



## REGULAR MEETING AGENDA

**Date:** 12/5/2023  
**Time:** 6:00 p.m.  
**Location:** [Zoom.us/join](https://zoom.us/join) – ID# 814 7839 7160  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

## EARLY STAFF REPORT RELEASE NOTICE

Pursuant to the requirements of California Government Code §66018 and §6062a , the following staff report is being released at least 10 days in advance of the City Council meeting:

Introduce and waive the first reading of an ordinance amending the City's comprehensive master fee schedule for the city manager's office, community development, library and community services, and public works departments, and Menlo Park Municipal Water ([Staff Report #23-259-CC](#))

This notice is posted in accordance with Cal. Gov. Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the city website at [menlopark.gov/agendas](http://menlopark.gov/agendas) and can receive notifications of agenda postings by subscribing at [menlopark.gov/subscribe](http://menlopark.gov/subscribe). Agendas and staff reports may also be obtained by contacting the City Clerk's Office at 650-330-6620. (Posted 11/22/2023)



## STAFF REPORT

### City Council

Meeting Date:

12/5/2023

Staff Report Number:

23-259-CC

### Public Hearing:

**Introduce and waive the first reading of an ordinance amending the City's comprehensive master fee schedule for the city manager's office, community development, library and community services, and public works departments, and Menlo Park Municipal Water**

## Recommendation

Staff recommends that the City Council introduce and waive the first reading of an ordinance (Attachment A) amending the City's master fee schedule to incorporate proposed changes in fees to become effective 30 days after the ordinance is adopted, or as otherwise noted or required by statute for the following departments: city manager's office, community development, library and community services, public works, and Menlo Park Municipal Water (MPMW).

## Policy Issues

The City Council adopts fees to recover the cost for services to minimize the demand on general taxes for services that have an individual benefit. To guide the establishment of fees, the City Council last adopted revisions to the user fee cost recovery policy Aug. 23, 2022 (Attachment B).

## Background

The master fee schedule reflects fees charged by all city departments. Amendments typically occur annually in order for fees to reflect the current costs of providing services; to bring fees closer to full cost recovery targets; to add new fees when applicable for new city services; and/or to eliminate fees for discontinued services. The most recent updates to the master fee schedule were approved by the City Council for fees effective October 2022 at the public hearing held Aug. 23, 2022. The most recent cost of services study was presented to the City Council at a study session Feb. 13, 2018, which informs the structure of fees in the current and proposed master fee schedule.

The City imposes different categories of fees with different requirements regarding how fees are set or changed:

- Fees and charges for use of facilities, services and access to property: These fees are elective on the part of the customer/user. The purpose of these fees and charges is to generate revenues for access or use of the service or facility.
- Property development processing and impact fees: These include fees for building and use permits, variances, building inspections, map applications and planning services, and impact and capacity fees. These fees cannot exceed the reasonable cost of providing the service or providing the facilities necessary to serve the new development. Any new fee or increase to existing fees in this category can be effective no sooner than 60 days following City Council approval.

- Fees relating to public records act requests and copies of documents and reports: These fees are limited to the actual cost of copying (not including personnel time to copy) or the statutory amount, whichever is less. There are no changes recommended for any fees in this category at this time.

The recommendations presented by staff in this report are primarily re-clarifications/modifications of existing fee descriptions; adding fees for services previously presented for consideration by the City Council, but not approved at a public hearing (those fees have not been imposed or collected); and fee level adjustments based on changes to the User Fee Policy as revised by City Council Aug. 23, 2022.

The City Council adopted the fiscal year 2023-24 budget on June 27 (Attachment C).

## **Analysis**

### City Manager's Office – Sustainability

#### *Electric vehicle (EV) charging stations*

The City began administering EV charging fees in September 2022. The fees allow the City to recover the capital and operational costs of the stations as well as support charging station turnover for other EV drivers that need charging. The access fee is intended to recover the full costs of the charging stations, including installation, maintenance, extended warranty and network access. This enables the City to fund additional charging stations or pay for indirect costs to operate the chargers.

On Aug. 16, 2023, the Environmental Quality Commission directed staff to explore removing some of the fees from city-owned charging stations. Staff recommends a reduction to the access fee from \$1.00 to \$0.50. Based on the average number of monthly sessions to date (2016 – 2023) - 1,150 sessions - it is estimated that the adjusted access fee will generate approximately \$7,000 annually. This would result in a payoff of two EV charging stations within a 3-year period. The estimated lifetime of chargers is typically seven to 10 years.

### Community Development

#### *Building permits*

Staff recommends the addition of several building permits to help clarify types of construction activity. These include fees for water feature/fountains, antennas on existing structures, handrails/guardrails, electric heat pumps, heat pump water heaters, EV car chargers, battery storage and others. These recommendations are listed in the Community Development section of Attachment D. As part of the implementation of Climate Action Plan (CAP) strategy No. 1: electrify 95 percent of existing buildings, the City Council adopted a permit fee waiver for electrification projects, and the City does not currently collect plan check or permit fees for building permits related to the electrification of existing buildings. Permit data indicates estimated revenue loss from this program between \$80,000 and \$120,000 per year.

### Library and Community Services

#### *Belle Haven Community Campus*

Staff recommends new and/or revised fees related to the Belle Haven Community Campus. These include fees for facility rentals, recreation classes, youth programs and camps, and related services. The recommended fees at Belle Haven Community Campus are designed to be inclusive and equivalent to fees at corresponding facilities on the Burgess Park campus. New hyperlocal resident fee rates, described later in this section, are designed to prioritize neighborhood residents' use of the new facility.

#### *Aquatics*

On Sept. 12, City Council authorized a new aquatics operator agreement effective Oct. 1. The new

agreement stipulates that aquatics user fees shall be subject to City Council approval in the Master Fee Schedule no later than six months after the agreement's effective date. Therefore, the recommended aquatics fees in Attachment A would take effect no later than April 1, 2024, or upon the opening of Belle Haven Community Campus, whichever comes first. The recommended aquatics fees include a proposed schedule for future annual fee increases that would phase in subsequent escalations in non-resident fees over time. The recommended aquatics fees are equivalent at both aquatics centers.

#### *Athletic fields*

The recommended fees for athletic fields reflect updated subdivisions of field spaces at Burgess Park, La Entrada Middle School, Jack Lyle Park and Nealon Park to more evenly and equitably distribute spaces and corresponding fees based on size of each field subdivision. City staff consulted with field user groups in regard to updating the subdivisions. The updated subdivisions are included for reference in Attachment E. The recommended fees also include new rates for running track rentals and for posting banners and signage on City athletic facilities.

#### *Commercial fee rate*

This new fee rate would apply to for-profit businesses using City facilities, and would be primarily applied to facility rentals. The commercial fee is generally 150% of the resident fee unless otherwise specified.

#### *Cost adjustments*

The recommended fees include modest adjustments to various existing fees to align with inflationary cost increases to maintain cost recovery.

#### *Early childhood development*

The recommended fees include new half-day toddler and preschool rates at Menlo Children's Center in response to interest from families seeking flexible care options before or after transitional kindergarten programs that only cover half days mornings or afternoons.

#### *Hyperlocal resident fee rate*

This new fee rate would apply to residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus. The neighborhood service area can be defined as the geographic area of incorporated City of Menlo Park extending from Bay Road to San Francisco Bay. This service area encompasses all of District 1 and portions of District 2 near the pedestrian and bicycle overcrossing at US-101. The intent of the hyperlocal resident rate is to prioritize neighborhood access and use of the Belle Haven Community Campus, in recognition of historic inequity and generational harm caused by redlining, freeway construction and property loss, and other discriminatory practices of the past that uniquely affected the neighborhoods in the vicinity of Belle Haven Community Campus. The hyperlocal resident fee would apply to qualifying users at the new facility and is generally 65% of the resident fee unless otherwise specified.

#### *Nonprofit fee rate*

This new fee rate would apply to nonprofits that primarily serve Menlo Park residents and would be primarily applied to facility rentals. The nonprofit fee is generally 65% of the resident fee unless otherwise specified.

#### *Recreation classes and camps*

The recommended fees establish a basic framework and ranges for the user fees that may be charged for recreation classes and camps in City recreation facilities. Within the established fee range, fees for specific classes and camps would vary depending on the content, duration and other factors. The user fees for equivalent or comparable class content would apply the same to classes in all City recreation facilities.

**Tennis and pickleball court fees**

On Sept. 27, the Parks and Recreation Commission indicated strong interest in eliminating tennis key fees while preserving court reservation fees. The recommended fees eliminate tennis key fees while preserving reservation fees. Tennis and pickleball courts would be open for drop-in play with no fee, similar to most other nearby jurisdictions. Court reservations and schedules would be managed and made visible to the public on the City’s new online recreation platform.

**Public Works**

**Newsracks**

Newspaper Racks (newsracks) are a vital part of the streetscape of Menlo Park and provide an intrinsic value to its visitors and residents. Over the past few years, the City received complaints regarding the proliferation and deterioration of newsracks, especially in the downtown area. To address these concerns, the City Council approved a newsrack ordinance (Menlo Park Municipal Code, Chapter 13.28) effective Jan. 1, 2021. The ordinance regulates newsracks by establishing a permit process, standards for maintenance and display, size and design standards, standards for placement and location, and an enforcement mechanism for abandoned or unmaintained newsracks throughout Menlo Park.

During a public hearing on Feb. 9, 2021, the City Council adopted an ordinance to establish enforcement fees (impound/disposal of newsracks and appeals/protests), but decided to waive new and renewal permit fees. The City Council instructed staff to revisit these fees during the next master fee schedule update in 2023.

In 2021, the City removed all newsracks in poor condition and those that did not meet the standards of the ordinance. Additionally, staff ensured that all existing newsracks in the public right of way received a permit. Staff continue to process permit renewal applications every two years per the ordinance, which includes inspecting newsracks and affixing a permit sticker. Staff rarely receive new permit applications. Staff recommends continuing to waive new and renewal permit fees, as well as, maintain 100% cost recovery for newsrack enforcement fees. These fees were updated based on Finance’s FY 2023-24 hourly staff billing rates. See Table 1 below for a summary of these fees.

<b>Fee Type</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Percentage Change</b>
<b>New Permit</b>	\$0	\$0	0%
<b>Renewal Permit</b>	\$0	\$0	0%
<b>Appeal</b>	\$465	\$550	18%
<b>Impound</b>	Cost + 25%	Cost + 25%	0%
<b>Protest</b>	\$465	\$550	18%
<b>Disposal</b>	Cost + 25%	Cost + 25%	0%

**Streetaries**

On Aug. 29, the City Council adopted a resolution establishing fee amounts for permit applications of streetary outdoor dining areas. Staff recommends including these fees in the master fee schedule. The proposed Annual Encroachment Lease Fee is designed to catalyze outdoor business development. Neighboring jurisdictions, such as Redwood City, charge over \$10 per square foot for a similar program.

Given the market rate, a \$10 per square foot lease fee is justifiable for Menlo Park. However, as a matter of policy to encourage and incentivize outdoor businesses, staff recommends the more modest \$7 per square lease.

Table 2: Streetary Fees		
Fee Type	1st year	Annual Renewal
Streetary permit - parklets (plus sidewalk cafes where applicable)	\$1,725	\$250
Streetary permit - sidewalk cafes (standalone)	\$810	\$250
Streetary Annual Encroachment Lease Fee	\$7.00 per square foot	\$7.00 per square foot

**Menlo Park Municipal Water (MPMW)**

Water consumption rates are set by a separate process in conformance with Proposition 218 and are not proposed for further changes in the master fee schedule. Non-consumption water fees are established through the annual Master Fee Schedule process. A detailed description of each fee is explained further below. Table 3 below summarizes the current fees, proposed fees, and percentage change in fees charged by Menlo Park Municipal Water for ancillary services like temporary construction meters, service requests, meter tampering, etc. The proposed fees will be newly adopted, and the existing fees remain in effect until the new fees become effective. These fees will be increased over a multi-year period, to reflect cost recovery for staff, and the City Council will be authorizing each step increase in subsequent master fee schedules. Changes to these fees do not impact the General Fund.

Table 3: Proposed Changes to Menlo Park Municipal Water Fees			
Fee Type	Current Fee	Proposed Fee	Percentage Change <sup>1</sup>
Disconnect Door Tag Fee	\$ 25	\$31	23%
Reconnection Fee – per meter (for services closed for non-payment):			
During business hours (7:30 a.m.-4 p.m.)	\$ 108	\$140	29%
Outside business hours (after 4 p.m. and weekends)	\$ 270	\$338	25%
Restricted access to water meter (for meter reading or maintenance)	\$ 100	\$123	23%
Service requests – per hour (customer requested):			
During business hours (7:30 a.m.-4 p.m.)	\$ 100	\$134	34%
Outside business hours (after 4 p.m. and weekends)	\$ 162	\$266	64%
Meter tampering fee	\$ 100	\$108	8%
Deposit for temporary construction meter	\$ 3,000	\$ 3,442	15%
Backflow penalty for non-compliance with ordinance	\$130	\$130	0%
Backflow device test fee:			
During business hours (7:30 a.m.-4 p.m.)	\$ 108	\$140	29%
Outside business hours (after 4 p.m. and weekends)	\$ 270	\$338	25%
Fire flow test, including report	\$ 405	\$473	15%
Additional test report copy	\$ 45	\$45	0%

NOTE: Proposed fees are based on fiscal year 2023-24 billing rates: Water System Operator = \$125 per hour, Chief Water Operator = 25% of total maintenance cost, and Management Analyst II = 25% of total maintenance cost.

<sup>1</sup>Most fees have not been adjusted since 2016.

### *Disconnect Door Tag Fee*

When a water customer is delinquent on their bill, they receive a mailed notice and then a phone call if payment is still not received. If payment is not made within 49 days from the original due date, the customer receives a final notice door tag at the service address, which gives the customer 15 additional days to pay in full or make payment arrangements. If the customer takes no action, water service is disconnected. The \$25 fee was established in 2016 to provide some cost recovery, and it has not increased since then. Staff recommends a \$31 fee, based on a quarter-hour of staff time at the updated hourly billing rate of a water system operator plus administration for greater cost recovery.

### *Reconnection Fee*

The \$108 fee was established in 2016 based on one hour of maintenance staff time. Staff recommends a \$140 fee during business hours to match the updated hourly billing rate for one hour of a water system operator plus administration for greater cost recovery.

Outside of regular business hours, which includes evenings, weekends and holidays, it takes approximately three hours, at overtime rates, for a water system operator to report to the Corporation Yard, pick up a maintenance vehicle and equipment, drive to the service address, reconnect the water meter, return to the maintenance yard, and return home. The \$270 after-hours reconnection fee was established in 2016. Staff recommends a \$338 fee to match the updated hourly billing rate for a water system operator plus administration for greater cost recovery.

### *Restricted Access to Water Meter*

Every month, the water meter reader requires physical access to water meters in order to record meter readings for billing, and a water system operator periodically needs access to inspect and maintain meters. When access is restricted by locked gates, vehicles, vegetation, pets or other obstacles, staff advises the customer to remove the restriction. If, after notification, the customer has not taken corrective action to ensure access, the penalty fee is applied to the water bill monthly until access is restored. The \$100 fee was established in 2016. Staff recommends a \$123 fee to match the updated hourly billing rate for one hour of a water system operator plus administration for greater cost recovery.

### *Service Requests*

As requested by customers, a water system operator will visit customer homes or businesses to provide assistance (i.e., locate water meters, detect water leaks, turn off temporary meters, etc.). Typically, issues are resolved in one or two visits. However, there are instances when customers repeatedly request services on a reoccurring issue. The first two visits, per issue, per fiscal year, are offered complimentary. Thereafter, the customer would be subject to a fee if the issue was determined not to be a failure in the water system. The \$100 fee was established in 2016 based on one hour of maintenance staff time. Staff recommends a \$134 fee during business hours to match the updated hourly billing rate for one hour of a water system operator plus administration for greater cost recovery.

Outside of regular business hours, which includes evenings, weekends and holidays, it takes approximately three hours, at overtime rates, for a water system operator to report to the Corporation Yard, pick up a maintenance vehicle and equipment, drive to the service address, perform the requested service, return to the maintenance yard, and return home. The \$162 after-hours fee was established in 2016. Staff recommends a \$266 fee after-hours to match the updated hourly billing rate for a water system operator for three hours at overtime rate, plus administration for greater cost recovery.

### *Meter Tampering Fee*

Some customers do not contact City staff and instead turn on/off the water meter or otherwise tamper with the water meter directly. Sometimes the customer's action results in damage to the meter and/or the

connecting pipes. The \$100 penalty fee was established in 2016. Staff recommends a \$108 penalty fee as well as adding costs for one hour of staff time and materials for greater cost recovery.

*Deposit for temporary construction meter*

The City provides temporary water meters, primarily for construction purposes, that allow connections to the water system via fire hydrants. Customers pay a deposit and are billed monthly for the meter rental and for metered water use. The \$3,000 deposit fee was established prior to 2016. Staff recommends a \$3,442 deposit to help cover two hours of maintenance staff time, administration costs, and the current purchase cost of a new 3" water meter (\$3,640).

*Backflow Device Test Fee*

Backflow devices are an integral part of the City's cross-connection control program, as they help ensure that contaminants do not enter the potable water system. They are owned by the customer and must be tested annually to ensure that they are working properly. Most businesses and some residential customers are required to have these devices. San Mateo County Environmental Health manages the City's cross-connection program and notifies customers when annual testing is due.

Per Chapter 7.28 of the Menlo Park Municipal Code, the City may test assemblies that are out of compliance with the annual test requirement. The \$108 backflow device test fee was established in 2016. Staff recommends a \$140 backflow device test fee for staff to perform the test during business hours, to match the updated hourly billing rate for one hour of a water system operator plus administration for full cost recovery.

The testing of devices is anticipated to occur during regular business hours and requires a shutdown of the water service. However, some customers are unable to have a water service shutdown during regular business hours, so staff would need to perform the testing after hours. The after-hours \$270 backflow device test fee was established in 2016. Staff recommends a \$338 fee after-hours to match the updated hourly billing rate for three hours of a water system operator plus administration for greater cost recovery.

*Fire Flow Test*

Originally established in 2008, maintenance staff perform fire flow tests upon request to confirm flow rates at specific hydrant locations for construction purposes. The fire flow test fee increased from \$270 to \$405 at the public hearing held Aug. 23, 2022 to include three hours of staff time. Staff recommends a \$473 fire flow test fee to cover four hours of maintenance staff time plus administration for greater cost recovery.

**Impact on City Resources**

User fees provide a significant source of cost recovery for the City. The recommended revisions to the master fee schedule will help in maintaining service levels in the current fiscal year.

**Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

**Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 10 days



prior to the meeting, pursuant to the requirements of California Government Code §66018 and §6062a, Additionally, the public hearing notice was published in the Examiner Nov. 22, 2023.

**Attachments**

- A. Ordinance
- B. User Fee Cost Recovery Policy
- C. Hyperlink – Fiscal year 2023-24 budget: [menlopark.gov/budget](https://menlopark.gov/budget)  
<https://menlopark.gov/Government/Departments/Administrative-Services/Finance/City-budget>
- D. Master fee schedule recommendations
- E. Athletic field subdivisions

Report prepared by:  
Adrian Patino, Management Analyst II

Report reviewed by:  
Rani Singh, Interim Finance and Budget Manager  
Brittany Mello, Administrative Services Director

**ORDINANCE NO. XXXX****AN UNCODIFIED ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK, UPDATING CERTAIN FEES AND CHARGES FOR THE CITY MANAGER'S OFFICE, COMMUNITY DEVELOPMENT, LIBRARY AND COMMUNITY SERVICES AND PUBLIC WORKS DEPARTMENT, AND ADOPTING CERTAIN FEES AND CHARGES FOR MENLO PARK MUNICIPAL WATER**

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

WHEREAS, the City Council has, through prior actions, adopted various fees and charges requested by individual City Departments; and

WHEREAS, pursuant to Resolution No. 6768, adopted on August 23, 2022, the City Council amended and adopted a fee schedule for the City of Menlo Park's Administrative Services, City Manager's Office, Community Development, Library and Community Services, Police, Public Works Departments, and Menlo Park Municipal Water; and

WHEREAS, the Proposed User and Regulatory Fees and the Proposed Rental Fees (collectively "Proposed Fees") are both set forth in Exhibit A, which is attached hereto and incorporated herein by reference; and

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

WHEREAS, to better achieve the City's cost recovery goals, the City Council deems it advisable and in the best interests of the City to adopt and update certain fees, included in the City's Master Fee Schedule; and

WHEREAS, if enacted, the Taxpayer Protection and Government Accountability Act will require all fees and charges, adopted after January 1, 2022, to be adopted by the City Council by ordinance; and

WHEREAS, the City Council may adopt any fee or charge by ordinance if it is permitted to adopt the fee or charge by resolution; and

WHEREAS, the City Council desires to comply with the Taxpayer Protection and Government Accountability Act to ensure that the Proposed Fees will remain valid in the event the Act is adopted; and

WHEREAS, the Proposed Fees are "exempt charges," within the meaning of the Taxpayer Protection and Government Accountability Act because they are (1) reasonable charges for specific local government services or products provided directly to the payor that are not provided to those not charged, and they do not exceed the actual costs to the local government of providing the service or product; (2) charges for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, or the administrative enforcement and adjudication

thereof; or (3) reasonable charges for entrance to or use of local government property, or the purchase, rental, or lease of local government property; and

WHEREAS, Government Code section 66016 applies to the adoption or increase of fees for zoning variances, zoning changes, use permits, building inspections, building permits, filing and processing applications and petitions filed with the LAFCO, the processing of subdivision maps, and planning services; and

WHEREAS, Government Code section 66018 applies to the adoption or increase of fees to which a specific statutory notice requirement does not apply; and

WHEREAS, pursuant to Government Code sections 66016 and 66018 the enactment or increase in any fees to be charged for services must be adopted by the City Council by ordinance or resolution, after providing notice and holding a public hearing; and

WHEREAS, pursuant to Government Code section 66016, the data required to be made available to the public prior to increasing the amount of the fees by this ordinance was made available for public review at least ten (10) days prior to the date of this meeting; and

WHEREAS, notice of a public hearing on the new and increased user fees was published in accordance with Government Code sections 66018 and 6062a; and

WHEREAS, a duly noticed public hearing before the City Council was held on \_\_\_\_\_, 2023 at which public testimony was received and duly considered on the Proposed Fees; and

WHEREAS, pursuant to Government Code sections 66016 and 66017, fees imposed on a development project that apply to the filing, accepting, reviewing, approving, or issuing of an application, permit, or entitlement to use shall not take effect until at least sixty (60) days have passed since the final action on the adoption or increase of the fee.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MENLO PARK DOES ORDAIN AS FOLLOWS:

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

**Section 2.** The Proposed Fees, set forth in Exhibit A, which is attached hereto and incorporated herein by reference, are hereby approved and adopted.

**Section 3.** Commencing on July 1, 2024 and on July 1 of each fiscal year thereafter, the Proposed Fees, shall be administratively revised and increased annually based on changes in City hourly rates. Notwithstanding the foregoing, in no event shall the annual administrative revisions described in this Section 3 apply to any fees and charges established by other agencies or as otherwise may be prohibited by applicable law. The proposed changes must be approved by the City Council.

**Section 4.** If there are conflicts between the Proposed Fees adopted in this Ordinance and the fees adopted by any prior resolution or fee schedule, the Proposed Fees adopted pursuant to this Ordinance shall control. This Ordinance does not supersede any previous resolution or ordinance setting fees that are not included in Exhibit A to this Ordinance.

**Section 5.** Pursuant to Government Code section 66017, the Proposed Fees adopted in this Ordinance shall go into effect 30 days after the ordinance is adopted, or otherwise noted or required by the statute for the following departments: city manager’s office, community development, library and community services, public works, and Menlo Park Municipal Water (MPMW). . Once effective, the Proposed Fees shall be incorporated into the City’s Master Fee Schedule.

**Section 6.** If any action, subsection, sentence, clause or phrase of this Ordinance or the fees levied by this Ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this Ordinance, or the fees levied by this Ordinance that can be given effect without the invalid provisions. All other fees contained in the Master Fee Schedule, which were not changed or eliminated by this amendment, remain as adopted.

**Section 7.** The City Council finds that this Ordinance is not subject to the California Environmental Quality Act (“CEQA”). This action is not a project within the meaning of the CEQA Guidelines Section 15378 and 15061(b)(3) as it has no potential for physical effects on the environment because it involves the adoption or amendment of certain fees and/or charges imposed by the City, does not commit the City to any specific project, and said fees and/or charges are applicable to future development projects and/or activities, each of which future projects and/or activities will be fully evaluated in full compliance with CEQA when sufficient physical details regarding said projects and/or activities are available to permit meaningful CEQA review (see CEQA Guidelines, Section 15004(b)(1)). Pursuant to CEQA Guidelines section 15378(b)(4), the creation of government funding mechanisms which do not involve any commitment to any specific project which may cause significant effect on the environment, is not defined as a “project” under CEQA. Therefore, approval of the fees and/or charges is not a “project” for purposes of CEQA, pursuant to CEQA Guidelines, Section 15378(b)(4); and, even if considered a “project” under CEQA, is exempt from CEQA review pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that approval of the fees and/or charges may have a significant effect on the environment.

**Section 8.** The Proposed Fees, set forth in Exhibit A, may be revised, amended, or updated from time to time by resolution or ordinance of the City Council.

**Section 9.** This Ordinance shall be published once, in full or in summary form, after its final passage, in a newspaper of general circulation, published, and circulated in the City of Menlo Park, and shall be in full force and effect thirty (30) days after its final passage. If published in summary form, the summary shall also be published within fifteen (15) days after the adoption, together with the names of those City Councilmembers voting for or against same, in a newspaper of general circulation published and circulated in the City of Menlo Park, County of San Mateo, State of California.

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INTRODUCED on the fifth day of December, 2023.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
Jen Wolosin, Mayor

ATTEST:

\_\_\_\_\_  
Judi A. Herren, City Clerk

Exhibits:

**A.** Master fee schedule

## EXHIBIT A

### Streetaries

Streetary Fees		
Fee Title	1st year	Annual Renewal
Streetary permit - parklets (plus sidewalk cafes where applicable)	\$1,725	\$250
Streetary permit - sidewalk cafes (standalone)	\$810	\$250
Streetary Annual Encroachment Lease Fee	\$7.00 per square foot	\$7.00 per square foot

### Newsracks

Proposed Newsrack Fees			
Fee Title	Current Fee	Proposed Fee	Percentage Change
New Permit	\$0	\$0	0%
Renewal Permit	\$0	\$0	0%
Appeal	\$465	\$550	18%
Impound	Cost + 25%	Cost + 25%	0%
Protest	\$465	\$550	18%
Disposal	Cost + 25%	Cost + 25%	0%

*Menlo Park Municipal Water (MPMW)*

Proposed Changes to Menlo Park Municipal Water Fees			
Fee Title	Current Fee	Proposed Fee	Percentage Change
Disconnect Door Tag Fee	\$ 25	\$31	23%
Reconnection Fee – per meter (for services closed for non-payment):			
During business hours (7:30am-4:00pm)	\$ 108	\$140	29%
Outside business hours (after 4pm and weekends)	\$ 270	\$338	25%
Restricted access to water meter (for meter reading or maintenance)	\$ 100	\$123	23%
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Meter tampering fee	\$ 100	\$108	8%
Deposit for temporary construction meter	\$ 3,000	\$ 3,442	15%
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Backflow device test fee:			
During business hours (7:30am-4:00pm)	\$ 108	\$140	29%
Outside business hours (after 4pm and weekends)	\$ 270	\$338	25%
Fire flow test, including report	\$ 405	\$473	17%
Additional test report copy	\$ 45	\$45	0%

*Electric Vehicle Charging*

Proposed Electric Vehicle Charging Fees			
Fee Title	Current Fee	Proposed Fee	Percentage Change
Access Fee	\$1.00	\$0.50	-50%

*Community Development – Building, Miscellaneous Construction*

Proposed Miscellaneous Construction Fees		
Fee Title	Proposed Plan Check Fee	Proposed Permit Fee
<b>Accessory Structures</b>		
Water feature/ fountain - built in	\$238	\$327
Antennas on an existing tower	\$230	\$250
<b>Alteration For Residential Structures</b>		
Handrail / Guardrail	\$168	\$220

*Community Development – Building, Mechanical*

Proposed Mechanical Fees		
Fee Title	Proposed Plan Check Fee	Proposed Permit Fee
<b>Heating</b>		
Mini Splits	\$119	\$152
Package Units	\$119	\$152
Electric Heat Pump Furnace / Air Conditioner	\$110	\$208
<b>Cooling</b>		
Chiller	\$198	\$240



*Community Development – Building, Electrical*

Proposed Electrical Fees		
Fee Title	Proposed Plan Check Fee	Proposed Permit Fee
<b>Services</b>		
Electrical Service or Switch Gear w/ New Pedestal	\$210	\$224
<b>Conduits, Conductors, Switches, Outlets, and Fixed Lighting</b>		
EV Car Charger (Residential) 1 - 10 units	\$71	\$93
EV Car Charger (Non residential) 1 - 10 units	\$143	\$157
Battery Storage	\$84	\$88

*Community Development – Building, Plumbing*

Proposed Plumbing Fees		
Fee Title	Proposed Plan Check Fee	Proposed Permit Fee
<b>Water Heaters</b>		
Heat Pump Water Heater	\$124	\$192

*Library and Community Services – Recreation and Sports*

Library and Community Services - Recreation and Sports Fees	
Fee Title	Proposed Fee
<b>Recreation classes (fees vary by class content, duration, and other factors) per hour</b>	
Resident	\$0-65
Non-Resident	\$5-100
Hyperlocal	\$0-20
<b>Recreation camps (fees vary by camp content, duration, and other factors) per hour</b>	
Resident	\$0-65
Non-Resident	\$5-100
Hyperlocal	\$0-20
<b>Teen program</b>	

Library and Community Services - Recreation and Sports Fees	
Fee Title	Proposed Fee
Daily	\$5
Monthly	\$12
Annual	\$70
Private or Drop-in Insurance fee	\$1

*Library and Community Services – Meeting room rentals*

Proposed Library and Community Services – Meeting Room Rentals Fees Arrillaga Family Recreation Center – Weekends (Friday evening, Saturday, Sunday)			
Fee Title	Current Fee	Proposed Fee	Percentage Change
<b>Sequoia Room (per hour)</b>			
Resident	\$212	\$223	5%
Non-resident	\$286	\$300	5%
Commercial	-	\$600	-
<b>Large Patio (per hour)</b>			
Resident	\$212	\$223	5%
Non-resident	\$286	\$300	5%
Commercial	-	\$600	-
<b>Elm Room (per hour)</b>			
Resident	\$79	\$83	5%
Non-resident	\$106	\$111	5%
<b>Cypress Room (per hour)</b>			
Resident	\$79	\$83	5%
Non-resident	\$106	\$111	5%
<b>Maple Room (per hour)</b>			
Resident	\$106	\$111	5%
Non-resident	\$143	\$150	5%
<b>Willow Room (per hour)</b>			
Resident	\$53	\$56	5%

**Proposed Library and Community Services – Meeting Room Rentals Fees  
Arrillaga Family Recreation Center –  
Weekends (Friday evening, Saturday, Sunday)**

<b>Fee Title</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Percentage Change</b>
Non-resident	\$74	\$78	5%
<b>Oak Room (per hour)</b>			
Resident	\$79	\$83	5%
Non-resident	\$106	\$111	5%
<b>Juniper Room (per hour)</b>			
Resident	\$79	\$83	5%
Non-resident	\$106	\$111	5%
Small Patio – additional charge with rental of Oak or Elm Rooms (per hour)	\$53	\$56	5%
<b>Kitchen (per hour)</b>			
Resident	\$42	\$44	5%
Non-resident	\$58	\$61	5%

**Proposed Library and Community Services – Meeting Room Rentals Fees  
Arrillaga Family Recreation Center –  
Weekdays (Monday through Thursday, and Friday morning/afternoon)**

<b>Fee Title</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Percentage Change</b>
<b>Sequoia Room (per hour)</b>			
Resident	\$159	\$167	5%
Non-resident	\$215	\$226	5%
Commercial	-	\$450	-
<b>Large Patio (per hour)</b>			
Resident	\$159	\$167	5%
Non-resident	\$215	\$226	5%
Commercial	-	\$450	-
<b>Elm Room (per hour)</b>			
Resident	\$58	\$61	5%
Non-resident	\$79	\$83	5%

**Proposed Library and Community Services – Meeting Room Rentals Fees  
Arrillaga Family Recreation Center –  
Weekdays (Monday through Thursday, and Friday morning/afternoon)**

<b>Fee Title</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Percentage Change</b>
<b>Cypress Room (per hour)</b>			
Resident	\$58	\$61	5%
Non-resident	\$79	\$83	5%
<b>Maple Room (per hour)</b>			
Resident	\$79	\$83	5%
Non-resident	\$106	\$111	5%
<b>Willow Room (per hour)</b>			
Resident	\$37	\$39	5%
Non-resident	\$53	\$56	5%
<b>Oak Room (per hour)</b>			
Resident	\$58	\$61	5%
Non-resident	\$79	\$83	5%
<b>Juniper Room (per hour)</b>			
Resident	\$58	\$61	5%
Non-resident	\$79	\$83	5%
Small Patio – additional charge with rental of Oak or Elm Rooms (per hour)	\$53	\$56	5%
<b>Kitchen (per hour)</b>			
Resident	\$42	\$44	5%
Non-resident	\$58	\$61	5%
Commercial	-	\$76	-

**Proposed Library and Community Services – Meeting Room Rentals Fees  
Belle Haven Community Campus –  
Weekends (Friday evening, Saturday, and Sunday)**

<b>Fee Title</b>	<b>Proposed Fee</b>
<b>Large event room – full room (per hour)</b>	
Resident	\$223
Non-Resident	\$300
Hyperlocal	\$125
Commercial	\$600
<b>Large event room – half room + terrace (per hour)</b>	
Resident	\$111
Non-Resident	\$150
Hyperlocal	\$65
Commercial	\$300
<b>Prep kitchen (per hour)</b>	
Resident	\$44
Non-Resident	\$60
Hyperlocal	\$25
Commercial	\$120
In-house catering service	Varies (100% of cost)
<b>Gymnasium (per hour)</b>	
Resident	\$88
Non-Resident	\$120
Hyperlocal	\$50
Commercial	\$250
<b>Makerspace + terrace (per hour)</b>	
Resident	\$111
Non-Resident	\$150
Hyperlocal	\$65
Commercial	\$300
<b>Flex classroom (per hour)</b>	
Resident	\$83
Non-Resident	\$111

Proposed Library and Community Services – Meeting Room Rentals Fees Belle Haven Community Campus – Weekends (Friday evening, Saturday, and Sunday)	
Fee Title	Proposed Fee
Hyperlocal	\$40
<b>Movement Studio (per hour)</b>	
Resident	\$83
Non-Resident	\$111
Hyperlocal	\$40

Proposed Library and Community Services – Meeting Room Rentals Fees Belle Haven Community Campus – Weekdays (Monday through Thursday, and Friday morning/afternoon)	
Fee Title	Proposed Fee
<b>Large event room – full room (per hour)</b>	
Resident	\$167
Non-Resident	\$226
Hyperlocal	\$85
Commercial	\$500
<b>Large event room – half room + terrace (per hour)</b>	
Resident	\$85
Non-Resident	\$115
Hyperlocal	\$50
Commercial	\$230
<b>Prep kitchen (per hour)</b>	
Resident	\$30
Non-Resident	\$40
Hyperlocal	\$15
Commercial	\$80
In-house catering service	Varies (100% of cost)
<b>Gymnasium (per hour)</b>	
Resident	\$88
Non-Resident	\$120
Hyperlocal	\$50

Proposed Library and Community Services – Meeting Room Rentals Fees Belle Haven Community Campus – Weekdays (Monday through Thursday, and Friday morning/afternoon)	
Fee Title	Proposed Fee
Commercial	\$250
<b>Makerspace + terrace (per hour)</b>	
Resident	\$85
Non-Resident	\$115
Hyperlocal	\$50
Commercial	\$230
<b>Flex classroom (per hour)</b>	
Resident	\$61
Non-Resident	\$83
Hyperlocal	\$35
<b>Movement Studio (per hour)</b>	
Resident	\$61
Non-Resident	\$83
Hyperlocal	\$35

Proposed Library and Community Services – Meeting Room Rentals Fees Arrillaga Family Gymnasium			
Fee Title	Current Fee	Proposed Fee	Percentage Change
<b>Court Rental fee - Arrillaga Gym only (per hour)</b>			
Resident	\$84	\$88	5%
Non-resident	\$114	\$120	5%
Commercial	-	\$250	-
<b>Gymnastics Floor (per hour)</b>			
Resident	\$170	\$179	5%
Non-resident	\$210	\$221	5%
<b>Fitness Room (per hour)</b>			
Resident	\$27	\$28	5%
Non-resident	\$37	\$39	5%

Proposed Library and Community Services – Meeting Room Rentals Fees Arrillaga Family Gymnasium			
Fee Title	Current Fee	Proposed Fee	Percentage Change
<b>Multi-Purpose Room (per hour)</b>			
Weekday – Resident	\$37	\$39	5%
Weekday – Non-resident	\$53	\$56	5%
Weekend – Resident	\$53	\$56	5%
Weekend – Non-resident	\$74	\$78	5%
Security Deposit - One Day Rental	\$250	\$263	5%
Multi-Day Rental	\$500	\$525	5%
Miscellaneous equipment rentals - varies by equipment (per day)	-	\$1-250	-

*Library and Community Services – Athletic field rentals*

Proposed Library and Community Services –Athletic Field Rentals Fees	
Fee Title	Proposed Fee
<b>Natural Turf</b>	
Baseball (per hour)	
Resident	\$22
Non-Resident	\$30
Softball (per hour)	
Resident	\$26
Non-Resident	\$35
Soccer/Lacrosse – Small Field 7v7 (per hour)	
Resident	\$25
Non-Resident	\$35
Soccer/Lacrosse – Medium Field 9v9 (per hour)	
Resident	\$50
Non-Resident	\$68
Soccer/Lacrosse – Large Field 11v11 (per hour)	
Resident	\$100
Non-Resident	\$135



<b>Proposed Library and Community Services –Athletic Field Rentals Fees</b>	
<b>Fee Title</b>	<b>Proposed Fee</b>
<b>Synthetic Turf</b>	
Soccer/Lacrosse – Small Field 7v7 (per hour)	
Resident	\$30
Non-Resident	\$41
Commercial	\$85
Hyperlocal	\$20
Soccer/Lacrosse – Medium Field 9v9 (per hour)	
Resident	\$50
Non-Resident	\$60
Commercial	\$120
Hyperlocal	\$30
Soccer/Lacrosse – Large Field 11v11 (per hour)	
Resident	\$120
Non-Resident	\$162
Commercial	\$225
Hyperlocal	\$65
<b>Lighting Fee – All Fields (per hour)</b>	
Resident	\$10
Non-Resident	\$12
Commercial	\$25
Hyperlocal	\$5
Banner/signage fee (per season)	\$100

*Library and Community Services – Other outdoor facility rentals*

<b>Proposed Library and Community Services – Other Outdoor Facility Rentals Fees</b>			
<b>Fee Title</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Percentage Change</b>
<b>Tennis / Pickleball Courts</b>			
Court reservations (per hour)			
Resident	-	\$10	-
Non-Resident	-	\$15	-
Commercial	-	\$25	-
Hyperlocal	-	\$6	-
<b>Auxiliary Field – Non-Athletic Field Parks (per hour)</b>			
Resident	\$16	\$17	5%
Non-Resident	\$22	\$23	5%
<b>Weddings in Park (Sharon Park Only)</b>			
Resident	\$150	\$165	10%
Non-Resident	\$250	\$275	10%
NOTE: The above fees do not include field preparation or equipment.			
<b>Bedwell Bayfront Park (non-exclusive use of park)</b>			
Special Event Park Usage (per day)	\$100	\$150	50%

*Library and Community Services – Child development*

<b>Proposed Library and Community Services – Child Development Fees</b>			
<b>Fee Title</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Percentage Change</b>
<b>Menlo Children's Center – Preschool</b>			
Hot Lunch Fee - Friday only, varies by vendor (per hour)	\$5	\$5-10	0-100%
Toddler Resident 1/2 Day (per month)	-	\$1363	-
Early Preschool 1/2 Day (per month)	-	\$1125	-
Transitional Kindergarten (per month)	-	\$1000-1200	-

Proposed Library and Community Services – Child Development Fees			
Fee Title	Current Fee	Proposed Fee	Percentage Change
<b>Menlo Children’s Center - School-Age</b>			
1st through 5th grades (per month)			
Full-time 5 day	\$473	\$497	5%
Full-time 4 day	\$424	\$445	5%
Full-time 3 day	\$346	\$363	5%
Full-time 2 day	\$269	\$282	5%
Full-time 1 day	\$159	\$167	5%
Afternoon Kindergarten (per month)			
Full-time 5 day	\$512	\$538	5%
Full-time 4 day	\$369	\$387	5%
Full-time 3 day	\$292	\$307	5%
Menlo Children’s Center – Seasonal programs			
Daily rate	-	\$56-63	-
Parents Night Out – 3 hours of unlicensed care			
First Child	-	\$25	-
Additional Sibling (each)	-	\$20	-
Children not enrolled in a seasonal program	-	\$30	-
Morning Program – 8:30 am to Noon (per month)			
5 days a week	\$582	\$611	5%
3 days a week	\$369	\$387	5%
2 days a week	\$259	\$272	5%
Late Tuition Payment Fee – assessed if payment not received by the 5th of the month	\$20	\$21	5%
Late Pick-up Fee – if child is not picked-up by scheduled closing time (per child)			
First 10 minutes	\$15	\$16	5%
Lunch Fee (varies by vendor)	\$10	\$5-10	-50-0%
Non-notification of Absence Fee	\$25	\$26	5%
Waiting List Application Fee	\$50	\$53	5%
Facility Rental - 2 hour minimum (per hour)	\$115	\$121	5%

Proposed Library and Community Services – Child Development Fees			
Fee Title	Current Fee	Proposed Fee	Percentage Change
Belle Haven Child Development Center			
Parents Night Out – 3 hours of unlicensed care			
First Child	\$20	\$21	5%
Additional sibling (each)	\$10	\$11	5%
Children not enrolled in a seasonal program	\$25	\$26	5%

*Library and Community Services – Aquatics*

Aquatics fees in this section shall take effect April 1, 2024, or on the date the aquatics facility at Belle Haven Community Campus opens to the public, whichever comes first.

Proposed Library and Community Services – Aquatics Fees	
Fee Title	Proposed Fee
<b>Memberships (per month)</b>	
Lap & Open Swim	
General Resident	\$65
General Non-Resident	\$88
Senior Resident	\$52
Senior Non-Resident	\$82
Masters	
General Resident	\$114
General Non-Resident	\$153
Senior Resident	\$104
Senior Non-Resident	\$140
Team (Annual)	\$30
Aqua Fit	
General Resident	\$78
General Non-Resident	\$105
Senior Resident	\$70
Senior Non-Resident	\$95
Aqua Therapy	

Proposed Library and Community Services – Aquatics Fees	
Fee Title	Proposed Fee
General Resident	\$119
General Non-Resident	\$160
<b>Drop-in (per day)</b>	
Lap Swim	
General Resident	\$9
General Non-Resident	\$10
Senior Resident	\$8
Senior Non-Resident	\$9
Fee Assisted (Resident only)	\$5
Spectator Resident	\$4
Spectator Non-Resident	\$5
Open Swim	
General Resident	\$9
General Non-Resident	\$12
Child Resident	\$5
Child Non-Resident	\$7
Family Resident	\$28
Family Non-Resident	\$38
Fee Assisted (Resident only)	\$5
Spectator Resident	\$4
Spectator Non-Resident	\$5
Masters	
General Resident	\$20
General Non-Resident	\$27
Fee Assisted (Resident only)	\$5
Spectator Resident	\$4
Spectator Non-Resident	\$5
Aqua Fit (per session)	
General Resident	\$20
General Non-Resident	\$27

**Proposed Library and Community Services – Aquatics Fees**

<b>Fee Title</b>	<b>Proposed Fee</b>
Fee Assisted (Resident only)	\$5
Spectator Resident	\$4
Spectator Non-Resident	\$5
<b>Swim Lessons (per session)</b>	
Group Lessons - Resident	\$25
Group Lessons - Non-Resident	\$35
Group Lessons - Fee Assisted (Resident only)	\$5
Water Babies - Resident	\$25
Water Babies - Non-Resident	\$35
Water Babies - Fee Assisted (Resident only)	\$5
Level 1 & 2 Resident	\$25
Level 1 & 2 Non-Resident	\$35
Level 1 & 2 - Fee Assisted (Resident only)	\$5
Level 2 & 3 Resident	\$25
Level 2 & 3 Non-Resident	\$35
Level 2 & 3 - Fee Assisted (Resident only)	\$5
Swim School Adult Lessons	\$35
Bridge Program Resident	\$16
Bridge Program Non-Resident	\$22
Bridge Program - Fee Assisted (Resident only)	\$5
Pre Bridge Program Resident	\$16
Pre Bridge Program Non-Resident	\$22
Pre Bridge Program - Fee Assisted (Resident only)	\$5
Beginner Resident	\$16
Pre Bridge Program Non-Resident	\$22
Pre Bridge Program - Fee Assisted (Resident only)	\$5
Intermediate Resident	\$16
Intermediate Non-Resident	\$22
Intermediate - Fee Assisted (Resident only)	\$5
Private Lessons Resident	\$76

**Proposed Library and Community Services – Aquatics Fees**

Fee Title	Proposed Fee
Private Lessons Non-Resident	\$103
Subcontractor Per Lane Fee	\$18



# USER FEE COST RECOVERY

City Council Procedure #CC-22-025

Adopted August 23, 2022

Resolution No. 6768

<p><b>Purpose</b></p>
<p>A clear User Fee Cost Recovery Policy will allow the City of Menlo Park to provide an ongoing, sound basis for setting fees that allows charges and fees to be periodically reviewed and updated based on predetermined, researched and supportable criteria that can be made available to the public.</p>
<p><b>Background</b></p>
<p>In 2005 the <i>Your City/Your Decision</i> community driven budget process provided community direction and initial information on approaches to cost recovery of services. In 2007, the Cost Allocation Plan provided further basis for development of a standardized allocation system by providing a methodology for data-based distribution of administrative and other overhead charges to programs and services. The Cost of Services Study completed in 2008 allowed the determination of the full cost of providing each service for which a fee is charged and laid the final groundwork needed for development of a values-based and data-driven User Fee Cost Recovery Policy. A draft User Fee Cost Recovery Policy was presented for consideration by the Council at a Study Session on February 10, 2009. Comments and direction from the Study Session were used to prepare this Fiscal Policy.</p>
<p><b>Policy</b></p>
<p>The policy has three main components:</p> <ol style="list-style-type: none"> <li>1. Provision for ongoing review</li> <li>2. Process of establishing cost recovery levels <ul style="list-style-type: none"> <li>• Factors to be Considered</li> </ul> </li> <li>3. Target Cost Recovery Levels <ul style="list-style-type: none"> <li>• Social Services and Recreation Programs</li> <li>• Development Review Services</li> <li>• Public Works – Engineering Transportation, and Maintenance</li> <li>• Public Safety – Police Services</li> <li>• Library Services</li> <li>• Administrative Services</li> </ul> </li> </ol>
<p><b>Provision for ongoing review</b></p>
<p>Fees will be reviewed at least annually in order to keep pace with changes in the cost of living and methods or levels of service delivery. In order to facilitate a fact-based approach to this review, a comprehensive analysis of the city's costs and fees should be made at least every five years. In the interim, fees will be adjusted by annual cost factors reflected in the appropriate program's operating budget.</p>
<p><b>Process of establishing service fee cost recovery levels</b></p>
<p>The City of Menlo Park provides services and infrastructure that contribute to quality-of-life for all Menlo Park residents. In so doing, the City strives to balance the resources and requirements of each area of the city in an equitable manner for all residents, in all neighborhoods of the City. The City of Menlo Park prioritizes social justice in decisions that affect residents' lives: the fair, just and equitable management of all institutions serving the public directly or by contract; the fair, just and equitable distribution of public services and implementation of public policy; and the commitment to promote fairness, justice, and equity in the formation of public policy.</p> <p>The following factors will be considered when setting service fees and cost recovery levels</p> <ol style="list-style-type: none"> <li>1. Community-wide vs. special benefit <ul style="list-style-type: none"> <li>• The use of general purpose revenue is appropriate for community-wide services while user fees are appropriate for services that are of special benefit to individuals or groups. Full cost recovery is not always appropriate.</li> </ul> </li> <li>2. Service Recipient Versus Service Driver <ul style="list-style-type: none"> <li>• Particularly for services associated with regulated activities (development review, code enforcement), from which the community primarily benefits, cost recovery from the "driver" of the need for the service (applicant, violator) is appropriate.</li> </ul> </li> <li>3. Consistency with City public policies and objectives <ul style="list-style-type: none"> <li>• City policies and Council goals focused on long term improvements to community quality of life may also impact desired fee levels as fees can be used to change community behaviors, promote certain activities</li> </ul> </li> </ol>



**USER FEE COST RECOVERY**

City Council Policy #CC-22-025

Adopted August 23, 2022

Resolution No. 6768

or provide funding for pursuit of specific community goals, for example: health and wellness, environmental stewardship.

4. Impact on demand (elasticity)
  - Pricing of services can significantly impact demand. At full cost recovery, for example, the City is providing services for which there is a genuine market not over-stimulated by artificially low prices. Conversely, high cost recovery may negatively impact lower income groups and this can work against public policy outcomes if the services are specifically designed to serve particular groups.
5. Discounted Rates and Surcharges
  - Rates may be discounted to accommodate lower income groups or groups who are the target of the service, such as senior citizens or residents.
  - Higher rates are considered appropriate for non-residents to further reduce general fund subsidization of services.
6. Feasibility of Collection
  - It may be impractical or too costly to establish a system to appropriately identify and charge each user for the specific services received. The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.

**Target cost recovery levels**

1. Low cost recovery levels (0%-30%) are appropriate if:
  - There is no intended relationship between the amount paid and the benefit received
  - Collecting fees is not cost-effective
  - There is no intent to limit use of the service
  - The service is non-recurring
  - Collecting fees would discourage compliance with regulatory requirements
  - The public at large benefits even if they are not the direct users of the service
2. High cost recovery levels (70%-100%) are appropriate if:
  - The individual user or participant receives the benefit of the service
  - Other private or public sector alternatives could or do provide the service
  - For equity or demand management purposes, it is intended that there be a direct relationship between the amount paid and the level and cost of the service received
  - The use of the service is specifically discouraged
  - The service is regulatory in nature
3. Services having factors associated with both cost recovery levels would be subsidized at a mid-level of cost recovery (30% - 70%).

General categories of services tend to fall logically into the three levels of cost recovery above and can be classified according to the factors favoring those classifications for consistent and appropriate fees. Primary categories of services include:

- Social Services and Recreation Programs
- Development Review Programs – Planning, and Building
- Public Works Department – Engineering, Transportation, and Maintenance
- Public Safety

**Social services and recreation programs**

Master fee schedule page #'s	General categorization of programs, services, activity, and facilities	Low cost recovery (0-30%)	Mid cost recovery (30-70%)	High cost recovery (70-100%)
<b>Parks</b>				
Page 9	Dog Parks	X		
Page 9	Skate Parks	X		
Page 9	Open Space/ Parks	X		

**USER FEE COST RECOVERY**

City Council Policy #CC-22-025

Adopted August 23, 2022

Resolution No. 6768

Page 9	Playgrounds	X		
<b>Social services</b>				
	Senior Transportation	X		
Page 7	Senior Classes/ Events	X		
Page 11	Belle Haven School Age – Title 22		X	
Page 10	Menlo Children’s Center – Title 22			X
Page 11	Preschool – Title 22			X
Page 11	Preschool – Title 5		X	
Page 7	Second Harvest	X		
Page 7	Congregate Nutrition		X	
Page 11	Belle Haven Community School		X	
<b>Events/Celebrations</b>				
	City Sponsored	X		
	City-Wide	X		
	Youth & Teen Targeted	X		
	Cultural	X		
	Concerts	X		
<b>Facility usage</b>				
	City Functions (e.g. commissions)	X		
	Co-Sponsored Organizations	X		
Page 5,6,7	Non-Profit	X		
Page 9	Fields - Youth (non-profit)		X	
Page 9	Fields – Adult (non-profit)		X	
Page 9	Tennis Courts		X	
Page 10	Picnic Rentals – Private Party			X
Page 5,6,7	Private Rentals			X
Page 9	Fields – for-profit			X
Page 5,6,7,8,9,10	Contracted Venues – for-profit			X
<b>Fee assisted programs</b>				
Page 8	Recreational Swim	X		
Page 8	Swimming Classes	X		

**USER FEE COST RECOVERY**

City Council Policy #CC-22-025

Adopted August 23, 2022

Resolution No. 6768

Page 8	Lap Swimming	X		
Page 7	Recreation Classes	X		
Page 11	Open Gym Activities	X		

**Low recovery expectations**

Low to zero recovery is expected for programs in this category as the community benefits from the service. Non-resident fees if allowed may provide medium cost recovery.

In general, low cost programs or activities in this group provide a community wide benefit. These programs and activities are generally youth programs or activities enhancing the health, safety and livability of the community and therefore require the removal of a cost barrier for optimum participation. Recreation programming geared toward the needs of teens, youth, seniors, persons with disabilities, and/or those with limited opportunities for recreation are included. For example:

- Parks – As long as collecting fees at City parks is not cost-effective, there should be no fees collected for general use of parks and playgrounds. Costs associated with maintaining the City’s parks represent a large cost for which there is no significant opportunity for recovery – these facilities are public domains and are an essential service of City government.
- Social Services – There is no intended relationship between the amount paid and the benefit received for social service programs. Some programs are designed and delivered in coordination/partnership with other providers in Menlo Park.
- Senior Transportation – Transportation is classified as a low cost recovery program because there is no fee charged for the program and the majority of the seniors served cannot afford the actual cost of the service. Donations are solicited, but they are minimal. No fee should be established for this service, as it would threaten ridership and County reimbursements would be withdrawn.
- Senior Classes/Events – The primary purpose of senior classes and events is to encourage participation. The seniors served in these classes do not have the means of paying for the classes and are classified as “scholarship” recipients due to their low income levels. The classes should continue to be offered in collaboration with outside agencies which can offer them for free through state subsidies.
- Second Harvest – Monthly food distributions provide free food to needy families and so contribute a broad community benefit. The coordination and operation of the program is through the Onetta Harris Center staff with volunteers assisting with the distribution of food, to keep costs as low as possible.
- Events/Celebrations – Community Services events provide opportunities for neighborhoods to come together as a community and integrate people of various ages, economic and cultural backgrounds. Events also foster pride in the community and provide opportunities for volunteers to give back. As such, the benefits are community-wide. In addition, collection of fees isn’t always cost effective.
- Facility Usage – Safe and secure facilities for neighborhood problem-solving and provision of other general services support an engaged community and should be encouraged with low or no fees.
- Fee Assisted Recreation Programs – Activities with fee assistance or sliding scales make the programs affordable to all economic levels in the community. Organized activities, classes, and drop-in programs are designed to encourage active living, teach essential life and safety skills and promote life-long learning for broad community benefit.

**Medium recovery expectations**

Recovery of most program costs incurred in the delivery of the service, but without recovery of any of the costs which would have been incurred by the department without the service. Both community and individuals benefit from these services. Non-resident fees if allowed may provide high cost recovery.

- Belle Haven School Age – Title 22 - Licensed Child Care Program – Services to participants in this program are not readily available elsewhere in the community at low cost. The program provides broad community benefit in the form of a safety net for children in the community. Organized activities and programs teach basic skills, constructive use of time, boundaries and expectations, commitment to learning and social competency. Resident fees charged based on San Mateo County Pilot program for full day care that sets fees at no more than 10% of the family’s gross income.
- Preschool Title 5 – The Preschool Program is supported primarily by reimbursement of federal and state grants for low income children. Tuition and reimbursement rates are regulatory.

**USER FEE COST RECOVERY**

City Council Policy #CC-22-025

Adopted August 23, 2022

Resolution No. 6768

- Senior Lunches – Congregate Nutrition is classified as a medium cost recovery fee as it asks a donation coupled with a per meal reimbursement from OAA & State funds.
- Belle Haven School Community School – The Community School partners with various non-profit and community based agencies to provide much needed services to the community – high quality instruction, youth enrichment services, after-school programs, early learning and a family center. Services are open to Belle Haven students, their families and residents of the surrounding neighborhood.
- Field Rentals and Tennis Courts – Costs should be kept low for local non-profit organizations providing sports leagues open to residents and children in the Menlo Park Schools that encourage healthy lifestyles and lifelong fitness. Opportunities exist to collect a reasonable fee for use to defray citywide expenses for tennis facilities and fields.
- Programs – Drop-in programs can be accessed by the widest cross section of the population and therefore have the potential for broad-base participation. Recreation drop-in programs have minimal supervision while providing healthy outlets for youth, teens and adults.

**High recovery expectations**

Present when user fees charged are sufficient to support direct program costs plus up to 100% of department administration and city overhead associated with the activity. Individual benefit foremost and minimal community benefit exists. Activities promote the full utilization of parks and recreation facilities.

- Menlo Children’s Center School Age and Pre-school – Title 22 – Participation benefits the individual user.
- Picnic Areas – Picnic rental reservations benefit the individual but help defray the cost of maintaining parks benefiting the entire community.
- Facility Usage – Facility use is set at a higher rate for the private use of the public facility for meetings, parties, and programs charging fees for services and celebrations.
- Programs – Activities in this area benefit the individual user. Programs, classes, and sports leagues are often offered to keep pace with current recreational trends and provide the opportunity to learn new skills, improve health, and develop social competency. The services are made available to maximize the use of the facilities, increase the variety of offerings to the community as a whole and spread department administration and city-wide overhead costs to many activities. In some instances, offering these activities helps defray expenses of services with no viable means of collecting revenue e.g. parks, playgrounds, etc.
- Contracted Venues – (for profit) – Long term arrangements where a facility is rented or contracted out to reduce general funding expense in order to provide specialized services to residents.

**Development review services**

1. Planning (planned development permits, tentative tract and parcel maps, re-zonings, general plan amendments, variances, use permits)
2. Building and safety (building permits, structural plan checks, inspections)

Master fee schedule page #'s	General categorization of programs, Services, activity, and facilities	Low cost recovery (0-30%)	Mid cost recovery (30-70%)	High cost recovery (70-100%)
<b>Planning</b>				
Page 24	Appeals of Staff Decisions	X		
Page 24	Appeals of Planning Commission Decisions by Residents	X		
	Subsequent Appeals			X
Page 24	Temporary Sign Permits	X		

**USER FEE COST RECOVERY**

City Council Policy #CC-22-025

Adopted August 23, 2022

Resolution No. 6768

Page 23	Use Permits – Non-Profits	X		
Page 24	Administrative Reviews – Fences		X	
	Appeals of Planning Commission Decisions by Non-Residents			X
Page 23	Administrative Reviews – Other			X
Page 23	Architectural Control			X
Page 23	Development Permits			X
Page 23	Environmental Reviews			X
Page 23	General Plan Amendments			X
Page 24	Tentative Maps			X
Page 24	Miscellaneous – not listed elsewhere			X
	Reviews by Community Development Director of Planning Commission			X
Page 23	Special Events Permitting			X
Page 23	Study Sessions			X
Page 24	Zoning Compliance Letters			X
Page 23	Signs and Awnings			X
Page 23	Use Permits – other			X
Page 23	Variances			X
Page 23	Zoning Map Ordinance Amendments			X
<b>Building and safety</b>				
Page 28-48	Solar Installations		X	
	Existing Building Electrification	X		
	Building Permits			X
	Mechanical Permits			X

**USER FEE COST RECOVERY**

City Council Policy #CC-22-025

Adopted August 23, 2022

Resolution No. 6768

	Electrical Permits			X
	Plumbing Permits			X
	Consultant Review			X

**Low recovery expectations**

Low to zero recovery is expected for services in this category to maintain open and accessible government processes for the public, encourage environmental sustainability and encourage compliance with regulatory requirements. Example of Low Recovery items:

- Planning – The fees for applicants who wish to appeal a Staff Decision or for a Menlo Park resident or neighbor from an immediately adjacent jurisdiction who wishes to appeal a decision of the Planning Commission is purposefully low to allow for accessibility to government processes.
- Planning – Temporary sign permit fees are low so as to encourage compliance.
- Building – The elimination or reduction of building permits for solar array installations is consistent with California Government Code Section 65850.5, which calls on local agencies to encourage the installation of solar energy systems by removing obstacles to, and minimizing costs of, permitting for such systems.
- Building- The elimination or reduction of building permit fees for projects that involve electrification of existing buildings to support the 2030 Climate Action Plan goal to electrify 95 percent of existing buildings by 2030.

**Medium recovery expectations**

Recovery in the range of 30% to 70% of the costs incurred in the delivery of the service reflects the private benefit that is received while not discouraging compliance with the regulation requirements.

- Planning – Administrative permits for fences that exceed the height requirements along Santa Cruz Avenue are set at mid-level to encourage compliance.

**High recovery expectations**

Cost recovery for most development review services should generally be high. In most instances, the City’s cost recovery goal should be 100%.

- Planning – Subsequent Appeals - The fees for applicants who are dissatisfied with the results of a previous appeal of an administrative permit or a decision of the Planning Commission should be at 100% cost recovery.
- Planning – Most of the Planning fees charged are based on a “time and materials” basis, with the applicant/customer being billed for staff time (at a rate that includes overhead cost allocations) and the cost of actual materials or external services utilized in the delivery of the service.
- Building – Building fees use a cost-basis, not a valuation basis, and are flat fees based on the size and quantities of the project.

**Public Works – engineering transportation, and maintenance**

1. Engineering and Transportation (public improvement plan checks, inspections, subdivision requirements, encroachments)
2. Transportation (red curb installation, truck route permits, traffic signal repairs from accidents)
3. Maintenance (street barricades, banners, trees, special event set-up, damaged city property)

Master fee schedule page #'s	General categorization of programs, services, activity, and facilities	Low cost recovery (0-30%)	Mid cost recovery (30-70%)	High cost recovery (70-100%)
<b>Engineering</b>				
Page 25	Heritage Tree	X		
Page 25	Appeals to Environmental	X		
	Appeals to Environmental	X		

**USER FEE COST RECOVERY**

City Council Policy #CC-22-025

Adopted August 23, 2022

Resolution No. 6768

	Quality Commission and City Council			
	Bid Packages	X		
Page 19	Plotter Prints		X	
Page 19	Encroachment Permits for City-mandated repair work (non-temporary)		X	
Page 25	Heritage Tree Removal Permits 1-3 trees		X	
Page 19	City Standard Details		X	
Page 20	Improvement Plan			X
Page 20	Plan Revisions			
Page 21	Construction Inspections			X
Page 20	Maps/ Subdivisions			X
	Real Property			X
Page 19	Abandonments			X
Page 19	Annexations			X
Page 21	Certificates of Compliance			X
Page 20	Easement Dedications			X
Page 20	Lot Line Adjust/Merger			X
Page 19	Encroachment Permits			X
Page 19	Completion Bond			X
	Processing Fee			X
Page 25	Heritage Tree Permits after first 3 trees			X
Page 16	Downtown Parking Permits			X
<b>Transportation</b>				
Page 22	Red Curb Installation	X		
Page 22	Truck Route Permits	X		
Page 22	Traffic Signal Accident			X
Page 22	Aerial Photos			X
<b>Maintenance</b>				
Page 22	Tree Planting	X		

**USER FEE COST RECOVERY**

City Council Policy #CC-22-025

Adopted August 23, 2022

Resolution No. 6768

Page 22	Banners – Santa Cruz Avenue			X
Page 22	Barricade replacement			X
Page 22	Weed Abatement			X
Page 22	Special Event set-up – for-profit use			X
Page 22	Special Event set-up – for non-profits use		X	
Page 22	Damaged City property			X

**Low recovery expectations**

Low to zero recovery is expected for services in this category as the community benefits from the service. In general, low cost services in this group provide a community-wide benefit. These services generally are intended to enhance or maintain the livability of the community and therefore require the removal of a cost barrier to encourage use. However, in some instances the maximum fee that can be charged is regulated at the State or Federal level and therefore the City fee is not determined by City costs (truck route permits, copies of documents). Examples of Low Recovery items:

- Maintenance – Tree Plantings is classified as a low cost recovery fee to replacement of trees removed due to poor health and to encourage new tree plantings.
- Transportation – Red Curb Installation is classified as a low cost recovery fee for support traffic/parking mitigation requests to address safety concerns of residents and businesses.
- Transportation – Truck Route Permits Fees – maximum fee set by State Law.
- Engineering – Heritage Tree Appeals is classified as a low cost recovery fee to insure that legitimate grievances are not suppressed by high fees.
- Engineering – Bid Packages are provided at a low cost to encourage bid submissions thereby insuring that the City receives sufficient bids to obtain the best value for the project to be undertaken.

**Medium recovery expectations**

Recovery in the range of 30% to 70% of the costs incurred in the delivery of the service. Typically, both the community and individuals benefit from these services.

- Engineering – Encroachment Permits for City-mandated repairs are classified as a medium cost recovery. Since the property owner is paying for the cost of construction but is required by ordinance to perform it promptly, a discounted fee for the permit is appropriate.

**High recovery expectations**

Recovery in the range of 70% to 100% when user fees charged are sufficient to fully recover costs of providing the service. Individual benefit is foremost and minimal community benefit exists. Most services provided by the Public Works Department fall in this area.

- Engineering – Encroachment Permits where the public right of way is used or impacted on a temporary or permanent basis for the benefit of the permittee. Debris Boxes are such an example
- Transportation – Traffic Signal Accident repair cost is the responsibility of the driver/insurer.
- Maintenance – Weed Abatement performed by Public Works staff to address ongoing code violation.
- Maintenance – Banners on Santa Cruz Avenue and El Camino Real.

**Public safety – police services**

(Case Copies, False Alarms, Parking Permits, Abatements, Emergency Response, Background Investigations, Tow Contract)



**USER FEE COST RECOVERY**

City Council Policy #CC-22-025

Adopted August 23, 2022

Resolution No. 6768

Master fee schedule page #'s	General categorization of programs, services, activity, and facilities	Low cost recovery (0-30%)	Mid cost recovery (30-70%)	High cost recovery (70-100%)
Page 14	Case Copies	X		
Page 15	Citation Sign Off - Residents	X		
Page 1,15	Document Copies	X		
Page 14	Bicycle Licenses	X		
Page 16	Overnight Parking Permits			X
Page 16	Residential Parking Permits	X		
Page 15	Property Inspection – Code Enforcement	X		
Page 15	Real Estate Sign Retrieval	X		
Page 14	False Alarm – Low Risk		X	
Page 15	Rotation Tow Service Contract		X	
Page 15	Repossession Fee		X	
Page 14	False Alarm – High Risk			X
Page 14	Good Conduct Letter			X
Page 14	Preparation Fees			X
Page 14	Research Fee			X
Page 14	Civil Subpoena Appearance			X
Page 14	Finger Printing Documents			X
Page 15	Background Investigations			X
Page 14	Notary Services			X
Page 14	Vehicle Releases			X
Page 14	DUI – Emergency Response			X
Page 15	Intoximeter Rental			X
Page 15	Street Closure			X
Page 15	Unruly Gatherings			X
Page 18	Abatement			X

**Low recovery expectations**

Low to zero recovery is expected for services in this category as the community generally benefits from the regulation of the activity. The regulation of these activities is intended to enhance or maintain the livability of the

**USER FEE COST RECOVERY**

City Council Policy #CC-22-025

Adopted August 23, 2022

Resolution No. 6768

community. However, in some instances the maximum fee that can be charged is regulated at the State or Federal level and therefore the City fee is not determined by City costs (copies of documents).

**Medium recovery expectations**

Recovery in the range of 30% to 70% of the costs of providing the service. Both community and individuals benefit from these services.

- False Alarm – primarily residential and low cash volume retail. Alarm response provide a disincentive to crime activity. However excessive false alarms negatively impact the ability of prompt police response to legitimate alarms.

**High recovery expectations**

Recovery in the range of 70% to 100% when user fees charged are sufficient to recover costs of the service provided. Individual benefit is foremost and minimal community benefit exists. Items such as False Alarm, DUI Emergency Response, Vehicle Releases, Unruly Gathering, and Abatements are punitive in nature and the costs should not be funded by the community. Items such as Good Conduct Letter, Preparation Fees, Research Fee, Finger Printing, Background Investigations, and Notary Service primarily benefit the individual. 100% of the cost for services in these areas is typical.

- Overnight Parking Permits – the fee charged for One Night Parking Permits fall into Low Cost Recovery, however when combined with the fees collected from the issuance of Annual Permits the result is the program should achieve High Cost Recovery.
- Street Closure – primarily residential for activities within a defined area. This service is provided for public safety and therefore is provided at a rate below 100% cost recovery.

**Library services**

(Library Cards, etc.) – fees are aligned with the fees established by the Peninsula Library System. No overdue fines will be charged.

**Administrative services**

(Copying Charges, Postage, etc.) – fees are primarily set by regulations and are generally high cost recovery of pass-thru charges.

**Procedure history**

Action	Date	Notes
Procedure adoption	March 9, 2010	
Procedure updated	April 13, 2021	
Procedure updated	August 23, 2022	Addition of building permit fee reductions for existing building electrification projects.

Department - Area - Service	February 8, 2024 Recommended Fee Amount	Unit	Current Fee Amount	Recommended % increase 2/8/2024
<b>Administrative Services</b>				
Electric Vehicle Charging Access Fee	\$0.50		\$1.00	-50%
<b>Menlo Park Municipal Water</b>				
Deposit Required for Temporary Water Meters A temporary water including a gate (check) valve may be obtained from the Water Department upon payment of a deposit. Monthly fees shall be assessed based on the meter size and the amount of water used (based on monthly water meter readings). The Water Department shall designate the hydrant where the temporary meter is to be used. The deposit will be refunded after the return of the meter (undamaged) and payment of the final bill.	\$3,442.00	per meter	\$3,000.00	15%
Disconnect Door Tag Fee	\$31.00		\$25.00	23%
Reconnection fee (for services closed for non-payment During business hours (7:30 a.m. - 4:00 p.m.) After business hours (after 4:00 p.m.)	\$139.00 \$338.00	per meter per meter	\$108.00 \$270.00	29% 25%
Fire Flow Test (report included)	\$473.00		\$405.00	17%
Restricted Access to Water Meter (for meter reading or maintenance)	\$123.00		\$100.00	23%
Service Requests (customer requested) During business hours (7:30 a.m. - 4:00 p.m.) After business hours (after 4:00 p.m.)	\$145.00 \$266.00	per hour per hour	\$108.00 \$162.00	34% 64%
Meter Tampering Fee (plus staff time and materials)	\$108.00		\$100.00	8%
Backflow Device Test Fee During business hours (7:30 a.m. - 4:00 p.m.) After business hours (after 4:00 p.m.)	\$140.00 \$338.00	per hour per hour	\$108.00 \$270.00	29% 25%

Department - Area - Service	February 8, 2024 Recommended Fee Amount	Unit	Current Fee Amount	Recommended % increase 2/8/2024
<b>Library and Community Services - Recreation and Sports</b>				
<b>Community Services</b>				
<p>Non-resident fees are 135% of resident fee unless a non-resident fee is listed.  Commercial (for-profit use) fees are 150% of resident fee unless a commercial fee is listed.  Nonprofit fees are 100% of resident fee unless a nonprofit fee is listed.  Hyperlocal resident fees are 65% of resident fee unless a Hyperlocal resident fee is listed.</p>				
Arrillaga Family Recreation Center				
Cancellation fee for dropped classes			\$15.00	
Equipment replacement and facility maintenance fee		per class	\$2.00 to \$5.00	
Promotional Discounts—sliding scale—5% to 15%				
<b>Menlo Madness</b>				
—Weekly Camps—fee dependent on camp		per week	\$159.00 to \$410.00	
—Camp Registration Deposit (non-refundable)			\$25.00	
—Extended Care—10 hours a week			\$54.00	
(Non-resident fees are 135% of resident fee unless a non-resident fee is listed.)				
Recreation classes (fees vary by class content, duration, and other factors)				
Resident	\$0-\$65	per hour		
Non-Resident	\$5-\$100	per hour		
Hyperlocal	\$0-\$20	per hour		
Recreation camps (fees vary by camp content, duration, and other factors)				
Resident	\$0-\$65	per hour		
Non-Resident	\$5-\$100	per hour		
Hyperlocal	\$0-\$20	per hour		
Teen program				
Daily	\$5	per day		
Monthly	\$12	per month		
Annual	\$70	per year		

Department - Area - Service	February 8, 2024 Recommended Fee Amount	Unit	Current Fee Amount	Recommended % increase 2/8/2024
Gymnastics Classes (All gymnastics fees for non-residents are 135% of resident fee.)		per hour-fee		
1-2 hours	\$17	per week	\$16.00	5%
3 hours	\$16	per week	\$15.00	5%
6 hours	\$14	per week	\$13.00	5%
9 hours	\$13	per week	\$12.00	5%
12 hours	\$12	per week	\$11.00	5%
Menlo Children's Center / BHDC / BYHC participant	\$8	per hour fee	\$8.00	5%
Private Lessons				
1/2 hour – resident - up to two children	\$40		\$38.00	5%
- each additional child	\$16		\$15.00	5%
1 hour – resident - up to two children	\$70		\$67.00	5%
- each additional child	\$26		\$25.00	5%
Private or Drop-in Insurance fee	\$1	per registration		
Low Income – Reduced Fee Program - sliding scale	\$5.00 to \$10.00	per hour	\$5.00 to \$10.00	
Gymnastics Program T-Shirt	\$11	each	\$10.00	10%
Gymnastics – Registration / Insurance fee	\$10	per registration	\$9.00	10%
Birthday Party Packages	\$250 to \$1,500		\$239.00 to \$1,061.00	
Birthday Party Cancellation Fee	\$55		\$50.00	10%
Youth Afterschool Sports		per season – per team		
Volleyball				
All Grades – resident	\$583		\$555.00	5%
All Grades – non-resident	\$793		\$755.00	5%
Basketball				
3rd & 4th Grades – resident	\$704		\$670.00	5%
3rd & 4th Grades – non-resident	\$882		\$840.00	5%
5th to 7th Grades – resident	\$908		\$865.00	5%
5th to 7th Grades – non-resident	\$1,092		\$1,040.00	5%

Department - Area - Service	February 8, 2024 Recommended Fee Amount	Unit	Current Fee Amount	Recommended % increase 2/8/2024
Adult Sports – Leagues		per season – per team		
Basketball	\$861		\$820.00	5%
Softball				
Men's	\$998		\$950.00	5%
Co-ed	\$777		\$740.00	5%
Noon	\$247		\$235.00	5%
Volleyball – Co-ed	\$819		\$780.00	5%
Non-resident Team Surcharge (more than 50% players are nonresidents)	10% surcharge			
<b>Library and Community Services - Meeting room rentals</b>				
<del>Recreation rentals – all facilities</del>				
See City website for rental policies, requirements, deposits, and booking information: <a href="http://menlopark.gov/meetingrooms">menlopark.gov/meetingrooms</a>				
Non-resident fees are 135% of resident fee unless a non-resident fee is listed. Commercial (for-profit use) fees are 150% of resident fee unless a commercial fee is listed. Nonprofit fees are 100% of resident fee unless a nonprofit fee is listed. Hyperlocal resident fees are 65% of resident fee unless a hyperlocal resident fee is listed.				
Confirmation of the reservations of a room rental by the recreation staff requires that the Community Services Department receive at the time of application, full payment of the rental fee for the total number of hours required for the function as well as a security and cleaning deposit from the individual or group renting the facility. Compliance with the rental contract as well as the security and clean-up procedures is the determining factor in the refunding of all or part of the security/cleaning deposit. No function can end later than 11 p.m., for weekday rentals and 1 a.m. on weekends. The Community Services Department must be given two weeks notice of any cancellation of a weekend rental and one week notice for cancellation of a weekday rental to receive a full refund. There is a \$25.00 service charge on cancellations. Any exceptions to these requirements must be submitted to the director in writing two weeks before the activity takes place.				
<b>Arrillaga Family Recreation Center</b> <b>Weekends (Friday evening, Saturday, and Sunday)</b>				
Arrillaga – Weekend Rentals – Friday evening, Saturday, and Sunday (2 hour minimum)				

Department - Area - Service	February 8, 2024 Recommended Fee Amount	Unit	Current Fee Amount	Recommended % increase 2/8/2024
Sequoia Room –includes staff, tables, and chairs for inside use.				
Resident	\$223	per hour	\$212.00	5%
Non-resident	\$300	per hour	\$286.00	5%
Commercial	\$600	per hour		
Large Patio				
Resident	\$223	per hour	\$212.00	5%
Non-resident	\$300	per hour	\$286.00	5%
Commercial	\$600	per hour		
Elm Room –includes staff, tables and chairs for inside use.				
Resident	\$83	per hour	\$79.00	5%
Non-resident	\$111	per hour	\$106.00	5%
Cypress Room –includes staff, tables and chairs for inside use.				
Resident	\$83	per hour	\$79.00	5%
Non-resident	\$111	per hour	\$106.00	5%
Maple Room –includes staff, chairs for inside use.				
Resident	\$111	per hour	\$106.00	5%
Non-resident	\$150	per hour	\$143.00	5%
Willow Room –includes staff, tables and chairs for inside use.				
Resident	\$56	per hour	\$53.00	5%
Non-resident	\$78	per hour	\$74.00	5%
Oak Room –includes staff, tables and chairs for inside use.				
Resident	\$83	per hour	\$79.00	5%
Non-resident	\$111	per hour	\$106.00	5%
Juniper Room –includes staff, tables and chairs for inside use.				
Resident	\$83	per hour	\$79.00	5%
Non-resident	\$111	per hour	\$106.00	5%
Small Patio – additional charge with rental of Oak or Elm Rms	\$56	per hour	\$53.00	5%
Kitchen				
Resident	\$44	per hour	\$42.00	5%
Non-resident	\$61	per hour	\$58.00	5%
<b>Arrillaga Family Recreation Center</b>				
<b>Weekdays (Monday through Thursday, and Friday morning/afternoon)</b>				
<b>Arrillaga –Weekday Rentals (2-hour minimum)</b>				
Sequoia Room –includes staff, tables and chairs for inside use.				

Department - Area - Service	February 8, 2024 Recommended Fee Amount	Unit	Current Fee Amount	Recommended % increase 2/8/2024
Resident	\$167	per hour	\$159.00	5%
Non-resident	\$226	per hour	\$215.00	5%
Commercial	\$450	per hour		
Large Patio				
Resident	\$167	per hour	\$159.00	5%
Non-resident	\$226	per hour	\$215.00	5%
Commercial	\$450	per hour		
Elm Room – includes staff, tables and chairs for inside use.				
Resident	\$61	per hour	\$58.00	5%
Non-resident	\$83	per hour	\$79.00	5%
Cypress Room—includes staff, tables and chairs for inside use.				
Resident	\$61	per hour	\$58.00	5%
Non-resident	\$83	per hour	\$79.00	5%
Maple Room—includes staff, chairs for inside use.				
Resident	\$83	per hour	\$79.00	5%
Non-resident	\$111	per hour	\$106.00	5%
Willow Room—includes staff, tables and chairs for inside use.				
Resident	\$39	per hour	\$37.00	5%
Non-resident	\$56	per hour	\$53.00	5%
Oak Room—includes staff, tables and chairs for inside use.				
Resident	\$61	per hour	\$58.00	5%
Non-resident	\$83	per hour	\$79.00	5%
Juniper Room—includes staff, tables and chairs for inside use.				
Resident	\$61	per hour	\$58.00	5%
Non-resident	\$83	per hour	\$79.00	5%
Small Patio – additional charge with rental of Oak or Elm Rms	\$56	per hour	\$53.00	5%
Kitchen				
Resident	\$28	per hour	\$27.00	5%
Non-resident	\$38	per hour	\$36.00	5%
Commercial	\$76	per hour		



Department - Area - Service	February 8, 2024 Recommended Fee Amount	Unit	Current Fee Amount	Recommended % increase 2/8/2024
100 Terminal Avenue multi-service center Weekends (Friday evening, Saturday, and Sunday)				
Large event room - full room				
Resident	\$223	per hour		
Non-resident	\$300	per hour		
Commercial	\$600	per hour		
Hyperlocal resident	\$125	per hour		
Large event room - half room + terrace				
Resident	\$111	per hour		
Non-resident	\$150	per hour		
Commercial	\$300	per hour		
Hyperlocal resident	\$65	per hour		
Prep kitchen				
Resident	\$44	per hour		
Non-resident	\$60	per hour		
Commercial	\$120	per hour		
Hyperlocal resident	\$25	per hour		
In-house catering service	varies	100% of cost		
Gymnasium				
Resident	\$88	per hour		
Non-resident	\$120	per hour		
Commercial	\$250	per hour		
Hyperlocal resident	\$50	per hour		
Makerspace + terrace				
Resident	\$111	per hour		
Non-resident	\$150	per hour		
Commercial	\$300	per hour		
Hyperlocal resident	\$65	per hour		
Flex classroom				
Resident	\$83	per hour		
Non-resident	\$111	per hour		
Hyperlocal resident	\$40	per hour		
Movement Studio				
Resident	\$83	per hour		
Non-resident	\$111	per hour		
Hyperlocal resident	\$40	per hour		

Department - Area - Service	February 8, 2024 Recommended Fee Amount	Unit	Current Fee Amount	Recommended % increase 2/8/2024
100 Terminal Avenue multi-service center Weekdays (Monday through Thursday, and Friday morning/afternoon)				
Large event room - full room				
Resident	\$167	per hour		
Non-resident	\$226	per hour		
Commercial	\$500	per hour		
Hyperlocal resident	\$85	per hour		
Large event room - half room + terrace				
Resident	\$85	per hour		
Non-resident	\$115	per hour		
Commercial	\$230	per hour		
Hyperlocal resident	\$50	per hour		
Prep kitchen				
Resident	\$30	per hour		
Non-resident	\$40	per hour		
Commercial	\$80	per hour		
Hyperlocal resident	\$15	per hour		
In-house catering service	varies	100% of cost		
Gymnasium				
Resident	\$88	per hour		
Non-resident	\$120	per hour		
Commercial	\$250	per hour		
Hyperlocal resident	\$50	per hour		
Makerspace + terrace				
Resident	\$85	per hour		
Non-resident	\$115	per hour		
Commercial	\$230	per hour		
Hyperlocal resident	\$50	per hour		
Flex classroom				
Resident	\$61	per hour		
Non-resident	\$83	per hour		
Hyperlocal resident	\$35	per hour		
Movement Studio				
Resident	\$61	per hour		
Non-resident	\$83	per hour		
Hyperlocal resident	\$35	per hour		

Department - Area - Service	February 8, 2024 Recommended Fee Amount	Unit	Current Fee Amount	Recommended % increase 2/8/2024
Arrillaga Family Gymnasium				
Court Rental fee (Arrillaga Gym only):				
Resident	\$88	per hour	\$84.00	5%
Non-resident	\$120	per hour	\$114.00	5%
Commercial	\$250	per hour		
Monthly Rental Agreement — one month — 10% discount				
Monthly Rental Agreement — 6 — 12 months — 20% discount				
Conference Room Rental		per hour	\$31.00	
Near-court storage rental		per square-foot per month	\$1.00	0%
Security Deposit — refundable if no damage during rental period			\$250.00 to \$500.00	
Arrillaga Family Gymnastics Center				
Gymnastics Classes		per hour fee		
— 1-2 hours		per week	\$16.00	
— 3 hours		per week	\$15.00	
— 6 hours		per week	\$13.00	
— 9 hours		per week	\$12.00	
— 12 hours		per week	\$11.00	
-		-	eliminated 2018	
MCC participant		per hour fee	\$8.00	
Private Lessons				
1/2 hour — resident — up to two children			\$38.00	
————— each additional child			\$15.00	
1 hour — resident — up to two children			\$67.00	
————— each additional child			\$25.00	
Low Income — Reduced Fee Program — sliding scale		per hour	\$5.00 to \$10.00	
Gymnastics Program T-Shirt		each	\$10.00	
Gymnastics — Registration / Insurance fee		per registration	\$9.00	

Department - Area - Service	February 8, 2024 Recommended Fee Amount	Unit	Current Fee Amount	Recommended % increase 2/8/2024
Gymnastics Competition Fee			Based on Hourly billing rates and expenses	
All gymnastics fees for non-residents are <del>135%</del> of resident fee.				
Birthday Party Packages—Residents (non-residents an additional 35%)			\$239.00 to \$1,061.00	
Birthday Party Cancellation Fee	\$50		\$50.00	
Room Rentals				
Gymnastics Floor				
Resident	\$179	per hour	\$170.00	5%
Non-resident	\$221	per hour	\$210.00	5%
Fitness Room				
Resident	\$28	per hour	\$27.00	5%
Non-resident	\$39	per hour	\$37.00	5%
Multi-Purpose Room				
Weekday – Resident	\$39	per hour	\$37.00	5%
Weekday – Non-resident	\$56	per hour	\$53.00	5%
Weekend – Resident	\$56	per hour	\$53.00	5%
Weekend – Non-resident	\$78	per hour	\$74.00	5%
Security Deposit - One Day Rental	\$263		\$250.00	5%
- Multi-Day Rental	\$525		\$500.00	5%
Miscellaneous Rental Items				
Use of indoor furniture outdoors—Patio and certain picnic areas				
—Table		each	\$5.00	
—Chair		each	\$1.00	
EZ Up Canopy (rental including setup and take down)	\$75	per day - each	\$75.00	0%
Micellaneous equipment rentals (varies by equipment)	\$1 to \$250	per day - each		
Above fees include equipment and furnishings replacement fee				
Fee added to all room rental fees above for residents		per hour	\$5.00	
Fee added to all room rental fees above for non-residents		per hour	\$8.00	
Cleaning Fee	\$115		\$115.00	0%

Department - Area - Service	February 8, 2024 Recommended Fee Amount	Unit	Current Fee Amount	Recommended % increase 2/8/2024
Use of the Arrillaga Recreation Center by Recreation Department sponsored or co-sponsored groups on weeknights after 10 p.m. (Fridays after 7:00 p.m.), or on weekends shall be charged a staff fee		per hour	\$17.50	
Birthday Party Packages – Residents (non-residents an additional 35%)			\$239.00 to \$1,061.00	
Non-Profit use of facilities – 50% discount off hourly room rates				
Multi-room Discount – 30% discount on any additional room(s)				
Advertising Rates – Activity Guide And City Spotlight				
Activity Guide Ad (as space available)	\$50.00 to \$900.00		\$50.00 to \$900.00	
Video Display Ad	\$10	per month	\$10.00	0%
Athletic Fields Usage – Natural Turf – Non-Profit Groups (Little League, AYSO, MAASL, etc.)		per hour – per team		
Baseball/Softball				
– Youth – resident			\$11.00	
– Youth – non-resident			\$19.00	
– Adult – resident			\$28.00	
– Adult – non-resident			\$42.00	
Soccer				
– Youth – resident			\$17.00	
– Youth – non-resident			\$28.00	
– Adult – resident			\$38.00	
– Adult – non-resident			\$56.00	
Athletic Fields Usage – Natural Turf – For-Profit Groups And Non-Profit Camps And Clinics		per hour – per group		
Resident			\$35.00	
Non-resident			\$76.00	

Department - Area - Service	February 8, 2024 Recommended Fee Amount	Unit	Current Fee Amount	Recommended % increase 2/8/2024
Athletic Fields Usage—Synthetic Turf—Non Profit Groups (AYSO, CYSA, MAASL, etc.)		per hour—per team		
Soccer				
—Youth—resident			\$27.00	
—Youth—non-resident			\$36.00	
—Adult—resident			\$42.00	
—Adult—non-resident			\$57.00	
Athletic Fields Usage—Synthetic Turf—For Profit Groups And Non-Profit Camps And Clinics		per hour—per group		
Resident			\$63.00	
Non-resident			\$106.00	
Lighting Fee—All Fields—All Groups				
Resident			\$10.00	
Non-resident			\$21.00	

Department - Area - Service	February 8, 2024 Recommended Fee Amount	Unit	Current Fee Amount	Recommended % increase 2/8/2024
<b>Library and Community Services - Athletic fields</b>				
Non-resident fees are 135% of resident fee unless a non-resident fee is listed.				
Commercial (for-profit use) fees are 150% of resident fee unless a commercial fee is listed.				
Nonprofit fees are 100% of resident fee unless a nonprofit fee is listed.				
Hyperlocal resident fees are 65% of resident fee unless a hyperlocal resident fee is listed.				
Natural Turf				
Baseball				
Resident	\$22	per hour		
Non-Resident	\$30	per hour		
Softball				
Resident	\$26	per hour		
Non-Resident	\$35	per hour		
Soccer/Lacrose				
Small Field(7v7)				
Resident	\$25	per hour		
Non-Resident	\$34	per hour		
Medium Field(9v9)				
Resident	\$50	per hour		
Non-Resident	\$68	per hour		
Large Field(11v11)				
Resident	\$100	per hour		
Non-Resident	\$135	per hour		
Synthetic turf				
Small Field(7v7)				
Resident	\$30	per hour		
Non-Resident	\$41	per hour		
Commercial	\$85	per hour		
Hyperlocal resident	\$20	per hour		
Medium Field(9v9)				
Resident	\$50	per hour		
Non-Resident	\$60	per hour		
Commercial	\$120	per hour		
Hyperlocal resident	\$30	per hour		
Large Field(11v11)				
Resident	\$120	per hour		
Non-Resident	\$162	per hour		
Commercial	\$225	per hour		
Hyperlocal resident	\$65	per hour		

Department - Area - Service	February 8, 2024 Recommended Fee Amount	Unit	Current Fee Amount	Recommended % increase 2/8/2024
Lighting Fee - All Fields				
Resident	\$10	per hour		
Non-Resident	\$12	per hour		
Commercial	\$25	per hour		
Hyperlocal resident	\$5	per hour		
Banner / signage fee	\$100	per season		
<b>Library and Community Services - Other outdoor facilities</b>				
Non-resident fees are 135% of resident fee unless a non-resident fee is listed.				
Commercial (for-profit use) fees are 150% of resident fee unless a commercial fee is listed.				
Nonprofit fees are 100% of resident fee unless a nonprofit fee is listed.				
Hyperlocal resident fees are 65% of resident fee unless a hyperlocal resident fee is listed.				
<b>Tennis Courts</b>				
Yearly Court Key—Calendar Year				
—Purchased Jan through Jun—Residents			\$63.00	
—Purchased July through Dec—Residents			\$42.00	
—Purchased Jan through Jun—Non-residents			\$127.00	
—Purchased July through Dec—Non-residents			\$84.00	
Key Rental—Day Use—Up to One Week		per day	\$5.00	
Court Rental—Special Events*				
—Resident		per hour	\$17.00	
—Non-resident		per hour	\$22.00	
*Hourly Fee in Addition to Yearly Tennis Key Purchase				
<b>Tennis / Pickleball Courts</b>				
Court reservations				
Resident	\$10	per hour		
Non-Resident	\$15	per hour		
Commercial	\$25	per hour		
Hyperlocal resident	\$6	per hour		
<b>Picnic Areas</b>				
(fees vary by area, amenities, and other factors)				
Resident	\$10.00 to \$15.00		\$10.00 to \$15.00	
Non-resident	\$15.00 to \$20.00		\$15.00 to \$20.00	
<b>Auxiliary Field – Non-Athletic Field Parks</b>				
Resident	\$17	per hour – per area	\$16.00	5%
Non-resident	\$23		\$22.00	5%



Department - Area - Service	February 8, 2024 Recommended Fee Amount	Unit	Current Fee Amount	Recommended % increase 2/8/2024
Weddings In Park (Sharon Park only)				
Residents	\$165		\$150.00	10%
Non-residents	\$275		\$250.00	10%
NOTE: The above fees do not include field preparation or equipment.				
Bedwell Bayfront Park (non-exclusive use of park)				
Special Event Park Usage	\$150	per day	\$100.00	50%
<b>Library and Community Services - Child development</b>				
Non-resident fees are 135% of resident fee unless a non-resident fee is listed.				
Menlo Children's Center – Preschool		per month		
Hot Lunch Fee (Friday only, varies by vendor)	\$5.00-\$10.00	per day	\$5.00	0%
Toddler Resident 1/2 Day	\$1,363	per month		
Early Preschool 1/2 Day	\$1,125	per month		
Transitional Kindergarten	\$1000-1200	per month		
<b>Menlo Children's Center - School-Age</b>				
Menlo Children's Center School-Age Child Care – Afterschool Program		per month		
(Non-resident fees are 135% of resident fee unless a non-resident fee is listed)				
1st through 5th grades				
Full-time 5 day	\$497	per month	\$473.00	5%
Full-time 4 day	\$445	per month	\$424.00	5%
Full-time 3 day	\$363	per month	\$346.00	5%
Full-time 2 day	\$282	per month	\$269.00	5%
Full-time 1 day	\$167	per month	\$159.00	5%
Morning Kindergarten				
Full-time 5 day				
Full-time 3 day				
Full-time 2 day				
Afternoon Kindergarten				
Full-time 5 day	\$538	per month	\$512.00	5%
Full-time 3 day	\$387	per month	\$369.00	5%
Full-time 2 day	\$307	per month	\$292.00	5%
Menlo Children's Center School-Age Child Care – Extended Care				
One-half hour per day				
– Resident		per week		
– Non-resident		per week		

Department - Area - Service	February 8, 2024 Recommended Fee Amount	Unit	Current Fee Amount	Recommended % increase 2/8/2024
<b>Menlo Children's Center - Seasonal programs</b>				
Menlo Children's Center School- Seasonal Programs (Field Trips subject to extra fees)				
Non-resident fees are 135% of resident fee unless a non-resident fee is listed				
Fees reduced by 5% when pre-enrolling two continuous sessions				
Field Trips subject to extra fees				
Daily rate	\$56-\$63	per day		
Parents Night Out – 3 hours of unlicensed care				
First Child	\$25			
Additional Sibling	\$20	each		
Children not enrolled in a season program	\$30			
Morning Birds		per hour		
Morning Program – 8:30 am to Noon				
5 days a week	\$611	per month	\$582.00	5%
3 days a week	\$387	per month	\$369.00	5%
2 days a week	\$272	per month	\$259.00	5%
Extended Morning Program – 8:30 am to 2:00 pm				
5 days a week		per month		
3 days a week		per month		
2 days a week		per month		
–Wise Owls		per hour		
Menlo Children's Center – Miscellaneous Childcare Fees				
Late Tuition Payment Fee – assessed if payment not received by the 5th of the month	\$21		\$20.00	5%
Late Pick-up Fee – if child is not picked-up by scheduled closing time		per child		
First 10 minutes	\$16		\$15.00	5%
Lunch Fee (varies by vendor)	\$5-\$10		\$10.00	0%
Non-notification of Absence Fee	\$26		\$25.00	5%
Waiting List Application Fee	\$53		\$50.00	5%
Menlo Children's Center				
Facility Rental (2 hour minimum)	\$121	per hour	\$115.00	5%

Department - Area - Service	February 8, 2024 Recommended Fee Amount	Unit	Current Fee Amount	Recommended % increase 2/8/2024
<b>Belle Haven Child Development Center</b>				
<b>Belle Haven Programs:-</b>				
GDC Preschool (non-certified program)		per month		
Resident – Full Day	\$1,042	per month	\$1,042.00	0%
Resident – Part Day				
Non-resident – Full Day	\$1,406	per month	\$1,406.00	0%
Non-resident – Part Day				
Toddler – Resident				
Toddler – Non-resident				
Late Pick-up (if child is not picked up by scheduled closing time)		per child		
First 10 minutes	\$15		\$15.00	0%
Each additional minute	\$1		\$1.00	0%
Parents Night Out – 3 hours of unlicensed care				
First Child	\$21		\$20.00	5%
Additional Sibling	\$11	each	\$10.00	5%
Children not enrolled in a season program	\$26		\$25.00	5%
<b>Belle Haven Youth Center - School-Age</b>				
<b>Belle Haven School Age Child Care – Afterschool Program</b>				
Kindergarten – standard start (resident)	\$109	per month	\$109.00	0%
1st through 6th grade – standard start (resident)	\$99	per month	\$99.00	0%
Kindergarten – early start (resident)	\$129	per month	\$129.00	0%
*Program fees charged based on extremely low income levels set by the San Mateo County Housing Office. Subsidized rates for eligible residents only. Non-resident fees 135% of the resident fee				
<b>Library and Community Services - Library</b>				
<b>Fees</b>				
Library Card				
—Replacement fee for lost or forgotten library card			\$2.00	
Processing fee for lost and overdue (more than 30 days) materials	-		\$5.00	
Proctor exam—Residents	-	each		
Proctor exam—Non-residents	-	each		
<b>Lost or damaged Materials Fee</b>				
The value of the damaged item plus \$5.00 for processing	\$5.50	minimum	\$5.50	0%

Department - Area - Service	February 8, 2024 Recommended Fee Amount	Unit	Current Fee Amount	Recommended % increase 2/8/2024
<b>Library and Community Services - Aquatics</b>				
Aquatics fees in this section shall take effect effective April 1, 2024, or on the date the aquatics Non-resident fees are 135% of resident fee unless a non-resident fee is listed.				
Memberships				
Resident swim passes and/or swim memberships are valid at all locations				
Lap & Open Swim				
General Resident	\$65	Monthly		
General Non-Resident	\$88	Monthly		
Senior Resident	\$52	Monthly		
Senior Non-Resident	\$82	Monthly		
Masters				
General Resident	\$114	Monthly		
General Non-Resident	\$153	Monthly		
Senior Resident	\$104	Monthly		
Senior Non-Resident	\$140	Monthly		
Team	\$30	Annual		
Aqua Fit				
General Resident	\$78	Monthly		
General Non-Resident	\$105	Monthly		
Senior Resident	\$70	Monthly		
Senior Non-Resident	\$95	Monthly		
Aqua Therapy				
General Resident	\$119	Monthly		
General Non-Resident	\$160	Monthly		
Drop-in				
Lap Swim				
General - Resident	\$9	Daily		
General - Non-Resident	\$10	Daily		
Senior - Resident	\$8	Daily		
Senior - Non-Resident	\$9	Daily		

Department - Area - Service	February 8, 2024 Recommended Fee Amount	Unit	Current Fee Amount	Recommended % increase 2/8/2024
Fee Assisted (Resident only)	\$5	Daily		
Spectator - Resident	\$4	Daily		
Spectator - Non-Resident	\$5	Daily		
Open Swim				
General - Resident	\$9	Daily		
General - Non-Resident	\$12	Daily		
Child - Resident	\$5	Daily		
Child - Non-Resident	\$7	Daily		
Family - Resident	\$28	Daily		
Family - Non-Resident	\$38	Daily		
Fee Assisted (Resident only)	\$5	Daily		
Spectator - Resident	\$4	Daily		
Spectator - Non-Resident	\$5	Daily		
Masters				
General - Resident	\$20	Daily		
General - Non-Resident	\$27	Daily		
Fee Assisted (Resident only)	\$5	Daily		
Spectator - Resident	\$4	Daily		
Spectator - Non-Resident	\$5	Daily		
Aqua Fit				
General - Resident	\$20	per session		
General - Non-Resident	\$27	per session		
Fee Assisted (Resident only)	\$5	per session		
Spectator - Resident	\$4	per session		
Spectator - Non-Resident	\$5	per session		
Aqua Therapy				
General - Resident	\$25	per session		
General - Non-Resident	\$34	per session		
Spectator - Resident	\$4	per session		
Spectator - Non-Resident	\$5	per session		
Swim Lessons				
Group Lessons - Resident	\$25	per session		
Group Lessons - Non-Resident	\$35	per session		
Group Lessons - Fee Assisted (Resident only)	\$5	per session		
Water Babies - Resident	\$25	per session		
Water Babies - Non-Resident	\$35	per session		
Water Babies - Fee Assisted (Resident only)	\$5	per session		

Department - Area - Service	February 8, 2024 Recommended Fee Amount	Unit	Current Fee Amount	Recommended % increase 2/8/2024
Level 1 & 2 Resident	\$25	per session		
Level 1 & 2 Non-Resident	\$35	per session		
Level 1 & 2 - Fee Assisted (Resident only)	\$5	per session		
Level 2 & 3 Resident	\$25	per session		
Level 2 & 3 Non-Resident	\$35	per session		
Level 2 & 3 - Fee Assisted (Resident only)	\$5	per session		
Swim School Adult Lessons	\$35	per session		
Bridge Program Resident	\$16	per session		
Bridge Program Non-Resident	\$22	per session		
Bridge Program - Fee Assisted (Resident only)	\$5	per session		
Pre Bridge Program Resident	\$16	per session		
Pre Bridge Program Non-Resident	\$22	per session		
Pre Bridge Program - Fee Assisted (Resident only)	\$5	per session		
Beginner Resident	\$16	per session		
Beginner Non-Resident	\$22	per session		
Beginner - Fee Assisted (Resident only)	\$5	per session		
Intermediate Resident	\$16	per session		
Intermediate Non-Resident	\$22	per session		
Intermediate - Fee Assisted (Resident only)	\$5	per session		
Private Lessons Resident	\$76	per session		
Private Lessons Non-Resident	\$103	per session		
Subcontractor Per Lane Fee	\$18			

Department - Area - Service	February 8, 2024 Recommended Fee Amount	Unit	Current Fee Amount	Recommended % increase 2/8/2024
<b>Public Works - Engineering</b>				
Recreation Fees				
Residential Subdivision Recreation in Lieu Fees: See Subdivision Ordinance Section 15.16.020 for detailed explanation.				
Single Family (RE and R-1):	\$127,400.00	per unit	0,013 X number of units X market value of acreage to be subdivided	
Multiple Family Development (All other districts that allow residential development):	\$78,400.00	per unit	0.008 X number of units X market value of acreage to be subdivided	
Newsracks				
Appeal	\$550.00		\$465.00	18%
Protest	\$550.00		\$465.00	18%

**COMMUNITY DEVELOPMENT - BUILDING**

**Miscellaneous Construction Fees**

Effective 3/11/24

	Current Fee Amount		Recommended Fee Amount		
	<u>Plan Check</u>	<u>Permit</u>	<u>Plan Check</u>	<u>Permit</u>	
<b><u>ACCESSORY STRUCTURES</u></b>					
Water feature/ fountain - built in			\$ 238	\$ 327	New fee
Antennas on an existing tower			\$ 230	\$ 250	New fee



**COMMUNITY DEVELOPMENT - BUILDING**

**Miscellaneous Construction Fees**

Effective 3/11/24

	Current Fee Amount		Recommended Fee Amount		
	<u>Plan Check</u>	<u>Permit</u>	<u>Plan Check</u>	<u>Permit</u>	
<b><u>ALTERATION FOR RESIDENTIAL STRUCTURES</u></b>					
Handrail / Guardrail			\$ 168	\$ 220	New fee
<b><u>HOURLY INSPECTION RATES</u></b>					
Disabled Access Compliance Inspection / handicap ramps, parking	-0-	\$ 204	-0-	\$ 204	Update fee name

**COMMUNITY DEVELOPMENT - BUILDING**

**Mechanical Plan Check and Permit Fees**

Effective 3/11/24

**MECHANICAL PERMIT FEES**

		Current Fee Amount		Recommended Fee Amount		
		<u>Plan Check</u>	<u>Inspection</u>	<u>Plan Check</u>	<u>Inspection</u>	
	<b>Heating</b>					
Mini Splits				\$ 119	\$ 152	New fee
Package Units				\$ 119	\$ 152	New fee
Electric Heat Pump Furnace / Air Conditioner				\$ 110	\$ 208	New fee
	<b>Cooling</b>					
Chiller				\$ 198	\$ 240	New fee

**COMMUNITY DEVELOPMENT - BUILDING**

**Electrical Plan Check and Permit Fees**

**ELECTRICAL PERMIT FEES**

	Current Fee Amount		Effective 3/11/24 Recommended Fee Amount		
	<u>Plan Check</u>	<u>Inspection</u>	<u>Plan Check</u>	<u>Inspection</u>	
	Electrical Service or Switch Gear w/ New Pedestal			\$ 210	
<b>Conduits, Conductors, Switches, Outlets, and Fixed Lighting</b>					
EV Car Charger (Residential) 1 - 10 units			\$ 71	\$ 93	New fee
EV Car Charger (Non residential) 1 - 10 units			\$ 143	\$ 157	New fee
Battery Storage			\$ 84	\$ 88	New fee

**COMMUNITY DEVELOPMENT - BUILDING**

**Plumbing Plan Check and Permit Fees**

Effective 3/11/24

Current  
Fee Amount

Recommended  
Fee Amount

**PLUMBING PERMIT FEES**

Plan Check

Inspection

Plan Check

Inspection

**Water Heaters**

Heat Pump Water Heater

\$ 124 \$ 192

New fee

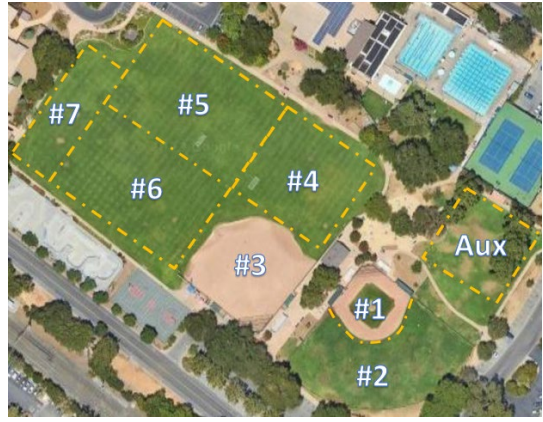
CITY OF MENLO PARK  
ATHLETIC FIELD SUBDIVISIONS  
DECEMBER 5, 2023

BURGESS PARK

CURRENT



RECOMMENDED NEW



#5 and #6 = 9v9 fields  
#4 and #7 = 7v7 fields

HILLVIEW MIDDLE SCHOOL

CURRENT



RECOMMENDED



Entire field = 11v11 field  
#1 and #2 = 9v9 fields

LA ENTRADA MIDDLE SCHOOL

CURRENT



RECOMMENDED NEW



#1 through #5 = 7v7 fields

JACK LYLE PARK

CURRENT



RECOMMENDED NEW



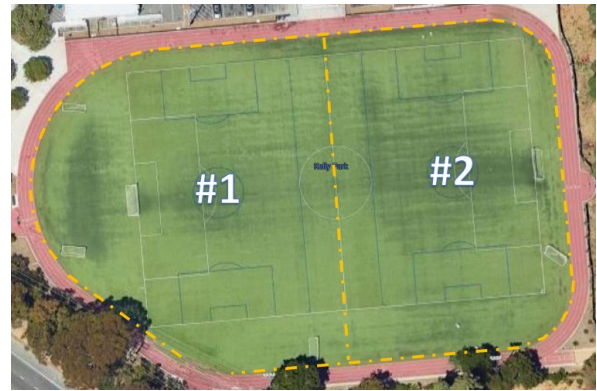
Entire field = 9v9 field  
#1 and #2 = 7v7 fields

KELLY PARK

CURRENT



RECOMMENDED



Entire field = 11v11 field  
#1 and #2 = 9v9 fields

NEALON PARK

CURRENT



RECOMMENDED NEW



Softball field = larger than little league

OAK KNOLL ELEMENTARY

CURRENT



RECOMMENDED



#2 is a little larger than 7v7 but smaller than 9v9

WILLOW OAKS PARK

CURRENT



RECOMMENDED



#2 through #4 = 7v7 fields  
#3 and #4 combined = 9v9 field