



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 9

Section Name: {{section.name}}

File ID: {{item.tracking_number}}

TO: City Council
FROM: Drew Corbett, City Manager
PREPARED BY: Finance Department
MEETING DATE: March 02, 2020

SUBJECT:
Fiscal Year 2020-21 Comprehensive Fee Schedule – Approval

RECOMMENDATION:
Adopt a Resolution to approve the revisions to the proposed fiscal year 2020-21 Comprehensive Fee Schedule.

BACKGROUND:
Section 3.64.010 of the San Mateo Municipal Code requires the City Manager to submit the City's fee schedule to the City Council for approval prior to submittal of the annual budget. It is the City's policy and practice to increase fees annually by Consumer Price Index, or CPI, for the San Francisco Bay Area. The proposed increases reflect the City's increase in materials and maintenance costs incurred in providing services. The City normally uses the CPI from the previous October, which is the most recent data available at the beginning of the review process (CPI for 2020-21 is 3.00% from November 2018 to October 2019). Other adjustments to fees are made periodically as deemed necessary to reflect actual staff costs, market alignments, or to comply with policy.

The proposed fee adjustments are based on the annual CPI increase, a periodic adjustment, or are the result of detailed analyses of the cost for providing specific programs/activities. Recreation fees and park in-lieu fees were reviewed and recommended for approval by the Parks and Recreation Commission at its February 5, 2020 meeting, with a vote of 4 to 0. All fees will become effective July 1, 2020, except where noted. Sewer service charges are set separately by ordinance and are not part of the fee revision process.

In addition, the Public Works Department and Community Development Department are currently undertaking fee studies and anticipate bringing any proposed revisions to their respective fees in the near future. In the interim, the proposed fiscal year 2020-21 fee increases do not exceed CPI.

Tables summarizing the new fees and various fee changes in excess of CPI are provided in Attachment 4.

BUDGET IMPACT:
The changes to fees, including new fees, for fiscal year 2020-21 are estimated to increase revenues by \$5,950. These revenues will be reflected in the 2020-21 budget.

ENVIRONMENTAL DETERMINATION:
This Comprehensive Fee Schedule update for fiscal year 2020-21 is not a project subject to CEQA because it is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines Section 15378(b)(4).)

NOTICE PROVIDED

All meeting noticing requirements were met. In accordance with Government Code sections 66018 and 6062a, notice of the fee increases was published twice, beginning 10 days in advance of the public hearing. Prior to the meeting, City staff made the data available for the public, indicating the amount of cost, or estimated cost, required to provide the service for which the fee or service charge is levied, and the receiving fund of the fee revenue.

ATTACHMENTS

Att 1 – Proposed Resolution

Att 2 – Proposed Comprehensive Fee Schedule FY 2020-21

Att 3 – Red line Adopted Comprehensive Fee Schedule FY 2019-20

Att 4 – Tables Summarizing Changes

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