



AGENDA
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL
DRAINAGE DISTRICT
JULY 28, 2009
9:00 A.M.
Town Council Chambers
91 Ashfield Road
Atherton, California
Special Meeting

9:00 A.M. ROLL CALL Lewis, Dobbie, Marsala, McKeithen, Carlson

9:02 A.M. PUBLIC COMMENTS

9:05 A.M. AGENDA ITEMS – CONTINUED FROM JULY 15, 2009, REGULAR CITY COUNCIL MEETING

12. ADOPTION OF A STREET ADDRESS ASSIGNMENT POLICY

Report: Deputy Planner Lisa Costa Sanders

Recommendation: Adopt Street Address Assignment Policy
(Continued from July 15, 2009 Regular Council Agenda)

22. STATUS UPDATE ON ROAD IMPACT FEE STUDY

Report: Public Works Director Duncan Jones

Recommendation: Accept Status Report from Staff and provide possible direction
(Continued from July 15, 2009 Regular Council Agenda)

9:45 A.M. REGULAR AGENDA

1. DISCUSSION AND REVIEW OF DRAFT MASTER FEE SCHEDULE

Report: City Manager Jerry Gruber, Finance Director Louise Ho

Recommendation: Accept or Provide Direction for Possible Modification of Draft Master Fee Schedule

2. CANCEL SEPTEMBER 16, 2009 COUNCIL MEETING AND SET SEPTEMBER 23, 2009 AS SPECIAL CITY COUNCIL MEETING

Report: City Manager Jerome D. Gruber

12:00 P.M. CLOSED SESSION

Town of Atherton City Council Agenda, Special Meeting July 28, 2009

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Date posted: 062409

**1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Subsection (a) of Government Code Section 54956):**

*John P. Johns v. the Town of Atherton, San Mateo County Superior Court Case
No. CIV 479972*

1:00 P.M. ADJOURN

PLEASE NOTE THE FOLLOWING INFORMATION:

If you challenge a Town zoning, planning, or any other decision in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this agenda, or in written correspondence delivered to the City Council at, or prior to, the public hearing. Judicial review of any Town administrative decision may be had only if a petition is filed with the court not later than the 90th day following the date upon which the decision becomes final. Judicial review of environmental determinations may be subject to a shorter time period.

Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection by 5:00 p.m. the Friday before each regularly scheduled City Council meeting at the Atherton Library, 2 Dinklespiel, Station Lane, and the Town Administrative Offices, 91 Ashfield Road, Atherton, CA 94027.

Additionally, agendas and staff reports may be accessed on the town website at:

www.ci.atherton.ca.us

In compliance with SB 343, materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the Town Administrative Offices, 91 Ashfield Road, during normal business hours.

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the City Clerk's Office at (650) 752-0500. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (29 CRF 35.104 ADA Title II)

TOWN OF ATHERTON
MASTER FEE SCHEDULE
Updated 7/23/2009

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**TOWN OF ATHERTON
MASTER FEE SCHEDULE
Schedule of Administrative Fees**

**Proposed Draft: Subject to Material
Revision Based on City Council Review**

Service	Current Fee	Calculated Fee Amount Assuming Recovery of 100% of the Cost of Service	Current Cost Recovery Percentage	Recommended Fee
ADMINISTRATIVE FEES				
Photocopying and/or Printing	\$0.10 per page	n/a	n/a	\$0.10 per page
Digital Transmission of Files	\$0	\$32	0%	\$0
Returned Checks (Non-Sufficient Funds)	\$20	\$124 plus bank fees	16%	\$35 per check
Stop-payment Check & Lost Check Replacement	\$0	\$124 plus bank fees	0%	\$35 per check
Tape Duplication - Per Tape	\$10	\$64	16%	\$64
Notarize - Per Signature	\$10	\$32	31%	\$10
Certified Copies - Per Copy	\$1	\$32	3%	\$32
Special Event Application Review	\$75	\$218	34%	\$218
Copy of Municipal Code	\$100	Free via website or see Photocopying and Printing charge	n/a	Free via website or see Photocopying and Printing charge
Copy of General Plan	\$40	Free via website or see Photocopying and Printing charge	n/a	Free via website or see Photocopying and Printing charge
Copy of Zoning Ordinance	\$15	Free via website or see Photocopying and Printing charge	n/a	Free via website or see Photocopying and Printing charge
Copy of Budget	\$15	Free via website or see Photocopying and Printing charge	n/a	Free via website or see Photocopying and Printing charge
Copy of Subdivision Ordinance	\$5	Free via website or see Photocopying and Printing charge	n/a	Free via website or see Photocopying and Printing charge
List of All Businesses in Atherton	\$0	Free via website or \$69	0%	Free via website or \$69
Install and Remove Banner	\$0	\$387	0%	\$387
Business License Processing Fee	\$25 Pass Through	n/a	n/a	\$25 Pass Through
Duplicate Business License Processing Fee	\$25 Pass Through	n/a	n/a	\$25 Pass Through
Code Enforcement (Administrative)	\$0	See hourly rates	0%	Billed hourly; reference hourly rates

For Services Requested of Town Staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity:	
Administration Department Staff:	\$129 per hour
Finance Department Staff:	\$166 per hour

**TOWN OF ATHERTON
MASTER FEE SCHEDULE
Schedule of Building Fees**

**Proposed Draft: Subject to Material
Revision Based on City Council Review**

Service	Current Fee	Calculated Fee Amount Assuming Recovery of 100% of the Cost of Service	Current Cost Recovery Percentage	Calculated Fee Amount Assuming Targeted Recovery of 79% of Cost of Service	Recommended Fee (1)
BUILDING FEES					
Building Permit Fees					
\$1.00 to \$500					
Permit	\$23.50	\$209	11%	\$165	
Plan Review	\$15.28	\$431	4%	\$341	
\$501 to \$2,000					
Permit	\$23.50 for the first \$500, plus \$3.05 for each add'l \$100, or fraction thereof, to and including \$2,000	\$209 for the first \$500, plus \$19.60 for each add'l \$100, or fraction thereof, to and including \$2,000	11% -- 14%	\$165 for the first \$500, plus \$15.53 for each add'l \$100, or fraction thereof, to and including \$2,000	
Plan Review	65% of Building Permit Fee	\$437 for the first \$500, plus \$6.53 for each add'l \$100, or fraction thereof, to and including \$2,000	3% -- 8%	\$346 for the first \$500, plus \$5.13 for each add'l \$100, or fraction thereof, to and including \$2,000	
\$2,001 to \$25,000					
Permit	\$69.25 for the first \$2,000, plus \$14 for each add'l \$1,000, or fraction thereof, to and including \$25,000	\$503 for the first \$2,000, plus \$20.70 for each add'l \$1,000, or fraction thereof, to and including \$25,000	14% -- 40%	\$398 for the first \$2,000, plus \$16.35 for each add'l \$1,000, or fraction thereof, to and including \$25,000	
Plan Review	65% of Building Permit Fee	\$535 for the first \$2,000, plus \$6.26 for each add'l \$1,000, or fraction thereof, to and including \$25,000	8% -- 37%	\$423 for the first \$2,000, plus \$4.96 for each add'l \$1,000, or fraction thereof, to and including \$25,000	
\$25,001 to \$50,000					
Permit	\$391.25 for the first \$25,000, plus \$10.10 for each add'l \$1,000, or fraction thereof, to and including \$50,000	\$979 for the first \$25,000, plus \$18.56 for each add'l \$1,000, or fraction thereof, to and including \$50,000	40% -- 45%	\$774 for the first \$25,000, plus \$14.68 for each add'l \$1,000, or fraction thereof, to and including \$50,000	
Plan Review	65% of Building Permit Fee	\$679 for the first \$25,000, plus \$9.40 for each add'l \$1,000, or fraction thereof, to and including \$50,000	37% -- 46%	\$537 for the first \$25,000, plus \$7.44 for each add'l \$1,000, or fraction thereof, to and including \$50,000	

**TOWN OF ATHERTON
MASTER FEE SCHEDULE
Schedule of Building Fees**

**Proposed Draft: Subject to Material
Revision Based on City Council Review**

Service	Current Fee	Calculated Fee Amount Assuming Recovery of 100% of the Cost of Service	Current Cost Recovery Percentage	Calculated Fee Amount Assuming Targeted Recovery of 79% of Cost of Service	Recommended Fee (1)
BUILDING FEES					
\$50,001 to \$100,000					
Permit	\$643.75 for the first \$50,000, plus \$7 for each add'l \$1,000, or fraction thereof, to and including \$100,000	\$1,443 for the first \$50,000, plus \$41.38 for each add'l \$1,000, or fraction thereof, to and including \$100,000	45% -- 28%	\$1,141 for the first \$50,000, plus \$32.72 for each add'l \$1,000, or fraction thereof, to and including \$100,000	
Plan Review	65% of Building Permit Fee	\$914 for the first \$50,000, plus \$13.32 for each add'l \$1,000, or fraction thereof, to and including \$100,000	46% -- 41%	\$723 for the first \$50,000, plus \$10.52 for each add'l \$1,000, or fraction thereof, to and including \$100,000	
\$100,001 to \$500,000					
Permit	\$993.75 for the first \$100,000, plus \$5.60 for each add'l \$1,000, or fraction thereof, to and including \$500,000	\$3,512 for the first \$100,000, plus \$3.82 for each add'l \$1,000, or fraction thereof, to and including \$500,000	28% -- 64%	\$2,777 for the first \$100,000, plus \$3.02 for each add'l \$1,000, or fraction thereof, to and including \$500,000	
Plan Review	65% of Building Permit Fee	\$1,580 for the first \$100,000, plus \$1.57 for each add'l \$1,000, or fraction thereof, to and including \$500,000	41% -- 95%	\$1,249 for the first \$100,000, plus \$1.24 for each add'l \$1,000, or fraction thereof, to and including \$500,000	
\$500,001 to \$1,000,000					
Permit	\$3,233.75 for the first \$500,000, plus \$4.75 for each add'l \$1,000, or fraction thereof, to and including \$1,000,000	\$5,040 for the first \$500,000, plus \$4.86 for each add'l \$1,000, or fraction thereof, to and including \$1,000,000	64% -- 75%	\$3,986 for the first \$500,000, plus \$3.84 for each add'l \$1,000, or fraction thereof, to and including \$1,000,000	
Plan Review	65% of Building Permit Fee	\$2,207 for the first \$500,000, plus \$2.60 for each add'l \$1,000, or fraction thereof, to and including \$1,000,000	95% -- 104%	\$1,745 for the first \$500,000, plus \$2.06 for each add'l \$1,000, or fraction thereof, to and including \$1,000,000	
\$1,000,000 and up					
Permit	\$5,608.75 for the first \$1,000,000, plus \$3.65 for each add'l \$1,000, or fraction thereof	\$7,469 for the first \$1,000,000, plus \$4.86 for each add'l \$1,000, or fraction thereof	75% -- varies	\$5,906 for the first \$1,000,000, plus \$3.84 for each add'l \$1,000, or fraction thereof \$2,000,000	
Plan Review	65% of Building Permit Fee	\$3,508 for the first \$1,000,000, plus \$2.60 for each add'l \$1,000, or fraction thereof	104% -- varies	\$2,774 for the first \$1,000,000, plus \$2.06 for each add'l \$1,000, or fraction thereof	

**TOWN OF ATHERTON
MASTER FEE SCHEDULE
Schedule of Building Fees**

**Proposed Draft: Subject to Material
Revision Based on City Council Review**

Service	Current Fee	Calculated Fee Amount Assuming Recovery of 100% of the Cost of Service	Current Cost Recovery Percentage	Calculated Fee Amount Assuming Targeted Recovery of 79% of Cost of Service	Recommended Fee (1)
BUILDING FEES					
Permitted Value of Construction					
New Habitable Construction	\$350 per square foot	n/a	n/a		
Remodeled Habitable Construction	\$350 per square foot	n/a	n/a		
New or Remodeled Non-Habitable Construction	\$250 per square foot	n/a	n/a		
Other Building Fees					
Plumbing, Mechanical, Electrical Permit (First Appliance)	\$100	\$418	24%	\$330	
Plumbing, Mechanical, Electrical Permit (Each Additional Appliance)	\$0	\$418	0%	\$330	
Demolition Permit Fee	\$200	\$706	28%	\$558	
Landscape Screening Permit Fee	\$250	\$366	68%	\$289	
Water Well Permit Fee	\$500	\$758	66%	\$599	
Solar Panels Permit Fee	\$250	\$732	34%	\$578	
Heritage Tree Removal - Staff Level (First Tree)	\$100	\$209	48%	\$165	
Heritage Tree Removal - Staff Level (Each Additional Tree)	\$50	\$52	96%	\$41	
Unauthorized Heritage Tree Removal/Damage	\$0	\$209 per hour	0%	\$165 per hour	
Excavation Permit	\$1,000	\$627	159%	\$496	
Re-Inspection Fee	\$0	\$209 per hour	0%	\$165 per hour	
Special Inspection or Consultation Inspection Fee	\$0	\$209 per hour	0%	\$165 per hour	
Revision Fee	\$54 per hour	\$209 per hour	26%	\$165 per hour	
Address Change	\$250	\$209 per hour or consultant costs	varies	\$165 per hour or consultant costs	
Permit Search	\$20 plus photocopying and/or printing costs	\$35 plus photocopying and/or printing costs	57%	\$28 plus photocopying and/or printing costs	
Reactivation of an Expired Permit	\$0	n/a	n/a	n/a	
Work Commencing Without a Permit	\$0	n/a	n/a	n/a	

**TOWN OF ATHERTON
MASTER FEE SCHEDULE
Schedule of Building Fees**

**Proposed Draft: Subject to Material
Revision Based on City Council Review**

Service	Current Fee	Calculated Fee Amount Assuming Recovery of 100% of the Cost of Service	Current Cost Recovery Percentage	Calculated Fee Amount Assuming Targeted Recovery of 79% of Cost of Service	Recommended Fee (1)
BUILDING FEES					
Code Enforcement (Administrative)	\$0	See hourly rates	0%	See hourly rates	
Second Utility Deposit	\$5,000	n/a	n/a	n/a	
Landscape Screening Deposit	\$5,000	n/a	n/a	n/a	
Temporary Occupancy Deposit	\$0	n/a	n/a	n/a	
Excavation Road Deposit	\$5,000	n/a	n/a	n/a	
Recycling Deposit	\$1,000 minimum and \$500 minimum for Re-Roof Permits	n/a	n/a	n/a	
Administrative Fee for Processing Deposits	\$0	\$209	0%	\$165	
SMIP Fee					
SMIP - Residential (California Department of Conservation Mandated Fee)	Valuation Amount X 0.0001	n/a	n/a	n/a	
SMIP - Commercial (California Department of Conservation Mandated Fee)	Valuation Amount X 0.00021	n/a	n/a	n/a	
Building Standards Administration Special Revolving Fund (Senate Bill No. 1473 State Mandated)					
Permit Valuation					
\$1-25,000	\$1	n/a	n/a	n/a	
\$25,001-50,000	\$2	n/a	n/a	n/a	
\$50,001-75,000	\$3	n/a	n/a	n/a	
\$75,001-100,000	\$4	n/a	n/a	n/a	
Every \$25,000 or fraction thereof above \$100,000	Add \$1	n/a	n/a	n/a	
Road Impact Fee					
Road Impact Fee	0.71% (71 tenths of one percent) of the project valuation shall be paid for all construction projects	n/a	n/a	n/a	

For Services Requested of Town Staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity:

	Current Fee	Calculated Fee Amount Assuming Recovery of 100% of the Cost of Service	Current Cost Recovery Percentage	Calculated Fee Amount Assuming Targeted Recovery of Cost of Service	Recommended Fee (1)
Building Division Staff:	n/a	\$209 per hour	n/a	\$165 per hour	

(1) Recommended Fees will be established pending City Council review on July 28, 2009

**TOWN OF ATHERTON
MASTER FEE SCHEDULE
Schedule of Planning Fees**

**Proposed Draft: Subject to Material
Revision Based on City Council Review**

Service	Current Fee	Minimum Calculated Fee Amount Assuming Recovery of 100% of Cost of Service	Current Cost Recovery Percentage	Minimum Calculated Fee Amount Assuming Targeted Recovery of 71% of Cost of Service	Recommended Fee (1)
PLANNING FEES					
Conditional Use Permit	Billed per hour with \$1,500 minimum plus \$2,000 deposit	\$2,771	May be less than 100%	\$1,963	
Variance	Billed per hour with \$1,500 minimum plus \$2,000 deposit	\$3,241	May be less than 100%	\$2,289	
Heritage Tree Removal Permit	Billed per hour with \$1,500 minimum plus \$2,000 deposit	\$3,188	May be less than 100%	\$2,293	
Exception Review	Billed per hour with \$1,500 minimum plus \$1,000 deposit	\$2,771	May be less than 100%	\$1,963	
Excessive Height	Billed per hour with \$1,500 minimum plus \$2,000 deposit	\$2,771	May be less than 100%	\$1,963	
Lot Line Redesignation	Billed per hour with \$1,500 minimum plus \$1,000 deposit	\$3,241	May be less than 100%	\$2,289	
Lot Line Adjustment	Billed per hour with \$2,500 minimum plus \$1,000 deposit	\$2,300, plus additional consultant costs	May be greater than 100%	\$1,636	
Tentative Parcel Map	Billed per hour with \$5,000 minimum plus \$2,500 deposit	\$3,241 plus additional consultant costs	May be greater than 100%	\$2,289	
Final Parcel Map	Billed per hour with \$5,000 minimum plus \$2,500 deposit	\$1,829 plus additional consultant costs	May be greater than 100%	\$1,310	
Appeal	\$750	\$2,300	May be less than 100%	\$1,636	
School Master Plan	\$750	\$1,829	May be less than 100%	\$1,310	
Initial Review/Negative Declaration	Billed per hour with \$2,500 minimum plus \$1,000 deposit	\$5,123	May be less than 100%	\$3,595	
Zoning Ordinance Amendment	Billed per hour with \$5,000 minimum plus \$2,500 deposit	\$5,123	May be less than 100%	\$3,595	
General Plan Amendment	Billed per hour with \$5,000 minimum plus \$2,500 deposit	\$5,123	May be less than 100%	\$3,595	
Zoning Review for Home Occupation Business	\$100	\$118	85%	\$82	
Pre-Application Review	\$0	See hourly rates	0%	See hourly rates	

**TOWN OF ATHERTON
MASTER FEE SCHEDULE
Schedule of Planning Fees**

**Proposed Draft: Subject to Material
Revision Based on City Council Review**

Service	Current Fee	Minimum Calculated Fee Amount Assuming Recovery of 100% of Cost of Service	Current Cost Recovery Percentage	Minimum Calculated Fee Amount Assuming Targeted Recovery of 71% of Cost of Service	Recommended Fee (1)
PLANNING FEES					
Street Easement Vacation	\$1,000	See hourly rates	varies	See hourly rates	
Code Enforcement (Administrative)	\$0	See hourly rates	0%	See hourly rates	
Initial Review (2 reviews for fee amount; additional reviews billed hourly):					
a. Fence	\$0	\$222	0%	\$164	
b. Accessory Structures (includes pools)	\$0	\$444	0%	\$328	
c. Accessory Buildings	\$0	\$915	0%	\$655	
d. Additions	\$0	\$1,150	0%	\$818	
e. New Construction	\$0	\$1,856	0%	\$1,308	
Revisions to Previously Approved Plans	\$0	See hourly rates	0%	See hourly rates	

Many of the above-listed fees are applied on an hourly basis and are structured to recover the full cost of service for each activity type. The Town will apply the following hourly rates against recorded time to determine the fee amount owed by each applicant. Hourly rates from other departments outside the Planning Department, including the City Attorney's Office, may also apply if staff from those other departments perform work on a specific application. Additionally, the Town will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.

For Services Requested of Town Staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity:

	Current Fee	Calculated Fee Amount Assuming Recovery of 100% of the Cost of Service	Current Cost Recovery Percentage	Calculated Fee Amount Assuming Targeted Recovery of Cost of Service	Recommended Fee (1)
Town Planner:	n/a	\$298 per hour	n/a	\$226 per hour	
Deputy Town Planner:	n/a	\$250 per hour	n/a	\$178 per hour	
Senior Planner:	n/a	\$241 per hour	n/a	\$169 per hour	
Assistant Planner:	n/a	\$208 per hour	n/a	\$136 per hour	
Administrative Staff:	n/a	\$192 per hour	n/a	\$120 per hour	

(1) Recommended Fees will be established pending City Council review on July 28, 2009

TOWN OF ATHERTON
MASTER FEE SCHEDULE
 Schedule of Parks and Recreation Fees

**Proposed Draft: Subject to Material
 Revision Based on City Council Review**

Service	Current Fee	Calculated Fee Amount Assuming Recovery of 100% of the Cost of Service	Current Cost Recovery Percentage	Recommended Fee
PARKS AND RECREATION FEES				
Weddings/Receptions or Social Functions				
One Building Rental				
1 - 100 Guests	\$1,500 Resident, \$1,750 Non-Resident	\$3,128	48% Resident, 56% Non-Resident	\$2,000
101 - 200 Guests	\$1,750 Resident, \$2,000 Non-Resident	\$3,884	45% Resident, 51% Non-Resident	\$2,250
Additional Hour	\$100 per hour	\$122 per hour	82%	\$100 per hour
Additional Attendant	\$25 per hour	\$122 per hour	20%	\$50 per hour
Two Building Rental				
1 - 100 Guests	\$3,000 Resident, \$3,500 Non-Resident	\$3,384	89% Resident, 103% Non-Resident	\$4,000
101 - 200 Guests	\$3,500 Resident, \$4,000 Non-Resident	\$4,396	80% Resident, 91% Non-Resident	\$4,500
Additional Hour	\$100 per hour	\$122 per hour	82%	\$100 per hour
Additional Attendant	\$25 per hour	\$122 per hour	20%	\$50 per hour
Deposit				
Security Deposit:	\$1,000	n/a	n/a	\$1,000
Amount refundable if cancelled more than nine months in advance	\$750	n/a	n/a	\$750
Amount refundable if cancelled seven to nine months in advance	\$500	n/a	n/a	\$500
Amount refundable if cancelled six months or less in advance	\$0	n/a	n/a	\$0

TOWN OF ATHERTON
MASTER FEE SCHEDULE
Schedule of Parks and Recreation Fees

**Proposed Draft: Subject to Material
Revision Based on City Council Review**

Service	Current Fee	Calculated Fee Amount Assuming Recovery of 100% of the Cost of Service	Current Cost Recovery Percentage	Recommended Fee
PARKS AND RECREATION FEES				
Meetings				
The Main House				
Half Day (Mon. - Fri.) (Four hours)	\$200	\$2,493	8%	\$300
Full Day/Evening (Mon. - Fri.)	\$300; plus \$25 per hour after 5:00 p.m.	\$2,493	varies	\$400; plus \$50 per hour after 5:00 p.m.
Additional Hour	\$25 per hour	\$122 per hour	20%	\$50 per hour
Carriage House				
Weekday, Half Day (Mon. - Fri.) (Four hours)	\$200	\$2,493	8%	\$200
Weekday, Full Day (Mon. - Fri.) (8:00 am - 5:00 pm)	\$250	\$2,493	10%	\$250
Weekend, Full Day (Sat. - Sun.) (9:00 am - 4:00 pm)	\$250; plus \$25 per hour	\$2,493	varies	\$250; plus \$25 per hour
Weekend Evening (Fri. - Sun.) (5:00 pm - 11:00 pm)	\$250; plus \$25 per hour	\$2,493	varies	\$500
Additional Hour or Additional Attendant	\$25 per hour	\$122 per hour	20%	\$25 per hour
Jennings Pavilion				
1 - 100 Guests				
Half Day (Mon. - Fri.) (Four hours)	\$300	\$2,539	12%	\$400
Full Day/Evening (Mon. - Fri.)	\$400; plus \$25 per hour after 5:00 p.m.	\$2,539	varies	\$500; plus \$50 per hour after 5:00 p.m.
Additional Hour or Additional Attendant	\$25 per hour	\$122 per hour	20%	\$50 per hour
101 - 200 Guests				
Half Day (Mon. - Fri.)	\$400	\$3,550	11%	\$500
Full Day/Evening (Mon. - Fri.)	\$500; plus \$50 per hour after 5:00 p.m.	\$3,550	varies	\$600; plus \$100 per hour after 5:00 p.m.
Additional Hour or Additional Attendant	\$50 per hour	\$122 per hour	41%	\$100 per hour
Town Related Organizations	\$25 per hour	See meeting costs of service above	varies	40% discount for Main House meeting rentals; 20% discount for Carriage House and Jennings Pavilion meeting rentals
Security Deposit (1)	\$250	n/a	n/a	\$250
Other				
Day Use Permit (Exclusive Use of Picnic Facilities)	\$25 per day	\$122 per hour	varies	\$100 per day
Code Enforcement (Administrative)	\$0	See hourly rates	0%	Billed hourly; reference hourly rates

**TOWN OF ATHERTON
 MASTER FEE SCHEDULE
 Schedule of Parks and Recreation Fees**

**Proposed Draft: Subject to Material
 Revision Based on City Council Review**

Service	Current Fee	Calculated Fee Amount Assuming Recovery of 100% of the Cost of Service	Current Cost Recovery Percentage	Recommended Fee
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PARKS AND RECREATION FEES

For Services Requested of Town Staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity:				
Program Director, for services related to facility use:				\$272 per hour
Facility Maintenance Staff, for services related to facility use:				\$256 per hour
Facility Attendant, for services related to facility use:				\$122 per hour

(1) Security deposit not required for Town Related Organizations.

**TOWN OF ATHERTON
MASTER FEE SCHEDULE
Schedule of Public Works Fees**

**Proposed Draft: Subject to Material
Revision Based on City Council Review**

Service	Current Fee	Calculated Fee Amount Assuming Recovery of 100% of the Cost of Service	Current Cost Recovery Percentage	Recommended Fee
PUBLIC WORKS FEES				
Encroachment Permits				
Driveway Connection to Street - Asphalt/Pavers:				
Without Driveway Culvert (up to 3 inspections)				
i. Application	See total below	\$300	See total below	\$300
ii. Plan Check	See total below	\$400	See total below	\$400
iii. Inspection	See total below	\$599	See total below	\$599
Total	\$550	\$1,299	42%	\$1,299
iv. Additional Plan Check	\$0	\$400	0%	\$400
v. Additional Inspection	\$0	\$200	0%	\$200
With Driveway Culvert (up to 4 inspections)				
i. Application	See total below	\$300	See total below	\$300
ii. Plan Check	See total below	\$499	See total below	\$499
iii. Inspection	See total below	\$799	See total below	\$799
Total	\$750	\$1,598	47%	\$1,598
iv. Additional Plan Check	\$0	\$499	0%	\$499
v. Additional Inspection	\$0	\$200	0%	\$200
Driveway Connection to Street - Concrete:				
Without Driveway Culvert (up to 4 inspections)				
i. Application	See total below	\$300	See total below	\$300
ii. Plan Check	See total below	\$499	See total below	\$499
iii. Inspection	See total below	\$799	See total below	\$799
Total	\$550	\$1,598	34%	\$1,598
iv. Additional Plan Check	\$0	\$499	0%	\$499
v. Additional Inspection	\$0	\$200	0%	\$200
With Driveway Culvert (up to 5 inspections)				
i. Application	See total below	\$300	See total below	\$300
ii. Plan Check	See total below	\$499	See total below	\$499
iii. Inspection	See total below	\$999	See total below	\$999
Total	\$750	\$1,798	42%	\$1,798
iv. Additional Plan Check	\$0	\$499	0%	\$499
v. Additional Inspection	\$0	\$200	0%	\$200

TOWN OF ATHERTON
MASTER FEE SCHEDULE
Schedule of Public Works Fees

**Proposed Draft: Subject to Material
Revision Based on City Council Review**

Service	Current Fee	Calculated Fee Amount Assuming Recovery of 100% of the Cost of Service	Current Cost Recovery Percentage	Recommended Fee
PUBLIC WORKS FEES				
Right-of-Way Landscaping, Fence, Etc. - Minor Construction (up to 2 inspections)				
i. Application	See total below	\$200	See total below	\$200
ii. Plan Check	See total below	\$100	See total below	\$100
iii. Inspection	See total below	\$200	See total below	\$200
Total	\$550	\$500	110%	\$500
iv. Additional Plan Check	\$0	\$100	0%	\$100
v. Additional Inspection	\$0	\$200	0%	\$200
Right-of-Way Landscaping, Fence, Etc. - Standard (up to 2 inspections)				
i. Application	See total below	\$300	See total below	\$300
ii. Plan Check	See total below	\$200	See total below	\$200
iii. Inspection	See total below	\$400	See total below	\$400
Total	\$550	\$900	61%	\$900
iv. Additional Plan Check	\$0	\$200	0%	\$200
v. Additional Inspection	\$0	\$200	0%	\$200
Connection to Storm Drain or Atherton Channel:				
i. Application (Per Application)	See total below	\$300	See total below	\$300
ii. Plan Check (Per Application)	See total below	\$599	See total below	\$599
iii. Inspection				
a. In-Pavement (up to 5 inspections)				
i. Trench (per linear foot)	See total below	\$48	See total below	\$48
ii. Bored pit (per pit)	See total below	\$1,199	See total below	\$1,199
b. Outside Pavement (up to 4 inspections)				
i. Trench (per linear foot)	See total below	\$28	See total below	\$28
ii. Bored pit (per pit)	See total below	\$699	See total below	\$699
Total	\$550 plus utility lateral fee where in the street	varies	varies	varies
iv. Additional Plan Check	\$0	\$599	0%	\$599
v. Additional Inspection				
a. In-Pavement				
i. Trench (per linear foot)	\$0	\$10	0%	\$10
ii. Bored pit (per pit)	\$0	\$240	0%	\$240
b. Outside Pavement				
i. Trench (per linear foot)	\$0	\$7	0%	\$7
ii. Bored pit (per pit)	\$0	\$175	0%	\$175

**TOWN OF ATHERTON
 MASTER FEE SCHEDULE
 Schedule of Public Works Fees**

**Proposed Draft: Subject to Material
 Revision Based on City Council Review**

Service	Current Fee	Calculated Fee Amount Assuming Recovery of 100% of the Cost of Service	Current Cost Recovery Percentage	Recommended Fee
PUBLIC WORKS FEES				
Utility Connect/Disconnect:				
i. Application (Per Application)	See total below	\$300	See total below	\$300
ii. Plan Check (Per Application)	See total below	\$400	See total below	\$400
iii. Inspection				
a. In-Pavement (up to 7 inspections)				
i. Trench (per linear foot)	See total below	\$36	See total below	\$36
ii. Bored pit (per pit)	See total below	\$899	See total below	\$899
b. Outside Pavement (up to 6 inspections)				
i. Trench (per linear foot)	See total below	\$24	See total below	\$24
ii. Bored pit (per pit)	See total below	\$499	See total below	\$499
Total	Trench = \$10 per LF; Bored Pit In = \$550; Bored Pit Out = \$300	varies	varies	varies
iv. Additional Plan Check	\$0	\$400	0%	\$400
v. Additional Inspection				
a. In-Pavement				
i. Trench (per linear foot)	\$0	\$5	0%	\$5
ii. Bored pit (per pit)	\$0	\$128	0%	\$128
b. Outside Pavement				
i. Trench (per linear foot)	\$0	\$4	0%	\$4
ii. Bored pit (per pit)	\$0	\$83	0%	\$83

**TOWN OF ATHERTON
MASTER FEE SCHEDULE
Schedule of Public Works Fees**

**Proposed Draft: Subject to Material
Revision Based on City Council Review**

Service	Current Fee	Calculated Fee Amount Assuming Recovery of 100% of the Cost of Service	Current Cost Recovery Percentage	Recommended Fee
PUBLIC WORKS FEES				
Utility Main:				
i. Application (Per Application)	See total below	\$300	See total below	\$300
ii. Plan Check (Per Application)	See total below	\$999	See total below	\$999
iii. Inspection				
a. In-Pavement (up to 7 inspections)				
i. Trench (per linear foot)	See total below	\$40	See total below	\$40
ii. Bored pit (per pit)	See total below	\$999	See total below	\$999
b. Outside Pavement (up to 6 inspections)				
i. Trench (per linear foot)	See total below	\$27	See total below	\$27
ii. Bored pit (per pit)	See total below	\$599	See total below	\$599
Total	3% of value, plus for \$10 per LF for trench and \$1,000 per pit	varies	varies	varies
iv. Additional Plan Check	\$0	\$999	0%	\$999
v. Additional Inspection				
a. In-Pavement				
i. Trench (per linear foot)	\$0	\$6	0%	\$6
ii. Bored pit (per pit)	\$0	\$143	0%	\$143
b. Outside Pavement				
i. Trench (per linear foot)	\$0	\$4	0%	\$4
ii. Bored pit (per pit)	\$0	\$100	0%	\$100
Telecommunication Installation Permit	\$0	\$100	0%	\$100
Property Improvement Permits and Reviews				
Grading and Drainage	\$2,000	\$200 per hour or actual consultant cost	varies	Actual consultant cost plus town overhead
Detention System Annual Report Filing	\$0	\$120	0%	\$120
Detention System Annual Report - Submittals Out of Compliance	\$0	\$300	0%	\$300

**TOWN OF ATHERTON
 MASTER FEE SCHEDULE
 Schedule of Public Works Fees**

**Proposed Draft: Subject to Material
 Revision Based on City Council Review**

Service	Current Fee	Calculated Fee Amount Assuming Recovery of 100% of the Cost of Service	Current Cost Recovery Percentage	Recommended Fee
PUBLIC WORKS FEES				
Other				
Stop Work Order	50% of permit	n/a	n/a	50% of permit
Code Enforcement (Administrative)	\$0	See hourly rates	0%	Billed hourly; reference hourly rates

At the discretion of the Public Works Director, additional fees may apply for projects requiring in excess of 8 hours.
 For Services Requested of Town Staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity:

Public Works/Engineering Staff:	\$200 per hour
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**TOWN OF ATHERTON
MASTER FEE SCHEDULE
Schedule of Police Fees**

**Proposed Draft: Subject to Material
Revision Based on City Council Review**

Service	Current Fee	Calculated Fee Amount Assuming Recovery of 100% of the Cost of Service	Current Cost Recovery Percentage	Recommended Fee
POLICE FEES				
Copy of Police Report:				
Without Photos or Tape Copies	\$20	\$20	100%	\$20
With Photos or Tape Copies	\$20	\$119 per hour	varies	\$119 per hour
Vehicle Releases	\$40	\$60	67%	\$60
Alarm Registration	\$25	\$60	42%	\$25
Alarm Alert Signs	\$30	\$60	50%	\$30
Garage Sale/Estate Sale Permits	\$25	\$20	125%	\$20
Fingerprints	\$15	\$58	26%	\$58
Solicitor Permit (Valid for six months; business license required)	\$25	\$50	50%	\$50
After Hours Emergency Construction Permits	\$350	\$150	233%	\$150
Special Service Request:				
Administrative Fee	\$50	\$20	250%	\$20
On-Site Personnel Fee	Hourly Rate x 1.5; 2 hour minimum	Fully Burdened Hourly Rate x 1.5	58%	Fully Burdened Hourly Rate x 1.5; 2 hour minimum
Clearance Letter	\$0	\$20	0%	\$20
Microfilmed Reports	\$0	\$119 per hour	0%	\$119 per hour
Code Enforcement (Administrative)	\$0	See hourly rates	0%	Billed hourly; reference hourly rates

For Services Requested of Town Staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity:	
Records/Communications Staff:	\$119 per hour
Patrol/Investigations Staff:	\$154 per hour