



## STAFF REPORT

### City Council

Meeting Date:

1/9/2024

Staff Report Number:

24-007-CC

Consent Calendar:

**Waive the second reading and adopt an ordinance amending the City's 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 waive the second reading and adopt 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.

### Background

The City Council voted to introduce the ordinance amending the City's master fee schedule at the Dec. 5 City Council meeting. The staff report is available in Attachment B. 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.

## Analysis

The City Council reviewed and introduced an ordinance to amend the City's master fee schedule with one revision: a footnote defining the new hyperlocal fee rate as applicable to residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus.

Subsequent to the Dec. 5, public hearing, City staff detected that the aquatics fees published in the draft ordinance were erroneous due to the inadvertent use of an early working draft version of the aquatics fees. The correct, recommended version of the aquatics fees are presented in a new ordinance for City Council consideration separately from the rest of the City fees, in a separate public hearing item Jan. 9. As a result, staff has excluded the aquatics fees from this ordinance shown in a redlined version of the ordinance included as Attachment C. Additionally, an updated version of master fee schedule recommendations excluding aquatics fees is included as Attachment D.

The fees adopted by this ordinance would become effective 30 days from its adoption or as otherwise noted or required by statute.

## 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 72 hours prior to the meeting.

## Attachments

- Ordinance
- Hyperlink – Dec. 5, 2023 staff report:  
[menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2023-meetings/agendas/20231205/f1-20231205-cc-master-fee-schedule-amend.pdf](https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2023-meetings/agendas/20231205/f1-20231205-cc-master-fee-schedule-amend.pdf)
- Ordinance – redlined
- Master fee schedule recommendations

Report prepared by:  
Adrian Patino, Management Analyst II

Staff Report #: 24-007-CC

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 December 5, 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 if applicable. 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 ninth day of January, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

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Cecilia Taylor, Mayor

ATTEST:

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Judi A. Herren, City Clerk

Exhibits:

A. Master fee schedule

*Streetaries*

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

*Newsracks*

Proposed Newsrack Fees			
Fee Title	Current Fee	Proposed Fee	Percentage Change
<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%

*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%
Service requests – per hour (customer requested):			
During business hours (7:30am-4:00pm)	\$ 100	\$134	34%
Outside business hours (after 4pm 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 (7:30am-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*

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

*Community Development – Building, Miscellaneous Construction*

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

*Community Development – Building, Mechanical*

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

*Community Development – Building, Electrical*

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

*Community Development – Building, Plumbing*

Proposed Plumbing Fees		
Fee Title	Proposed Plan Check Fee	Proposed Permit Fee
<b>Water Heaters</b>		
<b>Heat Pump Water Heater</b>	\$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>	
<b>Resident</b>	\$0-65
<b>Non-Resident</b>	\$5-100
<b>Hyperlocal *</b>	\$0-20
<b>Recreation camps (fees vary by camp content, duration, and other factors) per hour</b>	
<b>Resident</b>	\$0-65
<b>Non-Resident</b>	\$5-100
<b>Hyperlocal*</b>	\$0-20
<b>Teen program</b>	
<b>Daily</b>	\$5
<b>Monthly</b>	\$12
<b>Annual</b>	\$70
<b>Private or Drop-in Insurance fee</b>	\$1

\*The hyperlocal fee rate applies to residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus.

*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%
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%

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>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)			
Fee Title	Current Fee	Proposed Fee	Percentage Change
<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%
<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>Proposed Library and Community Services – Meeting Room Rentals Fees  Arrillaga Family Recreation Center –  Weekdays (Monday through Thursday, and Friday morning/afternoon)</b>			
<b>Fee Title</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Percentage Change</b>
<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%
<b>Small Patio – additional charge with rental of Oak or Elm Rooms (per hour)</b>	\$53	\$56	5%
<b>Kitchen (per hour)</b>			
Resident	\$42	\$44	5%
Non-resident	\$58	\$61	5%
Commercial	-	\$76	-

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

<b>Proposed Library and Community Services – Meeting Room Rentals Fees  Belle Haven Community Campus –  Weekends (Friday evening, Saturday, and Sunday)</b>	
<b>Fee Title</b>	<b>Proposed Fee</b>
<b>Hyperlocal*</b>	\$25
<b>Commercial</b>	\$120
<b>In-house catering service</b>	Varies (100% of cost)
<b>Gymnasium (per hour)</b>	
<b>Resident</b>	\$88
<b>Non-Resident</b>	\$120
<b>Hyperlocal*</b>	\$50
<b>Commercial</b>	\$250
<b>Makerspace + terrace (per hour)</b>	
<b>Resident</b>	\$111
<b>Non-Resident</b>	\$150
<b>Hyperlocal*</b>	\$65
<b>Commercial</b>	\$300
<b>Flex classroom (per hour)</b>	
<b>Resident</b>	\$83
<b>Non-Resident</b>	\$111
<b>Hyperlocal*</b>	\$40
<b>Movement Studio (per hour)</b>	
<b>Resident</b>	\$83
<b>Non-Resident</b>	\$111
<b>Hyperlocal*</b>	\$40

\*The hyperlocal fee rate applies to residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus.

<b>Proposed Library and Community Services – Meeting Room Rentals Fees  Belle Haven Community Campus –  Weekdays (Monday through Thursday, and Friday morning/afternoon)</b>	
<b>Fee Title</b>	<b>Proposed Fee</b>
<b>Large event room – full room (per hour)</b>	
<b>Resident</b>	\$167
<b>Non-Resident</b>	\$226
<b>Hyperlocal*</b>	\$85
<b>Commercial</b>	\$500
<b>Large event room – half room + terrace (per hour)</b>	
<b>Resident</b>	\$85
<b>Non-Resident</b>	\$115
<b>Hyperlocal*</b>	\$50
<b>Commercial</b>	\$230
<b>Prep kitchen (per hour)</b>	
<b>Resident</b>	\$30
<b>Non-Resident</b>	\$40
<b>Hyperlocal*</b>	\$15
<b>Commercial</b>	\$80
<b>In-house catering service</b>	Varies (100% of cost)
<b>Gymnasium (per hour)</b>	
<b>Resident</b>	\$88
<b>Non-Resident</b>	\$120
<b>Hyperlocal*</b>	\$50
<b>Commercial</b>	\$250
<b>Makerspace + terrace (per hour)</b>	
<b>Resident</b>	\$85
<b>Non-Resident</b>	\$115
<b>Hyperlocal*</b>	\$50
<b>Commercial</b>	\$230
<b>Flex classroom (per hour)</b>	
<b>Resident</b>	\$61
<b>Non-Resident</b>	\$83

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>Hyperlocal*</b>	\$35
<b>Movement Studio (per hour)</b>	
<b>Resident</b>	\$61
<b>Non-Resident</b>	\$83
<b>Hyperlocal*</b>	\$35

\*The hyperlocal fee rate applies to residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus.

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>			
<b>Resident</b>	\$84	\$88	5%
<b>Non-resident</b>	\$114	\$120	5%
<b>Commercial</b>	-	\$250	-
<b>Gymnastics Floor (per hour)</b>			
<b>Resident</b>	\$170	\$179	5%
<b>Non-resident</b>	\$210	\$221	5%
<b>Fitness Room (per hour)</b>			
<b>Resident</b>	\$27	\$28	5%
<b>Non-resident</b>	\$37	\$39	5%
<b>Multi-Purpose Room (per hour)</b>			
<b>Weekday – Resident</b>	\$37	\$39	5%
<b>Weekday – Non-resident</b>	\$53	\$56	5%
<b>Weekend – Resident</b>	\$53	\$56	5%
<b>Weekend – Non-resident</b>	\$74	\$78	5%
<b>Security Deposit - One Day Rental</b>			
<b>Multi-Day Rental</b>	\$500	\$525	5%
<b>Miscellaneous equipment rentals - varies by equipment (per day)</b>	-	\$1-250	-

*Library and Community Services – Athletic field rentals*

<b>Proposed Library and Community Services –Athletic Field Rentals Fees</b>	
<b>Fee Title</b>	<b>Proposed Fee</b>
<b>Natural Turf</b>	
<b>Baseball (per hour)</b>	
Resident	\$22
Non-Resident	\$30
<b>Softball (per hour)</b>	
Resident	\$26
Non-Resident	\$35
<b>Soccer/Lacrosse – Small Field 7v7 (per hour)</b>	
Resident	\$25
Non-Resident	\$35
<b>Soccer/Lacrosse – Medium Field 9v9 (per hour)</b>	
Resident	\$50
Non-Resident	\$68
<b>Soccer/Lacrosse – Large Field 11v11 (per hour)</b>	
Resident	\$100
Non-Resident	\$135
<b>Synthetic Turf</b>	
<b>Soccer/Lacrosse – Small Field 7v7 (per hour)</b>	
Resident	\$30
Non-Resident	\$41
Commercial	\$85
Hyperlocal*	\$20
<b>Soccer/Lacrosse – Medium Field 9v9 (per hour)</b>	
Resident	\$50
Non-Resident	\$60
Commercial	\$120
Hyperlocal*	\$30
<b>Soccer/Lacrosse – Large Field 11v11 (per hour)</b>	
Resident	\$120
Non-Resident	\$162

Proposed Library and Community Services –Athletic Field Rentals Fees	
Fee Title	Proposed Fee
<b>Commercial</b>	\$225
<b>Hyperlocal*</b>	\$65
<b>Lighting Fee – All Fields (per hour)</b>	
<b>Resident</b>	\$10
<b>Non-Resident</b>	\$12
<b>Commercial</b>	\$25
<b>Hyperlocal*</b>	\$5
<b>Banner/signage fee (per season)</b>	\$100

\*The hyperlocal fee rate applies to residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus.

*Library and Community Services – Other outdoor facility rentals*

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

\*The hyperlocal fee rate applies to residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus.

*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>				
<b>Hot Lunch Fee - Friday only, varies by vendor (per hour)</b>	\$5	\$5-10	0-100%	
<b>Toddler Resident 1/2 Day (per month)</b>	-	\$1363	-	
<b>Early Preschool 1/2 Day (per month)</b>	-	\$1125	-	
<b>Transitional Kindergarten (per month)</b>	-	\$1000-1200	-	
<b>Menlo Children's Center - School-Age</b>				
<b>1st through 5th grades (per month)</b>				
<b>Full-time 5 day</b>	\$473	\$497	5%	
<b>Full-time 4 day</b>	\$424	\$445	5%	
<b>Full-time 3 day</b>	\$346	\$363	5%	
<b>Full-time 2 day</b>	\$269	\$282	5%	
<b>Full-time 1 day</b>	\$159	\$167	5%	
<b>Afternoon Kindergarten (per month)</b>				
<b>Full-time 5 day</b>	\$512	\$538	5%	
<b>Full-time 4 day</b>	\$369	\$387	5%	
<b>Full-time 3 day</b>	\$292	\$307	5%	
<b>Menlo Children's Center – Seasonal programs</b>				
<b>Daily rate</b>	-	\$56-63	-	
<b>Parents Night Out – 3 hours of unlicensed care</b>				
<b>First Child</b>	-	\$25	-	
<b>Additional Sibling (each)</b>	-	\$20	-	
<b>Children not enrolled in a seasonal program</b>	-	\$30	-	
<b>Morning Program – 8:30 am to Noon (per month)</b>				
<b>5 days a week</b>	\$582	\$611	5%	
<b>3 days a week</b>	\$369	\$387	5%	
<b>2 days a week</b>	\$259	\$272	5%	
<b>Late Tuition Payment Fee – assessed if payment not received by the 5th of the month</b>	\$20	\$21	5%	
<b>Late Pick-up Fee – if child is not picked-up by scheduled closing time (per child)</b>				

<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>First 10 minutes</b>	\$15	\$16	5%
<b>Lunch Fee (varies by vendor)</b>	\$10	\$5-10	-50-0%
<b>Non-notification of Absence Fee</b>	\$25	\$26	5%
<b>Waiting List Application Fee</b>	\$50	\$53	5%
<b>Facility Rental - 2 hour minimum (per hour)</b>	\$115	\$121	5%
<b>Belle Haven Child Development Center</b>			
<b>Parents Night Out – 3 hours of unlicensed care</b>			
<b>First Child</b>	\$20	\$21	5%
<b>Additional sibling (each)</b>	\$10	\$11	5%
<b>Children not enrolled in a seasonal program</b>	\$25	\$26	5%

**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%
Service requests – per hour (customer requested):			
During business hours (7:30am-4:00pm)	\$ 100	\$134	34%
Outside business hours (after 4pm 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 (7:30am-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

\*The hyperlocal fee rate applies to residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus.

*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>			

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
Resident	\$53	\$56	5%
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)			
Fee Title	Current Fee	Proposed Fee	Percentage Change
<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%

**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>
Non-resident	\$79	\$83	5%
<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)	
Fee Title	Proposed Fee
<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

\*The hyperlocal fee rate applies to residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus.

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

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
Non-Resident	\$120
Hyperlocal*	\$50
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

\*The hyperlocal fee rate applies to residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus.

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%

Proposed Library and Community Services – Meeting Room Rentals Fees Arrillaga Family Gymnasium			
Fee Title	Current Fee	Proposed Fee	Percentage Change
<b>Fitness Room (per hour)</b>			
Resident	\$27	\$28	5%
Non-resident	\$37	\$39	5%
<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

<b>Proposed Library and Community Services –Athletic Field Rentals Fees</b>	
<b>Fee Title</b>	<b>Proposed Fee</b>
<b>Soccer/Lacrosse – Large Field 11v11 (per hour)</b>	
Resident	\$100
Non-Resident	\$135
<b>Synthetic Turf</b>	
<b>Soccer/Lacrosse – Small Field 7v7 (per hour)</b>	
Resident	\$30
Non-Resident	\$41
Commercial	\$85
Hyperlocal*	\$20
<b>Soccer/Lacrosse – Medium Field 9v9 (per hour)</b>	
Resident	\$50
Non-Resident	\$60
Commercial	\$120
Hyperlocal*	\$30
<b>Soccer/Lacrosse – Large Field 11v11 (per hour)</b>	
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

\*The hyperlocal fee rate applies to residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus.

*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%

\*The hyperlocal fee rate applies to residents who live or attend K-12 school within the neighborhood service area of the Belle Haven Community Campus.

*Library and Community Services – Child development*

Proposed Library and Community Services – Child Development Fees			
Fee Title	Current Fee	Proposed Fee	Percentage Change
<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	-
<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)			

Proposed Library and Community Services – Child Development Fees			
Fee Title	Current Fee	Proposed Fee	Percentage Change
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%
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
<del>Memberships (per month)</del>	
<del>Lap &amp; Open Swim</del>	
<del>General Resident</del>	<del>\$65</del>
<del>General Non-Resident</del>	<del>\$88</del>
<del>Senior Resident</del>	<del>\$52</del>
<del>Senior Non-Resident</del>	<del>\$82</del>
<del>Masters</del>	
<del>General Resident</del>	<del>\$114</del>
<del>General Non-Resident</del>	<del>\$153</del>
<del>Senior Resident</del>	<del>\$104</del>
<del>Senior Non-Resident</del>	<del>\$140</del>
<del>Team (Annual)</del>	<del>\$30</del>
<del>Aqua Fit</del>	

<b>Proposed Library and Community Services—Aquatics Fees</b>	
<b>Fee Title</b>	<b>Proposed Fee</b>
General Resident	\$78
General Non-Resident	\$105
Senior Resident	\$70
Senior Non-Resident	\$95
<b>Aqua Therapy</b>	
General Resident	\$119
General Non-Resident	\$160
<b>Drop-in (per day)</b>	
<b>Lap Swim</b>	
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
<b>Open Swim</b>	
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
<b>Masters</b>	
General Resident	\$20
General Non-Resident	\$27
Fee-Assisted (Resident only)	\$5

<b>Proposed Library and Community Services—Aquatics Fees</b>	
<b>Fee Title</b>	<b>Proposed Fee</b>
Spectator Resident	\$4
Spectator Non-Resident	\$5
<b>Aqua Fit (per session)</b>	
General Resident	\$20
General Non-Resident	\$27
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

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

<b>Fee Title</b>	<b>Proposed Fee</b>
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
Private Lessons Non-Resident	\$103
Subcontractor Per Lane Fee	\$18

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%				
Menlo Madness				
—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.				
<p><del>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.</del></p>				
<p><del>Arrillaga Family Recreation Center Weekends (Friday evening, Saturday, and Sunday) Arrillaga – Weekend Rentals – Friday evening, Saturday, and Sunday (2 hour minimum)</del></p>				

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	per hour	\$10.00 to \$15.00	
Non-resident	\$15.00 to \$20.00	per hour	\$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	per hour – per area	\$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>				
<b>Menlo Children's Center School- Seasonal Programs (Field Trips subject to extra fees)</b>				
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				
<b>Field Trips subject to extra fees</b>				
Daily rate	\$56-\$63	per day		
Parents Night Out – 3 hours of unlicensed care				
First Child	\$25	each		
Additional Sibling	\$20			
Children not enrolled in a season program	\$30			
<del>Morning Birds</del>		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		
<del>Wise Owls</del>		per hour		
<b>Menlo Children's Center – Miscellaneous Childcare Fees</b>				
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%
<b>Menlo Children's Center</b>				
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		
Lost or damaged Materials Fee				
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.				
<b>Memberships</b>				
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		
<b>Masters</b>				
General Resident	\$114	Monthly		
General Non-Resident	\$153	Monthly		
Senior Resident	\$104	Monthly		
Senior Non-Resident	\$140	Monthly		
Team	\$30	Annual		
<b>Aqua-Fit</b>				
General Resident	\$78	Monthly		
General Non-Resident	\$105	Monthly		
Senior Resident	\$70	Monthly		
Senior Non-Resident	\$95	Monthly		
<b>Aqua-Therapy</b>				
General Resident	\$119	Monthly		
General Non-Resident	\$160	Monthly		
<b>Drop-in</b>				
<b>Lap-Swim</b>				
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	\$6	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**

		Current Fee Amount		Effective 3/11/24 Recommended Fee Amount		
<b><u>MECHANICAL PERMIT FEES</u></b>		<b><u>Plan Check</u></b>	<b><u>Inspection</u></b>	<b><u>Plan Check</u></b>	<b><u>Inspection</u></b>	
	<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		Effective 3/11/24		
	Fee Amount		Recommended		
	<u>Plan Check</u>	<u>Inspection</u>	<u>Plan Check</u>	<u>Inspection</u>	
Electrical Service or Switch Gear w/ New Pedestal			\$ 210	\$ 224	New fee
<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