



**CITY COUNCIL AGENDA
REGULAR MEETING
CITY OF HALF MOON BAY**

TUESDAY, MAY 20, 2025

**HYBRID MEETING (SEE NEXT PAGE)
ADCOCK COMMUNITY CENTER
535 KELLY AVENUE
HALF MOON BAY, CA 94019**

**Robert Brownstone, Mayor
Debbie Ruddock, Vice Mayor
Patric Jonsson, Councilmember
Paul Nagengast, Councilmember
Deborah Penrose, Councilmember**

7:00 PM

This agenda contains a brief description of each item to be considered. Those wishing to address the City Council on any matter not listed on the agenda, but within the jurisdiction of the City Council to resolve, may come forward to the podium during the Public Forum portion of the agenda and will have a maximum of three minutes to discuss their item. Comments on City Manager Updates and Consent Calendar items should be made during the Public Forum section of the agenda. Those wishing to speak on a Business or Public Hearing matter will be called forward at the appropriate time during that item's consideration.

Please Note: Anyone wishing to present materials to the City Council, please submit seven copies to the City Clerk.

Copies of written documentation relating to each item of business on the agenda are on file in the Office of the City Clerk at City Hall where they are available for public inspection. If requested, the agenda shall be available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132.) Information may be obtained by calling 650-726-8271.

In compliance with the Americans with Disabilities Act, special assistance for participation in this meeting can be obtained by contacting the City Clerk's Office at 650-726-8271. A 48-hour notification will enable the City to make reasonable accommodations to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II).

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HYBRID MEETING PARTICIPATION PROTOCOLS

*This meeting will be held in-person and via Zoom for public participation. Remote participation is provided as a supplemental way to provide public comment, but this method does not always work. The public is encouraged to attend in person to ensure full participation. Public comments may be made in-person or remotely via Zoom, and interpretation will be available. All Councilmembers and staff will participate in person. During any public comment portions, attendees may use the “raise your hand” feature and will be called upon and unmuted when it is their turn to speak. The meeting will also be streamed on Channel 27, on pacificcoast.tv, and on Facebook at www.facebook.com/cityofhalfmoonbay. Please click to join the webinar: <https://us06web.zoom.us/j/87674804231> or join by phone at 669-900-9128, using Webinar ID 876-7480-4231. If joining by phone, use *9 to raise your hand, *6 to mute and unmute.*

ROLL CALL / PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PROCLAMATIONS AND PRESENTATIONS

- MAY MENTAL HEALTH AWARENESS PROCLAMATION
- PUBLIC WORKS WEEK PROCLAMATION
- STUDENT AWARDS

MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE

REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

CITY MANAGER UPDATES TO COUNCIL

PUBLIC FORUM

1. CONSENT CALENDAR

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

1.B FINAL ACCEPTANCE OF THE POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT- PHASE 1 (CIP PROJECT NO. 0593)

Staff Recommendation: Adopt a resolution authorizing the City Manager or his designee to file a Notice of Completion for the Poplar Street Traffic Calming and Safety Project – Phase 1, release the project Performance and Labor and Materials Bonds, and release the retention funds thirty (30) days after recordation of the Notice of Completion.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

2. ORDINANCES AND PUBLIC HEARINGS

None.

3. RESOLUTIONS AND STAFF REPORTS

3.A HALF MOON BAY HOTEL BUSINESS IMPROVEMENT DISTRICT 2024 ANNUAL REPORT AND RESOLUTION OF INTENTION TO CONTINUE TO LEVY ASSESSMENTS FOR FISCAL YEAR 2025-26

Staff Recommendation: 1) Approve the Half Moon Bay Hotel Business Improvement District 2024 Annual Report from the Half Moon Bay Coastside Chamber of Commerce, the designated managing agency for the District; and 2) Adopt a Resolution declaring the City Council’s intention to levy an assessment for the Half Moon Bay Hotel Business Improvement District for Fiscal Year 2025-26; and directing the City Clerk to schedule a public hearing on June 3, 2025.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

3.B FINANCIAL REPORT FOR THE QUARTER ENDED ON MARCH 31, 2025

Staff Recommendation: Accept the Financial Report and the Treasurer’s Report for the quarter ended on March 31, 2025.

[STAFF REPORT](#)

[ATTACHMENT](#)

3.C COMMUNITY SERVICES FINANCIAL ASSISTANCE PROGRAM

Staff Recommendation: 1) Receive a subcommittee update on the Community Services Financial Assistance (CSFA) grant program and provide guidance to staff on grant awards and amounts for FY 2025-26 2) Adopt a resolution authorizing City Manager to execute grant amendments with recipients of the Community Services Financial Assistance (CSFA) grant based on guidance provided

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

3.D COMPREHENSIVE USER FEE STUDY WORKSHOP

Staff Recommendation: Receive the User Fee Study Report and provide direction on the FY 2025-26 Master Fee Schedule.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

COMMISSION / COMMITTEE UPDATES

FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS

CITY COUNCIL REPORTS

ADJOURNMENT

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **May 20, 2025**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Maz Bozorginia, Public Works Director/City Engineer
Dale Leda, Associate Engineer

TITLE: **FINAL ACCEPTANCE OF THE POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT – PHASE 1 (CIP PROJECT NO. 0593)**

RECOMMENDATION:

Adopt a resolution authorizing the City Manager or his designee to file a Notice of Completion for the Poplar Street Traffic Calming and Safety Project – Phase 1, release the project Performance and Labor and Materials Bonds, and release the retention funds thirty (30) days after recordation of the Notice of Completion.

FISCAL IMPACT:

The Poplar Street Traffic Calming and Safety Project – Phase 1 (CIP No. 0593) had a total budget of \$2,013,000, funded by local sources, OBAG 2 (Federal), and reimbursable Measure M (C/CAG) funds. Construction was completed by Half Moon Bay Grading & Paving, Inc. under a \$1.9 million contract, with an additional \$42,232.29 for consultant support, totaling \$1,941,452.57. The project is complete with no further costs anticipated. A funding and cost summary is provided below.

Project Funds		Project Expenses		
Funding Source	Fund Amount	Contractors / Consultants	Contract Amount	Charges to Date
Local Funds	546,000	HMB Grading & Paving	1,899,220.28	1,899,220.28
OBAG Cycle 2 Grant	1,202,000	CSW-ST2	15,000.00	11,336.00
Measure M Funds	265,000	Apex Testing Lab, Inc.	10,000.00	2,131.29
		Tully Consulting Group	16,615.00	26,815.00
		Additional Misc. Expenses		1,950.00
Total Funding:	\$2,013,000.00	Total Expenses:	\$1,941,452.57	

Table 1 – Project Funding and Expenditure Breakdown

STRATEGIC ELEMENT:

This action supports the *Infrastructure and Environment* and *Healthy Communities and Public Safety* Elements of the Strategic Plan.

BACKGROUND:

On June 20, 2023, the City Council adopted the Fiscal Year 2023-24 CIP Budget which included the Poplar Street Traffic Calming and Safety Project – Phase I (Project). The Project provides frontage amenities to Poplar Street from Main Street to Highway 1. Improvements include sidewalks, a decomposed granite pathway, street trees, traffic calming, stormwater retention, designated bicycle route markings, designated parking areas, and pavement restoration.

On September 5, 2023, the City Council adopted Resolution No. C-2023-85 that authorized the City Manager to award and execute a construction contract to the lowest responsive and responsible bidder, Half Moon Bay Grading and Paving, Inc., of Half Moon Bay, California in the amount of \$1,445,365.87, and approve a construction contingency not exceeding an amount of \$216,804.88 (15%) for a total construction project balance of \$1,662,000. The lowest responsible bidder came in below the engineer's estimate and left an unallocated amount of \$301,000 in the capital budget for the project. Construction commenced in May 2024.

On February 18th, 2025, the City Council adopted Resolution C-2025-13 for the transfer of \$50,000 from Fund 123 to the Project, increasing the total budget to \$2,013,000, and increasing the construction contingency allowance by \$350,000 to a total contingency amount \$566,804.88.

DISCUSSION:

As construction progressed, several changes in the construction scope were made in order to address unforeseen onsite conditions. Revisions made during construction included the following:

- Paving and drainage adjustments at the intersection of Poplar St. and Highway 1.
- Revision from an AC overlay to full depth reclamation of existing roadbed.
- Adjustment to the bioretention planter grading and installation of concrete check dams.
- Additional striping for edge of travel lanes and crosswalks along Main St.
- Curblin and drainage adjustments on north and south sides of Poplar St. near Main St.

City staff performed an initial punch walk for improvements on April 10, 2025, with a list of final items for the contractor to complete prior to acceptance by the City. The final walkthrough was completed by staff on May 7, 2025, during which all outstanding contractual items were confirmed to be completed, as shown in the images below.



Image 1 – Bioretention Bulb-Out southside (facing west)



Image 2 – Pilot Platform southside (facing east)



Image 3 – Bioretention Bulb-Out northside (facing west)



Image 4 – Crosswalk at 4th Avenue and Poplar Street (facing southeast)

Additionally, Public Works received feedback regarding the elevation drop between the parking areas and adjacent bioretention areas, which created safety concerns. In response, maintenance staff constructed two (2) wooden platforms to bridge the gap between the curb and walkways as a pilot solution. These platforms are intended to improve access and safety while allowing staff to monitor their performance. Staff will return to Council at a future date to evaluate their effectiveness and provide recommendations on whether to expand this approach or consider alternative solutions.

The project, as contracted, is now considered complete. The one-year warranty bond is adequate to ensure the work products perform as expected. Staff recommends the City Council authorize the City Manager or his designee to file a Notice of Completion, release the Performance and Labor and Materials Bonds, and release the retention funds thirty (30) days after recordation of the Notice of Completion.

ATTACHMENTS:

1. Resolution
2. Project Notice of Completion

RESOLUTION NO. C-2025-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO FILE A NOTICE OF COMPLETION FOR POPLAR TRAFFIC CALMING AND SAFETY PROJECT – PHASE 1, RELEASE THE PROJECT PERFORMANCE AND LABOR AND MATERIALS BONDS AND RELEASE THE RETENTION FUNDS THIRTY (30) DAYS AFTER RECORDATION OF THE NOTICE OF COMPLETION

WHEREAS, on June 20, 2023, the City Council adopted the Fiscal Year 2023-2024 CIP Budget that allocated \$1,963,000 for the Poplar Street Traffic Calming and Safety Project – Phase I (CIP Project No. 0593); and

WHEREAS, On September 5, 2023, the City Council adopted Resolution No. C-2023-85 authorizing the City Manager to award and execute a construction contract to the lowest responsive and responsible bidder, Half Moon Bay Grading and Paving, Inc., of Half Moon Bay, California in the amount of \$1,445,365.87, and approve a construction contingency not to exceed \$216,804.88 (15%) for the Poplar Street TCAS Project - Phase 1 (CIP No. 0593), and construction of the project commenced in May 2024; and

WHEREAS, on February 18th, 2025, the City Council adopted Resolution C-2025-13 for the transfer of \$50,000 from Fund 123 to the Poplar Street TCAS Project – Phase I (CIP No. 0593), increasing the total project budget to \$2,013,000, and increasing the construction contingency allowance by \$350,000 to a total contingency amount \$566,804.88; and

WHEREAS, a total of thirteen (13) contract amendments with Half Moon Bay Grading and Paving, Inc. have been approved by the City Manager through the end of construction, for a total change order amount of \$453,854.41 and revised contract amount \$1,899,220.28.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager or his designee to accept the Poplar Street Traffic Calming and Safety Project – Phase I (CIP Project No. 0593) as complete and file a Notice of Completion, and also authorizes staff to release the project Performance and Labor and Material Bonds and release the retention funds thirty (30) days after recordation of the Notice of Completion.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 20th day of May 2025, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Maggie Rodriguez, Assistant City Clerk

Robert Brownstone, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **May 20, 2025**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Karen Decker, Economic and Community Vitality Manager
Irma Acosta, Administrative Analyst

TITLE: HALF MOON BAY HOTEL BUSINESS IMPROVEMENT DISTRICT 2024 ANNUAL REPORT AND RESOLUTION OF INTENTION TO CONTINUE TO LEVY ASSESSMENTS FOR FISCAL YEAR 2025-26

RECOMMENDATION:

- 1) Approve the Half Moon Bay Hotel Business Improvement District 2024 Annual Report from the Half Moon Bay Coastside Chamber of Commerce, the designated managing agency for the District; and
- 2) Adopt a Resolution declaring the City Council's intention to levy an assessment for the Half Moon Bay Hotel Business Improvement District for Fiscal Year 2025-26; and directing the City Clerk to schedule a public hearing on June 3, 2025.

FISCAL IMPACT:

There is no fiscal impact to the City associated with this action. Any revenue generated through the BID levy will be transferred to the Business Improvement District.

STRATEGIC ELEMENT:

This action supports the *Fiscal Sustainability* Element of the Strategic Plan.

BACKGROUND:

In 2004, the City of Half Moon Bay established the Half Moon Bay Hotel Business Improvement District (BID) pursuant to Part 6 Division 18 of the under the California Streets and Highways Code Section 36533. The purpose of this BID is to promote lodging at hotels within the City, administer marketing programs that increase overnight lodging, and fund BID-related activities. In 2017, the San Mateo County Board of Supervisors allowed the BID to expand its boundaries to include 10 additional commercial lodging establishments operating in the unincorporated areas of the Coastside, believing that adding these establishments would further its purpose of promoting tourism and lodging along the coast.

The Half Moon Bay Coastside Chamber of Commerce (Chamber) is designated as the managing agency for BID-related activities and, pursuant Section 36533 of the Code, prepares an annual report which summarizes the BID's priorities, outcomes, and expenditures from the previous calendar year. The report is to be reviewed and approved by the Council and, following approval, the Council must adopt a resolution of intent to levy the annual assessment for the following fiscal year. The resolution of intent also sets a public hearing to receive any written or oral protests for the continuation of the BID. A copy of the BID Annual Report is included as Attachment 2.

The assessment was originally set in 2004 at \$1 per room per night. In 2024, the City Council approved an increase to \$2 per room per night, which remains the current assessment amount. The City Council determined that raising the fee was warranted given the increased cost of advertising and marketing and the rate had not been updated since the District's formation in 2004. The BID applies to 18 hotels located on the Coastside.

DISCUSSION:

Hotels on the Coastside continue to face challenges related to economic uncertainty, staffing, and rising operational costs. While group and corporate travel remain limited, leisure travel continues to be a strong driver of overnight stays, particularly on weekends and during peak seasons. The Coastside remains well-positioned to attract visitors seeking destinations within driving distance making it an appealing choice for Bay Area residents planning short getaways, but these trips do not always result in overnight stays which would help the local economy.

In calendar year 2024, the BID generated \$215,791 in total revenue, primarily through the \$2 per room per night assessment over a portion of the year. Total expenditures were \$203,390, with key investments made in digital marketing, print ads, website enhancements, and the initiation of a comprehensive visitor study that will inform future marketing strategies. As a result, the BID ended the year with a positive net balance of \$63,530, and the reserve fund remains steady at \$21,587.

Occupancy rates across the Coastside showed moderate improvements, with an average occupancy of 57%, a 2% increase over the prior year. However, performance varied widely by property, with some hotels exceeding 70% occupancy while others (and particularly those undergoing renovations or with reduced room inventory) reported much lower figures.

The Chamber's strategic focus in 2024 included increasing digital visibility, engaging with travel media, and securing designation as a Visit California official Welcome Center - a milestone expected to generate approximately \$200,000 in statewide marketing exposure for the area. The Chamber also began an RFP process to engage a full-service marketing firm to develop a long-term strategy to expand Half Moon Bay's reach and elevate its appeal as both a leisure and group destination.

Looking ahead, the BID aims to build on this momentum by continuing to invest in targeted marketing and strategic partnerships that support increased overnight visitation and strengthen the local lodging industry.

Resolution of Intention and Public Hearing

If the City Council adopts the Resolution of Intention, a public hearing will be noticed for June 3, 2025. The public hearing will provide the businesses and the community an opportunity to voice their opinions regarding the FY 2025-26 assessment and the option to protest the assessment. At the public hearing, the testimony of all interested persons for or against the continuation of the BID, the boundaries of the BID, or furnishing of specified types of improvements or activities will be heard. Any interested person may make a protest orally or in writing. However, only written protests will be considered in determining if there is a majority protest. The form and manner of protests shall comply with Streets and Highways Code Section 36524 and 36525. The City Council may continue the proposed BID at the public hearing unless oral or written protests are received from businesses that pay 50% or more of the proposed assessments. In that event, the Council cannot consider continuation of the BID assessment for at least one year.

ATTACHMENTS:

1. Resolution of Intention
2. Half Moon Bay Hotel BID 2024 Annual Report

RESOLUTION NO. C-2025-

A RESOLUTION OF THE CITY OF HALF MOON BAY DECLARING ITS INTENTION TO LEVY AN ASSESSMENT FOR THE HALF MOON BAY HOTEL BUSINESS IMPROVEMENT DISTRICT IN FISCAL YEAR 2025-26

WHEREAS, Section 36500 et seq. of the California Streets and Highway Code (the Parking and Business Improvement Area Law of 1989) authorizes cities to establish and renew business improvement areas for the purpose of promoting tourism; and

WHEREAS, on June 15, 2004, the City Council approved an ordinance adding Section 3.100 (Hotel Business Improvement District) to the Municipal Code, which established the Half Moon Bay Hotel Business Improvement District (BID) and appointed the Half Moon Bay Coastside Chamber of Commerce as the Managing Agency to provide oversight and recommendations regarding the use of the assessment funds; and

WHEREAS, the California Streets and Highway Code requires that the Chamber, as the Managing Agency, prepare and submit an annual report for the prior year and stating the proposed changes, improvements, and activities for the upcoming year, and requires the City Council to adopt a resolution of its intent to continue the BID and levy the assessment; and

WHEREAS, in 2024 the Chamber requested the City Council increase the per room nightly assessment to \$2 to respond to the increased cost of BID activities including marketing since 2004; and

WHEREAS, the City Council has determined that an increase in the assessment is warranted given the increased cost of advertising and marketing since the original District formation in 2004, and the establishments subject to the assessment have concurred; and

WHEREAS, on May 15, 2025, the Chamber submitted the Annual Report for 2024; and

WHEREAS, the City Council will hold a public hearing on June 3, 2025, to call for the commencement of the required protest hearing; and

WHEREAS, the City Council, following receipt of the 2024 Annual Report, is being requested to adopt this Resolution declaring its intention to set the Public Hearing for formal approval for June 3, 2025.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Half Moon Bay hereby:

1. Accepts the Annual Report for 2024; and
2. Declares its intention to levy an assessment for the Half Moon Bay Business Improvement District for Fiscal Year 2025-26; and

3. Directs the City Clerk to schedule a Public Hearing on June 3, 2025, pursuant to the Half Moon Bay Municipal Code Chapter 3.100 and Streets and Highways Code Section 36535, to allow for comments and to receive written and oral protests on the BID and proposed assessment; and
4. Directs the City Clerk to notice the June 3, 2025, public hearing as required per California Government Code.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 20th day of May 2025, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Maggie Rodriguez, Assistant City Clerk

Robert Brownstone, Mayor

HOTEL BUSINESS IMPROVEMENT DISTRICT - 2024

Annual Report



VISIT Half Moon Bay CALIFORNIA

The \$1 per room night assessment levied on travelers through the hotels, by the Business Improvement District shall be used to promote lodging within the district and administer marketing programs that increase overnight lodging. The district region is Coastside from Montara through Pescadero, with the interior land boundary being Skyline/Highway 35.

Priorities & Outcomes

MID-WEEK STAYS

Re-engage Corporate Planners from the Bay Area & Silicon Valley.

- Still slower than anticipated due to the mass layoffs, economic instability, and rising costs. Corporate RFP's are slowly trickling in, but are much lower in volume in both quantity and quality.

Meeting Planner FAM Trip to showcase HMB as a meeting destination.

- Meeting Planners have not been staying in their positions long enough or being given budget enough to warrant a FAM, so we've focused on leisure travel FAM trips.

DIGITAL & PRINT MARKETING

Perform an in-depth visitor study.

- The Visitor Study is underway! We have received access to GEO location data and are working through the data to assess visitor trends and will generate a full report in 2025.
- Still trying to gain access to the Spending Data.
- Conduct in-person and online survey's to gain visitor feedback summer 2025.
- The Chamber successfully applied to become a Visit CA official Welcome Center which will come with it, ~\$200k in marketing through Visit California's various channels.
- Began the RFP process to bring on a comprehensive full-service marketing firm to create strategy, budget, and to expand our marketing reach and capabilities.

GENERATE MEDIA

Coordinate and host travel writers.

- Worked with Visit California to host multiple leisure travel experience providers and influencers.

Special Note: In January 2025 we were able to bring on a staff member designated to coordinate media, groups, and sales support.

DIGITAL

All Website Users

- 501k +17%

Total Page Views

- 870k +15%

Avg. Session

- 49s +4s

Top Countries

- USA 420k +17%
- CAN 18k +28%
- IND 5.3k -14%

Top Pages

- Home 220.6k
- Stay 53k
- Activities 51k
- Trails 35k
- Main St 27k
- Eat/Drink 24k
- Events 10k

Top Acquisitions

- Search 399k +9%
- Ads 100k +7%
- Direct 80k +33%
- Refer 11k +23%

MEDIA

Print Ads

- 3 +1

...however all three were focused on Visit HMB versus last year were both co-ops.

Articles Written

- 71 (+11)

Hosted Influencers

- 7 (-2)

HOTEL BUSINESS IMPROVEMENT DISTRICT - 2023

Annual Report



Occupancy

	2024	2023	2022
• Aristocrat <i>Sans Dec</i>	50.65%	54.11%	47.11%
• Beach House Half Moon Bay	71.34%	71.43%	79.96%
• Cameron's Inn	14.06%	10.59%	13.33%
• Cypress Inn on Miramar Beach	74.86%	70.09%	75.34%
• Half Moon Bay Inn <i>Sans Jan & Feb</i>	26.54%	27.75%	35.52%
• Half Moon Bay Lodge	73.13%	69.09%	61.91%
• Harbor View Inn	78.82%	73.51%	102.69%
• Inn at Mavericks	77.44%	93.74%	88.95%
• Mill Rose Inn & Garden	71.83%	55.80%	19.95%
• Miramar Inn & Suites	37.82%	35.48%	45.77%
• Nantucket Whale Inn	63.42%	61.58%	57.12%
• *Ocean View Inn <i>Did Not Report</i>	0.00%	0.00%	84.93%
• Oceano Hotel & Spa	61.67%	59.73%	63.65%
• Quality Inn	45.40%	52.56%	64.03%
• Ritz Carlton	52.12%	58.19%	63.46%
• *San Benito House <i>Under Renovation</i>	0.00%	0.00%	0.00%
• Seal Cove Inn <i>Sans Dec</i>	78.74%	0.00%	43.53%
• *Zaballa House <i>Decreased to 8 Rooms</i>	8.66%	3.06%	4.48%

Total Available Rooms a Night
• 709*

Total Available Room Nights
• 258,785*

Total Occupied Room Nights
• 147,479*

Occupancy
• Coastside 57% +2%
• HMB 54% -1%
• UnCorp 67% +5%

Average Room Rate
\$TBD

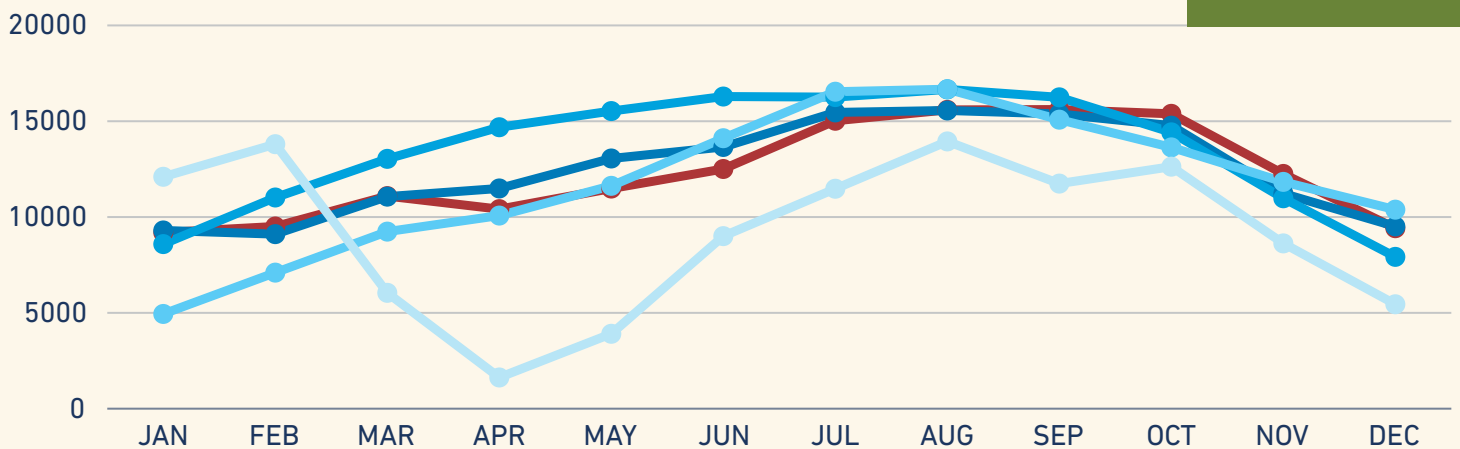
TOT Revenue
City of HMB only - 15%.
• \$TBD
County TOT is 10% but is not currently a trackable number for Visit HMB.

Estimated Economic Impact
\$TBD

*Inventory was removed from available room nights to more accurately report the occupancy rate of the Coastside. Zaballa House had a reduction in rooms that were converted to apartments.

BOOKED ROOM NIGHTS

● 2024 ● 2023 ● 2022 ● 2021 ● 2020



Budget

ITEM	CARRYOVER	INCOME	EXPENSE	NET
Assessments Half Moon Bay		\$129,591	\$0	\$129,591
Assessments Unincorporated		\$46,200	\$0	\$46,200
Management			\$45,000	-\$45,000
Assoc. Fees			\$10,000	-\$10,000
Software			\$780	-\$780
Marketing Firm			\$45,000	-\$45,000
Website			\$26,801	-\$26,801
Digital Ads	\$8,889		\$33,926	-\$25,037
Print Ads	\$5,500		\$17,594	-\$12,094
PR Firm			\$0	\$0
Media Aquisition	\$18,681		\$10,814	\$7,867
Visitor Study		\$40,000	\$13,125	\$26,875
Visit HMB Coordinator	\$18,059		\$0	\$18,059
Corporate Group Acquisition			\$350	-\$350
TOTALS	\$51,129	\$215,791	\$203,390	\$63,530
RESERVE	\$21,587	\$0	\$0	\$21,587

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **May 20, 2025**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Lisa Rossi, Administrative Services Director
Kenneth Stiles, Finance Manager

TITLE: **FINANCIAL REPORT FOR THE QUARTER ENDED ON MARCH 31, 2025**

RECOMMENDATION:

Accept the Financial Report and the Treasurer’s Report for the quarter ended on March 31, 2025.

FISCAL IMPACT:

There is no fiscal impact with the acceptance of this report.

STRATEGIC ELEMENT:

This recommendation supports the *Fiscal Sustainability* and *Inclusive Governance* Elements of the Strategic Plan.

BACKGROUND:

One of the City Council strategic priorities includes planning for and implementing long-term financial stability. A key component of this goal includes preparing a quarterly financial report that would provide readers with an executive summary of the City’s current financial conditions as it relates to the annual operating budget to ensure accountability and transparency in managing public funds.

DISCUSSION:

As of March 31, 2025, General Fund revenues totaled \$13.9 million or 67% of the approved budget. General Fund expenditures total \$20.2 million or 79% of budget. As stated in the attached report, revenues and expenditures are performing as anticipated.

As highlighted during the annual budget process and in previous Council meetings, the City adopted a budget that projected a deficit of \$4.8 million. This deficit is largely driven by rising costs in City services, including contracted public safety services, and a decline in tourism-related revenues. While the deficit was balanced using prior-year savings and reserves, it remains

structural in nature and requires long-term solutions. In response, voters approved Measure R on the November 2024 ballot, which increased the sales tax rate by 0.50%, effective April 1, 2025. The increase is estimated to generate an additional \$2 million of revenues starting in Fiscal Year 2025-26.

With \$897 thousand in unassigned funds and \$8.6 million in reserves, staff do not have substantial concerns about the organization's fiscal stability for the current year. However, careful planning will be essential during the Fiscal Year 2025-26 budget process. As expenditures continue to exceed revenues, the City must continue its focus on making structural adjustments to either increase revenues and/or reduce expenditures.

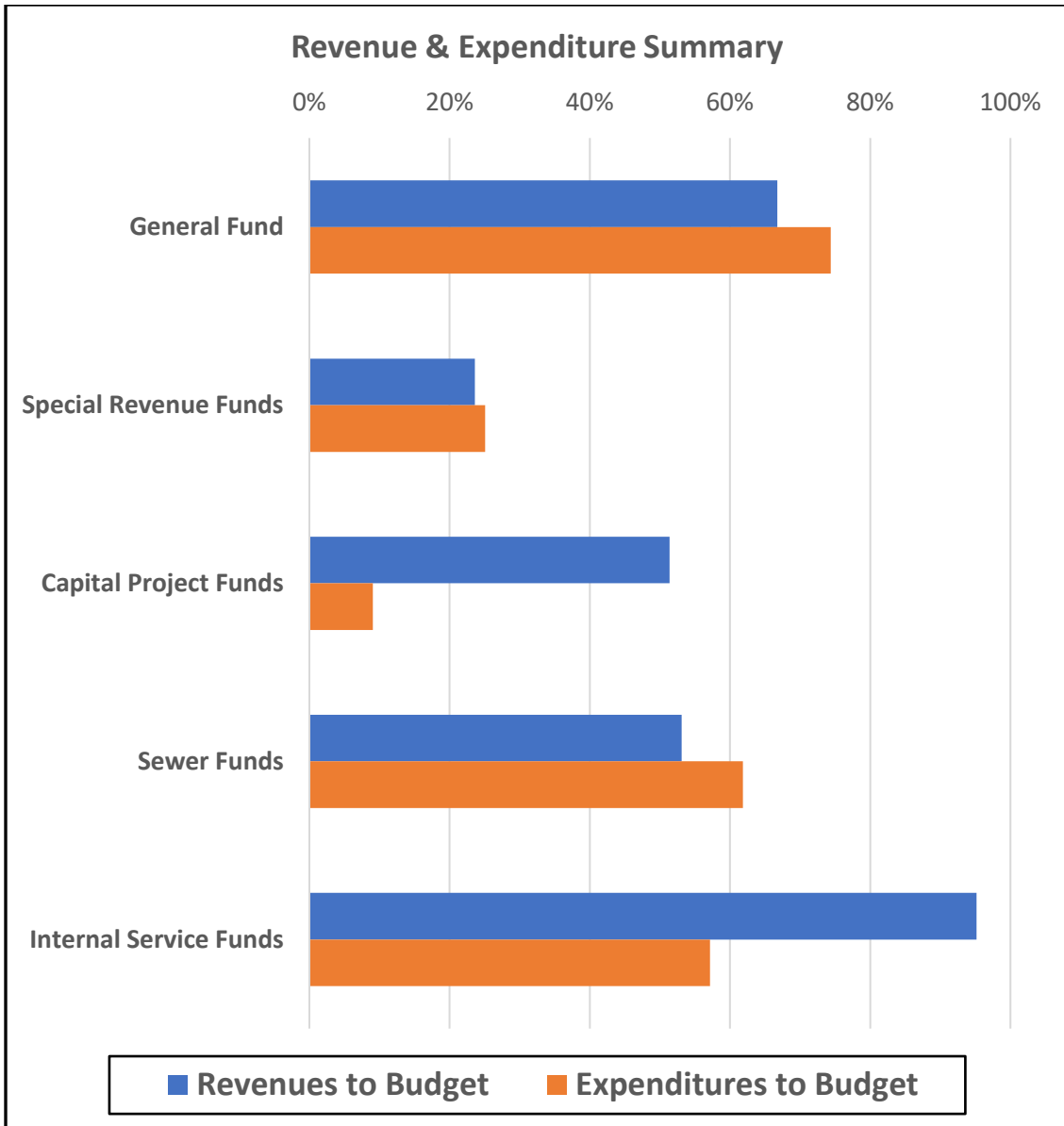
ATTACHMENT:

Financial Report for the quarter ended on March 30, 2025

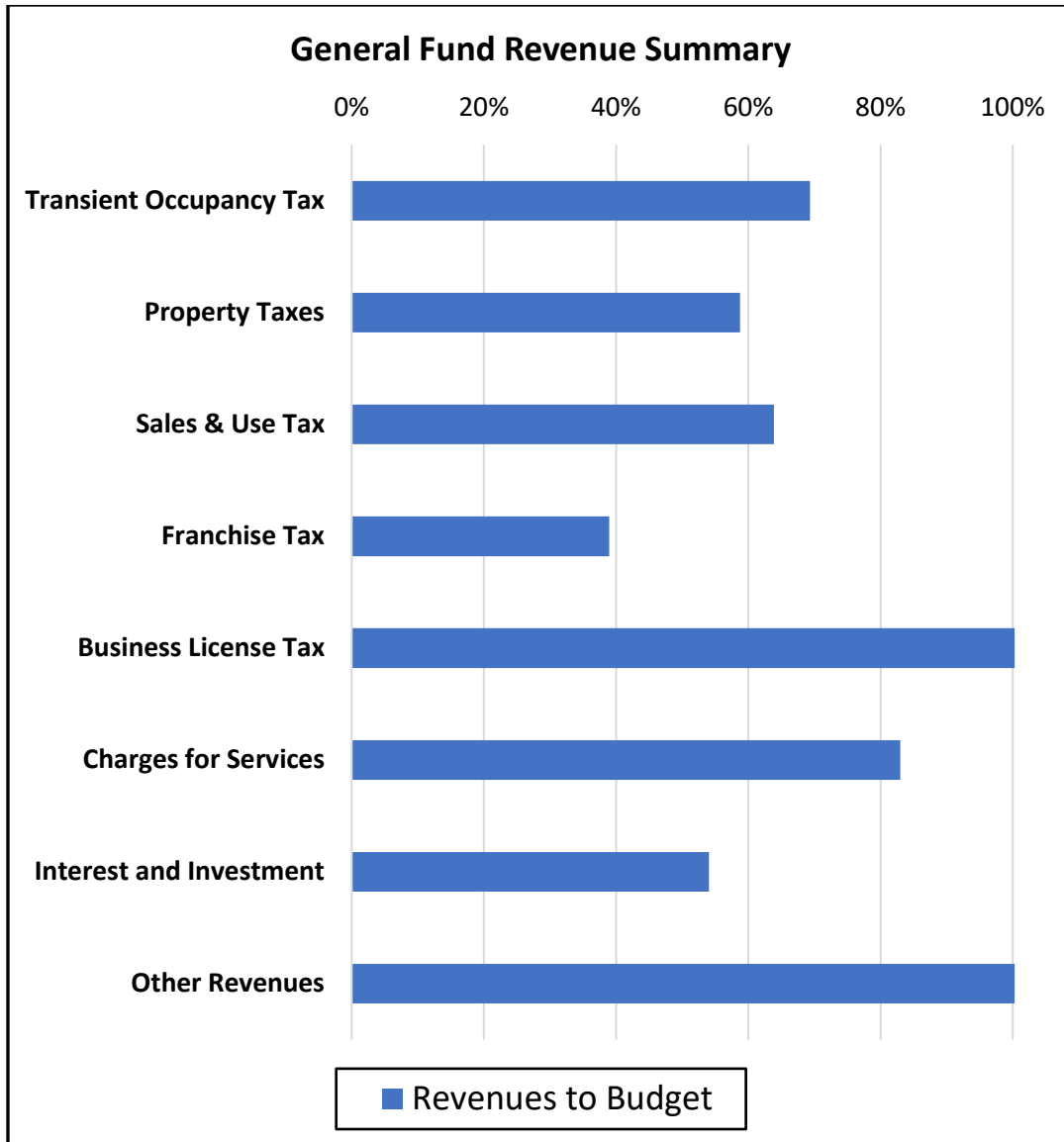
CITY OF HALF MOON BAY
Quarterly Financial Report
March 31, 2025



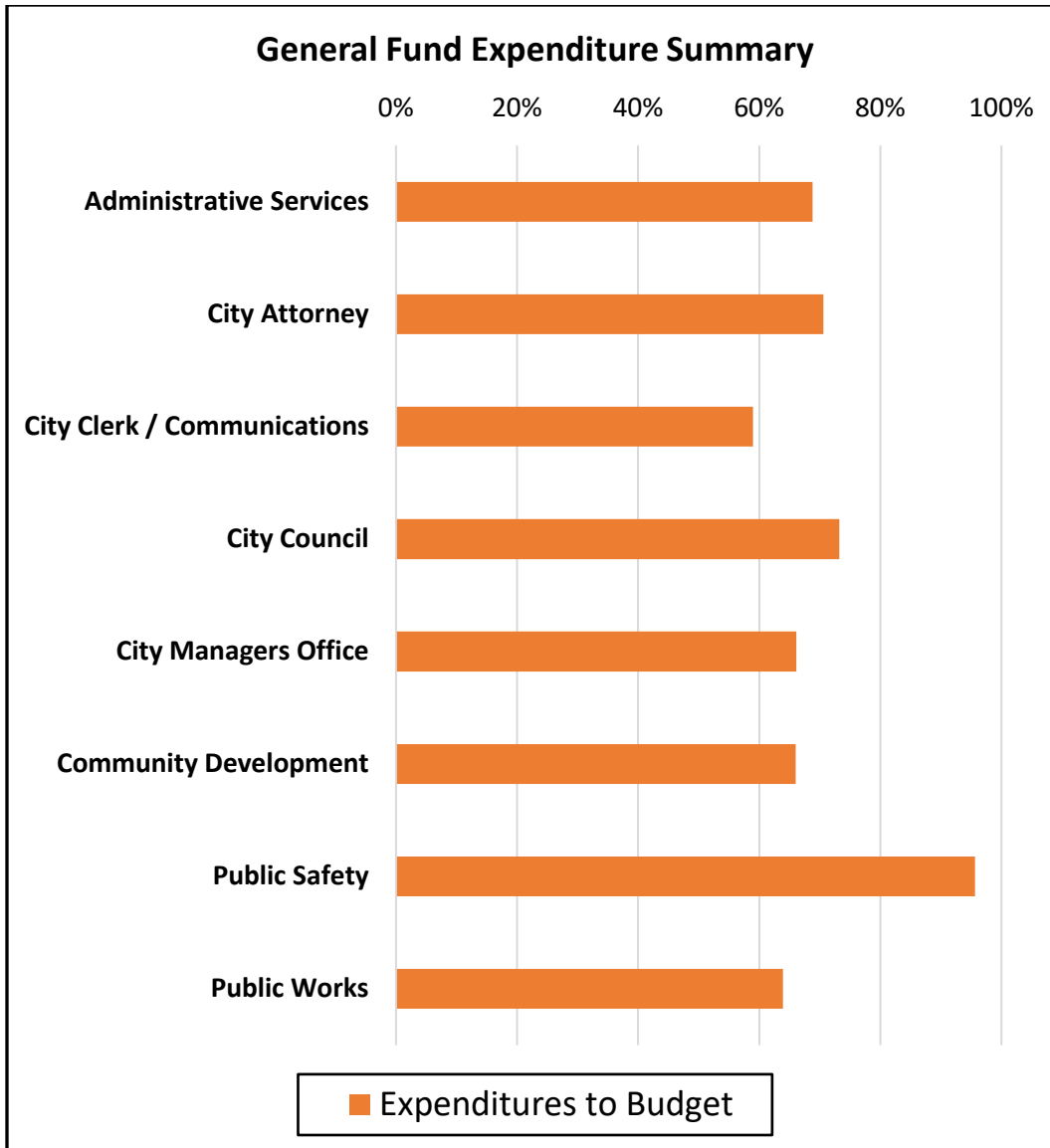
Prepared By:
Administrative Services Department



Funds	Revenues		Expenditures	
	Actual	% of Budget	Actual	% of Budget
General Fund	13,952,633	67%	15,876,128	74%
Special Revenue Funds	5,214,646	24%	6,171,050	25%
Capital Project Funds	2,037,092	51%	484,336	9%
Sewer Funds	4,987,589	53%	4,819,511	62%
Internal Service Funds	1,539,804	95%	999,976	57%
Pension Stabilization Fund	1,365,162	97%	1,346,432	100%
TOTAL FOR ALL FUNDS	29,096,927	49%	29,697,433	47.7%



Department	Budget	Actual	% of Budget	Prior Year Actual	Prior Year % of Actuals
Transient Occupancy Tax	8,343,730	5,784,595	69%	5,404,621	66%
Property Taxes	3,926,861	2,305,940	59%	2,252,379	53%
Sales & Use Tax	2,948,414	1,883,769	64%	1,900,370	61%
Franchise Tax	997,341	388,654	39%	385,245	39%
Business License Tax	353,700	374,199	106%	312,164	89%
Charges for Services	1,990,297	1,652,053	83%	1,371,577	65%
Interest and Investment	480,000	259,399	54%	276,385	34%
Other Revenues	1,268,972	1,304,024	103%	551,498	14%
Transfers in	587,760	-	0%	537,285	100%
TOTAL	20,897,074	13,952,633	67%	12,991,524	53%



Department	Budget	Actual	% of Budget	Prior Year Actual	Prior Year % of Actuals
Administrative Services	1,377,531	948,016	69%	920,319	73%
City Attorney	1,120,223	791,001	71%	645,924	48%
City Clerk / Communications	1,077,063	635,114	59%	673,299	73%
City Council	228,642	167,384	73%	127,781	71%
City Managers Office	3,408,624	2,253,800	66%	2,475,619	74%
Community Development	2,239,039	1,477,994	66%	1,254,313	70%
Public Safety	7,237,728	6,921,721	96%	4,630,362	74%
Public Works	3,709,130	2,370,800	64%	2,337,584	72%
Non Departmental / Debt Service	945,778	310,299	33%	261,470	7%
Transfers	4,372,323	4,372,323	100%	4,211,738	100%
TOTAL	25,716,079	20,248,451	79%	17,538,411	67%

GENERAL FUND ANALYSIS:

The General Fund is the primary operating fund of the City and is used to account for most operating activities. Table 1 below provides year-to-date through the third quarter comparable data for the current fiscal year and the prior year.

Table 1: Third Quarter Budget to Actual Comparison						
	FY 2024-25			FY 2023-24		
	Revised Budget	Actuals as of 03/31/2025	% of Budget	Final Actuals	Actuals as of 03/31/2024	% of Actuals
Revenues						
Transient Occupancy Tax	8,343,730	5,784,595	69%	8,167,938	5,404,621	66%
Property Taxes	3,926,861	2,305,940	59%	4,283,590	2,252,379	53%
Sales & Use Tax	2,948,414	1,883,769	64%	3,111,521	1,900,370	61%
Franchise Tax	997,341	388,654	39%	992,685	385,245	39%
Business License Tax	353,700	374,199	106%	350,948	312,164	89%
Charges for Services	1,990,297	1,652,053	83%	2,107,946	1,371,577	65%
Interest and Investment	480,000	259,399	54%	804,185	276,385	34%
Other Revenues	1,268,972	1,304,024	103%	4,048,551	551,498	14%
Transfers in	587,760	-	0%	537,285	537,285	100%
Total Revenues	20,897,074	13,952,633	67%	24,404,648	12,991,524	53%
Expenditures						
Administrative Services	1,377,531	948,016	69%	1,256,621	920,319	73%
City Attorney	1,120,223	791,001	71%	1,336,296	645,924	48%
City Clerk / Communications	1,077,063	635,114	59%	922,299	673,299	73%
City Council	228,642	167,384	73%	179,922	127,781	71%
City Managers Office	3,408,624	2,253,800	66%	3,330,577	2,475,619	74%
Community Development	2,239,039	1,477,994	66%	1,797,587	1,254,313	70%
Public Safety	7,237,728	6,921,721	96%	6,242,696	4,630,362	74%
Public Works	3,709,130	2,370,800	64%	3,256,555	2,337,584	72%
Non Departmental / Debt Service	945,778	310,299	33%	3,730,332	261,470	7%
Operating Transfers	2,259,619	2,259,619	100%	1,753,738	1,753,738	100%
Capital Transfers	2,112,704	2,112,704	100%	2,458,000	2,458,000	100%
Total Expenditures	25,716,079	20,248,451	79%	26,264,623	17,538,411	67%

In the third quarter, the city generated \$13.9 million in revenues for the fiscal year, marking an increase compared to the same period last year.

Expenditures through the third quarter total \$20.2 million. Expenditures are tracking at 79% of budget.

Revenues

Table 2 below shows a year-to-date summary of actual revenues through the third quarter for the current fiscal year and the prior year.

Table 2: Third Quarter Revenues					
	FY 2024-25			FY 2023-24	
	Revised Budget	Actuals as of 03/31/2025	% of Budget	Actuals as of 03/31/2024	% of Actuals
Revenues					
Transient Occupancy Tax	8,343,730	5,784,595	69%	5,404,621	66%
Property Taxes	3,926,861	2,305,940	59%	2,252,379	53%
Sales & Use Tax	2,948,414	1,883,769	64%	1,900,370	61%
Franchise Tax	997,341	388,654	39%	385,245	39%
Business License Tax	353,700	374,199	106%	312,164	89%
Charges for Services	1,990,297	1,652,053	83%	1,371,577	65%
Interest and Investment	480,000	259,399	54%	276,385	34%
Other Revenues	1,268,972	1,304,024	103%	551,498	14%
Transfers in	587,760	-	0%	537,285	100%
Total Revenues	20,897,074	13,952,633	67%	12,991,524	53%

- **Transient Occupancy Tax:** The City collected \$5.7 million through the third quarter, reflecting an increase of \$379 thousand compared to the previous year. This revenue is at 69% of the budget, up from 66% at the same point last year. This stream is tracking as anticipated, and the City is expecting to reach its budgeted revenue.
- **Property Taxes:** Most property tax revenues are received in December and April. To date, the City has received \$2.3 million, which is 59% of the budget, compared to 53% at the same time last year. The slight increase is due to higher-than-expected base property taxes and transfer taxes.
- **Sales & Use Taxes:** The City received \$1.8 million in sales and use tax revenue, a slight decrease from the same period last year. To date, 64% of the budgeted amount has been collected. Despite the year-over-year decline, the City anticipates meeting its full-year revenue projection.

Expenditures

Table 3 below shows a summary of third quarter budget-to-actual revenues for fiscal years 2024-25 and 2023-24.

Table 3: Third Quarter Expenditures					
	FY 2024-25			FY 2023-24	
	Revised Budget	Actuals as of 03/31/2025	% of Budget	Actuals as of 03/31/2024	% of Actuals
Expenditures					
Administrative Services	1,377,531	948,016	69%	920,319	73%
City Attorney	1,120,223	791,001	71%	645,924	48%
City Clerk / Communications	1,077,063	635,114	59%	673,299	73%
City Council	228,642	167,384	73%	127,781	71%
City Managers Office	3,408,624	2,253,800	66%	2,475,619	74%
Community Development	2,239,039	1,477,994	66%	1,254,313	70%
Public Safety	7,237,728	6,921,721	96%	4,630,362	74%
Public Works	3,709,130	2,370,800	64%	2,337,584	72%
Non Departmental / Debt Service	945,778	310,299	33%	261,470	7%
Operating Transfers	2,259,619	2,259,619	100%	1,753,738	100%
Capital Transfers	2,112,704	2,112,704	100%	2,458,000	100%
Total Expenditures	25,716,079	20,248,451	79%	17,538,411	67%

General fund expenditures through the third quarter total \$20.2 million or 79% of budget. Expenditures are tracking as anticipated.

Budget Adjustments

Table 4 below shows a summary of council actions with potential budgetary effects during the third quarter not reflected in the numbers above.

Table 4: Budget Adjustments			
Item	Major Funding Source	Total Fiscal Impact	GF Impact
<i>No budgetary adjustments during this quarter</i>			\$ -
Total		\$ -	\$ -

Conclusion

Table 5 below shows an updated summary of general fund balances for the fiscal year.

Table 5: General Fund Balance Summary	
	FY 2024-25
	Budget
Beginning Fund Balance	14,367,930
Revenues	20,897,074
Expenditures	(25,716,079)
Net Change to Fund Balance	(4,819,005)
Ending Fund Balance	9,548,925
General Fund Reserve	(7,017,113)
Economic Uncertainty	<u>(1,634,636)</u>
Unassigned	897,176

The adopted budget estimated the fund balance on June 30, 2025, to be \$9.5 million, of which \$8.6 million is reserves and \$897 K as unassigned. Staff recommend leaving the unassigned funds unallocated until the annual budget process.

IBUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **May 20, 2025**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Karen Decker, Economic & Community Vitality Manager
Julissa Acosta, Management Analyst

TITLE: COMMUNITY SERVICES FINANCIAL ASSISTANCE PROGRAM

RECOMMENDATION:

- 1) Receive a subcommittee update on the Community Services Financial Assistance (CSFA) grant program and provide guidance to staff on grant awards and amounts for FY 2025-26.
- 2) Adopt a resolution authorizing City Manager to execute grant amendments with recipients of the Community Services Financial Assistance (CSFA) grant based on guidance provided.

FISCAL IMPACT:

Any funding allocations will be included in the Fiscal Year 2025-26 Recommended Budget.

STRATEGIC ELEMENT:

This action supports all Elements of the Strategic Plan.

BACKGROUND:

In FY 2018–19, the City introduced the Community Services Financial Assistance (CSFA) grant program to provide financial support to 15 local non-profit organizations. The goal was to support community-based services and programs in key areas such as education, culture, animal services, homelessness and housing, aging, food security, and dental care. Grants were awarded in amounts up to \$15,000 across a broad range of services.

Building on the program’s success, the City Council expanded funding in subsequent years—increasing to \$300,000 beginning in FY 2022–23. The Council also prioritized deeper service impacts among a smaller number of providers, and grantees from this funding cycle were each eligible to apply for up to \$50,000 in grant support. Funding was designated exclusively for programs offering critical safety net services to Half Moon Bay residents, with a focus on addressing the ongoing economic and social challenges resulting from the COVID-19 pandemic.

In FY 2022–23, staff also proposed a new cohort model to maximize collective impact. Under this model, executive leadership from grantee organizations were required to participate in quarterly convenings and technical assistance was provided toward a shared goal. These enhancements were guided by recommendations from the Coastside Recovery Initiative (CRI), which included:

- Develop a more coordinated and integrated approach to providing safety net services for vulnerable individuals and families.
- Increase and strengthen capacity of providers to connect vulnerable residents to rental, financial and other public benefits assistance for which they may be eligible.

In early 2023, severe winter storms and a tragic mass shooting that took the lives of seven farmworkers and displaced 19 households brought renewed attention to longstanding disparities and urgent community needs. Thanks to relationships built through the CSFA cohort, safety net providers were able to respond quickly and collaboratively as they served the most impacted residents while continuing to deliver services in their areas of expertise.

The cohort model has proven to be a high-impact evolution of the CSFA program. By shifting grantees from operating in silos to working toward shared goals, the program has amplified its reach and effectiveness. This collaborative approach led to a successful grant application in 2023 for AllcoveHMB to open a new youth center with a menu of offerings to support mental and physical health, substance use counseling, peer and family support, and employment services. The cohort also participated in a Measure K application authored by City staff in 2024 to expand local healthcare access. While the Measure K application was not funded, the unified network of CSFA providers helped support County outreach for the Urgent Care Clinic pilot, which opened in late 2024 in partnership with Dignity Health—demonstrating the group’s growing capacity to support regional initiatives.

During FY 2023-24, staff reported that the existing annual grant cycle had become an administrative barrier for grantees. The short funding horizon forced organizations to divert time and resources from service delivery to reapplication efforts—just as collaboration within the cohort was reaching its peak. This cycle also undermined the cohort’s ability to address complex, long-term challenges, such as healthcare access and economic recovery. In light of the ongoing community needs and recommendations from the Coastside Recovery Initiative (CRI), City Council directed staff to maintain funding for the current CSFA grantee cohort in FY 2024–25 and explore a two-year grant cycle—contingent on available funding and continued use of the cohort model—to reduce administrative burden, increase stability for providers, and strengthen coordinated service delivery for Half Moon Bay residents.

Over time, both the CSFA cohort and CRI have identified a lack of streamlined referral services among nonprofit providers as a significant barrier for clients seeking multiple forms of assistance. Many residents face the added emotional burden of repeatedly sharing their personal information and difficult experiences with different agencies. This challenge is now being actively addressed through the technical assistance component of the CSFA program. In response, City staff partnered with Unite Us, a digital platform that enables interagency

referrals through a single, secure platform. This shared system allows clients to access services across multiple organizations without having to retell their stories—reducing trauma and improving efficiency for both clients and providers.

Safety net providers continue to deliver essential services—including housing, shelter, food, clothing, childcare, financial assistance, mental health support, transportation, and healthcare—thanks to the supplemental funding made available through the CSFA program. A detailed summary chart outlining the services provided by all FY 2024–25 CSFA grant recipients through March 31, 2025, is included at the end of this report.

DISCUSSION:

For FY 2025-26, the City Council CSFA subcommittee (consisting of Mayor Brownstone and Councilmember Jonsson) recommends continuation of the CSFA grant program based on CRI recommendations, and ongoing community challenges. Funding allocations would be determined by the City Council based on the options presented below and made exclusively available to organizations and programs providing essential safety net services to the residents of Half Moon Bay.

The Subcommittee also recommends continuation of the cohort model applied during the last three funding cycles. The purpose of the cohort is to encourage an integrated and collaborative approach among safety net providers, discuss challenges, exchange best practices in a supportive peer learning environment, and continue encouraging collaboration in joint grant applications, client referrals and warm hand offs.

Funding Options

Option A

Continue funding CSFA at \$300,000

Grantee	Program	A
Abundant Grace	Workforce Development Center - Community Programs & Services	\$30,000
ALAS	Mental Health Services	\$35,000
Boys & Girls Club of the Coastsides	After school support & Out of school time - Cohort Development	\$30,000
CoastPride	Health & Wellness	\$10,000
Coastsides Adult Day Health Center	Aging in Place	\$20,000
Coastsides Hope	Critical Family Needs Safety Net Program	\$50,000
El Centro de Libertad	El Centro Coastsides Essential Services Initiative (MH & Substance Use)	\$20,000
Senior Coastsiders	Promoting successful aging for Coastsides	\$50,000
Sonrisas Dental	Access to Care: Equitable Access to Oral	\$25,000
Cohort Support	Technical Assistance	\$30,000
Total CSFA		\$300,000

Option B

Provide funding at \$250,000

Grantee	Program	B
Abundant Grace	Workforce Development Center - Community Programs & Services	\$25,000
ALAS	Mental Health Services	\$29,167
Boys & Girls Club of the Coastsides	After school support & Out of school time - Cohort Development	\$25,000
CoastPride	Health & Wellness	\$8,333
Coastside Adult Day Health Center	Aging in Place	\$16,667
Coastside Hope	Critical Family Needs Safety Net Program	\$41,667
El Centro de Libertad	El Centro Coastsides Essential Services Initiative (MH & Substance Use)	\$16,667
Senior Coastsiders	Promoting successful aging for Coastsides	\$41,667
Sonrisas Dental	Access to Care:Equitable Access to Oral	\$20,833
Cohort Support	Technical Assistance	\$25,000
Total CSFA		\$250,000

Option C

Provide initial \$200,000 funding, with a follow up in February 2026 to determine if an additional \$100,000 can be allocated for a total of \$300,000 grant funding for FY 2025-26.

Grantee	Program	C
Abundant Grace	Workforce Development Center - Community Programs & Services	\$20,000
ALAS	Mental Health Services	\$23,333
Boys & Girls Club of the Coastsides	After school support & Out of school time - Cohort Development	\$20,000
CoastPride	Health & Wellness	\$6,667
Coastside Adult Day Health Center	Aging in Place	\$13,333
Coastside Hope	Critical Family Needs Safety Net Program	\$33,333
El Centro de Libertad	El Centro Coastsides Essential Services Initiative (MH & Substance Use)	\$13,333
Senior Coastsiders	Promoting successful aging for Coastsides	\$33,333
Sonrisas Dental	Access to Care:Equitable Access to Oral	\$16,667
Cohort Support	Technical Assistance	\$20,000
Total CSFA		\$200,000

Staff seeks direction on grant allocation amounts for FY 2025-26.

Note: Due to a previously scheduled conflict, Councilmember Jonsson is unable to participate in this meeting. Given that he is part of the CSFA Subcommittee along with Mayor Brownstone, he

would like to present his recommendation to City Council. Councilmember Jonsson's recommendation for this item Option C. This recommendation is informational only and does not constitute a vote on any motion made at the Council Meeting.

ATTACHMENTS:

1. Resolution
2. Summary of Program Services

RESOLUTION NO. C-2025-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE GRANT AMENDMENTS IN FY 2025-26 WITH RECIPIENTS OF THE COMMUNITY SERVICES FINANCIAL ASSISTANCE (CSFA) GRANT BASED ON GUIDANCE PROVIDED

WHEREAS, in FY 2018-19, the City of Half Moon Bay piloted the Community Services Financial Assistance (CSFA) grant program awarding \$100,000 to 15 local non-profit organizations; and

WHEREAS, over subsequent years the City Council adopted strategic improvements to the program, including the creation of a dedicated subcommittee and a gradual increase in total funding ultimately reaching \$300,000; and

WHEREAS, for FY 2022-23 City Council approved funding \$300,000 to facilitate larger grants to nonprofits addressing ongoing economic and mental health impacts of the COVID-19 pandemic, guided by findings from the Coastside Recovery Initiative; and

WHEREAS, CSFA funding for FY 2022-23 and FY 2023-24 included implementation of a cohort model where executive leadership from nonprofits met quarterly to share best practices in a supportive peer learning environment, and received technical assistance to address a collectively identified area; and

WHEREAS, for FY 2024-25, City Council approved funding the same nine nonprofit safety net providers maintaining current allocations, and recommended a two-year grant cycle to remove administrative burdens and prevent disruption to the cohort’s collective work; and

WHEREAS, safety net services including housing, shelter, food, clothing, childcare, financial assistance, mental, health, and dental care, senior care and transportation services continue to be an acute need in the community; and

WHEREAS, the City encourages collaboration among nonprofit organizations and understands continued support is needed to address basic needs for the residents of Half Moon Bay.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute grant amendments in FY 2025-26 with recipients of the Community Services Financial Assistance (CSFA) grant program based on guidance provided.



I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 20th day of May 2025, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Maggie Rodriguez, Assistant City Clerk

Robert Brownstone, Mayor

Program Grantee	Funding Amount	Program	Milestones	7/1/24-3/31/2025
Abundant Grace	\$30,000	Workforce Development Center - Community Programs & Services	1) Provide/distribute food 2) Maintain at least 5 days weekly access to the center for showers, laundry, employment programming and access to case managers	1) Distributed 11,640 lbs of organic produce 2) Provided 1746 showers and 1090 loads of laundry 3) 50 new intakes and 102 participants 4) 12 people housed 5) 14 found outside employment 6) 11 working on sobriety 7) 25 working on physical health issues
ALAS * Report only for 10/24-4/2025	\$35,000	Mental Health Services	1) Improve the mental health at no cost to those receiving counseling services. 2) Provide 30 group sessions + follow up individual free counseling sessions (a total of 200 sessions)	A total of 25 individuals received therapy/counseling from October through April. Comprising a combined total of 150 individual sessions. Additionally, 8 group sessions where a total of 28 clients have participated have been completed. Currently, there is an active group session and individual follow up sessions continue to be provided.
Boys & Girls Club of the Coastside	\$30,000	After school support & Out of school time - Cohort Development	1) Provide 100 scholarships (valued at \$200 each) to low-income, high need families of students in 7 and 8 grade 2) Support improved dissemination of shared activity calendar and collaborate with CUSD to connect local nonprofits and schools for better coordination of services.	1) Provided 99 scholarships for afterschool program students including sport (flag football, volleyball, and basketball) to high need families. 2) Supported activity calendar translation to Spanish and collaborated with CUSD, Chamber of Commerce and other nonprofits to facilitate communication among youth service providers and parents.
CoastPride	\$10,000	Health & Wellness	1) Serve a minimum of five LGBTQ+ middle schoolers per session. 2) Support LGBTQ+ youth in feeling more comfortable with their identity.	1) Average attendance of 10 youth per group session (6 groups/44 sessions) 2) Survey indicates that 100% of the six middle school group survey respondents feel more comfortable with their LGBTQ+ identity.
Coastside Adult Day Health Center	\$20,000	Aging in Place	1) Increase community engagement along with program participants 2) Provide respite and support, education and resources to caretakers	1) Since July 2024, 78 clients are enrolled in services that include nursing, physical, occupational and speech therapy, transportation and nutrition services. 2) Community workshops provided to caregivers has had a total of 47 attendees. Provided 6586 lunches and 464 scholarship days.
Coastside Hope	\$50,000	Critical Family Needs Safety Net Program	1) Provide 2,000 low-income Half Moon Bay residents with food, clothing, access to shelter, prevent homelessness (rental assistance) and other critical services. 2) Provide 120 food service units per month to Half Moon Bay residents.	1) Coastside Hope has served 3,268 Half Moon Bay residents with food, clothing, shelter and other critical needs. 2) 1,070 food service units have been provided to low income Half Moon Bay residents.
EI Centro de Libertad	\$20,000	EI Centro Coastside Essential Services Initiative (MH & Substance Use)	Provide treatment plan (reviewed by a LCSW) and 25 hours of individual and/or group treatment for drug, alcohol and related behavioral health issues.	Provided services to 36 clients and 551 counseling sessions. 100% of diagnosed Substance Use Disorder (SUD) clients have received a treatment plan including specific objectives and goals.
Senior Coastersiders	\$50,000	Promoting successful aging for Coastside Seniors	Through our programs, seniors can receive: 1) nutritious meals 2) free basic home repairs 3) transportation 4) care management	1) 49,309 meals served. 2) 25 homes worked in Half Moon Bay 3) 1978 rides provided from our center to grocery stores and other outings 4) 1347 older adults received information, assistance, programs and services.
Sonrisas Dental	\$25,000	Access to Care: Equitable Access to Oral Health Care	1) Provide 50 low-income individuals with comprehensive dental care at 137 dental visits at Sonrisas HMB Clinic. 2) Establish or maintain a dental home for 70% of these patients (2+ visits annually)	1) Sonrisas's HMB Clinic served 760 low-income patients at 2,065 clinic visits. CSFA funded 115 visits for 50 individuals. 2) Sonrisas established a dental home for 495 individuals or 65% of 760 low-income patients.
Cohort Support	\$30,000	Technical Assistance	Provide access to an electronic universal intake form for client experience, referral and follow up.	
Total CSFA	\$300,000			

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **May 20, 2025**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Lisa Rossi, Administrative Services Director
Kenneth Stiles, Finance Manager

TITLE: **COMPREHENSIVE USER FEE STUDY WORKSHOP**

RECOMMENDATION:

Receive the User Fee Study Report and provide direction on the FY 2025-26 Master Fee Schedule.

FISCAL IMPACT:

There is no fiscal impact with the acceptance of this report.

STRATEGIC ELEMENT:

This recommendation supports the *Fiscal Sustainability* and *Inclusive Governance* Elements of the Strategic Plan.

BACKGROUND:

As part of long-term fiscal best practices, cities are encouraged to regularly review the cost of providing fee-based services to ensure alignment with cost recovery goals, legal requirements, and operational procedures. These reviews help ensure that fees accurately reflect the full cost of service delivery — including both direct and indirect costs — and that overhead rates used across departments are comprehensive and defensible.

The City’s last comprehensive cost-of-services study was completed in April 2017 by NBS Government Finance Group. Since then, staffing structures, internal systems, and service delivery models have evolved, prompting the need for an updated analysis.

In February 2023, the City Council awarded a contract to NBS to complete a three-part study: a Cost Allocation Plan (CAP), a Comprehensive User Fee Study, and a Development Impact Fee (DIF) Nexus Study. The scope included a detailed review of direct and indirect costs across core development-related functions, including Planning, Building, Public Works, and Administration.

The first phase, the Cost Allocation Plan (CAP), was completed in April 2024 and integrated into the FY 2024-25 budget. The CAP establishes a defensible methodology for allocating general government costs to enterprise funds and reimbursable programs and serves as the foundation for full cost recovery under Proposition 218.

The second phase, the User Fee Study, updates the City's cost-of-service schedule with the goal of moving closer to full cost recovery. NBS conducted a benchmarking review comparing Half Moon Bay's fees to those of other local agencies. While fee structures vary, the methodology used in this study is consistent with regional practices.

Preliminary results were presented to the Finance Committee on April 16, 2025. The Committee recommended holding a Council workshop to review the findings and gather additional feedback from the Council and community.

Because the study's recommendations were based on FY 2022-23 data for FY 2023-24, staff updated them for the current recommended fee schedule by applying inflation adjustments of 2.9 percent for FY 2024-25 and 2.7 percent for FY 2025-26. These adjustments are included in the draft fee schedule (Attachment 2). Based on Council feedback from this workshop, staff will return on June 3 with a final version for public hearing, in accordance with Government Code. If adopted, the new fees would go into effect in August.

The final phase of the project — a Development Impact Fee Nexus Study — will review fees charged to new development, including capital facilities, transportation, sewer, and storm drainage. Kickoff for that effort is expected in the coming weeks.

DISCUSSION:

Comprehensive user fee studies are not required annually and are typically most valuable after major shifts — whether organizational, operational, or legal. While the City can adjust fees each year using a Consumer Price Index (CPI) factor, deeper reviews like this one help ensure the overall fee structure is accurate, equitable, and reflective of actual service costs.

Council retains discretion to adjust individual fees up or down, as long as no fee exceeds the full cost of providing the service, as defined and adjusted for inflation.

Some charges fall outside this framework. Fees set or capped by state law — such as returned check charges or vehicle release fees — as well as fines and penalties, are not subject to local cost recovery analysis and are excluded from this study.

This fee update is based on the City's most recent cost allocation plan and direct input from every department. The resulting analysis provides a snapshot of current cost recovery levels and forms the foundation for proposed updates. The full user fee study, included as Attachment 1, outlines the City's cost recovery status across Planning, Building, Public Works, Law Enforcement, and Administrative Services, and details the methodology used to arrive at fee recommendations.

Today, the City recovers roughly 51% of the cost of providing user and regulatory fee-based services. Under the proposed fee schedule, that figure would rise to 89%, generating an estimated \$575,638 in additional annual revenue based on FY 2022-23 data. Adding CPI-W adjustments to those recommended fees could potentially bring in an estimated \$76,000 more for the FY 2025-26 fiscal year.

Department / Division	Revenues at Current Fee	Current Cost Recovery	Revenues at Recommended Fee	Recommended Cost Recovery	Estimated Additional Revenue
Administrative Services	11,640	47%	25,018	100%	13,378
Planning	147,676	75%	197,771	100%	50,095
Code Enforcement	-	0%	16,326	39%	16,326
Public Works (Engineering)	177,094	62%	284,583	100%	107,489
Building	436,655	55%	784,637	99%	347,982
Public Safety	310	32%	465	49%	155
General Plan Update Fee	5,409	3%	45,622	25%	40,213
	778,784	51%	1,354,422	89%	575,638

Staff recommends setting most fees at 100% cost recovery, especially for services that provide a private benefit — such as permitting, entitlement reviews, and other development-related functions. Subsidies are recommended for services that offer broader public value, such as tenant petitions, and certain public safety charges.

The table below highlights the fees that have a recommendation that are below 100% cost recovery:

PROPOSED FEES BELOW 100% COST RECOVERY			
	Current Fee	Recommended Fee (FY 2023-24)	Cost Recovery
Administrative Services			
Professional Dog Walker Permit	\$ 200	\$ 567	50%
Personal Dog Walker Permit	\$ 75	\$ 150	53%
Building			
Re-roof - Single Family Residential	\$ 287	\$ 315	56%
Re-roof - Multifamily/Non-Residential	\$ 426	\$ 469	76%
Solar/Photovoltaic - Residential (Up to 15kW)	\$ 558	\$ 450	81%
For each kW over 15 kW	\$ 37	\$ 15	40%
Single Item Permit, Water Heater Only	\$ 46	\$ 125	51%
Public Safety			
Public Safety Reports	\$ 10	\$ 15	49%
Photo Reproduction	\$ 20	\$ 25	81%
Audio Tape/CD Reproduction	\$ 20	\$ 25	81%
Audio Tape Reproduction	\$ 20	\$ 25	81%

To help fees keep pace with inflation, staff also recommends continuing the City's current policy of adjusting most fees annually using the San Francisco – Oakland – San Jose (Bay Area) Urban Wage Earners and Clerical Workers Consumer Price Index (CPI-W). This approach limits the need for large updates while preserving alignment with actual service delivery costs.

Finally, consistent with best practices, staff recommend conducting a full cost allocation and fee study every five years to ensure that the fee structure remains current, defensible, and reflective of the City's operations.

ATTACHMENTS:

1. Comprehensive User Fee Study Report
2. Draft Master Fee Schedule

HALF MOON BAY

Report for:

Citywide User Fee Study

April 2, 2025

Prepared by:



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TABLE OF CONTENTS

1.	Executive Summary.....	5
1.1	Findings	5
1.2	Report Format	6
2.	Introduction and Fundamentals	8
2.1	Methods of Analysis	8
3.	Administrative Services	14
3.1	Cost of Service Analysis.....	14
3.2	Fee Establishment	14
3.3	Cost Recovery Evaluation.....	15
4.	Planning Division.....	16
4.1	Cost of Service Analysis.....	16
4.2	Fee Establishment	17
4.3	Cost Recovery Evaluation.....	18
5.	Code Enforcement	19
5.1	Cost of Service Analysis.....	19
5.2	Fee Establishment	19
5.3	Cost Recovery Evaluation.....	20
6.	Public Works (Engineering) Department.....	21
6.1	Cost of Service Analysis.....	21
6.2	Fee Establishment	22
6.3	Cost Recovery Evaluation.....	23

7.	Building Division.....	24
7.1	Cost of Service Analysis.....	24
7.2	Fee Establishment.....	25
7.3	Cost Recovery Evaluation.....	26
8.	Public Safety.....	28
8.1	Cost of Service Analysis.....	28
8.2	Fee Establishment.....	28
8.3	Cost Recovery Evaluation.....	29
9.	Recreation Department.....	30
9.1	Unique Parameters for Recreation Program Fees and Facility Rental Fees.....	30
9.2	Cost of Service Analysis.....	31
9.3	Cost Recovery Evaluation.....	32
9.4	Fee Establishment.....	32
9.5	Comparative Fee Survey.....	34
10.	General Plan Update Fee.....	35
10.1	Cost of Service Analysis.....	35
10.2	Fee Establishment.....	35
10.3	Cost Recovery Evaluation.....	37
11.	Conclusion.....	38

Appendices

Cost of Service Analysis (Fee Tables)

Administrative	Appendix A.1
Planning	Appendix A.2
Code Enforcement	Appendix A.3
Public Works, Engineering	Appendix A.4
Building	Appendix A.5
Public Safety	Appendix A.6

Comparative Fee Survey

Administrative	Appendix B.1
Planning	Appendix B.2
Code Enforcement	Appendix B.3
Public Works, Engineering	Appendix B.4
Building	Appendix B.5
Public Safety	Appendix B.6
Recreation Services	Appendix B.7

1. EXECUTIVE SUMMARY

NBS performed a Citywide User Fee Study (Study) for the City of Half Moon Bay (City). The purpose of this report is to present the findings and recommendations of the various fee analyses performed as part of the Study and provide the City with the information needed to update and establish fees for services. The Study's process ensures that not only are the fees and charges reasonable and equitable, but that they also meet industry standards and uphold the statutory requirements of the State of California.

California cities, counties, and special districts may impose user and regulatory fees for services they provide through provisions set forth in the State Constitution, Article XIII C § 1. Under this legal framework, a fee may not exceed the reasonable cost of providing the service or performing the activity. For a fee to qualify as such, it must relate to a service or activity performed at the request of an individual or entity upon which the fee is imposed, or their actions specifically cause the local government agency to perform additional activities. In this instance, the service or underlying action causing the local agency to perform the service is either discretionary and/or is subject to regulation. As a discretionary service or regulatory activity, the user fees and regulatory fees considered in this Study fall outside of the definition and statutory requirement to impose general taxes, special taxes, and fees as a result of property ownership.

The City's main reason for conducting this Study was twofold: (1) first, to ensure that existing fees do not exceed the costs of service, and (2) second, to provide an opportunity for the City Council to re-align fee amounts with localized cost recovery policies.

1.1 Findings

This Study examined user and regulatory fees managed by the following City departments and programs:

- Administrative departments such as City Manager, City Clerk and Finance
- Community Development departments, including Planning, Code Enforcement, Building, and Public Works
- Public Safety
- Recreation

The Study identified an estimated \$2.6 million in eligible costs for recovery from fees for service compared to approximately \$968,000 the City is currently collecting each year from fees. The table on the following page provides a summary of the Study's results.

Table 1. Report Summary

Department / Division	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery	Annual Cost Recovery Surplus / Deficit	Current Cost Recovery %	Annual Estimated Revenues at Recommended Fee	Recommended Cost Recovery %
Administrative Services	\$ 11,640	\$ 25,018	\$ (13,378)	47%	\$ 25,018	100%
Planning	\$ 147,676	\$ 197,771	\$ (50,095)	75%	\$ 197,771	100%
Code Enforcement	\$ -	\$ 42,105	\$ (42,105)	0%	\$ 16,326	39%
Public Works (Engineering)	\$ 177,094	\$ 284,583	\$ (107,489)	62%	\$ 284,583	100%
Building	\$ 436,655	\$ 793,237	\$ (356,582)	55%	\$ 784,637	99%
Public Safety	\$ 310	\$ 957	\$ (647)	32%	\$ 465	49%
General Plan Update Fee	\$ 5,409	\$ 182,487	\$ (177,077)	3%	\$ 45,622	25%
Subtotal, w/o Recreation	\$ 778,784	\$ 1,526,157	\$ (747,373)	51%	\$ 1,354,422	89%
Recreation	\$ 189,254	\$ 1,042,623	\$ (853,369)	18%	\$ 189,254	18%
Grand Total, w Recreation	\$ 968,038	\$ 2,568,781	\$ (1,600,742)	38%	\$ 1,543,676	60%

As shown in Table 1, the City is recovering approximately 38% of the costs associated with providing user and regulatory fee-related services. However, it should be noted that fees for recreational services are typically subsidized for community benefits by other General Fund revenues and the method of setting recreational fees is different than other departments, which is explained in further detail in Section 9.4. Due to the impact of the Recreation Department on the overall cost recovery picture, the subtotal above illustrates the current cost recovery without Recreation, which is 51% of the costs associated with providing user and regulatory fee-related services. Should the City Council adopt fees at 100% of the full cost recovery amounts determined by this Study, an additional \$747,000 in costs could be recovered, excluding the Recreation Department’s impact.

However, Section 2.1.3 later explains, there may be other local policy considerations that support adopting fees at less than the calculated full cost recovery amount. Since this element of the Study is subjective, NBS provided the maximum potential of fee amounts at 100% full cost recovery for the City to consider. As such, City Staff provided initial recommended fee amounts for Council’s consideration. If Council elects to adopt fee levels at staff’s recommendations, an additional \$576,000 in costs could be recovered, for an 89% cost recovery outcome for services provided. Once City Council has reviewed and evaluated the results of the Study, the City can set fees at appropriate cost recovery levels according to local policy goals and considerations.

1.2 Report Format

This report documents the analytical methods and data sources used in the Study, presents findings regarding current levels of cost recovery achieved from user and regulatory fees, discusses City staff’s initially recommended fee amounts for City Council’s consideration, and provides a comparative survey of fees to neighboring agencies for similar services.

The report is organized into the following sections:

- Section 2 – General approach and methodology to the Fee Study.
- Sections 3 through 10 – Results of the analysis performed for each department and/or fee program.
- Section 11 – Grand scope conclusion of the analysis provided in the preceding sections.
- Appendices – Additional details of the analysis performed and comparison of fees imposed by selected agencies for similar services.

The City's Staff Report will include a Master Fee Schedule document which incorporates recommendations contained within this report for review and adoption by City Council.

2. INTRODUCTION AND FUNDAMENTALS

This Study evaluated user and regulatory fees managed by the following City departments and divisions:

City Department/Division	Fee Program Description
Administrative Services	<ul style="list-style-type: none"> Administrative fees, including returned checks, copies and duplication requests, election filing fees, hourly rates for staff research requests, alarm permits, special event permits, and special event permits
Planning Division	<ul style="list-style-type: none"> Planning fees, including pre-entitlement processing, coastal development permits, environmental review, design review, entitlement processing and appeals
Code Enforcement	<ul style="list-style-type: none"> Compliance inspections and investigations, short-term rental inspections
Building Division	<ul style="list-style-type: none"> Building fees, including building and safety permits
Public Works Department	<ul style="list-style-type: none"> Public Works fees, including improvements within the right-of-way, final map review and approval, grading review and inspection, encroachment permits
Public Safety	<ul style="list-style-type: none"> Duplication fees, licensing fees, impound and parking fees
Recreation Services	<ul style="list-style-type: none"> Recreation programs and classes and miscellaneous processing fees.
General Plan Update Fee	<ul style="list-style-type: none"> Recovery of costs associated with the update, maintenance, and implementation of the General Plan document, policies, and procedures

The scope of review specifically excluded development impact fees, utility rates, and any special tax assessments which fall under a different set of statutory and procedural requirements from the body of user and regulatory fees analyzed in this Study. Other types of fees excluded include those for facility and equipment rental, and most fines and penalties imposed by the City for violations of its requirements or codes.¹

2.1 Methods of Analysis

Three phases of analysis were completed for each City fee program studied:

¹ According to the California Constitution Article XIII C § 1 (e) (4) and (5), the City is not limited to the costs of service when charging for entrance to or use of government property, or when imposing fines and penalties.



2.1.1 COST OF SERVICE ANALYSIS

The Cost of Service Analysis is a quantitative effort that compiles the full cost of providing governmental services and activities. There are two primary types of costs considered: direct and indirect costs. Direct costs are those that specifically relate to an activity or service, including the real-time provision of the service. Indirect costs are those that support the provision of services in general but cannot be directly or easily assigned to a singular activity or service.

Direct Costs:

- **Direct personnel costs** – Salary, wages and benefits expenses for personnel specifically involved in the provision of services and activities to the public.
- **Direct non-personnel costs** – Discrete expenses attributable to a specific service or activity performed, such as contractor costs, third-party charges, and materials used in the service or activity.

Indirect Costs:

- **Indirect personnel costs** – Personnel expenses supporting the provision of services and activities. This can include line supervision and departmental management, administrative support within a department, and staff involved in technical support activities related to the direct services provided to the public.
- **Indirect non-personnel costs** – Expenses other than labor involved in the provision of services. In most cases, these costs are allocated across all services provided by a department, rather than directly assigned to individual fee/rate categories.
- **Overhead costs** – These are expenses, both labor and non-labor, related to agency-wide support services. Support services include general administrative services such as City Manager, Finance, Human Resources, etc. The amount of costs attributable to the departments or divisions included in this Study were sourced from the City’s Cost Allocation Plan performed by NBS.

All cost components in this Study use annual (or annualized) figures, representing a twelve-month cycle of expenses incurred by each Department or Division in the provision of all services and activities City-wide.

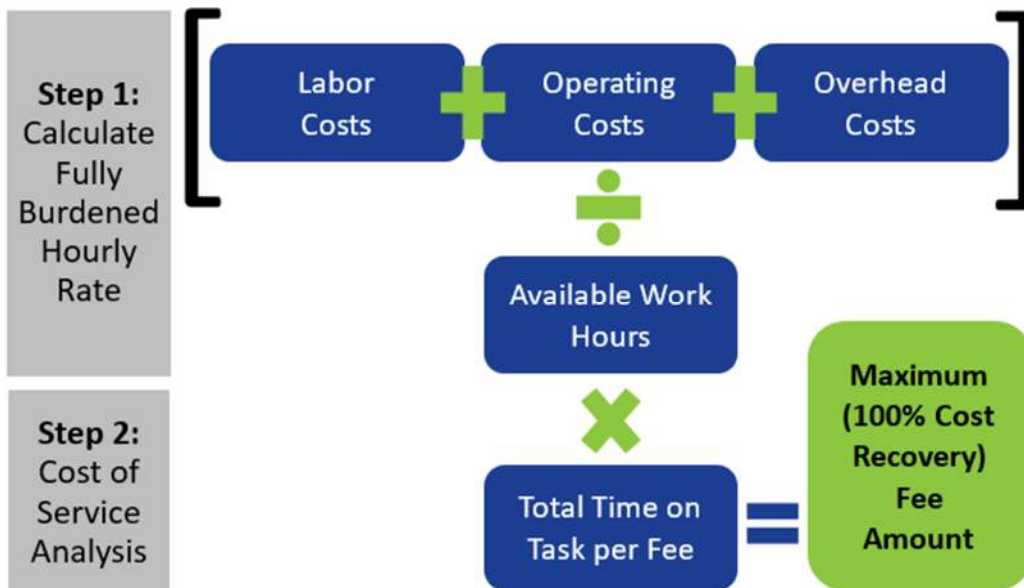
Nearly all the fees reviewed in this Study require specific actions on the part of City staff to provide the service or conduct the activity. Since labor is the primary underlying factor in these activities, the Study expresses the full cost of service as a fully burdened cost per labor hour. NBS calculated a composite, fully burdened, hourly rate for each department, division, program, or activity applicable to the specific organization and needs of each area studied. This rate serves as the basis for further quantifying the average full cost of providing individual services and activities. Determining the fully burdened labor rate for each department, and the various functional divisions within a department, requires two data sets: (1) the full costs of service, and (2) the number of staff hours available to perform those services. NBS derived the hours

available based on the complete list of all City employees and/or available service hours of its contracted professionals (where applicable).

The City supplied NBS with the total number of paid labor hours for each employee involved in the delivery of services included in this Study. These available hours represent the amount of productive time available to provide both fee-recoverable and non-fee recoverable services and activities. Available labor hours divided into the annual full costs of service equal the composite, fully burdened, labor rate. Some agencies may also use the resulting rates for purposes other than setting fees, such as calculating the full cost of general services or structuring a cost recovery agreement with another agency or third party.

NBS also assisted the City in estimating the staff time for the services and activities listed in the City’s fee schedule. Time tracking records for the fee programs studied as part of this analysis, when available, proved useful in identifying time spent providing general categories of service (e.g., division administration, plan review, inspection, public information assistance, etc.). However, the City does not systematically track the service time of activities for all departments or all individual fee-level services provided. Therefore, NBS also relied on interviews and questionnaires to develop the necessary data sets of estimated labor time. In many cases, the City provided estimates of the average amount of time (in minutes and hours) it took to complete a typical service or activity considered on a per-occurrence basis.

Development of time estimates to inform various fee calculations was not a one-step process but required careful review by both NBS and department or division managers to assess the reasonableness of such estimates. Based on the results of this review, the City reconsidered its time estimates until all parties were comfortable that the fee models reasonably reflected the average service level provided by the City. Finally, the fully burdened labor rate(s) calculated in earlier steps were applied at the individual fee level time estimates, yielding an average total cost of providing each fee for service or activity. The following provides a visual representation of the steps discussed in this section.



2.1.2 FEE ESTABLISHMENT

The fee establishment process includes a range of considerations, including the following:

- **Addition to and deletion of fees** – The Study provided each department with the opportunity to propose additions and deletions to their current fee schedules, as well as re-name, re-organize, and clarify which fees were to be imposed. Many of these fee revisions allowed for better adherence to current practices, as well as the improvement in the calculation, application, and collection of the fees owed by an individual. Some additions to the fee schedule were simply the identification of existing services or activities performed by City staff for which no fee is currently charged.
- **Revision to the structure of fees** – In most cases, the focus was to re-align the fee amount to match the costs of service and leave the current structure of fees unchanged. However, in several cases, fee categories and fee names had to be simplified or re-structured to increase the likelihood of full cost recovery or to enhance the fairness of how the fee is applied to the various types of fee payers.
- **Documentation of the tools used to calculate special cost recovery** – The City’s fee schedule should include the list of fully burdened rates developed by the Study. Documenting these rates in the fee schedule provides an opportunity for the City Council to approve rates for cost recovery under a “time and materials” approach. It also provides clear publication of those rates so that all fee payers can readily reference the basis of any fee amounts. The fee schedule should provide language that supports special forms of cost recovery for activities and services not included in the adopted master fee schedule. In these rare instances, published rates are used to estimate a flat fee or bill on an hourly basis, which is at the department director’s discretion.

2.1.3 COST RECOVERY EVALUATION

The NBS fee model compares the existing fee for each service or activity to the average total cost of service quantified through this analysis. Here are the possible outcomes of the fee analysis:

- Cost recovery rate of 0% - This signifies that there is currently no current recovery of costs from fee revenues (or insufficient information available for evaluation).
- Cost recovery rate of 100% - This means that the fee currently recovers the full cost of service.
- Cost recovery rate between 0% and 100% - This indicates partial recovery of the full cost of service through fees.
- Cost recovery rate greater than 100% - This means that the fee exceeds the full cost of service. User fees and regulatory fees should not exceed the full cost of service.

In all cases, the cost recovery rate achieved by a fee should not be greater than 100%. In most cases, imposing a fee above this threshold could change the definition of the charge from a cost of service based fee to a tax which has other procedural requirements, such as ballot protest or voter approval.

NBS assisted with modeling the “recommended” or “target” level of cost recovery for each fee, established at either 100% or any amount less than the calculated full cost of service. Targets and recommendations reflect discretion on the part of the agency based on a variety of factors, such as existing City policies and agency-wide or departmental revenue objectives, economic goals, community values, market conditions, level of demand, and others.

A general method of selecting an appropriate cost recovery target is to consider the public and private benefits of the service or activity in question, such as:

- To what degree does the public at large benefit from the service?
- To what degree does the individual or entity requesting, requiring, or causing the service benefit?

When a service or activity benefits the public at large, there is generally little to no recommended fee amount (i.e., 0% cost recovery), reinforcing the fact that a service which truly benefits the public is best funded by general resources of the City, such as revenues from the General Fund (e.g., taxes). Conversely, when a service or activity wholly benefits an individual or entity, the cost recovery is generally closer to or equal to 100% of cost recovery from fees collected from the individual or entity.

In some cases, a strict public-versus-private benefit judgment may not be sufficient to finalize a cost recovery target. Any of the following factors and considerations may influence or supplement the public-versus-private benefit perception of a service or activity:

- If optimizing revenue potential is an overriding goal, is it feasible to recover the full cost of service?
- Will increasing fees result in non-compliance or public safety problems?
- Are there desired behaviors or modifications to behaviors of the service population helped or hindered through the degree of pricing for the activities?
- Does current demand for services support a fee increase without adverse impact to the community served or current revenue levels? In other words, would fee increases have the unintended consequence of driving away the population served?
- Is there a good policy basis for differentiating between the type of user (e.g., residents vs. non-residents, residential vs. commercial, non-profit entities, and business entities)?
- Are there broader City objectives that merit a less than full cost recovery target from fees, such as economic development goals and local social values?

NBS provided the cost of service calculation based on 100% full cost recovery and the framework for the City's use to adjust the amount of cost recovery in accordance with its broader goals as they pertain to code compliance, cost recovery, economic development, and social values.

2.1.4 COMPARATIVE FEE SURVEY

Appendix B presents the results of the Comparative Fee Survey for the City. Policy makers often request a comparison of their jurisdictional fees to those of surrounding or similar communities. The purpose of a comparison is to provide a sense of the local market pricing for services, and to use that information to gauge the impact of recommendations for fee adjustments.

In this effort, NBS worked with the City to choose five comparative agencies – Belmont, Brisbane, Pacifica, San Carlos and San Mateo County. It is important to keep the following in mind when interpreting the general approach to, and use of, comparative survey data:

- Comparative surveys do not provide information about cost recovery policies or procedures inherent in each comparison agency.

- A “market-based” decision to price services below the full cost of service calculation is the same as deciding to subsidize that service.
- Comparative agencies may or may not base their fee amounts on the estimated and reasonable cost of providing services. NBS did not perform the same level of analysis of the comparative agencies’ fees.
- The results of comparative fee surveys are often non-conclusive for many fee categories. Comparison agencies typically use varied terminology for the provision of similar services.

NBS made every reasonable attempt to source each comparison agency’s fee schedule from their respective websites and compile a comparison of fee categories and amounts for the most readily comparable fee items that match the City’s existing fee structure.

2.1.5 DATA SOURCES

The following data sources were used to support this Study:

- The City’s Adopted Budget for Fiscal Year 2023-24
- A complete list of all City personnel, salary/wage rates, regular hours, paid benefits, and paid leave amounts provided by the Finance Department. Contracted positions and associated costs were also incorporated where applicable.
- Prevailing fee schedules
- Annual workload data provided by each department and/or fee program evaluated in the Study

The City’s adopted budget serves as an important source of information that affects the cost of service results. NBS did not audit or validate the City’s financial documents and budget practices, nor was the cost information adjusted to reflect different levels of service or any specific, targeted performance benchmarks. This Study accepts the City’s budget as a legislatively adopted directive describing the most appropriate and reasonable level of City spending. NBS consultants accept the City Council’s deliberative process and the City’s budget plan and further assert that through this legislative process, the City has yielded a reasonable and valid expenditure plan to use in setting cost-based fees.

3. ADMINISTRATIVE SERVICES

Most activities and services provided by Half Moon Bay’s administrative departments are not recoverable via user or regulatory fees. The scope of this analysis focused solely on miscellaneous administrative processing fees listed for the City Manager, City Clerk, and/or Finance departments.

3.1 Cost of Service Analysis

NBS developed a composite fully burdened hourly rate for the City Manager and Finance departments, as shown in Table 2 below. A rate for the City Clerk was not developed for the Fee Study because all Clerk fees are either set and/or limited by State law, or reference public documents available via the City’s website.

Table 2. Fully Burdened Hourly Rate

Expenditure Type	City Manager	Finance
Labor	\$ 617,665	\$ 334,088
Recurring Non-Labor	192,936	43,095
Citywide Overhead	297,980	228,800
Dept. Admin	289,896	768,237
Department Total	\$ 1,398,477	\$ 1,374,220
Fully Burdened Hourly Rate	\$ 297	\$ 284
<i>Reference: Direct Hours Only</i>	4,704	4,844

Section 2.1, *Methods of Analysis*, further describes the types of expenditures and allocated costs considered in the development of the rate. All subsequent administrative fee calculations will incorporate the fully burdened hourly rates of **\$297** and **\$284**, depending on which department provides the fee for service.

3.2 Fee Establishment

The following is a summary of the overall changes to the Administrative Services fee schedule:

- Deletion of fees that are no longer used or needed, such as:
 - BID Administration for City Hotels
 - Annual License Agreement for Parklet, Sidewalk, or Other Activities Spaces
 - Annual License Agreements
- Reorganization of fee categories or clarification of fee names to create a more user-friendly fee structure, such as:
 - Film Permits, as required by Municipal Code Chapter 9.74. Currently a fee is charged on a “per day” basis. The fee structure has been modified for this service to provide better regulation and cost recovery for the City, to include three separate fees:
 - Application Processing Fee per filming event
 - City Support Services During Filming Events
 - Use of City Facilities
 - Special Event Permits: This fee structure has been modified to streamline work efforts associated with administering and reviewing permits for special events. The current fee schedule has been simplified into three categories:

- Small Ceremonies (Wedding)
- Minor Event: Block Parties, Fundraisers
- Major Event: Miscellaneous Events, Carnival/Circus, Parade, Race, Rodeo, Amusement Concession, etc.
- Addition of new fee categories notated as “New” in the Current Fee / Deposit column of Appendix A.1. The only new fees added are for recovery costs of City staff support to filming events and special events, and use of city facilities for these events, as described above.

3.3 Cost Recovery Evaluation

Appendix A.1 presents the results of the detailed cost recovery analysis for the City’s various administrative fees. In the Appendix, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Name” list.

Currently, Administrative Services is recovering approximately 47% of the total cost of providing services. As Table 3 shows, the City collects approximately \$11,640 per year in revenue at the current fee amounts. At full cost recovery and the same demand level for these services, the City would recover approximately \$25,018.

Table 3. Cost Recovery Outcomes

Department / Division	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery	Annual Cost Recovery Surplus / Deficit	Current Cost Recovery %	Annual Estimated Revenues at Recommended Fee	Recommended Cost Recovery %
Administrative Services	\$ 11,640	\$ 25,018	\$ (13,378)	47%	\$ 25,018	100%

NBS provided the full cost of service information and the framework for considering fees, while the Administrative Services staff and City executive management staff considered appropriate cost recovery levels at or below that full cost.

The “Rec’d Fee Level / Deposit” column in Appendix A.1 displays the City staff’s initial recommended fee amounts. City staff recommends all fees to recover 100% of the costs of providing services with the exception of Dog Walker Permits.

The City’s Staff Report provides further discussion of why certain fees are recommended at lower than 100% cost recovery. As shown in Table 3, these initial recommendations for adjusted fee amounts are projected to still recover 100% of the total costs of providing fee-related services, assuming the demand for services remains consistent.

4. PLANNING DIVISION

The Planning Division serves the residents and businesses of Half Moon Bay by performing a variety of functions that are intended to conserve and enhance the City’s environmental resources and scenic beauty, preserve its historic and small-town heritage, manage the community’s growth rate, and enforce the policies and regulations related to land use and development. The Division’s responsibilities include administering the General Plan, the Local Coastal Plan, and the City’s Land Use Plan as it pertains to new development projects and regulations, monitoring and analyzing the impact of regional planning issues, and providing staff support through the processing of site plan reviews, subdivisions, rezoning, use permits and other entitlements.

4.1 Cost of Service Analysis

The following table shows the Planning Division’s estimated full cost of providing services on an annual basis and the fully burdened cost per hour developed for cost recovery purposes through fees for services.

Table 4. Fully Burdened Hourly Rate

Expenditure Type	Public Information / General Counter Services	GP / LCP	Code Enforcement	Application / Permitting Services	Total
Labor	\$ 90,896	\$ 209,061	\$ 35,525	\$ 306,760	\$ 642,241
Recurring Non-Labor	9,050	20,815	3,537	30,542	63,944
Citywide Overhead	92,331	212,363	36,086	311,606	652,386
Dept. Admin	36,498	83,945	14,264	123,175	257,882
Department Total	\$ 228,775	\$ 526,183	\$ 89,412	\$ 772,083	\$ 1,616,454
Eligible Cost Recovery from Fees for Service	40%	0%	0%	100%	53%
Amount Targeted for Recovery in Billings/Fees	91,510	-	-	772,083	863,593
Amount Requiring Another Funding Source	137,265	526,183	89,412	-	752,860
Fully Burdened Hourly Rate	\$ 31	N/A	N/A	\$ 258	\$ 288
				<i>Reference: Direct Hours</i>	2,998

As Table 4 above shows, the Division’s total cost of providing services is approximately \$1.6 million per year. \$864,000 in costs are targeted for recovery from the City’s fees for services, with the remaining \$753,000 as best funded via sources other than fees. All subsequent cost of service calculations at the individual fee level assume a fully burdened hourly rate of **\$288**.

Based on interviews with Division staff, the analysis separates the Division’s overall services into four primary cost categories: (1) Public Information/General Counter Services, (2) GP/LCP, (3) Code Enforcement, and (4) Application/Permitting Services. To clarify the costs and assumptions used to calculate the fully burdened hourly rate, here is a summary of the descriptions for each cost category:

- **Public Information/General Counter Services** – Activities associated with responding to phone calls and general information requests that support the development review process. Typically, some portion of costs for the provision of general public information and assistance do not apply toward recovery from fees and are considered a basic function of governmental services to the public. Planning staff estimated that approximately 40% of these costs support land use

application review activities, while the remaining costs should not be considered in the calculation of fees for services.

- **GP/LCP** – Planning staff support the ongoing maintenance and cyclical update of the City’s General Plan (GP) and Local Community Plans (LCP). These costs do not apply toward recovery from Planning and Zoning review fees for service.
- **Code Enforcement** – Planning Division staff actively supports work activities associated with responses to complaints received by the City’s Code Enforcement team. These costs are not recommended for recovery from Planning fees.
- **Application/Permitting Services** – This task is comprised mostly of development review and approval; therefore, 100% of these costs are recoverable from its routine fees for service.

The fully burdened hourly rate involves significant analytical and policy-related decisions regarding the inclusion of categorized activity costs. The decision to either include or exclude certain costs toward recovery in fees for service stems from the basic fee setting parameters set forth by industry standard fee calculation methods and the California State Constitution. State statutes require that any new fee that is levied or any existing fee that is increased should not exceed the estimated amount required to provide the service for which the charge is levied.

4.2 Fee Establishment

The following is a summary of the overall changes to the Planning Division fee schedule:

- Deletion of fees that are no longer used or needed, such as:
 - Parklets
 - Sidewalks
 - Combination Projects
- Reorganization of fee categories or clarification of fee names to create a more user-friendly fee structure, such as the renaming of Compliance Letter to Zoning Verification – Property Information Packet
- Addition of new fee categories, notated as “New” in the Current Fee / Deposit column of Appendix A.2, such as:
 - Planning Consultation
 - Pre-Submittal Plan Review
 - General Project Planning Services
 - Sign Programs
 - Landlord Petition, plus Hearing Officer
 - Tenant Petition, plus Hearing Officer
 - Short-Term Vacation Rental (STR) Registration Initial Inspection
 - Building Plan Review/Support
 - Minor Residential Improvement or Addition
 - Tenant Improvement
 - New SFD
 - New Multifamily or Non-Residential
 - Additions to Square Footage – Residential and Non-Residential
 - General Plan Update Fee

4.3 Cost Recovery Evaluation

Appendix A.2 presents the results of the detailed cost recovery analysis for the City’s Planning Division. In the Appendix, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Name” list.

Note, the Cost of Service per Activity is reflective of the Planning Division’s costs for review of each entitlement/permit. The Public Works Engineering Division also participates in the review of Planning applications and as such, a separate schedule of fees is shown on their corresponding fee schedule.

Currently, the Division is recovering approximately 75% of the total cost of providing services. As Table 5 shows, the City collects approximately \$148,000 per year in revenue at the current fee amounts. At full cost recovery and the same demand level for these services, the City would recover approximately \$198,000.

Table 5. Cost Recovery Outcomes

Department / Division	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery	Annual Cost Recovery Surplus / Deficit	Current Cost Recovery %	Annual Estimated Revenues at Recommended Fee	Recommended Cost Recovery %
Planning	\$ 147,676	\$ 197,771	\$ (50,095)	75%	\$ 197,771	100%

NBS provided the full cost of service information and the framework for considering fees, while the Planning Division and City executive management staff considered appropriate cost recovery levels at or below that full cost.

The “Rec’d Fee Level / Deposit” column in Appendix A.2 displays the City staff’s initial recommended fee amounts. City staff recommends all fees to recover 100% of the costs of providing services with the exception of Tenant Petition.

The City’s Staff Report provides further discussion of why certain fees are recommended at lower than 100% cost recovery. As shown in Table 5, these initial recommendations for adjusted fee amounts are still projected to recover approximately 100% of the total costs of providing fee-related services, assuming the demand for services remains consistent.

5. CODE ENFORCEMENT

Code Enforcement is responsible for protecting, preserving and improving the quality of life of the citizens of Half Moon Bay through effective, appropriate and proactive enforcement of the City's codes and ordinances, to be sensitive to the needs of the public and business communities, and to maintain these standards with a commitment to integrity and excellence in customer service.

Code Enforcement provides a number of services for which a fee may be charged, including response to complaints, investigations, follow up, and any associated abatement or enforcement actions.

5.1 Cost of Service Analysis

The Code Enforcement program's costs are shared amongst several City departments. For purposes of analysis, NBS developed a composite, fully burdened, hourly rate for Code Enforcement by compiling the costs of Code Enforcement's direct and indirect costs, as shown in Table 6 below:

Table 6. Fully Burdened Hourly Rate

Expenditure Type	Total Code Enforcement
Labor	\$ 107,870
Recurring Non-Labor	25,392
Citywide Overhead	77,912
Dept. Admin	46,491
Total	\$ 257,665
<i>Reference: Direct Hours</i>	1,499
Fully Burdened Hourly Rate	\$ 172

Section 2.1, *Methods of Analysis*, further describes the types of expenditures and allocated costs considered in the development of the rate. The total annual cost of the Code Enforcement program is approximately \$258,000. However, it should be noted that the majority of these annual costs are associated with non-fee related activities, therefore, only a small percentage of the total annual costs are eligible for recovery from fee for service activities. All subsequent cost of service calculations at the individual fee level assume a fully burdened hourly rate of **\$172**.

5.2 Fee Establishment

Code Enforcement is a new fee program created as part of this Study. New fees are proposed for recovery of costs during key pieces of complaint investigation and notice of violation processes. As shown in Appendix A.3, NBS worked with City staff to determine the cost of each primary step involved in the code enforcement process from initial complaint through notice of violation and follow up for compliance:

- Step 1: Property related inspections required to verify code compliance:
 - Initial Complaint
 - Preliminary Investigation
 - Initial Inspection

- Step 2: Code enforcement costs incurred by the City after initial investigation and after violation notice:
 - Follow up inspection after initial inspection and notice issued
 - If case has not been abated after initial/follow-up inspection

A separate cost analysis was developed for general complaints such as noise, building violations, rental registration, etc., and for short-term rentals which require slightly more effort to regulate than other types of complaints.

5.3 Cost Recovery Evaluation

Appendix A.3 presents the results of the detailed cost recovery analysis for the City’s Code Enforcement program. In the Appendix, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Name” list.

As Table 7 shows, the City does not currently recover costs for the Code Enforcement Program to provide services. At full cost recovery and the same demand level for these services, the City would recover approximately \$42,000.

Table 7. Cost Recovery Outcomes

Department / Division	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery	Annual Cost Recovery Surplus / Deficit	Current Cost Recovery %	Annual Estimated Revenues at Recommended Fee	Recommended Cost Recovery %
Code Enforcement	\$ -	\$ 42,105	\$ (42,105)	0%	\$ 16,326	39%

NBS provided the full cost of service information and the framework for considering fees, while the Enforcement Services staff and City executive management staff considered appropriate cost recovery levels at or below that full cost.

The “Rec’d Fee Level / Deposit” column in Appendix A.3 displays the City staff’s initial recommended fee amounts. Because the goal of any code enforcement program is first and foremost to gain compliance, it is typical for cities with code enforcement fee programs to charge for services only once a violation is found and a notice is issued. Therefore, City staff recommends no fees be charged for receiving the initial complaint and performing preliminary investigation in Step 1, and only for the initial site inspection if a violation is found. In Step 2, once a notice of violation has been issued, further fees are proposed per inspection each time a follow-up site visit is required of City staff to verify compliance.

The City’s Staff Report provides further discussion of why certain fees are recommended at lower than 100% cost recovery. As shown in Table 7, these initial recommendations for adjusted fee amounts are projected to recover approximately 39% of the total costs of providing fee-related services, assuming the demand for services remains consistent.

6. PUBLIC WORKS (ENGINEERING) DEPARTMENT

The Engineering Division of the Public Works Department reviews infrastructure improvements for private developments, processes encroachment and utility permits, as well as develops and implements the City’s Capital Improvement Program (CIP).

6.1 Cost of Service Analysis

The following table shows the Engineering Division’s estimated full cost of providing services on an annual basis and the fully burdened cost per hour developed for cost recovery purposes through fees for services.

Table 8. Fully Burdened Hourly Rate

Expenditure Type	Public Counter / General Info	NPDES	Code Enf.	CIP	Private Dev. / Permitting	Total
Labor	\$ 23,931	\$ 26,638	\$ 6,516	\$ 171,638	\$ 118,105	\$ 346,829
Recurring Non-Labor	5,276	5,873	1,437	37,844	75,129	125,559
Department & Citywide Administration	17,549	19,534	4,779	125,865	86,608	254,334
Division Administration	9,627	10,716	2,621	69,046	57,618	149,627
Division Total	\$ 56,383	\$ 62,762	\$ 15,353	\$ 404,393	\$ 337,459	\$ 876,350
Eligible Cost Recovery from Fees for Service	40%	0%	0%	0%	100%	41%
Amount Targeted for Recovery in Billings/Fees	22,553	-	-	-	337,459	360,012
Amount Requiring Another Funding Source	33,830	62,762	15,353	404,393	-	516,337
Fully Burdened Hourly Rate	\$ 21	N/A	N/A	N/A	\$ 317	\$ 338
					<i>Reference: Direct Hours</i>	1,065

As Table 8 above shows, the total cost of providing services is approximately \$876,000 per year. \$360,000 in costs are targeted for recovery from the City’s fees for services, with the remaining \$516,000 as best funded via sources other than fees. All subsequent cost of service calculations at the individual fee level assumes a fully burdened hourly rate of **\$338**.

Based on interviews with Division staff, the analysis separated the Division’s overall services into five primary cost categories: (1) Public Counter/General Info, (2) NPDES, (3) Code Enforcement, (4) Capital Improvement Project (CIP), and (5) Private Development and Permitting. To clarify the underlying costs and assumptions used to calculate the fully burdened hourly rate, here is a summary of the descriptions for each cost category:

- **Public Counter/General Info** – Activities associated with responding to phone calls and in support of active permits and the development review process in general. Typically, some portion of costs for provision of general public information and assistance are not linked for recovery from plan check and permit fees. Engineering staff estimates approximately 40% of these costs are supportive to active application submittal activities, while the remaining costs should not be considered in the calculation of fees for services.
- **NPDES** – Tasks related to supporting NPDES and sustainability. These costs do not apply toward recovery from Engineering’s fees.
- **Code Enforcement** – Engineering Division staff actively supports work activities associated with responses to complaints received by the City’s Code Enforcement team. These costs are not recommended for recovery from Engineering fees.
- **Capital Improvement Project (CIP)** – Tasks related to managing and implementing City capital improvement projects. Capital project engineering costs should be funded through revenues

available or designated to complete each project and are not targeted for recovery in the fees for services studied in this report.

- **Direct Plan Check and Permitting Services** – Work activities associated with active current engineering applications and permits. 100% of these costs are recoverable in Engineering user and regulatory fees for service.

The results of this Cost of Service Analysis conclude that the Engineering Division is eligible to recover approximately 41% of the total annual cost of providing all services user/regulatory fees for service. The remaining 59% of costs are not associated with fee-related activities and therefore require identification of alternate revenue sources.

The fully burdened hourly rate involves significant analytical and policy-related decisions regarding the inclusion of categorized activity costs. The decision to either include or exclude certain costs toward recovery in fees for service stems from the basic fee setting parameters set forth by industry standard fee calculation methods and the California State Constitution. State statutes require that any new fee that is levied or any existing fee that is increased should not exceed the estimated amount required to provide the service for which the charge is levied.

6.2 Fee Establishment

The following is a summary of the overall changes to the Public Works Engineering Department fee schedule:

- Deletion of fees that are no longer used or needed, such as:
 - Monitoring Wells
 - Deferred Improvement Agreement Review
 - Grading Permits Plan Review and Inspection for Grade Change >1,000 CY
 - Support to Planning – Pre-Application Commercial Cannabis Business Review
- Reorganization of fee categories or clarification of fee names to create a more user-friendly fee structure to fees, such as:
 - Adjusted Tract Map from an (Up to 5 lots) fee to a (5 or more lots) fee
 - Adjusted the Excavation/Restoration fee to specify “up to 100LF”, adjusted each additional fee to “50LF” and removed the fee for 100 LF or Greater
 - Adjusted the Curb, gutter, sidewalk, or driveway fee for each additional to “50LF” and removed the fee for 100 LF or Greater
 - Adjusted the Sewer Drain connection, repair or extension fee to specify “up to 100LF”, adjusted each additional fee to “50LF” and removed the fee for 100 LF or Greater
- Addition of new fee categories, notated as “New” in the Current Fee / Deposit column of Appendix A.4, such as:
 - FOG Certification – Annual Renewal
 - Sewer Re-Inspection for Non-Compliance
 - Special Events Application Review and Support
 - Special Studies Review
 - Stormwater Inspection Program
 - C.3 Treatment Inspections
 - C.4 Commercial/Industrial Business Inspections

- C.6 Wet Weather Construction Site Inspections (Seasonal per Site)
 - Reinspection/Corrective Action Due to Non-Compliance

6.3 Cost Recovery Evaluation

Appendix A.4 presents the results of the detailed cost recovery analysis for the City’s Engineering Division. In the Appendix, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Name” list.

Currently, the Division is recovering approximately 62% of the total cost of providing services. As Table 9 shows, the City collects approximately \$177,000 per year in revenue at the current fee amounts. At full cost recovery and the same demand level for these services, the City would recover approximately \$285,000.

Table 9. Cost Recovery Outcomes

Department / Division	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery	Annual Cost Recovery Surplus / Deficit	Current Cost Recovery %	Annual Estimated Revenues at Recommended Fee	Recommended Cost Recovery %
Public Works (Engineering)	\$ 177,094	\$ 284,583	\$ (107,489)	62%	\$ 284,583	100%

NBS provided the full cost of service information and the framework for considering fees, the Engineering Division and City executive management staff considered appropriate cost recovery levels at or below that full cost.

The “Rec’d Fee Level/ Deposit” column in Appendix A.4 displays the City staff’s initial recommended fee amounts. City staff recommends all fees to recover 100% of the costs of providing services.

7. BUILDING DIVISION

The Building Division’s mission is to protect the health and safety of the community who live and work in the City by enforcing building safety standards set forth in the State’s building codes, as well as its municipal codes and policies. It is the responsibility of the Building Division to review and approve plans and perform field inspections to ensure that the work performed under an issued building permit is being done according to the approved plans.

7.1 Cost of Service Analysis

NBS calculated the total estimated annual cost of services provided by the Building Division, separated by those costs that are eligible and/or targeted for recovery in fees for service and those that require another funding source other than fees. The costs recoverable through fees were also translated into a fully burdened hourly rate for the purposes of individual fee calculations. Table 10 summarizes the outcomes of the analysis:

Table 10. Fully Burdened Hourly Rate

Expenditure Type	Code Enforcement	Direct Permitting Services	Total
Labor	\$ 9,126	\$ 94,661	\$ 103,787
Recurring Non-Labor	2,707	274,612	277,319
Department & Citywide Administration	9,693	302,494	312,187
Division Administration	2,992	93,373	96,365
Division Total	\$ 24,518	\$ 765,140	\$ 789,658
Eligible Cost Recovery from Fees for Service	0%	100%	97%
Amount Targeted for Recovery in Billings/Fees	-	765,140	765,140
Amount Requiring Another Funding Source	24,518	-	24,518
Fully Burdened Hourly Rate	\$ -	\$ 279	\$ 279
		<i>Reference: Direct Hours</i>	2,743

As Table 10 above shows, the Division’s total cost of providing services is approximately \$790,000 per year. \$765,000 in costs are targeted for recovery from the City’s fees for services, with the remaining \$24,500 as best funded via sources other than fees. All subsequent cost of service calculations at the individual fee level assumes a fully burdened hourly rate of **\$279**.

Based on interviews with Division staff, the analysis separated the Division’s overall services into two primary cost categories: (1) Code Enforcement, and (2) Direct Permitting Services. To clarify the underlying costs and assumptions used to calculate the fully burdened hourly rate, here is a summary of the descriptions for each cost category:

- **Code Enforcement Activities** – Work activities in response to a complaint received by the Building Safety Division related to violation of a prior condition of approval, City Ordinance or State law. Includes complaint investigation, follow up, and any associated abatement or enforcement actions. None of these costs are recommended for recovery in the City’s user and regulatory fees for service.

- **Direct Permitting Services** – The Division’s responsibilities are comprised mostly of processing, reviewing and inspecting building permit applications; therefore, 100% of these costs are targeted for recovery in fees for services.

The results of this Cost of Service Analysis conclude that the Building Division is eligible to recover approximately 97% of the total annual cost of providing services from building related user/regulatory fees for service.

The fully burdened hourly rate involves significant analytical and policy-related decisions regarding the inclusion of categorized activity costs. The decision to either include or exclude certain costs toward recovery in fees for service stems from the basic fee setting parameters set forth by industry standard fee calculation methods and the California State Constitution. State statutes require that any new fee that is levied or any existing fee that is increased should not exceed the estimated amount required to provide the service for which the charge is levied.

7.2 Fee Establishment

The following is a summary of the overall changes to the Building Division fee schedule:

- Deletion of fees that are no longer used or needed, such as:
 - Electronic Submittal Fee
- Reorganization of fee categories or clarification of fee names to create more user-friendly fee structure, such as:
 - Added two additional valuation tiers to Building Permit Fees to ensure fees are reasonably calculated for large projects:
 - 2,500,001 – 5,000,000
 - 5,000,001 and above
 - Changed the structure for the Building Plan Check Fee to illustrate the cost recovery performance of fees currently charged at 65% of the Permit Fee and display the portion of the plan check that is retained by the City versus what is passed through to the Third-Party Consultant.
 - Split Address Assignment fee category into Residential and Non-Residential tiers
 - Split Re-Roof fee category into:
 - Single Family Residence
 - Multifamily/Non-Residential (less than 5,000 sq ft)
 - Multifamily/Non-Residential (greater than 5,000 sq ft)
 - Replaced the Solar Fee with a Solar/Photovoltaic section, to comply with State regulation, Government Code 66015
 - Removed duplicate fees throughout fee schedule for Re-Inspections and Inspections Outside of Normal Business Hours
 - Created a section for Mechanical, Electrical and Plumbing Permit and Plan Check Fees (When Associated with a Building Permit), that includes the existing fee for New Residential Buildings and adds a fee category for New Non-Residential Buildings on a per 100 sq. ft. rather than itemized basis.

- Created a section of the fee schedule for Mechanical, Electrical, and Plumbing Permit and Plan Check Fees (When not Associated with a Building Permit). One of the biggest changes in the fee structure was to attempt to streamline work efforts associated with administering trade permits when not in combination with a building permit. The Department wanted to move away from the current itemized process and move to a “Stand Alone MPE Permit” selection model so that fees can be charged per project rather than per item.
- Addition of new fee categories, notated as “New” in the Current Fee / Deposit column of Appendix A.5, such as:
 - Permit Reactivation
 - Replaced Job Cards
 - Transfer of Permit to New Property Owner

7.3 Cost Recovery Evaluation

Appendix A.5 presents the results of the detailed cost recovery analysis for the City’s Building Safety Division. In the Appendix, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Name” list. This Cost of Service per Activity is reflective of the Building Division’s costs.

Note, the Cost of Service per Activity is reflective of the Building Division’s costs for review of each entitlement/permit. To recover costs of other City departments that provide routine review of Building applications such as the Planning and Public Works departments/divisions, a separate schedule of fees is shown on their corresponding fee schedules.

Currently, the Division is recovering approximately 55% of the total cost of providing services. As Table 11 shows, the City collects approximately \$437,000 per year in revenue at the current fee amounts. At full cost recovery and the same demand level for these services, the City would recover approximately \$793,000.

Table 11. Cost Recovery Outcomes

Department / Division	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery	Annual Cost Recovery Surplus / Deficit	Current Cost Recovery %	Annual Estimated Revenues at Recommended Fee	Recommended Cost Recovery %
Building	\$ 436,655	\$ 793,237	\$ (356,582)	55%	\$ 784,637	99%

NBS provided the full cost of service information and the framework for considering fees, while the Building Division and City executive management staff considered appropriate cost recovery levels at or below that full cost.

The “Rec’d Fee Level / Deposit” column in Appendix A.5 displays the City staff’s initial recommended fee amounts. City staff recommends all fees to recover 100% of the costs of providing services with the exception:

- Re-Roof for Single Family Residential and Multi Family/Non-Residential (less than 5,000 sq ft)
- Solar/Photovoltaic Residential Fees, which are set by state regulations
- Water Heater Permit

The City’s Staff Report provides further discussion of why certain fees are recommended at lower than 100% cost recovery. As shown in Table 11, these initial recommendations for adjusted fee amounts are projected

to recover approximately 99% of the total costs of providing fee-related services, assuming the demand for services remains consistent.

8. PUBLIC SAFETY

The San Mateo County Sheriff’s Office provides all-inclusive enforcement services under contract for the City of Half Moon Bay. Most activities and services provided by the Police Department are not recoverable via user or regulatory fees. The scope of analysis for Public Safety focused solely on fees for various administrative records and processing requests provided by the Department.

8.1 Cost of Service Analysis

To support the unique operational aspects of public safety, NBS calculated separate fully burdened hourly rates for Sworn versus Non-Sworn personnel, as shown in Table 12 below.

Table 12. Fully Burdened Hourly Rates

Expenditure Type	Sworn Personnel	Non-Sworn Personnel	Total
Sherrif Contract and City Non-Labor Costs	4,202,845	434,549	4,637,393
Citywide Overhead	198,282	20,501	218,783
Dept. Admin	973,507	100,655	1,074,161
Department Total	\$ 5,374,634	\$ 555,704	\$ 5,930,338
Fully Burdened Hourly Rate	\$ 306	\$ 123	\$ 269
<i>Reference: Direct Hours Only</i>	17,550	4,500	22,050

Section 2.1, *Methods of Analysis*, further describes the types of expenditures and allocated costs considered in the development of the rate. The total annual cost for Public Safety is approximately \$5.9 million. However, it should be noted that the majority of these annual costs are associated with non-fee related activities, such as general public safety and the day to day preservation of public order. Therefore, only a small percentage of the total annual costs are eligible for recovery from fee for service activities. The calculation of these hourly rates includes all allowable direct and indirect costs associated with providing services included in the fee study. All subsequent fee calculations will assume a rate of **\$306** for Sworn Personnel and **\$123** for Non-Sworn Personnel.

8.2 Fee Establishment

City staff reviewed the current fee schedule for Public Safety and determined that the only necessary change to the structure of the current fee schedule was the deletion of the following fees that are no longer used or needed:

- Message Establishments (Chapter 3.88)
 - New Tech
 - Renewal (Tech)
 - Reinstatement (Tech)

8.3 Cost Recovery Evaluation

Appendix A.6 presents the results of the detailed cost recovery analysis for the City’s Public Safety Services. In the Appendix, the “Cost of Service per Activity” column establishes the maximum adoptable fee amount for the corresponding service identified in the “Fee Name” list.

Currently, Public Safety Services is recovering approximately 32% of the total cost of providing services. As Table 13 shows, the City collects approximately \$310 per year in revenue at the current fee amounts. At full cost recovery and the same demand level for these services, the City would recover approximately \$957.

Table 13. Cost Recovery Outcomes

Department / Division	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery	Annual Cost Recovery Surplus / Deficit	Current Cost Recovery %	Annual Estimated Revenues at Recommended Fee	Recommended Cost Recovery %
Public Safety	\$ 310	\$ 957	\$ (647)	32%	\$ 465	49%

NBS provided the full cost of service information and the framework for considering fees, while the Public Safety staff and City executive management staff considered appropriate cost recovery levels at or below that full cost.

The “Rec’d Fee Level / Deposit” column in Appendix A.6 displays the City staff’s initial recommended fee amounts for Public Safety Services. City staff recommends all fees to recover 100% of the costs of providing services with the exception of:

- Duplication
 - Public Safety Reports
 - Photo Reproduction
 - Audio Tape/CD Reproduction
 - Audio Tape Reproduction
- Repossession Release
- Clearance/Special Letters
- Parking Fees for Temporary Off-Street Parking

The City’s Staff Report provides further discussion of why certain fees are recommended at lower than 100% cost recovery. As shown in Table 13, these initial recommendations for adjusted fee amounts are projected to recover approximately 49% of the total costs of providing fee-related services, assuming the demand for services remains consistent.

9. RECREATION DEPARTMENT

Recreation programs evaluated in this Study are provided by personnel in the City’s Recreation Department. The Department offers a range of recreation programs and services, as well as facilities for recreational use and rental. Unlike other fee programs described in this Study, this Department’s results reflect a program level analysis (as opposed to the individual fee level) including a general cost recovery evaluation of the following programs:

- **Contract Classes and Programs:** The City offers classes which are facilitated by contract service providers, including arts and crafts, dog training, music and dance, and more. For these services, the City provides the facility, registration, and promotion for each class offering, and receives approximately 30% of the registration revenue to recover costs. The remaining 70% is paid to the contractor who facilitates the individual class for the public.
- **Event Center Sundays & Drop-In Programs:** These recreational services run by City staff include both drop-in pickleball and basketball.
- **Permit Approvals (Film, Special Events, Etc.):** Recreation staff are responsible for application review, permitting, and regulation of the conduct of filming and special events by residents, non-profits, and commercial entities.
- **Facility Rentals:** The public may rent indoor facilities at the Ted Adcock Community Center, Historic Train Depot, and Library for meetings, parties, community events, private classes, and the like. The public may also rent other outdoor facilities such as fields for events, sports league games or tournaments.
- **City Sponsored Community Events and Services:** The City facilitates several special events and special excursions for the community, Saturday with Santa and other community events.

The expenses of administering, operating, and maintaining the City’s recreational programs and facilities are primarily funded by resources from the General Fund. However, fees collected from class participants and rentals of public spaces can represent a significant source of funding to help cover costs and sustain – if not improve – the level of service provided by the City.

9.1 Unique Parameters for Recreation Program Fees and Facility Rental Fees

Article XIII C of the California Constitution provides the definition of what types of governmental charges constitute a “tax”, and under section 1(e), a “tax” means any levy, charge, or exaction of any kind imposed by local government”, except for seven stated exceptions to this definition.

Recreation programs, camps and classes fees generally fall under the first three exceptions listed, which are fees and charges for benefits conferred and privileges granted, services and products provided, or regulatory services. Charges qualifying under these exceptions may not “exceed the reasonable costs to the local government of providing the service or product”.

Facility rentals, such as rental of a community centers and field usage, fall under exception number 4, “a charge imposed for entrance to or use of local government property, or the purchase, rental or lease of local government property.” Charges qualifying under this exception do not include the “reasonable cost limitation”

found in the first three exceptions. However, a general law city is subject to the cost limitation constraint on the amount of a fee charged under either category imposed by Government Code section 50402.²

NBS' scope of review ensures recreational class and program fee revenues generally do not exceed the costs of providing services. As described below, the analysis was completed on an annual basis for each program, and at the individual fee level for a handful of individual administrative type fees. Facility rental and use fees, while not included in the scope of review for this study, were generally evaluated on an annual basis and surveyed to help inform decision making for any recommended rental rate adjustments from the Department.

9.2 Cost of Service Analysis

NBS calculated the Department's total annual costs for recreation programs and facility uses. Table 14 summarizes results of that analysis:

Table 14. Total Annual Program Costs

Expenditure Type	Contract Classes and Programs	Event Center Sundays & Drop in Programs	Filming and Special Event Permits	Facility Rentals	City Sponsored Community Events & Services	Total
Labor	\$ 57,978	\$ 33,144	\$ 41,166	\$ 62,133	\$ 57,107	\$ 251,530
Recurring Non-Labor	77,969	14,085	8,930	15,314	42,926	159,223
Citywide Overhead	60,690	37,647	42,658	73,159	39,587	253,741
Department Administration	111,896	48,298	52,781	85,702	79,451	378,129
Total Department Program Cost	\$ 308,535	\$ 133,174	\$ 145,535	\$ 236,309	\$ 219,071	\$ 1,042,623

The total estimated cost of all Recreation Department programs is approximately \$1 million per year. Section 2.1, *Methods of Analysis*, provides further definition and discussion of the elements of the total program cost calculation.

As discussed in further detail in Section 9.4, *Fee Establishment*, some individual fees charged by the Department were calculated using the following fully burdened labor rates derived for full-time versus part-time classifications for personnel. This was performed uniquely for this Department, to conform to the way it provides various services and activities. Table 15 provides a summary of the cost of service outcomes:

Table 15. Annual and Hourly Cost of Service Calculation

Cost Component	Full-Time	Part-Time	TOTAL
Labor Costs - Salaries & Wages	\$ 197,175	\$ 20,000	\$ 217,175
Labor Costs - Benefits	34,355	-	\$ 34,355
Non-Labor Costs	87,797	8,906	96,703
Citywide Overhead	230,374	23,367	253,741
Department Admin	343,307	34,822	378,129
TOTAL	\$ 893,008	\$ 87,095	\$ 980,103
Fully Burdened Hourly Rate	\$ 233	\$ 131	\$ 218
Overtime Rate	\$ 259	\$ 146	\$ 242
<i>Reference: Direct Hours Only</i>	3,828	667	4,495

² 50402(a) A city, county, or city and county owning property or leasing property which is devoted to park, amusement, or recreational purposes may make a charge for use or services provided therein in the amount as may be provided by resolution by the governing body. No charge shall be imposed which exceeds the cost of the service provided.

All subsequent cost of service calculations at the individual fee level assume a maximum fully burdened hourly rate of **\$233** for full-time employees and **\$131** for part-time employees, or a blended rate of **\$218** on average during normal business hours. After normal business hours, an hourly rate of **\$259** for full-time employees, **\$146** for part-time employees, or a blended rate of **\$242** can be used.

9.3 Cost Recovery Evaluation

NBS evaluated each program’s estimated annual cost recovery level by matching the most recent fiscal year of revenues collected, to the total program costs established through this Study. Overall, Recreation programs recover approximately 18% of the citywide costs of providing services. Table 16 summarizes results of that analysis:

Table 16. Program Cost Recovery Evaluation

Expenditure Type	Contract Classes and Programs	Event Center Sundays & Drop in Programs	Filming and Special Event Permits	Facility Rentals	City Sponsored Community Events & Services	Total
Labor	\$ 57,978	\$ 33,144	\$ 41,166	\$ 62,133	\$ 57,107	\$ 251,530
Recurring Non-Labor	77,969	14,085	8,930	15,314	42,926	159,223
Citywide Overhead	60,690	37,647	42,658	73,159	39,587	253,741
Department Administration	111,896	48,298	52,781	85,702	79,451	378,129
Total Department Program Cost	\$ 308,535	\$ 133,174	\$ 145,535	\$ 236,309	\$ 219,071	\$ 1,042,623
Current Annual Revenue	\$ 111,056	\$ 9,442	\$ 5,028	\$ 63,728	\$ -	\$ 189,254
Current Cost Recovery %	36%	7%	3%	27%	0%	18%
Percentage of City Costs	80%					
Percentage of Contractor Costs	20%					

In the table above, Total Department Program Cost is shown next to the Current Annual Revenue for each program. The results of this analysis show that current revenue amounts for all recreation programs and facility uses recover less than the total costs of each program calculated by NBS.

Additionally, the Department asked NBS to evaluate the percentage of cost borne by the City versus contractor for Contract Classes and Programs. The City’s current practice is to keep 30% of the revenue collected for each class and pay the contractor 70%. The results of the total program cost analysis show that the City’s fully-burdened costs are closer on average to 80%; contractor 20%.

9.4 Fee Establishment

The Study performed by NBS primarily provides an annual cost and revenue analysis at the program level. This provides City staff and City Council with current cost recovery data and allows the City to establish, if desired, a cost recovery policy applicable to each program or grouping of programs. In considering cost recovery targets and recommended fees, the Department may consider the current cost recovery evaluation outcomes established by this Study and recommend revised fees and/or program level cost recovery targets for the Council’s review. The City Council may wish to use general fund revenue to subsidize recreational programs as a matter of policy and to ensure access to these programs for a larger portion of the community.

Fees for Individual Recreational Programs and Classes

For existing and ongoing fees charged for recreational programs and class offerings, the City may wish to use the results of this analysis and general cost recovery policy direction to apply an across the board increase to

incrementally improve program cost recovery. This approach is commonly used where the policy directive is to continue to subsidize recreation programs to optimize community access to their benefits, while still seeking to improve funding for these essential programs.

Because of the seasonal and changing nature of recreational services and classes offered by the Department, NBS recommends any new class fees, program fees, and special event fees to be calculated by the Department Director using the analytical methods described below:

$$\text{Program Cost of Service} = [(A \times B) + C + D + E + F]$$

- A = Estimated time for City staff to implement and operate the individual program.
- B = Applicable hourly rates for the staff functions involved in the implementation of the individual program.
- C = Actual cost incurred by the City for any outside service provider involved in the individual program.
- D = Actual cost incurred by the City for any specific materials acquired for use during the individual program.
- E = Prevailing facility rental and/or field use fees imposed by the City and reflected in its master fee schedule.
- F = Actual costs incurred by the City to rent and/or use facilities/fields from other entities.

Using the formula provided above, the calculated cost of service represents the maximum fee that could be imposed by the City for an individual recreation program or service. The City may recover between 0% and 100% of the cost of service. Cost recovery targets may vary by individual program, as pertains to the City Council's adopted cost recovery policy for each program. The City may also set a differential fee for resident and non-resident participants, as long as the fee amount in any case does not exceed 100% of the cost of service.

It should be noted that more than any other fee program studied in this report, the "market price" of both other public and private options for program options will drive what the City can ultimately charge for services. Appendices B.7 include a high-level comparison for facility rentals and recreation programs completed for this Study, and it is recommended that City staff continue to survey market rates for their services on a periodic basis.

Fees for Administrative Tasks or Service Requests

For fees associated with the individual administrative tasks or service requests, an evaluation of the cost of service for individual fees was performed. The Department charges only a few miscellaneous administrative fees, discussed as follows:

- **Reservation Processing Fee:** This is an opportunity for a new fee for the City's consideration to recover the cost of processing applications, scheduling, and facilitating various facility rentals. This would be a non-refundable fee per rental. City staff estimates approximately 20 minutes of a full time staff member are required to process each reservation, for total cost of service (maximum fee) equal to **\$78**.
- **Set Up and Tear Down Service:** This is an opportunity for a new fee for the City's consideration. City staff provides set up and tear down services per rental, requiring approximately two hours of a full time staff member's time. The total cost of providing this service (maximum fee) is **\$466**.

- **Field Light Turn On/Off Service:** This is an opportunity for a new fee for the City’s consideration. When rentals of the City’s fields occur, a full time staff member must drive to the field site to turn on and turn off the lights, requiring approximately one hour of time per rental. The total cost of providing this service (maximum fee) is **\$233**.
- **Special Event Permit Fees and Film Permit Fees:** Special Event Permit Fees and Film Permit Fees are shown on the Admin Fee schedule and should be used by Recreation as the primary facilitator/point of contact for these services.
- **Sound Amplification Permit:** Sound Amplification Permits are located on the Planning Fee schedule and should be used by Recreation as the primary facilitator/point of contact for this service.
- **Staffing, per hour.** There are a number of instances where City staff charge hourly for support to facility uses, events, etc. In these cases, the fully burdened rate table established through this study may be used to update rates accordingly.

Fees for Facility Use or Rental

Fees imposed for the use (entrance or rental) of parks and recreation facilities ensure that some revenues are made available to offset the operation, maintenance, and restoration costs of those facilities, so they may continue to be open to all. However, as noted in the discussion of Unique Parameters, above, while these fee amounts for a General Law City like Half Moon Bay are limited to the costs of providing service, the current cost recovery rate is much lower than 100%. In our opinion, the City can generally seek to conform to the “market” price for similarly sized facilities available in the community and/or similar comparative public agencies. The documentation presented herein provides a high-level annual cost recovery analysis, and the appendix to this report provides a survey of other agencies for the City’s consideration in setting fees going forward. In general, NBS recommends that a survey be conducted by City staff every three to five years to demonstrate consideration of comparable public and private facility rental options.

9.5 Comparative Fee Survey

Appendix B.7 presents the results of the Comparative Fee Survey for the Department. This comparison was unique to this Department to compare existing facility rentals and recreation programs with surrounding areas. Section 2.1.4, *Comparative Fee Survey*, provides further definition and discussion of the elements of the comparative survey.

10. GENERAL PLAN UPDATE FEE

Many California cities apply “surcharges” on top of their fees for service to fund certain types of costs. One common surcharge is applicable to development permits for the cyclical update and maintenance of the General Plan document. Generally assessed as a percentage of fees or some other metric such as project construction value, surcharge revenues should always be tracked to a separate fund or account and are designated solely for the purpose of the costs they are intended to fund, which typically require large one-time investments on a cyclical or periodic basis.

The City of Half Moon Bay, like all California cities, updates its General Plan on a routine basis, as required by State law. Staff in the Planning Division facilitate the necessary changes to policies and local ordinances stemming from the General Plan’s guidance. The General Plan helps to guide the growth of the community in a consistent manner. Government Code 66014 (b) allows local agencies to, “...include the costs reasonably necessary to prepare and revise the plans and policies that a local agency is required to adopt before it can make any necessary findings and determinations”. This section of the Government Code supports the assessment of a fee to recover a reasonable share of costs associated with the update and maintenance of the General Plan.

10.1 Cost of Service Analysis

In order to ensure funding is available for the significant costs associated with comprehensive General Plan updates and implementation, the City estimated a need for approximately \$3.7 million in consultant costs on a 20-year update cycle. As shown in Table 17, the estimated annual costs of a comprehensive General Plan update and its associated implementation is \$182,000 per year.

Table 17. Annual General Plan Update Costs

Element	Cost per Work Program Element	Update Cycle (Years)	Annual Funding Target
Consultant Costs			
General Plan Update (includes Local Coastal Land Use Plan)	\$ 3,000,000	20	\$ 150,000
Program EIR	400,000	20	20,000
Comprehensive Zoning Code Update	300,000	20	15,000
Subtotal	\$ 3,700,000		\$ 185,000
Less Existing Fund Balance	(50,268)	20	(2,513)
Total			\$ 182,487

Notes

1. Provided by: Community Development and Finance Departments

10.2 Fee Establishment

To implement a fee for recovery of General Plan maintenance and update costs, the City should establish a reasonable cost recovery target, to be captured on top of the types of planning and building projects that are subject to review of General Plan policies and their associated Zoning Code amendments that regulate development approvals.

While the General Plan provides the key plans, policies, and legal parameters required for development project approval, it should also be recognized that the General Plan has other applications for the City’s use in continuing to serve its existing residents and businesses. For purposes of a reasonable fee calculation, the City should estimate and reflect in the fee calculation the degree to which new development impacts the revision and maintenance efforts for their General Plan. For jurisdictions with large amounts of undeveloped land available, the impact is typically higher than for jurisdictions that are closer to “buildout” of available land resources. Table 18, below, provides four annual cost recovery targets based on 100%, as well as stages of less than 100% recovery of General Plan costs. The remaining unfunded amount should be funded by other City revenue sources such as the General Fund for the general community benefit received from the plan, as well as for the use of the General Plan by other departments such as Public Safety and Utilities.

Table 18. General Plan Update Fee Calculation

	100% Recovery	75% Recovery	50% Recovery	25% Recovery
Annual Costs Targeted for Recovery in Surcharge	\$ 182,487	\$ 136,865	\$ 91,243	\$ 45,622
Applicable Fee Revenues:				
Planning (selected application types)	\$ 93,639	\$ 93,639	\$ 93,639	\$ 93,639
Building (PC and Permit Fees >\$100K CV)	\$ 192,701	\$ 192,701	\$ 192,701	\$ 192,701
Total Applicable Fee Revenues	\$ 286,341	\$ 286,341	\$ 286,341	\$ 286,341
General Plan Update Surcharge	63.73%	47.80%	31.87%	15.93%

The proposed fee is a percentage charged on top of the fee collected by the Planning and Building divisions for each identified relevant fee type. Relevant fee types include the following list of applications and permits:

- Planning
 - Coastal Development Permit Processing for:
 - Single Family Residential
 - Multiple Family Residential
 - Commercial/Mixed Use
 - Industrial/Institutional
 - Other Development
 - CEQA/NEPA Environmental Clearance for:
 - Negative Declarations
 - EIR
 - Entitlement Processing for:
 - Variance/Exception Planning Commission
 - LCP/GP
 - IP/Rezoning
 - Planned Unit Development Specific Plan
 - Planned Unit Development Specific Plan Amendment
 - Planned Unit Development Precise Plan
 - Planned Unit Development Precise Plan Amendment
 - Annexation/Prezoning
 - Land Division and Merger for:
 - Lot Merger
 - Lot Line Adjustment
 - Tentative Parcel Map (four of fewer lots)

- Tentative Subdivision Map
- Subdivision Agreement
- Building - All residential and commercial building permit and plan check fees for projects that are greater than \$100,000 in value.

It should be noted that most of the Planning projects listed above are assessed fees on a “time and materials” basis, where an initial deposit is collected and drawn down according to staff hours and consultant costs required to complete the permit approval. For any project that requires an up-front deposit amount for services, the City should apply the resulting fee to the cost of staff hours recorded to each project, rather than the initial deposit amount itself.

10.3 Cost Recovery Evaluation

The City currently charges a General Plan Update Fee in the amount of 0.25% on all building applications for residential, commercial and industrial new construction and/or addition permits. As Table 19 shows, the City is currently recovering approximately 3% of the total cost of providing services. The City collects approximately \$5,400 per year in revenue at the current fee amounts. At full cost recovery for these services, the City would recover approximately \$182,000.

Table 19. Cost Recovery Outcome

Department / Division	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery	Annual Cost Recovery Surplus / Deficit	Current Cost Recovery %	Annual Estimated Revenues at Recommended Fee	Recommended Cost Recovery %
General Plan Update Fee	\$ 5,409	\$ 182,487	\$ (177,077)	3%	\$ 45,622	25%

NBS provided a full cost of service evaluation and the framework for considering fees, while the City determined the appropriate cost recovery levels at or below full cost amounts. City staff’s initial recommendation is to recover 25% of the total costs. At 25% cost recovery, the fee would recover approximately \$46,000 annually. The City’s Staff Report provides further discussion on staff’s decision to recommend a percentage lower than 100% cost recovery.

11. CONCLUSION

Based on the outcomes of the Cost of Service Analysis, Fee Establishment, and Cost Recovery Evaluation presented in this Study, the proposed Master Fee Schedule has been prepared by the City for implementation and included in the accompanying Staff Report.

As discussed throughout this report, the intent of the proposed fee schedule is to improve the City's recovery of costs incurred to provide individual services, as well as adjust fees to align with the average costs of service calculated in this Study. where the fees charged exceed the average costs incurred. Predicting the amount to which any adopted fee increases will affect City revenues is difficult to quantify. For the near-term, the City should not count on increased revenues to meet any specific expenditure plan. Experience with the revised fee amounts should be gained first before revenue projections are revised. However, unless there is some significant, long-term change in activity levels at the City, proposed fee amendments should enhance the City's cost recovery performance over time, providing it the ability to stretch other resources further for the benefit of the public at-large.

The City's Master Fee Schedule should become a living document, but handled with care:

- A fundamental purpose of the fee schedule is to provide clarity and transparency to the public and to staff regarding fees imposed by the City. Once adopted by the City Council, the fee schedule is the final word on the amount and method in which fees should be charged and supersedes all previous fee schedules. If it is discovered that the master document is missing certain fees, those fees will eventually need to be added to the master fee schedule and should not exist outside the consolidated, master framework.
- The City should consider adjusting these user fees and regulatory fees on an annual basis to keep pace with cost inflation. For all fees and charges, for example, the City could use a Consumer Price Index adjustment that is applied to the new fee schedule. Conducting a comprehensive user fee Study is not an annual requirement and only becomes worthwhile over time as shifts in organization, local practices, legislative values, or legal requirements result in significant change.

As a final note, it is worth mentioning the path that fees, in general, have taken in the State of California. In recent years, there is more public demand for the precise and equitable accounting of the basis for governmental fees and a greater say in when and how they are charged. It is likely that in the future, user and regulatory fees will require an even greater level of analysis and supporting data to meet the public's growing expectations. An agency's ability to meet these new pressures will depend on the level of technology they invest in their current systems. Continuous improvement and refinement of time tracking abilities will greatly enhance the City's ability to set fees for service and identify unfunded activities in years to come.

Disclaimer: In preparing this report and the opinions and recommendations included herein, NBS has relied on a number of principal assumptions and considerations with regard to financial matters, conditions and events that may occur in the future. This information and assumptions, including the City's budgets, time estimate data, and workload information from City staff, were provided by sources we believe to be reliable; however, NBS has not independently verified such information and assumptions. While we believe NBS' use of such information and assumptions is reasonable for the purpose of this report, some assumptions will invariably not materialize as stated herein and may vary significantly due to unanticipated events and circumstances. Therefore, the actual results can be expected to vary from those projected to the extent that actual future conditions differ from those assumed by us or provided to us by others.

APPENDIX A.1

Cost of Service Analysis – Administration Services

Fee No.	Fee Name	Fee Unit Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis				
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Rec'd Fee Level / Deposit	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues			
												Current Fee	Full Cost Recovery	Rec'd Fee	
1	Administrative Fees														
	1. First Returned Item	Each	[1]				\$ 25		\$ 25						
	2. Each Additional Item	Each	[1]				\$ 39		\$ 35						
	3. Credit Card Convenience Fee	2.4% on charges \$30 and more	[5]				2.4% on charges \$30 and more		2.4% on charges \$30 and more						
2	Duplication														
	1. Photocopies	Per Page					\$ 0.25		\$ 0.10						
	2. Municipal Code Book	Per Book	[2]				Available online		Available online						
	3. Bound Reports	Per Report					Actual Cost		Actual Cost						
	4. Budget	Each	[2]				Available online		Available online						
	5. Comprehensive Annual Financial Report (CAFR)	Each	[2]				Available online		Available online						
3	City Clerk														
	1. Election Filing Fee	Each	[4]				\$ 25		\$ 25						
	2. Candidate Printing Fee	Deposit	[3]				Set by County		Set by County						
4	Staff Research														
	1. City Manager's Office	Per Quarter Hour		0.25	\$ 297	\$ 74	\$ 67	90%	\$ 74	100%	0	\$ -	\$ -	\$ -	\$ -
	2. Finance Department	Per Quarter Hour		0.25	\$ 284	\$ 71	\$ 56	79%	\$ 71	100%	0	\$ -	\$ -	\$ -	\$ -
	4. Planning Department	Per Quarter Hour		0.25	\$ 288	\$ 72	\$ 64	89%	\$ 72	100%	0	\$ -	\$ -	\$ -	\$ -
	5. Building Department	Per Quarter Hour		0.25	\$ 279	\$ 70	\$ 47	67%	\$ 70	100%	0	\$ -	\$ -	\$ -	\$ -
	6. Public Works Department - Engineering	Per Quarter Hour		0.25	\$ 338	\$ 85	\$ 57	67%	\$ 85	100%	0	\$ -	\$ -	\$ -	\$ -
	7. Public Works Department - Maintenance	Per Quarter Hour		0.25	\$ 215	\$ 54	\$ 49	91%	\$ 54	100%	0	\$ -	\$ -	\$ -	\$ -
	8. Police - Sworn	Per Quarter Hour		0.25	\$ 306	\$ 77	\$ 61	80%	\$ 77	100%	0	\$ -	\$ -	\$ -	\$ -
	9. Police - Non Sworn	Per Quarter Hour		0.25	\$ 123	\$ 31	\$ 21	68%	\$ 31	100%	0	\$ -	\$ -	\$ -	\$ -
5	Private Alarm Permits (Chapter 9.10)														
	1. Alarm Permit	Annually		0.25	\$ 284	\$ 71	\$ 58	82%	\$ 71	100%	114	\$ 6,612	\$ 8,085	\$ 8,085	
	2. False Alarm Response with Permit		[8]												
	1st & 2nd Alarms	No fee					No Charge		No Charge						
	3rd Alarm	Each					\$ 58		\$ 50						
	4th Alarm	Each					\$ 121		\$ 100						
	5th Alarm	Each					\$ 183		\$ 150						
	6th Alarm and responses thereafter	Each					\$ 245		\$ 200						

Fee No.	Fee Name	Fee Unit Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis						
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Rec'd Fee Level / Deposit	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues					
												Current Fee	Full Cost Recovery	Rec'd Fee			
	3. False Alarm Response without Permit		[8]														
	1st & 2nd Alarms	per response					\$ 58		\$ 50								
	3rd Alarm	per response					\$ 121		\$ 100								
	4th Alarm	per response					\$ 152		\$ 150								
	5th Alarm	per response					\$ 213		\$ 200								
	6th Alarm and responses thereafter	per response					\$ 306		\$ 250								
6	Film Permit (Chapter 9.74)																
	Application Processing Fee																
	Finance Staff Review	Per Event		0.50	\$ 284	\$ 142											
	Recreation Staff Review	Per Event		1.75	\$ 233	\$ 408											
	Public Works Staff Review	Per Event		1.00	\$ 338	\$ 338											
	Planning Staff Review	Per Event		1.00	\$ 288	\$ 288											
	Subtotal	Per Event			\$ 1,176	\$ 576	49%	\$ 1,176	100%	0	\$ -	\$ -	\$ -				
	City Support Services During Filming Event	Per Hour / Actual Cost					NEW		Actual Cost								
	Use of City Facilities	Per Event					NEW		per Facilities Rental Schedule								
7	Special Event Permits		[6]														
	Small Ceremonies (Wedding)																
	Finance Staff Review	Per Event		0.50	\$ 284	\$ 142											
	Recreation Staff Review	Per Event		0.25	\$ 233	\$ 58											
	Public Works Staff Review	Per Event		1.00	\$ 338	\$ 338											
	Planning Staff Review	Per Event		0.75	\$ 288	\$ 216											
	Subtotal	Per Event			\$ 754	\$ 224	30%	\$ 754	100%	22	\$ 5,028	\$ 16,933	\$ 16,933				
	Minor Event: Block Parties, Fundraisers																
	Finance Staff Review	Per Event		0.50	\$ 284	\$ 142											
	Recreation Staff Review	Per Event		1.75	\$ 233	\$ 408											
	Public Works Staff Review	Per Event		1.00	\$ 338	\$ 338											
	Planning Staff Review	Per Event		0.75	\$ 288	\$ 216											
	Subtotal	Per Event			\$ 1,104	\$ 224	20%	\$ 1,104	100%	0	\$ -	\$ -	\$ -				
	Major Event: Miscellaneous Events, Carnival/Circus, Parade, Race, Rodeo, Amusement Concession, etc																
	Finance Staff Review	Per Event		0.50	\$ 284	\$ 142											
	Recreation Staff Review	Per Event		8.00	\$ 233	\$ 1,866											
	Public Works Staff Review	Per Event		1.00	\$ 338	\$ 338											
	Planning Staff Review	Per Event		0.75	\$ 288	\$ 216											
	Subtotal	Per Event			\$ 2,562	\$ 448	17%	\$ 2,562	100%	0	\$ -	\$ -	\$ -				
	City Staff Support to Special Events	Each	[5]				NEW		Actual Cost								

Fee No.	Fee Name	Fee Unit Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis					
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Rec'd Fee Level / Deposit	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues				
												Current Fee	Full Cost Recovery	Rec'd Fee		
8	Street Closure	Per Request	[5]				Actual Cost			Actual Cost						
9	Poplar Beach Parking		[7] [9]													
	Vehicles less than 20 feet	Per 12 hours					\$ 10			\$ 10						
	Horse trailers and vehicles longer than 20 feet	Per 12 hours					\$ 15			\$ 15						
	Annual Permit	12 month permit					\$ 165			\$ 165						
	Nine-month Permit	9 month permit					\$ 90			\$ 90						
	Replacement Parking permit	Each					\$ 30			\$ 30						
10	Professional Dog Walker permit	Per Year		4.00	\$ 284	\$ 1,135	\$ 200	18%	\$ 567	50%	0	\$ -	\$ -	\$ -	\$ -	\$ -
11	Personal Dog Walker permit (3-6 dogs)	Per Year		1.00	\$ 284	\$ 284	\$ 75	26%	\$ 150	53%	0	\$ -	\$ -	\$ -	\$ -	\$ -
12	Violations of Municipal Code other than building or safety provisions															
	1 First Violation	Each					\$ 100			\$ 100						
	2 Second Violation within one calendar year	Each					\$ 200			\$ 200						
	3 Third or subsequent violations within one calendar year	Each					\$ 500			\$ 500						
13	Violations of building or safety provisions of the Municipal Code															
	1 First Violation	Each					\$ 100			\$ 100						
	2 Second Violation within one calendar year	Each					\$ 500			\$ 500						
	3 Third or subsequent violations within one calendar year	Each					\$ 1,000			\$ 1,000						
TOTAL ADMINISTRATION											\$	11,640	\$	25,018	\$	25,018

Notes

- [1] Fees set by California Civil Code Ch. 522 Sec. 1719. Additional charges may apply if not paid within 30 days of the receipt of the letter. See CA Civil Code Ch. 552 Sec. 1719.
- [2] Available on-line at <http://www.hmbcity.com>
- [3] Total cost equal to 100% of printing, handling, translating, and mailing costs. Deposit rate set by County of San Mateo and is subject to change.
- [4] Rate is established by the California Code, Elections Code - ELEC § 10228
- [5] Fee set by City at actual cost; NBS did not evaluate
- [6] Special Event fees may be waived by the City Manager for NPDES related volunteer events
- [7] Poplar Beach Parking fees may be waived by the City Manager for NPDES related volunteer events
- [8] HMBMC 9.10.240 - False alarms emanating from alarm systems which do not have a current permit under this chapter shall pay a civil penalty of fifty dollars for each such false alarm, in addition to any other chapter required. (Ord. 7-93 §1(part), 1993).

APPENDIX A.2

Cost of Service Analysis – Planning

Fee No.	Fee Name	Fee Unit Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Rec'd Fee Level / Deposit	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues		
												Current Fee	Full Cost Recovery	Rec'd Fee
PLANNING DIVISION FEES														
0	Planning Hourly Rate	Per Hour	[1] [4]	1.00	\$ 288	\$ 288	\$ 255	89%	\$ 288	100%	68	\$ 17,340	\$ 19,588	\$ 19,588
1	Pre-Entitlement Processing													
	1. Pre-Application Review	Deposit		7.00	\$ 288	\$ 2,016	\$ 1,738	86%	\$ 2,016	100%	4	\$ 6,952	\$ 8,066	\$ 8,066
	2. Planning Consultation	Flat Fee		2.00	\$ 288	\$ 576	NEW	0%	\$ 576	100%		\$ -	\$ -	\$ -
	3. Pre-Submittal Plan Review	Flat Fee		2.00	\$ 288	\$ 576	NEW	0%	\$ 576	100%		\$ -	\$ -	\$ -
	4. General Project Planning Services	Deposit		3.00	\$ 288	\$ 864	NEW	0%	\$ 864	100%		\$ -	\$ -	\$ -
	5. Pre-Application Commercial Cannabis Business	Deposit		5.00	\$ 288	\$ 1,440	\$ 1,581	110%	\$ 1,440	100%		\$ -	\$ -	\$ -
	6. Measure 'D'													
	Accessory Dwelling Unit (consistent with City Ordinance and State Law)	Flat Fee		2.50	\$ 288	\$ 720	\$ 669	93%	\$ 720	100%	5	\$ 3,345	\$ 3,601	\$ 3,601
	Single Allocation (per allocation)	Flat Fee		3.50	\$ 288	\$ 1,008	\$ 669	66%	\$ 1,008	100%	42	\$ 28,098	\$ 42,344	\$ 42,344
	Phasing Agreement	Deposit		12.00	\$ 288	\$ 3,457	\$ 2,301	67%	\$ 3,457	100%		\$ -	\$ -	\$ -
2	Coastal Development Permit Processing													
	1. Coastal Development Permit Exemption	Deposit		2.00	\$ 288	\$ 576	\$ 505	88%	\$ 576	100%		\$ -	\$ -	\$ -
	2. Single Family Residential													
	<= 3,000 square feet	Deposit	[7]	12.00	\$ 288	\$ 3,457	\$ 2,519	73%	\$ 3,457	100%		\$ -	\$ -	\$ -
	> 3,000 square feet	Deposit	[7]	15.00	\$ 288	\$ 4,321	\$ 3,238	75%	\$ 4,321	100%		\$ -	\$ -	\$ -
	3. Accessory Dwelling Unit - New Development	Deposit		6.00	\$ 288	\$ 1,728	\$ 663	38%	\$ 1,728	100%	13	\$ 8,619	\$ 22,468	\$ 22,468
	4. Multiple Family Residential													
	<= Four Dwelling units	Deposit	[7]	15.00	\$ 288	\$ 4,321	\$ 3,718	86%	\$ 4,321	100%		\$ -	\$ -	\$ -
	> Four dwelling units	Deposit	[7]	20.00	\$ 288	\$ 5,761	\$ 6,232	108%	\$ 5,761	100%		\$ -	\$ -	\$ -
	5. Commercial / Mixed Use													
	<= 10,000 square feet	Deposit	[7]	25.00	\$ 288	\$ 7,201	\$ 3,718	52%	\$ 7,201	100%		\$ -	\$ -	\$ -
	> 10,000 square feet	Deposit	[7]	30.00	\$ 288	\$ 8,642	\$ 6,232	72%	\$ 8,642	100%		\$ -	\$ -	\$ -
	6. Industrial / Institutional													
	<= 20,000 square feet	Deposit	[7]	25.00	\$ 288	\$ 7,201	\$ 3,718	52%	\$ 7,201	100%		\$ -	\$ -	\$ -
	> 20,000 square feet	Deposit	[7]	30.00	\$ 288	\$ 8,642	\$ 6,232	72%	\$ 8,642	100%		\$ -	\$ -	\$ -
	7. Other Development													
	Community Development Director	Deposit	[7]	12.00	\$ 288	\$ 3,457	\$ 2,758	80%	\$ 3,457	100%		\$ -	\$ -	\$ -
	Planning Commission	Deposit	[7]	20.00	\$ 288	\$ 5,761	\$ 3,538	61%	\$ 5,761	100%		\$ -	\$ -	\$ -
	8. Amendments													
	Minor Amendment	Flat Fee		1.50	\$ 288	\$ 432	\$ 512	118%	\$ 432	100%	4	\$ 2,048	\$ 1,728	\$ 1,728
	Major Amendment	Deposit		12.00	\$ 288	\$ 3,457	\$ 2,758	80%	\$ 3,457	100%		\$ -	\$ -	\$ -
3	Environmental Clearance Processing													
	1. CEQA/NEPA Environmental Clearance													
	Negative Declaration	Deposit	[7]	25.00	\$ 288	\$ 7,201	\$ 5,037	70%	\$ 7,201	100%		\$ -	\$ -	\$ -
	EIR	Deposit	[7]	50.00	\$ 288	\$ 14,403	\$ 11,335	79%	\$ 14,403	100%		\$ -	\$ -	\$ -
	2. Notice of Exemption	Flat Fee		1.50	\$ 288	\$ 432	\$ 264	61%	\$ 432	100%		\$ -	\$ -	\$ -
	3. Fish and Game	Flat Fee					Set by State of CA		Set by State of CA					

Fee No.	Fee Name	Fee Unit Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis						
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Rec'd Fee Level / Deposit	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues					
												Current Fee	Full Cost Recovery	Rec'd Fee			
PLANNING DIVISION FEES																	
4	Design Review Processing		[1] [4]														
	1. Architectural, Landscape, and Site Plan Review	Deposit		4.00	\$ 288	\$ 1,152	\$ 749	65%	\$ 1,152	100%		\$ -	\$ -	\$ -			
5	Entitlement Processing																
	1. Home Occupation	Flat Fee		0.50	\$ 288	\$ 144	\$ 131	91%	\$ 144	100%		\$ -	\$ -	\$ -			
	2. Commercial Cannabis Business License	Deposit		20.00	\$ 288	\$ 5,761	\$ 5,604	97%	\$ 5,761	100%		\$ -	\$ -	\$ -			
	3. Use Permit	Deposit		7.00	\$ 288	\$ 2,016	\$ 1,139	56%	\$ 2,016	100%		\$ -	\$ -	\$ -			
	4. Variance / Exception Planning Commission	Deposit	[7]	5.00	\$ 288	\$ 1,440	\$ 1,139	79%	\$ 1,440	100%		\$ -	\$ -	\$ -			
	5. Exception and Community Development Director	Deposit		2.00	\$ 288	\$ 576	\$ 502	87%	\$ 576	100%		\$ -	\$ -	\$ -			
	6. Zoning, LCP, and GP Amendments																
	LCP/GP	Deposit	[7]	70.00	\$ 288	\$ 20,164	\$ 17,693	88%	\$ 20,164	100%		\$ -	\$ -	\$ -			
	IP/Rezoning	Deposit	[7]	70.00	\$ 288	\$ 20,164	\$ 17,693	88%	\$ 20,164	100%		\$ -	\$ -	\$ -			
	Planned Unit Development Specific Plan	Deposit	[7]	70.00	\$ 288	\$ 20,164	\$ 17,693	88%	\$ 20,164	100%		\$ -	\$ -	\$ -			
	Planned Unit Development Specific Plan Amendment	Deposit	[7]	40.00	\$ 288	\$ 11,522	\$ 8,816	77%	\$ 11,522	100%		\$ -	\$ -	\$ -			
	Planned Unit Development Precise Plan	Deposit	[7]	40.00	\$ 288	\$ 11,522	\$ 8,816	77%	\$ 11,522	100%		\$ -	\$ -	\$ -			
	Planned Unit Development Precise Plan Amendment	Deposit	[7]	18.00	\$ 288	\$ 5,185	\$ 4,558	88%	\$ 5,185	100%		\$ -	\$ -	\$ -			
	Annexation/Prezoning	Deposit	[7]	70.00	\$ 288	\$ 20,164	\$ 17,693	88%	\$ 20,164	100%		\$ -	\$ -	\$ -			
6	Appeals																
	Filing Fee - Outside CA Coastal Commission (CCC) Appeals Jurisdiction	Flat Fee	[6]	2.00	\$ 288	\$ 576	\$ 264	n/a	\$ 576	100%	1	\$ 264	\$ 576	\$ 576			
	Filing Fee - Within CA Coastal Commission (CCC) Appeals Jurisdiction	No Fee		2.00	\$ 288	\$ 576	no charge	n/a	no charge	n/a		\$ -	\$ -	\$ -			
	Processing Fee - Paid by developer	Deposit		15.00	\$ 288	\$ 4,321	\$ 3,777	n/a	\$ 4,321	100%		\$ -	\$ -	\$ -			
7	Land Division and Merger																
	Certificate of Compliance	Deposit		9.00	\$ 288	\$ 2,592	\$ 2,278	88%	\$ 2,592	100%		\$ -	\$ -	\$ -			
	Lot Merger	Deposit	[7]	4.00	\$ 288	\$ 1,152	\$ 1,006	87%	\$ 1,152	100%		\$ -	\$ -	\$ -			
	Lot Line Adjustment	Deposit	[7]	9.00	\$ 288	\$ 2,592	\$ 2,278	88%	\$ 2,592	100%		\$ -	\$ -	\$ -			
	Tentative Parcel Map (four or fewer lots)	Deposit	[7]	18.00	\$ 288	\$ 5,185	\$ 4,558	88%	\$ 5,185	100%		\$ -	\$ -	\$ -			
	Tentative Subdivision Map	Deposit	[7]	50.00	\$ 288	\$ 14,403	\$ 12,596	87%	\$ 14,403	100%		\$ -	\$ -	\$ -			
	Subdivision Agreement	Deposit	[7]	20.00	\$ 288	\$ 5,761	\$ 5,037	87%	\$ 5,761	100%		\$ -	\$ -	\$ -			
	Time Extension	Deposit		9.00	\$ 288	\$ 2,592	\$ 2,278	88%	\$ 2,592	100%		\$ -	\$ -	\$ -			
8	Sign Permit																
	Community Development Director Review	Flat Fee		1.50	\$ 288	\$ 432	\$ 201	47%	\$ 432	100%	10	\$ 2,010	\$ 4,321	\$ 4,321			
	Planning Commission Review	Deposit	[5]	9.00	\$ 288	\$ 2,592	\$ 1,139	44%	\$ 2,592	100%		\$ -	\$ -	\$ -			
	Exceptions Planning Commission Review	Deposit		4.50	\$ 288	\$ 1,296	\$ 1,139	88%	\$ 1,296	100%		\$ -	\$ -	\$ -			
	Sign Programs	Deposit		9.00	\$ 288	\$ 2,592	NEW	0%	\$ 2,592	100%		\$ -	\$ -	\$ -			

Fee No.	Fee Name	Fee Unit Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Rec'd Fee Level / Deposit	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues		
												Current Fee	Full Cost Recovery	Rec'd Fee
PLANNING DIVISION FEES														
9	Other Services		[1] [4]											
	Zoning Verification - Property Information Packet	Flat Fee		2.00	\$ 288	\$ 576	\$ 264	46%	\$ 576	100%	2	\$ 528	\$ 1,152	\$ 1,152
	Public Convenience & Necessity Letter	Flat Fee		1.00	\$ 288	\$ 288	\$ 264	92%	\$ 288	100%		\$ -	\$ -	\$ -
	Water Transfer Letter	Flat Fee		1.00	\$ 288	\$ 288	\$ 264	92%	\$ 288	100%		\$ -	\$ -	\$ -
	Landlord Petition	Flat Fee		15.00	\$ 288	\$ 4,321	NEW	0%	\$ 4,321	100%		\$ -	\$ -	\$ -
	plus Hearing Officer	Flat Fee	[8]				NEW		\$ 4,000					
	Tenant Petition	Flat Fee		15.00	\$ 288	\$ 4,321	NEW	0%	\$ 50	1%		\$ -	\$ -	\$ -
	plus Hearing Officer	Flat Fee	[8]				NEW		\$ 4,000					
10	Tree Removal Review													
	up to 5 trees	Flat Fee		2.50	\$ 288	\$ 720	\$ 335	47%	\$ 720	100%		\$ -	\$ -	\$ -
	More than 5 trees	Deposit		4.50	\$ 288	\$ 1,296	\$ 529	41%	\$ 1,296	100%		\$ -	\$ -	\$ -
11	Mobile Food Vendor Permit	Flat Fee		1.00	\$ 288	\$ 288	\$ 264	92%	\$ 288	100%		\$ -	\$ -	\$ -
12	Sound Amplification Permit	Flat Fee		1.00	\$ 288	\$ 288	\$ 264	92%	\$ 288	100%	1	\$ 264	\$ 288	\$ 288
13	Fees Required by other Agencies													
	1. California Department of Fish and Wildlife	per agency schedule	[3]				Fee required to review various environmental documents		Fee required to review various environmental documents					
	2. Local Agency Formation Commission (LAFCo)	per agency schedule	[3]				Annexation fees vary by acreage		Annexation fees vary by acreage					
	3. San Mateo County Recorder	per agency schedule	[3]				Fee required to record and/or post various documents		Fee required to record and/or post various documents					
14	Short-Term Vacation Rental (STR) Registration													
	Initial Registration	Flat Fee		1.00	\$ 288	\$ 288	\$ 792	275%	\$ 288	100%		\$ -	\$ -	\$ -
	Annual Registration Renewal	Flat Fee		1.00	\$ 288	\$ 288	\$ 264	92%	\$ 288	100%		\$ -	\$ -	\$ -
	Initial Inspection	Flat Fee		1.00	\$ 279	\$ 279	NEW	0%	\$ 279	100%		\$ -	\$ -	\$ -
15	Public Works Project Review / Support													
	1. Review of Public Works project applications, plans, maps, etc.	Per Hour	[2]	1.00	\$ 288	\$ 288	\$ 239	83%	\$ 288	100%		\$ -	\$ -	\$ -
16	Building Plan Review / Support													
	1. Minor Residential Improvement or Addition			1.00	\$ 288	\$ 288	NEW	0%	\$ 288	100%		\$ -	\$ -	\$ -
	2. Tenant Improvement			1.00	\$ 288	\$ 288	NEW	0%	\$ 288	100%		\$ -	\$ -	\$ -
	3. New SFD			1.50	\$ 288	\$ 432	NEW	0%	\$ 432	100%		\$ -	\$ -	\$ -
	4. New Multifamily or Non-Residential			2.00	\$ 288	\$ 576	NEW	0%	\$ 576	100%		\$ -	\$ -	\$ -
	5. Additions to Square Footage - Residential and Non-Residential			1.00	\$ 288	\$ 288	NEW	0%	\$ 288	100%		\$ -	\$ -	\$ -

Fee No.	Fee Name	Fee Unit Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis					
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Rec'd Fee Level / Deposit	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues				
												Current Fee	Full Cost Recovery	Rec'd Fee		
PLANNING DIVISION FEES																
17	General Plan Update Fee	Per Permit	[1] [4] [7]				NEW		15.93%							
18	Fees for Services Otherwise not Listed	Per Hour		1.00	\$ 288	\$ 288	NEW	0%	\$ 288	100%		\$ -	\$ -	\$ -		
	Deposit Hours Recorded - Placeholder for analysis purposes. Not a Fee For Adoption			1.00	\$ 288	\$ 288	\$ 239	83%	\$ 288	100%	325	\$ 77,693	\$ 93,639	\$ 93,639		
TOTAL PLANNING DIVISION											\$	147,676	\$	197,771	\$	197,771

Notes

- [1] Flat fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December.
- [2] Total cost equal to 100% of staff and/or consultant time and materials.
- [3] Fees charged by these agencies are available on their websites and are in addition to fees charged by the City.
- [4] For deposit accounts, total cost equal to 100% of staff and/or consultant time and materials
- [5] Planning Commission Review includes Sign Program fees
- [6] Minimum flat fee covers the cost of initial staff acceptance. Subsequent staff work is charged to the project applicant on a time and materials basis.
- [7] General Plan Update Fee applies to selected Planning applications fees as noted above
- [8] Hearing Officer costs charged at actual cost to the City

APPENDIX A.3

Cost of Service Analysis – Code Enforcement

Fee No.	Fee Name	Fee Unit / Type	Notes	Activity Service Time Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Rec'd Fee Level / Deposit	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues		
												Current Fee	Full Cost Recovery	Rec'd Fee
CODE ENFORCEMENT														
			[1]											
1	Code Enforcement Investigation and Notice of Violation		[2]											
	Property related inspections required to verify code compliance													
	Initial Complaint	per complaint		0.50	\$ 172	\$ 86	NEW	%	\$ -	0%	80	\$ -	\$ 6,874	\$ -
	Preliminary Investigation	per complaint		0.50	\$ 172	\$ 86	NEW	%	\$ -	0%	80	\$ -	\$ 6,874	\$ -
	Initial Inspection													
	Violation found	per inspection		1.00	\$ 172	\$ 172	NEW	%	\$ 172	100%	50	\$ -	\$ 8,593	\$ 8,593
	No violation found	per inspection		1.00	\$ 172	\$ 172	NEW	%	\$ -	0%	30	\$ -	\$ 5,156	\$ -
	Code enforcement costs incurred by the City after initial investigation and after violation notice													
	Follow up inspection after initial inspection and notice issued	per inspection		1.00	\$ 172	\$ 172	NEW	%	\$ 172	100%	45	\$ -	\$ 7,734	\$ 7,734
	If case has not been abated after initial/follow-up inspection	per inspection		1.00	\$ 172	\$ 172	NEW	%	\$ 172	100%	-	\$ -	\$ -	\$ -
2	Short-term Rentals Investigation and Notice of Violation													
	Property related inspections required to verify code compliance													
	Initial Complaint	per complaint		1.00	\$ 172	\$ 172	NEW	%	\$ -	0%	20	\$ -	\$ 3,437	\$ -
	Preliminary Investigation	per complaint		1.00	\$ 172	\$ 172	NEW	%	\$ -	0%	20	\$ -	\$ 3,437	\$ -
	Initial Inspection													
	Violation found	per inspection		1.00	\$ 172	\$ 172	NEW	%	\$ 172	100%	-	\$ -	\$ -	\$ -
	No violation found	per inspection		1.00	\$ 172	\$ 172	NEW	%	\$ -	0%	-	\$ -	\$ -	\$ -
	Code enforcement costs incurred by the City after initial investigation and after violation notice													
	Follow up inspection after initial inspection and notice issued	per inspection		1.00	\$ 172	\$ 172	NEW	%	\$ 172	100%	-	\$ -	\$ -	\$ -
	If case has not been abated after initial/follow-up inspection	per inspection		1.00	\$ 172	\$ 172	NEW	%	\$ 172	100%	-	\$ -	\$ -	\$ -
3	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.	hourly		1.00	\$ 172	\$ 172	NEW	%	\$ 172	100%	-	\$ -	\$ -	\$ -
TOTAL CODE ENFORCEMENT											\$ -	\$ 42,105	\$ 16,326	

Notes
 [1] HMBMC Chapter 18.06, Residential Land Use
 [2] Includes FOG (Fat & Oil Grease) and Rental Registration Enforcement

APPENDIX A.4

Cost of Service Analysis – Public Works, Engineering

Fee No.	Fee Name	Fee Unit Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Rec'd Fee Level / Deposit	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues		
											Current Fee	Full Cost Recovery	Rec'd Fee	
PUBLIC WORKS / ENGINEERING FEES				[3] [4] [5] [8] [9]										
0	Public Works Hourly Rate			1.00	\$ 338	\$ 338	\$ 233	69%	\$ 338	100%	37	\$ 8,505	\$ 12,344	\$ 12,344
1	Public Improvement Plan Check Fee (including grading)		[1]											
	Valuation (\$)													
	\$ 10,000.00	Base Fee @ \$10,000		4.00	\$ 338	\$ 1,353	\$ 976	72%	\$ 1,353	100%		\$ -	\$ -	\$ -
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.20	\$ 338	\$ 68	\$ 47	69%	\$ 67.64	100%		\$ -	\$ -	\$ -
	\$ 100,000.00	Base Fee @ \$100,000		22.00	\$ 338	\$ 7,440	\$ 5,369	72%	\$ 7,440	100%	1	\$ 5,369	\$ 7,440	\$ 7,440
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.17	\$ 338	\$ 57	\$ 39	69%	\$ 56.65	100%	187	\$ 7,293	\$ 10,593	\$ 10,593
	\$ 500,000.00	Base Fee @ \$500,000		89.00	\$ 338	\$ 30,099	\$ 21,726	72%	\$ 30,099	100%	1	\$ 21,726	\$ 30,099	\$ 30,099
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.18	\$ 338	\$ 60	\$ 41	68%	\$ 60.20	100%	400	\$ 16,400	\$ 24,079	\$ 24,079
2	Construction Inspection		[1]											
	Valuation (\$)													
	\$ 10,000.00	Base Fee @ \$10,000		4.00	\$ 338	\$ 1,353	\$ 976	72%	\$ 1,353	100%		\$ -	\$ -	\$ -
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.33	\$ 338	\$ 113	\$ 79	70%	\$ 112.73	100%		\$ -	\$ -	\$ -
	\$ 100,000.00	Base Fee @ \$100,000		34.00	\$ 338	\$ 11,498	\$ 8,299	72%	\$ 11,498	100%	1	\$ 8,299	\$ 11,498	\$ 11,498
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.27	\$ 338	\$ 90	\$ 62	69%	\$ 90.46	100%	187	\$ 11,594	\$ 16,917	\$ 16,917
	\$ 500,000.00	Base Fee @ \$500,000		141.00	\$ 338	\$ 47,684	\$ 34,423	72%	\$ 47,684	100%	1	\$ 21,998	\$ 30,473	\$ 30,473
	each additional \$1,000 or fraction thereof	each add'l \$1,000		0.28	\$ 338	\$ 95	\$ 66	69%	\$ 95.37	100%		\$ -	\$ -	\$ -
3	Final Maps													
	Parcel Map (up to 4 lots)													
	City Admin Fee	Deposit		8.00	\$ 338	\$ 2,705	\$ 6,854	253%	\$ 2,705	100%		\$ -	\$ -	\$ -
	Consultant/Land Surveyor	Actual Cost					Actual Cost		Actual Cost					
	Tract Map (5 or more lots)													
	City Admin Fee	Deposit		12.00	\$ 338	\$ 4,058	\$ 6,854	169%	\$ 4,058	100%		\$ -	\$ -	\$ -
	Consultant/Land Surveyor	Actual Cost					Actual Cost		Actual Cost					

Fee No.	Fee Name	Fee Unit Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis					
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Rec'd Fee Level / Deposit	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues				
												Current Fee	Full Cost Recovery	Rec'd Fee		
4	Subdivision Improvement Agreement/Legal Fee															
	City Admin Fee	Deposit		16.00	\$ 338	\$ 5,411	\$ 3,410	63%	\$ 5,411	100%		\$ -	\$ -	\$ -		
	Consultant/Land Surveyor	Actual Cost					Actual Cost									
5	Encroachment Permits Plan Review & Inspection															
	Spot Repair (i.e. water leaks, pothole patches)	Flat Fee		2.00	\$ 338	\$ 676	\$ 486	72%	\$ 676	100%	11	\$ 5,346	\$ 7,440	\$ 7,440		
	Excavation/Restoration up to 100 LF	Flat Fee		4.00	\$ 338	\$ 1,353	\$ 976	72%	\$ 1,353	100%	7	\$ 6,832	\$ 9,469	\$ 9,469		
	each additional 50 LF	Flat Fee		2.00	\$ 338	\$ 676	\$ 486	72%	\$ 676	100%	1	\$ 486	\$ 676	\$ 676		
	Curb, gutter, sidewalk, or driveway less than 100 LF	Flat Fee		4.00	\$ 338	\$ 1,353	\$ 976	72%	\$ 1,353	100%	6	\$ 5,856	\$ 8,116	\$ 8,116		
	each additional 50 LF	Flat Fee		2.00	\$ 338	\$ 676	\$ 486	72%	\$ 676	100%	2	\$ 972	\$ 1,353	\$ 1,353		
	Sewer Drain connections, repair or extension up to 100 LF	Flat Fee		4.00	\$ 338	\$ 1,353	\$ 976	72%	\$ 1,353	100%	6	\$ 5,856	\$ 8,116	\$ 8,116		
	each additional 50 LF	Flat Fee		2.00	\$ 338	\$ 676	\$ 486	72%	\$ 676	100%	0	\$ -	\$ -	\$ -		
	Storm Drain connection, repair or extension up to 100 LF	Flat Fee		4.00	\$ 338	\$ 1,353	\$ 976	72%	\$ 1,353	100%	1	\$ 976	\$ 1,353	\$ 1,353		
	each additional 50 LF	Flat Fee		2.00	\$ 338	\$ 676	\$ 486	72%	\$ 676	100%	1	\$ 486	\$ 676	\$ 676		
	Unpermitted encroachments	Fine / Penalty	[2]				2 x Permit fee		2 x Permit fee							
	Permit Time Extension	Flat Fee		0.50	\$ 338	\$ 169	\$ 119	70%	\$ 169	100%	0	\$ -	\$ -	\$ -		
6	Public Right-of-Way/Easement Encroachment (Temporary)	Flat Fee		1.00	\$ 338	\$ 338	\$ 241	71%	\$ 338	100%	42	\$ 10,122	\$ 14,204	\$ 14,204		
	<i>(traffic plan review and inspection for debris box, awnings, overhead transformers, parking signs, produce signs, etc.)</i>															
7	Grading Permits Plan Review and Inspection		[7] [8]													
	Grade changes 50 – 1,000 CY	Flat Fee		4.00	\$ 338	\$ 1,353	\$ 976	72%	\$ 1,353	100%	7	\$ 6,488	\$ 8,992	\$ 8,992		
	Additional 100 CY over 1000	Flat Fee		1.00	\$ 338	\$ 338	\$ 241	71%	\$ 338	100%		\$ -	\$ -	\$ -		
8	Sewer		[8]													
	FOG Certification - Initial	Flat Fee		1.00	\$ 338	\$ 338	\$ 55	16%	\$ 338	100%	0	\$ -	\$ -	\$ -		
	FOG Certification - Annual Renewal	Flat Fee		1.00	\$ 338	\$ 338	NEW	0%	\$ 338	100%	86	\$ -	\$ 29,084	\$ 29,084		
	Transfer of Uninstalled Capacity Fee	Flat Fee		1.00	\$ 338	\$ 338	\$ 486	144%	\$ 338	100%	0	\$ -	\$ -	\$ -		
	Re-Inspection for Non-Compliance	Flat Fee		1.00	\$ 338	\$ 338	NEW	0%	\$ 338	100%	0	\$ -	\$ -	\$ -		

Fee No.	Fee Name	Fee Unit Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Rec'd Fee Level / Deposit	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues		
											Current Fee	Full Cost Recovery	Rec'd Fee	
9	Supporting to Planning													
	1. Pre-Entitlement Processing													
	Pre-Application Review	Flat Fee		2.00	\$ 338	\$ 676	\$ 220	33%	\$ 676	100%	\$ -	\$ -	\$ -	
	2. Coastal Development Permit Processing													
	Coastal Development Permit Exemption	Flat Fee		2.00	\$ 338	\$ 676	\$ 241	36%	\$ 676	100%	1	\$ 241	\$ 676	\$ 676
	Single Family Residential	Deposit		4.00	\$ 338	\$ 1,353	\$ 890	66%	\$ 1,353	100%		\$ -	\$ -	\$ -
	Accessory Dwelling Unit - New Development	Deposit		2.00	\$ 338	\$ 676	\$ 486	72%	\$ 676	100%	13	\$ 6,481	\$ 9,020	\$ 9,020
	Multiple Family Residential	Deposit		8.00	\$ 338	\$ 2,705	\$ 1,837	68%	\$ 2,705	100%		\$ -	\$ -	\$ -
	Commercial / Mixed Use	Deposit		8.00	\$ 338	\$ 2,705	\$ 1,837	68%	\$ 2,705	100%		\$ -	\$ -	\$ -
	Industrial / Institutional	Deposit		8.00	\$ 338	\$ 2,705	\$ 1,837	68%	\$ 2,705	100%		\$ -	\$ -	\$ -
	Other Development													
	Public Works Director/ City Engineer Review	Deposit		4.00	\$ 338	\$ 1,353	\$ 919	68%	\$ 1,353	100%		\$ -	\$ -	\$ -
	Planning Commission	Deposit		8.00	\$ 338	\$ 2,705	\$ 1,837	68%	\$ 2,705	100%		\$ -	\$ -	\$ -
	Amendments													
	Minor Amendment	Flat Fee		4.00	\$ 338	\$ 1,353	\$ 241	18%	\$ 1,353	100%		\$ -	\$ -	\$ -
	Major Amendment	Deposit		8.00	\$ 338	\$ 2,705	\$ 1,837	68%	\$ 2,705	100%		\$ -	\$ -	\$ -
	3. Environmental Clearance Processing													
	CEQA/NEPA Environmental Clearance													
	Negative Declaration	Deposit		4.00	\$ 338	\$ 1,353	\$ 856	63%	\$ 1,353	100%		\$ -	\$ -	\$ -
	EIR	Deposit		8.00	\$ 338	\$ 2,705	\$ 1,713	63%	\$ 2,705	100%		\$ -	\$ -	\$ -
	4. Entitlement Processing													
	Commercial Cannabis Business License	Deposit		8.00	\$ 338	\$ 2,705	\$ 1,672	62%	\$ 2,705	100%		\$ -	\$ -	\$ -
	Use Permit	Deposit		4.00	\$ 338	\$ 1,353	\$ 836	62%	\$ 1,353	100%		\$ -	\$ -	\$ -
	Variance/ Exception Planning Commission	Deposit		4.00	\$ 338	\$ 1,353	\$ 919	68%	\$ 1,353	100%		\$ -	\$ -	\$ -
	Exception/ Community Development Director	Deposit		4.00	\$ 338	\$ 1,353	\$ 919	68%	\$ 1,353	100%		\$ -	\$ -	\$ -
	Zoning, LCP, and 6P Amendments							0%						
	LCP/ 6P	Deposit		4.00	\$ 338	\$ 1,353	\$ 919	68%	\$ 1,353	100%		\$ -	\$ -	\$ -
	IP/ Rezoning	Deposit		4.00	\$ 338	\$ 1,353	\$ 919	68%	\$ 1,353	100%		\$ -	\$ -	\$ -
	Planned Unit Development Specific Plan	Deposit		4.00	\$ 338	\$ 1,353	\$ 919	68%	\$ 1,353	100%		\$ -	\$ -	\$ -
	Planned Unit Development Specific Plan Amendment	Deposit		4.00	\$ 338	\$ 1,353	\$ 919	68%	\$ 1,353	100%		\$ -	\$ -	\$ -
	Planned Unit Development Precise Plan	Deposit		4.00	\$ 338	\$ 1,353	\$ 919	68%	\$ 1,353	100%		\$ -	\$ -	\$ -
	Planned Unit Development Precise Plan Amendment	Deposit		4.00	\$ 338	\$ 1,353	\$ 919	68%	\$ 1,353	100%		\$ -	\$ -	\$ -
	Annexation/ Prezoning	Deposit		4.00	\$ 338	\$ 1,353	\$ 919	68%	\$ 1,353	100%		\$ -	\$ -	\$ -
	Land Division and Merger							0%						
	Certificate of Compliance	Deposit		4.00	\$ 338	\$ 1,353	\$ 919	68%	\$ 1,353	100%		\$ -	\$ -	\$ -
	Lot Merger	Deposit		2.00	\$ 338	\$ 676	\$ 459	68%	\$ 676	100%		\$ -	\$ -	\$ -
	Lot Line Adjustment	Deposit		4.00	\$ 338	\$ 1,353	\$ 919	68%	\$ 1,353	100%		\$ -	\$ -	\$ -
	Parcel Map (four or fewer lots)	Deposit		8.00	\$ 338	\$ 2,705	\$ 1,837	68%	\$ 2,705	100%		\$ -	\$ -	\$ -
	Tentative Subdivision Map	Deposit		16.00	\$ 338	\$ 5,411	\$ 3,675	68%	\$ 5,411	100%		\$ -	\$ -	\$ -
	Subdivision Agreement	No Fee					No Fee		No Fee					
	Time Extension	Deposit		4.00	\$ 338	\$ 1,353	\$ 919	68%	\$ 1,353	100%		\$ -	\$ -	\$ -
	Public Works Director Review	Deposit		1.00	\$ 338	\$ 338	\$ 228	67%	\$ 338	100%		\$ -	\$ -	\$ -

Fee No.	Fee Name	Fee Unit Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis					
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Rec'd Fee Level / Deposit	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues				
												Current Fee	Full Cost Recovery	Rec'd Fee		
10	Building Plan Review / Support															
	1. Minor Residential Improvement or Addition	Flat Fee		2.00	\$ 338	\$ 676	\$ 241	36%	\$ 676	100%		\$ -	\$ -	\$ -		
	2. Tenant Improvement	Flat Fee		2.00	\$ 338	\$ 676	\$ 486	72%	\$ 676	100%	17	\$ 8,262	\$ 11,498	\$ 11,498		
	3. New SFD	Flat Fee		4.00	\$ 338	\$ 1,353	\$ 486	36%	\$ 1,353	100%	7	\$ 3,402	\$ 9,469	\$ 9,469		
	4. New Multifamily or Non-Residential	Flat Fee		6.00	\$ 338	\$ 2,029	\$ 1,217	60%	\$ 2,029	100%	2	\$ 2,434	\$ 4,058	\$ 4,058		
11	Special Events	Per Event					NEW		See Admin Fee Schedule							
12	Special Studies Review															
	City Staff	Each		3.00	\$ 338	\$ 1,015	NEW	0%	\$ 1,015	100%		\$ -	\$ -	\$ -		
	Consultant	Per Project					NEW - Actual Cost		Actual Cost							
13	Stormwater Inspection Program															
	1. C.3 Treatment Inspections	Flat Fee	[6]	2.00	\$ 160	\$ 320	NEW	0%	\$ 320	100%		\$ -	\$ -	\$ -		
	2. C.4 Commercial/Industrial Business Inspections	Flat Fee		1.00	\$ 160	\$ 160	NEW	0%	\$ 160	100%		\$ -	\$ -	\$ -		
	3. C.6 Wet Weather Construction Site Inspections (Seasonal per Site)	Per Site/Per Year		21.00	\$ 160	\$ 3,360	NEW	0%	\$ 3,360	100%		\$ -	\$ -	\$ -		
	4. Reinspection/Corrective Action Due to Non-Compliance	Flat Fee		1.00	\$ 160	\$ 160	NEW	0%	\$ 160	100%		\$ -	\$ -	\$ -		
14	Fees for Services Otherwise not Listed	Per Hour		1.00	\$ 338	\$ 338	NEW	0%	\$ 338	100%		\$ -	\$ -	\$ -		
	Deposit Hours Recorded - Placeholder for analysis purposes. Not a Fee For Adoption			1.00	\$ 338	\$ 338	\$ 233.00	69%	\$ 338	100%	50	\$ 11,670	\$ 16,938	\$ 16,938		
TOTAL PW DEPARTMENT												\$ 177,094	\$ 284,583	\$ 284,583		

Notes

- [1] Fees for external agency review or special studies may apply in addition to City fees
- [2] Fine/penalty set per City policy. NBS did not evaluate
- [3] Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December.
- [4] Additional fee for City Attorney time applies as needed
- [5] Fees from external agencies may apply separately
- [6] Initial inspection fee assumes initial compliance. If non-compliant, reinspection/corrective action fee will apply
- [7] Permit fees for work done without a valid permit are 2x the applicable permit fee
- [8] Construction activities during October through April shall require Storm Water Pollution Prevention plans, measures and fees.
- [9] For deposit accounts, total cost equal to 100% of staff and/or consultant time and materials

APPENDIX A.5

Cost of Service Analysis – Building

Fee No.	Fee Name	Fee Unit Type	Notes	Activity Service Cost Analysis				Cost Recovery Analysis				Annual Estimated Revenue Analysis				
				Estimated Processing Time Per Activity (hours)		Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues		
				Process & PC	Inspection									Current Fee	Full Cost Recovery	Recommended
BUILDING FEES																
0	Building Hourly Rates (minimum 2 hours)		[2] [3]													
	Inspections outside of normal business hours	Per Hour		0.00	1.00	1.00	\$ 279	\$ 279	\$ 287	103%	\$ 279	100%	-	\$ -	\$ -	\$ -
	Inspection on Sundays and Holidays	Per Hour		0.00	1.00	1.00	\$ 279	\$ 279	\$ 382	137%	\$ 279	100%	-	\$ -	\$ -	\$ -
	Reinspection fees	Per Hour		0.00	1.00	1.00	\$ 279	\$ 279	\$ 191	68%	\$ 279	100%	1	\$ 191	\$ 279	\$ 279
	Inspection for which no fee is specifically indicated	Per Hour		0.00	1.00	1.00	\$ 279	\$ 279	\$ 191	68%	\$ 279	100%	140	\$ 26,788	\$ 39,126	\$ 39,126
1	Building Permit Fee for Alterations, Additions, and New Construction (based on valuation of improvement)															
	Valuation (\$)															
	0 - 500	Per Permit		0.30	1.00	1.30	\$ 279	\$ 363	\$ 191	53%	\$ 363	100%	4	\$ 764	\$ 1,451	\$ 1,451
	501 - 2,000	Valuation														
	First 500			0.30	1.00	1.30	\$ 279	\$ 363	\$ 258	71%	\$ 363	100%	18	\$ 4,644	\$ 6,528	\$ 6,528
	Each Additional 100 or fraction thereof			0.02	0.05	0.07	\$ 279	\$ 20.46	\$ 12.00	n/a	\$ 20.46	n/a	156	\$ 1,872	\$ 3,191	\$ 3,191
	2,001 - 25,000	Valuation														
	First 2,000			0.60	1.80	2.40	\$ 279	\$ 670	\$ 479	72%	\$ 670	100%	104	\$ 49,816	\$ 69,632	\$ 69,632
	Each Additional 1,000 or fraction thereof			0.01	0.00	0.01	\$ 279	\$ 3.64	\$ 1.00	n/a	\$ 3.64	n/a	958	\$ 958	\$ 3,486	\$ 3,486
	25,001 - 50,000	Valuation														
	First 25,000			0.90	1.80	2.70	\$ 279	\$ 753	\$ 540	72%	\$ 753	100%	38	\$ 20,520	\$ 28,623	\$ 28,623
	Each Additional 1,000 or fraction thereof			0.01	0.02	0.04	\$ 279	\$ 10.04	\$ 5.00	n/a	\$ 10.04	n/a	456	\$ 2,280	\$ 4,580	\$ 4,580
	50,001 - 100,000	Valuation														
	First 50,000			1.20	2.40	3.60	\$ 279	\$ 1,004	\$ 722	72%	\$ 1,004	100%	37	\$ 26,714	\$ 37,160	\$ 37,160
	Each Additional 1,000 or fraction thereof			0.01	0.01	0.02	\$ 279	\$ 5.02	\$ 3.00	n/a	\$ 5.02	n/a	933	\$ 2,799	\$ 4,685	\$ 4,685
	100,001 - 500,000	Valuation														
	First 100,000			1.80	2.70	4.50	\$ 279	\$ 1,255	\$ 902	72%	\$ 1,255	100%	54	\$ 48,708	\$ 67,791	\$ 67,791
	Each Additional 1,000 or fraction thereof			0.01	0.01	0.02	\$ 279	\$ 5.23	\$ 3.00	n/a	\$ 5.23	n/a	6,597	\$ 19,791	\$ 34,508	\$ 34,508
	500,001 - 1,000,000	Valuation														
	First 500,000			4.80	7.20	12.00	\$ 279	\$ 3,348	\$ 2,413	72%	\$ 3,348	100%	10	\$ 24,130	\$ 33,477	\$ 33,477
	Each Additional 1,000 or fraction thereof			0.01	0.02	0.03	\$ 279	\$ 9.37	\$ 5.00	n/a	\$ 9.37	n/a	2,448	\$ 12,240	\$ 22,947	\$ 22,947
	1,000,001 - 2,500,000	Valuation														
	First 1,000,000			9.60	19.20	28.80	\$ 279	\$ 8,034	\$ 5,792	72%	\$ 8,034	100%	4	\$ 23,168	\$ 32,138	\$ 32,138
	Each Additional 1,000 or fraction thereof			0.00	0.00	0.00	\$ 279	\$ 0.56	\$ 6.00	n/a	\$ 0.56	n/a	3,300	\$ 19,800	\$ 1,841	\$ 1,841
	2,500,001 - 5,000,000	Valuation														
	First 2,500,000			9.60	22.20	31.80	\$ 279	\$ 8,871	\$ 14,792	167%	\$ 8,871	100%	-	\$ -	\$ -	\$ -
	Each Additional 1,000 or fraction thereof			0.00	0.00	0.00	\$ 279	\$ 0.33	\$ 6.00	n/a	\$ 0.33	n/a	-	\$ -	\$ -	\$ -
	5,000,001 and above	Valuation														
	First 5,000,000			9.60	25.20	34.80	\$ 279	\$ 9,708	\$ 29,792	307%	\$ 9,708	100%	-	\$ -	\$ -	\$ -
	Each Additional 1,000 or fraction thereof			0.00	0.01	0.01	\$ 279	\$ 1.94	\$ 6.00	n/a	\$ 1.94	n/a	-	\$ -	\$ -	\$ -
2	Building Plan Check Fee								65% of Building Permit Fee		65% of Building Permit Fee					
	City Processing Fee			51.00	0.00	51.00	\$ 279	\$ 14,228	20% of Plan Check Fee	100%	20% of Plan Check Fee	100%	1	\$ 14,217	\$ 14,228	\$ 14,228
	Third Party Consultant	Per Project	[1]						80% of Plan Check Fee		80% of Plan Check Fee					

Fee No.	Fee Name	Fee Unit Type	Notes	Activity Service Cost Analysis				Cost Recovery Analysis				Annual Estimated Revenue Analysis				
				Estimated Processing Time Per Activity (hours)		Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues		
				Process & PC	Inspection	Current Fee								Full Cost Recovery	Recommended	
BUILDING FEES																
			[2] [3]													
MISCELLANEOUS FEES - FLAT RATE PERMITS																
3	Address Assignment															
	Residential	Per Permit		0.50	0.00	0.50	\$ 279	\$ 139	\$ 96	68%	\$ 139	100%	28	\$ 2,674	\$ 3,906	\$ 3,906
	Non-Residential	Per Hour		1.00	0.00	1.00	\$ 279	\$ 279	\$ 191	68%	\$ 279	100%	-	\$ -	\$ -	\$ -
4	Demolition	Up to 2 Hours		0.50	1.00	1.50	\$ 279	\$ 418	\$ 384	92%	\$ 418	100%	4	\$ 1,536	\$ 1,674	\$ 1,674
5	Re-Roof															
	Single Family Residential	Each		0.20	1.80	2.00	\$ 279	\$ 558	\$ 287	51%	\$ 315	56%		\$ -	\$ -	\$ -
	Multifamily/Non-Residential (less than 5,000 sq. ft.)	Each		0.20	2.00	2.20	\$ 279	\$ 614	\$ 426	69%	\$ 469	76%		\$ -	\$ -	\$ -
	Multifamily/Non-Residential (greater than 5,000 sq. ft.)	Valuation						See Building Valuation		See Building Valuation						
6	Solar/Photovoltaic - per GC 66015		[5]													
	Photovoltaic Residential System (Up to 15kW)	Per Permit		1.00	1.00	2.00	\$ 279	\$ 558	\$191/hr	0%	\$ 450	81%	80	\$ 15,216	\$ 44,449	\$ 35,849
	For each kW over 15 kW	Per kW		0.07	0.07	0.13	\$ 279	\$ 37	\$191/hr	0%	\$ 15	40%		\$ -	\$ -	\$ -
	Photovoltaic Commercial Systems (Up to 50 kW)	Per Permit		1.00	1.50	2.50	\$ 279	\$ 697	\$191/hr	0%	\$ 697	100%		\$ -	\$ -	\$ -
	Between 51kW and 250kW	Per kW		0.000	0.003	0.003	\$ 279	\$ 1	\$191/hr	0%	\$ 1	100%		\$ -	\$ -	\$ -
	Photovoltaic Commercial Systems (250kW)	Per Permit		1.00	2.00	3.00	\$ 279	\$ 837	\$191/hr	0%	\$ 837	100%		\$ -	\$ -	\$ -
	For each kW over 250kW	Per kW		0.004	0.008	0.01	\$ 279	\$ 3	\$191/hr	0%	\$ 3	100%		\$ -	\$ -	\$ -
MECHANICAL, ELECTRICAL, PLUMBING PERMIT AND PLAN CHECK FEES (WHEN ASSOCIATED WITH A BUILDING PERMIT)																
7	New Residential Buildings															
	For new multifamily residential buildings (apartments and condominiums) having three or more living units, including the area of garages, carports, and other non-commercial automobile storage areas constructed at the same time, per square foot	Per 100 s.f.		0.00	0.08	0.08	\$ 279	\$ 22	\$ 16	71%	\$ 22	100%	520	\$ 8,320	\$ 11,668	\$ 11,668
	For new single and two-family residential buildings, including the area of garages, carports and other minor accessory buildings constructed at the same time, per square foot	Per 100 s.f.		0.00	0.08	0.08	\$ 279	\$ 22	\$ 16	71%	\$ 22	100%		\$ -	\$ -	\$ -
	For other types of residential occupancies and alteration, and modifications to existing residential buildings, use the UNIT FEE SCHEDULE															
8	New Non-Residential Buildings															
	For new non-residential buildings including the area of garages, storage rooms, mechanical rooms, utility rooms and other areas constructed at the same time, per square foot															
	For new non-residential buildings less than 5,000 square feet	Per 100 s.f.		0.00	0.08	0.08	\$ 279	\$ 22	varies - itemized	0%	\$ 22	100%		\$ -	\$ -	\$ -
	For new non-residential buildings greater than 5,000 square feet	Per 100 s.f.		0.00	0.06	0.06	\$ 279	\$ 17	varies - itemized	0%	\$ 17	100%		\$ -	\$ -	\$ -

Fee No.	Fee Name	Fee Unit Type	Notes	Activity Service Cost Analysis				Cost Recovery Analysis				Annual Estimated Revenue Analysis				
				Estimated Processing Time Per Activity (hours)		Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues		
				Process & PC	Inspection	Current Fee								Full Cost Recovery	Recommended	
BUILDING FEES																
			[2] [3]													
MECHANICAL, ELECTRICAL, PLUMBING PERMIT AND PLAN CHECK FEES (WHEN NOT ASSOCIATED WITH A BUILDING PERMIT)																
9	Stand Alone MPE Permit Residential															
	Single Item Permit from lists below, assumes 1 inspection	Each		0.08	0.80	0.88	\$ 279	\$ 246	\$ 46	19%	\$ 246	100%	926	\$ 42,596	\$ 228,106	\$ 228,106
	Single Item Permit, Water Heater Only	Per Permit		0.08	0.80	0.88	\$ 279	\$ 246	\$ 46	19%	\$ 125	51%		\$ -	\$ -	\$ -
	2 - 3 items from the lists below, assumes 1 inspection required	Per Permit		0.08	1.20	1.28	\$ 279	\$ 358	NEW	0%	\$ 358	100%		\$ -	\$ -	\$ -
	4 - 6 items, assumes 1 inspection required	Per Permit		0.25	1.60	1.85	\$ 279	\$ 516	NEW	0%	\$ 516	100%		\$ -	\$ -	\$ -
	Additional Inspection Required	Per Inspection		0.00	0.80	0.80	\$ 279	\$ 223	NEW	0%	\$ 223	100%		\$ -	\$ -	\$ -
	Greater than 6 items - please see Valuation Tables	Per Permit							See Valuation		See Valuation					
	Commercial															
	please see Valuation Tables	Per Permit							See Valuation		See Valuation					
10	Mechanical Permit Item List															
	FAU less than 100,000 Btu/h															
	FAU greater than 100,000 Btu/h															
	Mechanical Alteration / Repair Minor (1 inspection assumed)															
	Hood/Vent System															
11	Electrical Permit Item List															
	Generator															
	Services under 600 volts, 400 amps or less															
	Services of 600 volts or less and over 400 amperes to 1000 amperes in rating															
	Services over 600 volts or over 1000 amperes in rating															
	Electric Meter Reset															
	Subpanel															
	Temporary Power															
	Lighting Poles															
	First pole															
	Each additional															
	Other Minor Electrical Alteration/Repair (1 inspection assumed)															
12	Plumbing Permit Item List															
	Water Service															
	Sewer/Septic															
	Trap/Interceptor															
	Gas Line Air Test															
	Other Minor Plumbing Alteration/Repair (1 inspection assumed)															

Fee No.	Fee Name	Fee Unit Type	Notes	Activity Service Cost Analysis				Cost Recovery Analysis				Annual Estimated Revenue Analysis				
				Estimated Processing Time Per Activity (hours)		Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee Level	Recommended Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues		
				Process & PC	Inspection									Current Fee	Full Cost Recovery	Recommended
BUILDING FEES																
			[2] [3]													
ADDITIONAL SERVICES																
13	Business License Inspection	Per 1/2 hr		0.00	0.50	0.50	\$ 279	\$ 139	\$ 95	68%	\$ 139	100%	22	\$ 2,090	\$ 3,069	\$ 3,069
14	Fee for 4th review onwards-charged on hourly basis	Per Hour		1.00	0.00	1.00	\$ 279	\$ 279	\$ 191	68%	\$ 279	100%	8	\$ 1,480	\$ 2,162	\$ 2,162
15	Fire Plan Check Administration Fee	Per 1/2 hr		0.50	0.00	0.50	\$ 279	\$ 139	\$ 95	68%	\$ 139	100%	19	\$ 1,805	\$ 2,650	\$ 2,650
16	General Plan Update Fee	Per Permit	[2]						0.25% Permit Valuation		15.93%					
17	Miscellaneous Plan Review	Per Hour		1.00	0.00	1.00	\$ 279	\$ 279	\$ 191	68%	\$ 279	100%	231	\$ 44,121	\$ 64,443	\$ 64,443
18	Permit Fees for Work Without Valid Permit (Bldg, Elec, Mech, Plmb, Encroach, Gradng)	Fine / Penalty	[4]						2 X Permit Fee		2 X Permit Fee					
19	Permit Reactivation	Per Permit		1.00	0.00	1.00	\$ 279	\$ 279	NEW	0%	\$ 279	100%		\$ -	\$ -	\$ -
20	Plan Revision	Per Hour		1.00	0.00	1.00	\$ 279	\$ 279	\$ 191	68%	\$ 279	100%	88	\$ 16,844	\$ 24,603	\$ 24,603
21	Pre-Site Inspection	Per Hour		0.00	1.00	1.00	\$ 279	\$ 279	\$ 191	68%	\$ 279	100%	3	\$ 573	\$ 837	\$ 837
22	Refund (Update Refund Policy)	Per 1/2 hr		0.50	0.00	0.50	\$ 279	\$ 139	\$ 95	68%	\$ 139	100%		\$ -	\$ -	\$ -
23	Replaced Job Cards	Each		0.25	0.00	0.25	\$ 279	\$ 70	NEW	0%	\$ 70	100%		\$ -	\$ -	\$ -
24	Special Structural Inspection Fee - Deposit to be determined by Public Works Director at time of application per Public Works Hourly Rate	Deposit		0.00	1.00	1.00	\$ 279	\$ 279	\$ 233	84%	\$ 279	100%		\$ -	\$ -	\$ -
25	Transfer of Permit to New Property Owner	Each		1.00	0.00	1.00	\$ 279	\$ 279	NEW	0%	\$ 279	100%		\$ -	\$ -	\$ -
26	Fees for Services Otherwise not Listed	Per Hour		1.00	0.00	1.00	\$ 279	\$ 279	NEW	0%	\$ 279	100%		\$ -	\$ -	\$ -
TOTAL BUILDING DIVISION													\$ 436,655	\$ 793,237	\$ 784,637	

Notes

- [1] Plan Check fees are passed through to outside consultant. NBS did not evaluate this fee
- [2] General Plan Update Fee applies to Building Safety PC and Permit Fees >\$100K Construction Value
- [3] Permit fees for work done without a valid permit are 2x the applicable permit fee
- [4] Fee was not evaluated by NBS under fee study's scope of services.
- [5] For photovoltaic systems, total permit fees, including applicable Permit Issuance and Filing Fees, Automation Fees, Community Planning Fees, and other mandated fees shall not exceed amounts authorized via Government Code Section 66015.

APPENDIX A.6

Cost of Service Analysis – Public Safety

Fee No.	Fee Name	Fee Unit Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Rec'd Fee Level / Deposit	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues		
												Current Fee	Full Cost Recovery	Rec'd Fee
PUBLIC SAFETY FEES														
1	Duplication		[4]											
	Public Safety Reports													
	Sworn			0.00	\$ 306	\$ -								
	Non-Sworn			0.25	\$ 123	\$ 31								
	Subtotal	Each		0.25		\$ 31	\$ 10	32%	\$ 15	49%	31	\$ 310	\$ 957	\$ 465
	Photo Reproduction													
	Sworn			0.00	\$ 306	\$ -								
	Non-Sworn			0.25	\$ 123	\$ 31								
	Subtotal	Each		0.25		\$ 31	\$ 20	65%	\$ 25	81%		\$ -	\$ -	\$ -
	Audio Tape/CD Reproduction													
	Sworn			0.00	\$ 306	\$ -								
	Non-Sworn			0.25	\$ 123	\$ 31								
	Subtotal	Per Tape/CD Disc		0.25		\$ 31	\$ 20	65%	\$ 25	81%		\$ -	\$ -	\$ -
	Audio Tape Reproduction													
	Sworn			0.00	\$ 306	\$ -								
	Non-Sworn			0.25	\$ 123	\$ 31								
	Subtotal	Per Tape/DVD Disc		0.25		\$ 31	\$ 20	65%	\$ 25	81%		\$ -	\$ -	\$ -
2	Licensing													
	1. Bingo Establishment Processing (Chapter 3.94)													
	Bingo Establishment													
	Sworn			0.20	\$ 306	\$ 61								
	Non-Sworn			1.00	\$ 123	\$ 123								
	Subtotal	Each		1.20		\$ 185	\$ 134	73%	\$ 185	100%		\$ -	\$ -	\$ -
	Renewal													
	Sworn			0.20	\$ 306	\$ 61								
	Non-Sworn			1.00	\$ 123	\$ 123								
	Subtotal	Each/Year		1.20		\$ 185	\$ 134	73%	\$ 185	100%		\$ -	\$ -	\$ -
	2. Fortune Telling (Chapter 3.95)													
	New Business													
	Sworn			2.50	\$ 306	\$ 766								
	Non-Sworn			1.00	\$ 123	\$ 123								
	Subtotal	Each		3.50		\$ 889	\$ 668	75%	\$ 889	100%		\$ -	\$ -	\$ -
	Renewal													
	Sworn			0.20	\$ 306	\$ 61								
	Non-Sworn			1.00	\$ 123	\$ 123								
	Subtotal	Each/Year		1.20		\$ 185	\$ 134	73%	\$ 185	100%		\$ -	\$ -	\$ -
	New Tech.													
	Sworn			2.50	\$ 306	\$ 766								
	Non-Sworn			1.00	\$ 123	\$ 123								
	Subtotal	Each		3.50		\$ 889	\$ 668	75%	\$ 889	100%		\$ -	\$ -	\$ -
	Renewal Tech													
	Sworn			0.20	\$ 306	\$ 61								
	Non-Sworn			1.00	\$ 123	\$ 123								
	Subtotal	Each/Year		1.20		\$ 185	\$ 134	73%	\$ 185	100%		\$ -	\$ -	\$ -

Fee No.	Fee Name	Fee Unit Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Rec'd Fee Level / Deposit	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues		
												Current Fee	Full Cost Recovery	Rec'd Fee
PUBLIC SAFETY FEES														
	3. Massage Establishments (Chapter 3.88)													
	New Business													
	Sworn			2.50	\$ 306	\$ 766								
	Non-Sworn			1.00	\$ 123	\$ 123								
	Subtotal	Each		3.50		\$ 889	\$ 668	75%	\$ 889	100%		\$ -	\$ -	\$ -
	Renewal													
	Sworn			0.20	\$ 306	\$ 61								
	Non-Sworn			1.00	\$ 123	\$ 123								
	Subtotal	Each/Year		1.20		\$ 185	\$ 134	73%	\$ 185	100%		\$ -	\$ -	\$ -
	Transfer													
	Sworn			2.50	\$ 306	\$ 766								
	Non-Sworn			1.00	\$ 123	\$ 123								
	Subtotal	Each		3.50		\$ 889	\$ 668	75%	\$ 889	100%		\$ -	\$ -	\$ -
	Reinstatement													
	Sworn			0.20	\$ 306	\$ 61								
	Non-Sworn			1.00	\$ 123	\$ 123								
	Subtotal	Each		1.20		\$ 185	\$ 286	155%	\$ 185	100%		\$ -	\$ -	\$ -
	4. Secondhand Dealers		[3]											
	New Dealers													
	Sworn			0.20	\$ 306	\$ 61								
	Non-Sworn			1.00	\$ 123	\$ 123								
	Subtotal	Each		1.20		\$ 185	\$ 134	73%	\$ 185	100%		\$ -	\$ -	\$ -
	Renewal													
	Sworn			0.20	\$ 306	\$ 61								
	Non-Sworn			1.00	\$ 123	\$ 123								
	Subtotal	Each/Year		1.20		\$ 185	\$ 134	73%	\$ 185	100%		\$ -	\$ -	\$ -
	5. Solicitor / Peddler													
	New Applicant													
	Sworn			2.50	\$ 306	\$ 766								
	Non-Sworn			1.00	\$ 123	\$ 123								
	Subtotal	Each		3.50		\$ 889	\$ 668	75%	\$ 889	100%		\$ -	\$ -	\$ -
	Annual Renewal													
	Sworn			0.20	\$ 306	\$ 61								
	Non-Sworn			1.00	\$ 123	\$ 123								
	Subtotal	Each/Year		1.20		\$ 185	\$ 134	73%	\$ 185	100%		\$ -	\$ -	\$ -

Fee No.	Fee Name	Fee Unit Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Rec'd Fee Level / Deposit	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues		
												Current Fee	Full Cost Recovery	Rec'd Fee
PUBLIC SAFETY FEES														
3	Miscellaneous Fees													
	Vehicle Release		[5]											
	Sworn			0.30	\$ 306	\$ 92								
	Non-Sworn			0.30	\$ 123	\$ 37								
	Subtotal	Per Vehicle		0.60		\$ 129	\$ 95	74%	\$ 129	100%		\$ -	\$ -	\$ -
	Repossession Release		[5]											
	Sworn			0.00	\$ 306	\$ -								
	Non-Sworn			0.30	\$ 123	\$ 37								
	Subtotal	Per Vehicle		0.30		\$ 37	\$ 15	40%	\$ 15	40%		\$ -	\$ -	\$ -
	Clearance/Special Letters													
	Sworn			0.00	\$ 306	\$ -								
	Non-Sworn			0.50	\$ 123	\$ 62								
	Subtotal	Each		0.50		\$ 62	\$ 42	68%	\$ 40	65%		\$ -	\$ -	\$ -
	Illegal Sign Confiscation													
	Sworn			0.75	\$ 306	\$ 230								
	Non-Sworn			0.00	\$ 123	\$ -								
	Subtotal	Per Incidence		0.75		\$ 230	\$ 173	75%	\$ 230	100%		\$ -	\$ -	\$ -
	Illegal Fireworks Confiscation													
	Sworn			0.75	\$ 306	\$ 230								
	Non-Sworn			0.00	\$ 123	\$ -								
	Subtotal	Per Citation		0.75		\$ 230	\$ 173	75%	\$ 230	100%		\$ -	\$ -	\$ -
4	Parking Fees													
	Temporary Offstreet Parking													
	Sworn			0.00	\$ 306	\$ -								
	Non-Sworn			0.00	\$ 123	\$ -								
	Subtotal	Per Vehicle Per Year		0.00		\$ -	\$ 21	0%	\$ -	0%		\$ -	\$ -	\$ -
5	Citation Fee Schedule <i>(placeholder for MFS, not studied as fees for service)</i>		[1] [2]											
6	D.U.I. Cost Recovery													
	Arrest with Traffic Collision & Transportation		[6]											
	Non-Sworn (Record)			0.75	\$ 123	\$ 93								
	Sworn			2.00	\$ 306	\$ 612								
	Non-Sworn (Finance)			1.00	\$ 284	\$ 284								
	Subtotal	Per Response		3.75		\$ 989	\$ 749	76%	\$ 989	100%		\$ -	\$ -	\$ -

Fee No.	Fee Name	Fee Unit Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis				
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Rec'd Fee Level / Deposit	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues			
												Current Fee	Full Cost Recovery	Rec'd Fee	
PUBLIC SAFETY FEES															
7	Fees for Services Otherwise not Listed														
	Sworn	Per Hour		1.00	\$ 306	\$ 306	NEW	0%	\$ 306	100%		\$ -	\$ -	\$ -	
	Non-Sworn	Per Hour		1.00	\$ 123	\$ 123	NEW	0%	\$ 123	100%		\$ -	\$ -	\$ -	
TOTAL PUBLIC SAFETY											\$ 310	\$ 957	\$ 465		

- [1] Citation fee amounts increase for two or more offenses. Applicable fees are stated on the violation notice.
- [2] California Vehicle Code Fees are established by the State of California and are not escalated by the CPI All Urban Consumers/San Francisco-Oakland-San Jose
- [3] Department of Justice Fees apply in addition to City processing fee
- [4] Additional fingerprinting and Department of Justice fees may apply
- [5] Towing charges are applied separate from City fee
- [6] Booking fees are charged separately. Total fee not to exceed \$12,000 per State Statute, GC 53150-53159

APPENDIX B.1

Comparative Fee Survey – Administrative Services

Fee No.	Fee Name	Fee Unit Type	Current Fee / Deposit	Cost of Service Per Activity	Rec'd Fee Level / Deposit	Belmont [1]	Brisbane [2]	Pacifica [3]	San Carlos [4]	San Mateo County [5]	
1	Administrative Fees										
	1. First Returned Item	Each	\$ 25		\$ 25	\$ 26	\$ 64	\$ 25	\$ 25	\$ 25	
	2. Each Additional Item	Each	\$ 39		\$ 35	\$ 36	no comparison	no comparison	\$ 35	no comparison	
	3. Credit Card Convenience Fee	2.4% on charges \$30 and more	2.4% on charges \$30 and more		2.4% on charges \$30 and more	2.45% Transactions \$10,000 or above	no comparison	2.9%	Actual Cost	2.35% of the total for Credit Card; \$3.95 per transaction for Debit Card	
2	Duplication										
	1. Photocopies	Per Page	\$ 0.25		\$ 0	\$0.30 physical, electronic or scanned	\$ 0.35	Per Page 8.5"x11" black: \$0.25 8.5"x11" color: \$1.00 8.5"x14" black: \$0.50 8.5"x14" color: \$1.50 11"x17" black: \$1.00 11"x17" color: \$2.00	\$ 0.10	\$ 0.10	
	2. Municipal Code Book	Per Book	Available online		Available online	no comparison	no charge	no comparison	Free/website, or Copy Charge	no comparison	
	3. Bound Reports	Per Report	Actual Cost		Actual Cost	Actual Cost (Publications, Misc Reproductions)	no comparison		no comparison	no comparison	no comparison
	4. Budget	Each	Available online		Available online	no comparison	\$ 85		no comparison	no comparison	no comparison
	5. Comprehensive Annual Financial Report (CAFR)	Each	Available online		Available online	no comparison	\$ 19		Free/website, or Copy Charge	Available Online	Available Online
3	City Clerk										
	1. Election Filing Fee	Each	\$ 25		\$ 25	no comparison	Copy of election documents: No Charge	no comparison	no comparison	no comparison	
	2. Candidate Printing Fee	Deposit	Set by County		Set by County						
4	Staff Research										
	1. City Manager's Office	Per Quarter Hour	\$ 67	\$ 74	\$ 74	no comparison	no comparison	no comparison	no comparison	no comparison	
	2. Finance Department	Per Quarter Hour	\$ 56	\$ 71	\$ 71			no comparison	\$202/hr		
	4. Planning Department	Per Quarter Hour	\$ 64	\$ 72	\$ 72			\$238/hr, plus actual material cost	\$315/hr		
	5. Building Department	Per Quarter Hour	\$ 47	\$ 70	\$ 70			no comparison	\$216/hr		
	6. Public Works Department - Engineering	Per Quarter Hour	\$ 57	\$ 85	\$ 85			no comparison	\$200/hr		
	7. Public Works Department - Maintenance	Per Quarter Hour	\$ 49	\$ 54	\$ 54			no comparison	\$258/hr		
	8. Police - Sworn	Per Quarter Hour	\$ 61	\$ 77	\$ 77			\$95/hr	\$321/hr		
	9. Police - Non Sworn	Per Quarter Hour	\$ 21	\$ 31	\$ 31			\$95/hr	\$106/hr		

Fee No.	Fee Name	Fee Unit Type	Current Fee / Deposit	Cost of Service Per Activity	Rec'd Fee Level / Deposit	Belmont [1]	Brisbane [2]	Pacifica [3]	San Carlos [4]	San Mateo County [5]
5	Private Alarm Permits (Chapter 9.10)									
	1. Alarm Permit	Annually	\$ 58	\$ 71	\$ 71	\$60 per address \$30 (for smart system)	no charge	\$101 Renewal: \$53	Fee Waived	<i>no comparison</i>
	2. False Alarm Response with Permit									
	1st & 2nd Alarms	No fee	No Charge		No Charge	no charge	no charge	no charge		
	3rd Alarm	Each	\$ 58		\$ 50	\$ 125	In excess of 3 per calendar year: \$176	2nd-5th: \$153	First Response: Fee Waived Subsequent Calls: \$215	
	4th Alarm	Each	\$ 121		\$ 100	\$ 225				
	5th Alarm	Each	\$ 183		\$ 150	\$525 (5th or more)				
	6th Alarm and responses thereafter	Each	\$ 245		\$ 200	<i>no comparison</i>				
	3. False Alarm Response without Permit									
	1st & 2nd Alarms	Each	\$ 58		\$ 50	no charge	no charge	no charge		
	3rd Alarm	Each	\$ 121		\$ 100	\$ 125	In excess of 3 per calendar year: \$176	2nd-6th: \$238	First Response: Fee Waived Subsequent Calls: \$215	
	4th Alarm	Each	\$ 152		\$ 150	\$ 225				
	5th Alarm	Each	\$ 213		\$ 200	\$525 (5th or more)				
	6th Alarm and responses thereafter	Each	\$ 306		\$ 250	<i>no comparison</i>				
6	Film Permit (Chapter 9.74)									
	Application Processing Fee	Per Event	\$ 576	\$ 1,176	\$ 1,176					
	City Support Services During Filming Event	Per Event	NEW		Actual Cost	<i>no comparison</i>	Film Crew: \$607	Student/amateur/non-profit: \$100 Minor Commercial: \$600 Major Commercial: \$900	<i>no comparison</i>	Non-Educational / Commercial: \$1,000/day Educational: \$100/day
	Use of City Facilities	Per Event	NEW		per Facilities Rental Schedule	see Rental Schedule	see Rental Schedule	see Rental Schedule	see Rental Schedule	

Fee No.	Fee Name	Fee Unit Type	Current Fee / Deposit	Cost of Service Per Activity	Rec'd Fee Level / Deposit	Belmont [1]	Brisbane [2]	Pacifica [3]	San Carlos [4]	San Mateo County [5]
7	Special Event Permits									
	Small Ceremonies (Wedding)	Per Event	\$ 224	\$ 754	\$ 754	\$100 App Fee + Other Potential Fees (unlisted)	New assessable event application: (less than 10,000 people attending over the duration of the event) \$1754.20 New assessable event application (more than 10,000 people attending over the duration of the event) \$3635.10 Amendment (alteration, or change to the event)\$358.10 Renewal application\$1,141.80 Transfer application \$225.25	Wedding: <99: \$250/day >99: \$350/day Special Events on Private Property: \$238	Special Event Permit: \$400 Repeat Request: \$375 Block Parties: Fee Waived	Public: \$2.50/participant, min. \$50 Non-Public/Non-Profit: \$3/participant, min. \$75 Private/Commercial: \$5/participant, min. \$100
	Minor Event: Block Parties, Fundraisers	Per Event	\$ 224	\$ 1,104	\$ 1,104			Block Party: \$62		
	Major Event: Miscellaneous Events, Carnival/Circus, Parade, Race, Rodeo, Amusement Concession, etc	Per Event	\$ 448	\$ 2,562	\$ 2,562			\$215-\$820/day + \$25 application fee		
	City Staff Support to Special Events	Each	NEW		Actual Cost				Actual Cost	\$120/hr
8	Street Closure	Per Request	Actual Cost		Actual Cost	no comparison	no comparison	no comparison	no comparison	no comparison
9	Poplar Beach Parking									
	Vehicles less than 20 feet	Per 12 hours	\$ 10		\$ 10	no comparison	no comparison	Daily: 0-4 hours: \$7 5-8 hours: \$9	no comparison	no comparison
	Horse trailers and vehicles longer than 20 feet	Per 12 hours	\$ 15		\$ 15			no comparison		
	Annual Permit	12 month permit	\$ 165	\$ -	\$ 165			Beach Parking Annual: \$72 Pacifica Beach Resource Parking Pass Annual: \$25		
	Nine-month Permit	9 month permit	\$ 90	\$ -	\$ 90			no comparison		
	Replacement Parking permit	Each	\$ 30	\$ -	\$ 30			no comparison		
10	Professional Dog Walker permit	Per Permit	\$ 200	\$ 1,135	\$ 567	no comparison	no comparison	no comparison	no comparison	no comparison

Fee No.	Fee Name	Fee Unit Type	Current Fee / Deposit	Cost of Service Per Activity	Rec'd Fee Level / Deposit	Belmont [1]	Brisbane [2]	Pacifica [3]	San Carlos [4]	San Mateo County [5]
11	Personal Dog Walker permit (3-6 dogs)	Per Permit	\$ 75	\$ 284	\$ 150	no comparison	no comparison	no comparison	no comparison	no comparison
12	Violations of Municipal Code other than building or safety provisions									
	1 First Violation	Each	\$ 100		\$ 100	no comparison	no comparison	no comparison	no comparison	no comparison
	2 Second Violation within one calendar year	Each	\$ 200		\$ 200					
	3 Third or subsequent violations within one calendar year	Each	\$ 500		\$ 500					
13	Violations of building or safety provisions of the Municipal Code									
	1 First Violation	Each	\$ 100		\$ 100	no comparison	no comparison	no comparison	no comparison	no comparison
	2 Second Violation within one calendar year	Each	\$ 500		\$ 500					
	3 Third or subsequent violations within one calendar year	Each	\$ 1,000		\$ 1,000					

Notes

- [1] Belmont Fee Schedule FY 2023-24.pdf
- [2] Brisbane Fee Schedule FY 2023-24.pdf
- [3] Pacifica Fee Schedule FY 2023-24.pdf
- [4] San Carlos Fee Schedule FY 2023-24.pdf
- [5] SM County Revenue Services Fees.pdf; SM County Clerk Recorder Fees - ACRE.pdf

APPENDIX B.2

Comparative Fee Survey – Planning

Fee No.	Fee Name	Fee Unit Type	Current Fee / Deposit	Cost of Service Per Activity	Rec'd Fee Level / Deposit	Belmont [1]	Brisbane [2]	Pacifica [3]	San Carlos [4]	San Mateo County [5]
PLANNING DIVISION FEES										
0	Planning Hourly Rate	Per Hour	\$ 255	\$ 288	\$ 288	\$ 349	\$110 - \$267 based on position	\$ 238	\$ 315	No Comparison
1	Pre-Entitlement Processing									
	1. Pre-Application Review	Deposit	\$ 1,738	\$ 2,016	\$ 2,016	No Comparison	Hourly \$110 - \$267 based on position	No Comparison	Major: \$9,427 Minor: \$6,285	No Comparison
	2. Planning Consultation	Flat Fee	NEW	\$ 576	\$ 576	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
	3. Pre-Submittal Plan Review	Flat Fee	NEW	\$ 576	\$ 576	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
	4. General Project Planning Services	Deposit	NEW	\$ 864	\$ 864	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
	2. Pre-Application Commercial Cannabis Business	Deposit	\$ 1,581	\$ 1,440	\$ 1,440	No Comparison	No Comparison	\$425 phase 1 plus \$750 phase 2 plus background check fees	No Comparison	No Comparison
	3. Measure 'D'									
	Accessory Dwelling Unit (consistent with City Ordinance and State Law)	Flat Fee	\$ 669	\$ 720	\$ 720	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
	Single Allocation (per allocation)	Flat Fee	\$ 669	\$ 1,008	\$ 1,008					
	Phasing Agreement	Deposit	\$ 2,301	\$ 3,457	\$ 3,457					
2	Coastal Development Permit Processing									
	1. Coastal Development Permit Exemption	Deposit	\$ 505	\$ 576	\$ 576					
	2. Single Family Residential									
	<= 3,000 square feet	Deposit	\$ 2,519	\$ 3,457	\$ 3,457					
	> 3,000 square feet	Deposit	\$ 3,238	\$ 4,321	\$ 4,321					
	3. Accessory Dwelling Unit - New Development	Deposit	\$ 663	\$ 1,728	\$ 1,728					
	4. Multiple Family Residential									
	<= Four Dwelling units	Deposit	\$ 3,718	\$ 4,321	\$ 4,321					
	> Four dwelling units	Deposit	\$ 6,232	\$ 5,761	\$ 5,761					
	5. Commercial / Mixed Use									
	<= 10,000 square feet	Deposit	\$ 3,718	\$ 7,201	\$ 7,201	No Comparison	No Comparison	No Comparison	No Comparison	Exemption \$287 Staff Level: \$1,782 Public Hearing: \$3,489 Biologic Report \$287 With a Lot Line Adjust: \$1,782
	> 10,000 square feet	Deposit	\$ 6,232	\$ 8,642	\$ 8,642					
	6. Industrial / Institutional									
	<= 20,000 square feet	Deposit	\$ 3,718	\$ 7,201	\$ 7,201					
	> 20,000 square feet	Deposit	\$ 6,232	\$ 8,642	\$ 8,642					
	7. Other Development									
	Community Development Director	Deposit	\$ 2,758	\$ 3,457	\$ 3,457					
	Planning Commission	Deposit	\$ 3,538	\$ 5,761	\$ 5,761					
	8. Amendments									
	Minor Amendment	Flat Fee	\$ 512	\$ 432	\$ 432					
	Major Amendment	Deposit	\$ 2,758	\$ 3,457	\$ 3,457					
3	Environmental Clearance Processing									
	1. CEQA/NEPA Environmental Clearance									
	Negative Declaration	Deposit	\$ 5,037	\$ 7,201	\$ 7,201	\$ 1,396	\$ 3,001	\$ 2,234	Actual Cost with \$3,000 deposit	\$ 2,234
	EIR	Deposit	\$ 11,335	\$ 14,403	\$ 14,403	\$40,903 plus Cost of Contract x 1.3	Deposit and Consult Costs plus 10%	\$5,783 plus 10% preparation fee	Actual Cost with \$3,000 deposit	\$5,783 plus 10% preparation fee
	2. Notice of Exemption	Flat Fee	\$ 264	\$ 432	\$ 432	No Comparison	No Comparison	\$ 287	\$ 628	\$ 287
	3. Fish and Game	Flat Fee	Set by State of CA		Set by State of CA	No Comparison	No Comparison	Set by State of CA	Actual Cost of DFG / County Fees	No Comparison

Fee No.	Fee Name	Fee Unit Type	Current Fee / Deposit	Cost of Service Per Activity	Rec'd Fee Level / Deposit	Belmont [1]	Brisbane [2]	Pacifica [3]	San Carlos [4]	San Mateo County [5]
PLANNING DIVISION FEES										
4	Design Review Processing									
	1. Architectural, Landscape, and Site Plan Review	Deposit	\$ 749	\$ 1,152	\$ 1,152	\$349 - \$12,301 depending on type of Review	No Comparison	No Comparison	Architectural: \$3,000 initial deposit Site Plan & Landscape: \$628 per project	Architectural Design Review New: \$3,489 / Add: \$1,782 / Exemption \$572 Design Review Exemption \$451 / Staff level \$451 / Committee New: \$3,489, revision \$1,500, Additon: \$1,782
5	Entitlement Processing									
	1. Home Occupation	Flat Fee	\$ 131	\$ 144	\$ 144	No Comparison	\$ 44	\$ 119	\$ 106	No Comparison
	2. Commercial Cannabis Business License	Deposit	\$ 5,604	\$ 5,761	\$ 5,761	No Comparison	No Comparison	No Comparison	No Comparison	\$ 6,754
	3. Use Permit	Deposit	\$ 1,139	\$ 2,016	\$ 2,016	No New Construct: \$10,557 Admin: \$3,315 All other: \$11,604 Variance and Far Exception Single family: \$12,302 Admin Permit: \$3,315 Other: \$12,302 Variance: \$5,232	\$1,077 - \$3,068 depending on type of use	hourly \$119 per half hour or \$238 per hour	\$ 3,771	Standard \$4,650 Special: \$5,783
	4. Variance / Exception Planning Commission	Deposit	\$ 1,139	\$ 1,440	\$ 1,440	Single family: \$12,302 Admin Permit: \$3,315 Other: \$12,302 Variance: \$5,232	New Construction: \$1,537 Existing Residential: \$1,151 Existing Other: \$1,537	No Comparison	\$ 12,570	Admin: \$1,782 w/Public Hearing, add \$1,706
	5. Exception and Community Development Director	Deposit	\$ 502	\$ 576	\$ 576	No Comparison	No Comparison	No Comparison	No Comparison	Exceptions: \$670-\$3489 depending on type
	6. Zoning, LCP, and GP Amendments									
	LCP/GP	Deposit	\$ 17,693	\$ 20,164	\$ 20,164	\$ 18,147	No Comparison	\$238 per hour plus actual material costs	General Plan Amendment: \$12,570 Major: \$25,139 Moderate: \$12,570 Minor: \$6,285	General Plan Ammedment: \$15,549
	IP/Rezoning	Deposit	\$ 17,693	\$ 20,164	\$ 20,164	\$ 18,147	No Comparison		\$ 15,549	
	Planned Unit Development Specific Plan	Deposit	\$ 17,693	\$ 20,164	\$ 20,164	No Comparison	Deposit Required	No Comparison	No Comparison	No Comparison
	Planned Unit Development Specific Plan Amendment	Deposit	\$ 8,816	\$ 11,522	\$ 11,522					
	Planned Unit Development Precise Plan	Deposit	\$ 8,816	\$ 11,522	\$ 11,522					
	Planned Unit Development Precise Plan Amendment	Deposit	\$ 4,558	\$ 5,185	\$ 5,185					
	Annexation/Prezoning	Deposit	\$ 17,693	\$ 20,164	\$ 20,164					
6	Appeals									
	Filing Fee - Outside CA Coastal Commission (CCC) Appeals Jurisdiction	Flat Fee	\$ 264	\$ 576	\$ 576	Appeal to City Council: \$1,600	\$ 443	No Comparison	Appeal Fee to Planning Commission or City Council: \$2,098	\$ 451
	Filing Fee - Within CA Coastal Commission (CCC) Appeals Jurisdiction	No Fee	no charge	\$ 576	no charge	Appeal to Planning Commission: \$247				
	Processing Fee - Paid by developer	Deposit	\$ 3,777	\$ 4,321	\$ 4,321	No Comparison				

Fee No.	Fee Name	Fee Unit Type	Current Fee / Deposit	Cost of Service Per Activity	Rec'd Fee Level / Deposit	Belmont [1]	Brisbane [2]	Pacifica [3]	San Carlos [4]	San Mateo County [5]
PLANNING DIVISION FEES										
7	Land Division and Merger									
	Certificate of Compliance	Deposit	\$ 2,278	\$ 2,592	\$ 2,592	\$ 3,315	(a) and (b): \$1,181 (c): \$425	\$5,000 initial deposit; charged at the rate of \$238/hour and for Contract or consultant services	No Comparison	Verifying Parcel Legality: \$1,782 Legalizing Parcel: \$6,796
	Lot Merger	Deposit	\$ 1,006	\$ 1,152	\$ 1,152	No Comparison	\$ 424		\$ 1,257	\$ 400
	Lot Line Adjustment	Deposit	\$ 2,278	\$ 2,592	\$ 2,592	\$ 3,315	\$ 1,129		\$ 1,257	\$ 2,655
	Tentative Parcel Map (four or fewer lots)	Deposit	\$ 4,558	\$ 5,185	\$ 5,185	\$ 13,960	\$ 3,391		\$ 3,771	No Comparison
	Tentative Subdivision Map	Deposit	\$ 12,596	\$ 14,403	\$ 14,403	No Comparison	\$3,391 plus \$275 per lot		\$ 25,139	No Comparison
	Subdivision Agreement	Deposit	\$ 5,037	\$ 5,761	\$ 5,761	No Comparison	No Comparison		No Comparison	No Comparison
	Time Extension	Deposit	\$ 2,278	\$ 2,592	\$ 2,592	No Comparison	\$ 1,627		\$ 1,257	\$ 881
8	Sign Permit									
	Community Development Director Review	Flat Fee	\$ 201	\$ 432	\$ 432	Administrative Sign Review: \$1,047	With Hearing: \$898 Without Hearing: \$378	\$238 per hour	Planning Commission: \$4,713 per project Staff: \$1,257 per project	No Comparison
	Planning Commission Review	Deposit	\$ 1,139	\$ 2,592	\$ 2,592					
	Exceptions Planning Commission Review	Deposit	\$ 1,139	\$ 1,296	\$ 1,296					
	Sign Programs	Flat Fee	NEW	\$ 2,592	\$ 2,592					
9	Other Services									
	Zoning Compliance Letter	Flat Fee	\$ 264	\$ 576	\$ 576	No Comparison	No Comparison	\$ 119	No Comparison	No Comparison
	Public Convenience & Necessity Letter	Flat Fee	\$ 264	\$ 288	\$ 288					
	Water Transfer Letter	Flat Fee	\$ 264	\$ 288	\$ 288					
	Landlord Petition	Deposit	NEW	\$ 4,321	\$ 4,321					
	plus Hearing Officer	Flat Fee	NEW		\$ 4,000					
	Tenant Petition	Deposit	NEW	\$ 4,321	\$ 50					
10	Tree Removal Review									
	up to 5 trees	Flat Fee	\$ 335	\$ 720	\$ 720	Removal Permit: \$88 Requireing Planning commision Review: \$5,962	\$ 387	With a building permit: N/A Without a building permit: \$238 per hour	\$ 750	1st 3 trees: \$154 ea. 4th thru 6th: \$89 ea. Trees beyond 6th: \$60 ea.
	More than 5 trees	Deposit	\$ 529	\$ 1,296	\$ 1,296					
11	Mobile Food Vendor Permit	Flat Fee	\$ 264	\$ 288	\$ 288	No Comparison	No Comparison	\$ 515	No Comparison	No Comparison
12	Sound Amplification Permit	Flat Fee	\$ 264	\$ 288	\$ 288	No Comparison	\$ 223	No Comparison	No Comparison	No Comparison
13	Fees Required by other Agencies									
	1. California Department of Fish and Wildlife	per agency schedule	Fee required to review various environmental documents		Fee required to review various environmental documents	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
	2. Local Agency Formation Commission (LAFCo)	per agency schedule	Annexation fees vary by acreage		Annexation fees vary by acreage					
	3. San Mateo County Recorder	per agency schedule	Fee required to record and/or post various documents		Fee required to record and/or post various documents					

Fee No.	Fee Name	Fee Unit Type	Current Fee / Deposit	Cost of Service Per Activity	Rec'd Fee Level / Deposit	Belmont [1]	Brisbane [2]	Pacifica [3]	San Carlos [4]	San Mateo County [5]
PLANNING DIVISION FEES										
14	Short-Term Vacation Rental (STR) Registration									
	Initial Registration	Flat Fee	\$ 792	\$ 288	\$ 288	<i>No Comparison</i>	Short Term Rental Permit: \$360	<i>No Comparison</i>	<i>No Comparison</i>	Short Term Rental Permit: \$300
	Annual Registration Renewal	Flat Fee	\$ 264	\$ 288	\$ 288					
	Initial Inspection	Flat Fee	NEW	\$ 279	\$ 279					
15	Public Works Project Review / Support									
	1. Review of Public Works project applications, plans, maps, etc.	Per Hour	\$ 239	\$ 288	\$ 288	<i>No Comparison</i>	<i>No Comparison</i>	<i>No Comparison</i>	<i>No Comparison</i>	<i>No Comparison</i>
16	Building Plan Review / Support									
	1. Minor Residential Improvement or Addition		NEW	\$ 288	\$ 288	35 % of Building Fee	<i>No Comparison</i>	\$238 per hour	\$ 943	No Charge
	2. Tenant Improvement		NEW	\$ 288	\$ 288				\$ 943	
	3. New SFD		NEW	\$ 432	\$ 432				\$ 1,571	
	4. New Multifamily or Non-Residential		NEW	\$ 576	\$ 576				\$ 3,771	
	5. Additions to Square Footage - Residential and Non-Residential		NEW	\$ 288	\$ 288				<i>No Comparison</i>	
									1 Resubmittal: \$400 Additional Resub: \$100 Plan Revision: \$150	
17	General Plan Update Fee	Per Permit	NEW		15.93%	0.75% of Building Valuation	<i>No Comparison</i>	0.252% of construction value	Staff Support = 1% and Contract Services = 0.15% of Building Project Valuation for all New Construction and Additions; Fee is Applied on Building Permit	<i>No Comparison</i>

Notes
 [1] Source "Belmont Fee Schedule FY 2023-24.pdf"
 [2] Source "Brisbane Fee Schedule FY 2023-24.pdf"
 [3] Source "Pacifica Fee Schedule FY 2023-24.pdf"
 [4] Source "SanCarlos Fee Schedule FY 2023-24.pdf"
 [5] Source "SM Planning FeeSchedule2020.pdf"

APPENDIX B.3

Comparative Fee Survey – Code Enforcement

Fee No.	Fee Name	Fee Unit Type	Current Fee / Deposit	Cost of Service Per Activity	Rec'd Fee Level / Deposit	Belmont [1]	Brisbane [2]	Pacifica [3]	San Carlos [4]	San Mateo County [5]
CODE ENFORCEMENT										
1	Code Enforcement Process									
	Property related inspections required to verify code compliance					Complaint Investigation and Follow-Up: (each occurrence / trip / verified complaint) \$386 (City uses San Mateo CFD) Administrative Violations: (Infractions) 1st Violation: \$100 2nd Violation: \$200 3rd Violation: \$500 (Misdemeanor) 1st Violation: \$100 2nd Violation: \$300 3rd Violation: \$500	<i>No Comparison</i>	Administrative Citations: 1st Violation: \$100 2nd Violation: \$200 3rd Violation: \$500 Misdemeanor Citation: \$1,000 Late Fees: 50% of fine, plus full fine amount Public Nuisance Abatement Assessment: Actual abatement cost - 100% to property owner plus 10% administrative fee Private Property Abatement: \$268	Administrative Citations: 1st Violation: \$100 2nd Violation: \$200 3rd Violation: \$500	<i>No Comparison</i> <i>County states that each City's Code Enforcement enforces regulations</i>
	Initial Complaint	per complaint	NEW	\$ 86	\$ -					
	Preliminary Investigation	per complaint	NEW	\$ 86	\$ -					
	Initial Inspection									
	Violation found	per inspection	NEW	\$ 172	\$ 172					
	No violation found	per inspection	NEW	\$ 172	\$ -					
	Code enforcement costs incurred by the City after initial investigation and after violation notice									
	Follow up inspection after initial inspection and notice issued	per inspection	NEW	\$ 172	\$ 172					
	If case has not been abated after initial/follow-up inspection	per inspection	NEW	\$ 172	\$ 172					
2	Short-term Rentals	per verified complaint	\$ -	\$ -	\$ -	<i>No Comparison</i>	<i>No Comparison</i>	<i>No Comparison</i>	<i>No Comparison</i>	<i>No Comparison</i>
3	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.	hourly	NEW	\$ 172	\$ 172	<i>No Comparison</i>	<i>No Comparison</i>	<i>No Comparison</i>	<i>No Comparison</i>	<i>No Comparison</i>

Notes

[1] Source "Belmont Fee Schedule FY 2023-24.pdf"
[2] Source "Brisbane Fee Schedule FY 2023-24.pdf"
[3] Source "Pacifica Fee Schedule FY 2023-24.pdf"
[4] Source "SanCarlos Fee Schedule FY 2023-24.pdf"
[5] Source: San Mateo County website <https://www.smchealth.org/contact/code-enforcement-city>

APPENDIX B.4

Comparative Fee Survey – Public Works, Engineering

Fee No.	Fee Name	Fee Unit Type	Current Fee / Deposit	Cost of Service Per Activity	Rec'd Fee Level / Deposit	Belmont [1]	Brisbane [2]	Pacifica [3]	San Carlos [4]	San Mateo County [5]
PUBLIC WORKS / ENGINEERING FEES										
0	Public Works Hourly Rate		\$ 233	\$ 338	\$ 338	\$ 358	\$ 155	\$ 238	Maintenance: \$258 Engineering Staff: \$200	Hourly Rate of Public Works Staff [5a]
1	Public Improvement Plan Check Fee (including grading)									
	Valuation (\$)									
	\$ 10,000.00	Base Fee @ \$10,000	\$ 976	\$ 1,353	\$ 1,353	\$ 715	No Comparison - Based on CY	\$5,000 initial deposit; charged at the rate of \$238/hour and for Contractor consultant services	Civil Plan Check Minor: \$2,004 Moderate: \$3,906 Major: \$5,710 Subsequent Review: \$500	No Comparison
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 47	\$ 68	\$ 67.64	\$358 per hour in excess of 2 hours				
	\$ 100,000.00	Base Fee @ \$100,000	\$ 5,369	\$ 7,440	\$ 7,440	\$ 1,788				
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 39	\$ 57	\$ 56.65	\$358 per hour in excess of 5 hours				
	\$ 500,000.00	Base Fee @ \$500,000	\$ 21,726	\$ 30,099	\$ 30,099	\$ 5,364			Utility Companies PC Minor: \$200 Moderate: \$401 Major: \$701	
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 41	\$ 60	\$ 60.20	\$358 per hour in excess of deposit				
2	Construction Inspection									
	Valuation (\$)									
	\$ 10,000.00	Base Fee @ \$10,000	\$ 976	\$ 1,353	\$ 1,353	\$358 per hour	No Comparison - Based on CY	\$5,000 initial deposit; charged at the rate of \$238/hour and for Contractor consultant services	Minor (1-3 inspections): \$451 Moderate (4-5 inspections): \$751 Major (6-10 inspections): Deposit / Actual Cost	No Comparison
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 79	\$ 113	\$ 112.73					
	\$ 100,000.00	Base Fee @ \$100,000	\$ 8,299	\$ 11,498	\$ 11,498					
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 62	\$ 90	\$ 90.46					
	\$ 500,000.00	Base Fee @ \$500,000	\$ 34,423	\$ 47,684	\$ 47,684				Additional Inspection: \$150 each	
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 66	\$ 95	\$ 95.37					
3	Final Maps									
	Parcel Map (up to 4 lots)									
	City Admin Fee	Deposit	\$ 6,854	\$ 2,705	\$ 2,705	\$11,443 up to 32 hours \$358 per hour in excess of 32 hours	\$614 plus actual cost SL review (requires \$1,500 Force Account min)	\$5,000 initial deposit; charged at the rate of \$238/hour and for Contract or consultant services	\$ 2,504	No Comparison
	Consultant/Land Surveyor	Actual Cost	Actual Cost		Actual Cost	Actual Cost + 30%	No Comparison	Contract amount plus 10% admin fee	Deposit / Actual Cost	
	Tract Map (5 or more lots)									
	City Admin Fee	Deposit	\$ 6,854	\$ 4,058	\$ 4,058	\$17,879 up to 50 hours \$358 per hour in excess of 50 hours	\$614 plus actual cost SL review (requires \$1,500 Force Account min)	\$5,000 initial deposit; charged at the rate of \$238/hour and for Contract or consultant services	\$ 2,905	No Comparison
	Consultant/Land Surveyor	Actual Cost	Actual Cost		Actual Cost	Actual Cost + 30%	No Comparison	Contract amount plus 10% admin fee	Deposit / Actual Cost	

Fee No.	Fee Name	Fee Unit Type	Current Fee / Deposit	Cost of Service Per Activity	Rec'd Fee Level / Deposit	Belmont [1]	Brisbane [2]	Pacifica [3]	San Carlos [4]	San Mateo County [5]	
4	Subdivision Improvement Agreement/Legal Fee										
	City Admin Fee	Deposit	\$ 3,410	\$ 5,411	\$ 5,411	No Comparison	No Comparison	\$2,226 initial deposit; charged at rate of \$238/hr and for Contract/Consultant services	No Comparison	No Comparison	
	Consultant/Land Surveyor	Actual Cost	Actual Cost		Actual Cost						
5	Encroachment Permits Plan Review & Inspection										
	Spot Repair (i.e. water leaks, pothole patches)	Flat Fee	\$ 486	\$ 676	\$ 676	No Comparison	Encroachment Permits \$112 per hour plus actual cost insp w/Force Account minimum \$500	Encroachment Permits and Inspection ; hourly charge rate basis: \$238 per hour	No Comparison	No Comparison	
	Excavation/Restoration up to 100 LF	Flat Fee	\$ 976	\$ 1,353	\$ 1,353	No Comparison			No Comparison		
	each additional 50 LF	Flat Fee	\$ 486	\$ 676	\$ 676	Sidewalk: up to 100 sqft \$1,073 101 sqft or more \$1,430 Driveway Approach: \$1,609			Sidewalk dining or outdoor Disply Initial and Annual Review : \$300		
	Curb, gutter, sidewalk, or driveway less that 100 LF	Flat Fee	\$ 976	\$ 1,353	\$ 1,353						
	each additional 50 LF	Flat Fee	\$ 486	\$ 676	\$ 676	Sewer Lateral in Easement on Private Property: \$626 In R/W: \$1,162			No Comparison		
	Sewer Drain connections, repair or extension up to 100 LF	Flat Fee	\$ 976	\$ 1,353	\$ 1,353						
	each additional 50 LF	Flat Fee	\$ 486	\$ 676	\$ 676						
	Storm Drain connection, repair or extension up to 100 LF	Flat Fee	\$ 976	\$ 1,353	\$ 1,353	No Comparison			2 x permit fee		Actual Cost
	each additional 50 LF	Flat Fee	\$ 486	\$ 676	\$ 676						
	Unpermitted encroachments	Fine / Penalty	2 x Permit fee		2 x Permit fee						
	Permit Time Extension	Flat Fee	\$ 119	\$ 169	\$ 169	\$358/hr	No Comparison	No Comparison			
6	Public Right-of-Way/Easement Encroachment (Temporary)	Flat Fee	\$ 241	\$ 338	\$ 338	\$2,861 based on 8 hours or \$358 per hour	No Comparison	No Comparison	No Comparison	No Comparison	
7	Grading Permits Plan Review and Inspection										
	Grade changes 50 – 1,000 CY	Flat Fee	\$ 976	\$ 1,353	\$ 1,353	0-50 CY: \$1,073 >50 CY: \$1073 + \$3/CY	6-50 CY: \$561 51-100 CY: \$1,012 101-1,000 CY: \$16,577 1,001-10,000 CY: \$25,100 10,001-100,000 CY: \$4,871 + actual cost for inspection 100,001-200,000 CY: \$8,120 + actual cost for inspection 200,000 or more CY: \$16,244 + actual cost for inspection	Actual time and materials \$238 per hour	<1,000 CY: \$valuation of Improvements + 20% Contingency	1-100 cby: \$1,482 101-1,000 cby: \$3,489 1,001-5,000 cby: \$5,333 5,001-10,000 cby: \$5,783 10,001-100,000 cby: \$8,213 100,001 cby and above: \$9,633	
	Additional 100 CY over 1000	Flat Fee	\$ 241	\$ 338	\$ 338				>1,000 CY: \$valuation of Improvements + 20% Contingency, plus Performance bond		
8	Sewer										
	FOG Certification - Initial	Flat Fee	\$ 55	\$ 338	\$ 338	\$ 1,073	No Comparison	No Comparison	No Comparison	No Comparison	
	FOG Certification - Annual Renewal	Flat Fee	NEW	\$ 338	\$ 338					No Comparison	
	Transfer of Uninstalled Capacity Fee	Flat Fee	\$ 486	\$ 338	\$ 338					\$ 294	
	Re-Inspection for Non-Compliance	Flat Fee	NEW	\$ 338	\$ 338	\$ 536				No Comparison	

Fee No.	Fee Name	Fee Unit Type	Current Fee / Deposit	Cost of Service Per Activity	Rec'd Fee Level / Deposit	Belmont [1]	Brisbane [2]	Pacifica [3]	San Carlos [4]	San Mateo County [5]
9	Supporting to Planning					For Development Review applications requiring Engineering review, but with no fee specified in the fee schedule, the Master Revenue Schedule allows the Engineering Division to collect up to 20 hours staff time as deposit at the time of submission. A fee will be charged at the current hourly rate plus 130% of actual consultant costs.	No Comparison	All Development Applications shall require a deposit based on estimated number of staff hours to process an application (including materials, postage, etc). The deposit will be expended during application processing according to the adopted hourly rate, billed at each quarter hour. Addtl funds may be requested, if necessary. Remaining deposit will be returned at project completion.	Planning Referral Plan Check City processing fee: \$1,002 Consulting Review: Deposit/Actual Cost	Review Fee: \$400 [5b] Each Addtl Service (Review or Inspection): \$100
	1. Pre-Entitlement Processing									
	Pre-Application Review	Flat Fee	\$ 220	\$ 676	\$ 676	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
	2. Coastal Development Permit Processing									
	Coastal Development Permit Exemption	Flat Fee	\$ 241	\$ 676	\$ 676					
	Single Family Residential	Deposit	\$ 890	\$ 1,353	\$ 1,353					
	Accessory Dwelling Unit - New Development	Deposit	\$ 486	\$ 676	\$ 676					
	Multiple Family Residential	Deposit	\$ 1,837	\$ 2,705	\$ 2,705					
	Commercial / Mixed Use	Deposit	\$ 1,837	\$ 2,705	\$ 2,705					
	Industrial / Institutional	Deposit	\$ 1,837	\$ 2,705	\$ 2,705					
	Other Development					No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
	Public Works Director/ City Engineer Review	Deposit	\$ 919	\$ 1,353	\$ 1,353					
	Planning Commission	Deposit	\$ 1,837	\$ 2,705	\$ 2,705					
	Amendments									
	Minor Amendment	Flat Fee	\$ 241	\$ 1,353	\$ 1,353					
	Major Amendment	Deposit	\$ 1,837	\$ 2,705	\$ 2,705					
	3. Environmental Clearance Processing									
	CEQA/NEPA Environmental Clearance									
	Negative Declaration	Deposit	\$ 856	\$ 1,353	\$ 1,353	\$ 3,576	No Comparison	No Comparison	No Comparison	Review of ND or EIR \$325 plus publication cost
	EIR	Deposit	\$ 1,713	\$ 2,705	\$ 2,705	\$ 3,576	No Comparison	No Comparison	No Comparison	
	4. Entitlement Processing									
	Commercial Cannabis Business License	Deposit	\$ 1,672	\$ 2,705	\$ 2,705	No Comparison				
	Use Permit	Deposit	\$ 836	\$ 1,353	\$ 1,353	\$ 2,324				
	Variance/ Exception Planning Commission	Deposit	\$ 919	\$ 1,353	\$ 1,353	\$ -				
	Exception/ Community Development Director	Deposit	\$ 919	\$ 1,353	\$ 1,353	\$ 2,861				
	Zoning, LCP, and 6P Amendments									
	LCP/ 6P	Deposit	\$ 919	\$ 1,353	\$ 1,353	\$ -	No Comparison	No Comparison	No Comparison	No Comparison
	IP/ Rezoning	Deposit	\$ 919	\$ 1,353	\$ 1,353	\$ -				
	Planned Unit Development Specific Plan	Deposit	\$ 919	\$ 1,353	\$ 1,353					
	Planned Unit Development Specific Plan Amendment	Deposit	\$ 919	\$ 1,353	\$ 1,353					
	Planned Unit Development Precise Plan	Deposit	\$ 919	\$ 1,353	\$ 1,353					
	Planned Unit Development Precise Plan Amendment	Deposit	\$ 919	\$ 1,353	\$ 1,353					
	Annexation/ Prezoning	Deposit	\$ 919	\$ 1,353	\$ 1,353					

Fee No.	Fee Name	Fee Unit Type	Current Fee / Deposit	Cost of Service Per Activity	Rec'd Fee Level / Deposit	Belmont [1]	Brisbane [2]	Pacifica [3]	San Carlos [4]	San Mateo County [5]
	Land Division and Merger									
	Certificate of Compliance	Deposit	\$ 919	\$ 1,353	\$ 1,353	No Comparison				
	Lot Merger	Deposit	\$ 459	\$ 676	\$ 676	No Comparison				
	Lot Line Adjustment	Deposit	\$ 919	\$ 1,353	\$ 1,353	\$ 3,218				
	Parcel Map (four or fewer lots)	Deposit	\$ 1,837	\$ 2,705	\$ 2,705					
	Tentative Subdivision Map	Deposit	\$ 3,675	\$ 5,411	\$ 5,411					
	Subdivision Agreement	No Fee	No Fee		No Fee	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
	Time Extension	Deposit	\$ 919	\$ 1,353	\$ 1,353					
	Public Works Director Review	Deposit	\$ 228	\$ 338	\$ 338					
10	Building Plan Review / Support									
	1. Minor Residential Improvement or Addition	Flat Fee	\$ 241	\$ 676	\$ 676	No Comparison	No Comparison	Review of building permits \$238/hour	Building Referral, Review of On-Site Civil: \$401	No Comparison
	2. Tenant Improvement	Flat Fee	\$ 486	\$ 676	\$ 676					
	3. New SFD	Flat Fee	\$ 486	\$ 1,353	\$ 1,353					
	4. New Multifamily or Non-Residential	Flat Fee	\$ 1,217	\$ 2,029	\$ 2,029					
11	Special Events		NEW		See Admin Fee Schedule	No Comparison	No Comparison	\$238/hour	No Comparison	No Comparison
12	Special Studies Review									
	City Staff	Each	NEW	\$ 1,015	\$ 1,015	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
	Consultant	Per Project	NEW - Actual Cost		Actual Cost					
13	Stormwater Inspection Program									
	1. C.3 Treatment Inspections	Flat Fee	NEW	\$ 320	\$ 320	NPDES Inspection Fees: Comm: <1 acre: \$4,112 Res: <1 acre: \$1,073 C&R 1-5 acres: \$4,827 C&R >5 acres: \$10,728 Addtl Inspection: \$358	Consult Cost + \$186	No Comparison	\$ 401	No Comparison
	2. C.4 Commercial/Industrial Business Inspections	Flat Fee	NEW	\$ 160	\$ 160				\$ 200	
	3. C.6 Wet Weather Construction Site Inspections (Seasonal per Site)	Per Site	NEW	\$ 3,360	\$ 3,360					
	4. Reinspection/Corrective Action Due to Non-Compliance	Flat Fee	NEW	\$ 160	\$ 160					

Notes

- [1] Source "Belmont Fee Schedule FY 2023-24.pdf"
- [2] Source "Brisbane Fee Schedule FY 2023-24.pdf"
- [3] Source "Pacifica Fee Schedule FY 2023-24.pdf"
- [4] Source "SanCarlos Fee Schedule FY 2023-24.pdf"
- [5] Source "SM Planning FeeSchedule2020.pdf"
- [5a] Document 9.3 Inclusion of San Mateo County Department of Public Works Fees to LAFCo Fee Schedule – Information Only.pdf shows that services provided by County Department of Public Works are charged the hourly rate of Public Works staff
- [5b] Department of Public Works Fee includes one review of applicant's proposed project and two site inspections. County Staff time beyond these services will be charged \$100 for each additional review or site inspection

APPENDIX B.5

Comparative Fee Survey – Building

Fee No.	Fee Name	Fee Unit Type	Current Fee / Deposit	Cost of Service Per Activity	Recommended Fee Level	Belmont [1]	Brisbane [2]	Pacifica [3]	San Carlos [4]	San Mateo County [5]
BUILDING FEES										
0	Building Hourly Rates (minimum 2 hours)		\$ 191							
	Inspections outside of normal business hours	Per Hour	\$ 287	\$ 279	\$ 279	\$349.38/hr (Min charge 2 hrs)	\$105/hr (Min charge 1 hr)	For contracted positions, fee is actual consultant cost. For in-house City employee positions, fee is time and a half, two hour minimum	\$466 (Min charge 2 hrs) \$233 each addt'l hour	No Comparison
	Inspection on Sundays and Holidays	Per Hour	\$ 382	\$ 279	\$ 279	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
	Reinspection fees	Per Hour	\$ 191	\$ 279	\$ 279	\$349.38	No Comparison	No Comparison	\$ 216	\$ 165
	Inspection for which no fee is specifically indicated	Per Hour	\$ 191	\$ 279	\$ 279	\$349.38 (Min charge 1/2 hr)	No Comparison	\$ 250	\$ 216	\$ 165
1	Building Permit Fee for Alterations, Additions, and New Construction (based on valuation of improvement)								SFRs: Less Than \$5,000 = \$324 \$5,000 - \$24,999 = \$324 \$32.41/addt'l \$1,000	
	Valuation (\$)						[2a]		\$25,000 - \$49,999 = \$972 \$30.25/addt'l \$1,000	[5a]
	0 - 500	Per Permit	\$ 191	\$ 363	\$ 363	\$ 37.50	\$35	\$ 71		\$0 - \$1,000 = \$165
	501 - 2,000	Valuation							\$50,000 - \$99,999 = \$1,729 \$30.25/addt'l \$1,000	\$1,001 - \$5,000 = \$330
	First 500		\$ 258	\$ 363	\$ 363	\$ 37.50	\$35-\$78	\$ 71		
	Each Additional 100 or fraction thereof		\$ 12.00	\$ 20.46	\$ 20.46	\$ 4.33		\$ 4		
	2,001 - 25,000	Valuation							\$100,000 - \$499,999 = \$3,241 \$9.18/addt'l \$1,000	\$5,001 - \$10,000 = \$495
	First 2,000		\$ 479	\$ 670	\$ 670	\$ 110	\$81-\$440	\$ 131		
	Each Additional 1,000 or fraction thereof		\$ 1.00	\$ 3.64	\$ 3.64	\$ 19.94		\$ 19		\$10,001 - \$20,000 = \$990
	25,001 - 50,000	Valuation							\$500,000 - \$999,999 = \$6,915 \$6.92/addt'l \$1,000	\$20,001 - \$30,000 = \$1,320
	First 25,000		\$ 540	\$ 753	\$ 753	\$ 740	\$456-\$749	\$ 568		
	Each Additional 1,000 or fraction thereof		\$ 5.00	\$ 10.04	\$ 10.04	\$ 14.39		\$ 17		\$30,001 - \$40,000 = \$1,650
	50,001 - 100,000	Valuation							\$1,000,000 and up = \$10,373 \$7.78/addt'l \$1,000	\$40,001 - \$50,000 = \$1,980
	First 50,000		\$ 722	\$ 1,004	\$ 1,004	\$ 1,560	\$761-\$1,169	\$ 993		\$50,001 - \$75,000 = 2,970
	Each Additional 1,000 or fraction thereof		\$ 3.00	\$ 5.02	\$ 5.02	\$ 9.98		\$ 17		\$75,001 - \$100,000 = \$3,960
	100,001 - 500,000	Valuation							MFRs/Comm/Industrial: Less Than \$10,000 = \$540	\$100,001 - \$500,000 = \$3960 for the first \$100,000 plus \$20 for each addt'l \$1,000 or fraction thereof
	First 100,000		\$ 902	\$ 1,255	\$ 1,255	\$ 5,814	\$ 1,000	\$ 1,443		
	Each Additional 1,000 or fraction thereof		\$ 3.00	\$ 5.23	\$ 5.23	\$ 7.98	\$ 6.12	\$ 8		
	500,001 - 1,000,000	Valuation							\$10,000 - \$24,999 = \$540 \$72.03/addt'l \$1,000	\$500,001 and up = \$11,960 for the first \$500,000 plus \$20 for each addt'l \$1,000 or fraction thereof
	First 500,000		\$ 2,413	\$ 3,348	\$ 3,348	\$ 9,611	\$ 3,610	\$ 4,643		
	Each Additional 1,000 or fraction thereof		\$ 5.00	\$ 9.37	\$ 9.37	\$ 6.76	\$ 6.12	\$ 6		
	1,000,001 - 2,500,000	Valuation							\$25,000 - \$49,999 = \$1,621 \$38.90/addt'l \$1,000	
	First 1,000,000		\$ 5,792	\$ 8,034	\$ 8,034	\$ 13,402	\$ 6,670	\$ 7,643		
	Each Additional 1,000 or fraction thereof		\$ 6.00	\$ 0.56	\$ 0.56	\$ 5.20	\$ 6.12	\$ 5		
	2,500,001 - 5,000,000	Valuation							\$50,000 - \$99,999 = \$2,593 \$43.22/addt'l \$1,000	
	First 2,500,000		\$ 14,792	\$ 8,871	\$ 8,871	\$ 21,202	\$ 15,850	\$ 15,143		
	Each Additional 1,000 or fraction thereof		\$ 6.00	\$ 0.33	\$ 0.33	\$ 5.20	\$ 6.12	\$ 5		
	5,000,001 and above	Valuation							\$100,000 - \$499,999 = \$4,754 \$14.05/addt'l \$1,000	
	First 5,000,000		\$ 29,792	\$ 9,708	\$ 9,708	\$ 34,202	\$ 31,150	\$ 27,643		
	Each Additional 1,000 or fraction thereof		\$ 6.00	\$ 1.94	\$ 1.94	\$ 5.20	\$ 6.12	\$ 5	\$500,000 - \$999,999 = \$10,373	
2	Building Plan Check Fee	Per Project	65% of Building Permit Fee		65% of Building Permit Fee	65% of Building Permit Fee For use of outside consultants for plan checking and inspections, or both: Actual Cost + 30%	Residential: 50% of the permit fee Commercial: 60% of the permit fee	65% of Building Fee	75% of Building Fee	65% of Permit Fee

Fee No.	Fee Name	Fee Unit Type	Current Fee / Deposit	Cost of Service Per Activity	Recommended Fee Level	Belmont [1]	Brisbane [2]	Pacifica [3]	San Carlos [4]	San Mateo County [5]		
BUILDING FEES												
MISCELLANEOUS FEES - FLAT RATE PERMITS												
3	Address Assignment											
	Residential	Per Permit	\$ 96	\$ 139	\$ 139	No Comparison	\$ 128	\$ 250	\$ 216	\$ 165		
	Non-Residential	Per Hour	\$ 191	\$ 279	\$ 279							
4	Demolition	Up to 2 Hours	\$ 384	\$ 418	\$ 418	No Comparison	\$35 minimum fee. Use Valuation Schedule.	No Comparison	\$ 216	No Comparison		
5	Re-Roof											
	Single Family Residential	Each	\$ 287	\$ 558	\$ 315	No Comparison	\$35 per 1,000 sq ft	No Comparison	No Comparison	\$165 for the 1st 1,000 sq ft \$110/each addt'l 1,000 sq ft An addt'l \$100 planning review fee may apply for properties in design review districts		
	Multifamily/Non-Residential (less than 5,000 sq. ft.)	Each	\$ 426	\$ 614	\$ 469							
	Multifamily/Non-Residential (greater than 5,000 sq. ft.)	Valuation	See Building Valuation		See Building Valuation							
6	Solar/Photovoltaic - per GC 66015											
	Photovoltaic Residential System (Up to 15kW)	Per Permit	\$191/hr	\$ 558	\$ 450	Solar PV and Thermal Permit; AB1414 \$493 plus \$15 per kW above 15kW	No Comparison	No Comparison	No Comparison	\$ 450		
	For each kW over 15 kW	Per kW	\$191/hr	\$ 37	\$ 15						\$ 15	
	Photovoltaic Commercial Systems (Up to 50 kW)	Per Permit	\$191/hr	\$ 697	\$ 697						\$ 375	\$ 1,000
	Between 51kW and 250kW	Per kW	\$191/hr	\$ 1	\$ 1						\$ 7	\$ 7
	Photovoltaic Commercial Systems (250kW)	Per Permit	\$191/hr	\$ 837	\$ 837						No Comparison	no comparison
	For each kW over 250kW	Per kW	\$191/hr	\$ 3	\$ 3						No Comparison	\$ 5
MECHANICAL, ELECTRICAL, PLUMBING PERMIT AND PLAN CHECK FEES (WHEN ASSOCIATED WITH A BUILDING PERMIT)												
7	New Residential Buildings											
	For new multifamily residential buildings (apartments and condominiums) having three or more living units, including the area of garages, carports, and other non-commercial automobile storage areas constructed at the same time, per square foot	Per 100 s.f.	\$ 16	\$ 22	\$ 22	\$ 15	No Comparison	\$ 12	Electrical/Plumbing: \$216 (min 1,700 sq ft) plus addt'l \$0.08/sq ft	\$3-\$7 / sq ft		
	For new single and two-family residential buildings, including the area of garages, carports and other minor accessory buildings constructed at the same time, per square foot	Per 100 s.f.	\$ 16	\$ 22	\$ 22	\$ 15		\$ 13	Mechanical: \$108 Remodel; \$216 (min 1,700 sq ft) plus addt'l \$0.08/sq ft			
<i>For other types of residential occupancies and alteration, and modifications to existing residential buildings, use the UNIT FEE SCHEDULE</i>												
8	New Non-Residential Buildings											
	For new non-residential buildings including the area of garages, storage rooms, mechanical rooms, utility rooms and other areas constructed at the same time, per square foot											
	For new non-residential buildings less than 5,000 square feet	Per 100 s.f.	varies - itemized	\$ 22	\$ 22	\$ 15	No Comparison	No Comparison	Electrical/Plumbing: \$2,161 (min 3,000 sq ft) plus addt'l \$0.15/sq ft	\$3-\$7.50 / sq ft		
	For new non-residential buildings greater than 5,000 square feet	Per 100 s.f.	varies - itemized	\$ 17	\$ 17				Mechanical: \$648 (min 3,000 sq ft) plus addt'l \$0.15/sq ft			

Fee No.	Fee Name	Fee Unit Type	Current Fee / Deposit	Cost of Service Per Activity	Recommended Fee Level	Belmont [1]	Brisbane [2]	Pacifica [3]	San Carlos [4]	San Mateo County [5]
BUILDING FEES										
MECHANICAL, ELECTRICAL, PLUMBING PERMIT AND PLAN CHECK FEES (WHEN NOT ASSOCIATED WITH A BUILDING PERMIT)										
9	Stand Alone MPE Permit Residential									
	Single Item Permit from lists below, assumes 1 inspection	Each	\$ 46	\$ 246	\$ 246	City Uses Unit Fee Schedule		City Uses Unit Fee Schedule	City Uses Unit Fee Schedule	See Below [5b]
	Single Item Permit, Water Heater Only	Per Permit	\$ 46	\$ 246	\$ 125	Water Heater including vent: \$180.87		Water Heater \$19	Water Heater \$109	Water Heater \$165
	2 - 3 items from the lists below, assumes 1 inspection required	Per Permit	NEW	\$ 358	\$ 358					[5b]
	4 - 6 items, assumes 1 inspection required	Per Permit	NEW	\$ 516	\$ 516					Application Filing Fee: Easy Review \$50 Moderate Review \$250 Full Review \$500
	Additional Inspection Required	Per Inspection	NEW	\$ 223	\$ 223	City Uses Unit Fee Schedule		City Uses Unit Fee Schedule	City Uses Unit Fee Schedule	Minimum Permit Fee: Residential \$165 Commercial \$330
	Greater than 6 items - please see Valuation Tables	Per Permit	See Valuation		See Valuation					
	Commercial									
	please see Valuation Tables	Per Permit	See Valuation		See Valuation					
10	Mechanical Permit Item List									
	FAU less than 100,000 Btu/h					City uses Unit Fee Schedule with Permit Issuance of \$181.99 and each additional permit \$22.47		City uses Unit Fee Schedule with Permit Issuance of \$43 and special cases permits \$16	City uses Unit Fee Schedule	County uses Unit Fee Schedule
	FAU greater than 100,000 Btu/h									
	Mechanical Alteration / Repair Minor (1 inspection assumed)									
	Hood/Vent System									
							Permits for plumbing, electrical or mechanical work ONLY are based on valuation schedule.			
11	Electrical Permit Item List									
	Generator									
	Services under 600 volts, 400 amps or less									
	Services of 600 volts or less and over 400 amperes to 1000 amperes in rating									
	Services over 600 volts or over 1000 amperes in rating					City uses Unit Fee Schedule with Permit Issuance of \$178.62 and each additional permit \$21.35		City uses Unit Fee Schedule with Permit Issuance of \$43 and special cases permits \$16	City uses Unit Fee Schedule	County uses Unit Fee Schedule
	Electric Meter Reset									
	Subpanel									
	Temporary Power									
	Lighting Poles									
	First pole									
	Each additional									
	Other Minor Electrical Alteration/Repair (1 inspection assumed)									
12	Plumbing Permit Item List									
	Water Service									
	Sewer/Septic					City uses Unit Fee Schedule with Permit Issuance of \$180.87 and each additional permit \$79.76		City uses Unit Fee Schedule with Permit Issuance of \$43 and special cases permits \$16	City uses Unit Fee Schedule	County uses Unit Fee Schedule
	Trap/Interceptor									
	Gas Line Air Test									
	Other Minor Plumbing Alteration/Repair (1 inspection assumed)									

Fee No.	Fee Name	Fee Unit Type	Current Fee / Deposit	Cost of Service Per Activity	Recommended Fee Level	Belmont [1]	Brisbane [2]	Pacifica [3]	San Carlos [4]	San Mateo County [5]
BUILDING FEES										
ADDITIONAL SERVICES										
13	Business License Inspection	per 1/2 hr	\$ 95	\$ 139	\$ 139	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
14	Fee for 4th review onwards-charged on hourly basis	per hour	\$ 191	\$ 279	\$ 279	\$349.38/hr Min charge 1/2 hr	No Comparison	No Comparison	\$ 216	No Comparison
15	Fire Plan Check Administration Fee	per 1/2 hr	\$ 95	\$ 139	\$ 139	No Comparison	\$150 flat	No Comparison	No Comparison	No Comparison
16	General Plan Fee	valuation	0.25% Permit Valuation		15.93%	0.75% of Building Valuation	No Comparison	0.252% of construction value	Staff Support = 1% and Contract Services = 0.15% of Building Project Valuation for all New Construction and Additions; Fee is Applied on Building Permit	No Comparison
17	Miscellaneous Plan Review	per hour	\$ 191	\$ 279	\$ 279	No Comparison	Technical Plan and Report Review: Cost of Consultant + 10%	No Comparison	No Comparison	No Comparison
18	Permit Fees for Work Without Valid Permit (Bldg, Elec, Mech, Plmb, Encroach, Gradng)	Fine / Penalty	2 X Permit Fee		2 X Permit Fee	No Comparison	10 times the permit fee for each permit violation to a maximum of \$4,500 plus the permit fee	Double Building Permit Fee	No Comparison	Refer to SM County Ord Code, Div VII (\$350/day (max \$10,500))
19	Permit Reactivation	per permit	NEW	\$ 279	\$ 279	No Comparison	No Comparison	No Comparison	No Comparison	One-half of original permit fees
20	Plan Revision	per hour	\$ 191	\$ 279	\$ 279	No Comparison	No Comparison	Hourly plan review fees based on rates for all Departments required to review revised permit. Additional Building Permit fees may apply if valuation is affected by modification	No Comparison	\$235 Minimum Building Plan Check Fee. Add'l fees shall be based on the scope of the changes in accordance with this fee schedule.
21	Pre-Site Inspection	per hour	\$ 191	\$ 279	\$ 279	No Comparison	No Comparison	No Comparison	No Comparison	\$165/hr
22	Refund (Update Refund Policy)	per 1/2 hr	\$ 95	\$ 139	\$ 139	No Comparison	No Comparison	No Comparison	No Comparison	[5c]
23	Replaced Job Cards	each	NEW	\$ 70	\$ 70	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
24	Special Structural Inspection Fee - Deposit to be determined by Public Works Director at time of application per Public Works Hourly Rate	deposit	\$ 233	\$ 279	\$ 279	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
25	Transfer of Permit to New Property Owner	each	NEW	\$ 279	\$ 279	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison

Fee No.	Fee Name	Fee Unit Type	Current Fee / Deposit	Cost of Service Per Activity	Recommended Fee Level	Belmont [1]	Brisbane [2]	Pacifica [3]	San Carlos [4]	San Mateo County [5]
BUILDING FEES										

Notes

- [1] Source "Belmont Fee Schedule FY 2023-24.pdf"
- [2] Source "Brisbane Fee Schedule FY 2023-24.pdf", "Brisbane Building Fee Schedule.pdf"
- [2a] Building permit fees for new structures and additions to existing structures are in dollars per square foot of applicable area; Building permit fees for alterations, repairs and interior changes to existing structures are based on project valuation.
- [3] Source "Pacifica Fee Schedule FY 2023-24.pdf"
- [4] Source "SanCarlos Fee Schedule FY 2023-24.pdf"
- [5] Source "SM County Building Permit and Inspection Fee Schedule_Effective 1-15-21.pdf"
- [5a] Square footage schedule is used for New Construction, Additions, Residential Alterations, Repairs, Interior Changes (Remodels); Valuation schedule is used for all other projects (such as TIs, retaining walls, wireless communication facilities, seismic upgrades, water tanks, propane tanks, installation of subdivision improvements, installation or repair of driveways/other impervious services, and replacement of garage slabs.)
- [5b] Easy Review: (e.g. water heater, demo, roofing, windows and other minor repairs);
 Moderate Review: (e.g. interior remodels less than 500 sq ft, swimming pools, landscaping that involves plumbing or structural development, greenhouses)
 Full Review: (e.g. construction of new residential and commercial structures, and additions and remodels that are greater than 500 sq ft or that increase the footprint of the structure)
 Application filing fee is due upon submittal and is non-refundable. Unless otherwise stated, the application fee applies to each filing of a separate permit application, whether for one or several permits, and is applied in addition to the fees identified by the applicable fee schedules.
 Minimum permit fee is for building permits and other permits unless otherwise indicated in miscellaneous fees
- [5c] The Building Official may authorize a refund to an applicant of 75% of the permit fee only if the permit fees, not including plan check, filing, geotechnical, or other ancillary fees, are greater than \$500, County staff has performed no work on the subject permit, the permit has not expired or been cancelled, and the permit was not issued as part of an Information Notice or Stop Work Notice. Refund is made to the property owner or person designated by the owner.

APPENDIX B.6

Comparative Fee Survey – Public Safety

Fee No.	Fee Name	Fee Unit Type	Current Fee / Deposit	Cost of Service Per Activity	Rec'd Fee Level / Deposit	Belmont [1]	Brisbane [2]	Pacifica [3]	San Carlos [4]	San Mateo County [5]
PUBLIC SAFETY FEES										
1	Duplication									
	Public Safety Reports	Each	\$ 10	\$ 31	\$ 15	\$ 24	No Charge	No Charge	\$ 2	\$ 10
	Photo Reproduction	Each	\$ 20	\$ 31	\$ 25	\$24 per page (Digital 8X11) CD Rom \$48	\$ 100	\$ 83	Actual cost of materials	\$ 33
	Audio Tape/CD Reproduction	Per Tape/CD Disc	\$ 20	\$ 31	\$ 25	\$289 per hour	\$ 36	\$ 96		\$ 16
	Audio Tape Reproduction	Per Tape/DVD Disc	\$ 20	\$ 31	\$ 25	\$289 per hour	\$ 36	\$ 96		\$ 16
2	Licensing									
	1. Bingo Establishment Processing (Chapter 3.94)									
	Bingo Establishment	Each	\$ 134	\$ 185	\$ 185	No Comparison	No Comparison	\$ 36	No Comparison	\$ 57
	Renewal	Each/Year	\$ 134	\$ 185	\$ 185					\$ 31
	2. Fortune Telling (Chapter 3.95)									
	New Business	Each	\$ 668	\$ 889	\$ 889	No Comparison	No Comparison	\$ 70	No Comparison	\$ 249
	Renewal	Each/Year	\$ 134	\$ 185	\$ 185					\$ 68
	New Tech.	Each	\$ 668	\$ 889	\$ 889					\$ 249
	Renewal Tech	Each/Year	\$ 134	\$ 185	\$ 185					\$ 68
	3. Massage Establishments (Chapter 3.88)									
	New Business	Each	\$ 668	\$ 889	\$ 889	Massage Annual Inspection : \$150 Massager Permit Processing Fee (per non CAMTC Certified owner)	Massage Certificate of Registration \$132 Renewal: \$34	new - Non State Certified (Non-Practitioner): \$404 New State Certified (Owner): \$62	No Comparison	\$ 249
	Renewal	Each/Year	\$ 134	\$ 185	\$ 185					\$ 68
	Transfer	Each	\$ 668	\$ 889	\$ 889					\$ 249
	Reinstatement	Each	\$ 286	\$ 185	\$ 185					\$ 249
	4. Secondhand Dealers									
	New Dealers	Each	\$ 134	\$ 185	\$ 185	No Comparison	No Comparison	\$ 158	No Comparison	\$ 91
	Renewal	Each/Year	\$ 134	\$ 185	\$ 185					
	5. Solicitor / Peddler									
	New Applicant	Each	\$ 668	\$ 889	\$ 889	\$ 289	No Comparison	No Comparison	No Comparison	\$ 249
	Annual Renewal	Each/Year	\$ 134	\$ 185	\$ 185					\$ 68
3	Miscellaneous Fees									
	Vehicle Release	Per Vehicle	\$ 95	\$ 129	\$ 129	\$ 96	\$ 61	\$ 162	No Comparison	\$ 85
	Repossession Release	Per Vehicle	\$ 15	\$ 37	\$ 15	No Comparison	\$ 15	\$ 15	No Comparison	\$ 15
	Clearance/Special Letters	Each	\$ 42	\$ 62	\$ 40	\$ 48	Resident \$6 Non Resident \$38	\$ 65	\$ 11	\$ 37
	Illegal Sign Confiscation	Per Incidence	\$ 173	\$ 230	\$ 230	No Comparison	No Comparison	No Comparison	No Comparison	\$ 11
	Illegal Fireworks Confiscation	Per Citation	\$ 173	\$ 230	\$ 230					\$ 104

Fee No.	Fee Name	Fee Unit Type	Current Fee / Deposit	Cost of Service Per Activity	Rec'd Fee Level / Deposit	Belmont [1]	Brisbane [2]	Pacifica [3]	San Carlos [4]	San Mateo County [5]
PUBLIC SAFETY FEES										
4	Parking Fees									
	Temporary Offstreet Parking	Per Vehicle Per Year	\$ 21	\$ -	\$ -	No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
5	Citation Fee Schedule (placeholder for MFS, not studied as fees for service)					No Comparison	No Comparison	No Comparison	No Comparison	No Comparison
6	D.U.I. Cost Recovery	Per Response	\$ 749	\$ 989	\$ 989	No Comparison	No Comparison	DUI with Incident: Cost of hours and Car	No Comparison	Booking Fees +\$937

Notes

- [1] Source "Belmont Fee Schedule FY 2023-24.pdf"
- [2] Source "Brisbane Fee Schedule FY 2023-24.pdf"
- [3] Source "Pacifica Fee Schedule FY 2023-24.pdf"
- [4] Source "SanCarlos Fee Schedule FY 2023-24.pdf"
- [5] Source "SM Sheriff HMB_Fee-Sch 2012.pdf"

APPENDIX B.7

Comparative Fee Survey – Recreation Services

Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit		Belmont [1]					Brisbane [2]			
			General Public	Non-Profit/Government	Non-Profit (Belmont Based)	Non-Profit (Not Based in Belmont)	Private (Belmont Resident)	Private (Non-Resident)	Commercial	Resident	Non-Resident	Brisbane Non-Profit	Non-Brisbane Non-Profit
Recreation Fees													
1	Staff support Fees												
	Full Time	Per Hour	NEW	NEW	\$30-\$50	\$30-\$50	\$30-\$50	\$30-\$50	\$30-\$50	Actual Cost			
	Part Time	Per Hour	\$ 25	\$ 25									
2	Facility Rental fees												
	Reservation Processing Fee	Per Rental	NEW	NEW	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	no comparison available			
	Set Up/Tear Down Service Fee Grand Oak Room	Per Rental	NEW	NEW	\$30-\$80	\$30-\$80	Included	Included	Included	no comparison available			
					Barret Community Center - Multi-Use Room					Mission Blue Center - 1 Room			
	Week Day Rate (9am - 5pm)	Per Hour	\$ 60	\$ 25	\$53/hr	\$74/hr	\$89/hr	\$142/hr	\$179/hr	\$ 181	\$ 276	no comparison available	
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 125	\$ 50						\$ 226	\$ 337	no comparison available	
	Security Deposit	Deposit	\$ 500	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 500	\$ 500	no comparison available	
					Barret Community Center - Classroom (No Kitchen)					Mission Blue Center - Entire Facility			
	Week Day Rate (9am - 5pm)	Per Hour	\$ 40	\$ 15	\$37/hr	\$42/hr	\$47/hr	\$58/hr	\$74/hr	\$ 280	\$ 408	no comparison available	
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 100	\$ 30						\$ 350	\$ 516	no comparison available	
	Security Deposit	Deposit	\$ 300	\$ 200	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 500	\$ 500	no comparison available	
					Twin Pines Cottage					Community Center			
	Manzanita Room Week Day Rate (9am - 5pm)	Per Hour	\$ 25	\$ 10	\$58/hr	\$68/hr	\$95/hr	\$110/hr	\$137/hr	\$ 85	\$ 104	no comparison available	
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 60	\$ 20								no comparison available	
	Security Deposit	Deposit	\$ 200	\$ 100	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 200	\$ 200	no comparison available	

Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit		Pacifica [3]				San Carlos [4]			San Mateo County [5]
			General Public	Non-Profit/Government	Resident	Non-Resident	Non-Profit	Commercial	Resident	Non-Resident	Non-Profit	
Recreation Fees												
1	Staff support Fees											
	Full Time	Per Hour	NEW	NEW	Actual Cost				\$ 186	\$ 186	\$ 186	no comparison available
	Part Time	Per Hour	\$ 25	\$ 25					\$ 31	\$ 31	\$ 31	
2	Facility Rental fees											
	Reservation Processing Fee	Per Rental	NEW	NEW	no comparison available				\$ 25	\$ 25	\$ 25	\$ 7
	Set Up/Tear Down Service Fee Grand Oak Room	Per Rental	NEW	NEW	no comparison available				no comparison available			\$110 for first hour + Actual
	Week Day Rate (9am - 5pm)	Per Hour	\$ 60	\$ 25	\$ 47	\$ 63	\$ 26	\$ 89	\$ 86	\$ 104	\$ 60	\$235, 50% off for seniors and schools
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 125	\$ 50	\$ 84	\$ 115	\$ 63	\$ 126	\$ 826	\$ 991	\$ 578	
	Security Deposit	Deposit	\$ 500	\$ 300	no comparison available				Weekend Hourly Addtl: \$107	Weekend Hourly Addtl: \$128	Weekend Hourly Addtl: \$75	
	Oak Room				Card Room				Patio Room (3 hr min on Weekends)			
	Week Day Rate (9am - 5pm)	Per Hour	\$ 40	\$ 15	\$ 42	\$ 47	\$ 21	\$ 52	\$ 68	\$ 81	\$ 48	
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 100	\$ 30	\$ 79	\$ 84	\$ 58	\$ 84	\$ 494	\$ 593	\$ 346	
	Security Deposit	Deposit	\$ 300	\$ 200	no comparison available				Weekend Hourly Addtl: \$107	Weekend Hourly Addtl: \$128	Weekend Hourly Addtl: \$75	
	Manzanita Room				Portola Room				Park View Room (3 hr min on Weekends)			
	Week Day Rate (9am - 5pm)	Per Hour	\$ 25	\$ 10	\$ 42	\$ 47	\$ 21	\$ 52	\$ 107	\$ 128	\$ 75	
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 60	\$ 20	\$ 79	\$ 84	\$ 58	\$ 84	\$ 1,025	\$ 1,230	\$ 717	
	Security Deposit	Deposit	\$ 200	\$ 100	no comparison available				Weekend Hourly Addtl: \$107	Weekend Hourly Addtl: \$128	Weekend Hourly Addtl: \$75	

Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit		Belmont [1]					Brisbane [2]			
			General Public	Non-Profit/Government	Non-Profit (Belmont Based)	Non-Profit (Not Based in Belmont)	Private (Belmont Resident)	Private (Non-Resident)	Commercial	Resident	Non-Resident	Brisbane Non-Profit	Non-Brisbane Non-Profit
	Tree Rooms				Twin Pines Lodge - Entire Facility								
	Week Day Rate (9am - 5pm)	Per Hour	\$ 20	\$ 10									
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 35	\$ 20	\$68/hr	\$89/hr	\$158/hr	\$226/hr	\$273/hr				
	Security Deposit	Deposit	\$ 100	\$ 100	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400				
	Day Rooms				Twin Pines Lodge - Room 4 Only (No Kitchen)								
	Week Day Rate (9am - 5pm)	Per Hour	\$ 20	\$ 10									
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 35	\$ 20	\$42/hr	\$47/hr	\$58/hr	\$68/hr	\$89/hr				
	Security Deposit	Deposit	\$ 100	\$ 100	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400				
	Sun Room				Twin Pines Manor (No Kitchen, only refrigerator)								
	Week Day Rate (9am - 5pm)	Per Hour	\$ 20	\$ 10									
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 35	\$ 20	\$79/hr	\$100/hr	\$168/hr	\$231/hr	\$268/hr				
	Security Deposit	Deposit	\$ 100	\$ 100	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550				
	Ted Adcock Kitchen (Kitchen Only)				Sports Complex Conference Center (No Kitchen, sink only)								
	Week Day Rate (9am - 5pm)	Per Hour	\$ 30	\$ 15									
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 60	\$ 30	\$68/hr	\$89/hr	\$179/hr	\$247/hr	\$315/hr				
	Security Deposit	Deposit	\$ 500	\$ 100	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400				
	Ted Adcock Kitchen (with Room Rental)				Twin Pines Senior & Community Center - Craft Room Only								
	Week Day Rate (9am - 5pm)	Per Hour	\$ 15	\$ 10									
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 30	\$ 20	\$32/hr	\$37/hr	\$42/hr	\$47/hr	\$68/hr				
	Security Deposit	Deposit	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100				
	Train Depot				Twin Pines Senior & Community Center - Entire Facility								
	Week Day Rate (9am - 5pm)	Per Hour	\$ 30	\$ 10									
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 35	\$ 20	\$100/hr	\$126/hr	\$236/hr	\$315/hr	\$347/hr				
	Security Deposit	Deposit	\$ 500	\$ 100	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400				

no comparison available

Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit		Pacifica [3]				San Carlos [4]			San Mateo County [5]
			General Public	Non-Profit/Government	Resident	Non-Resident	Non-Profit	Commercial	Resident	Non-Resident	Non-Profit	
	Tree Rooms											
	Week Day Rate (9am - 5pm)	Per Hour	\$ 20	\$ 10	\$ 37	\$ 42	\$ 16	\$ 47	N/A	N/A	N/A	\$235, 50% off for seniors and schools
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 35	\$ 20	\$ 68	\$ 73	\$ 47	\$ 79	\$ 494	\$ 593	\$ 346	
	Security Deposit	Deposit	\$ 100	\$ 100	no comparison available				Hourly Addtl: \$107	Hourly Addtl: \$128	Hourly Addtl: \$75	
	Day Rooms											
	Week Day Rate (9am - 5pm)	Per Hour	\$ 20	\$ 10	\$ 21	\$ 26	\$ 16	\$ 31	\$ 68	\$ 81	\$ 48	
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 35	\$ 20	\$ 52	\$ 58	\$ 47	\$ 58	\$ 494	\$ 593	\$ 346	
	Security Deposit	Deposit	\$ 100	\$ 100	no comparison available				Hourly Addtl: \$107	Hourly Addtl: \$128	Hourly Addtl: \$75	
	Sun Room											
	Week Day Rate (9am - 5pm)	Per Hour	\$ 20	\$ 10	\$ 21	\$ 26	\$ 16	\$ 31	\$ 68	\$ 81	\$ 48	
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 35	\$ 20	\$ 52	\$ 58	\$ 47	\$ 58	\$ 494	\$ 593	\$ 346	
	Security Deposit	Deposit	\$ 100	\$ 100	no comparison available				Hourly Addtl: \$107	Hourly Addtl: \$128	Hourly Addtl: \$75	
	Ted Adcock Kitchen (Kitchen Only)											
	Week Day Rate (9am - 5pm)	Per Hour	\$ 30	\$ 15	\$ 21	\$ 26	\$ 16	\$ 31	Deposit (Parkview, Patio, and Billiard Rooms)			
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 60	\$ 30	\$ 52	\$ 58	\$ 47	\$ 58	N/A			
	Security Deposit	Deposit	\$ 500	\$ 100	no comparison available				\$500/event			
	Ted Adcock Kitchen (with Room Rental)											
	Week Day Rate (9am - 5pm)	Per Hour	\$ 15	\$ 10	\$ 21	\$ 26	\$ 16	\$ 31	Deposit (Patio, Chestnut Rooms, Gym)			
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 30	\$ 20	\$ 52	\$ 58	\$ 47	\$ 58	N/A			
	Security Deposit	Deposit	\$ 100	\$ 100	no comparison available				\$250/event			
	Train Depot											
	Week Day Rate (9am - 5pm)	Per Hour	\$ 30	\$ 10	N/A	N/A	N/A	N/A	no comparison available			
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 35	\$ 20	\$ 220	\$ 278	\$ 205	\$ 288				
	Security Deposit	Deposit	\$ 500	\$ 100	no comparison available							

Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit		Belmont [1]					Brisbane [2]			
			General Public	Non-Profit/Government	Non-Profit (Belmont Based)	Non-Profit (Not Based in Belmont)	Private (Belmont Resident)	Private (Non-Resident)	Commercial	Resident	Non-Resident	Brisbane Non-Profit	Non-Brisbane Non-Profit
	Smith Field #3				Various Athletic Fields					Athletic Fields			
	No Lights	Per Hour	\$ 20	\$ 20	\$37-\$95 (2-4 hr. min)	\$53-\$105 (2-4 hr. min)	\$58-\$116 (2-4 hr. min)	\$74-\$131 (2-4 hr. min)	\$89-\$147 (2-4 hr. min)	\$ 46	\$ 80	\$ 18	\$ 29
	W/ Lights												
	Turn On/Off Service Fee	Per Rental	NEW	NEW	no comparison available					no comparison available			
	Light Usage Fee	Per Hour	\$ 35	\$ 35	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 29	\$ 29	\$ 29	\$ 29
	Library Community Room (Full Room)												
	Week Day Rate (9am - 5pm)	Per Hour	\$ 25	\$ 10									
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 60	\$ 20									
	Security Deposit	Deposit	\$ 500	\$ 100									
	Library Community Room (Room A)												
	Week Day Rate (9am - 5pm)	Per Hour	\$ 15	\$ 10									
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 25	\$ 20									
	Security Deposit	Deposit	\$ 200	\$ 100									
	Library Community Room (Room B)												
	Week Day Rate (9am - 5pm)	Per Hour	\$ 20	\$ 10									
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 35	\$ 20									
	Security Deposit	Deposit	\$ 300	\$ 100									
	Amphitheater												
	Week Day Rate (9am - 5pm)	Per Hour	NEW	NEW									
	Weekend/WeekDay Rate (after 5pm)	Per Hour	NEW	NEW									
	Security Deposit	Deposit	NEW	NEW									
	Beach Area Rentals												
	Week Day Rate (9am - 5pm)	Per Hour	NEW	NEW									
	Weekend/WeekDay Rate (after 5pm)	Per Hour	NEW	NEW									
	Security Deposit	Deposit	NEW	NEW									
	Picnic Table												
	Week Day Rate (9am - 5pm)	Per Hour	NEW	NEW	\$126/day	\$126/day	\$126/day	\$226/day	\$530/day	\$ 73	\$ 94	no comparison available	
	Weekend/WeekDay Rate (after 5pm)	Per Hour	NEW	NEW									
	Security Deposit	Deposit	NEW	NEW	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 200	\$ 200		
	BBQ Rental												
	Week Day Rate (9am - 5pm)	Per Hour	NEW	NEW	no comparison available					no comparison available			
	Weekend/WeekDay Rate (after 5pm)	Per Hour	NEW	NEW									
	Security Deposit	Deposit	NEW	NEW									

Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit		Pacifica [3]				San Carlos [4]			San Mateo County [5]
			General Public	Non-Profit/Government	Resident	Non-Resident	Non-Profit	Commercial	Resident	Non-Resident	Non-Profit	
	Smith Field #3				no comparison available							\$235, 50% off for seniors and schools
	No Lights	Per Hour	\$ 20	\$ 20					\$ 37	\$ 34	\$27-\$34	
	W/ Lights											
	Turn On/Off Service Fee	Per Rental	NEW	NEW								
	Light Usage Fee	Per Hour	\$ 35	\$ 35					\$ 32	\$ 32	\$ 32	
	Library Community Room (Full Room)								Library Community Room			
	Week Day Rate (9am - 5pm)	Per Hour	\$ 25	\$ 10					\$ 70	\$ 70	\$ 70	
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 60	\$ 20					N/A	N/A	N/A	
	Security Deposit	Deposit	\$ 500	\$ 100								
	Library Community Room (Room A)								no comparison available			
	Week Day Rate (9am - 5pm)	Per Hour	\$ 15	\$ 10								
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 25	\$ 20								
	Security Deposit	Deposit	\$ 200	\$ 100								
	Library Community Room (Room B)											
	Week Day Rate (9am - 5pm)	Per Hour	\$ 20	\$ 10								
	Weekend/WeekDay Rate (after 5pm)	Per Hour	\$ 35	\$ 20								
	Security Deposit	Deposit	\$ 300	\$ 100								
	Amphitheater				Auditorium							
	Week Day Rate (9am - 5pm)	Per Hour	NEW	NEW	\$ 63	\$ 105	\$ 37	\$ 131				
	Weekend/WeekDay Rate (after 5pm)	Per Hour	NEW	NEW	\$ 105	\$ 157	\$ 79	\$ 288				
	Security Deposit	Deposit	NEW	NEW	no comparison available							
	Beach Area Rentals											
	Week Day Rate (9am - 5pm)	Per Hour	NEW	NEW								
	Weekend/WeekDay Rate (after 5pm)	Per Hour	NEW	NEW								
	Security Deposit	Deposit	NEW	NEW								
	Picnic Table				Frontierland Park - Small Area			Picnic Site Rentals (Mar-Oct)				
	Week Day Rate (9am - 5pm)	Per Hour	NEW	NEW	\$ 79	no comparison available		\$25-\$151/event		Mini Site: \$50 Small Site: \$75 Medium Site: \$120 Large Site: \$200 Premium Site: \$300		
	Weekend/WeekDay Rate (after 5pm)	Per Hour	NEW	NEW	no comparison available			50% off for seniors and schools				
	Security Deposit	Deposit	NEW	NEW	no comparison available							
	BBQ Rental				Frontierland Park - Large Area			no comparison available				
	Week Day Rate (9am - 5pm)	Per Hour	NEW	NEW	\$ 262	no comparison available						
	Weekend/WeekDay Rate (after 5pm)	Per Hour	NEW	NEW	no comparison available							
	Security Deposit	Deposit	NEW	NEW	no comparison available							

Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit		Belmont [1]					Brisbane [2]			
			General Public	Non-Profit/Government	Non-Profit (Belmont Based)	Non-Profit (Not Based in Belmont)	Private (Belmont Resident)	Private (Non-Resident)	Commercial	Resident	Non-Resident	Brisbane Non-Profit	Non-Brisbane Non-Profit
3	Programs and Classes												
	Gym Drop In	per participant	\$ 5	\$ 5	no comparison available					\$ 6	\$ 7	no comparison available	
	Pickleball Drop In	per participant, 3 hours of use	\$ 2	\$ 2						no comparison available			
	Other Classes/Fees - Seasonal per Rec. Activity Guide	varies	varies	varies									
	Kids Can Cook									no comparison available			
	Music Together (ages 1-5)				Varies				\$ 6	\$ 7	no comparison available		
	Tiny Tykes Soccer (ages 5-12)				no comparison available	\$ 179	\$ 199	no comparison available		no comparison available			
	Event Center Sundays & Drop-in Programming												
	Basketball				No charge					\$ 90	\$ 90	\$ 90	\$ 90
	Pickleball Drop In				No charge					no comparison available			
	Pickleball Passes				no comparison available								
	Zumba Passes				\$64-\$178								
TOTAL RECREATION													

Notes

[1] Source File: Belmont Fee Schedule FY 2023-24.pdf
 [2] Source File: Brisbane Fee Schedule FY 2023-24.pdf
 [3] Source File: Pacifica Fee Schedule FY 2023-24.pdf
 [4] Source File: SanCarlos Fee Schedule FY 2023-24.pdf
 [5] Source File: <https://www.smcgov.org/parks/fees-charges>

Fee No.	Fee Name	Fee Unit / Type	Current Fee / Deposit		Pacifica [3]				San Carlos [4]			San Mateo County [5]		
			General Public	Non-Profit/Government	Resident	Non-Resident	Non-Profit	Commercial	Resident	Non-Resident	Non-Profit			
3	Programs and Classes													
	Gym Drop In	per participant	\$ 5	\$ 5	<i>no comparison available</i>				no charge			no comparison available		
	Pickleball Drop In	per participant, 3 hours of use	\$ 2	\$ 2					no comparison available					
	Other Classes/Fees - Seasonal per Rec. Activity Guide	varies	varies	varies					no comparison available					
	Kids Can Cook								no comparison available				no comparison available	
	Music Together (ages 1-5)								\$ 304	\$ 324	no comparison available			
	Tiny Tykes Soccer (ages 5-12)								\$219-\$249	\$239-\$299	no comparison available			
	Event Center Sundays & Drop-in Programming										no comparison available			
	Basketball										no comparison available			
	Pickleball Drop In										no comparison available			
	Pickleball Passes								\$ 5	\$ 5	no comparison available			
	Zumba Passes				\$15-\$149	\$15-\$169	no comparison available							
TOTAL RECREATION														

Notes

[1] Source File: Belmont Fee Schedule FY 2023-24.pdf
 [2] Source File: Brisbane Fee Schedule FY 2023-24.pdf
 [3] Source File: Pacifica Fee Schedule FY 2023-24.pdf
 [4] Source File: SanCarlos Fee Schedule FY 2023-24.pdf
 [5] Source File: <https://www.smcgov.org/parks/fees-charges>

**City of Half Moon Bay
Draft Master Fee Schedule
Other Fees, Charges & Services**

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year (excluding Development Impact Fees and Public Safety)

No.	Fee Name	Fee Unit Type		Current Fee	Recommended Fee FY 2023-24 (Fee Study Results)	Proposed FY 2025-26 (CPI Applied)	\$ Change	% Change
I. ADMINISTRATION								
1	Administrative Fees							
	1. First Returned Item	Each	[1]	\$ 25.00	\$ 25.00	\$ 25.00	-	0%
	2. Each Additional Item	Each	[1]	\$ 39.00	\$ 35.00	\$ 35.00	(4.00)	-10%
	3. Credit Card Convenience Fee	Surcharge on charges \$30 and more	[5]	2.4%	2.4%	2.4%	-	0%
2	Duplication							
	1. Photocopies	Per Page		\$ 0.25	\$ 0.10	\$ 0.10	(0.15)	-60%
	2. Municipal Code Book	Per Book	[2]	Available online	Available online	Available online		
	3. Bound Reports	Per Report		Actual Cost	Actual Cost	Actual Cost		
	4. Budget	Each	[2]	Available online	Available online	Available online		
	5. Annual Comprehensive Financial Report (ACFR)	Each	[2]	Available online	Available online	Available online		
3	City Clerk							
	1. Election Filing Fee	Each	[4]	\$ 25.00	\$ 25.00	\$ 25.00	-	0%
	2. Candidate Printing Fee	Deposit	[3]	Set by County	Set by County	Set by County		
4	Staff Research							
	1. City Manager's Office	Per Quarter Hour		\$ 67.00	\$ 74.32	\$ 79.00	12.00	18%
	2. Finance Department	Per Quarter Hour		\$ 56.00	\$ 70.92	\$ 75.00	19.00	34%
	4. Planning Department	Per Quarter Hour		\$ 64.00	\$ 72.01	\$ 76.00	12.00	19%
	5. Building Department	Per Quarter Hour		\$ 47.00	\$ 69.74	\$ 74.00	27.00	57%
	6. Public Works Department - Engineering	Per Quarter Hour		\$ 57.00	\$ 84.55	\$ 89.00	32.00	56%
	7. Public Works Department - Maintenance	Per Quarter Hour		\$ 49.00	\$ 53.69	\$ 57.00	8.00	16%
	8. Police - Sworn	Per Quarter Hour		\$ 61.00	\$ 76.56	\$ 81.00	20.00	33%
	9. Police - Non Sworn	Per Quarter Hour		\$ 21.00	\$ 30.87	\$ 33.00	12.00	57%
5	Private Alarm Permits (Chapter 9.10)							
	1. Alarm Permit	Annually		\$ 58.00	\$ 70.92	\$ 75.00	17.00	29%
	2. False Alarm Response with Permit		[8]					
	1st & 2nd Alarms	No fee		No Charge	No Charge	No Charge		
	3rd Alarm	Each		\$ 58.00	\$ 50.00	\$ 50.00	(8.00)	-14%
	4th Alarm	Each		\$ 121.00	\$ 100.00	\$ 100.00	(21.00)	-17%
	5th Alarm	Each		\$ 183.00	\$ 150.00	\$ 150.00	(33.00)	-18%
	6th Alarm and responses thereafter	Each		\$ 245.00	\$ 200.00	\$ 200.00	(45.00)	-18%
	3. False Alarm Response without Permit		[8]					
	1st & 2nd Alarms	per response		\$ 58.00	\$ 50.00	\$ 50.00	(8.00)	-14%

**City of Half Moon Bay
Draft Master Fee Schedule
Other Fees, Charges & Services**

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	3rd Alarm	per response	\$ 121.00	\$ 100.00	\$ 100.00	(21.00)	-17%
	4th Alarm	per response	\$ 152.00	\$ 150.00	\$ 150.00	(2.00)	-1%
	5th Alarm	per response	\$ 213.00	\$ 200.00	\$ 200.00	(13.00)	-6%
	6th Alarm and responses thereafter	per response	\$ 306.00	\$ 250.00	\$ 250.00	(56.00)	-18%
6	Film Permit (Chapter 9.74)		\$ 576.00	\$ 1,176.32	\$ 1,243.00	667.00	116%
	City Support Services During Filming Event	Per Hour / Actual Cost	NEW	Actual Cost	Actual Cost		
	Use of City Facilities	Per Event	NEW	per Facilities Rental Schedule	per Facilities Rental Schedule		
7	Special Event Permits						
	Small Ceremonies (Wedding)	Per Event	\$ 224.00	\$ 754.00	\$ 797.00	573.00	256%
	Minor Event: Block Parties, Fundraisers	Per Event	\$ 224.00	\$ 1,104.00	\$ 1,167.00	943.00	421%
	Major Event: Miscellaneous Events, Carnival/Circus, Parade, Race, Rodeo, Amusement Concession, etc.	Per Event	\$ 448.00	\$ 2,562.33	\$ 2,708.00	2,260.00	504%
	City Staff Support to Special Events	Each	NEW	Actual Cost	Actual Cost		
8	Street Closure	Per Request	Actual Cost	Actual Cost	Actual Cost		
9	Poplar Beach Parking						
	Vehicles less than 20 feet	Per 12 hours	\$ 10.00	\$ 10.00	\$ 10.00	-	0%
	Horse trailers and vehicles longer than 20 feet	Per 12 hours	\$ 15.00	\$ 15.00	\$ 15.00	-	0%
	Annual Permit	12 month permit	\$ 165.00	\$ 165.00	\$ 165.00	-	0%
	Nine-month Permit	9 month permit	\$ 90.00	\$ 90.00	\$ 90.00	-	0%
	Replacement Parking permit	Each	\$ 30.00	\$ 30.00	\$ 30.00	-	0%
10	Professional Dog Walker permit	Per Year	\$ 200.00	\$ 567.00	\$ 599.00	399.00	200%
11	Personal Dog Walker permit (3-6 dogs)	Per Year	\$ 75.00	\$ 150.00	\$ 159.00	84.00	112%
12	Violations of Municipal Code other than building or safety provisions						
	1 First Violation	Each	\$ 100.00	\$ 100.00	\$ 100.00	-	0%
	2 Second Violation within one calendar year	Each	\$ 200.00	\$ 200.00	\$ 200.00	-	0%
	3 Third or subsequent violations within one calendar year	Each	\$ 500.00	\$ 500.00	\$ 500.00	-	0%
13	Violations of building or safety provisions of the Municipal Code						

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No.	Fee Name	Fee Unit Type	Current Fee	Recommended Fee FY 2023-24 (Fee Study Results)	Proposed FY 2025-26 (CPI Applied)	\$ Change	% Change
	1 First Violation	Each	\$ 100.00	\$ 100.00	\$ 100.00	-	0%
	2 Second Violation within one calendar year	Each	\$ 500.00	\$ 500.00	\$ 500.00	-	0%
	3 Third or subsequent violations within one calendar year	Each	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	-	0%

Notes

[1] Fees set by California Civil Code Ch. 522 Sec. 1719. Additional charges may apply if not paid within 30 days of the receipt of the letter. See CA Civil Code Ch. 552 Sec. 1719.

[2] Available on-line at <http://www.hmbcity.com>

[3] Total cost equal to 100% of printing, handling, translating, and mailing costs. Deposit rate set by County of San Mateo and is subject to change.

[4] Rate is established by the California Code, Elections Code - ELEC § 10228

[5] Fee set by City at actual cost

[6] Special Event fees may be waived by the City Manager for NPDES related volunteer events

[7] Poplar Beach Parking fees may be waived by the City Manager for NPDES related volunteer events

[8] HMBMC 9.10.240 - False alarms emanating from alarm systems which do not have a current permit under this chapter shall pay a civil penalty of fifty dollars for each such false alarm, in addition to any other chapter required. (Ord. 7-93 §1(part), 1993).

II. BUILDING^{[1][2]}							
0	Building Hourly Rates (minimum 2 hours)						
	per hour		\$ 191.00	\$ 278.98	\$ 295.00	104.00	54%
	Inspections outside of normal business hours	per hour	\$ 286.50	\$ 278.98	\$ 295.00	8.50	3%
	Inspection on Sundays and Holidays	per hour	\$ 382.00	\$ 278.98	\$ 295.00	(87.00)	-23%
	Reinspection fees	per hour	\$ 191.00	\$ 278.98	\$ 295.00	104.00	54%
	Inspection for which no fee is specifically indicated	per hour	\$ 191.00	\$ 278.98	\$ 295.00	104.00	54%
1	Building Permit Fee for Alterations, Additions, and New Construction (based on valuation of improvement)						
	Valuation (\$)						
	0 - 500	per permit	\$ 191.00	\$ 362.67	\$ 383.00	192.00	101%
	501 - 2,000	valuation					
	First 500		\$ 258.00	\$ 362.67	\$ 383.00	125.00	48%
	Each Additional 100 or fraction thereof		\$ 12.00	\$ 20.46	\$ 22.00	10.00	83%
	2,001 - 25,000	valuation					
	First 2,000		\$ 479.00	\$ 669.54	\$ 708.00	229.00	48%
	Each Additional 1,000 or fraction thereof		\$ 1.00	\$ 3.64	\$ 4.00	3.00	300%
	25,001 - 50,000	valuation					
	First 25,000		\$ 540.00	\$ 753.23	\$ 796.00	256.00	47%
	Each Additional 1,000 or fraction thereof		\$ 5.00	\$ 10.04	\$ 11.00	6.00	120%
	50,001 - 100,000	valuation					
	First 50,000		\$ 722.00	\$ 1,004.31	\$ 1,061.00	339.00	47%
	Each Additional 1,000 or fraction thereof		\$ 3.00	\$ 5.02	\$ 5.00	2.00	67%
	100,001 - 500,000	valuation					
	First 100,000		\$ 902.00	\$ 1,255.39	\$ 1,327.00	425.00	47%
	Each Additional 1,000 or fraction thereof		\$ 3.00	\$ 5.23	\$ 6.00	3.00	100%

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No.	Fee Name	Fee Unit Type	Current Fee	Recommended Fee FY 2023-24 (Fee Study Results)	Proposed FY 2025-26 (CPI Applied)	\$ Change	% Change
	500,001 - 1,000,000	valuation					
	First 500,000		\$ 2,413.00	\$ 3,347.70	\$ 3,538.00	1,125.00	47%
	Each Additional 1,000 or fraction thereof		\$ 5.00	\$ 9.37	\$ 10.00	5.00	100%
	1,000,001 - 2,500,000	valuation					
	First 1,000,000		\$ 5,792.00	\$ 8,034.49	\$ 8,491.00	2,699.00	47%
	Each Additional 1,000 or fraction thereof		\$ 6.00	\$ 0.56	\$ 1.00	(5.00)	-83%
	2,500,001 - 5,000,000	valuation					
	First 2,500,000		\$ 14,792.00	\$ 8,871.42	\$ 9,375.00	(5,417.00)	-37%
	Each Additional 1,000 or fraction thereof		\$ 6.00	\$ 0.33	\$ 0.50	(5.50)	-92%
	5,000,001 and above	valuation					
	First 5,000,000		\$ 29,792.00	\$ 9,708.34	\$ 10,260.00	(19,532.00)	-66%
	Each Additional 1,000 or fraction thereof		\$ 6.00	\$ 1.94	\$ 2.00	(4.00)	-67%
						-	
2	Building Plan Check Fee		65% of Building Permit Fee	65% of Building Permit Fee	65% of Building Permit Fee		
	City Processing Fee		20% of Plan Check Fee	20% of Plan Check Fee	20% of Plan Check Fee		
	Third Party Consultant	per project	80% of Plan Check Fee	80% of Plan Check Fee	80% of Plan Check Fee		
MISCELLANEOUS FEES - FLAT RATE PERMITS							
3	Address Assignment						
	Residential	per permit	\$ 95.50	\$ 139.49	\$ 147.00	51.50	54%
	Non-Residential	per hour	\$ 191.00	\$ 278.98	\$ 295.00	104.00	54%
4	Demolition	up to 2 hours	\$ 384.00	\$ 418.46	\$ 442.00	58.00	15%
5	Re-Roof						
	Single Family Residential	each	\$ 286.50	\$ 315.15	\$ 333.00	46.50	16%
	Multifamily/Non-Residential (less than 5,000 sq. ft.)	each	\$ 426.00	\$ 468.60	\$ 495.00	69.00	16%
	Multifamily/Non-Residential (greater than 5,000 sq. ft.)	valuation	See Building Valuation	See Building Valuation	See Building Valuation		
6	Solar/Photovoltaic - per GC 66015						
	Photovoltaic Residential System (Up to 15kW)	per permit	\$191/hr.	\$ 450.00	\$ 476.00		
	For each kW over 15 kW	per kW	\$191/hr.	\$ 15.00	\$ 16.00		
	Photovoltaic Commercial Systems (Up to 50 kW)	per permit	\$191/hr.	\$ 697.44	\$ 737.00		

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	Between 51kW and 250kW	per kW	\$191/hr.	\$ 0.90	\$ 1.00		
	Photovoltaic Commercial Systems (250kW)	per permit	\$191/hr.	\$ 836.93	\$ 884.00		
	For each kW over 250kW	per kW	\$191/hr.	\$ 3.35	\$ 4.00		
MECHANICAL, ELECTRICAL, PLUMBING PERMIT AND PLAN CHECK FEES (WHEN ASSOCIATED WITH A BUILDING PERMIT)							
7	New Residential Buildings						
	For new multifamily residential buildings (apartments and condominiums) having three or more living units, including the area of garages, carports, and other non-commercial automobile storage areas constructed at the same time, per square foot	per 100 s.f.	\$ 16.00	\$ 22.44	\$ 24.00	8.00	50%
	For new single and two-family residential buildings, including the area of garages, carports and other minor accessory buildings constructed at the same time, per square foot	per 100 s.f.	\$ 16.00	\$ 22.44	\$ 24.00	8.00	50%
	<i>For other types of residential occupancies and alteration, and modifications to existing residential buildings, use the UNIT FEE SCHEDULE</i>						
8	New Non-Residential Buildings						
	For new non-residential buildings including the area of garages, storage rooms, mechanical rooms, utility rooms and other areas constructed at the same time, per square foot						
	For new non-residential buildings less than 5,000 square feet	per 100 s.f.	varies - itemized	\$ 22.32	\$ 24.00		
	For new non-residential buildings greater than 5,000 square feet	per 100 s.f.	varies - itemized	\$ 16.74	\$ 18.00		
MECHANICAL, ELECTRICAL, PLUMBING PERMIT AND PLAN CHECK FEES (WHEN NOT ASSOCIATED WITH A BUILDING PERMIT)							
9	Stand Alone MPE Permit						
	Residential						
	Single Item Permit from lists below, assumes 1 inspection	each	\$ 46.00	\$ 246.34	\$ 260.00	214.00	465%
	Single Item Permit, Water Heater Only		\$ 46.00	\$ 125.00	\$ 125.00	79.00	172%
	2 - 3 items from the lists below, assumes 1 inspection required	per permit	NEW	\$ 357.93	\$ 378.00		
	4 - 6 items, assumes 1 inspection required	per permit	NEW	\$ 516.10	\$ 545.00		
	Additional Inspection Required	per inspection	NEW	\$ 223.18	\$ 236.00		
	Greater than 6 items - please see Valuation Tables	per permit	See Valuation	See Valuation	See Valuation		
	Commercial						
	please see Valuation Tables	per permit	See Valuation	See Valuation	See Valuation		
10	Mechanical Permit Item List						
	FAU less than 100,000 Btu/h						
	FAU greater than 100,000 Btu/h						
	Mechanical Alteration / Repair Minor (1 inspection assumed)						
	Hood/Vent System						

**City of Half Moon Bay
Draft Master Fee Schedule
Other Fees, Charges & Services**

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year (excluding Development Impact Fees and Public Safety)

No.	Fee Name	Fee Unit Type	Current Fee	Recommended Fee FY 2023-24 (Fee Study Results)	Proposed FY 2025-26 (CPI Applied)	\$ Change	% Change
11	Electrical Permit Item List						
	Generator						
	Services under 600 volts, 400 amps or less						
	Services of 600 volts or less and over 400 amperes to 1000 amperes in rating						
	Services over 600 volts or over 1000 amperes in rating						
	Electric Meter Reset						
	Subpanel						
	Temporary Power						
	Lighting Poles						
	First pole						
	Each additional						
	Other Minor Electrical Alteration/Repair (1 inspection assumed)						
12	Plumbing Permit Item List						
	Water Service						
	Sewer/Septic						
	Trap/Interceptor						
	Gas Line Air Test						
	Other Minor Plumbing Alteration/Repair (1 inspection assumed)						
ADDITIONAL SERVICES							
13	Business License Inspection	per 1/2 hr.	\$ 95.00	\$ 139.49	\$ 147.00	52.00	55%
14	Fee for 4th review onwards-charged on hourly basis	per hour	\$ 191.00	\$ 278.98	\$ 295.00	104.00	54%
15	Fire Plan Check Administration Fee	per 1/2 hr.	\$ 95.00	\$ 139.49	\$ 147.00	52.00	55%
16	General Plan Fee	valuation	0.25% Permit Valuation	16%	16%		
17	Miscellaneous Plan Review	per hour	\$ 191.00	\$ 278.98	\$ 295.00	104.00	54%
18	Permit Fees for Work Without Valid Permit (Bldg., Elec, Mech, Plmb, Encroach, Grading)	Fine / Penalty	2 X Permit Fee	2 X Permit Fee	2 X Permit Fee		
19	Permit Reactivation	per permit	NEW	\$ 278.98	\$ 295.00		

**City of Half Moon Bay
Draft Master Fee Schedule
Other Fees, Charges & Services**

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No.	Fee Name	Fee Unit Type	Current Fee	Recommended Fee FY 2023-24 (Fee Study Results)	Proposed FY 2025-26 (CPI Applied)	\$ Change	% Change
20	Plan Revision	per hour	\$ 191.00	\$ 278.98	\$ 295.00	104.00	54%
21	Pre-Site Inspection	per hour	\$ 191.00	\$ 278.98	\$ 295.00	104.00	54%
22	Refund (Update Refund Policy)	per 1/2 hr.	\$ 95.00	\$ 139.49	\$ 147.00	52.00	55%
23	Replaced Job Cards	each	NEW	\$ 69.74	\$ 74.00		
24	Special Structural Inspection Fee - Deposit to be determined by Public Works Director at time of application per	deposit	\$ 233.00	\$ 278.98	\$ 295.00	62.00	27%
25	Transfer of Permit to New Property Owner	each	NEW	\$ 278.98	\$ 295.00		
26	Fees for Services Otherwise not Listed	per hour	NEW	\$ 278.98	\$ 295.00		

Notes

[1] The General Plan fee will be applied to all residential/commercial/industrial new construction and/or addition permits. The fee will be 1% (\$2.50/\$1000) of the valuation of the construction/addition.

[2] Permit fees for work done without a valid permit are 2x the applicable permit fee

[3] For photovoltaic systems, total permit fees, including applicable Permit Issuance and Filing Fees, Automation Fees, Community Planning Fees, and other mandated fees shall not exceed amounts authorized via Government Code Section 66015.

III. PUBLIC WORKS ^{[3][4][5][8][9]}							
0	Public Works Hourly Rate	per hour	\$ 233.00	\$ 338.19	\$ 357.00	124.00	53%
1	Public Improvement Plan Check Fee (including grading)						
	<i>Valuation (\$)</i>						
	\$ 10,000.00	Base Fee @ \$10,000	\$ 976.00	\$ 1,352.74	\$ 1,430.00	454.00	47%
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 47.00	\$ 67.64	\$ 71.00	24.00	51%
	\$ 100,000.00	Base Fee @ \$100,000	\$ 5,369.00	\$ 7,440.09	\$ 7,863.00	2,494.00	46%
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 39.00	\$ 56.65	\$ 60.00	21.00	54%
	\$ 500,000.00	Base Fee @ \$500,000	\$ 21,726.00	\$ 30,098.54	\$ 31,808.00	10,082.00	46%
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 41.00	\$ 60.20	\$ 64.00	23.00	56%
2	Construction Inspection						
	<i>Valuation (\$)</i>						

**City of Half Moon Bay
Draft Master Fee Schedule
Other Fees, Charges & Services**

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year (excluding Development Impact Fees and Public Safety)

No.	Fee Name	Fee Unit Type	Current Fee	Recommended Fee FY 2023-24 (Fee Study Results)	Proposed FY 2025-26 (CPI Applied)	\$ Change	% Change
	\$ 10,000.00	Base Fee @ \$10,000	\$ 976.00	\$ 1,352.74	\$ 1,430.00	454.00	47%
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 79.00	\$ 112.73	\$ 119.00	40.00	51%
	\$ 100,000.00	Base Fee @ \$100,000	\$ 8,299.00	\$ 11,498.32	\$ 12,151.00	3,852.00	46%
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 62.00	\$ 90.46	\$ 96.00	34.00	55%
	\$ 500,000.00	Base Fee @ \$500,000	\$ 34,423.00	\$ 47,684.21	\$ 50,392.00	15,969.00	46%
	each additional \$1,000 or fraction thereof	each add'l \$1,000	\$ 66.00	\$ 95.37	\$ 101.00	35.00	53%
3	Final Maps						
	Parcel Map (up to 4 lots)						
	City Admin Fee	Deposit	\$ 6,854.00	\$ 2,705.49	\$ 2,859.00	(3,995.00)	-58%
	Consultant/Land Surveyor	Actual Cost	Actual Cost	Actual Cost	Actual Cost		
	Tract Map (5 or more lots)						
	City Admin Fee	Deposit	\$ 6,854.00	\$ 4,058.23	\$ 4,289.00	(2,565.00)	-37%
	Consultant/Land Surveyor	Actual Cost	Actual Cost	Actual Cost	Actual Cost		
4	Subdivision Improvement Agreement/Legal Fee						
	City Admin Fee	Deposit	\$ 3,410.00	\$ 5,410.97	\$ 5,718.00	2,308.00	68%
	Consultant/Land Surveyor	Actual Cost	Actual Cost	Actual Cost	Actual Cost		
5	Encroachment Permits Plan Review & Inspection						
	Spot Repair (I.e. water leaks, pothole patches)	Flat Fee	\$ 486.00	\$ 676.37	\$ 715.00	229.00	47%
	Excavation/Restoration up to 100 LF	Flat Fee	\$ 976.00	\$ 1,352.74	\$ 1,430.00	454.00	47%
	each additional 50 LF	Flat Fee	\$ 486.00	\$ 676.37	\$ 715.00	229.00	47%
	Curb, gutter, sidewalk, or driveway less than 100 LF	Flat Fee	\$ 976.00	\$ 1,352.74	\$ 1,430.00	454.00	47%
	each additional 50 LF	Flat Fee	\$ 486.00	\$ 676.37	\$ 715.00	229.00	47%
	Sewer Drain connections, repair or extension up to 100 LF	Flat Fee	\$ 976.00	\$ 1,352.74	\$ 1,430.00	454.00	47%
	each additional 50 LF	Flat Fee	\$ 486.00	\$ 676.37	\$ 715.00	229.00	47%
	Storm Drain connection, repair or extension up to 100 LF	Flat Fee	\$ 976.00	\$ 1,352.74	\$ 1,430.00	454.00	47%
	each additional 50 LF	Flat Fee	\$ 486.00	\$ 676.37	\$ 715.00	229.00	47%
	Unpermitted encroachments	Fine / Penalty	2 x Permit fee	2 x Permit fee	2 x Permit fee		
	Permit Time Extension	Flat Fee	\$ 119.00	\$ 169.09	\$ 179.00	60.00	50%
6	Public Right-of-Way/Easement Encroachment (Temporary)						
	(traffic plan review and inspection for debris box, awnings, overhead transformers, parking signs, produce signs, etc.)	Flat Fee	\$ 241.00	\$ 338.19	\$ 357.00	116.00	48%

**City of Half Moon Bay
Draft Master Fee Schedule
Other Fees, Charges & Services**

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year (excluding Development Impact Fees and Public Safety)

No.	Fee Name	Fee Unit Type		Current Fee	Recommended Fee FY 2023-24 (Fee Study Results)	Proposed FY 2025-26 (CPI Applied)	\$ Change	% Change
7	Grading Permits Plan Review and Inspection		[7][8]					
	Grade changes 50 – 1,000 CY	Flat Fee		\$ 976.00	\$ 1,352.74	\$ 1,430.00	454.00	47%
	Additional 100 CY over 1000	Flat Fee		\$ 241.00	\$ 338.19	\$ 357.00	116.00	48%
8	Sewer		[8]					
	FOG Certification - Initial	Flat Fee		\$ 55.00	\$ 338.19	\$ 357.00	302.00	549%
	FOG Certification - Annual Renewal	Flat Fee		NEW	\$ 338.19	\$ 357.00		
	Transfer of Uninstalled Capacity Fee	Flat Fee		\$ 486.00	\$ 338.19	\$ 357.00	(129.00)	-27%
	Re-Inspection for Non-Compliance	Flat Fee		NEW	\$ 338.19	\$ 357.00		
9	Supporting to Planning							
	1. Pre-Entitlement Processing							
	Pre-Application Review	Flat Fee		\$ 220.00	\$ 676.37	\$ 715.00	495.00	225%
	2. Coastal Development Permit Processing							
	Coastal Development Permit Exemption	Flat Fee		\$ 241.00	\$ 676.37	\$ 715.00	474.00	197%
	Single Family Residential	Deposit		\$ 890.00	\$ 1,352.74	\$ 1,430.00	540.00	61%
	Accessory Dwelling Unit - New Development	Deposit		\$ 486.00	\$ 676.37	\$ 715.00	229.00	47%
	Multiple Family Residential	Deposit		\$ 1,837.00	\$ 2,705.49	\$ 2,859.00	1,022.00	56%
	Commercial / Mixed Use	Deposit		\$ 1,837.00	\$ 2,705.49	\$ 2,859.00	1,022.00	56%
	Industrial / Institutional	Deposit		\$ 1,837.00	\$ 2,705.49	\$ 2,859.00	1,022.00	56%
	Other Development							
	Public Works Director/ City Engineer Review	Deposit		\$ 919.00	\$ 1,352.74	\$ 1,430.00	511.00	56%
	Planning Commission	Deposit		\$ 1,837.00	\$ 2,705.49	\$ 2,859.00	1,022.00	56%
	Amendments							
	Minor Amendment	Flat Fee		\$ 241.00	\$ 1,352.74	\$ 1,430.00	1,189.00	493%
	Major Amendment	Deposit		\$ 1,837.00	\$ 2,705.49	\$ 2,859.00	1,022.00	56%
	3. Environmental Clearance Processing							
	CEQA/NEPA Environmental Clearance							
	Negative Declaration	Deposit		\$ 856.00	\$ 1,352.74	\$ 1,430.00	574.00	67%
	EIR	Deposit		\$ 1,713.00	\$ 2,705.49	\$ 2,859.00	1,146.00	67%
	4. Entitlement Processing							
	Commercial Cannabis Business License	Deposit		\$ 1,672.00	\$ 2,705.49	\$ 2,859.00	1,187.00	71%
	Use Permit	Deposit		\$ 836.00	\$ 1,352.74	\$ 1,430.00	594.00	71%

**City of Half Moon Bay
Draft Master Fee Schedule
Other Fees, Charges & Services**

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year (excluding Development Impact Fees and Public Safety)

No.	Fee Name	Fee Unit Type	Current Fee	Recommended Fee FY 2023-24 (Fee Study Results)	Proposed FY 2025-26 (CPI Applied)	\$ Change	% Change
	Variance/ Exception Planning Commission	Deposit	\$ 919.00	\$ 1,352.74	\$ 1,430.00	511.00	56%
	Exception/ Community Development Director	Deposit	\$ 919.00	\$ 1,352.74	\$ 1,430.00	511.00	56%
	Zoning, LCP, and 6P Amendments						
	LCP/ 6P	Deposit	\$ 919.00	\$ 1,352.74	\$ 1,430.00	511.00	56%
	IP/ Rezoning	Deposit	\$ 919.00	\$ 1,352.74	\$ 1,430.00	511.00	56%
	Planned Unit Development Specific Plan	Deposit	\$ 919.00	\$ 1,352.74	\$ 1,430.00	511.00	56%
	Planned Unit Development Specific Plan Amendment	Deposit	\$ 919.00	\$ 1,352.74	\$ 1,430.00	511.00	56%
	Planned Unit Development Precise Plan	Deposit	\$ 919.00	\$ 1,352.74	\$ 1,430.00	511.00	56%
	Planned Unit Development Precise Plan Amendment	Deposit	\$ 919.00	\$ 1,352.74	\$ 1,430.00	511.00	56%
	Annexation/ Prezoning	Deposit	\$ 919.00	\$ 1,352.74	\$ 1,430.00	511.00	56%
	Land Division and Merger						
	Certificate of Compliance	Deposit	\$ 919.00	\$ 1,352.74	\$ 1,430.00	511.00	56%
	Lot Merger	Deposit	\$ 459.00	\$ 676.37	\$ 715.00	256.00	56%
	Lot Line Adjustment	Deposit	\$ 919.00	\$ 1,352.74	\$ 1,430.00	511.00	56%
	Parcel Map (four or fewer lots)	Deposit	\$ 1,837.00	\$ 2,705.49	\$ 2,859.00	1,022.00	56%
	Tentative Subdivision Map	Deposit	\$ 3,675.00	\$ 5,410.97	\$ 5,718.00	2,043.00	56%
	Subdivision Agreement	No Fee	No Fee	No Fee	No Fee		
	Time Extension	Deposit	\$ 919.00	\$ 1,352.74	\$ 1,430.00	511.00	56%
	Public Works Director Review	Deposit	\$ 228.00	\$ 338.19	\$ 357.00	129.00	57%
10	Building Plan Review / Support						
	1. Minor Residential Improvement or Addition	Flat Fee	\$ 241.00	\$ 676.37	\$ 715.00	474.00	197%
	2. Tenant Improvement	Flat Fee	\$ 486.00	\$ 676.37	\$ 715.00	229.00	47%
	3. New SFD	Flat Fee	\$ 486.00	\$ 1,352.74	\$ 1,430.00	944.00	194%
	4. New Multifamily or Non-Residential	Flat Fee	\$ 1,217.00	\$ 2,029.12	\$ 2,144.00	927.00	76%
11	Special Studies Review						
	City Staff	Each	NEW	\$ 1,014.56	\$ 1,072.00		
	Consultant	Per Project	NEW	Actual Cost	Actual Cost		
12	Stormwater Inspection Program						
	1. C.3 Treatment Inspections	Flat Fee	[6] NEW	\$ 320.00	\$ 338.00		
	2. C.4 Commercial/Industrial Business Inspections	Flat Fee	NEW	\$ 160.00	\$ 169.00		
	3. C.6 Wet Weather Construction Site Inspections (Seasonal per Site)	Per Site/Per Year	NEW	\$ 3,360.00	\$ 3,551.00		
	4. Reinspection/Corrective Action Due to Non-Compliance	Flat Fee	NEW	\$ 160.00	\$ 169.00		
13	Fees for Services Otherwise not Listed	Per Hour	\$ 233.00	\$ 338.19	\$ 357.00	124.00	53%

**City of Half Moon Bay
Draft Master Fee Schedule
Other Fees, Charges & Services**

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No.	Fee Name	Fee Unit Type	Current Fee	Recommended Fee FY 2023-24 (Fee Study Results)	Proposed FY 2025-26 (CPI Applied)	\$ Change	% Change
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Notes

[1] Fees for external agency review or special studies may apply in addition to City fees

[3] Fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December.

[4] Additional fee for

[5] Fees from external

[6] Initial inspection fee assumes initial compliance. If non-compliant, reinspection/corrective action fee will apply

[7] Permit fees for work done without a valid permit are 2x the applicable permit fee

[8] Construction activities during October through April shall require Storm Water Pollution Prevention plans, measures and fees.

[9] For deposit accounts, total cost equal to 100% of staff and/or consultant time and materials

IV. DEVELOPMENT IMPACT FEES

IV. DEVELOPMENT IMPACT FEES							
1	Single Family						
	1. Sewer Connection - Assessment District Participant	Per dwelling unit	\$ 5,615.00	TBD - DIF Study Pending	\$ 5,934.00	319.00	6%
	Sewer Connection - Assessment District Non-Participant	Each SFRE	\$ 19,961.00	TBD - DIF Study Pending	\$ 21,094.00	1,133.00	6%
	2. SMIP Residential*	per valuation					
	SMIP Commercial*	per valuation					
	3. BSRF (Bldg. Standards Admin Spec Revolving Fund)**						
	\$1 - 25,000	Valuation	\$ 1.00	\$ 1.00	\$ 1.00	-	0%
	\$25,001 - 50,000	Valuation	\$ 2.00	\$ 2.00	\$ 2.00	-	0%
	\$50,001 - 75,000	Valuation	\$ 3.00	\$ 3.00	\$ 3.00	-	0%
	\$75,001 - 100,000	Valuation	\$ 4.00	\$ 4.00	\$ 4.00	-	0%
	Every \$25,000 or fraction above \$100,000	Valuation	\$ 1.00	\$ 1.00	\$ 1.00	-	0%
	4. Storm Drainage	Per dwelling unit	\$ 855.00	TBD - DIF Study Pending	\$ 904.00	49.00	6%
	5. Capital Outlay Facilities	Per dwelling unit	\$ 1,212.00	TBD - DIF Study Pending	\$ 1,281.00	69.00	6%
	6. Traffic Mitigation	Per dwelling unit	\$ 7,899.00	TBD - DIF Study Pending	\$ 8,348.00	449.00	6%
	7. Park Facilities	Per dwelling unit	\$ 8,919.00	TBD - DIF Study Pending	\$ 9,425.00	506.00	6%
2	Development Fees; Multi-Family / Commercial						
	1. Sewer Connections						
	Multi-Family	Per dwelling unit	\$ 4,716.00	TBD - DIF Study Pending	\$ 4,984.00	268.00	6%
	Mobile Home	Per dwelling unit	\$ 3,536.00	TBD - DIF Study Pending	\$ 3,737.00	201.00	6%
	Office	Per 1,000 square feet	\$ 1,515.00	TBD - DIF Study Pending	\$ 1,601.00	86.00	6%
	Commercial/Retail	Per 1,000 square feet	\$ 2,188.00	TBD - DIF Study Pending	\$ 2,312.00	124.00	6%
	Lodging	Per room	\$ 2,188.00	TBD - DIF Study Pending	\$ 2,312.00	124.00	6%
	Industrial	Per 1,000 square feet	\$ 2,188.00	TBD - DIF Study Pending	\$ 2,312.00	124.00	6%
	Sewer Connection - Assessment District Non-Participant	Each SFRE	\$ 19,961.00	TBD - DIF Study Pending	\$ 21,094.00	1,133.00	6%
	2. SMIP						
	SMIP Residential (valuation exceeding \$3,850)	Pre 100,000 Permit Valuation	\$ 13.00	\$ 13.00	\$ 13.00	-	0%

**City of Half Moon Bay
Draft Master Fee Schedule
Other Fees, Charges & Services**

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No.	Fee Name	Fee Unit Type	Current Fee	Recommended Fee FY 2023-24 (Fee Study Results)	Proposed FY 2025-26 (CPI Applied)	\$ Change	% Change
	SMIP Commercial (valuation exceeding \$1,786)	Pre 100,000 Permit Valuation	\$ 28.00	\$ 28.00	\$ 28.00	-	0%
	SMIP Flat Fee*		\$ 0.50	\$ 0.50	\$ 0.50	-	0%
	3. BSARF (Bldg. Standards Admin Spec Revolving Fund)**						
	\$1 - 25,000	Per Valuation	\$ 1.00	\$ 1.00	\$ 1.00	-	0%
	\$25,001 - 50,000	Per Valuation	\$ 2.00	\$ 2.00	\$ 2.00	-	0%
	\$50,001 - 75,000	Per Valuation	\$ 3.00	\$ 3.00	\$ 3.00	-	0%
	\$75,001 - 100,000	Per Valuation	\$ 4.00	\$ 4.00	\$ 4.00	-	0%
	Every \$25,000 or fraction thereof above \$100,000	Per Valuation	\$ 1.00	\$ 1.00	\$ 1.00	-	0%
	4. Storm Drainage						
	Multi-Family	Per dwelling unit	\$ 338.00	TBD - DIF Study Pending	\$ 357.00	19.00	6%
	Mobile Home	Per dwelling unit	\$ -	TBD - DIF Study Pending	\$ -	-	-
	Office	Per 1,000 square feet	\$ 721.00	TBD - DIF Study Pending	\$ 762.00	41.00	6%
	Commercial/Retail	Per 1,000 square feet	\$ 521.00	TBD - DIF Study Pending	\$ 551.00	30.00	6%
	Lodging	Per room	\$ -	TBD - DIF Study Pending	\$ -	-	-
	Industrial	Per 1,000 square feet	\$ 360.00	TBD - DIF Study Pending	\$ 380.00	20.00	6%
	5. Capital Outlay						
	Multi-Family	Per dwelling unit	\$ 1,011.00	TBD - DIF Study Pending	\$ 1,068.00	57.00	6%
	Mobile Home	Per dwelling unit	\$ 767.00	TBD - DIF Study Pending	\$ 811.00	44.00	6%
	Office	Per 1,000 square feet	\$ 387.00	TBD - DIF Study Pending	\$ 409.00	22.00	6%
	Commercial/Retail	Per 1,000 square feet	\$ 212.00	TBD - DIF Study Pending	\$ 224.00	12.00	6%
	Lodging	Per room	\$ 27.00	TBD - DIF Study Pending	\$ 29.00	2.00	7%
	Industrial	Per 1,000 square feet	\$ 193.00	TBD - DIF Study Pending	\$ 204.00	11.00	6%
	6. Traffic Mitigation						
	Multi-Family	Per dwelling unit	\$ 4,028.00	TBD - DIF Study Pending	\$ 4,257.00	229.00	6%
	Mobile Home	Per dwelling unit	\$ 4,077.00	TBD - DIF Study Pending	\$ 4,309.00	232.00	6%
	Office	Per 1,000 square feet	\$ 4,952.00	TBD - DIF Study Pending	\$ 5,233.00	281.00	6%
	Commercial/Retail	Per 1,000 square feet	\$ 8,297.00	TBD - DIF Study Pending	\$ 8,768.00	471.00	6%
	Lodging	Per room	\$ 2,648.00	TBD - DIF Study Pending	\$ 2,798.00	150.00	6%
	Industrial	Per 1,000 square feet	\$ 4,026.00	TBD - DIF Study Pending	\$ 4,255.00	229.00	6%
	7. Park Facility Fee						
	Multi-Family	Per dwelling unit	\$ 7,432.00	TBD - DIF Study Pending	\$ 7,854.00	422.00	6%
	Mobile Home	Per dwelling unit	\$ 5,648.00	TBD	\$ 5,969.00	321.00	6%
3	Development Fees - Residential Subdivision Fees Only						
	Park Dedication		Per Chapter 17.48 of Municipal	Per Chapter 17.48 of Municipal Code	Per Chapter 17.48 of Municipal Code		
V. PLANNING ^{[1][4]}							
0	Planning Hourly Rate	Per Hour	\$ 255.00	\$ 288.05	\$ 304.00	49.00	19%

**City of Half Moon Bay
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Other Fees, Charges & Services**

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No.	Fee Name	Fee Unit Type	Current Fee	Recommended Fee FY 2023-24 (Fee Study Results)	Proposed FY 2025-26 (CPI Applied)	\$ Change	% Change
						-	
1	Pre-Entitlement Processing					-	
	1. Pre-Application Review	Deposit	\$ 1,738.00	\$ 2,016.38	\$ 2,131.00	393.00	23%
	2. Planning Consultation	Flat Fee	NEW	\$ 576.11	\$ 609.00		
	3. Pre-Submittal Plan Review	Flat Fee	NEW	\$ 576.11	\$ 609.00		
	4. General Project Planning Services	Deposit	NEW	\$ 864.16	\$ 913.00		
	5. Pre-Application Commercial Cannabis Business	Deposit	\$ 1,581.00	\$ 1,440.27	\$ 1,522.00	(59.00)	-4%
	6. Measure 'D'					-	
	Accessory Dwelling Unit (consistent with City Ordinance and State Law)	Flat Fee	\$ 669.00	\$ 720.14	\$ 761.00	92.00	14%
	Single Allocation (per allocation)	Flat Fee	\$ 669.00	\$ 1,008.19	\$ 1,065.00	396.00	59%
	Phasing Agreement	Deposit	\$ 2,301.00	\$ 3,456.65	\$ 3,653.00	1,352.00	59%
						-	
2	Coastal Development Permit Processing					-	
	1. Coastal Development Permit Exemption	Deposit	\$ 505.00	\$ 576.11	\$ 609.00	104.00	21%
	2. Single Family Residential					-	
	<= 3,000 square feet	Deposit	\$ 2,519.00	\$ 3,456.65	\$ 3,653.00	1,134.00	45%
	> 3,000 square feet	Deposit	\$ 3,238.00	\$ 4,320.81	\$ 4,566.00	1,328.00	41%
	3. Accessory Dwelling Unit - New Development	Deposit	\$ 663.00	\$ 1,728.32	\$ 1,826.00	1,163.00	175%
	4. Multiple Family Residential					-	
	<= Four Dwelling units	Deposit	\$ 3,718.00	\$ 4,320.81	\$ 4,566.00	848.00	23%
	> Four dwelling units	Deposit	\$ 6,232.00	\$ 5,761.08	\$ 6,088.00	(144.00)	-2%
	5. Commercial / Mixed Use					-	
	<= 10,000 square feet	Deposit	\$ 3,718.00	\$ 7,201.35	\$ 7,610.00	3,892.00	105%
	> 10,000 square feet	Deposit	\$ 6,232.00	\$ 8,641.62	\$ 9,132.00	2,900.00	47%
	6. Industrial / Institutional					-	
	<= 20,000 square feet	Deposit	\$ 3,718.00	\$ 7,201.35	\$ 7,610.00	3,892.00	105%
	> 20,000 square feet	Deposit	\$ 6,232.00	\$ 8,641.62	\$ 9,132.00	2,900.00	47%
	7. Other Development					-	
	Community Development Director	Deposit	\$ 2,758.00	\$ 3,456.65	\$ 3,653.00	895.00	32%
	Planning Commission	Deposit	\$ 3,538.00	\$ 5,761.08	\$ 6,088.00	2,550.00	72%
	8. Amendments					-	
	Minor Amendment	Flat Fee	\$ 512.00	\$ 432.08	\$ 457.00	(55.00)	-11%
	Major Amendment	Deposit	\$ 2,758.00	\$ 3,456.65	\$ 3,653.00	895.00	32%
						-	
3	Environmental Clearance Processing					-	
	1. CEQA/NEPA Environmental Clearance					-	
	Negative Declaration	Deposit	\$ 5,037.00	\$ 7,201.35	\$ 7,610.00	2,573.00	51%
	EIR	Deposit	\$ 11,335.00	\$ 14,402.70	\$ 15,221.00	3,886.00	34%

**City of Half Moon Bay
Draft Master Fee Schedule
Other Fees, Charges & Services**

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year (excluding Development Impact Fees and Public Safety)

No.	Fee Name	Fee Unit Type	Current Fee	Recommended Fee FY 2023-24 (Fee Study Results)	Proposed FY 2025-26 (CPI Applied)	\$ Change	% Change
	2. Notice of Exemption	Flat Fee	\$ 264.00	\$ 432.08	\$ 457.00	193.00	73%
	3. Fish and Game	Flat Fee	Set by State of CA	Set by State of CA	Set by State of CA	-	-
4	Design Review Processing					-	-
	1. Architectural, Landscape, and Site Plan Review	Deposit	\$ 749.00	\$ 1,152.22	\$ 1,218.00	469.00	63%
5	Entitlement Processing					-	-
	1. Home Occupation	Flat Fee	\$ 131.00	\$ 144.03	\$ 152.00	21.00	16%
	2. Commercial Cannabis Business License	Deposit	\$ 5,604.00	\$ 5,761.08	\$ 6,088.00	484.00	9%
	3. Use Permit	Deposit	\$ 1,139.00	\$ 2,016.38	\$ 2,131.00	992.00	87%
	4. Variance / Exception Planning Commission	Deposit	\$ 1,139.00	\$ 1,440.27	\$ 1,522.00	383.00	34%
	5. Exception and Community Development Director	Deposit	\$ 502.00	\$ 576.11	\$ 609.00	107.00	21%
	6. Zoning, LCP, and GP Amendments					-	-
	LCP/GP	Deposit	\$ 17,693.00	\$ 20,163.78	\$ 21,309.00	3,616.00	20%
	IP/Rezoning	Deposit	\$ 17,693.00	\$ 20,163.78	\$ 21,309.00	3,616.00	20%
	Planned Unit Development Specific Plan	Deposit	\$ 17,693.00	\$ 20,163.78	\$ 21,309.00	3,616.00	20%
	Planned Unit Development Specific Plan Amendment	Deposit	\$ 8,816.00	\$ 11,522.16	\$ 12,176.00	3,360.00	38%
	Planned Unit Development Precise Plan	Deposit	\$ 8,816.00	\$ 11,522.16	\$ 12,176.00	3,360.00	38%
	Planned Unit Development Precise Plan Amendment	Deposit	\$ 4,558.00	\$ 5,184.97	\$ 5,479.00	921.00	20%
	Annexation/Prezoning	Deposit	\$ 17,693.00	\$ 20,163.78	\$ 21,309.00	3,616.00	20%
6	Appeals					-	-
	Filing Fee - Outside CA Coastal Commission (CCC) Appeals Jurisdiction	Flat Fee	[6] \$ 264.00	\$ 576.11	\$ 609.00	345.00	131%
	Filing Fee - Within CA Coastal Commission (CCC) Appeals Jurisdiction	No Fee	no charge	no charge	no charge	-	-
	Processing Fee - Paid by developer	Deposit	\$ 3,777.00	\$ 4,320.81	\$ 4,566.00	789.00	21%
7	Land Division and Merger					-	-
	Certificate of Compliance	Deposit	\$ 2,278.00	\$ 2,592.49	\$ 2,740.00	462.00	20%
	Lot Merger	Deposit	\$ 1,006.00	\$ 1,152.22	\$ 1,218.00	212.00	21%
	Lot Line Adjustment	Deposit	\$ 2,278.00	\$ 2,592.49	\$ 2,740.00	462.00	20%
	Tentative Parcel Map (four or fewer lots)	Deposit	\$ 4,558.00	\$ 5,184.97	\$ 5,479.00	921.00	20%
	Tentative Subdivision Map	Deposit	\$ 12,596.00	\$ 14,402.70	\$ 15,221.00	2,625.00	21%
	Subdivision Agreement	Deposit	\$ 5,037.00	\$ 5,761.08	\$ 6,088.00	1,051.00	21%
	Time Extension	Deposit	\$ 2,278.00	\$ 2,592.49	\$ 2,740.00	462.00	20%
8	Sign Permit					-	-
	Community Development Director Review	Flat Fee	\$ 201.00	\$ 432.08	\$ 457.00	256.00	127%
	Planning Commission Review	Deposit	[5] \$ 1,139.00	\$ 2,592.49	\$ 2,740.00	1,601.00	141%

**City of Half Moon Bay
Draft Master Fee Schedule
Other Fees, Charges & Services**

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No.	Fee Name	Fee Unit Type		Current Fee	Recommended Fee FY 2023-24 (Fee Study Results)	Proposed FY 2025-26 (CPI Applied)	\$ Change	% Change
	Exceptions Planning Commission Review	Deposit		\$ 1,139.00	\$ 1,296.24	\$ 1,370.00	231.00	20%
	Sign Programs	Deposit		NEW	\$ 2,592.49	\$ 2,740.00		
							-	
9	Other Services						-	
	Zoning Verification - Property Information Packet Compliance Letter	Flat Fee		\$ 264.00	\$ 576.11	\$ 609.00	345.00	131%
	Public Convenience & Necessity Letter	Flat Fee		\$ 264.00	\$ 288.05	\$ 304.00	40.00	15%
	Water Transfer Letter	Flat Fee		\$ 264.00	\$ 288.05	\$ 304.00	40.00	15%
	Landlord Petition	Flat Fee		NEW	\$ 4,320.81	\$ 4,566.00		
	plus Hearing Officer	Flat Fee	[9]	NEW	\$ 4,000.00	\$ 4,227.00		
	Tenant Petition	Flat Fee		NEW	\$ 50.00	\$ 53.00		
	plus Hearing Officer	Flat Fee	[9]	NEW	\$ 4,000.00	\$ 4,227.00		
							-	
10	Tree Removal Review						-	
	up to 5 trees	Flat Fee		\$ 335.00	\$ 720.14	\$ 761.00	426.00	127%
	More than 5 trees	Deposit		\$ 529.00	\$ 1,296.24	\$ 1,370.00	841.00	159%
							-	
11	Mobile Food Vendor Permit	Flat Fee		\$ 264.00	\$ 288.05	\$ 304.00	40.00	15%
							-	
12	Sound Amplification Permit	Flat Fee		\$ 264.00	\$ 288.05	\$ 304.00	40.00	15%
							-	
13	Fees Required by other Agencies						-	
	1. California Department of Fish and Wildlife	per agency schedule	[3]	Fee required to review various environmental documents	Fee required to review various environmental documents	Fee required to review various environmental documents		
	2. Local Agency Formation Commission (LAFCo)	per agency schedule	[3]	Annexation fees vary by acreage	Annexation fees vary by acreage	Annexation fees vary by acreage		
	3. San Mateo County Recorder	per agency schedule	[3]	Fee required to record and/or post various	Fee required to record and/or post various documents	Fee required to record and/or post various documents		
							-	
14	Short-Term Vacation Rental (STR) Registration						-	
	Initial Registration	Flat Fee		\$ 792.00	\$ 288.05	\$ 304.00	(488.00)	-62%
	Annual Registration Renewal	Flat Fee		\$ 264.00	\$ 288.05	\$ 304.00	40.00	15%
	Initial Inspection	Flat Fee		NEW	\$ 278.98	\$ 295.00		
							-	
15	Public Works Project Review / Support						-	
	1. Review of Public Works project applications, plans, maps, etc.	Per Hour	[2]	\$ 239.00	\$ 288.05	\$ 304.00	65.00	27%
							-	

**City of Half Moon Bay
Draft Master Fee Schedule
Other Fees, Charges & Services**

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No.	Fee Name	Fee Unit Type		Current Fee	Recommended Fee FY 2023-24 (Fee Study Results)	Proposed FY 2025-26 (CPI Applied)	\$ Change	% Change
16	Building Plan Review / Support						-	
	1. Minor Residential Improvement or Addition			NEW	\$ 288.05	\$ 304.00		
	2. Tenant Improvement			NEW	\$ 288.05	\$ 304.00		
	3. New SFD			NEW	\$ 432.08	\$ 457.00		
	4. New Multifamily or Non-Residential			NEW	\$ 576.11	\$ 609.00		
	5. Additions to Square Footage - Residential and Non-Residential			NEW	\$ 288.05	\$ 304.00		
							-	
17	General Plan Fee	Per Permit	[7]	NEW	16%	16%		
							-	

Notes

- [1] Flat fees are adjusted annually by the CPI All Urban Consumers/San Francisco-Oakland-San Jose established in December.
- [2] Total cost equal to 100% of staff and/or consultant time and materials.
- [3] Fees charged by these agencies are available on their websites and are in addition to fees charged by the City.
- [4] For deposit accounts, total cost equal to 100% of staff and/or consultant time and materials
- [5] Planning Commission Review includes Sign Program fees
- [6] Minimum flat fee covers the cost of initial staff acceptance. Subsequent staff work is charged to the project applicant on a time and materials basis.
- [7] General Plan Fee applies to selected Planning applications fees as noted above
- [8] All Planning Permit Fees are subject to Technology Fee
- [9] Hearing Officer costs charged at actual cost to the City

VI. CODE ENFORCEMENT FINES/PENALTIES ^[1]

1	Code Enforcement Investigation and Notice of Violation		[2]					
	Property related inspections required to verify code compliance							
	Initial Complaint	per complaint		NEW	\$ -	\$ -		
	Preliminary Investigation	per complaint		NEW	\$ -	\$ -		
	Initial Inspection						-	
	Violation found	per inspection		NEW	\$ 171.86	\$ 182.00		
	No violation found	per inspection		NEW	\$ -	\$ -		
	Code enforcement costs incurred by the City after initial investigation and after violation notice						-	
	Follow up inspection after initial inspection and notice issued	per inspection		NEW	\$ 171.86	\$ 182.00		
	If case has not been abated after initial/follow-up inspection	per inspection		NEW	\$ 171.86	\$ 182.00		
							-	
2	Short-term Rentals Investigation and Notice of Violation						-	
	Property related inspections required to verify code compliance						-	
	Initial Complaint	per complaint		NEW	\$ -	\$ -		
	Preliminary Investigation	per complaint		NEW	\$ -	\$ -		
	Initial Inspection						-	
	Violation found	per inspection		NEW	\$ 171.86	\$ 182.00		
	No violation found	per inspection		NEW	\$ -	\$ -		

**City of Half Moon Bay
Draft Master Fee Schedule
Other Fees, Charges & Services**

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year (excluding Development Impact Fees and Public Safety)

No.	Fee Name	Fee Unit Type	Current Fee	Recommended Fee FY 2023-24 (Fee Study Results)	Proposed FY 2025-26 (CPI Applied)	\$ Change	% Change
	Code enforcement costs incurred by the City after initial investigation and after violation notice					-	
	Follow up inspection after initial inspection and notice issued	per inspection	NEW	\$ 171.86	\$ 182.00		
	If case has not been abated after initial/follow-up inspection	per inspection	NEW	\$ 171.86	\$ 182.00		
						-	
3	For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.	hourly	NEW	\$ 171.86	\$ 182.00		

Notes
 [1] HMBMC Chapter 18.06, Residential Land Use
 [2] Includes FOG (Fat & Oil Grease) and Rental Registration Enforcement

VII. PARKS AND RECREATION

1	Staff Support Fees						
	Full-Time	Per Hour	NEW	\$ 218.00	\$ 218.00		
	Part-Time	Per Hour	\$ 25.00	\$ 146.00	\$ 25.00	-	
						-	
2	Facility Rental Fees						
	Reservation Processing Fee	Per Rental	NEW	\$ 78.00	\$ 78.00		
	Set Up/Tear Down Service Fee	Per Rental	NEW	\$ 466.00	\$ 466.00		
	<u>1. General Public Fees</u>					-	
	Grand Oak Room					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 60.00	\$ 60.00	\$ 60.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 125.00	\$ 125.00	\$ 125.00	-	0%
	Security Deposit	Deposit	\$ 500.00	\$ 500.00	\$ 500.00	-	0%
	Oak Room					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 40.00	\$ 40.00	\$ 40.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 100.00	\$ 100.00	\$ 100.00	-	0%
	Security Deposit	Deposit	\$ 300.00	\$ 300.00	\$ 300.00	-	0%
	Manzanita Room					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 25.00	\$ 25.00	\$ 25.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 60.00	\$ 60.00	\$ 60.00	-	0%
	Security Deposit	Deposit	\$ 200.00	\$ 200.00	\$ 200.00	-	0%
	Tree Rooms					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 20.00	\$ 20.00	\$ 20.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 35.00	\$ 35.00	\$ 35.00	-	0%

**City of Half Moon Bay
Draft Master Fee Schedule
Other Fees, Charges & Services**

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No.	Fee Name	Fee Unit Type	Current Fee	Recommended Fee FY 2023-24 (Fee Study Results)	Proposed FY 2025-26 (CPI Applied)	\$ Change	% Change
	Security Deposit	Deposit	\$ 100.00	\$ 100.00	\$ 100.00	-	0%
	Day Rooms					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 20.00	\$ 20.00	\$ 20.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 35.00	\$ 35.00	\$ 35.00	-	0%
	Security Deposit	Deposit	\$ 100.00	\$ 100.00	\$ 100.00	-	0%
	Sun Room					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 20.00	\$ 20.00	\$ 20.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 35.00	\$ 35.00	\$ 35.00	-	0%
	Security Deposit	Deposit	\$ 100.00	\$ 100.00	\$ 100.00	-	0%
	Ted Adcock Kitchen (Kitchen Only)					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 30.00	\$ 30.00	\$ 30.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 60.00	\$ 60.00	\$ 60.00	-	0%
	Security Deposit	Deposit	\$ 500.00	\$ 500.00	\$ 500.00	-	0%
	Ted Adcock Kitchen (with Room Rental)					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 15.00	\$ 15.00	\$ 15.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 30.00	\$ 30.00	\$ 30.00	-	0%
	Security Deposit	Deposit	\$ 100.00	\$ 100.00	\$ 100.00	-	0%
	Train Depot					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 30.00	\$ 30.00	\$ 30.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 35.00	\$ 35.00	\$ 35.00	-	0%
	Security Deposit	Deposit	\$ 500.00	\$ 500.00	\$ 500.00	-	0%
	Smith Field # 3					-	
	No Lights	Per Hour	\$ 20.00	\$ 20.00	\$ 20.00	-	0%
	W/ Lights	Per Hour	\$ 55.00	\$ 55.00	\$ 55.00	-	0%
	Library Community Room (Full Room)					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 25.00	\$ 25.00	\$ 25.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 60.00	\$ 60.00	\$ 60.00	-	0%
	Security Deposit	Deposit	\$ 500.00	\$ 500.00	\$ 500.00	-	0%
	Library Community Room (Room A)					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 15.00	\$ 15.00	\$ 15.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 25.00	\$ 25.00	\$ 25.00	-	0%
	Security Deposit	Deposit	\$ 200.00	\$ 200.00	\$ 200.00	-	0%
	Library Community Room (Room B)					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 20.00	\$ 20.00	\$ 20.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 35.00	\$ 35.00	\$ 35.00	-	0%
	Security Deposit	Deposit	\$ 300.00	\$ 300.00	\$ 300.00	-	0%
	2. Non-Profit/Government Fees					-	
	Grand Oak Room					-	

**City of Half Moon Bay
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Other Fees, Charges & Services**

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No.	Fee Name	Fee Unit Type	Current Fee	Recommended Fee FY 2023-24 (Fee Study Results)	Proposed FY 2025-26 (CPI Applied)	\$ Change	% Change
	Week Day Rate (9am - 5pm)	Per Hour	\$ 25.00	\$ 25.00	\$ 25.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 50.00	\$ 50.00	\$ 50.00	-	0%
	Security Deposit	Deposit	\$ 300.00	\$ 300.00	\$ 300.00	-	0%
	Oak Room					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 15.00	\$ 15.00	\$ 15.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 30.00	\$ 30.00	\$ 30.00	-	0%
	Security Deposit	Deposit	\$ 200.00	\$ 200.00	\$ 200.00	-	0%
	Manzanita Room					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 10.00	\$ 10.00	\$ 10.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 20.00	\$ 20.00	\$ 20.00	-	0%
	Security Deposit	Deposit	\$ 100.00	\$ 100.00	\$ 100.00	-	0%
	Tree Rooms					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 10.00	\$ 10.00	\$ 10.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 20.00	\$ 20.00	\$ 20.00	-	0%
	Security Deposit	Deposit	\$ 100.00	\$ 100.00	\$ 100.00	-	0%
	Day Rooms					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 10.00	\$ 10.00	\$ 10.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 20.00	\$ 20.00	\$ 20.00	-	0%
	Security Deposit	Deposit	\$ 100.00	\$ 100.00	\$ 100.00	-	0%
	Sun Room					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 10.00	\$ 10.00	\$ 10.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 20.00	\$ 20.00	\$ 20.00	-	0%
	Security Deposit	Deposit	\$ 100.00	\$ 100.00	\$ 100.00	-	0%
	Ted Adcock Kitchen (Kitchen Only)					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 15.00	\$ 15.00	\$ 15.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 30.00	\$ 30.00	\$ 30.00	-	0%
	Security Deposit	Deposit	\$ 100.00	\$ 100.00	\$ 100.00	-	0%
	Ted Adcock Kitchen (with Room Rental)					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 10.00	\$ 10.00	\$ 10.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 20.00	\$ 20.00	\$ 20.00	-	0%
	Security Deposit	Deposit	\$ 200.00	\$ 200.00	\$ 200.00	-	0%
	Train Depot					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 10.00	\$ 10.00	\$ 10.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 20.00	\$ 20.00	\$ 20.00	-	0%
	Security Deposit	Deposit	\$ 100.00	\$ 100.00	\$ 100.00	-	0%
	Smith Field # 3					-	
	No Lights	Per Hour	\$ 20.00	\$ 20.00	\$ 20.00	-	0%
	W/ Lights	Per Hour	\$ 55.00	\$ 55.00	\$ 55.00	-	0%

**City of Half Moon Bay
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Other Fees, Charges & Services**

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No.	Fee Name	Fee Unit Type	Current Fee	Recommended Fee FY 2023-24 (Fee Study Results)	Proposed FY 2025-26 (CPI Applied)	\$ Change	% Change
	Library Community Room (Full Room)					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 10.00	\$ 10.00	\$ 10.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 20.00	\$ 20.00	\$ 20.00	-	0%
	Security Deposit	Deposit	\$ 100.00	\$ 100.00	\$ 100.00	-	0%
	Library Community Room (Room A)					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 10.00	\$ 10.00	\$ 10.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 20.00	\$ 20.00	\$ 20.00	-	0%
	Security Deposit	Deposit	\$ 100.00	\$ 100.00	\$ 100.00	-	0%
	Library Community Room (Room B)					-	
	Week Day Rate (9am - 5pm)	Per Hour	\$ 10.00	\$ 10.00	\$ 10.00	-	0%
	Weekend/Weekday Rate (after 5pm)	Per Hour	\$ 20.00	\$ 20.00	\$ 20.00	-	0%
	Security Deposit	Deposit	\$ 100.00	\$ 100.00	\$ 100.00	-	0%
VIII. PUBLIC SAFETY							
1	Duplication						
	1. Public Safety Reports	Each	\$ 10.00	\$ 15.00	\$ 15.00	5.00	50%
	2. Photo Reproduction	Each	\$ 20.00	\$ 25.00	\$ 25.00	5.00	25%
	3. Audio Tape/CD Reproduction	Per CD Disc	\$ 20.00	\$ 25.00	\$ 25.00	5.00	25%
	4. Audio Tape Reproduction	Per DVD Disc	\$ 20.00	\$ 25.00	\$ 25.00	5.00	25%
						-	
2	Licensing						
	1. Bingo Establishment Processing (Chapter 3.94)						
	Bingo Establishment	Each	\$ 134.00	\$ 185.00	\$ 185.00	51.00	38%
	Renewal	Each	\$ 134.00	\$ 185.00	\$ 185.00	51.00	38%
	2. Fortune Telling (Chapter 3.95)						
	New Business	Each	\$ 668.00	\$ 889.00	\$ 889.00	221.00	33%
	Renewal	Each	\$ 134.00	\$ 185.00	\$ 185.00	51.00	38%
	New Tech.	Each	\$ 668.00	\$ 889.00	\$ 889.00	221.00	33%
	Renewal Tech.	Each	\$ 134.00	\$ 185.00	\$ 185.00	51.00	38%
	3. Massage Establishments (Chapter 3.88)						
	New Business	Each	\$ 668.00	\$ 889.00	\$ 889.00	221.00	33%
	Renewal	Each	\$ 134.00	\$ 185.00	\$ 185.00	51.00	38%
	Transfer	Each	\$ 668.00	\$ 889.00	\$ 889.00	221.00	33%
	Reinstatement	Each	\$ 286.00	\$ 185.00	\$ 185.00	(101.00)	-35%
	4. Secondhand Dealers						
	New Dealers	Each	\$ 134.00	\$ 185.00	\$ 185.00	51.00	38%
	Renewal	Each	\$ 134.00	\$ 185.00	\$ 185.00	51.00	38%
	5. Solicitor / Peddler						
	New Applicant	Each	\$ 668.00	\$ 889.00	\$ 889.00	221.00	33%

**City of Half Moon Bay
Draft Master Fee Schedule
Other Fees, Charges & Services**

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year (excluding Development Impact Fees and Public Safety)

No.	Fee Name	Fee Unit Type	Current Fee	Recommended Fee FY 2023-24 (Fee Study Results)	Proposed FY 2025-26 (CPI Applied)	\$ Change	% Change
	Annual Renewal	Each	\$ 134.00	\$ 185.00	\$ 185.00	51.00	38%
						-	
3	Miscellaneous Fees					-	
	Vehicle Release	Per Vehicle	\$ 95.00	\$ 129.00	\$ 129.00	34.00	36%
	Repossession Release	Per Vehicle	\$ 15.00	\$ 15.00	\$ 15.00	-	0%
	Clearance/Special Letters	Each	\$ 42.00	\$ 40.00	\$ 40.00	(2.00)	-5%
	Illegal Sign Confiscation	Per Incidence	\$ 173.00	\$ 230.00	\$ 230.00	57.00	33%
	Illegal Fireworks Confiscation	Per Citation	\$ 173.00	\$ 230.00	\$ 230.00	57.00	33%
						-	
4	Parking Fees					-	
	Temporary Offstreet Parking	Per Vehicle	\$ 21.00	\$ -	\$ -	(21.00)	-100%
						-	
5	D.U.I Cost Recovery					-	
	Arrest with Traffic Collision & Transportation	Per Response	\$ 749.00	\$ 989.00	\$ 989.00	240.00	32%

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**City of Half Moon Bay
Draft Master Fee Schedule
Other Fees, Charges & Services**

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6 Citation Fee Schedule				FY 2025-26 Fee	Delinquent Fee		
	<u>1. Municipal Code</u>		[1]				
3.92.030	Solicitors License Required	Each		\$ 50.00	\$ 44.00		
9.11.010	Skateboard Park Use: Pads/Helmet	Each		\$ 25.00	\$ 44.00		
9.12.040	Consume Alcohol In Public Right Of Way	Each					
9.12.050	Alcoholic Beverages-Public Parks	Each					
9.12.070	Prohibit Fires City Beaches	Each					
9.12.080	Prohibit Fires City Parks	Each					
9.12.090	Prohibit Glass Containers City Parks And Beaches	Each					
9.13.030	Park Hours-Closed Sunset to Sunrise	Each					
9.13.050	Unlawful Activities (Designated)	Each					
9.14.010 (B)	Fireworks manf/sale/possession	Each		\$ 107.00	\$ 47.00		
9.24.020	Sleep in Vehicle 2200/0600	Each		\$ 50.00	\$ 44.00		
9.48.020	Discharge Firearm (City)	Each		\$ 100.00	\$ 47.00		
9.48.060	Sale To Minor/gas weapon	Each		\$ 25.00	\$ 44.00		
10.08.020	Direct Traffic Unauthorized Person	Each		\$ 50.00	\$ 44.00		
10.08.030	Traffic Direction	Each		\$ 50.00	\$ 44.00		
10.08.060	Removing Chalk Marks	Each		\$ 74.00	\$ 44.00		
10.12.030	Obedience To Signs	Each		\$ 74.00	\$ 44.00		
10.16.040	U-Turns to Enter Parking Spaces	Each		\$ 25.00	\$ 44.00		
10.28.020	Clinging To Motor Vehicle	Each		\$ 50.00	\$ 44.00		
10.28.040	Riding/Driving Sidewalk (Vehicle/Horse)	Each		\$ 25.00	\$ 44.00		
10.28.050	Drive On New Pavement/Markings	Each		\$ 25.00	\$ 44.00		
10.28.060	Limited Access	Each		\$ 46.00	\$ 47.00		
10.28.080	Obey Barriers And Signs	Each		\$ 25.00	\$ 44.00		
10.36.110	Wheels Not Curbed	Each		\$ 46.00	\$ 47.00		
10.36.010	No Parking, Stopping, Standing	Each		\$ 45.00	\$ 47.00		
10.36.010 (B)	Poplar Beach/Time Limit Parking	Each		\$ 40.00	\$ 44.00		
10.36.030	Parking Restricted	Each		\$ 45.00	\$ 47.00		
10.36.040	No Parking Zone (Permits)	Each		\$ 49.00	\$ 47.00		
10.36.050	Parked Over 72 Hours	Each		\$ 49.00	\$ 47.00		
10.36.060	Advertising For Sale On Street	Each		\$ 46.00	\$ 46.00		
10.36.070	Repair Vehicle On Street	Each		\$ 46.00	\$ 47.00		
10.36.080	Washing Vehicle On Street	Each		\$ 46.00	\$ 47.00		
10.36.090 (B)	School Zone	Each		\$ 49.00	\$ 47.00		
10.36.100 (A)	No Parking Posted	Each		\$ 49.00	\$ 47.00		
10.36.100 (B)	No Parking-Narrow Street	Each		\$ 49.00	\$ 47.00		
10.36.120	Peddler Vehicle-No Permit	Each		\$ 46.00	\$ 47.00		
10.36.130	Emergency Signs	Each		\$ 80.00	\$ 46.00		

**City of Half Moon Bay
Draft Master Fee Schedule
Other Fees, Charges & Services**

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year (excluding Development Impact Fees and Public Safety)

6 Citation Fee Schedule				FY 2025-26 Fee	Delinquent Fee		
10.36.150	Electric Vehicle Parking Only	Each		\$ 46.00	\$ 47.00		
10.36.160	Electric Over Two Hours	Each		\$ 40.00	\$ 47.00		
10.37.020	Oversize Vehicle 0200-0500	Each		\$ 80.00	\$ 47.00		
10.37.030	Non-Motorized Vehicle Unhook	Each		\$ 80.00	\$ 47.00		
10.40.010	15 Min Zone (Green Curb)	Each		\$ 49.00	\$ 47.00		
10.40.020	2 Hour Zone	Each		\$ 49.00	\$ 47.00		
10.40.030	Parking On One-Way Streets	Each		\$ 49.00	\$ 47.00		
10.40.040 (A)	Diagonal Parking Zone	Each		\$ 49.00	\$ 47.00		
10.40.040 (B)	Front Tire 6 Inches From Curb	Each		\$ 49.00	\$ 47.00		
10.40.050	Use More Than One Space	Each		\$ 49.00	\$ 47.00		
10.40.060	No Stopping Zone	Each		\$ 49.00	\$ 47.00		
10.40.070	12 Hour Parking-When Posted	Each		\$ 46.00	\$ 44.00		
10.40.080	Move Vehicle - Avoid Time Limit	Each		\$ 46.00	\$ 44.00		
10.40.090	Store Vehicle On Street	Each		\$ 46.00	\$ 44.00		
10.40.100	Repeat Violations	Each		\$ 46.00	\$ 44.00		
10.40.110	Extended Parking Permits	Each		\$ 46.00	\$ 44.00		
10.44.020	Curb Marked (Red/White/Green)	Each		\$ 74.00	\$ 44.00		
10.44.030	No Truck/Trailer	Each		\$ 71.00	\$ 44.00		
10.44.040	Loading Zone	Each		\$ 46.00	\$ 44.00		
10.44.050	Passenger Loading Zone	Each		\$ 46.00	\$ 44.00		
10.44.060	No Parking In Alley	Each		\$ 46.00	\$ 44.00		
10.44.070	Bus Zone	Each		\$ 46.00	\$ 44.00		
10.48.030	Vehicle Off Road	Each		\$ 71.00	\$ 44.00		
10.50.010	No Parking After Dusk Mirada/Redondo/Poplar	Each		\$ 74.00	\$ 44.00		
10.50.020	No Parking After Dusk Wavecrest	Each		\$ 74.00	\$ 44.00		
12.08.040	Dumping On Street/Alley/Gutter	Each		\$ 286.00	\$ 44.00		
12.12.030	Dumping	Each		\$ 124.00	\$ 44.00		
<u>2. California Vehicle Code</u>			[2]				
21113 (A)	Parked On Public Ground	Each		\$ 43.00	\$ 42.00		
22500.1	Parking Prohibited	Each		\$ 38.00	\$ 42.00		
22500 (A)	Parking In Intersection	Each		\$ 38.00	\$ 42.00		
22500 (B)	Parking On Crosswalk	Each		\$ 38.00	\$ 42.00		
22500 (C)	Parking In Safety Zone	Each		\$ 38.00	\$ 42.00		
22500 (D)	Within 15' Fire Station Driveway	Each		\$ 38.00	\$ 42.00		
22500 (E)	Parking In Driveway	Each		\$ 38.00	\$ 42.00		
22500 (F)	Parking On Sidewalk	Each		\$ 38.00	\$ 42.00		
22500 (G)	Obstruct Traffic @ Excavation	Each		\$ 38.00	\$ 42.00		
22500 (H)	Double Parking	Each		\$ 38.00	\$ 42.00		

**City of Half Moon Bay
Draft Master Fee Schedule
Other Fees, Charges & Services**

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year (excluding Development Impact Fees and Public Safety)

6 Citation Fee Schedule					FY 2025-26 Fee	Delinquent Fee		
22500 (I)	Parking In Bus Zone	Each			\$ 38.00	\$ 42.00		
22500 (J)	Parking In Tunnel	Each			\$ 38.00	\$ 42.00		
22500 (K)	Parking On Bridge	Each			\$ 38.00	\$ 42.00		
22500 (L)	Blocking Wheelchair Access	Each			\$ 333.00	\$ 42.00		
22502 (A)	Over 18" From Curb	Each			\$ 33.00	\$ 42.00		
22502 (E)	Curb Parking/One-Way Street	Each			\$ 30.00	\$ 42.00		
22504 (A)	Unincorporated Area Parking	Each			\$ 43.00	\$ 42.00		
22505 (B)	No Parking - State Hwy	Each			\$ 48.00	\$ 42.00		
22507.8 (A)	Handicapped Space Without Placard	Each			\$ 333.00	\$ 42.00		
22507.8 (B)	Blocking Handicapped Space	Each			\$ 333.00	\$ 333.00		
22507.8 (C)	Hashmarks Handicap Zone	Each			\$ 333.00	\$ 333.00		
22514	Fire Hydrants - Within 15 Feet	Each			\$ 38.00	\$ 38.00		
22515	Unattended Vehicle - Engine Running	Each			\$ 33.00	\$ 33.00		
22519	Posted For Patrons Only	Each			\$ 33.00	\$ 33.00		
22522	Block Sidewalk Ramp	Each			\$ 333.00	\$ 333.00		
22523 (A)	Abandon Vehicle On Highway	Each			\$ 105.00	\$ 105.00		
22523 A/B	Abandoned Vehicle	Each			\$ 105.00	\$ 105.00		
22523 (B)	Abandon Vehicle - Private Property	Each			\$ 105.00	\$ 105.00		
22526 (A)	Blocking Intersection	Each			\$ 53.00	\$ 53.00		
22951	Park Lot - Street & Alley	Each			\$ 25.00	\$ 25.00		
22952 (A)	Park Lot-Tow/Removal	Each			\$ 40.00	\$ 40.00		
22952 (B)	Park Lot-Tow/Removal	Each			\$ 40.00	\$ 40.00		
23333	Stop/Park On Bridge	Each			\$ 43.00	\$ 43.00		
23336	Violate Posted Signs	Each			\$ 40.00	\$ 40.00		
28071	Bumper Required-Fine Or P/C	Each			\$ 25.00	\$ 25.00		
22507.8 (A)	Handicapped Space Without Placard	Each			\$ 333.00	\$ 333.00		
4000 (A)	Unregistered Vehicle	Each			\$ 53.00	\$ 53.00		
4462 (B)	Registration On Wrong Vehicle	Each			\$ 30.00	\$ 30.00		
4464	Altered License Plate	Each			\$ 30.00	\$ 42.00		
5200	Lic Plate Missing - Fine Or P/C	Each			\$ 35.00	\$ 35.00		
5201	Plate Positioning - Fine Or P/C	Each			\$ 30.00	\$ 30.00		
5202	Period Of Display - Fine Or P/C	Each			\$ 30.00	\$ 30.00		
5204 (A)	Tags Attach Wrong - Fine Or P/C	Each			\$ 30.00	\$ 30.00		

Notes

[1] Citation fee amounts increase for two or more offenses. Applicable fees are stated on the violation notice.

[2] California Vehicle Code Fees are established by the State of California and are not escalated by the CPI All Urban Consumers/San Francisco-Oakland-San Jose

IX. REFUND POLICY

**City of Half Moon Bay
Draft Master Fee Schedule
Other Fees, Charges & Services**

Fees are increased annually by the annual average CPI-W San Francisco-Oakland-Hayward of the previous year (excluding Development Impact Fees and Public Safety)

6 Citation Fee Schedule			FY 2025-26 Fee	Delinquent Fee		
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Any request for Fee refunds shall be submitted in writing to the appropriate Department's Director within 90 days from the date of submittal. The grounds for requesting a refund shall be detailed in the written request. However, once the City has commenced work on an applicable service for which a fee is charged, no refunds are allowed. The Department's Director shall determine if a fee is refundable based on this criterion. Any refund will be net a processing fee equivalent to 0.5 hours of the Building Hourly Rate and any other incidentals that may be incurred. The party requesting the refund shall be informed in writing of the decision of the Department's Director within ten (10) working days of receiving the written refund request. The requesting party may appeal the determination of the Department's Director to the City Manager, within ten (10) days of mailing notice to the requesting party. The City Manager's decision of the appeal review will be the final action taken by the City.

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