations

Based on the analysis presented in this Fee Study, it is recommended that the City adopt the proposed fees outlined in Figure 2.

Figure 2 – Summary of Proposed Fees

Fee Description	Type	Fee ¹	Unit
Annual Operating Permit			
Annual Operating Permit Fee	Fee	\$27,468	per applicant
Renewal Fee	Fee	\$5,028	per applicant
Retail Delivery Service (Redwood City Business)			
Delivery Vehicle Inspection	Fee	\$739	per vehicle
Other Fees			
Appeal Fee	Deposit ²	\$2,600	per applicant
Permit Amendment (Change in Premises or Ownership)	Deposit ²	\$3,200	per applicant
Any Permit, Inspection, or Formal Determination Not Listed	Deposit ²	\$2,500	per applicant

Notes:

¹

All fees are rounded to the nearest whole dollar. Commencing on July 1, 2026, and on July 1 of each fiscal year thereafter, the Proposed Fees shall be administratively revised and increased annually by a factor equal to the net change in average City salaries and benefits costs for that fiscal year. Such net change is measured by dividing the average budgeted City salary and benefit costs for the fiscal year in which the change is to become effective by the average budgeted City salary and benefits costs for the prior fiscal year. The average budgeted City salary and benefit costs for any fiscal year shall be determined by dividing the total budgeted salary and benefit costs by the expected total number of full-time equivalent employees for that fiscal year.

² Deposit Services are provided on an "Actual Cost" basis. Actual Costs are determined by the fully burdened rates by position performing service. The rates are included in Appendix A and on file with the City Clerk.

Annual Operating Permit Fees

Annual Operating Permit Fee

The Annual Operating Permit Fee is required for all permitted cannabis businesses and covers the costs associated with administering the cannabis regulatory program. This fee supports general program oversight, compliance activities, enforcement activities, and other regulatory functions necessary to ensure adherence to City and state cannabis laws. Additionally, a portion of the fee contributes to the Education Fee, which funds community education, harm reduction initiatives, and public awareness programs related to cannabis use and industry regulations. Payment of this fee is due upon the successful renewal of the Annual Operating Permit and must be paid in full.

Figure 3 – Annual Operating Permit Fee

Fee Description	Type	Fee ¹	Unit
Annual Operating Permit Fee	Fee	\$27,468	per applicant

Renewal Fee

The Renewal Fee recovers the costs associated with reviewing renewal applications and issuing the Annual Operating Permit. This fee supports the administrative review process, including evaluating compliance history, verifying required documentation, and ensuring continued adherence to local and state cannabis regulations. Payment of this fee is required upon submission of a renewal application and must be made in full for the permit to be successfully renewed.

Figure 4 – Renewal Fee

Fee Description	Type	Fee ¹	Unit
Renewal Fee	Fee	\$5,028	per applicant

Retail Delivery Service Fee (Redwood City Business)

The Delivery Vehicle Inspection fee covers the cost of inspecting delivery vehicles used by permitted Redwood City cannabis retailers that wish to deliver cannabis and/or cannabis products. The inspection ensures that all vehicles comply with local and state regulations. This non-refundable fee must be paid at the time of scheduling the inspection. Approval is required before any permitted cannabis retailer in the City may use a vehicle for cannabis deliveries within the City.

Figure 5 – Delivery Vehicle Inspection (Redwood City Business)

Fee Description	Type	Fee ¹	Unit
Delivery Vehicle Inspection	Fee	\$739	per vehicle

Other Fees

Appeal Fee

The Appeal Fee applies when an aggrieved person seeks to contest a decision by the City Manager or their designee to deny, suspend, or revoke a cannabis Annual Operating Permit. All such appeals must be submitted in accordance with the procedures set forth in the Municipal Code, regulations, and forms and will be heard by a designated Hearing Officer. This fee covers the administrative costs of processing the appeal, including staff time, scheduling, document review, and coordination of the hearing process.

The appeal process can vary significantly in duration and complexity depending on the nature of the case. As such, the City should structure the Appeal Fee as a deposit-based fee, with actual costs billed on a time-and-materials basis. This approach ensures that applicants are charged proportionately for the services provided, including staff time, hearing coordination, and administrative processing.

Appeals will not be deemed complete or scheduled until the initial deposit has been received. Following the conclusion of the appeal process, the City will reconcile actual costs and either return any unused portion of the deposit or invoice the appellant for any additional amount if costs exceed the initial deposit.

Figure 6 – Appeal Fee

Fee Description	Type	Fee ¹	Unit
Appeal Fee	Deposit ²	\$2,600	per applicant

Permit Amendment (Change in Premises or Ownership) Fee

The Permit Amendment Fee covers the cost of processing amendments to an Annual Operating Permit resulting from a change in business premises or ownership. This process includes a comprehensive review of the updated application, verification of compliance with City and State cannabis regulations, and any necessary inspections associated with the proposed changes.

Given that amendment requests can vary significantly in scope, complexity, and required staff involvement, the City should structure this fee as a deposit-based, time-and-materials fee. This ensures that applicants are charged fairly based on the actual services provided, including application review, coordination with relevant departments, inspections, and administrative processing.

The City will reconcile costs upon completion of the review and either refund any unused portion of the deposit or request additional funds if actual costs exceed the initial deposit amount.

Figure 7 – Permit Amendment (Change in Premises or Ownership) Fee

Fee Description	Type	Fee ¹	Unit
Permit Amendment (Change in Premises or Ownership)	Deposit ²	\$3,200	per applicant

Any Permit, Inspection, or Formal Determination Not Listed Fee

This fee applies to any cannabis-related permit, inspection, or formal determination request not specifically identified in the City's adopted cannabis fee schedule. It is intended to cover the staff time and resources required to review, evaluate, and respond to unique or case-specific requests that fall outside the scope of standard processes.

Due to the variable nature of such requests, the City should structure this fee as a deposit-based, time-and-materials fee. The applicant will be responsible for all actual costs incurred by the City, including but not limited to staff time, legal or consultant review (if applicable), inspections, and administrative processing.

The City will reconcile the deposit upon completion of the request and will either refund any unused funds or invoice the applicant for additional costs if the deposit is exceeded. Payment of the initial deposit is required before work on the request will begin.

Figure 8 – Any Permit, Inspection, or Formal Determination Not Listed Fee

Fee Description	Type	Fee ¹	Unit
Any Permit, Inspection, or Formal Determination Not Listed	Deposit ²	\$2,500	per applicant

Appendix A - Fully Burdened Hourly Rates

Fully Burdened Rates		
Department	Title	FBHR
Community Development	Economic Development Manager (EDM)	\$ 218.94
	Senior Planner (SP)	\$ 190.29
	Senior Building Inspector (SBI)	\$ 172.10
Finance	Revenue Services Manager (RSM)	\$ 184.09
	Senior Accountant (SA)	\$ 177.83
City Attorney	Senior Assistant City Attorney (ACA)	\$ 225.71
Police Department	Admin Lieutenant (AL)	\$ 342.57
	Admin Secretary (AS)	\$ 107.54
Fire Department	Fire Marshal (FM)	\$ 210.86
	Other:	
	Consultant	\$300.00

Appendix B - Supporting Calculations and Data Tables

Annual Operating Permit Fee

Annual Operating Permit Fee														
General Tasks/Activities	City Administration									Outside Service		Total Labor		
	Community Development			Finance		City Attorney	Police		Fire	Cannabis	Hours	Cost	Contracted Costs	Total Cost
	EDM	SP	SBI	RSM	SA	ACA	AL	AS	FM	Consultant				
<i>Fully Burdened Hourly Rate</i>	\$219	\$190	\$172	\$184	\$178	\$226	\$343	\$108	\$211	\$300				
Program Administration	4.00	4.00	-	12.00	3.00	3.00	6.00	2.00	-	5.00	39.00	\$8,612	\$0	\$8,612
Compliance Inspections	1.00	-	-	-	-	1.00	2.00	-	-	-	4.00	\$1,130	\$2,500	\$3,630
Financial Audits	-	-	-	-	-	1.00	-	-	-	-	1.00	\$226	\$10,000	\$10,226
Education Fee	-	-	-	-	-	-	-	-	-	-	0.00	\$0	\$5,000	\$5,000
Total	5.00	4.00	-	12.00	3.00	5.00	8.00	2.00	-	5.00	44.00	\$9,968	\$17,500	\$27,468

Annual Operating Permit Renewal Fee

Annual Operating Permit Renewal Fee

General Tasks/Activities	City Administration								Outside Service	Total Labor				
	Community Development			Finance		City Attorney	Police		Fire	Cannabis	Hours	Cost	Contracted Costs	Total Cost
	EDM	SP	SBI	RSM	SA	ACA	AL	FM	Consultant					
<i>Fully Burdened Hourly Rate</i>	\$219	\$190	\$172	\$184	\$178	\$226	\$343	\$211	\$300					
Application Intake	0.50	-	-	1.00	-	-	-	-	-	-	1.50	\$294	\$0	\$294
Application Review	-	-	-	-	-	0.50	-	-	-	3.00	3.50	\$1,013	\$0	\$1,013
Compliance Inspection	1.00	-	-	-	-	-	2.00	-	-	-	3.00	\$904	\$2,500	\$3,404
Permit Issuance or Denial	0.50	0.50	-	-	-	0.50	-	-	-	-	1.50	\$317	\$0	\$317
Total	2.00	0.50	-	1.00	-	1.00	2.00	-	3.00	9.50	\$2,528	\$2,500	\$5,028	

Delivery Vehicle Inspection Fee

Retailer Delivery Vehicle Inspection Fee

General Tasks/Activities	City Administration								Outside Service	Total Labor				
	Community Development			Finance		City Attorney	Police		Fire	Cannabis	Hours	Cost	Contracted Costs	Total Cost
	EDM	SP	SBI	RSM	SA	ACA	AL	AS	FM	Consultant				
<i>Fully Burdened Hourly Rate</i>	\$219	\$190	\$172	\$184	\$178	\$226	\$343	\$108	\$211	\$300				
Vehicle Inspection	-	-	-	-	-	-	2.00	0.50	-	-	2.50	\$739	\$0	\$739
Total	-	-	-	-	-	-	2.00	0.50	-	0.00	2.50	\$739	\$0	\$739

Passed and adopted by the Council of the City of Redwood City at a
Joint City Council/Successor Agency Board/Public Financing Authority Meeting
thereof held on the 19th day of May 2025 by the following votes:

AYES: Chu, Gee, Howard, Padilla, Sturken, Vice Mayor Eakin,
and Mayor Martínez Saballos

NOES: None

ABSENT: None

ABSTAINED: None

RECUSED: None



Elmer Martínez Saballos
Mayor of the City of Redwood City

Attest:



Yessika Castro, CMC, CPMC
City Clerk of Redwood City

I hereby approve the foregoing resolution this
19th day of May 2025.



Elmer Martínez Saballos
Mayor of the City of Redwood City