

City of San Mateo

Adopted  
Comprehensive  
Fee  
Schedule

July 1, 2016 to

June 30, 2017







**CITY OF SAN MATEO**  
**COMPREHENSIVE FEE SCHEDULE**

**SPECIAL PROVISION**

In instances where there is no fee specified for a permit, license, or other entitlement, the fee shall be cost which includes an indirect cost allocation calculated by the Finance Department.



## CITY OF SAN MATEO

### COMPREHENSIVE FEE SCHEDULE

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**Fees will become  
effective:  
July 1, 2016**



## **CITY CLERK**

	<b>DESCRIPTION OF SERVICES</b>	<b>UNIT</b>	<b>Fee</b>
<b>I.</b>	<b>ELECTION DOCUMENTS</b>	Per Page	\$ .10
<b>II.</b>	<b>PHOTOCOPIES</b>	Per Page	\$ .15
<b>III.</b>	<b>SAN MATEO MUNICIPAL CODE</b>	2-vol. set	\$150.00 \$115.00 (Volume I only) \$35.00 (Volume II only)
<b>IV.</b>	<b>CODE SUPPLEMENTS</b>	Per Year	\$35.00
<b>V.</b>	<b>OUTSIDE SERVICES</b>  Reproductions not performed by City (maps, photos, etc).	Per reproduction	Actual costs
<b>VI.</b>	<b>CERTIFICATIONS</b>	Each	\$1.50
<b>VII.</b>	<b>APPEALS</b> to the City Council of a decision by the Planning Commission, Community Relations Commission, or Public Works Commission.	Each appeal	\$500.00
<b>VII.</b>	<b>INITIATIVE FILING FEE</b>	Each	\$200.00



**COMMUNITY DEVELOPMENT  
BUILDING DIVISION**

	<b>DESCRIPTION OF SERVICES</b>	<b>UNIT</b>	<b>FEES</b>
<b>I.</b>	<b>BUILDING PERMIT AND PLAN CHECK FEES</b>		
	<b>A. BASE BUILDING PERMIT FEE</b>		
	\$1.00 - \$500.00	Valuation	\$77.75
	\$501.00 - \$2,000.00	Valuation	\$77.75 (for the 1st \$500.00) + \$4.54 for each add'l \$100 or fraction thereof to & inc. \$2,000.
	\$2,001.00 - \$25,000.00	Valuation	\$145.85 (for the 1st \$2,000) + \$19.20 for each add'l \$1,000 or fraction thereof, to & inc. \$25,000.
	\$25,001.00 - \$50,000.00	Valuation	\$587.45 (for the first \$25,000) + \$14.44 for each add'l \$1,000 or fraction thereof, to & inc. \$50,000.
	\$50,001.00 - \$100,000.00	Valuation	\$948.45 (for the first \$50,000) + \$10.03 for each add'l \$1,000 or fraction thereof, to & inc. \$100,000.
	\$100,001.00 - \$500,000.00	Valuation	\$1,449.95 (for the 1st \$100,000) + \$7.70 for each add'l \$1,000 or fraction thereof, to & inc. \$500,000.
	\$500,001.00 - and up	Valuation	\$4,529.95 (for the 1st \$500,000) + \$6.75 for each add'l \$1,000 or fraction thereof.
	<b>NOTE:</b> Building valuation shall be established pursuant to Section 23.06.120 of SMMC.		
	<b>B. BUILDING SERVICE FEE</b>	Construction valuation of project	0.48% of valuation.
	<b>C. BUILDING PLAN CHECK FEE</b>	Fee	85% of base building permit fee.

**COMMUNITY DEVELOPMENT  
BUILDING DIVISION**

	<b>DESCRIPTION OF SERVICES</b>	<b>UNIT</b>	<b>Fee</b>
D.	<b>FIRE PLAN CHECK FEE</b> This fee will be charged for all projects which require fire review.	Fee	32% of base building permit fee.
E.	<b>PLAN CHECK FEES FOR IDENTICAL AND MIRROR IMAGE PLANS</b>	Fee	85% of base building permit fee for first plan check; then 5% of plan checking fees for identical and mirror image plans where uniform codes have not changed.
F.	<b>PHASED PROJECT PLAN CHECK</b> Fast track plan review for major projects granted phased construction permits (shoring, foundation only, superstructure).	Fee	15% of basic plan check fee added to plan check and planning plan check fees.
G.	<b>OTHER OUTSIDE CONSULTANTS</b>	Fee	Consultant's charges plus 10%.
H.	<b>ENERGY CONSERVATION FEE</b> Building fee for buildings which are subject to compliance with State Mandated Energy Regulations.	Fee	30% of base building permit fee.
I.	<b>PLANNING PLAN CHECK</b> The fee will be charged for all projects which require a planning application, for new single-family homes and duplexes, and for any other permit application that requires review by the Planning division.	Fee	40% of building plan check fee.
J.	<b>PLANNING SERVICE FEE</b> General Plan Maintenance Fee	Construction valuation of all projects	0.39% of valuation.
K.	<b>STATE TAX</b> Strong motion instrumentation and seismic hazard mapping. (Fee set by State of California.)	Fee	13 mills/\$1,000 valuation Residential (Minimum \$0.50) 28 mills/\$1,000 valuation non-residential. (Minimum \$0.50).
L.	<b>BUILDING STANDARDS ADMINISTRATION SPECIAL REVOLVING FUND</b>	Fee	\$1/\$25,000 valuation
M.	<b>INVESTIGATION FEE</b> Inspection fee for construction begun without a permit.	Per permit	Minimum of 100% of permit fee added to all permits up to 500%.
N.	<b>PLANNING INSPECTION FEE</b> This fee will be required for all projects with an associated Planning Application.	Fee	0.05% of valuation.

**COMMUNITY DEVELOPMENT  
BUILDING DIVISION**

	<b>DESCRIPTION OF SERVICES</b>	<b>UNIT</b>	<b>Fee</b>
<b>II.</b>	<b>OTHER INSPECTIONS AND FEES</b> Applicable to building, plumbing, electrical and mechanical permits.		
A.	Inspections outside of normal business hours.	Per hour	\$97.80 (2 hour minimum).
B.	Reinspection fee	Per hour	\$97.80 (1 hour minimum).
C.	Inspections and site visits for which no fee is specifically indicated.	Per hour	\$97.80 (1/2 hour minimum).
D.	Plan review required by changes, additions or revisions to approved plans, or more than two rechecks.	Per hour	Hours x hourly rate x 2 (1/2 hour minimum).
E.	Fees for condominium conversion projects.	Per hour	Hrs. x hrly. rate x 2 (time includes review of rpts., insp. & related work prior to issuance of building permit).
F.	Reactivation fee for expired permits.	Per reactivation	\$186.43 minimum or current permit fee, whichever is less. Where all inspections up to and including sheetrock were previously made. Maximum 50% of new permit fee.
G.	Archiving Fee	Percentage	5% of building permit fee.
H.	Relocation of Building	Fee	\$48.91 plus fees for necessary work at new location.
I.	Permits for small animals & fowl.		\$28.29
J.	Application for demolition of residential units which have been declared a public nuisance or which are being demolished on approval of the Building Official under Section 23.06.100.	Actual Cost	\$97.80 per hr of staff time
K.	Hardship waiver for disabled access requirements.	Each	\$387.45
L.	Cost of Report Copies.	Each pg	\$0.27
M.	Building/Property research and inquiry fee.	Per hour	\$142.18 (1 <sup>st</sup> hour free)
N.	Research re: alternate materials and code interpretations requiring consultation with outside agencies.	Each	\$387.45

**COMMUNITY DEVELOPMENT  
BUILDING DIVISION**

	<b>DESCRIPTION OF SERVICES</b>	<b>UNIT</b>	<b>Fee</b>
	O. Combination Building, Plumbing, Electrical, and Mechanical permits for minor residential remodels:  Bathroom remodels consisting of 4 plumbing fixtures maximum.  Kitchen remodels consisting of a maximum of: 1 plumbing fixture or 20 electrical lights/switches/outlets maximum or a maximum of 2 gas-fired appliances.	Each combination permit	\$316.21
	P. Rooftop Solar Energy Systems for SFR  Rooftop Solar Energy Systems for Multi-family Buildings (Fee set by State of California, SB 1222, sunset 1/1/18)  Up to 15 KW  16 KW and up	Each combination permit	\$316.21  \$500.00  \$500.00 (plus \$15.00 for each additional KW)
	Rooftop Solar Energy Systems for Commercial Buildings (Fee set by State of California, SB 1222, sunset 1/1/18)  Up to 50 KW  51 KW to 250 KW  251 KW and up	Each	\$1,000.00  \$1,000.00 (plus \$7.00 for each additional KW up to 250 KW)  \$2,400.00 (plus \$5.00 for each additional KW over 251 KW)
	Q. Document Delivery Fees/Property History: Client Pick Up First Class Mail FAX	Each Each Each	Free \$6.03 \$6.03

**COMMUNITY DEVELOPMENT  
BUILDING DIVISION**

	<b>DESCRIPTION OF SERVICES</b>	<b>UNIT</b>	<b>FEE</b>
<b>III.</b>	<p><b>ELECTRICAL PERMIT FEES</b></p> <p>A. MINIMUM ELECTRICAL PERMIT FEE</p> <p>B. ELECTRICAL PLAN CHECK FEE</p> <p>C. PERMIT ISSUANCE</p> <ol style="list-style-type: none"> <li>1. For issuing permit</li> <li>2. Where electrical valuation deducted from building permit valuation</li> </ol> <p>D. SYSTEM FEE SCHEDULE</p> <p>The following do not include permit issuing fee.</p> <ol style="list-style-type: none"> <li>1. New Residential Bldgs, Residential Additions, &amp; Comm'l. Tenant Improvements. For other types of occupancies &amp; alterations, additions &amp; modifications to existing buildings, use either .10/sq ft or, if unit counts are provided, use the UNIT FEE SCHEDULE.</li> <li>2. Private Swimming Pools For new private, residential, in-ground, swimming pools for single-family &amp; multi-family occupancies including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping, &amp; other similar electrical equipment directly related to the operation of a swimming pool. For other types of swimming pools, therapeutic whirlpools, spas &amp; alterations to existing swimming pools, use the UNIT FEE SCHEDULE.</li> <li>3. Temporary Power Service For a temporary service power pole or pedestal including all pole or pedestal-mounted receptacle outlets &amp; appurtenances. For a temporary distribution system &amp; temporary lighting &amp; receptacle outlets for construction sites, decorative light, Christmas tree sales lots, firework stands, etc.</li> </ol>	<p>Each</p> <p>Valuation of electrical work</p> <p>Each Valuation</p> <p>Sq. ft.</p> <p>Each</p> <p>Each</p>	<p>\$117.36</p> <p>Using valuation, calculate as 50% of building permit fee.</p> <p>\$49.54 Calculate as for building permit.</p> <p>\$0.15</p> <p>\$117.36</p> <p>\$58.68</p>

## **COMMUNITY DEVELOPMENT BUILDING DIVISION**

	DESCRIPTION OF SERVICES	UNIT	FEE																		
	<p><b>E. UNIT FEE SCHEDULE</b>  The following do not include permit issuing fee.</p> <p>1. Receptacle, Switch and Lighting Outlets<sup>1</sup>  For receptacle, switch, lighting or other outlets at which current is used or controlled, except services, feeders and meters.</p> <table> <tr> <td>First 20</td> <td>Each</td> <td>\$1.98</td> </tr> <tr> <td>Add'l outlets</td> <td>Each</td> <td>\$1.31</td> </tr> </table> <p><sup>1</sup> <b>NOTE:</b> For multi-outlet assemblies, each 5 feet or fraction thereof may be considered as one outlet.</p> <p>2. Lighting Fixtures  For lighting fixtures, sockets or other lamp-holding devices.</p> <table> <tr> <td>First 20</td> <td>Each</td> <td>\$1.98</td> </tr> <tr> <td>Add'l fixtures</td> <td>Each</td> <td>\$1.31</td> </tr> <tr> <td>For pole or platform-mounted lighting fixtures.</td> <td>Each</td> <td>\$1.98</td> </tr> <tr> <td>For theatrical-type lighting fixtures or assemblies.</td> <td>Each</td> <td>\$1.98</td> </tr> </table> <p>3. Residential Appliances<sup>2</sup>  For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens; counter-mounted cooking tops; electric ranges, self-contained room, console, or through-wall air-conditioners; space heaters; food waste grinders; dish-washers; washing machines; water heaters; clothes dryers; or other motor operated appliances not exceeding one horsepower (HP) in rating.</p> <p>4. Nonresidential Appliances<sup>2</sup>  For nonresidential appliances and self-contained factory-wired, nonresidential appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovolt-ampere (KA), in rating including medical and dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment.</p>	First 20	Each	\$1.98	Add'l outlets	Each	\$1.31	First 20	Each	\$1.98	Add'l fixtures	Each	\$1.31	For pole or platform-mounted lighting fixtures.	Each	\$1.98	For theatrical-type lighting fixtures or assemblies.	Each	\$1.98		
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**COMMUNITY DEVELOPMENT  
BUILDING DIVISION**

	<b>DESCRIPTION OF SERVICES</b>	<b>UNIT</b>	<b>FEE</b>															
	<p>5. Power Apparatus<sup>3</sup> For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus, as follows: Rating in horsepower (HP), kilowatts (KW), kilovolt-amperes (KA), or kilovolt-amperes-reactive (KVAR):</p> <table> <tr> <td>Up to and including 1</td><td>Each</td><td>\$7.51</td></tr> <tr> <td>Over 1 &amp; not over 10</td><td>Each</td><td>\$17.93</td></tr> <tr> <td>Over 10 &amp; not over 50</td><td>Each</td><td>\$38.56</td></tr> <tr> <td>Over 50 &amp; not over 100</td><td>Each</td><td>\$71.54</td></tr> <tr> <td>Over 100</td><td>Each</td><td>\$109.94</td></tr> </table>	Up to and including 1	Each	\$7.51	Over 1 & not over 10	Each	\$17.93	Over 10 & not over 50	Each	\$38.56	Over 50 & not over 100	Each	\$71.54	Over 100	Each	\$109.94		
Up to and including 1	Each	\$7.51																
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	<p><sup>3</sup> <b>NOTE:</b> 1. For equipment or appliances having more than one motor, transformer, heater, etc., the sum of the combined ratings may be used.</p> <p>2. These fees include all switches, circuit breakers, contactors, thermostats, relays and other directly related control equipment.</p>																	
	<p>6. Busways<sup>4</sup> For trolley and plug-in type busways</p>	100 ft. or fraction thereof	\$11.26															
			<p><sup>4</sup> <b>NOTE:</b> An add'l fee will be required for lighting fixtures, motors and other appliances that are connected to trolley &amp; plug-in type busways. No fee is required for portable tools.</p>															
	<p>7. Signs, Outline Lighting &amp; Marquees<sup>5</sup> For signs, outline lighting systems or marquees supplied from one branch circuit.</p> <p>For add'l branch circuits within the same sign, outline lighting system or marquee.</p>	Each	\$50.85															
		Each	\$7.51															
	<p>8. Services<sup>5</sup> For services of 600 volts or less &amp; not over 200 amperes in rating.</p> <p>For services of 600 volts or less &amp; over 200 - 1000 amperes in rating.</p> <p>For services over 600 volts or over 1000 amperes in rating.</p>	Each	\$45.06															
		Each	\$88.77															
		Each	\$176.65															
	<p>9. Miscellaneous Apparatus, Conduits, Conductors &amp; Circuits<sup>5</sup> For electrical apparatus, conduits, conductors, &amp; circuits for which a permit is required but for which no fee is herein set forth.</p>	Each	\$33.94															
	<p><sup>5</sup> <b>NOTE:</b> This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, busways, signs or other equipment.</p>																	

**COMMUNITY DEVELOPMENT  
BUILDING DIVISION**

	<b>DESCRIPTION OF SERVICES</b>	<b>UNIT</b>	<b>Fee</b>
<b>IV.</b>	<p><b>MECHANICAL PERMIT FEES</b></p> <p>A. MINIMUM MECHANICAL PERMIT FEE</p> <p>B. MECHANICAL PLAN CHECK FEE</p> <p>C. PERMIT ISSUANCE</p> <ol style="list-style-type: none"> <li>1. For the issuance of permit</li> <li>2. Where mechanical valuation deducted from building permit valuation</li> </ol> <p>D. NEW RESIDENTIAL BUILDINGS, RESIDENTIAL ADDITIONS, &amp; COMMERCIAL TENANT IMPROVEMENTS</p> <p>For other types of occupancies &amp; alterations, additions &amp; modifications to existing buildings, use either .10/sq ft or, if unit counts are provided, use the UNIT FEE SCHEDULE.</p> <p>E. UNIT FEE SCHEDULE</p> <ol style="list-style-type: none"> <li>1. For the installation or relocation of each forced-air or gravity type furnace or burner, including ducts &amp; vents attached to such appliances, up to &amp; including 100,000 Btu/h.</li> <li>2. For the installation or relocation of each forced-air or gravity type furnace or burner, including ducts &amp; vents attached to such appliance over 100,000 Btu/h.</li> <li>3. For the installation or relocation of each floor furnace, including vent.</li> <li>4. For the installation or relocation of each suspended heater, recessed wall heater or floor mounted unit heater.</li> <li>5. For the installation, relocation or replacement of each appliance vent installed &amp; not inc'd in an appliance permit.</li> </ol>	<p>Each</p> <p>Valuation of mechanical work</p> <p>Each Valuation</p> <p>Sq. ft.</p> <p>Each</p> <p>Each</p> <p>Each</p> <p>Each</p> <p>Each</p>	<p>\$117.36</p> <p>Using valuation, calculate as 50% of building permit fee.</p> <p>\$49.54 Calculate as for building permit.</p> <p>\$0.15</p> <p>\$22.58</p> <p>\$26.62</p> <p>\$22.58</p> <p>\$22.58</p> <p>\$11.26</p>

**COMMUNITY DEVELOPMENT  
BUILDING DIVISION**

	<b>DESCRIPTION OF SERVICES</b>	<b>UNIT</b>	<b>Fee</b>
	6. For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit or each heating, cooling, absorption, or evaporative cooling system, including installation of controls regulated by this code.	Each	\$22.58
	7. For the installation or relocation of each boiler or compressor to and including three h.p., or each absorption system to and including 100,000 Btu/h.	Each	\$22.58
	8. For the installation or relocation of each boiler or compressor over three h.p. to & including 15 h.p., or each absorption system over 100,000 Btu/h & including 500,000 Btu/h.	Each	\$39.43
	9. For the installation or relocation of each boiler or compressor over 15 h.p. to & including 30 h.p., or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h.	Each	\$54.58
	10. For the installation or relocation of each boiler or compressor over 30 h.p. to and including 50 h.p., or for each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h.	Each	\$77.32
	11. For the installation or relocation of each boiler or refrigeration compressor over 50 h.p., or each absorption system over 1,750,000 Btu/h.	Each	\$139.72
	12. For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto. NOTE: This fee shall not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooking unit, evaporative cooler or absorption unit for which a permit is required elsewhere in this code.	Each	\$15.80
	13. For each air-handling unit over 10,000 cfm.	Each	\$26.35

**COMMUNITY DEVELOPMENT  
BUILDING DIVISION**

	<b>DESCRIPTION OF SERVICES</b>	<b>UNIT</b>	<b>Fee</b>
	<p>14. For each evaporative cooler other than portable type.</p> <p>15. For each ventilation fan connected to a single duct.</p> <p>16. For each ventilation system which is not a portion of any heating or air condition system authorized by a permit.</p> <p>17. For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood.</p> <p>18. For the installation or relocation of each domestic-type incinerator.</p> <p>19. For the installation or relocation of each commercial or industrial type incinerator.</p> <p>20. For each appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code.</p>	Each	\$15.80
V.	<p><b>PLUMBING PERMIT FEES</b></p> <p>A. MINIMUM PLUMBING PERMIT FEE</p> <p>B. PLUMBING PLAN CHECK FEE</p> <p>C. PERMIT ISSUANCE</p> <ol style="list-style-type: none"> <li>1. For the issuance of permit</li> <li>2. Where plumbing valuation deducted from building permit valuation</li> </ol> <p>D. NEW RESIDENTIAL BUILDINGS, RESIDENTIAL ADDITIONS, &amp; COMMERCIAL TENANT IMPROVEMENTS</p> <p>For other types of occupancies &amp; alterations, additions &amp; modifications to existing buildings use either unit square footage fee or if unit counts are provided, use the UNIT FEE SCHEDULE.</p>	<p>Each</p> <p>Valuation of plumbing work</p> <p>Each</p> <p>Each</p> <p>Valuation</p> <p>Sq. ft.</p>	<p>\$117.36</p> <p>Using valuation, calculate as 50% of building permit fee.</p> <p>\$49.54</p> <p>Calculate as for building permit.</p> <p>\$0.15</p>

**COMMUNITY DEVELOPMENT  
BUILDING DIVISION**

	<b>DESCRIPTION OF SERVICES</b>	<b>UNIT</b>	<b>Fee</b>
	E. UNIT FEE SCHEDULE		
	1. For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection).	Each	\$15.80
	2. For each building sewer and each trailer park sewer.	Each	\$45.05
	3. Rain water systems - per drain (inside building).	Each	\$15.80
	4. For each water heater and/or vent.	Each	\$20.74
	5. For each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps.	Each	\$33.94
	6. For installation, alteration or repair of water piping and/or water treating equipment.	Each	\$11.26
	7. For repair or alteration of drainage or vent piping.	Each fixture	\$11.26
	8. For each lawn sprinkler system on any one meter, including backflow protection devices.	Each system	\$22.58
	9. For atmospheric-type vacuum breakers not included in Item 2: 1 to 5 over 5	Each Each	\$20.74 \$4.13
	10. For each backflow protective device other than atmospheric-type vacuum breakers 2 inches & smaller over 2 inches	Each Each	\$20.74 \$33.94
	11. For each gas piping system	1-4 outlets	\$11.26
	12. For each gas piping system of five or more outlets	Per outlet	\$1.98

**COMMUNITY DEVELOPMENT  
BUILDING DIVISION**

	<b>DESCRIPTION OF SERVICES</b>	<b>UNIT</b>	<b>Fee</b>
<b>VI.</b>	<b>SIGN PERMIT FEES**</b>  All permanent signs  Temporary Banner (30-day)	Per sq. ft.  Each	\$4.81 \$43.28 min. \$471.84 max.  \$46.17
<b>** PENALTY:</b> When a sign permit is required and a sign is installed prior to obtaining a permit, a double fee shall be charged.			
<b>VII.</b>	<b>CHILD CARE DEVELOPMENT FEE</b> Projects over 10,000 sq. ft. that are one or more of the following:  A. New commercial development of superstructure. B. Addition of square footage to existing commercial development. C. Commercial tenant improvements requiring planning approval.	Per sq. ft.	\$1.08
<b>VIII.</b>	<b>ART IN PUBLIC PLACE FEE</b> The fee is applicable to commercial and multi-family residential projects exceeding three (3) million dollars in building permit valuation.	Each	0.5% of valuation.

**COMMUNITY DEVELOPMENT  
CODE ENFORCEMENT**

	<b>DESCRIPTION OF SERVICES</b>	<b>UNIT</b>	<b>FEE</b>
<b>I.</b>	Nuisance abatement fees for violations of the SMMC which are subject to administrative citation per SMMC 1.10. 1. Violations of the SMMC Administrative Citation Ordinance which have been abated within 10 days of service and verified by the Code Enforcement Division have a reduced fee.	First citation  If not abated, second citation  If not abated, third citation	\$100.00  \$200.00  \$500.00
<b>II.</b>	Nuisance abatement fees for repeat violations of the same SMMC section within 12 months of service of initial citation.	First citation  If not abated, second citation  If not abated, third citation	\$200.00  \$300.00  \$500.00
<b>III.</b>	Violations of the SMMC requiring 1) order of abatement by Community Relations Commission or City Council, 2) an inspection or seizure warrant, 3) a posting of an order designating the property as unsafe to occupy, or 4) the commencement of civil litigation proceedings.	Each case	\$2,000.00*
<b>IV.</b>	Appeals of decision of the Community Relations Commission.	Each appeal	\$500.00
<b>V.</b>	Costs of abatement in addition to code enforcement staff and associated indirect costs, including, but not limited to: labor, equipment, private contractor, materials, materials storage, and all other costs reasonable necessary to abate the nuisance.	Each case	Actual cost
<b>VI.</b>	<b>ABATEMENT ORDER VIOLATION CORRECTION RE-INSPECTION FEE</b>	Each inspection	\$100.00
<b>VII.</b>	<b>MASSAGE ESTABLISHMENT REINSPECTION FEE</b>	Each inspection	\$100.00

\* **NOTE:** The single highest applicable fee will be charged to each case in a 30-day period. After 30 days and each 30-day period thereafter, from the date fee is assessed and billing sent, for items I-VI, the fee can recur if the violation(s) is/are not abated or similar violations occur on the same property under the control or inhabited by the same owner(s) and/or tenant(s). The recurring fee is a distinct and separate fee from other fees that apply.

For vehicles abated from the street, the last registered owner shall be responsible for the fee unless a more current owner is known.

Fee is for initial inspection and one reinspection per year. Fee for additional reinspections or legal actions by inspector to abate hazards will be charged at the current hourly inspection rate or fraction thereof.

**COMMUNITY DEVELOPMENT  
PLANNING DIVISION**

	<b>DESCRIPTION OF SERVICE</b>	<b>CHARGE</b>	<b>FEES DEPOSIT</b>
<b>I.</b>	<b>PLANNING APPLICATIONS</b>		
A.	PARCEL MAP	Job Cost	\$765.00
B.	PRELIMINARY MAP	Job Cost	\$181.00
C.	TENTATIVE MAP	Job Cost	\$917.00
D.	EXCEPTION TO SUBDIVISION CODE	Job Cost	\$939.00
E.	SITE DEVELOPMENT PERMIT	Job Cost	\$1,162.00
F.	SITE PLAN & ARCHITECTURAL REVIEW - COMMERCIAL, OFFICE & RESIDENTIAL PROJECTS		
	Nonresidential projects of 10,000 sq. ft. or less and residential projects of six units or less	Job Cost	\$2,306.00
	Over 10,000 sq. ft./over 6 units	Job Cost	\$2,754.00 + plan processing
	Exterior remodels	Job Cost	\$2,306.00
	Parking lot redesign	Job Cost	\$1,221.00
	Signs	Job Cost	\$1,221.00
G.	DESIGN REVIEW BY CONSULTING ARCHITECT		
	6 - 200 units/10,000-100,000 sq. ft. non-residential	Job Cost (consultant)	\$3,119.00
	Over 200 units/over 100,000 sq. ft. non-residential	Job Cost (consultant)	Determined by project
H.	VARIANCE	Job Cost	\$1,221.00
I.	SINGLE FAMILY/SPAR VARIANCE, OR SPECIAL PERMIT	Job Cost	\$3,986.00
J.	FENCE EXCEPTION	Job Cost	\$1,542.00
K.	SPECIAL PERMIT	Job Cost	\$2,306.00
L.	SPECIAL PERMIT - DAY CARE FACILITIES	Flat fee \$1,913.00	N/A
M.	CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY - ALCOHOLIC BEVERAGES	Job Cost	\$1,221.00
N.	TEMPORARY USE PERMIT	Job Cost	\$613.00
O.	PLANNED DEVELOPMENT	Job Cost	\$6,261.00
P.	RECLASSIFICATION, ZONING CODE CHANGE	Job Cost	\$6,261.00
Q.	GENERAL PLAN AMENDMENT	Job Cost	\$6,261.00

**COMMUNITY DEVELOPMENT  
PLANNING DIVISION**

	<b>DESCRIPTION OF SERVICE</b>	<b>CHARGE</b>	<b>FEES DEPOSIT</b>
	<p>R. DEVELOPMENT AGREEMENT</p> <p>S. HISTORIC PRESERVATION APPLICATIONS Mills Act Contract; Historic Building Survey Amendment; Historic Building Demolition Permit</p> <p>T. PREAPPLICATION NEIGHBORHOOD &amp; PLANNING COMMISSION MEETINGS</p> <p>U. PRE-APPLICATION NOTICING FEE</p> <p>V. MANDATED FEDERAL, STATE OR COUNTY FEES (eg., Fish &amp; Game CEQA Fee; Fish &amp; Game Code §711.4; Negative Declaration; EIR</p> <p>W. MODIFICATIONS OF APPROVED PROJECTS</p>	<p>Job Cost + staff time &amp; consultant cost</p> <p>Job Cost</p> <p>Job Cost</p> <p>Flat Fee \$292.00</p> <p>As Mandated by State</p> <p>Job Cost</p>	<p>\$9,832.00 plus est. consultant costs</p> <p>\$1,546.00 + consultant cost</p> <p>\$14,881.00</p> <p>N/A</p> <p>N/A</p> <p>1/2 x deposit for original planning app.</p>
<b>II.</b>	<b>ENVIRONMENTAL CLEARANCE PROCESSING</b>		
	<p>A. CATEGORICAL EXEMPTION</p> <p>B. INITIAL STUDY/NEGATIVE DECLARATION</p> <p>C. INITIAL STUDY/EIR</p>	<p>Flat Fee \$116.00</p> <p>Job Cost</p> <p>Job Cost</p>	<p>N/A</p> <p>\$2,754.00 + consultant cost</p> <p>\$2,754.00 + consultant cost</p>
<b>III.</b>	<b>PLAN PROCESSING</b> Plan processing fee is an add'l fee to those stated above for all SPAR applications except individual, single-family dwellings & duplexes.		
	<p>A. RESIDENTIAL</p> <p>B. NONRESIDENTIAL</p>	<p>Job Cost</p> <p>Job Cost</p>	<p>\$121.00 for every unit over 6</p> <p>\$121.00 for every 1,000 sq.ft. over 10,000 sq.ft.</p>
<b>IV.</b>	<b>Planning Application Archive Fee</b>	\$26.00 universal fee per Planning Application + \$5 per Plan Sheet	N/A
<b>V.</b>	<b>STAFF TIME</b> All departments reviewing a planning application.	\$153.00/hour	

**COMMUNITY DEVELOPMENT  
PLANNING DIVISION**

	<b>DESCRIPTION OF SERVICE</b>	<b>CHARGE</b>	<b>FEES DEPOSIT</b>
<b>VI.</b>	<b>ZONING VIOLATIONS</b> All fees on fee schedule for each Planning Application are double when applied to an application needed to correct a zoning violation or (after the fact) construction or use.		
<b>VII.</b>	<b>MONITORING OF REQUIRED MITIGATION MEASURE</b>	Job Cost Staff time + consultant cost	Determined for each project.
<b>VIII.</b>	<b>INVESTIGATION</b> <u>FEE</u> for properties with code violations before or after planning approval.	Job Cost	
<b>IX.</b>	<b>RESEARCH FEE</b> <ul style="list-style-type: none"> <li>A. Retrieval of off-site planning application records.</li> <li>B. Research requiring extensive staff time.</li> <li>C. Post Planning Application Project Consultation</li> </ul>	Flat Fee \$51.00 per box  Job Cost Staff hourly rate  Job Cost after the 1 <sup>st</sup> hour	
<b>X.</b>	<b>APPEALS</b> Appeal fee – all Planning Applications.	Flat Fee \$500.00	
<b>XI.</b>	<b>LANDSCAPE UNIT IN-LIEU FEES</b>	\$302 per landscape unit.	
<b>XII.</b>	<b>POLICIES RE: PLANNING FEES</b> <ul style="list-style-type: none"> <li>A. If the cost of the staff time spent on the application(s) is less than the amount of the deposit, the balance shall be refunded to the applicant.</li> <li>B. If at any time before action is taken on an application, more than 70% of the deposit has been expended on the application, the applicant shall be required to pay an additional deposit.</li> <li>C. No public hearing on a planning application shall be held unless all deposits requested have been fully paid. NO application by an applicant shall be accepted as complete pursuant to Title 27 of the San Mateo Municipal Code if that applicant has failed to pay amounts due and payable for another planning application.</li> <li>D. The applicant is responsible for paying the costs of staff time incurred pursuant to any appeal.</li> <li>E. The cost for staff time expended by Public Works, Police, Fire, and Community Services <u>and</u> <u>all other departments</u> pursuant to a planning application shall be billed to the project account at the rate of \$153.00 per hour.</li> <li>F. The applicant shall pay the actual cost of any consultant services required to process a planning application.</li> </ul>		
<b>XIII.</b>	<b>SUBORDINATION PROCESSING FEE</b> Applies to requests to allow City Housing Program loans to subordinate to new mortgage lenders in conjunction with refinances.	Per loan	\$256.00

**COMMUNITY DEVELOPMENT  
PLANNING DIVISION**

	<b>DESCRIPTION OF SERVICE</b>	<b>CHARGE</b>	<b>FEES DEPOSIT</b>
<b>XIV.</b>	<b>BELOW MARKET RATE HOUSING FEE</b> A fee in lieu of constructing affordable housing units onsite per Below Market Rate program: A. Fractional required units for projects consisting of 11 or more residential units. .1 housing unit      \$16,130 .2 housing unit      \$32,260 .3 housing unit      \$48,390 .4 housing unit      \$64,520		
	B. Requirement for projects consisting of 5 to 10 residential units. 5 unit project      \$80,650 6 unit project      \$96,780 7 unit project      \$112,910 8 unit project      \$129,040 9 unit project      \$145,170 10 unit project      \$161,300		



## FINANCE DEPARTMENT

DESCRIPTION OF SERVICES		UNIT	FEE
<b>I.</b>	<b>BUSINESS LICENSE LISTING</b>	Each qtr.	\$32.00
<b>II.</b>	<b>BUSINESS LICENSE LISTING (LABELS)</b>	Each qtr.	\$32.00 (plus \$.60 per page)
<b>III.</b>	<b>RETURNED CHECK PROCESSING FEE</b> (Non-sufficient fund checks and other issues)	Each	\$25.00
<b>IV.</b>	<b>STATE MANDATED DISABILITY ACCESS FEE (SB 1186)</b> on each Business Tax application and renewal	Each	\$1.00



## FIRE DEPARTMENT

	<b>DESCRIPTION OF SERVICE</b>	<b>UNIT</b>	<b>FEES</b>
<b>I. INSPECTION FEE<sup>*1</sup></b>			
A. PLAN REVIEW AND INSPECTION SERVICE.			
1. Plan Review. One (1) hour minimum	Hour	\$162.00	
2. Inspection. One (1) inspection	Each Occurrence	\$236.00	
3. Inspection. Outside normal business hours (before 8am or after 5pm). 2-hour minimum.	Minimum 1 unit	\$399.00 \$33.00/unit <sup>*2</sup>	
B. HIGH-RISE INSPECTION. Commercial. Base on total building floor area. 1 unit = 1150 square feet of floor area.			
C. HOTELS, MOTELS, RESIDENTIAL OCCUPANCIES			
1. Hotels, Motels and Apartments (4 or more units)			
a. Each building fee	Each building	\$312.00	
b. Each living unit fee	Each living unit	\$26.00	
2. All other residential buildings including condominiums, 4 or more units per parcel	Each living unit	\$31.00	
3. Residential buildings, 3 units	Each building	\$145.00	
D. HYDRANT FLOW TEST AND INSPECTION			
E. NEW BUSINESS INSPECTION.			
F. COMPLAINT INVESTIGATION AND FOLLOW-UP.			
Initial investigation/inspection and one reinspection.			
Additional administrative work and reinspections see IV.			
Penalty Fee, Reinspection.			
G. FIRE CODE MAINTENANCE INSPECTION. One (1) Initial Fire/Life Safety Inspection and one (1) Reinspection.			
Additional Inspections see IV. Penalty Fees, Reinspections.			
Administrative Fee, All Inspections	Each	\$145.00	
Group B, E, M, R and U occupancies	Square Foot	0.0199/SqFt	
Group A and I occupancies	Square Foot	0.0228/SqFt	
Group F and S occupancies	Square Foot	0.0265/SqFt	
Group H occupancies	Square Foot	0.0318/SqFt	

<sup>\*1</sup> All permit fees are the minimum due at the time of application and includes the permit and one inspection. An additional fee may be charged at the standard inspection fee rate for an inspection time exceeding one hour.

<sup>\*2</sup> Fee is for initial inspection and one reinspection per year. Fee for additional reinspections or legal actions by inspector to abate hazards will be charged at the current hourly inspection rate or fraction thereof.

	<b>DESCRIPTION OF SERVICE</b>	<b>UNIT</b>	<b>FEES</b>
<b>II. REQUIRED OPERATIONAL PERMITS<sup>*1</sup></b>			
A. REQUIRED OPERATIONAL PERMITS			
1. New Operational Permit. Required by Fire Code Section 105.6.	Each Permit	\$399.00	
2. Annual Operational Permit, Existing (part of annual inspection), as required by Fire Code Section 105.6	Each Permit	\$82.00	
B. AMUSEMENT BUILDINGS. Plan Review and one (1) site inspection. Additional inspections may be charged Penalty Inspection fee.	Each Occurrence	\$319.00	

<sup>\*1</sup> All permit fees are the minimum due at the time of application and includes the permit and one inspection. An additional fee may be charged at the standard inspection fee rate for an inspection time exceeding one hour.

## FIRE DEPARTMENT

DESCRIPTION OF SERVICE	UNIT	FEE
<b>II. REQUIRED OPERATIONAL PERMITS<sup>*1</sup></b>		
C. CARNIVALS AND FAIRS. One (1) Plan Review and one (1) Inspection. Additional plan reviews and reinspections will be charged at the specified plan review and reinspection rates. Additional Operational Permits may be required. Each additional permit will be charged the appropriate fee.	Each Occurrence	\$472.00
D. CUTTING AND WELDING – see HOT WORKS OPERATION for fee amount.		
E. EXHIBITS AND TRADE SHOWS. One (1) Plan Review and one (1) Inspection. Additional plan reviews and reinspections will be charged at the specified plan review and reinspection rates. Additional Operational Permits may be required. Each additional permit will be charged the appropriate fee.	Each Occurrence	\$389.00
F. FIREWORKS		
1. Plan Review and one (1) site inspection	Each Occurrence	\$328.00
2. Stand-by Personnel at the time of Show		
a. Fire Inspector, two (2) hour minimum	Each Occurrence	\$399.00
b. Engine Company, one (1) hour minimum	Each Occurrence	\$446.00
G. HOT WORK OPERATIONS.		
1. Temporary public exhibits and demonstrations	Each Occurrence	\$236.00
2. Portable hot work equipment inside structure	Annual	\$82.00
3. Fixed-site hot work equipment	Annual	\$82.00
4. Hot work conducted in a Wildfire risk area	Each Occurrence	\$236.00
5. Portable hot work equipment during roofing work	Each Occurrence	\$154.00
H. TEMPORARY MEMBRANE STRUCTURE AND TENTS		
Plan Review and one (1) site inspection. Additional inspections may be charged Penalty Reinspection Fee.	Each Occurrence	\$236.00

<sup>\*1</sup> All permit fees are the minimum due at the time of application and includes the permit and one inspection. An additional fee may be charged at the standard inspection fee rate for an inspection time exceeding one hour.

DESCRIPTION OF SERVICE	UNIT	FEE
<b>III. DOCUMENT FEES</b>		
A. FILE REVIEW/RESEARCH		
1. File Review and/or Site Assessment by staff for organizations that do not have local representatives to review files – one hour minimum	Per hour	\$255.00
B. FIRE CODE VARIANCE APPLICATION	Each	\$255.00
C. FIRE INVESTIGATION REPORT – COPY FEE/PAGE	Each page	\$0.19
D. INCIDENT REPORT – COPY FEE/PAGE	Each page	\$0.19
E. KEY BOX ADMINISTRATION AND SERVICE FEE	Each	\$99.00
F. PHOTOGRAPHS		
1. Color prints (4" x 6")	Each	\$8.00
2. Digital Prints (8 1/2" x 11" or diskette)	Each	\$8.00
G. VIDEO TAPE, CD, DVD COPY	Each	\$48.00

## FIRE DEPARTMENT

DESCRIPTION OF SERVICE	UNIT	FEE
<b>IV. PENALTY FEES</b>		
A. FALSE ALARM.	Each Occurrence	\$432.00
B. FAILURE TO OBTAIN A PERMIT. Double plan review and inspection fees.	Each	Double Fees
C. REINSPECTIONS – Additional inspections and/or administrative follow-up not included in specific fee category. Hour or fraction thereof.	Hour	\$471.00
D. REACTIVATION OF EXPIRED PERMIT. Fire Protection Systems.	Each	50% of the initial inspection fees
<b>V. REIMBURSEMENT FEES</b>		
A. ENGINE COMPANY -- Stand-by or Emergency Response (2 hour minimum).		
1. Apparatus	Hour	\$125.00
2. Three (3) Personnel		\$305.00
3. Each additional ½ hour or fraction thereof		\$216.00
B. TRUCK COMPANY -- Stand-by or Emergency Response (2 hour minimum).		
1. Apparatus	Hour	\$157.00
2. Four (4) Personnel		\$403.00
3. Each additional ½ hour or fraction thereof		\$280.00
C. CHIEF OFFICERS -- Stand-by or Emergency Response (2 hour minimum)		
1. Apparatus	Hour	\$92.00
2. One (1) Personnel		\$124.00
3. Each additional ½ hour or fraction thereof		\$109.00
D. FIRE PERSONNEL -- stand-by (2 hour minimum)	Hour	\$68.00
1. Each additional ½ hour or fraction thereof		\$34.00
E. EMERGENCY RESPONSE -- Driving Under the Influence (DUI). Government Code Sections 53150-58. (Billing upon conviction). Maximum fee \$1236.00.		
1. Apparatus	Hour	\$124.00
2. Three (3) Personnel		\$305.00
3. Each additional ½ hour or fraction thereof		\$216.00
F. EMERGENCY PREPAREDNESS PLANNING AND EDUCATION SERVICE – Commercial (3 hour minimum)	Hour	\$126.00

## FIRE DEPARTMENT

DESCRIPTION OF SERVICE	UNIT	FEE
<b>VI. FIRE DEPARTMENT PLAN CHECK AND INSPECTIONS<sup>*1</sup></b>		
<b>A. AUTOMATIC FIRE SPRINKLER SYSTEM.</b>		
<u>Plan Review</u> – Required for each submittal.		
1. Commercial – New and Tenant Improvements (Wet, Preaction, NFPA 13 and 13R Systems)		
a. Without Calculations	Each	\$531.00
b. With Calculations	Each	\$670.00
2. Residential – One and Two family dwellings (NFPA 13D)		
a. Partial system, 6 or less heads	Each	\$213.00
b. Full system	Each	\$419.00
3. Underground Fire Service, excluding NFPA 13D systems.		
Shall be charged as a separate item.	Each	\$419.00
<u>Inspections</u>		
1. Inspection Fee, Commercial, per head	Each head	\$18.00
a. New installation, Base fee plus per head fee	Base fee	\$838.00
b. Tenant improvement, Base fee plus per head fee	Base fee	\$545.00
2. Inspection Fee; Residential	Each	\$255.00
3. Weld Inspection Fee	Each	\$255.00
4. Fire Pump, testing and inspection fee	Each	\$503.00
5. Underground Fire Service, Inspection, Hydro and Flush	Each	\$335.00
Inspection Fee shall be included with each permit.		
Inspection Fee includes one (1) Rough/Overhead Hydro and one (1) Final Inspection. Additional inspections not listed will be charged an hourly rate.		
<b>B. AUTOMATIC FIRE ALARM SYSTEMS</b>		
<u>Plan Review</u> – Required for each submittal		
1. Alterations and/or repairs	Each	\$531.00
2. New system	Each	\$670.00
3. Residential Care Facility / Daycare fire alarm systems (one initiating device and one indicating device).	Each	\$129.00
Alterations/Repairs that include replacing the main control panel is considered a new system.		
Inspection Fee shall be included in each permit.		
<u>Inspections</u>		
1. Inspection Fee, Base fee plus per device fee	Base fee	\$503.00
Inspection Fee shall be included with each permit.	Per device	\$34.00
Inspection Fee includes one (1) rough wire inspection and one (1) Final/Test Inspection. Additional inspections will be charged an hourly rate.		
2. Inspection Fee (Residential Care Facility / Daycare fire alarm systems; one initiating device and one indicating device)	Each	\$262.00

<sup>\*1</sup> All permit fees are the minimum due at the time of application and includes the permit and one inspection. An additional fee may be charged at the standard inspection fee rate for an inspection time exceeding one hour.

## FIRE DEPARTMENT

DESCRIPTION OF SERVICE	UNIT	FEE
<b>VI. FIRE DEPARTMENT PLAN REVIEW AND INSPECTIONS<sup>*1</sup></b>		
C. AUTOMATIC FIRE EXTINGUISHING SYSTEM Including Wet/Dry Chemical, Clean Agents, Pre-engineered, Hood and Duct, etc.		
<u>Plan Review</u>		
1. Alterations and/or repairs	Each	\$531.00
2. New system	Each	\$670.00
<u>Inspections</u>		
Inspection Fee, per system	Each	\$335.00
Inspection Fee includes one (1) Final/Test Inspection. Additional inspections will be charged an hourly rate.		
E. PLANNING APPLICATION REVIEW. Billed to project account. Collected by the Planning Division.	Hour	\$255.00
F. EMERGENCY RESPONSE MAP MAINTENANCE/REVISION. New Construction and New Developments only. One-time fee.	Each	\$522.00

<sup>\*1</sup> All permit fees are the minimum due at the time of application and includes the permit and one inspection. An additional fee may be charged at the standard inspection fee rate for an inspection time exceeding one hour.



## **DEPARTMENT OF INFORMATION TECHNOLOGY**

<b>DESCRIPTION OF SERVICES</b>		<b>UNIT</b>	<b>FEES</b>
<b>I.</b>	<b>GIS MAPPING / ELECTRONIC DATA FEES</b>		
	A. Electronic copy of GIS map layers (shape file format).	CD	\$43.00 1 <sup>st</sup> CD \$1.58 every additional CD
	B. Hardcopy plot of Standard City Basemap (streets, parcels, waterways, civic features).	34"x44"	\$12.00
	C. Custom Plots of City basemap layers.	8.5"x11" 11"x17" 17"x22" 24"x36" 34"x44"	Min. \$42.00 + Additional time (\$83.00/hr) Min. \$42.00 + Additional time (\$83.00/hr) Min. \$44.00 + Additional time (\$83.00/hr) Min. \$45.00 + Additional time (\$83.00/hr) Min. \$48.00 + Additional time (\$83.00/hr)



## **LIBRARY**

<b>DESCRIPTION OF SERVICES</b>		<b>UNIT</b>	<b>FEE</b>
<b>I.</b>	<b>FINES</b>		
	A. OVERDUE MATERIAL		
	1. Adult	Per day Per item	\$ .25
	2. Juvenile	Per day Per item	\$ .20
	B. OVERDUE MAXIMUM FINE		
	1. Adult	Per item	\$8.00
	2. Juvenile	Per item	\$4.00
<b>II.</b>	<b>FEES</b>		
	A. REPLACEMENT CHARGE FOR EACH ITEM LOST OR DAMAGED	Per item	Price of material + processing fee of \$5.00.
	B. COPY CHARGES		
	1. Photocopy machine		
	a. Black/white copies	Per copy	\$ .15
	b. Color copies	Per copy	\$1.00
	2. Computer printer copy		
	a. Black/white copies	Per page after 3 pages	\$ .15
	b. Microform reader-printer	Per copy	\$ .25
	c. Color computer printer copy	Per copy	\$1.00
	C. INTERLIBRARY LOAN	Per item	\$10.00 plus fees charged by lending library.

## LIBRARY

DESCRIPTION OF SERVICES		UNIT	FEE
D. COMMUNITY MEETING ROOMS, MAIN LIBRARY			
1. Oak Room and courtyard			
a. Non profit/not for profit (business hours)			\$165.00 for 1 <sup>st</sup> 4 hours + \$25 each additional hour
b. Non profit/not for profit (after hours)	Per hour		\$135.00
c. Resident (business hours) Resident (after hours)	Per hour Per hour		\$110.00 \$165.00
d. Non-Resident (business hours) Non-Resident (after hours)	Per hour Per hour		\$165.00 \$220.00
e. San Mateo Business (business hours) San Mateo Business (after hours)	Per hour Per hour		\$165.00 \$245.00
f. Non San Mateo Business (business hours) Non San Mateo Business (after hours)	Per hour Per hour		\$245.00 \$325.00
g. Music recitals	Per use (up to 3 hours)		\$125.00
h. Security/damage deposit	Per use		\$350.00
2. Laurel and Cedar Rooms			
a. Non profit/not for profit (business hours)			\$85.00 for 1 <sup>st</sup> 4 hours + \$15 each additional hour
b. Non profit/not for profit (after hours)	Per hour		\$80.00
c. Resident (business hours) Resident (after hours)	Per hour Per hour		\$80.00 \$165.00
d. Non-Resident (business hours) Non-Resident (after hours)	Per hour Per hour		\$110.00 \$190.00
e. San Mateo Business (business hours) San Mateo Business (after hours)	Per hour Per hour		\$165.00 \$245.00
f. Non San Mateo Business (business hours) Non San Mateo Business (after hours)	Per hour Per hour		\$245.00 \$325.00
g. Security/damage deposit	Per use		\$255.00

## LIBRARY

DESCRIPTION OF SERVICES		UNIT	FEE
3.	Library computer training room		
a.	Non profit/not for profit		
	Use of: 1 - 10 computers	4 hours (minimum)	\$125.00 per every 4 hrs.
	11 - 20 computers	4 hours (minimum)	\$165.00 per every 4 hrs.
	21 - 26 computers	4 hours (minimum)	\$205.00 per every 4 hrs.
b.	Resident or Non-Resident		
	Use of: 1 - 10 computers	4 hours (minimum)	\$170.00 per every 4 hrs.
	11 - 20 computers	4 hours (minimum)	\$225.00 per every 4 hrs.
	21 - 26 computers	4 hours (minimum)	\$285.00 per every 4 hrs.
c.	Security/damage deposit	Per use	\$500.00
d.	A/V Technician		
	Use of: 1 - 10 computers	Per use	\$35.00
	11 - 20 computers	Per use	\$65.00
	21 - 26 computers	Per use	\$100.00
4.	Library – Other Areas		
a.	Other Library areas – fees to be determined on a case-by-case basis by City Librarian or designee	Per hour / per area	Up to \$325.00
b.	Security/damage deposit	Per use	Up to \$500.00
5.	Miscellaneous Meeting Room Fees		
a.	A/V Technician	Per use	\$35.00
	A/V Technician – special projects	Per hour	\$50.00
b.	Portable Stage rental:		
	Single stage (8'x6'x16")	Per use	\$135.00
	Double stage (16'x6'x16")	Per use	\$190.00
c.	Conference Phone rental	Per use	\$35.00
d.	Piano tuning (special request)	Each	\$170.00
E.	COMPUTER FILES STORAGE DEVICES	Per item	\$1.00
1.	USB flash drive	Each	\$35.00
F.	MATERIAL RECOVERY FEE	Per account	\$10.00

## **LIBRARY**

<b>DESCRIPTION OF SERVICE</b>		<b>UNIT</b>	<b>FEE</b>
G.	PASSPORT PROCESSING SERVICES		
1.	Adult Passport Book & Card	Each	\$165.00
2.	Adult Passport Book	Each	\$135.00
3.	Adult Passport Card	Each	\$55.00
4.	Minor Passport Book & Card	Each	\$120.00
5.	Minor Passport Book	Each	\$105.00
6.	Minor Passport Card	Each	\$40.00
7.	Expedite Fee Per Passport	Each	\$60.00
8.	Passport Photo	Each	\$15.00
9.	Express Service to Processing Center		
a.	USPS Express Mail (up to 8 oz.)	Per family/mailing unit	\$19.99 or current postal rate
H.	PHOTOGRAPHIC PRINTS FROM DIGITAL ARCHIVES COLLECTION		
1.	5 x 7 or smaller photographs	Each	\$12.00
2.	8 x 10 photographs	Each	\$15.00
3.	Digital files (TIFFs)	Each	\$19.00
4.	Use Fees		
a.	Books, guides, brochures, magazines (less than 5,000 copies)	Each	\$15.00
b.	Books, guides, brochures, magazines (greater than 5,000 copies)	Each	\$35.00
c.	Postcards, posters, T-shirts, calendars, mousepads and/or other non-paper items (1-1000 copies)	Each	\$30.00
d.	Postcards, posters, T-shirts, calendars, mousepads and/or other non-paper items (1000+ copies)	Each	\$60.00
e.	Advertising or display in commercial offices, stores, restaurants or events	Each	\$30.00
f.	Internet	Each	\$25.00
III.	<b>RESEARCH SERVICE</b>		
	Obituary Search Service	Each	\$20.00/ search for Non-San Mateo County residents

## PARKS AND RECREATION DEPARTMENT

### I. RECREATION COST RECOVERY AND PRICING POLICY\*

The following shall serve as the policy guidance for establishing a Recreation Activities Cost Recovery Plan, developing annual activity budgets, and establishing fees to be charged for recreation activities. The specific elements of this policy are that:

- The Park and Recreation Cost Recovery and Pricing Model shall be used.
- In recognition of the wide variety of service values and revenue generating potentials of various activities, specific cost recovery thresholds shall be established for each recreation activity area at the most specific programming level that is administratively practical.
- The thresholds shall include both minimum and target levels of cost recovery.
- Strategies for achieving the minimum and target thresholds shall be established by staff for each activity area. These strategies may include immediate or gradual action depending upon the best interests of maintaining a strong program, achieving the target within a reasonable time period and current fiscal conditions.
- Activity areas unable to meet their minimum threshold after these strategies have been applied shall be reviewed by the Park and Recreation Commission for consideration of recommending appropriate action: reduce costs; reduce cost recovery target; eliminate activity.
- Activities that have achieved or exceeded their target threshold shall be evaluated to determine if the target can/should be increased.
- The Cost Recovery Plan shall, where appropriate, also include specific other fee considerations (eg. benchmarking to a specific competitor) that may supersede cost recovery target considerations.
- Once a Cost Recovery Plan is established, and within that context, staff shall have the authority to set and adjust fees, except that no fee increase shall exceed 20% within a 1-year period without the review of the Park and Recreation Commission and approval of the City Council.
- As part of the budgetary process, the Park and Recreation Commission shall review the Cost Recovery Plan and the performance of each activity compared to the plan, and make any recommendations for changes to the plan.

## PARKS AND RECREATION DEPARTMENT

### Recreation Cost Tier Definitions

- **Direct-** The specific “go-away” costs at the course or activity level. These include leaders, instructors and materials or services (eg. transportation) specific to the course or activity.
- **Program Direct Overhead (DOH):** Direct supervision of the program, and minor miscellaneous items such as supervisor mileage.
- **Facility Overhead (FOH):** The combination of facility direct costs (the day-to-day costs to keep the building open- receptionist, custodial services, custodial products, utilities) and facility direct overhead (primarily facility supervision).
- **Operating Indirect Overhead (Op IOH):** Division level and shared costs, such as departmental management, brochure, printing, photocopying, training, accounting support, technology, credit card discount costs, administrative office clerical support, computer, and recreation equipment sinking fund charges
- **Facility Indirect Overhead (Fac IOH):** Calculated charges for the Public Works Building Maintenance for on-going maintenance and repairs (e.g. plumbing, electrical, mechanical, carpentry, painting).

## PARKS AND RECREATION DEPARTMENT

### RECREATION PROGRAMS COST RECOVERY PLAN – TABLE OF TARGETS

**Group 1- Highest service value consideration- composed of core youth programs. Typical thresholds ranges: Minimum- From 100% subsidy to direct cost recovery. Target- From 100% subsidy through Direct Overhead (DOH).**

ACTIVITY	MINIMUM	TARGET	OTHER FEE CONSIDERATIONS
Building Blocks	Direct	Through FOH	Benchmark fees to bottom end of Peninsula cities.
Swimming Lessons	Direct	Through DOH	Benchmark fees to mid-point of Peninsula cities
Recreation Swim	75% Direct	Direct	
Summer Flex Camps	Direct	Through DOH	
King Center Teen Programs	100% Subsidy	100% Subsidy	
King Center Drop-In	100% Subsidy	100% Subsidy	
Senior Services Link	100% Subsidy	100% Subsidy	

**Group 2- Composed of core programs for youth and seniors, with service values as higher consideration. Typical thresholds ranges: Minimum- Direct cost recovery. Target- Through Direct Overhead (DOH).**

ACTIVITY	MINIMUM	TARGET	OTHER FEE CONSIDERATIONS
Children's Services Center Based Programs	Direct	Direct +20%	
King Center Children's Programs	50% of Direct	Direct	
Children's Services Special Events	100% Subsidy	100% Subsidy	
Youth Dance/Dance Shows	Direct	Through DOH	Benchmark fees to mid-point of Peninsula cities.
Youth Art	Direct	Through DOH	
Youth Gymnastics	Direct	Through DOH	
Senior Center Programs	Direct	Direct	
Senior Center Special Events	Direct	Direct	
Teen Dances	Direct	Through DOH	

## PARKS AND RECREATION DEPARTMENT

**Group 3- Composed primarily of adult core, and youth additional typical programs, in which both service and cost recovery values are of strong consideration. Typical thresholds ranges: Minimum- Through Direct Overhead (DOH). Target- Through Facility Overhead (FOH)**

ACTIVITY	MINIMUM	TARGET	OTHER FEE CONSIDERATIONS
Youth Music/Drama	Through DOH	Through FOH	
Youth Sports Camps (Non-Flex Camps)	Through DOH	Through FOH	
Miscellaneous Athletic Activities	Through DOH	Through FOH	
Beresford Kids Club	Through DOH	Through FOH	Benchmark fees to San Mateo Foster City School District after school Annex program.
Adult Music/Drama	Through DOH	Through FOH	
Adult Dance	Through DOH	Through FOH	
Youth Fitness	Through DOH	Through FOH	
Adult Fitness	Through DOH	Through Operating Indirect Overhead	
Adult Arts and Crafts	Through DOH	Through FOH	
Adult Sports Leagues	Through DOH	Through FOH	Benchmark fees to less than top of market.
Tennis	Through DOH	Through FOH	
Golf Lessons	Through DOH	Through FOH	
Adult Swimfit	Direct + additional required office staffing	Through DOH	Fees less than top of market.
Specialized Aquatics Programs	Through DOH	Through FOH	
Senior Lunch	67% of food costs	Direct	

**Group 4- Composed primarily of specialty activities, with cost recovery considerations of highest consideration among the 4 groups. Typical thresholds ranges: Minimum- Through Direct Overhead (DOH). Target- range of from through Facility Overhead (FOH) to full recovery.**

ACTIVITY	MINIMUM	TARGET	OTHER FEE CONSIDERATIONS
Martial Arts	Through DOH	Through Operating Indirect Overhead	
Ice Skating	Through DOH	Full Cost Recovery	
Youth Leisure Education	Through DOH	Through FOH	
Adult Leisure Education	Through DOH	Through FOH	

NOTE: Fees established through the Recreation Cost Recovery and Pricing Policy shall be collected at the time of course registration, with certain exceptions. Prior to completion of a course, patrons may withdraw from a course and receive a refund. Refunds may be returned immediately or left on account with the Recreation Division for two years. After two years, all credits left on account by patrons that have not participated in Division activities for two years or more are donated to the Recreation Fee Assistance Program.

\* Does not include special non-general fund revenues or expenses from grants, trust, etc.

## PARKS AND RECREATION DEPARTMENT

	DESCRIPTION OF SERVICES	UNIT	FEE
<b>II.</b>	<b>FACILITY RENTAL FEES</b>		
A.	PICNIC AREAS		
	Beresford		
	Shelter	Use	\$150.00
	Area #1	Use	\$50.00
	Area #2	Use	\$50.00
	Area #3	Use	\$50.00
	Bocce Court	Use	\$50.00
	Casanova	Use	\$50.00
	Central		
	Entire Area	Use	\$350.00
	Area 1	Use	\$150.00
	Area 2	Use	\$75.00
	Area 3	Use	\$75.00
	Area 4	Use	\$50.00
	Harborview Park	Use	\$50.00
	Indian Springs Park	Use	\$50.00
	Joinville		
	Entire facility	Use	\$150.00
	Area 1	Use	\$50.00
	Area 2	Use	\$50.00
	Area 3	Use	\$50.00
	King	Use	\$50.00
	Lakeshore	Use	\$50.00
	Laurelwood	Use	\$50.00
	Los Prados	Use	\$50.00
	Paddock Park	Use	\$50.00
	Parkside Aquatic	Use	\$50.00
	Ryder Park		
	Area 1	Use	\$75.00
	Area 2	Use	\$75.00
	Entire Facility	Use	\$150.00
	Shoreview	Use	\$75.00
	Alcohol Fee	Use	\$40.00
	Jumper Fee	Use	\$15.00
	Picnic Use/Cleanup Deposit		
	Beresford Shelter	Use	\$250.00
	Central Park – entire area	Use	\$250.00
	Bayside/Joinville – entire area	Use	\$250.00
	Ryder – entire area	Use	\$250.00
	All other areas	Use	\$250.00

## PARKS AND RECREATION DEPARTMENT

	DESCRIPTION OF SERVICES	UNIT	FEE	
B.	SPECIAL PARK PERMITS Filming for commercial purposes Japanese Garden or Rose Garden or - Per occasion when using rec ctr. Central outdoor stage  Special Event Fee (minimum two hours)	Hour Use Hour	\$50.00 \$190.00 / 235.00 N/R  \$140.00 \$45.00  \$25.00	
	Special Event Alcohol Fee	Use	\$250.00	
C.	ATHLETICS Field Reservations Youth Field Player Fee Youth Field Reservations: Weekday and Half Day Weekend/Holiday Full Day Tournament Resident Adult Field Reservation Non-Resident Adult Field Reservation Non-Profit Field Reservation Private, Non-Charitable Tournaments  Light Charges for all groups	Player Use Use Use Hour Hour Hour Hour Hour Hour Hour	\$6.25  \$5.50    \$5.75 \$11.00    \$11.50 \$22.00    \$23.00 \$22.00    \$23.00 \$27.00    \$28.00 \$10.00    \$11.00  Negotiable dependent on size  \$18.00	1/1/16*    1/1/17*
	Field setup for all groups if requested Tennis Court Reservation Bocce Courts (4 hours or less) Bocce Courts (4+ hours) Outdoor Fitness Fee	Hour/Staff Hour Booking Booking Hour	\$18.00 \$9.00 per court \$11.00 \$25.00 \$25.00	
	*Note – Outdoor facility fees are effective 60 days following adoption of the fee resolution.			
	San Mateo High School Gymnasium Rentals Gym Lobby Dance Studio Multi-Purpose Room	Hour Hour Hour Hour	\$60.00 \$25.00 \$25.00 \$25.00	
D.	CENTER RENTALS (See following pages)			

## PARKS AND RECREATION DEPARTMENT

### ***Community Center Fee Schedule***

**B-1 Classification:** (Non-profit conducting business activity)

Room Category	Flat Per Use B-1*
Category 1	40.00
Category 2	30.00
Category 3	25.00
Category 4	15.00

*\*Fee includes requested room and use of immediately adjacent kitchen.*

**Additional Hourly Charges:** \$16.00 Rental Officer per hour if needed; \$26.00 Custodian per hour if needed.

**B-2 Classification:** (non-profit booking on Sat/Sun beginning after 3pm or ending after 6pm – fee applies to entire booking)

Room Category	Room Hourly B-2*
Any Room	30.00

*\*Fee includes requested room and use of immediately adjacent kitchen*

**Additional Hourly Charges:** \$16.00 Rental Officer per hour if needed; \$26.00 Custodian per hour if needed.

**E-1 & NR-1 Classifications:** (private, profit & non-resident business uses during specifically designated oper. hrs.)

Room Category	Room Hourly E-1	Room Hourly NR-1
Category 1	115.00	140.00
Category 2	90.00	115.00
Category 3	70.00	85.00
Category 4	35.00	45.00

*\*Fee includes requested room and use of immediately adjacent kitchen.*

**Additional Hourly Charges:** \$16.00 Rental Officer per hour if needed; \$26.00 Custodian per hour if needed.

**E-2 & NR-2 Classifications:** (private, profit, and non-resident business uses during non-business hours)

Room Category	Hourly E-2	Hourly NR-2
Category 1	165.00	195.00
Category 2	140.00	165.00
Category 3	115.00	130.00
Category 4	65.00	75.00

*\*Fee includes requested room and use of immediately adjacent kitchen, building attendant and custodial services.*

**Additional Hourly Charges:** If requesting more than one room, use the following chart for additional fees:

Room Category	Hourly E-2	Hourly NR-2
Category 1	n/a	n/a
Category 2	90.00	115.00
Category 3	70.00	85.00
Category 4	35.00	45.00

King	Gymnasium (E1, E-2)	\$21.00
Birthday	E-2	\$85.00
Birthday	NR-2	\$110.00

## PARKS AND RECREATION DEPARTMENT

### **C. FACILITY CATEGORY TABLES**

Facility	Room	Standing	Theatre	Banquet	Facility	Room	Category
<b>Category 1</b>							
Beresford	Assembly	614	439	205	Beresford	Assembly	1
King	Assembly	359	256	120	Beresford	Social	3
Sr. Center	Assembly	540	385	180	Beresford	Activity	3
<b>Category 2</b>							
Central	Activity A/B	333	238	111	Beresford	Conference	4
Central	Assembly	342	244	114	Beresford	Studio	4
City Hall	Council Chambers				Beresford	Club	4
King	Social A/B	265	189	88	Central	Assembly	2
<b>Category 3</b>							
Beresford	Activity	307	219	102	Central	Activity	2
Beresford	Social	254	181	85	Central	A/B	4
City Hall	Conf Rm C				Central	Activity A	4
City Hall	Atrium				Central	Stage	4
					Central	Lounge	4
					Central	Activity B	4
Sr. Center	Activity	211	150	70	City Hall	City Council	2
<b>Category 4</b>							
Beresford	Studio	250	178	83	City Hall	Room C	3
Beresford	Studio A	125	89	42	City Hall	Atrium	3
Beresford	Studio B	125	89	42	City Hall	Room A	4
Beresford	Club	84	60	28	City Hall	Room B	4
Beresford	Conference			26	City Hall	Cafeteria	4
Central	Lounge				King	Assembly	1
Central	Stage				King	Social A/B	2
Central	Activity A	162	116	54	King	Studio	4
Central	Activity B	170	122	57	King	Social A	4
City Hall	Conf. Rm A				King	Conference	4
City Hall	Conf. Rm B				King	Social B	4
City Hall	Cafeteria				Joinville Pool	Multipurpose	4
Joinville Pool	Multipurpose						
King	Conference	101	72	34			
King	Studio	158	113	53			
King	Social A	125	89	42			
King	Social B	158	113	53			
Sr. Center	Assem/MP A (Back Half)	150	107	50			

Note – Capacities are fire safety maximums. Rental capacities may vary, and are established by each center consistent with use needs.

## **PARKS AND RECREATION DEPARTMENT**

### **FACILITY PERMIT CLASSIFICATION DEFINITIONS**

#### **Classification A:**

Public recreation activities that are co-sponsored by or affiliated with the Recreation Department after meeting department qualifications and requirements.

#### **Classification B:**

Recreation activities and meetings that are organized, promoted, conducted, and sponsored by registered non-profits (IRS registered non-profit or established and organized not-for-profit groups with written organization documents, stationary, and/or membership lists) serving residents of the City of San Mateo and whose membership is open to the general public.

##### **Classification B-1:**

Any activities which are related to the business or mission of the organization.

##### **Classification B-2:**

Any activities scheduled during “Prime Time”, defined as any booking beginning 3 p.m. or later, or ending 6 p.m. or later on Saturdays and Sundays.

##### **Classification B-3:**

B-1 groups reserving regular monthly meeting times.

##### **Classification B-4 (King Center):**

B-1 groups participating in in-kind volunteer service fee waiver program.

#### **Classification E:**

Any recreation, social, business, or service activity conducted by any person or group not included within Classifications A or B, and are residents or businesses of the City of San Mateo, such as parties and receptions.

E-1: E classification use during specifically designated public facility hours.

E-2: E classification use during non public facility hours.

#### **Non-Resident:**

Recreation activities, social, business, or service, meetings, and private groups in which one-half of its current membership are not residents of the City of San Mateo or in the case of private groups, such as receptions at parties, the applicant (or business) is not a City resident.

NR-1: NR use during specifically designated public facility hours.

NR-2: NR use during non public facility hours.

## PARKS AND RECREATION DEPARTMENT

DESCRIPTION OF SERVICES		UNIT	FEE			
III.	AQUATICS		A	B	E	N/R
	CLASSIFICATION					
	JOINVILLE					
	Large Pool		N/C	23.00	34.00	42.00
	Small Pool		N/C	12.00	17.00	21.00
	Note: Incl. Dress. Rm.					
	Multi-Purpose Room					
	Off Season Closure Period					
	See Community Centers					
	Category 4					
	By negotiation – full cost recovery					
	KING POOL					
	Both Pools		N/C	19.00	29.00	36.00
	Note: Incl. Dress. Rm.					
	Off Season Closure Period					
	By negotiation – full cost recovery					
	BOATHOUSE					
			N/C	20.00	32.00	41.00
	FACILITY PERS. RATES					
	Custodian	Hour				
	Facility Specialist	Hour				
			\$26.00			
			\$16.00			
	LIFEGUARDS					
	1st Guard - Senior Guard	Hour				
	2nd & each additional Guard	Hour				
			\$19.00			
			\$16.00			
	MARINA LAGOON					
	Boating pass (power boats 5 hp and up)	Annual				
	Boating pass (under 5 hp and sail over 8 ft.)	Daily				
			\$450.00			
			\$40.00			
			\$250.00			
			\$25.00			
IV.	MISCELLANEOUS FEES					
	Volleyball net and standards rental	Per W/E				
			\$30.00 w/\$100 refundable deposit			
	Custodian	Hour				
	Clay	25#				
	Agendas	Year				
	Agendas and Minutes	Year				
	Xeroxing Bulky Material	Per Sheet				
			\$26.00			
			Actual cost			
			\$6.00			
			\$12.00			
			\$.30			

## PARKS AND RECREATION DEPARTMENT

DESCRIPTION OF SERVICES		UNIT	FEE
<b>V. SCHOOL DISTRICT FEES</b> Fees shall be applied to the district and affiliated organizations (eg. PTA, Boosters, Foundation) as follows:	<p>A. San Mateo Union High School District Unless otherwise specified in an adopted facility use agreement, indoor, swimming pool and athletic facility fees shall be calculated administratively to be comparable to the SMUHSD fee schedule as it pertains to City use of similar SMUHSD facilities.</p> <p>Picnic and special park facility fees, and staffing fees charged to SMUHSD shall be at the rates described in other sections of the fee schedule.</p> <p>B. San Mateo Foster City School District (SMFCSD) Unless otherwise specified in an adopted facility use agreement, indoor and athletic facility fees shall be calculated administratively to be comparable to the SMFCSD fee schedule as it pertains to City use of similar SMFCSD facilities.</p> <p>Picnic and special park facility fees, and staffing fees charged to SMFCSD shall be at the rates described in other sections of the fee schedule. Pool fees for SMFCSD use shall be charged at the non-profit rate.</p>		
<b>VI. GOLF COURSE</b> A. GENERAL	<p>Weekdays Weekday Twilight Weekday Super Twilight Weekends (Fri., Sat., Sun., Holiday) Weekend Twilight Weekend Super Twilight Weekday-back 9 Weekend-back 9 Sr. 10 Playrate</p>	<p>Per Round Per Round Per Round Per Round Per Round Per Round Per Round Per Round Per Round Each</p>	<p>\$39.00 \$28.00 \$20.00 \$55.00 \$35.00 \$27.00 \$24.00 \$28.00 \$32.50</p>

## PARKS AND RECREATION DEPARTMENT

DESCRIPTION OF SERVICES		UNIT	FEE
	<b>GOLF COURSE (continued)</b>		
B.	RESIDENT		
	Weekdays	Per Round	\$34.00
	Weekday Twilight	Per Round	\$28.00
	Weekday Super Twilight	Per Round	\$20.00
	Weekends (Fri., Sat., Sun., Holiday)	Per Round	\$47.00
	Weekend Twilight	Per Round	\$35.00
	Weekend Super Twilight	Per Round	\$27.00
	Weekday-back 9	Per Round	\$24.00
	Weekend-back 9	Per Round	\$28.00
	Senior Weekdays	Per Round	\$30.00
	Sr. 10 Playrate	Each	\$27.50
C.	JUNIOR		
	Jr. Weekdays	Per Round	\$14.00
	Jr. Weekend	Per Round	\$17.00
D.	RESIDENT GOLF I.D. CARD (Annual Fee)	Each	\$20.00
<b>VII.</b>	<b>PARK AND LANDSCAPE RESOURCES</b>		
A.	Heritage Tree Permit	Per Permit	\$ 75.00
	Tree Replacement Cost 24" Box Tree	Per Tree	\$425.00
	Right of Way Tree Removal	Per Hour	Actual cost charged by a city designated private tree care company.
B.	Park In-Lieu Fee / Park Impact Fee for Residential Planning Application projects involving parcel maps, subdivision and other multi-family residential projects.	Per residential unit type: Single family Multi-family 2-4 units Multi-family +5 units Mobile homes	\$20,472 per unit* \$20,778 per unit* \$14,875 per unit* \$29,979 per unit*
C.	Park and Recreation Tax on Residential Building Permits	Per \$100 valuation on Building permit app.	\$ .30

\* Fee = Land Dedication Requirement x Median Land Value of \$3,833,645 per acre adopted by City Council Resolution, where Land Dedication Requirement = [(Quantity of proposed dwelling units x population factor per dwelling unit type) less (quantity of existing dwelling units x population factor per dwelling unit type)] x (2 acres/ 1000 population) per Muni Code Section 26.64. The population factors per dwelling unit type are as follows:

Single Family:	2.67 people per unit
Multi-Family 2-4 units:	2.71 people per unit
Multi-Family 5+ units:	1.94 people per unit
Mobile Houses:	3.91 people per unit

## **PARKS AND RECREATION DEPARTMENT**

<b>DESCRIPTION OF SERVICES</b>		<b>UNIT</b>	<b>FEE</b>
<b>VIII. DEVELOPMENT PROJECT REVIEW FEE</b>	<p>A. Staff Plan checking and inspection services and to administer Consultant services when needed.</p> <p>B. Consultants for specialized plan checking and inspection services or to expedite plan checking and inspection services</p> <p>C. Park Plan Check and Inspection Services on Building Permits. Fee to be collected at time of Building Permit application. After payment of fees, Permittee may apply for an exemption for projects having no Park Plan Check or Inspection Requirements.</p>	<p>Hourly</p> <p>Fee</p> <p>Building valuation on those building permits whose valuation is over \$5,000.</p>	<p>\$105.00</p> <p>Fee is per Consultant's rate</p> <p>.05%</p>



## POLICE DEPARTMENT

DESCRIPTION OF SERVICES		UNIT	FEE	
<b>I. PERMITS</b>				
A. CONCEALED WEAPON		Each	\$131.00 <sup>1</sup>	
- New		Each	\$3.00	
B. MASSAGE ESTABLISHMENT:			Base Fee for routine processing	For add'l Investigation
1. Establishment Only Investigation/Inspection/Processing		Each	\$498.00	+ Actual time spent x rate per hour as appropriate
- New				
2. Owner/Practitioner Investigation/Inspection/Processing		Each	\$674.00	+ Actual time spent x rate per hour as appropriate
- New (\$391 estab + \$167 pract)				
- State Certified Only				
C. MASSAGE PRACTITIONER OFF-PREMISE Investigation/Processing		Each	\$50.00	
- State Certified Only				

1. Plus prevailing State, Federal and County Fees for fingerprinting of applicants that are at the following costs:

DOJ Prevailing Fee	= \$32.00
FBI Prevailing Fee	= \$17.00
County Prevailing Fee	= <u>\$ 5.00</u> \$54.00

## POLICE DEPARTMENT

	DESCRIPTION OF SERVICES	UNIT	Fee
	D. TANNING SALON - Tanning Facility Application Fee - Tanning Facility Biyearly Renewal Fee  E. TAXI CAB DRIVER Investigation/Processing - New/Renewal  F. TAXI CAB INSPECTION  G. ENTERTAINMENT PERMIT  H. TOW SERVICE - Tow Truck Application Fee - Tow Truck Rotation List - Tow Truck Licensing Fee  I. PROJECT PLAN CHECKING FEE ON BUILDING PERMITS	Each Each facility  Each  Each  Each  Each  Each  Fee	\$451.00 \$76.00  \$98.00 <sup>1</sup>  \$118.00 <sup>3</sup>  \$272.00  \$254.00 <sup>1</sup> \$40.00 \$3.00  \$138.00 per hour
<b>II.</b>	<b>COPIES OF REPORTS</b>		
	A. INCIDENT REPORTS  B. ACCIDENT REPORTS - Crossroads Report (via Internet)  C. CAD REPORTS  D. POLICE REPORT SUMMARIES  E. CLEARANCE LETTER  F. PUBLIC RECORDS REQUEST	Each  Each Each  Each  Each  Each	\$5.00  \$5.00 \$10.00  \$5.00  \$10.00  \$22.00  \$.15 per page
<b>III.</b>	<b>VIDEO/AUDIO TAPE RECORDS AND PHOTOS</b>		
	A. CASSETTE TAPE RECORDING 1. Additional Tape, same case  B. VCR TAPE DVD / CD RECORDING  C. PHOTO COLOR PRINT 4" x 6" 1. Photo enlargement 8" x 10"  D. DIGITAL PHOTOS 1. 8½" x 11" 2. Diskette 3. CD Rom	Each  Each  Each  Each  Each  Per page  Each  Each	\$30.00  \$10.00  \$26.00 \$12.00  \$5.00  \$8.00  \$5.00  \$5.00  \$5.00

<sup>1</sup> Plus prevailing State, Federal and County Fees for fingerprinting of applicants that are at the following costs:

DOJ Prevailing Fee	= \$32.00
FBI Prevailing Fee	= \$17.00
County Prevailing Fee	= \$.50
	\$54.00

<sup>3</sup> The fee will include up to two reinspections at no additional cost. Additional inspections will be billed at 50% of the original cost.

## POLICE DEPARTMENT

	DESCRIPTION OF SERVICES	UNIT	Fee
<b>IV.</b>	<b>FILING OF REPORT OF REPOSSESSION</b> (State Law GC 26751 & 41612)	Each	\$15.00 + \$5.00 admin. fee
<b>V.</b>	<b>SUBPOENA DUCES TECUM</b>  A. CLERICAL COSTS (By State Law, Sec. 1563 CEC requires that the fee be charged on a 1/4 hr basis w/the hrly rate set at \$24.00)	Per 1/4 hour	\$6.00
<b>VI.</b>	<b>FALSE ALARMS</b>	One 2nd & over	Free (starting each fiscal yr.) \$104.00 per alarm
<b>VII.</b>	<b>BOOKING FEE (UPON CONVICTION) STATE LAW SECTION 29550.1.</b>	Each	As determined by the County
<b>VIII.</b>	<b>OFFICER RESPONSE</b>  A. EMERGENCY RESPONSE TO DRIVING UNDER THE INFLUENCE (DUI) upon conviction (Gov't Code Section 53150-58)  B. DISTURBANCE SERVICE FEE (loud parties, barking dogs, etc.)  C. OUTSIDE DETAIL  See "SPECIAL COMMUNITY EVENTS PERMIT" Section  D. CIVIL SUBPOENA WITNESS FEE DEPOSIT (Governed by State Law). Actual costs will be charged	Per hour  Per hour Per officer  Each	\$77.00 (max. \$1,000 per incident) <sup>4</sup>  \$77.00 (1 hour min.)  \$275.00 (per CA Government Code 68097.2)
<b>IX.</b>	<b>VEHICLE RELEASES</b>  A. IMPOUNDED VEHICLE  B. STORED VEHICLE	Each  Each	\$81.00  \$81.00
<b>X.</b>	<b>STORAGE OF FIREARM DV/DVRO</b> (Includes safekeeping)	One Additional	\$94.00 \$62.00

<sup>4</sup> See also Fire Department Fees, page 7.5.

## POLICE DEPARTMENT

	<b>DESCRIPTION OF SERVICES</b>	<b>UNIT</b>	<b>Fee</b>
<b>XI.</b>	<b>OUTSIDE DETAIL RATES</b>  <i>Category A:</i> City organized, conducted, sponsored, or co-sponsored events, or non-profit sponsored events that benefit city programs.  <i>Category B:</i> Fund raising events organized, conducted and sponsored by registered non-profit organizations.  <b>Police Officer</b> <b>Police Sergeant</b> <b>Community Service Officer</b> <b>Sr. Dispatcher</b> <b>Police Reserve Officer</b> <b>Police Cadet</b> <b>Parking Enforcement Rep.</b>  <i>Category C:</i> Events sponsored by for-profit business or non-tax-exempt organizations.  <b>Police Officer</b> <b>Police Sergeant</b> <b>Community Service Officer</b> <b>Sr. Dispatcher</b> <b>Police Reserve Officer</b> <b>Police Cadet</b> <b>Parking Enforcement Rep.</b>	Per hour  Per hour Per hour Per hour Per hour Per hour Per hour  Per hour Per hour Per hour Per hour Per hour Per hour Per hour Per hour	\$0.00  \$86.75 \$104.08 \$55.91 \$71.70 \$63.00 \$16.10 \$26.25  \$108.44 \$130.11 \$69.88 \$89.63 \$78.75 \$20.12 \$32.81

## POLICE DEPARTMENT

PARKING PENALTY SCHEDULE		
<i>Only one violation per citation</i>		
4000(a)	Expired registration ( <b>make sure you check the POC box</b> )	\$77.00/ \$10.00 w/POC
5200	License plates failure to display ( <b>make sure you check the POC box</b> )	\$46.00/ \$10.00 w/POC
5204	Tabs ( <b>make sure you check the POC box</b> )	\$46.00/ \$10.00 w/POC
21113	Parking on public grounds-no permit	\$41.00
22500.1	Fire lane	\$46.00
22500(a)	Parking within an intersection	\$41.00
22500(b)	Parking within a crosswalk	\$46.00
22500(c)	Parking within a safety zone	\$46.00
22500(d)	Parking within 15 ft. of fire station driveway	\$46.00
22500(e)	Blocking any driveway	\$46.00
22500(f)	Parking on a sidewalk	\$41.00
22500(g)	Obstructing traffic by parking near excavation	\$46.00
22500(h)	Double parking	\$41.00
22500(i)	Parking within bus zone	\$46.00
22500(k)	Parking upon any bridge	\$46.00
22500(l)	Blocking wheelchair access to sidewalk	\$335.00
22502(a)	Not within 18" of the curb	\$41.00
22507.8	Handicapped parking	\$335.00
22514	Blocking fire hydrant	\$46.00
22515(a)	Parked with engine running and/or parking brake not set	\$46.00
22516	Person locked in vehicle	\$56.00
22521	Parking within 7 1/2 feet of train tracks	\$46.00
22522	Blocking disabled ramp	\$335.00
22523(a)	Abandoned vehicle- any highway	\$144.00
22523(b)	Abandon vehicle-public/private property	\$144.00
11.32.030	Truck parked on City street (may be used for limos, small shuttle buses, and small school buses)	\$46.00
11.32.040	Parked on parkway (Planting strip)	\$46.00
11.32.070	Red, yellow, etc., curb markings	\$46.00
11.32.100	Commercial vehicle on residential street, 10,000 lbs. GVW	\$46.00
11.32.105	Oversized vehicle/trailer parked on residential street	\$46.00
11.36.010(1)	Parallel parking in angle slot	\$41.00
11.36.020	Angle parking (right front tire not within 18" of curb)	\$41.00
11.40.040(a)	Restricted parking on City street (posted)	\$41.00
11.40.040(a)	Restricted parking on City street (posted) (No residential parking permit)	\$41.00
11.40.040(b)	Restricted parking on City lot (posted) i.e., City Hall, Rec Centers, Library, etc.	\$41.00
11.40.055	Street sweeping	\$41.00
11.40.060	Curb wheels/set brake on hill	\$41.00
11.40.070	Parking so as to obstruct traffic	\$46.00
11.40.100	Violation of emergency signs posted	\$41.00
11.40.110	Parked on private property w/o consent	\$41.00
11.44.090	Parked in front of a hooded meter	\$41.00
11.44.130	Parking over lines	\$41.00
11.44.150	Meter violation	\$41.00
11.44.160	Overtime in meter zone/feeding meter	\$41.00
11.44.165	Repeat violations for overtime parking (2 <sup>nd</sup> violation-same day, same place)	\$41.00
11.48.030	Parking in alley	\$41.00
11.48.070	Parking in bus zone (curb marked)	\$41.00
17.08.020	Boat or other object parked on public right-of-way	\$46.00



## PUBLIC WORKS

DESCRIPTION OF SERVICES		UNIT	FEE
<b>I. PARKING FEES*</b>			
<b>A. TEMPORARY NO PARKING METERS <sup>(1)</sup></b>			
Up to 7 days	Per day/per meter	\$8.25	
8 – 49 days	Per wk/per meter	\$44.75	
50 – 98 days	Per wk/per meter	\$87.20	
99+ days	Per wk/per meter	\$176.00	
For each time the City installs and removes a meter bag.	Per installation	\$71.65	
<b>B. DOWNTOWN PARKING FEE</b>			
<b>PARKING PASSES</b>			
2 <sup>nd</sup> and El Camino Real	Monthly	\$50	
Central Parking	Monthly	\$80	
Tennis Court Garage	Monthly	\$50	
Main Street Garage	Monthly	\$50	
Transit Center	Monthly	\$50	
Railroad Avenue between 5 <sup>th</sup> to 9 <sup>th</sup>	Monthly	\$30	
Kinko's Lot – Lot 10,	Monthly	\$30	
Worker's Resource Lot – Lot 11,	Monthly	\$30	

<sup>(1)</sup> The Public Works Department, Parking Services, and other City representatives have the authority to charge for Temporary No Parking Meters calculated on a consecutive basis unless 60 days have elapsed between parking sessions.

(Example: Contractor A purchases parking on Monday, January 1 for 7 days. They would have to wait 60 days in order to purchase another 7 days at the “up to 7 days” rate. If they purchase another 7 days within the 60 days, then the “8-49 days per week” rate should prevail.)

\* The specified coin or coins required to be deposited in parking meters as provided herein are levied assessed as fees to provide for the proper regulation and control of traffic upon the public streets, and to cover the cost of supervision and regulation of parking of vehicles in the parking meter zones, and to cover the cost of purchase, installation, operation, maintenance, supervision, regulation and control of the parking meters, and to cover the cost to operate, maintain, and improve the garages and lots within the parking district.

## PUBLIC WORKS

DESCRIPTION OF SERVICES		UNIT	FEE
	ON-STREET AND OFF-STREET RATES (per SMMC 11.40.010) (\$0.50 minimum for credit cards at pay stations)	Time Limit:	
	Premium On-Street Space	3 hours	\$1.00/hr
	Premium Off-Street Facilities	3 hours	\$1.00/hr (street level)
	Premium Off-Street Facilities (Central Garage – Lots 4, 5, 6)	No limit	\$0.50/hr (other levels)
	Value On-Street Spaces	3 hours	\$0.50/hr
	Value Off-Street Facilities	3 hours	\$0.50/hr (street level)
	Value Off-Street Facilities (Main Street Garage – Lot 1, Second and ECR Garage – Lot 2, Tennis Court Garage – Lot 3, Ravioli Lot – Lot 7, Talbot's Lot – Lot 8, Transit Center – Lot 9, 5 <sup>th</sup> to 9 <sup>th</sup> Ave on S. Railroad Ave) Kinko's Lot – Lot 10, and Worker's Resource Lot – Lot 11	No limit	\$0.50/hr (other levels)
		No limit	\$0.25/hr
C. VALET PARKING PERMIT FEE			
	Permit Fee	Per Permit	\$461.00
	Implementation/Replacement Costs:		
	Curb Marking	Each Location	\$79.00
	Signs	Per Sign	\$131.00
	Meter Pole/Bracket	Per Pole/Bracket	\$38.00
D. USE OF PUBLIC PARKING SPACES FOR VALET STATIONS		Annually Per Space Per Day	\$1.00 x # of spaces x # of days of operation x 52 weeks
E. CENTRAL PARKING IMPROVEMENT DISTRICT PER SPACE IN-LIEU FEE		Per Space	\$18,000
F. Public EV Charging Station		Per kW/h	\$0.25

## PUBLIC WORKS

DESCRIPTION OF SERVICES		UNIT	FEE
<b>I.</b>	<b>ENCROACHMENT PERMITS</b>		
	A. NEW INSTALLATION PERMIT	Each	\$822.00 (See Encroachment Permit Note IA).
	1. Permanent – City Right-of-Way Review Fee	Each	\$1,020.00 (see Permanent – City Right-of-Way Note IA1)
	B. TEMPORARY PERMIT	Each	\$349.00 (See Encroachment Permit Note IB)
	C. DOCK PERMIT		
	1. Permit to build* * Building permit fee also required.	Per Dock	\$281.00 (inc first yearly dock fee).
	2. Repair or replace existing structure	Per Dock	\$157.00 (see Dock Permit Note IC)
	3. Yearly fee	Year	\$122.00 (see Dock Permit Note IC)
	D. UTILITY PERMIT	Year	See Encroachment Permit Note ID.
	E. INVESTIGATION FEE	Each	See Encroachment Permit Note IE.
	F. ENCROACHMENT PERMIT WORK IN CONJUNCTION WITH SITE DEVELOPMENT PERMIT	Each	See Encroachment Permit Note IF.

**NOTES:**

**I. ENCROACHMENT PERMITS**

All encroachment permits required as a result of any request for service, including conditions applied to Planning items (variances, site plan & architectural reviews, planned community developments, and others) shall be charged all appropriate fees as shown above.

*Note: There will be no fee for encroachment permits to repair sidewalk tripping hazards as determined by City inspection staff.*

In order to obtain an encroachment permit, a standard Encroachment Permit Application must be filled out by the owner of the property or the contractor performing the work. In addition to the required fee and application, all aspects of Chapter 17 of the San Mateo Municipal Code must be adhered to. The applicant must post financial security equal to the value of the improvements to secure performance. Labor and materials must also be secured at one-half the value of the improvements. Current standard insurance must be on file with the City. Insurance requirements include public liability and property damage insurance, naming the City as an additional insured. Evidence of insurance may include a certificate and/or endorsement.

**A. New Installation Permit**

Any improvements not included elsewhere in this section shall be charged a fee of \$822.00 plus a security deposit based on the Permit Computation Worksheet or applicant's submitted estimate once approved by the City. If a trust account has been funded by the applicant, his representative or a developer responsible for the construction of the project, a base encroachment fee of \$822.00 will be charged without the additional 6% of

## **PUBLIC WORKS**

the cost of improvements. \$526.00 of the base fee will be used to fund the Stormwater Pollution Prevention Program (STOPPP) in accordance with Chapter 7.39 of the San Mateo Municipal Code.

**1. Permanent – City Right-of-Way Review Fee**

Request to place or replace structures such as fences, retaining walls, pilasters, stairs, etc. in the public right-of-way (ROW) when an exception is made by the City Engineer for such structure. This fee will cover field visit to the site, engineering review of the existing or proposed structure, and administrative time to prepare a Deed Restriction.

**B. Temporary Permit**

- 1. Dumpsters/Containers:** A standard encroachment permit, including necessary insurance, will be required for the placement of a dumpster or container in the public right-of-way. The fee shall be \$349.00 and the deposit shall be \$500.00.
- 2. Scaffolding, soil tests, sewer video inspections, etc.:** An encroachment permit may be issued upon completion of an encroachment permit application and proof of current standard insurance on file with the City. A fee of \$349.00 is required. In addition, a minimum \$1,000.00 security deposit must be posted to insure removal of the temporary encroachment and cover any repair costs due to damage that may occur.

**C. Dock Permit**

**1. New Installation.**

Property owners who wish to construct a dock or a deck within or over the Marina Lagoon must submit a Marina Lagoon Dock Encroachment Permit Application, current standard insurance, and a drawing of the proposed project. Upon approval of the permit, the fee shall be \$281.00.

**2. Repair or Replace Existing Structure.**

Any improvement to an existing structure (dock or deck) requires a Marina Lagoon Dock Encroachment Permit Application, proof of standard insurance and drawing of proposed work. Upon approval, a permit fee of \$157.00 shall be collected. If the annual dock fee is in arrears, that fee shall be collected prior to the permit being issued.

**3. Yearly Fee:** Dock owners shall pay an annual fee of \$122.00.

**D. Utility Permit**

- 1. Utility companies shall pay an annual blanket encroachment permit processing fee of \$350.00. For each job in the City right-of-way, the utility company shall obtain an encroachment permit, pay an encroachment permit fee of \$175.00 (half of the blanket encroachment permit processing fee), and provide the City with current standard insurance. \$57.00 of the base fee will be used to fund the Stormwater Pollution Prevention Program (STOPPP). Billing will be processed on a quarterly basis. Utility encroachment permits shall be obtained prior to any utility work in the City right-of-way.**
- 2. Utility projects involving installation of 150 feet or more of main line trench shall be considered major projects. The utility company shall obtain an encroachment permit, provide the City with current standard insurance, pay an encroachment permit fee of \$349.00, and place a minimum \$1,000.00 deposit to an**

## **PUBLIC WORKS DEPARTMENT**

inspection fee account to be billed at \$120.00 per hour for inspections. Any funds remaining in the inspection fee account will be refunded after project completion.

3. Utility company permit fees will be waived if the utility relocation work is the result of a City project. Public Utility Commission Rule 20-A projects will also result in waiver of encroachment permit fees.

### **E. Investigation Fees**

1. Work without an encroachment permit will result in an investigation fee. Whenever any work, for which an encroachment permit is required by the San Mateo Municipal Code, has commenced without first obtaining said permit, a special investigation shall be made.

An investigation fee shall be charged and paid whether or not a permit is subsequently issued. The fee must however be paid and the required standard insurance obtained before a permit may be issued for such work.

2. The investigation fee shall be equal to the amount of the encroachment permit fee as shown on the City of San Mateo Public Works Fee Schedule. The payment of such investigation fee shall not exempt any person from compliance with all provisions of the San Mateo Municipal Code, nor from any penalty prescribed by law.

### **F. Encroachment Permit Work in Conjunction with Site Development Permit**

1. When work that requires an encroachment permit is done in conjunction with a Site Development Permit or Funded Trust Account, the encroachment permit fee will be \$346.00. The site development permit deposit or funded trust account will be increased by \$500.00. The total deposit will then cover fees for required engineering and inspection services by the City related to the encroachment and site development permits. The engineering and inspection fees for both the encroachment permit and the site development permit will be charged at an hourly rate of \$120.00 per hour.
2. The fees charged plus the required deposit must be paid and standard insurance must be on file prior to issuance of any encroachment permit. The deposit will be held in a project account and any balance remaining after completion of the project will be refunded. Charges in excess of the deposit will be billed and must be paid before sign-off by the City that the work related to encroachment and site development permit is complete.

<b>DESCRIPTION OF SERVICES</b>		<b>UNIT</b>	<b>FEES</b>
<b>II.</b>	<b>STORMWATER POLLUTION PREVENTION CONSTRUCTION PERMIT</b>		
	A. PERMIT FEE - non-refundable (Type I, II, III and IV projects)	Each	\$526.00
	PLUS		
	B. ENGINEER/INSPECTION FEE (See Notes below)	Per Month of Construction	\$120.00
	C. EROSION CONTROL MINIMUM COMPLIANCE DEPOSIT – Refundable (See notes below)	Each	\$346.00

## PUBLIC WORKS DEPARTMENT

### NOTES:

#### II. STORMWATER POLLUTION PREVENTION PROGRAM CONSTRUCTION PERMITS

In order to obtain a Stormwater Pollution Prevention Program (STOPPP) Construction permit per the San Mateo Municipal Code Chapter 7.39, an applicant (i.e., property owner or contractor performing the work) must fill out the standard STOPPP Construction Permit Application and pay the appropriate permit fee and engineer/inspection fee for a Type I, II, III or IV project. In addition, depending on the type of project and its size, a permittee may be required to also provide a refundable deposit of \$346.00 to ensure compliance with the approved erosion control plan for Type II, III and IV projects. A permittee under the STOPPP Construction permit is required to adhere to all aspects of Chapter 7.39 of the San Mateo Municipal Code.

##### A. Type I Projects

Type I Projects are small projects such as driveway approaches, sidewalk replacement, and under sidewalk drains. The fee for this type of project is \$276.00 (i.e. the non-refundable permit fee). If the work being done involves an encroachment permit, then see Section I A and Section I A notes.

##### B. Type II Projects

Type II Projects are medium projects that do not require a planning application and are reviewed through the building permit process. The fee for this type of project is \$276.00 plus a refundable \$346.00 deposit. The deposit will be refunded if permittee has complied with the submitted erosion control plan and the City has not been required to perform work on permittee's behalf.

##### C. Type III Projects

Type III Projects are medium sized projects that require a planning application. The fee for a Type III Project is \$276.00 plus \$120.00 per month deposit based on the estimated per month construction time. The \$120.00 per month is based on an hourly rate of \$120.00 and covers two (2) one-half hour inspections per month. For example, the fee for a project estimated to be constructed over a four-month period would be \$276.00 plus \$480.00 (i.e., \$120.00 x 4). If this project were completed in three months, a \$120.00 refund would be made. If the project required five months to be constructed, then an additional fee of \$120.00 would be billed. An Engineering/Inspection Fee would not apply if a separate trust account is established for Public Works plan check and inspection.

Depending on the size of the project, a \$346.00 refundable deposit for erosion control plan compliance may also be required. The amount of the deposit will be based on the work shown on the approved erosion control plan. The deposit will be refunded if permittee has complied with the submitted erosion plan and the City has not been required to perform work on permittee's behalf.

##### D. Type IV Projects

Type IV Projects are large sized projects, 1 acre or greater. Type IV Projects require a General Permit issued by the State Water Resources Control Board in addition to the City's STOPPP Construction Permit. The STOPPP Construction Permit fee is \$276.00 plus \$120.00 per month deposit based on the estimated per month construction time. The \$120.00 per month is based on an hourly rate of \$120.00 per hour and covers two (2) one-half hour inspections per month. See fee calculation example in C above. Depending on the size of the project, a \$346.00 refundable deposit for erosion control plan compliance may also be required. An Engineering/Inspection Fee would not apply if a separate trust account is established for Public Works plan check and inspection.

Depending on the size of the project, a \$346.00 refundable deposit for erosion control plan compliance may also be required. The amount of the deposit will be based on the work shown on the approved erosion control plan. The deposit will be refunded if permittee has complied with the submitted erosion plan and the City has not been required to perform work on permittee's behalf.

## PUBLIC WORKS DEPARTMENT

	DESCRIPTION OF SERVICES	UNIT	Fee
<b>III.</b>	<b>SITE DEVELOPMENT PERMITS</b>		
	A. PROCESSING FEE - non-refundable	Each	\$37.00
	PLUS		
	B. ENGINEER/INSPECTION FEE (deposits)**	minimum deposit  185 - 1,000 cubic yards  1,001 - 10,000 cubic yards  over 10,000 cubic yards	\$2,500.00  \$2,500.00 + 3.90 for each add'l cubic yard over 185  \$5,700.00 + \$.30 for each add'l cubic yard over 1,000  \$8,400.00 + \$.25 for each cubic yard over 10,000
	<p>** The minimum deposits listed are required at plan submittal for plan checking and inspection. At the time of permit issuance, additional funds may be required to be added to the deposit if the deposit balance is less than estimated inspection fees, as determined by the City. Any portion not expended by the City in its engineering review and inspection is refundable. Time billed at \$120.00 per hour. Expenses not covered by the deposit will be billed monthly. Bills to be paid in accordance with regular City billing processes. Account must be paid in full prior to final sign-off of conditions.</p>		
<b>IV.</b>	<b>FINAL MAP-PLAN CHECK/PROCESSING</b>		
	A. PARCEL MAPS	Per Map	\$ 2,209 deposit*
	B. SUBDIVISIONS	Per Map	\$ 2,500 deposit*
	<p>* Time billed at \$120.00 per hour. Balance credited or billed to applicant. Any balance due to City required prior to release of map for recordation.</p>		
	C. LOT LINE ADJUSTMENT (by deed)	Each	\$ 1,500 deposit
	D. CERTIFICATE OF COMPLIANCE	Each	\$ 500 deposit
	E. MAP COPY FEE	Per page	\$20.00
	F. ABANDONMENT EASEMENT / RIGHT-OF-WAY	Hour Minimum deposit	\$120.00 \$2,000.00
<b>V.</b>	<b>REPAIR TO CITY PROPERTY</b>		
	A. LABOR	Hour Hour O/T	\$120.00 \$180.00
	B. CONTRACTOR	Hour	Cost plus 5%
	C. MATERIAL & EQUIPMENT	Each	Cost plus 5%
	D. INSPECTION/SURVEY/ENGINEERING	Hour	\$120.00
	<p>* Equipment rate based on the most recent State "Labor Surcharge and Equipment Rental Rates" book published by Caltrans Publications.</p>		

## PUBLIC WORKS DEPARTMENT

	DESCRIPTION OF SERVICES	UNIT	FEE
<b>VI.</b>	<b>SEWER CONNECTION CHARGE</b> (Collected by Bldg. Div. w/building permit)		

**NOTES:**

Sewer Connection Charge

1. The assessment of the sewer connection charge is based on the Uniform Plumbing Code in conjunction with the plumbing fixtures identified on the City's sewer connection charge worksheet. The City charges a minimum connection charge for Residential, Churches and Golf Courses. This minimum charge is based on an average number of fixture units per dwelling unit or entity.
2. Non-Residential hospitals, lodges and clubs, rest, residential care, convalescent homes, and schools are charged at the per fixture unit rate identified on the City's sewer connection charge worksheet.
3. Commercial and Industrial users are also charged at the per fixture unit rate identified on the City's sewer connection charge worksheet. If the commercial or industrial user is constructing a new building the minimum charge is assessed at the time a building permit is issued. The charge is based on the number of fixture units as determined based on the Uniform Plumbing Code and the City worksheet. If tenant improvements occur after the initial charge is assessed and paid, the sewer connection charge at that point will depend on how many fixture units were actually installed as part of the new building permit. New fixture units will be charged at the per fixture rate identified on the City's sewer connection charge worksheet.
4. In the case of Commercial and Industrial users, where the building has been previously occupied and the interior is being demolished or remodeled, the sewer connection charge will be computed as follows:
  - A. The demolition plans will be used to determine the number of existing fixtures units.
  - B. The new plans will be used to determine the number of fixtures units in excess of those shown on the demolition plans.
  - C. The remodeled or new structure will only be assessed a charge for fixture units in excess of those existing, based on the per fixture units identified on the City's sewer connection charge worksheet.

A. RESIDENTIAL		
1. Single-family dwelling	Per connection	\$2,581.00
2. Multi-family dwelling		
a. Studio, & 1 bedroom	Per dwelling unit	\$1,290.00
b. 2 bedroom	Per dwelling unit	\$1,939.00
c. 3 bedroom	Per dwelling unit	\$2,581.00
3. Hotels or motels	Per room/apt.	\$1,290.00
4. Board or lodging houses	Per bedroom	\$1,290.00
B. NON-RESIDENTIAL		
1. Churches	Per connection	\$2,581.00
2. Golf courses	Per connection	\$2,581.00
3. Hospitals	Per fixture unit	\$127.00
4. Lodges and clubs	Per fixture unit	\$127.00
5. Rest, residential care & convalescent homes	Per fixture unit	\$127.00
6. Schools	Per fixture unit	\$127.00
C. COMMERCIAL AND INDUSTRIAL		
	Per fixture unit	\$127.00

## PUBLIC WORKS DEPARTMENT

	DESCRIPTION OF SERVICES	UNIT	FEE
<b>VII.</b>	<b>ENVIRONMENTAL COMPLIANCE FEES</b>		
A.	CLASS A WASTE DISCHARGE PERMIT ANNUAL FEE	Each	\$458.00
B.	CLASS B WASTE DISCHARGE PERMIT ANNUAL FEE	Each	\$317.00
C.	STORMWATER MANAGEMENT PERMIT ANNUAL FEE	Each	\$238.00
D.	POLLUTION PREVENTION INSPECTION FEE	Per hour	\$133.00
E.	INSPECTION/INVESTIGATION FEE	Per hour Per hour OT	\$120.00 \$180.00
F.	SAMPLING FEE	Per hour Per hour OT	\$120.00 \$180.00
G.	ANALYTICAL SERVICES FEE	Each	Cost
H.	HYDRAULIC LOADING CHARGE	Per 100 cu. Ft.	Basic sewer service charge rate
I.	DEFICIENCY RESULTING IN "SIGNIFICANT NONCOMPLIANCE"	Each	\$395.00
J.	FAILURE TO CONDUCT SELF-MONITORING	Each	\$120.00 per hour plus sampling fee
K.	FAILURE TO COMPLY WITH OFFICIAL NOTICE TO CORRECT VIOLATION	Each	\$245.00
L.	ENVIRONMENTAL CLEANUP/ABATEMENT OF PUBLIC NUISANCE		
1.	Labor	Per hour Per hour OT	\$120.00 \$180.00
2.	Material And Equipment	Each	Cost
3.	Contract Services	Each	Cost
M.	APPEAL of decision to issue permit, levy fees, or finding of noncompliance		\$238.00
N.	VIOLATIONS REQUIRING INSPECTION WARRANT, OR COMMENCEMENT OF CIVIL LITIGATION PROCEEDINGS	Each case	\$2,404.00

## **PUBLIC WORKS DEPARTMENT**

### **NOTES:**

#### **VII. ENVIRONMENTAL COMPLIANCE FEES**

The following fees are intended to help recover the cost of implementation and enforcement of SMMC Chapter 7.38 and 7.39.

- A. Class A Discharge Permit. A Class A permit shall be issued to all significant industrial users (SIU). Class A permit holders are regulated in accordance with the requirements specified in the pretreatment regulations, 40 CFR Part 403 and 40 CFR Chapter I, Subchapter N, Parts 405-471, as amended, and this Chapter. (7.38.260) Cost based on 4 hours admin and inspection time per year at standard labor rate.
- B. Class B Discharge Permit. A Class B permit shall be issued, at the discretion of the Director, to any user who is not a significant industrial user, yet requires periodic inspection and/or monitoring to verify compliance with this Chapter. A Class B permit may be required for discharge of industrial waste from stationary sources, trucked wastes, contaminated groundwater, and other industrial wastes approved by the Director for discharge to the sanitary sewer. (7.38.260). Cost based on 1.5 hours admin and inspection time per year at standard labor rate.
- C. Stormwater Management Permit. A property that is required to install, operate, and maintain stormwater treatment facilities, or maintain parking lots, storm drain inlets, or other facilities for stormwater pollution prevention as specified in project conditions, shall obtain a Stormwater Management (SWM) permit from the Director of Public Works. (7.39.235). Cost based on 2 hours admin and inspection time per year at standard labor rate.
- D. Pollution Prevention Inspection Fee. The Director is authorized to conduct all inspection, surveillance, and monitoring procedures necessary to assure compliance with this Chapter. The Director may enter without unreasonable delay, during facility hours of operation, any premises of any user in which a potential pollutant discharge source exists or in which facility discharge and materials and waste records are kept. Records shall be made available to the Director for inspection and copying. Reasonable times for inspection and sampling may include times that are unannounced. (7.38.350, 7.39.140) Cost based on 1.0 - hour admin and inspection time per year at standard labor rate.
- E. Inspection/Investigation Fee. Applies to inspection and investigation activities not covered in D. or K. Cost based on standard labor rate.
- F. Sampling Fee. The Director shall have the right to establish on any property such devices as are necessary to conduct sampling or metering operations. During all inspections as provided herein, the official may take any samples deemed necessary to aid in the pursuit of the inquiry or in the recording of activities on the site. (7.38.350, 7.39.140). Cost based standard labor rate.
- G. Analytical Services Fee. Cost based in service provider cost of service.
- H. Hydraulic Loading Charge. The Director may impose upon the user a hydraulic loading charge for discharge of groundwater or other waters in cases where conventional sewer service charges applied by the City or District do not account for said flows or uses. User discharges which exceed 10,000 gallons per batch discharge or users undertaking long term discharges of groundwater to the sanitary sewer shall be metered and levied a hydraulic loading charge based upon the basic sewer service charge rate. (7.38.260)
- I. Deficiency Resulting in "Significant Noncompliance". At least annually, the Director shall provide public notice in the largest local daily newspaper a list of those significant industrial users that, during the previous twelve (12) months, were found in significant noncompliance, as defined in the pretreatment regulations and this Chapter. (7.38.420). Cost based on administrative time and cost of publication for 3 days in San Mateo County Times.
- J. Failure to Conduct Self-monitoring. The Director may require that the user conduct a sampling and analysis program of the user's waste or stormwater discharge of a frequency and type required by the Director to demonstrate compliance with the requirements of this Chapter. (7.38.360, 7.39.160).

## PUBLIC WORKS DEPARTMENT

- K. Failure to Comply with Official Notice to Correct Violation. When an authorized enforcement official finds that a user has violated or is violating this Chapter, or a permit or order issued hereunder, the official may serve upon said user a Notice of Violation which enumerates the violations found, and orders compliance by a date certain. (7.38.460, 7.39.270); any condition caused or permitted to exist in violation of any of the provisions of this Chapter is a threat to the public health, safety and welfare, and is declared and deemed a nuisance. (7.38.470, 7.39.280)
- L. Environmental Cleanup/Abatement of Public Nuisance. City may impose a charge upon the user to reimburse the City or District for the cost of cleaning and/or repair of City facilities, including mitigation of waste discharge to the storm drainage system; any condition caused or permitted to exist in violation of any of the provisions of this Chapter is a threat to the public health, safety and welfare, and is declared and deemed a nuisance., and may be summarily abated and/or restored by the City. The cost of such abatement and restoration shall be borne by the owner of the property. (7.38.180, 7.38.470, 7.39.280).
- M. Appeal of Decision to Issue Permit, Levy fees, or Finding of Noncompliance. Any person affected by any decision, action or determination, including administrative remedies, made in interpreting or implementing the provisions of this Chapter may appeal therefrom to the City of San Mateo Public Works Commission. (7.39.200). Fee is refunded if appellant prevails.
- N. Violations Requiring Inspection Warrant or Commencement of Civil Litigation Proceedings. In the event that the user refuses the Director entry to the premises, inspection may be made only upon the issuance of a search warrant by a duly authorized magistrate. In the event that the user refuses entry after the request has been made, the Director is hereby empowered to seek assistance from the court in obtaining such entry; Any person who has violated or continues to violate the provisions of this Chapter or any order or permit issued hereunder, shall be subject to the imposition of civil penalties pursuant to Chapter 1.11 of this Code. (7.38.350, 7.39.140, 7.38.410, 7.39.200, 7.38.480, 7.39.290)

	DESCRIPTION OF SERVICES	UNIT	FEE
VIII.	<b>DEVELOPMENT IMPACT FEES</b> (subject to annual review)		
	A. WWTP PHASE II EXPANSION FEE Developer Impact Fee to pay for the increase of 1.5 Million Gallons a Day of treatment capacity for biological demand and solids in the Waste Water Treatment Plant. This increase is needed to accommodate the loading from future development and connections.	Gallon/ADF	\$2.34
	B. TRANSPORTATION IMPROVEMENT FEE <ul style="list-style-type: none"> <li>1. Residential               <ul style="list-style-type: none"> <li>a. Single-family</li> <li>b. Multi-family</li> </ul> </li> <li>2. Commercial and Industrial               <ul style="list-style-type: none"> <li>a. Retail</li> <li>b. Office</li> <li>c. Industrial</li> </ul> </li> </ul>	Per dwelling unit Per dwelling unit Per 1,000 sq. ft. Per 1,000 sq. ft. Per 1,000 sq. ft.	\$3,422.00 \$2,101.00 \$5,893.00 \$3,135.00 \$2,042.00
	C. SOUTH TRUNK AREA SEWER IMPROVEMENT FEE <ul style="list-style-type: none"> <li>1. Single-family dwelling</li> <li>2. Multi-family dwelling, 1 bedroom</li> <li>3. Multi-family dwelling, 2 bedroom</li> <li>4. Multi-family dwelling, 3 bedroom</li> <li>5. Hotels or motels</li> <li>6. Non-residential</li> </ul>	Per dwelling unit Per dwelling unit Per dwelling unit Per dwelling unit Per room Per fixture unit	\$4,759.00 \$2,379.00 \$3,569.00 \$4,759.00 \$2,379.00 \$ 238.00

## PUBLIC WORKS DEPARTMENT

	DESCRIPTION OF SERVICES	UNIT	FEE
<b>IX.</b>	<b>NEWSRACK ORDINANCE VIOLATION</b> <ul style="list-style-type: none"> <li>A. ABATEMENT FEE for failure to abate violation for Chapter 17.12 of the S.M.M.C.</li> <li>B. APPEAL OF ABATEMENT ORDER FEE (Fee refunded if appellant prevails).</li> </ul>	<ul style="list-style-type: none"> <li>Per violation</li> <li>Per violation</li> </ul>	<ul style="list-style-type: none"> <li>\$60.00</li> <li>\$119.00</li> </ul>
<b>X.</b>	<b>MISCELLANEOUS FEES</b> <ul style="list-style-type: none"> <li>A. PLANS AND SPECS</li> <li>B. ENGINEERING PHOTOCOPIES - large sizes</li> <li>C. PHOTOCOPIES</li> <li>D. PLOT COPY FEE – subdivision / parcel map</li> <li>E. TEMPORARY "NO PARKING" SIGNS</li> <li>F. HANG BANNER</li> <li>G. STREET LIGHT BANNER (Note: Nonprofit organizations may contract with a vendor of their choice to install their banners but an encroachment permit is required.)</li> <li>H. CURB PAINTING: Red Tipping  Yellow Curb (Loading Zone) White Curb (Passenger Loading) Green Curb (Limited-Time) Non-Critical Red Zones</li> <li>I. SIDEWALK SALE PERMIT</li> <li>PARADE AND SPECIAL EVENT PERMIT</li> <li>J. ADDRESS ASSIGNMENT FEE to be charged when assignment is not required as a condition of construction; charge for non-essential address changes only.</li> </ul>	<ul style="list-style-type: none"> <li>Per set</li> <li>24" x 36" 36" x the ft.</li> <li>8.5" x 11" 8.5" x 14" 11" x 17"</li> <li>24" x 36"</li> <li>Each</li> <li>Per request</li> <li>Per pole/ Per banner</li> <li>Per request</li> <li>Per Event</li> <li>Per Event</li> <li>Each</li> </ul>	<ul style="list-style-type: none"> <li>Varies: at cost</li> <li>\$3.50 per print \$3.50</li> <li>\$.20 per copy \$.20 per copy \$.25 per copy</li> <li>\$36.00 per copy</li> <li>\$3.00</li> <li>\$245.00 + certificate of insurance.</li> <li><math>\frac{1}{2} \times \text{hourly rate} = \\$58.50</math></li> <li>\$160.00 Initial installation (covers two years)</li> <li>\$200.00 Initial installation (covers two years)</li> <li>Maintenance Fee (covers two years) is 1/2 of initial installation fee.</li> <li>See Special Community Events Permit Section</li> <li>See Special Community Events Permit Section</li> <li>\$406.00</li> </ul>

## **PUBLIC WORKS DEPARTMENT**

	<b>DESCRIPTION OF SERVICES</b>	<b>UNIT</b>	<b>FEE</b>
	K. Bike Share Program User Fees:		
	Monthly Membership Fee	Month	\$ 15.00
	Pay-as-You Go fee (half hour)	Half Hour	\$ 3.00
	Pay-as-You Go Fee (Hour)	Hour	\$ 5.00
	Lock Outside Hub Fee	Occurrence	\$ 3.00
	Lock Outside System Fee	Occurrence	\$100.00



## **SPECIAL COMMUNITY EVENTS PERMIT**

### **SPECIAL EVENT APPLICATION FEES**

No Fee-For events open to the general public, sponsored by a non-profit organization that are not for fundraising purposes, where no registration or admission fee is charged, no donations or contributions are solicited or where no money exchanges hands.

\$100 - For Low Impact events sponsored by a non-profit. A low impact event means any event other than a high impact event.

\$230 - For High Impact events sponsored by non-profits. A high impact event means a special event meeting two or more of the following criteria: 1) Being held for the first time; 2) expected to draw more than 500 participants; 3) held on a recurring basis; 4) requiring the support of 2 or more city departments; 5) following a route with a different start and finish; 6) requiring a street closure; or 7) requiring interagency coordination.

\$500 – For Low Impact events sponsored by a commercial or for profit business. A low impact event means any event other than a high impact event.

\$1,000 – For High Impact events sponsored by a commercial or for profit business. See above for definition of a High Impact event.

### **SPECIAL EVENT FEES FOR SERVICE**

Depending on the nature of the special event, applicable fees may include some or all of the following:

- Overtime rates for personnel not regularly on duty who are required to work the event
- Fair market value charges for utilization of City equipment and/or vehicles used in support of the event
- Regular rates for personnel who may be required to prepare specialized logistic plans in support of the event
- Actual costs for consumable supplies, e.g. parking meter signs, garbage bags, etc., used in support of the event
- Actual cost for specialized services contracted by the City that are required to support the event



## **COMMERCIAL FILMING FEES**

Filming fees shall apply to commercial businesses desiring to film on public streets, right of ways or within city owned facilities, including parks, civic facilities and buildings or special use areas, such as Poplar Creek Golf Course. Prior to the granting of a permit, all businesses shall comply with all applicable policies and procedures, including, but not limited to, evidence of insurance, permits and licenses, and appropriate hold harmless language.

<b>FEE CATEGORY</b>		<b>UNIT</b>	<b>Fee</b>
<b>I.</b>	<b>USE FEES - PUBLIC STREETS AND RIGHT OF WAYS</b>		
	<u>Daily Use Fees:</u> Videos/Travel/Documentary/Still Photography/Industrial Commercials Television Series/Movies/Pilot and Feature Films	Per Day	\$100.00 \$200.00 \$300.00
<b>II.</b>	<b>USE FEES - CIVIC FACILITIES, PARKS, SPECIAL USE AREAS (for all uses)</b>	Per hour	\$50.00
<b>III.</b>	<b>SUPPORT SERVICES FEES</b>  Any filming use that requires any of the following, shall be billed in accordance with the guidelines outlined within the Special Community Events Permit Fee section, Category C designation; i.e. for-profit businesses or non-tax exempt organizations:  Fees for use of City equipment, consumable supplies, preparation of specialized logistic plans, specialized contracted services and on-duty personnel will be billed at cost, plus a 25% administrative overhead fee.  Fees for use of overtime personnel shall be calculated at the top step prevailing overtime rate for the classification(s) utilized plus a 25% administrative overhead fee.		
<b>IV.</b>	<b>DEPOSIT</b>  All businesses shall submit a refundable deposit in the amount of \$1,000.00 at the time fees are due and payable to cover any unanticipated support services fees, property damage repair, etc.		



**ANNUAL REVIEW**

**EXISTING DEVELOPER  
IMPACT FEES**



ANNUAL REVIEW AND FINDINGS FOR DEVELOPER IMPACT FEES INCLUDING  
PROPOSED FEE INCREASES AND SEWER CONNECTION CHARGE

CITY OF SAN MATEO  
APRIL 2016

I. WASTEWATER PHASE II EXPANSION

Imposed on all development that requires a planning application or project that result in a change of use and that add more sewage to the City's sewage treatment system.

- A. Purpose of Fee: Sewage treatment. Fee pays for capacity of plant in accordance with General Plan population projections through the year 2010. Fee collection to continue until developer cost recovered.
- B. Use of Fee: Expansion of Wastewater Treatment Plant per the General Plan Land Use section 4.5 and the City's Capital Improvement Program Project.
- C. Relationship Between Need For/Use of Fee and Type of Development: All development which adds sewage to the City's sewage treatment system should pay for the portion of the plant expanded to accommodate their loading.

The Wastewater Treatment Plant Expansion Phase II will provide an increase in capacity to treat the biological oxygen demand and solids that will be contributed to the plant from new development and connections.

The City of San Mateo share of the current treatment capacity is 9.9 MGD, the upgraded system will provide for the treatment of 11.4 MGD.

San Mateo future (2010) capacity for the plant was projected at 11.4 MGD. Therefore, the 1.5 MGD capacity will be projected as the amount provided by the plant expansion. The cost of this capacity increase should be paid by the new connections.

- D. Determination of the amount of fee attributable to a particular development -- \$2.34 per gallon of average daily flow.

Final projected cost of the 2005 expansion is \$36.12 million. This is based on the 2005 Wastewater Treatment Plant Expansion. Construction began April 2005 and was substantially complete in the spring of 2009.

The Treatment Plant is partially owned by the Estero Municipal Improvement District. Under a JPA with that agency, San Mateo's share of the expansion cost is 75 % of \$36.12 million total cost or \$27.09 million.

The portion of the project attributed to increase Loading Capacity Expansion (rather than replacing existing capacity) = 13% of cost. Therefore, development pays 13% of San Mateo's share (13% of \$27.09 million) = \$3.52 million.

Enlarged capacity of treatment plant = 1.5 million gallons per day.

Fee rate equals total cost to developers (\$3,520,000) divided by expansion (1,500,000 gpd) = \$2.34/gpd.

Average use for particular users determined by reference to site sewer study or engineering standards.

Example: Estimated average use for a new 20,000 square foot office building = 2,000 gpd. Developer contribution is 2,000 gpd x \$2.34/gpd = \$4,680.00.

**E. Account/Fund Accounting for the Waste Water Treatment Plant Expansion Fee**

<b>FEE DESCRIPTION</b>	The Wastewater Treatment Plant Expansion fee is imposed on all development that requires a planning application and which adds sewage to the City sewage treatment system.
<b>AMOUNT OF FEE</b>	See item D above.
<b>FEE TERM</b>	Collect \$3.52 million is raised from the fee.
<b>PROPOSED FEE AMOUNT</b>	\$2.34 per gallons of average daily flow
<b>BEGINNING ACCOUNT BALANCE JULY 1, 2014</b>	\$-0-
<b>FEES COLLECTED FISCAL YEAR 2014-15</b>	\$175,275.14
<b>INTEREST EARNED FISCAL YEAR 2014-15</b>	\$-0-
<b>ENDING ACCOUNT BALANCE JUNE 30, 2015</b>	\$175,275.14 (Fees collected are transferred annually to the fund balance of the Sewer Enterprise Fund).
<b>FEES EXPENDED/USE OF FEES</b> Fees FY06-07      \$ 21,011.69 Fees FY07-08      \$ 6,852.69 Fees FY08-09      \$ 77,183.50 Fees FY09-10      \$ 19,528.93 Fees FY10-11      \$ 10,662.90 Fees FY11-12      \$ 72,930.36 Fees FY12-13      \$332,001.84 Fees FY13-14      \$481,259.09 Fees FY 14-15      \$175,275.14	The sewer fund received \$175,275.14 in Expansion of Wastewater Treatment Plant Phase II fees in FY14-15. Fees received are a repayment of the loan from the Sewer Fund. Funds loaned were used to pay for the WWTP Expansion Phase II project 467836 costs. The fee is to continue until the developer cost of \$3.52 million is recovered. Collection of fee began July 1, 2006 (i.e. FY06-07). As of June 30, 2015 the City has only collected \$1,196,706 of the expansion fee, which represents 33.9% of the developer contribution.
<b>CONSTRUCTION START DATE</b>	April 2005
<b>CONSTRUCTION ACCEPT WORK/SUBSTANTIAL COMPLETION DATE</b>	April 6, 2009
<b>NO FEE INCREASE PROPOSED</b>	City has elected to review the fee annually instead of once every five years per state law.

## II. TRANSPORTATION IMPROVEMENT FEE:

San Mateo Municipal Code (SMMC) Chapter 27.13 establishes a transportation improvement fee for new development to fund City-wide traffic improvements needed to accommodate development.

- A. Purpose of Fee: Transportation Improvements.
- B. Use of Fee: To complete the transportation improvement projects specified in the 2008 Traffic Mitigation Report and Fee Update prepared by Hexagon Transportation Consultant, Inc., dated June 8, 2009 as may be updated, or amended in Section D following, or to reimburse the City for such construction; reimburse developers who have been required or permitted to install improvements; and pay costs for the administration of this ordinance. The update revises the list of projects to be funded (see attachment 1). This change is not expected to result in a change in the cost per trip, but the cost of the overall program did increase and was approved with the General Plan update. See City's General Plan Circulation sections C2.4 and C2.5.
- C. Relationship Between Need For/Use of Fee and Type of Development: Development will pay only for improvements where there is a reasonable relationship between the road improvements and the traffic generated by the new development.

Types of development subject to the fee: Pursuant to (SMMC) Section 27.13.050. The fee shall be applicable to new development projects which require a planning application pursuant to Section 27.08.010, expansion of floor area of existing uses which require a planning application pursuant to Section 27.08.010, new single family and duplex dwelling units, and change of use permit as follows:

- 1. Residential Construction. The fee applies for each NEW dwelling unit.
- 2. Non-Residential Construction. The fee applies to the new square footage for all commercial and institutional uses, including both additions and new buildings.
- 3. Changes of Use Requiring a Special Use Permit. Fees are required for changes of use only when a special use permit is needed.
- 4. City facilities are exempt.
- 5. Refer to (SMMC) Chapter 27.13 for further details.

D. Determination of the Amount of Fee Attributable to a Particular Development: Fee = fee per land use unit x number of land use units in subject application. For special uses not specifically addressed by the land use categories, Fee = average PM peak hour trips anticipated for the development average cost per trip.

## COST PER TRIP CALCULATION METHODOLOGY:

Net added P.M. peak hour trips:	9,301 (1)
Fee funded:	\$34,998,434.00
Cost per trip:	\$3,763.00

(1) Based on San Mateo Model forecasts updated to reflect approved development.

PROPOSED TRAFFIC FEES			
Based on P.M. Peak Hour Trip Generation Rates (3), (4)			
TYPE OF LAND USE	TRIP RATE (1)	TRAFFIC FEE	MEASURING FACTOR
Residential Single Family (2)	0.7373/DU	\$3,422	per DU
	0.4526/DU	\$2,101	per DU
Commercial and Industrial  Retail Office Industrial	2.04/ksf 1.09/ksf 0.71/ksf	\$5,893 \$3,135 \$2,042	per 1,000 sq.ft. per 1,000 sq.ft per 1,000 sq. ft.

- (1) Based on ITE PM Peak Hour Trip Generation with a 27% reduction for intra-city trips.
- (2) All residential growth is assumed to be multi-family (for determining total added trips). Thus the fee per trip is calculated as such. However any single-family homes will be charged in accordance with their corresponding trip rate.
- (3) Credits are available for existing on-site uses as described in (SMMC) Chapter 27.13.090 and as show in the 2008 Traffic Mitigation Report Updated dated January 19, 2010.
- (4) Fee for uses not shown in the established categories will be based on a “per trip” fee calculation for further details see the 2008 Traffic Mitigation Report Update dated January 19, 2010.

E. Account/Fund Accounting for the Transportation Improvement Fee

<b>FEE DESCRIPTION</b>	The Transportation Improvement Impact Fee is imposed on new development to fund Citywide traffic improvements needed to accommodate development as specified in the 2008 Traffic Mitigation Report dated June 8, 2009.	
<b>PROPOSED FEE AMOUNT</b>	Based on calculation in D above.	
<b>BEGINNING ACCOUNT BALANCE JULY 1, 2014</b>	\$4,265,510.86	
<b>FEES COLLECTED FISCAL YEAR 2014-15</b>	\$2,192,809.93	
<b>INTEREST ALLOCATION</b>	\$32,796.64	
<b>LESS FEES TRANSFERRED TO CAPITAL PROJECTS</b>	\$1,025,547.69	
<b>ENDING ACCOUNT BALANCE JUNE 30, 2015</b>	\$5,465,569.74	
<b>USE OF FEES FY2014-15</b>	462202 25TH Ave Grade Separation 462225 Freeway Impr-SR92 465149 Bike Master Plan 465150 Ped Master Plan 466004 Citywide Traffic Signals 466600 Citywide Traffic Calming 466601 Traffic Model Update 467005 20th Ave/ECR SB Right Turn Lane 468566 Street Widening 3rd/4th Ave 465152 Delaware St. Bike Lane Streetscape Improvement	\$10,445.47 \$380,816.43 \$ 0.00 \$ 0.00 \$ 0.00 \$17,503.12 \$17,643.79 \$4,522.03 \$ 0.00 \$594,616.85
<b>Expenditure Report</b>	See Attachment 2, 2A,	
<b>Approximate Date Designated on which funding is expected</b>	See Attachment 2B	
<b>NO FEE INCREASE PROPOSED</b>	City has elected to review annually instead of once every five years as per state law.	

### III. SOUTH TRUNK AREA SEWER IMPROVEMENT FEE

The San Mateo Municipal Code Chapter 3.54 Sewer Service Charges and Connection Fees authorize the imposition of development impact fees for the South Trunk area sewer improvements. The fee is imposed on all development and redevelopment contributing to the South Trunk line and became effective on March 1, 2008.

- A. Purpose of Fee: To pay for improvements to increase the capacity of the South Trunk line to serve the new development and redevelopment.
- B. Use of Fee: To complete the capacity improvement projects needed to serve new development and redevelopment in the South Trunk area of the City as specified in the Technical Memorandum prepared by RMC Water and Environment in October 2007.
- C. Relationship Between Need For/Use of Fee and Type of Development: The existing trunk sewer system serving the South Trunk area has insufficient capacity to handle existing and future peak wastewater flows. In order for development and redevelopment to proceed in the South Trunk Area, capacity needs to be added to the system to handle the additional wastewater flows that would be generated by that development. The anticipated additional wastewater flows have been calculated by applying a unit flow factor to growth estimates of population, employment, and hotel/motel rooms between 2000 and 2020 based on the land uses provided for in the City's existing General Plan and the development proposed under Corridor Plan A for the San Mateo Rail Corridor Transit-Oriented Development Plan.

The following projects are required to provide capacity for development and redevelopment:

<b>Project ID</b>	<b>Description</b>	<b>Estimated Capital Cost</b>
SAT -1	Dale Avenue PS Easement Parallel	\$638,275
SST -1 Alt.	Lower Dale/Delaware Trunk Relief	8,672,983
SST -2A	South Delaware Parallel Phase I	5,286,875
SST -2B	South Delaware Parallel Phase II	805,718
<b>Total Estimate Cost</b>		<b>\$15,403,851</b>

Note: Costs are estimated in 2009 dollars and increased annually to reflect the change in the CPI as of October of each year. The City's cost are estimated to increase in portion to any CPI increase. There was a 3.6% CPI increase for 2016. The CPI for 2017 is 2.6% and is reflected in the Estimated Capital Cost shown in table above and for the Impact Fee shown in the table below. Also see Attachment 3 for project locations – South Trunk Projects for New Development Map Figure 2.

D. Determination of the Amount of Fee Attributable to a Particular Development: To calculate the required fees, the estimated residential population growth in the South Trunk area was converted to the estimated number of new single- and multi-family dwelling units; and the estimated employment (jobs) was converted to an estimated number of fixture units. Each unit was then converted to equivalent dwelling units (EDUs) based on the equivalencies in the City's sewer capacity charge schedule. A total of 3,237 EDUs would be served by the South Trunk improvement projects. Based on the total capital improvement cost of \$15,403,851, the required impact fee would be \$4,759 per EDU. The proposed fee for each type of connection is summarized below (supporting Technical Memorandum on file in Public Works Department).

<b>Development Type</b>	<b>Unit</b>	<b>Impact Fee</b>
Single-family dwelling	Per dwelling unit	\$4,759.00
Multi-family dwelling, 1 bedroom	Per dwelling unit	\$2,379.00
Multi-family dwelling, 2 bedroom	Per dwelling unit	\$3,569.00
Multi-family dwelling, 3 bedroom	Per dwelling unit	\$4,759.00
Hotels or motels	Room	\$2,379.00
Non-residential	Fixture unit	\$ 238.00

E. Account/Fund Accounting for the South Trunk Sewer Relief Development

<b>FEE DESCRIPTION</b>	South Trunk Sewer Relief Development Impact Fee is imposed on all development and redevelopment contributing to the South Trunk line.
<b>PROPOSED FEE AMOUNT</b>	Assessed based on equivalent dwelling units or fixture units as described in item D above.
<b>BEGINNING ACCOUNT BALANCE JULY 1, 2014</b>	\$1,806,984.41
<b>FEES COLLECTED FISCAL YEAR 2014-15</b>	\$38,056.00
<b>INTEREST ALLOCATION</b>	\$12,327.23
<b>FEES TRANSFERRED TO CAPITAL PROJECTS</b>	\$132,444.72
<b>ENDING ACCOUNT BALANCE JUNE 30, 2015</b>	\$1,724,922.92
<b>PROPOSED FEE AMOUNT</b>	Based on calculation in D above.

<b>USE OF FEES</b>	<p>To complete the capacity improvement projects needed to serve new development and redevelopment in the South Trunk area of the City as specified in the Technical Memorandum prepared by RMC Water and Environment in October 2007.</p> <p>Previous development in the South Trunk Area was charged the Sanitary Sewer Undercassing of US 101 fee. The US 101 crossing is one of the segments in the current South Trunk Sewer Relief project. The Sanitary Sewer Undercassing of US 101 fee ended June 30, 2006. The account balance/unexpended US 101 fee is \$33,098.05. To date \$839,648 was used for project related expenditures (see 469911- South Trunk System Upgrade. Unspent fees will be used to fund the remaining South Trunk System Upgrade project work as discussed above.</p>
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**Table 2-1**  
**Improvements Funding Summary**

Type	Improvement	Impact Fee			Roadway Reconstruction			ROW Dedication			Other <sup>1</sup>	Total Cost <sup>2</sup>
		%	\$	%	Funds	\$	%	\$	%	\$		
Freeway & Interchange Improvements	US 101 Auxiliary Lanes										100%	\$166,340,000
	SR 92 Auxiliary Lanes & ECR Interchange Mods.	8%	\$11,448,434								92%	\$125,851,566
Major Street Improvements	3rd/4th Avenue Widening	100%	\$1,660,000									\$1,660,000
	20th Avenue Widening	50%	\$50,000								50%	\$50,000
Grade Separations	25th, 28th & 31st Avenues	5%	\$12,000,000								95%	\$238,000,000
												\$250,000,000
Signalization Modifications	New Signals & Signal Upgrades	100%	\$5,000,000									\$5,000,000
Intersection Improvements	Intersection Modifications & Safety Improvements	100%	\$750,000									\$750,000
	El Camino Real/Crystal Springs SB Right-Turn Lane	94%	\$235,000								6%	\$15,000
Street Extension	El Camino Real/20th Avenue SB Right-Turn Lane	80%	\$80,000								20%	\$20,000
	Amphlett/Poplar/US 101 SB Ramps	90%	\$900,000	10%	\$100,000							\$1,000,000
Neighborhood Traffic Management	Delaware Street <sup>3</sup>											\$1,850,000
	Neighborhood Traffic Analysis & Improvements	100%	\$2,500,000									
Bicycle and Pedestrian Improvements	Various	100%	\$250,000									\$250,000
Traffic Model Maintenance & Update	Forecasts & Updates	100%	\$75,000									\$75,000
<b>Totals</b>			<b>\$34,948,434</b>					<b>\$100,000</b>			<b>\$555,000</b>	<b>\$531,571,566</b>
												<b>\$567,175,000</b>

Notes: <sup>1</sup> Other funding includes direct developer funding plus County, State and Federal Grants, and redevelopment funds.

<sup>2</sup> Adjusted +10.9% for inflation for 2005 to 2008, US Department of Labor (<http://www.bls.gov/bls/inflation.html>)

<sup>3</sup> Delaware Street Extension funded by Bay Meadows Phase II Development (ROW dedication and improvement costs)

PROJECT NAME	PROJECT #	ALLOCATION TIF PRIOR TO 07-08	TIF EXPENDITURES PRIOR TO 07-08	TOTAL PROJECT EXPENDITURES PRIOR TO 07-08	ALLOCATION TIF	TIF EXPENDITURES	TOTAL PROJECT EXPENDITURES	ALLOCATION TIF	TIF EXPENDITURES	ALLOCATION TIF	TIF EXPENDITURES
25th Ave/Rail Corridor Grade Separation CONSTRUC START DATE ACCEPT WORK DATE	462202 xx N/A	0	0	141,954	0	0	0	0	1,210,000	24,370	225
Freeway Impr-SR92 Widening CONSTRUC START DATE ACCEPT WORK DATE	462225 N/A N/A	0	0	0	0	0	0	0	0	0	0
Bike Master Plan CONSTRUC START DATE ACCEPT WORK DATE	465149 N/A N/A	0	0	0	0	0	0	0	0	0	0
Pedestrian Master Plan CONSTRUC START DATE ACCEPT WORK DATE	465150 N/A N/A	0	0	0	0	0	0	0	0	0	0
Citywide Traffic Signals CONSTRUC START DATE ACCEPT WORK DATE	466004 Varies Varies	1,172,411	248,066	809,062	138,500	114,149	95,617	(700,000)	161,175	361,173	100,000
Citywide Traffic Calming CONSTRUC START DATE ACCEPT WORK DATE	466600 N/A N/A	998,896	788,093	788,093	0	107,942	107,942	0	59,015	59,015	108,865
Traffic Model Update CONSTRUC START DATE ACCEPT WORK DATE	466601 N/A N/A	569,475	414,475	415,083	0	106,273	105,666	75,000	25,920	25,970	100,000
Street Widening-3rd/4th Ave CONSTRUC START DATE ACCEPT WORK DATE	468566 N/A N/A	0	0	78,663	0	0	0	0	0	0	3,529
20th Ave/ECR SB Right Turn CONSTRUC START DATE ACCEPT WORK DATE	467005 N/A N/A										0
<b>TOTAL PROJECT</b>		<b>2,740,782</b>	<b>1,450,634</b>	<b>2,232,855</b>	<b>138,500</b>	<b>309,225</b>	<b>585,000</b>	<b>270,480</b>	<b>446,383</b>	<b>1,758,000</b>	<b>141,835</b>

PROJECT NAME	PROJECT #	TOTAL PROJECT EXPENDITURES		TIF EXPENDITURES		TOTAL PROJECT EXPENDITURES		TIF EXPENDITURES		TOTAL PROJECT EXPENDITURES	
		FY09-10	FY10-11	FY10-11	FY11-12	FY11-12	FY11-12	FY11-12	FY11-12	FY11-12	FY11-12
25th Ave/Rail Corridor Grade Separation CONSTRUC START DATE ACCEPT WORK DATE	462202 xx N/A	49,773	(1,007,032)	78,806	145,033	0	64,219	64,219	(280,000)	18,415	18,415
Freeway Impr-SR92 Widening CONSTRUC START DATE ACCEPT WORK DATE	462225 N/A N/A	0	0	0	0	0	0	0	16,499	280,000	0
Bike Master Plan CONSTRUC START DATE ACCEPT WORK DATE	465149 N/A N/A	38,109	0	0	51,927	0	0	0	61,429	0	0
Pedestrian Master Plan CONSTRUC START DATE ACCEPT WORK DATE	465150 N/A N/A	3,028	0	0	142,405	0	0	0	212,648	0	0
Citywide Traffic Signals CONSTRUC START DATE ACCEPT WORK DATE	466004 Varies Varies	503,381	0	0	134,745	(158,079)	0	0	354,085	0	0
Citywide Traffic Calming CONSTRUC START DATE ACCEPT WORK DATE	466600 N/A N/A	108,865	0	22,578	22,578	95,018	1,798	1,798	10,848	10,848	10,848
Traffic Model Update CONSTRUC START DATE ACCEPT WORK DATE	466601 N/A N/A	3,478	0	4,998	4,998	(94,278)	0	0	0	35,675	35,675
Street Widening-3rd/4th Ave CONSTRUC START DATE ACCEPT WORK DATE	468566 N/A N/A	0	0	0	0	0	0	0	0	0	0
20th Ave/ECR SB Right Turn CONSTRUC START DATE ACCEPT WORK DATE	467005 N/A N/A									70,000	0
<b>TOTAL PROJECT</b>		<b>706,634</b>	<b>(1,007,032)</b>	<b>106,382</b>	<b>501,686</b>	<b>(157,339)</b>	<b>66,017</b>	<b>710,678</b>	<b>70,000</b>	<b>64,938</b>	<b>257,620</b>

PROJECT NAME	PROJECT #	ALLOCATION TIF EXPENDITURES	TOTAL PROJECT EXPENDITURES	ALLOCATION TIF EXPENDITURES	TIF EXPENDITURES	TOTAL PROJECT EXPENDITURES	TOTAL TIF ALLOCATION	TOTAL TIF EXPENDITURES AS OF	PROJECT EXP AS OF	TOTAL PROJECT EXP AS OF	PERCENT TIF EXP
25th Ave/Rail Corridor Grade Separation CONSTRUC START DATE ACCEPT WORK DATE	462202 xx N/A										06/30/15
Freeway Impr-SR92 Widening CONSTRUC START DATE ACCEPT WORK DATE	462225 N/A N/A	0	28	28	1,850,000	10,445	10,445	3,280,968	196,283	430,093	45.64%
Bike Master Plan CONSTRUC START DATE ACCEPT WORK DATE	465149 N/A N/A		280,000	0	660,992	1,000,000	380,816	1,560,000	380,816	1,609,742	23.66%
Pedestrian Master Plan CONSTRUC START DATE ACCEPT WORK DATE	465150 N/A N/A	0	0	0	0	0	416	0	0	169,549	0.00%
Citywide Traffic Signals CONSTRUC START DATE ACCEPT WORK DATE	466004 Varies Varies	0	0	138,403	0	0	67,810	0	0	593,297	0.00%
Citywide Traffic Calming CONSTRUC START DATE ACCEPT WORK DATE	466600 N/A N/A	0	0	124,422	0	0	197,636	552,831	552,831	2,717,207	20.35%
Traffic Model Update CONSTRUC START DATE ACCEPT WORK DATE	466601 N/A N/A	0	0	150,000	17,503	17,503	1,293,914	1,116,642	1,116,642	1,116,642	100.00%
Street Widening-3rd/4th Ave CONSTRUC START DATE ACCEPT WORK DATE	468566 N/A N/A	0	2,814	2,814	0	17,644	17,644	650,197	611,328	611,328	611,328
20th Ave/ECR SB Right Turn CONSTRUC START DATE ACCEPT WORK DATE	467005 N/A N/A	0	62,408	62,408	20,000	4,522	4,522	90,000	0	0	78,663
<b>TOTAL PROJECT</b>	<b>280,000</b>	<b>65,250</b>	<b>989,067</b>	<b>3,020,000</b>	<b>430,931</b>	<b>1,239,303</b>	<b>7,427,911</b>	<b>2,924,830</b>	<b>7,393,451</b>	<b>43.3%</b>	<b>100.00%</b>

Attachment 2A  
Traffic Improvement Impact Fee Expenditure Report FY 2014-15

Project #	Project Name	Traffic Impact Fees Required Per Model	Road Funds Per Model	Developer Funding, County, State, & Fed Grant Per Model	Total Funding Required Per Model	Traffic Impact Fee Allocation	Federal Grant Allocation	Community Implementation Authority Grant Allocation	MSR A Allocation	Gas Tax Allocation	General Fund	Fees & Charges / Misc	Total Project Allocation	Total Expenditures as of 6/30/15	Total Traffic Impact Fees in Project	14	13	12	11	10	9	8	7	6	5	4	3	2	1											
462202	Rail Corridor Grade Separations (formerly Grade Separations 25 & 28th & 31st Ave)				238,000,000	250,000,000							52,810	233,378	66,000	3,748,156	430,093	196,283	45.6%	No	See Note 3																			
463004	Citywide Traffic Signals	5,000,000	5,000,000		552,831	64,241	278,187						2,600,400		3,495,660	2,717,207	552,831	20.3%	No	See Note 4																				
465600	Citywide Traffic Calming	2,500,000		2,500,000	1,293,914										1,293,914	1,116,642	1,116,642	100.0%	No	See Note 5																				
466601	Traffic Model Update	75,000			75,000	650,197									650,197	611,328	611,328	100.0%	No	See Note 6																				
462225	Freeway Impr- SR 92 Widening	11,448,434	125,851,566	137,300,000	1,560,000	13,199	2,200,000	125,000							3,898,199	1,609,742	380,816	23.7%	No	See Note 7																				
468566	Street Widening - 3rd/4th Ave	1,660,000			1,660,000										506,511	6,000	512,511	78,663	0.0%	No	See Note 8																			
465149	20th Avenue Widening	50,000	50,000	100,000												0			-	0	0.0%	No	See Note 9																	
465150	Bike & Ped Master Plan and Development	250,000		250,000											1,339,924	16,000	442,136	313,752	2,111,812	762,847	0	0.0%	No	See Note 10																
467005	Intersection Improvements	1,965,000	100,000	35,000	2,100,000	90,000													90,000	66,930	66,930	100.0%	No	See Note 11																
<b>Total</b>	<b>Franklin Reimbursement</b>	<b>34,948,344</b>	<b>100,000</b>	<b>363,926,566</b>	<b>308,985,000</b>	<b>0</b>	<b>7,327,911</b>	<b>1,417,364</b>	<b>2,593,187</b>	<b>619,946</b>	<b>3,420,663</b>	<b>233,378</b>	<b>72,000</b>	<b>0</b>	<b>15,800,450</b>	<b>7,391,452</b>	<b>2,924,830</b>	<b>39.9%</b>																						

Notes:

- 1) Total unexpended TIFs as of 6/30/15 is \$5,465,569.74. The purpose to which the fee is to be put and the relationship between the fee and the purpose is explained in Exhibit E Section II. Currently the fees collected are far less than the \$34.9 million needed to complete all project work.
- 2) Improvements are shown in column number 1 through 4 in the chart above.
- 3) The Rail Corridor Grade Separations project (formerly the Grade Separations - 25th, 28th and 31st Ave project) is a project for which sufficient funding has not been obtained.
- 4) The Citywide Traffic Signals project is a project that includes multiple projects and spans multiple years and is a subprogram of the Traffic Mitigation Program. The City of San Mateo generally adds between one and three new traffic signals per year. In FY14-15 no signals were added. Additional traffic signals are generally needed because of increases in traffic due to new or intensified existing development. Due to the uncertainty of traffic model forecasts at the intersection level, it is not advisable to identify the precise locations warranting signalization in the future based on traffic forecasts derived from the model. It is therefore recommended that the traffic fees reflect historical trends without specifying the exact intersections to be included in the fee program. The program is funded assuming the installation of 20 new traffic signals to satisfy the needs created by new development. Traffic impact fees funded 23% of project cost. Additional funding sources include Federal and County grant money and Gas Tax. In addition to the funding of new signals, the program funds studies to identify the needs for traffic signal improvements. A list of projects funded from this program over the past five years follows:

Design of 20th Avenue/ECR SB Right Turn Lane started end of FY2013  
Design of Bridgepointe Parkway/Bridgepointe Circle Signal Improvements is complete and completion of construction estimated by the end of fiscal year 2012  
DeAnza Lane Reduction Safety Improvements - FY09-10  
Hillsdale Lane Reduction Safety Improvements - FY09-10  
3rd Avenue Lane Reduction Safety Improvements - FY10-11







		TOTAL CONTRIBUTION	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27
ERC/20th Ave SW RCU-Turn Lane	\$100,000	\$80,000	\$20,000	TIF Expected <sup>1,2,4</sup> - \$11,160M	TIF Expected <sup>1,2,4</sup> - \$11,160M	TIF Expected <sup>1,2,4</sup> - \$11,160M	TIF Expected <sup>1,2</sup> - \$950k			
- PSCE										
- CEQA										
- Construction										
Amplified/Poplar	\$1,000,000	\$900,000	\$100,000							
- PSCE										
- CEOA										
- Construction										
Street Extension	Delaware Street	\$1,850,000	\$1,850,000							
Neighborhood Traffic Management	NTIMP Analysis & Improvements	\$2,500,000	\$2,500,000							
- Various Locations										
Bike/Ped Improvements	Various	\$250,000	\$250,000							
- Bicycle Imps.										
- Pedestrian Imps.										
Traffic Model Maintenance & Upgrade	Forecasts & Updates	\$75,000	\$75,000							
- Model Update										

<sup>1</sup> \$150k/year TIF expected based on historic contributions (Continuous)

<sup>2</sup> \$800k/year TIF expected from Bay Meadows Phase II Development (15 years - 2012-2027)

<sup>3</sup> \$475k/year TIF expected from Hines Development (2 years - 2013-2014)

<sup>4</sup> \$210k/year TIF expected from SPC Development (8 years - 2014-2022)

5) The Citywide Traffic Calming project is a project that includes multiple projects and spans multiple years and is a sub program under the Traffic Mitigation Program. As a subprogram it includes a component to protect residential neighborhoods from the intrusion of cut-through traffic and excessive traffic speeds. Increased traffic on the City's arterials and collector streets as a result of future development may increase traffic on residential streets as drivers seek ways to avoid congestion. Often this cut-through traffic includes vehicles exceeding the safe speeds for residential streets. The Traffic Mitigation Program provides funding for improvements on arterial and collector streets to reduce congestion and for residential traffic calming measures. The arterial and collector improvements will reduce the potential for cut-through traffic. The traffic calming measures will reduce the impacts in neighborhoods where the problem persists, even after the collector and arterial improvements have been provided. The program, which is 100% funded through the Traffic Mitigation Program, also funds improvements on local streets to mitigate speeding in residential neighborhoods.

A list of projects funded from this program over the past five years is as follows:

Revision of Traffic Calming Document to Neighborhood Traffic Management Program - FY08-09

Development of City Driver Feedback Sign Guidelines - FY09-10

Evaluation of Traffic Calming Requests for entire neighborhood – Central, College Park - FY08-09

Tilton Avenue Closure @ RR Traffic Analysis - FY09-10

Hillsdale & Countryside Striping Improvements - Completed FY09-10

Development of Pedestrian Safety Guidelines - FY10-11

Implementation of Step 1 Traffic Calming improvements in – speed limit signs, street markings, legends, striping, Analysis of traffic calming requests - Ongoing

Deployment of Radar Trailer throughout City - Ongoing

Stop Sign Warrant Study Evaluations for various locations - Ongoing

Deployment of Radar Trailer throughout City - Ongoing

Stop Sign Warrant Study Evaluations for various locations - Ongoing

SB US 101 Ramp Feasibility Study and Traffic Modeling for Peninsula Interchange

25th Avenue Grade Separation Modeling

7) The Freeway Improvement - SR 92 Widening is a project for which sufficient funding has not been obtained.

8) The Street Widening - 3rd/4th Avenue Project is a project for which sufficient funding has not been obtained.

9) The 20th Avenue Widening project is complete.

10) The Bike and Pedestrian Master Plan Development projects (465149 and 465150) are projects that are development projects leading to future project for which funding has not been achieved.

11) Intersection Improvement - Work to be completed at signalized intersections and may include capacity enhancements based on level of service need or safety improvements. Currently sufficient funding has not been obtained.

12) Franklin Reimbursement Agreement is a separate agreement related to the Concar/Delaware Intersection Improvements. The work was completed by the developer and City agreed to repay developer with Traffic Impact Fees for the work if the fee collected in any calendar year were greater than \$200,000.

# AUTHORIZATIONS



**CITY OF SAN MATEO  
RESOLUTION NO. 42 (2016)**

**ESTABLISHING NEW AND UPDATED FEES BY APPROVING  
A NEW COMPREHENSIVE FEE SCHEDULE FOR 2016-2017**

WHEREAS, each year during the adoption of the Business Plan the City completes a fee review; and

WHEREAS, with regard to service fees, it is the City's policy and practice to recover costs, including increases, based on the Consumer Price Index which is 2.6% for Fiscal Year 2016-2017; and

WHEREAS, as detailed in the accompanying Administrative Report, one new fee for service is recommended:

- Initiative Filing Fee

WHEREAS, various service fees increases in excess of the 2.6% CPI factor are recommended as follows:

- Encroachment Permits – New Installation Permit
- Stormwater Pollution Prevention Construction Permit – Permit Fee – non refundable
- Final Map – Plan Check/Processing – Parcel Maps
- Environmental Compliance Fees
  - Class B Waste Discharge Permit Annual Fee
  - Failure to Comply
  - Pollution Prevention Inspection Fee
- Hang Banner
- Address Assignment
- Park In-Lieu/Park Impact Fee for Residential Planning Application
- Below Market Rate Housing In-Lieu Fee

WHEREAS, with regard to development impact fees, to comply with the accounting and reporting requirements set forth in State law, the Council is required, every fifth year after funds are first deposited, to review development impact fees and make specific findings, however it has been the City's practice to perform this review process annually; and

WHEREAS, based on the City's costs to acquire parkland, the park impact fee and park in lieu fee are recommended to be increased by two acres per 1,000 population x Median Land Value per acre x population factor per dwelling unit type based on the 2010 Census; and

WHEREAS, the City's below market rate housing in-lieu fee is designed to cover the City's costs to provide affordable housing; and

WHEREAS, due to the increased City costs to provide affordable housing, the City's below market rate housing in-lieu fee is recommended to be increased in excess of 2.6% CPI factor; and

WHEREAS, the Downtown Parking Fees is recommended to be listed as a Public Works fee, and to reflect the changes to Downtown Parking Fees as presented and approved at Council Meeting held on February 1, 2016; and

WHEREAS, the city has eliminated fees that have become obsolete, no longer applicable to services provided, outdated by technological advances and succeeded by state or county agencies.; and

WHEREAS, in accordance with Government Code section 66016, the Council held a public hearing to consider these fee increases on April 18, 2016; and

WHEREAS, the increase in the Consumer Price Index (“CPI”), calculated at 2.6% for 2016-2017 would apply to sewer connection charges related to the South Trunk Sewer Relief Development Impact Fee, with the exception of the non-residential component (set forth in the supporting technical memorandum on file in the Public Works Department), which would increase by 2.6%;

WHEREAS, in accordance with Government Code Section 66001, the City council of the City of San Mateo, California hereby finds, which regard to the Sewer Connection Charges related to the South Trunk Sewer Relief Development Impact Fee, that,

1. The purpose of the fee is to make the City's sewer collection system function smoothly;
2. The fee will be used to construct the South Trunk sewer line;
3. There is a reasonable relationship between the need for the South Trunk sewer line and new development paying the fee, because new development will benefit from improved sewer flow;
4. There is a reasonable relationship between the need for the South Trunk sewer line and new development, because new development contributes to sewer flow.

WHEREAS, in accordance with Government Code section 66019, at least ten days prior to the public hearing, the City made data available to the public supporting the need for fee increases.

NOW, THEREFORE, THE SAN MATEO CITY COUNCIL HEREBY FINDS AND RESOLVES that;

1. With regard to the fees for services, it is necessary to increase fees in accordance with the CPI increase in order to recover the City's increased labor, materials, and maintenance costs.
2. With regard to the development impact fees, in accordance with Government Code sections 66000 and following, the City Council approves the increased development impact fees set forth below and adopts findings set forth in Attachment 9 to the Administrative Report as the findings for each of the increased development impact fees set forth therein;

#### SOUTH TRUNK AREA SEWER RELIEF DEVELOPMENT IMPACT FEE

3. With regard to development impact fees, to comply with the accounting and reporting requirements set forth in State law as required by Government Code sections 66000 and following, whereby the City Council must every fifth year after funds were first deposited, review development impact fees and make findings, the City Council approves Attachment 9 to the Administrative Report submitted with this Resolution and adopts Attachment 9 as the findings in support of the development impact fees set forth therein.

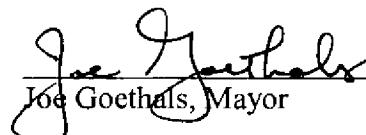
4. Effective July 1, 2016, the 2016-2017 sewer connection charges related to the South Trunk Sewer Relief Development Impact Fees are increased by the CPI factor of 2.6% as set forth in the portion of the Comprehensive Fee Schedule, Public Works Department Section VIII, Item C, "South Trunk Area Sewer Improvement Fee Charges".
5. Effective July 1, 2016, the 2016-2017 sewer connection charges related to South Trunk Sewer Relief Development Impact Fees for the non-residential component (per the supporting technical memorandum on file in the Public Works Department), are increased by 2.6%, as set forth in the portion of the Comprehensive Fee Schedule, Public Works Department Section VIII, Item C, "South Trunk Area Sewer Improvement Fee Charges"
6. The fees included in the Comprehensive Fee Schedule, as set forth in the Administrative Report submitted with this Resolution, are approved.
7. Effective Dates:
  - a. The Parks and Recreation Outdoor Facility fees shall be effective upon adoption of this resolution.
  - b. The special event fee shall take effect upon the effective date of the City's special events ordinance.
  - c. All other fees, detailed in the accompanying Administrative Report, shall become effective July 1, 2016.

RESOLUTION NO. 42 (2016) adopted by the City Council of the City of San Mateo, California, at a regular meeting held on April 18, 2016, by the following vote of the City Council:

AYES: Council Members Goethals, Lim, Bonilla, Freschet and Papan  
NOES: None  
ABSENT: None

ATTEST:

  
\_\_\_\_\_  
Patrice M. Olds, City Clerk

  
\_\_\_\_\_  
Joe Goethals, Mayor

**CITY OF SAN MATEO  
RESOLUTION NO. 59 (2016)**

**2016-17 COMPREHENSIVE FEE SCHEDULE AMENDMENTS**

WHEREAS, on April 18, 2016 City Council held a public hearing to adopt the 2016-17 Comprehensive Fee Schedule as required by Government Code section 66016; and

WHEREAS, on November 16, 2015 the City Council approved fees for the Bike Share program to be included in the 2015-16 Comprehensive Fee Schedule; and

WHEREAS, Bike Share Program user fees, as set forth in Exhibit A, were inadvertently omitted from the 2016-17 Comprehensive Fee Schedule; and

WHEREAS, the 2016-2017 revision to the Pollution Prevention Inspection fee should have included one-half hour of Administrative Assistant time, as set forth in Exhibit B; and

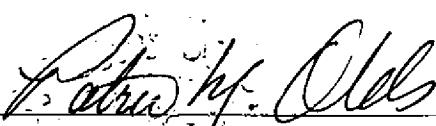
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY RESOLVES that:

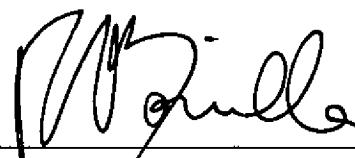
1. In accordance with CEQA Guidelines section 15378(b)(4), adoption of this amendment to the Comprehensive Fee Schedule is not a project subject to CEQA because it is a government funding mechanism that does not involve any commitment to any specific project which may result in a potentially significant impact on the environment.
2. The Master Comprehensive Fee Schedule for 2016-2017, previously adopted on April 18, 2016, shall be amended to include the Bike Share Program user fees as set forth in Exhibit A, and the revised Pollution Prevention Inspection Fee as set forth in Exhibit B.
3. These amendments shall become effective July 1, 2016.

RESOLUTION NO. 59 (2016) adopted by the City Council of the City of San Mateo, California, at a regular meeting held on June 20, 2016, by the following vote of the City Council:

AYES: Council Members Bonilla, Freschet and Papan  
NOES: None  
ABSENT: Goethals, Lim

ATTEST:

  
\_\_\_\_\_  
Patrice M. Olds, City Clerk

  
\_\_\_\_\_  
Rick Bonilla, Acting Mayor

# **PENALTIES & INTEREST**



## Chapter 3.64

### FEES

#### Sections:

- 3.64.010 Fees.
- 3.64.020 Penalties and interest.
- 3.64.030 Fees for code enforcement.

**3.64.010 FEES.** Prior to submittal of the annual budget, the City Manager shall submit to the City Council the fees proposed for the next fiscal year. The prior year's fees shall continue if the City Manager does not submit new proposed fees. If the proposed fees do not represent a percentage increase exceeding the percentage increase for the preceding twelve (12) month period as shown by the San Francisco Bay Area Consumer Price Index of the Bureau of Labor Statistics, United States Department of Labor, under the heading All Items, or any index substituted by the Department of Labor therefor, the proposed fees shall become effective on the following July 1, unless a different date is set forth in the submission, provided however that the Council may amend the fees before the effective date. If the proposed fees represent a percentage increase exceeding the percentage increase in the Consumer Price Index, they must be approved by the Council before becoming effective. Notwithstanding the above, the Council may amend any fee at any time. (Ord. 1994-12 § 1, 1994; Ord. 1989-8 § 1, 1989; Ord. 1986-26 § 1, 1986).

**3.64.020 PENALTIES AND INTEREST.** Any fee imposed by this chapter shall be due and payable within thirty days after the bill is mailed by the City. The fees shall be delinquent if not paid within said thirty days. Any person who fails to remit any fee within the time required shall pay a penalty of ten percent of the amount due, per month to a maximum of three months, plus interest at the rate of 1-1/2 percent per month, or fraction thereof, computed from the delinquent date of the fee until and including the date of payment. (Ord. 1989-8 § 1, 1989).

#### **3.64.030 FEES FOR CODE ENFORCEMENT.**

(a) Nuisances. The Council is authorized to adopt fees for administrative costs incurred in the enforcement of Title 7. No fee shall be charged if a property owner or agent abates the nuisance or violation within thirty (30) days after first notification of the violation is mailed by the City.

(b) Other violations. The City shall be authorized to adopt fees for costs incurred in the enforcement of Municipal Code violations which result in a requirement for a planning application or building permit, if such application is made or permit applied for more than thirty days after notification of the violation is mailed. (Ord. 1990-5 § 4, 1990; Ord. 1989-8 § 1, 1989).