



AB1600 Annual Report and Five-Year Report for Development Impact Fees

City of Millbrae



For the Fiscal Year Ending June 30, 2024

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Executive Summary

Development Impact Fees (DIFs) are fees imposed by a local government on new or proposed development projects to ensure public services and infrastructure will be sufficient to serve those new development projects. California state law requires local agencies, on an annual basis, to prepare a report on the status of their DIF program in accordance with California Assembly Bill 1600 (AB1600). This report will serve as the City of Millbrae's AB1600 report for the Fiscal Year (FY) starting July 1, 2023, and ending June 30, 2024 (FY 23-24).

DIFs were first adopted in the City of Millbrae ("City") on February 28, 2017, with the adoption of Ordinance No. 765, which amended the Millbrae Municipal Code, Article XVIII of Chapter 10.05.1800 et seq., "Millbrae Station Area Specific Plan (MSASP) Development Impact Fee" and adopted Resolution No. 17-07 concerning Development Impact Fees for the Millbrae Station Area Specific Plan. There are four MSASP Fees: Public Safety, Parks, Mobility/Transportation, and Sewer. The MSASP Fees were effective as of April 17, 2017, and are annually escalated on July 1 using the Engineering News Record 20-Cities Construction Cost Index.

On June 9, 2020, the City adopted additional fees; the City Council adopted Ordinance No. 777 adding to the Millbrae Municipal Code Article XXXI of Chapter 10.05.3100 et seq. "Development Impact Fees" and adopted Resolution No. 20-35 Adopting Development Impact Fees, which added the Citywide Fees for Library, General Government Facilities, Recreation Services, Public Safety, Parks Acquisition & Facilities, Mobility Infrastructure, and Administration. The Citywide Fees were effective as of August 8, 2020, and are annually escalated on January 1 using the ENR 20-Cities CCI. Projects within the MSASP area are also subject to the Citywide fees. If there is an overlap with the MSASP Area DIFs, as described later in the City of Millbrae Development Impact Fee Program Nexus Study, prepared by Harris (May 2020), the developer will either pay only the applicable fee or receive a credit for any overlapping fees.

The City also collects Public Works Utility Capital Facility Impact Fees for water and sewer connections and service.



The City of Millbrae currently collects the Development Impact Fees and In-Lieu fees listed in the table below. All fees for residential land uses are collected on a per Dwelling Unit (DU) basis, and fees collected on all non-residential land uses are collected on a per Building Square Foot (SF) basis.

Citywide Fees	Fund Number
Library Fee	108
General Government Facilities Fee	108
Recreation Services Fee	108
Public Safety Fee	108
Parks Acquisition & Facilities Fee	108
Mobility Infrastructure Fee	108
Administration Fee	108
Millbrae Station Area Specific Plan (MSASP) Fees	
MSASP Public Safety Fee	107
MSASP Parks Fee	106
MSASP Mobility/Transportation Fee	105
MSASP Sewer Fee	104
Public Utility Capital Facility Fees	
Water Connection Fee	670
Sewer Connection Fee	660 & 661



Section 1 – Requirements of the Mitigation Fee Act (AB1600)

Assembly Bill 1600 (AB1600), commonly known as the Mitigation Fee Act, was enacted by the State of California in 1987 and created Section 66000 et. seq. of the Government Code. AB1600 requires the City to report fee information annually and every fifth year. Within 180 days after the last day of each fiscal year, the City must make available the following information from the prior fiscal year:

1. Brief description of the type of fee in the account or fund
2. Amount of the fee
3. Beginning and ending balance in the account or fund
4. Amount of fees collected and the interest earned during the previous year
5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees
6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete
7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each loan will be repaid and the rate of interest the account will receive on the loan
8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects

On October 11, 2023, California Governor Gavin Newsom signed into law AB 516 which amended certain portions of the Mitigation Fee Act related to the annual and five-year reporting requirements. Under AB 516, Requirements 6 and 8 have been expanded to include:

- 6a. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted
- 6b. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable
- 8a. For any refunds made, the number of persons or entities identified to receive those refunds

For the fifth fiscal year following the first deposit into the account or fund, and every five years thereafter, the City must make the following findings with respect to any remaining funds in the fee account, regardless of whether those funds are committed or uncommitted:

1. Identification of the purpose to which the fees are to be put
2. Demonstrate a reasonable relationship between the fee and the purpose for which it is charged
3. Identification of all sources and amounts of funding anticipated to complete financing for incomplete improvements identified as part of the City's annual report
4. Identification of the approximate dates on which the funding referred to in Requirement 3 is expected to be deposited into the appropriate account or fund



The City must make this information available for public review and must present it at the next regularly scheduled public meeting no less than 15 days after this information is made available to the public. This report is intended to satisfy the annual reporting requirements for FY 23-24 as well as the five-year report for FY 19-20 through FY 23-24.



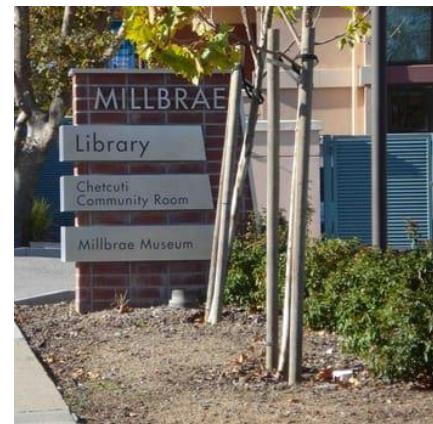
Section 2 – Annual Report

The following section provides information necessary to meet the legal requirements for each impact fee fund. This includes a brief description of the fee, the amount of the fee, the beginning and ending balances, fee revenues collected, interest earned, and the expenditures on each project including the percentage that was funded with fees. It also includes a table summary of whether sufficient funds have been identified to complete future projects and the approximate date by which the construction of the public improvement will commence if sufficient funds have been identified. Any transfers or loans are also identified as well as any refunds from the account.

Fund 108: Library Fee

Requirement 1. Brief description of the type of fee in the account or fund.

The purpose of the Library Fee is to fund new library facilities or improvements to existing library facilities to maintain the City's existing level of service. Library facilities may also include bookmobiles and capital equipment such as new books and library materials.



Requirement 2. Amount of the fee.

The Library Fee for FY 23-24 is summarized in **Table 1**.

Table 1: Library Fee

Land Use	Fee as of July 1, 2023	
Residential		
Single Family (<i>per DU</i>)	\$	252.46
Multi Family (<i>per DU</i>)	\$	186.15
Non-Residential		
Commercial (<i>per 1,000 building SF</i>)	\$	80.28
Office (<i>per 1,000 building SF</i>)	\$	176.84
Industrial (<i>per 1,000 building SF</i>)	\$	17.45
Hotel (<i>per Room</i>)	\$	34.90



Requirement 3. Beginning and ending balance in the account or fund.

Table 2 summarizes the beginning and ending fund balances for the Library Fee for FY 23-24.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 2 summarizes the fees collected and the interest earned for the Library Fee during FY 23-24.

Table 2: Library Fee Fund Summary

Fund 108	
Library Fee	
Beginning Fund Balance as of July 1, 2023	\$133,784.39
<i>Revenues</i>	
Fees Collected	\$727.15
Interest Earned	\$4,812.05
Total Revenues	\$5,539.20
<i>Expenses</i>	
Project Expenses	\$0.00
<i>Other Expenditures</i>	
Developer Reimbursement	\$0.00
Indirect Charges	\$0.00
Total Expenses	\$0.00
Transfers In	\$0.00
Transfers Out	\$0.00
Ending Balance as of June 30, 2024	\$139,323.60

Source: City of Millbrae Financial Documents

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

There were no expenditures on Library Fee projects for FY 23-24.



Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

The City does not currently have any planned Library projects. The City is working on an updated Capital Improvement Plan that will include additional planned projects for each Development Impact Fee that is collected. Per the City of Millbrae Development Impact Fee Program Nexus Study, prepared by Harris (May 2020), the Library Fee revenue collected will be available to expand the City's existing library facilities to meet the need of new residents and workers in the City.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 23-24.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 23-24.



Fund 108: General Government Facilities Fee

Requirement 1. Brief description of the type of fee in the account or fund.

The General Government Facilities Fee is used to fund new general governmental facilities or improvements to existing general governmental facilities to maintain the City's existing level of service. General Governmental Facilities may include City Hall, City Administration facilities, and other facilities where City staff conduct administrative duties.



Requirement 2. Amount of the fee.

The General Government Facilities Fee for FY 23-24 is summarized in **Table 3** below.

Table 3: General Government Facilities Fee

Land Use		Fee as of July 1, 2023
Residential		
Single Family (<i>per DU</i>)	\$	1,234.39
Multi Family (<i>per DU</i>)	\$	909.79
Non-Residential		
Commercial (<i>per 1,000 building SF</i>)	\$	394.40
Office (<i>per 1,000 building SF</i>)	\$	866.75
Industrial (<i>per 1,000 building SF</i>)	\$	86.09
Hotel (<i>per Room</i>)	\$	173.35



Requirement 3. Beginning and ending balance in the account or fund.

Table 4 summarizes the beginning and ending fund balances for the General Government Facilities Fee for FY 23-24.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 4 summarizes the fees collected and the interest earned for the General Government Facilities Fee during FY 23-24.

Table 4: General Government Facilities Fee Fund Summary

Fund 108	
General Government Facilities Fee	
Beginning Fund Balance as of July 1, 2023	\$655,702.27
<i>Revenues</i>	
Fees Collected	\$5,080.53
Interest Earned	\$23,639.03
Total Revenues	\$28,719.56
<i>Expenses</i>	
Project Expenses	\$0.00
Total Expenses	\$0.00
Transfers In	\$0.00
Transfers Out	\$0.00
Ending Balance as of June 30, 2024	\$684,421.83

Source: City of Millbrae Financial Documents



Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

There were no expenditures on General Government Facilities projects for FY 23-24.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

The City does not currently have any planned General Government Facilities projects. The City is working on an updated Capital Improvement Plan that will include additional planned projects for each Development Impact Fee that is collected. Per the City of Millbrae Development Impact Fee Program Nexus Study, prepared by Harris (May 2020), the General Government Facilities Fee revenue will be available to expand the City's existing general facilities to meet the need of new residents and workers in the City.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 23-24.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 23-24.



Fund 108: Recreation Services Fee

Requirement 1. Brief description of the type of fee in the account or fund.

The Recreation Services Fee is used to fund new recreation facilities or improvements to existing recreation facilities to maintain the City's existing level of service. Recreation facilities include the City's newly constructed Recreation Center, community centers, and picnic areas.



Requirement 2. Amount of the fee.

The Recreation Services Fee for FY 23-24 is summarized in **Table 5** below.

Table 5: Recreation Services Fee

<u>Land Use</u>		<u>Fee as of July 1, 2023</u>
Residential		
Single Family (<i>per DU</i>)	\$	3,389.04
Multi Family (<i>per DU</i>)	\$	2,496.70
Non-Residential		
Commercial (<i>per 1,000 building SF</i>)	\$	105.87
Office (<i>per 1,000 building SF</i>)	\$	231.52
Industrial (<i>per 1,000 building SF</i>)	\$	23.27
Hotel (<i>per Room</i>)	\$	46.54



Requirement 3. Beginning and ending balance in the account or fund.

Table 6 summarizes the beginning and ending fund balances for the Recreation Services Fee for FY 23-24.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 6 summarizes the fees collected and the interest earned for the Recreation Services Fee during FY 23-24.

Table 6: Recreation Services Fee Fund Summary

Fund 108	
Recreation Facilities Fee	
Beginning Fund Balance as of July 1, 2023	\$151,513.15
<i>Revenues</i>	
Fees Collected	\$13,237.69
Interest Earned	\$5,893.84
Total Revenues	\$19,131.53
<i>Expenses</i>	
Project Expenses	\$0.00
Total Expenses	\$0.00
Transfers In	\$0.00
Transfers Out	\$0.00
Ending Balance as of June 30, 2024	\$170,644.68

Source: City of Millbrae Financial Documents

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

There were no expenditures on Recreation Services projects for FY 23-24.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.



The City does not currently have any planned Recreation Services projects. The City is working on an updated Capital Improvement Plan that will include additional planned projects for each Development Impact Fee that is collected. Per the City of Millbrae Development Impact Fee Program Nexus Study, prepared by Harris (May 2020), the Recreation Services Fee revenue will be available to fund a portion of a new recreation center that is necessary to mitigate the impacts of new development.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 23-24.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 23-24.



Fund 108: Public Safety Fee

Requirement 1. Brief description of the type of fee in the account or fund.

The Public Safety Fee is used to fund new public safety facilities or improvements to existing public safety facilities to maintain the City's existing level of service. Public Safety Facilities may include Police Headquarters, Police or Fire Stations, Police and Fire Training Towers or facilities, police or fire vehicles and equipment, and dispatch centers.



Requirement 2. Amount of the fee.

The Public Safety Fee for FY 23-24 is summarized in **Table 7** below.

Table 7: Public Safety Fee

Land Use	Fee as of July 1, 2023	
Residential		
Single Family (<i>per DU</i>)	\$	1,348.40
Multi Family (<i>per DU</i>)	\$	993.56
Non-Residential		
Commercial (<i>per 1,000 building SF</i>)	\$	430.47
Office (<i>per 1,000 building SF</i>)	\$	945.86
Industrial (<i>per 1,000 building SF</i>)	\$	94.24
Hotel (<i>per Room</i>)	\$	189.64



Requirement 3. Beginning and ending balance in the account or fund.

Table 8 summarizes the beginning and ending fund balances for the Public Safety Fee for FY 23-24.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 8 summarizes the fees collected and the interest earned for the Public Safety Fee during FY 23-24.

Table 8: Public Safety Fee Fund Summary

Fund 108	
Public Safety Fee	
Beginning Fund Balance as of July 1, 2023	\$603,576.34
<i>Revenues</i>	
Fees Collected	\$5,266.91
Interest Earned	\$21,780.93
Total Revenues	\$27,047.84
<i>Expenses</i>	
Project Expenses	\$0.00
Total Expenses	\$0.00
Transfers In	\$0.00
Transfers Out	\$0.00
Ending Balance as of June 30, 2024	\$630,624.18

Source: City of Millbrae Financial Documents



Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

There were no expenditures on Citywide Public Safety projects for FY 23-24.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

The City does not currently have any planned Citywide Public Safety projects. The City is working on an updated Capital Improvement Plan that will include additional planned projects for each Development Impact Fee that is collected. Per the City of Millbrae Development Impact Fee Program Nexus Study, prepared by Harris (May 2020), the Public Safety Fee will fund public safety buildings needed to house police and fire services needed to meet the need of new residents and workers in the City.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 23-24.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 23-24.



Fund 108: Park Acquisition & Facilities Fee

Requirement 1. Brief description of the type of fee in the account or fund.

The Parks Acquisition & Facilities Fee is used to fund park land acquisition and new park facilities or improvements to existing park facilities to maintain the City's existing level of service. The City's General Plan standard is to provide three (3) acres of parkland per 1,000 residents.



Requirement 2. Amount of the fee.

The Parks Acquisition & Facilities Fee for FY 23-24 is summarized in **Table 9** below. The Parks Acquisition & Facilities Fee is not charged on non-residential land uses.

Table 9: Parks Acquisition & Facilities Fee

Land Use	Fee as of July 1, 2023	
Residential		
Single Family (<i>per DU</i>)	\$	63,284.21
Multi Family (<i>per DU</i>)	\$	46,631.02



Requirement 3. Beginning and ending balance in the account or fund.

Table 10 summarizes the beginning and ending fund balances for the Parks Acquisition & Facilities Fee for FY 23-24.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 10 summarizes the fees collected and the interest earned for the Parks Acquisition & Facilities Fee during FY 23-24.

Table 10: Parks Acquisition & Facilities Fee Fund Summary

Fund 108	
Park Acquisition & Facilities Fee	
Beginning Fund Balance as of July 1, 2023	\$366,187.69
<i>Revenues</i>	
Fees Collected	\$247,189.87
Interest Earned	\$21,943.14
Total Revenues	\$269,133.01
<i>Expenses</i>	
Project Expenses	\$0.00
Total Expenses	\$0.00
Transfers In	\$0.00
Transfers Out	\$0.00
Ending Balance as of June 30, 2024	\$635,320.70

Source: City of Millbrae Financial Documents



Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 11 summarizes the expenditures this past year on Parks Acquisition & Facilities projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

Table 11 summarizes the planned future expenditures for the Parks Acquisition & Facilities Fee and the anticipated construction start date for each project. If the approximate start date for a project has been revised from the last AB1600 Report, the reason is listed. The City is working on an updated Capital Improvement Plan that will include additional planned projects for each Development Impact Fee that is collected.



Table 11: Parks Acquisition & Facilities Fee Projects

Project Name	Project Budget	Fund Budget	Expenditures to Date	FY23-24 Actual Expenditures	Future Expenditures	% Funded by Fee	Approx. Construction Start Date	Approx. Construction Start Date (Revised for FY23-24)	Reason for Revised Start Date (if applicable)
Mills Estate Park Reactivation	\$ 3,950,000.00	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	4%	FY 25-26	n/a	n/a
TOTAL PROJECT EXPENSES	\$ 3,950,000.00	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00				
GRAND TOTAL	\$ 3,950,000.00	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00				



Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 23-24.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 23-24.



Fund 108: Mobility Infrastructure Fee

Requirement 1. Brief description of the type of fee in the account or fund.

The Mobility Infrastructure Fee is used to fund planned pedestrian and bicycle improvements throughout the City.

Requirement 2. Amount of the fee.

The Mobility Infrastructure Fee for FY 23-24 is summarized in **Table 12** below.

Table 12: Mobility Infrastructure Fee

Land Use		Fee as of July 1, 2023
Residential		
Single Family (<i>per DU</i>)	\$	2,181.41
Multi Family (<i>per DU</i>)	\$	1,234.39
Non-Residential		
Commercial (<i>per 1,000 building SF</i>)	\$	8,394.07
Office (<i>per 1,000 building SF</i>)	\$	2,533.93
Industrial (<i>per 1,000 building SF</i>)	\$	1,387.96
Hotel (<i>per Room</i>)	\$	1,321.64



Requirement 3. Beginning and ending balance in the account or fund.

Table 13 summarizes the beginning and ending fund balances for the Mobility Infrastructure Fee for FY 23-24.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 13 summarizes the fees collected and the interest earned for the Mobility Infrastructure Fee during FY 23-24.

Table 13: Mobility Infrastructure Fee Fund Summary

Fund 108	
Mobility Infrastructure Fee	
Beginning Fund Balance as of July 1, 2023	\$12,622.49
<i>Revenues</i>	
Fees Collected	\$8,520.67
Interest Earned	\$756.38
Total Revenues	\$9,277.05
<i>Expenses</i>	
Project Expenses	\$0.00
Total Expenses	\$0.00
Transfers In	\$0.00
Transfers Out	\$0.00
Ending Balance as of June 30, 2024	\$21,899.54

Source: City of Millbrae Financial Documents



Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 14 summarizes the expenditures this past year on Mobility Infrastructure projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

Table 14 summarizes the planned future expenditures for the Mobility Infrastructure Fee and the anticipated construction start date for each project. If the approximate start date for a project has been revised from the last AB1600 Report, the reason is listed. The City is working on an updated Capital Improvement Plan that will include additional planned projects for each Development Impact Fee that is collected.



Table 14: Mobility Infrastructure Fee Projects

Project Name	Project Budget	Fund Budget	Expenditures to Date		FY23-24		% Funded by Fee	Approx. Construction Start Date	Approx. Construction Start Date (Revised for FY23-24)	Reason for Revised Start Date (if applicable)
			Actual Expenditures	Future Expenditures	Start Date	Revised for FY23-24				
Broadway Water and Pavement Repair (Taylor to Victoria)	\$ 1,000,000.00	\$ 1,000,000.00	\$ -	\$ -	\$ 1,000,000.00	100%	FY 25-26	n/a	n/a	n/a
Annual Pavement Maintenance Program	\$ 2,860,000.00	\$ 2,860,000.00	\$ -	\$ -	\$ 2,860,000.00	100%	FY 24-25	Ongoing / Annual	n/a	n/a
Mobility Hub Pilot	\$ 390,000.00	\$ 44,850.00	\$ -	\$ -	\$ 44,850.00	12%	FY 23-24	In Progress	n/a	n/a
Park Boulevard / Santa Teresa Way / San Anselmo Ave Traffic Calming Quick Build	\$ 392,240.00	\$ 44,990.00	\$ -	\$ -	\$ 44,990.00	11%	FY 23-24	In Progress	n/a	n/a
Virtual Bike/Pedestrian Detection	\$ 242,740.00	\$ 68,500.00	\$ -	\$ -	\$ 68,500.00	28%	FY 23-24	In Progress	n/a	n/a
Sidewalk Maintenance Program	\$ 750,000.00	\$ 750,000.00	\$ -	\$ -	\$ 750,000.00	100%	FY 23-24	In Progress	n/a	n/a
TOTAL PROJECT EXPENSES	\$ 6,172,980.00	\$ 5,306,340.00	\$ -	\$ -	\$ 5,306,340.00					
GRAND TOTAL	\$ 6,172,980.00	\$ 5,306,340.00	\$ -	\$ -	\$ 5,306,340.00					



Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 23-24.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 23-24.



Fund 108: Administration Fee

Requirement 1. Brief description of the type of fee in the account or fund.

The Administration Fee is used to cover the cost of City Staff time and effort for administration of the Development Impact Fee programs. The Administration Fee amounts to 5% of each Citywide fee and covers legal, accounting, administration support, revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analysis costs.

Requirement 2. Amount of the fee.

The Administration Fee for FY 23-24 is summarized in **Table 15** below.

Table 15: Administration Fee

Land Use		Fee as of July 1, 2023
Residential		
Single Family (<i>per DU</i>)	\$	3,584.50
Multi Family (<i>per DU</i>)	\$	2,622.35
Non-Residential		
Commercial (<i>per 1,000 building SF</i>)	\$	470.02
Office (<i>per 1,000 building SF</i>)	\$	237.34
Industrial (<i>per 1,000 building SF</i>)	\$	80.28
Hotel (<i>per Room</i>)	\$	88.42



Requirement 3. Beginning and ending balance in the account or fund.

Table 16 summarizes the beginning and ending fund balances for the Administration Fee for FY 23-24.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 16 summarizes the fees collected and the interest earned for the Administration Fee during FY 23-24.

Table 16: Administration Fee Fund Summary

Fund 108	
Administration Fee	
Beginning Fund Balance as of July 1, 2023	\$96,168.75
<i>Revenues</i>	
Fees Collected	\$14,001.11
Interest Earned	\$3,941.25
Total Revenues	\$17,942.36
<i>Expenses</i>	
Project Expenses	\$0.00
Total Expenses	\$0.00
Transfers In	\$0.00
Transfers Out	\$0.00
Ending Balance as of June 30, 2024	\$114,111.11

Source: City of Millbrae Financial Documents



Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Administration fees cover the cost of legal, accounting, administration support, revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analysis for the Citywide fee program and are not tied to specific projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

Administration fees cover the cost of legal, accounting, administration support, revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analysis for the Citywide fee program and are not tied to specific projects.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 23-24.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 23-24.



Fund 107: Millbrae Station Area Specific Plan (MSASP) Public Safety Fee

Requirement 1. Brief description of the type of fee in the account or fund.

The MSASP Public Safety Fee is used to fund new public safety facilities or improvements to existing public safety facilities to maintain the City's level of service in the MSASP area. Public Safety fees may be used to fund fire facilities, police facilities, and replace or acquire new capital equipment such as public safety vehicles and equipment. The MSASP Public Safety Fee will also be used to fund upgrades to the Millbrae Fire Station #37.

Requirement 2. Amount of the fee.

The MSASP Public Safety Fee for FY 23-24 is summarized in **Table 17** below. MSASP fees are not charged on single-family land uses. Projects in the MSASP receive a credit against the Citywide fees where equivalent fees exist, for the amount of the MSASP fee.

Table 17: MSASP Public Safety Fee

Land Use	Fee as of July 1, 2023	
Residential		
Single Family (<i>per DU</i>)		n/a
Multi Family (<i>per DU</i>)	\$	274.55
Non-Residential		
Commercial (<i>per 1,000 building SF</i>)	\$	124.97
Office (<i>per 1,000 building SF</i>)	\$	212.44
Industrial (<i>per 1,000 building SF</i>)	\$	49.99
Hotel (<i>per Room</i>)	\$	40.22



Requirement 3. Beginning and ending balance in the account or fund.

Table 18 summarizes the beginning and ending fund balances for the MSASP Public Safety Fee for FY 23-24.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 18 summarizes the fees collected and the interest earned for the MSASP Public Safety Fee during FY 23-24.

Table 18: MSASP Public Safety Fee Fund Summary

Fund 107	
MSASP Public Safety Fee	
Beginning Fund Balance as of July 1, 2023	\$304,303.86
<i>Revenues</i>	
Fees Collected	\$0.00
Interest Earned	\$11,909.47
Total Revenues	\$11,909.47
<i>Expenses</i>	
Project Expenses	\$0.00
Total Expenses	\$0.00
Transfers In	\$0.00
Transfers Out	\$0.00
Ending Balance as of June 30, 2024	\$316,213.33

Source: City of Millbrae Financial Documents

Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

There were no expenditures on MSASP Public Safety projects for FY 23-24.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report,



the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

The City does not currently have any planned MSASP Public Safety projects. The City is working on an updated Capital Improvement Plan that will include additional planned projects for each Development Impact Fee that is collected. The MSASP Public Safety Fee revenue will be used to fund new public safety facilities or improvements to existing public safety facilities to maintain the City's level of service in the MSASP area. Public Safety fee revenue may be used to fund fire facilities, police facilities, and replace or acquire new capital equipment such as public safety vehicles and equipment. The MSASP Public Safety Fee will also be used to fund upgrades to the Millbrae Fire Station #37.

Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 23-24.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 23-24.



Fund 106: Millbrae Station Area Specific Plan (MSASP) Parks Fee

Requirement 1. Brief description of the type of fee in the account or fund.

The MSASP Parks Fee is used to fund park land acquisition and new park facilities or improvements to existing park facilities to maintain the City's existing level of service in the MSASP area.

Requirement 2. Amount of the fee.

The MSASP Parks Fee for FY 23-24 is summarized in **Table 19** below. MSASP fees are not charged on single-family land uses. Projects in the MSASP receive a credit against the Citywide fees where equivalent fees exist, for the amount of the MSASP fee.

Table 19: MSASP Parks Fee

<u>Land Use</u>	Fee as of July 1, 2023	
Residential		
Single Family (<i>per DU</i>)		n/a
Multi Family (<i>per DU</i>)	\$	26,887.94
Non-Residential		
Commercial (<i>per 1,000 building SF</i>)	\$	2,624.31
Office (<i>per 1,000 building SF</i>)	\$	4,198.90
Industrial (<i>per 1,000 building SF</i>)	\$	1,049.72
Hotel (<i>per Room</i>)	\$	815.08



Requirement 3. Beginning and ending balance in the account or fund.

Table 20 summarizes the beginning and ending fund balances for the MSASP Parks Fee for FY 23-24.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 20 summarizes the fees collected and the interest earned for the MSASP Parks Fee during FY 23-24.

Table 20: MSASP Parks Fee Fund Summary

Fund 106	
MSASP Parks Fee	
Beginning Fund Balance as of July 1, 2023	\$2,361,711.13
<i>Revenues</i>	
Fees Collected	\$0.00
Interest Earned	\$89,137.94
Total Revenues	\$89,137.94
<i>Expenses</i>	
Project Expenses	(\$349,295.33)
Total Expenses	(\$349,295.33)
Transfers In	\$0.00
Transfers Out	\$0.00
Ending Balance as of June 30, 2024	\$2,101,553.74

Source: City of Millbrae Financial Documents



Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 21 summarizes the expenditures this past year on MSASP Parks projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

Table 21 summarizes the planned future expenditures for the MSASP Parks Fee and the anticipated construction start date for each project. If the approximate start date for a project has been revised from the last AB1600 Report, the reason is listed. The City is working on an updated Capital Improvement Plan that will include additional planned projects for each Development Impact Fee that is collected.



Table 21: MSASP Parks Fee Projects

Project Name	Project Budget	Fund Budget	Expenditures to Date	FY23-24		% Funded by Fee	Approx. Construction Start Date	Approx. Construction Start Date (Revised for FY23-24)	Reason for Revised Start Date (if applicable)
				Actual Expenditures	Future Expenditures				
Central Park Equipment Replacement & Construction	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	100%	FY 22-23	Complete	n/a
Bayside Manor Park Renovation & Design	\$ 900,000.00	\$ 700,000.00	\$ 102,422.43	\$ 132,210.90	\$ 465,366.67	78%	FY 23-24	In Progress	n/a
Marina Vista Park Renovation	\$ 900,000.00	\$ 700,000.00	\$ -	\$ 217,084.43	\$ 482,915.57	78%	FY 23-24	In Progress	n/a
Millbrae Recreation Center Restoration Project	\$ 7,616,685.00	\$ 7,616,685.00	\$ 7,616,685.00	\$ -	\$ -	100%	Complete	n/a	n/a
TOTAL PROJECT EXPENSES	\$ 9,421,685.00	\$ 9,021,685.00	\$ 7,724,107.43	\$ 349,295.33	\$ 948,282.24				
GRAND TOTAL	\$ 9,421,685.00	\$ 9,021,685.00	\$ 7,724,107.43	\$ 349,295.33	\$ 948,282.24				



Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 23-24.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 23-24.



Fund 105: Millbrae Station Area Specific Plan (MSASP) Mobility/Transportation Fee

Requirement 1. Brief description of the type of fee in the account or fund.

The MSASP Mobility / Transportation Fee is used to fund new and maintain existing transportation operation in the MSASP area, including alternative modes of transit such as bicycle and public transit.



Requirement 2. Amount of the fee.

The MSASP Mobility / Transportation Fee for FY 23-24 is summarized in **Table 22** below. MSASP fees are not charged on single-family land uses. Projects in the MSASP receive a credit against the Citywide fees where equivalent fees exist, for the amount of the MSASP fee. MSASP projects only pay the MSASP Mobility/Transportation fee as this fee currently exceeds the Citywide Mobility Infrastructure fee.

Table 22: MSASP Mobility / Transportation Fee

Land Use	Fee as of July 1, 2023	
Residential		
Single Family (<i>per DU</i>)		n/a
Multi Family (<i>per DU</i>)	\$	2,403.09
Non-Residential		
Commercial (<i>per 1,000 building SF</i>)	\$	25,905.69
Office (<i>per 1,000 building SF</i>)	\$	4,561.30
Industrial (<i>per 1,000 building SF</i>)	\$	4,586.30
Hotel (<i>per Room</i>)	\$	2,332.43



Requirement 3. Beginning and ending balance in the account or fund.

Table 23 summarizes the beginning and ending fund balances for the MSASP Mobility / Transportation Fee for FY 23-24.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 23 summarizes the fees collected and the interest earned for the MSASP Mobility / Transportation Fee during FY 23-24.

Table 23: MSASP Mobility / Transportation Fee Fund Summary

Fund 105	
MSASP Mobility / Transportation Fee	
Beginning Fund Balance as of July 1, 2023	\$5,215,912.10
<i>Revenues</i>	
Fees Collected	\$0.00
Interest Earned	\$198,196.29
Total Revenues	\$198,196.29
<i>Expenses</i>	
Project Expenses	(\$508,599.78)
Total Expenses	(\$508,599.78)
Transfers In	\$0.00
Transfers Out	\$0.00
Ending Balance as of June 30, 2024	\$4,905,508.61

Source: City of Millbrae Financial Documents



Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 24 summarizes the expenditures this past year on MSASP Mobility / Transportation projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

Table 24 summarizes the planned future expenditures for the MSASP Mobility / Transportation Fee and the anticipated construction start date for each project. If the approximate start date for a project has been revised from the last AB1600 Report, the reason is listed. The City is working on an updated Capital Improvement Plan that will include additional planned projects for each Development Impact Fee that is collected.



Table 24: MSASP Mobility / Transportation Fee Projects

Project Name	Project Budget	Fund Budget	Expenditures to Date	FY23-24 Actual Expenditures	Future Expenditures	% Funded by Fee	Approx. Construction Start Date	Approx. Construction Start Date (Revised for FY23-24)	Reason for Revised Start Date (if applicable)
ECR Millbrae Traffic Study	\$ 50,000.00	\$ 50,000.00	\$ 21,782.26	\$ 3,887.82	\$ 24,329.92	100%	n/a	n/a	n/a
TOTAL PROJECT EXPENSES	\$ 50,000.00	\$ 50,000.00	\$ 21,782.26	\$ 3,887.82	\$ 24,329.92				
California Drive Improvements Legal Expenses	n/a	n/a	n/a	\$ 144,177.50	n/a	n/a	n/a	n/a	n/a
High Speed Rail Legal Expenses	n/a	n/a	n/a	\$ 290,894.52	n/a	n/a	n/a	n/a	n/a
Transportation Design & Consulting Services	n/a	n/a	n/a	\$ 4,014.94	n/a	n/a	n/a	n/a	n/a
EIR/CEQA Challenge / West Side Development Solution	n/a	n/a	n/a	\$ 65,625.00	n/a	n/a	n/a	n/a	n/a
GRAND TOTAL	\$ 50,000.00	\$ 50,000.00	\$ 21,782.26	\$ 508,599.78	\$ 24,329.92				



Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 23-24.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 23-24.



Fund 104: Millbrae Station Area Specific Plan (MSASP) Sewer Fee

Requirement 1. Brief description of the type of fee in the account or fund.

The MSASP Sewer Fee is used to fund Rainfall Infiltration Inflow (RDII), and gravity main improvements needed to provide adequate sewage treatment services to the MSASP area.



Requirement 2. Amount of the fee.

The MSASP Sewer Fee for FY 23-24 is summarized in **Table 25** below. MSASP fees are not charged on single-family land uses. Projects in the MSASP receive a credit against the Citywide fees where equivalent fees exist, for the amount of the MSASP fee. MSASP Sewer fees are charged by zones according to the map in Appendix A.

Table 25: MSASP Sewer Fee

Land Use	Fee as of July 1, 2023			
	TOD 1 & 2		Retail 1 & 2, Office 1, Residential 4	
Residential				
Single Family (<i>per DU</i>)		n/a		n/a
Multi Family (<i>per DU</i>)	\$	2,761.77	\$	2,894.23
Non-Residential				
Commercial (<i>per 1,000 building SF</i>)	\$	26,867.94	\$	28,167.60
Office (<i>per 1,000 building SF</i>)	\$	2,299.40	\$	2,399.37
Industrial (<i>per 1,000 building SF</i>)		n/a		n/a
Hotel (<i>per Room</i>)	\$	4,588.79	\$	4,588.79



Requirement 3. Beginning and ending balance in the account or fund.

Table 26 summarizes the beginning and ending fund balances for the MSASP Sewer Fee for FY 23-24.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 26 summarizes the fees collected and the interest earned for the MSASP Sewer Fee during FY 23-24.

Table 26: MSASP Sewer Fee Fund Summary

Fund 104	
MSASP Sewer Fee	
Beginning Fund Balance as of July 1, 2023	\$3,435,789.34
<i>Revenues</i>	
Fees Collected	\$0.00
Interest Earned	\$134,465.65
Total Revenues	\$134,465.65
<i>Expenses</i>	
Project Expenses	\$0.00
Total Expenses	\$0.00
Transfers In	\$0.00
Transfers Out	\$0.00
Ending Balance as of June 30, 2024	\$3,570,254.99

Source: City of Millbrae Financial Documents



Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 27 summarizes the expenditures this past year on MSASP Sewer projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

Table 27 summarizes the planned future expenditures for the MSASP Sewer Fee and the anticipated construction start date for each project. If the approximate start date for a project has been revised from the last AB1600 Report, the reason is listed. The City is working on an updated Capital Improvement Plan that will include additional planned projects for each Development Impact Fee that is collected.



Table 27: MSASP Sewer Fee Projects

Project Name	Project Budget	Fund Budget	Expenditures to Date	FY23-24		% Funded by Fee	Approx. Construction Start Date	Approx. Construction Start Date (Revised for FY23-24)	Reason for Revised Start Date (if applicable)
				Actual Expenditures	Future Expenditures				
Hillcrest Sub-Basin Inflow/Infiltration Reduction Program	\$ 4,000,000.00	\$ 1,200,000.00	\$ -	\$ -	\$ 1,200,000.00	30%	FY 24-25	n/a	n/a
TOTAL PROJECT EXPENSES									
GRAND TOTAL									
	\$ 4,000,000.00	\$ 1,200,000.00	\$ -	\$ -	\$ 1,200,000.00				



Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 23-24.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 23-24.



Public Works Capital Facility Impact Fee - Water

Requirement 1. Brief description of the type of fee in the account or fund.

The Water Capital Facilities Fee is used to fund new water facilities or improvements to existing water facilities to maintain the City's existing level of service. Water facilities may include treatment facilities, pipelines, mains, pump stations, and utility facilities.

Requirement 2. Amount of the fee.

The Water Capital Facilities Fee for FY 23-24 is summarized in **Table 28** below.

Table 28: Water Capital Facilities Fee

Meter Size		Fee as of July 1, 2023
3/4"	\$	3,875.13
1"	\$	6,455.04
1-1/2"	\$	12,920.60
2"	\$	20,670.86
3"	\$	38,751.28
4"	\$	64,581.96
6"	\$	129,174.45
8"	\$	206,677.01



Requirement 3. Beginning and ending balance in the account or fund.

Table 29 summarizes the beginning and ending fund balances for the Water Capital Facilities Fee for FY 23-24.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 29 summarizes the fees collected and the interest earned for the Water Capital Facilities Fee during FY 23-24.

Table 29: Water Capital Facilities Fee Fund Summary

Public Works Capital Facility Impact Fee - Water	
Beginning Fund Balance as of July 1, 2023	\$311,203.20
Revenues	
Fees Collected	\$74,904.06
Interest Earned	\$12,354.77
Total Revenues	\$87,258.83
Expenses	
Project Expenses	\$0.00
Total Expenses	\$0.00
Transfers In	\$0.00
Transfers Out	\$0.00
Ending Balance as of June 30, 2024	\$398,462.03

Source: City of Millbrae Financial Documents



Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 30 summarizes the expenditures this past year on Water Capital Facilities projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

Table 30 summarizes the planned future expenditures for the Water Capital Facilities Fee and the anticipated construction start date for each project. If the approximate start date for a project has been revised from the last AB1600 Report, the reason is listed. The City is working on an updated Capital Improvement Plan that will include additional planned projects for each Development Impact Fee that is collected.



Table 30: Water Capital Facilities Fee Projects

Project Name	Project Budget	Fund Budget	Expenditures to Date	FY23-24 Actual Expenditures	Future Expenditures	% Funded by Fee	Approx. Construction Start Date	Approx. Construction Start Date (Revised for FY23-24)	Reason for Revised Start Date (if applicable)
Arroyo Seco / Vista Grande Storm Drain Bypass / Utility / Pavement	\$ 1,420,000.00	\$ 420,000.00	\$ -	\$ -	\$ 420,000.00	30%	FY 23-24	In Progress	n/a
Comprehensive Infrastructure Replacement Plan Study	\$ 200,000.00	\$ 95,000.00	\$ -	\$ -	\$ 95,000.00	48%	FY 23-24	In Progress	n/a
Water System SCADA Upgrade	\$ 4,300,000.00	\$ 600,000.00	\$ -	\$ -	\$ 600,000.00	14%	In Progress	n/a	n/a
2024 Water Main Replacement Project	\$ 3,200,000.00	\$ 3,200,000.00	\$ -	\$ -	\$ 3,200,000.00	100%	FY 24-25	n/a	n/a
Ahwahnee Drive Water, Sewer, Streetlight, & Paving Project	\$ 1,700,000.00	\$ 1,700,000.00	\$ -	\$ -	\$ 1,700,000.00	100%	FY 23-24	In Progress	n/a
Lincoln Circle Utility & Pavement Replacement	\$ 749,600.00	\$ 1,639,600.00	\$ -	\$ -	\$ 1,639,600.00	100%	FY 23-24	In Progress	n/a
Broadway Water & Pavement Repair Project (Taylor to Victoria)	\$ 3,500,000.00	\$ 3,500,000.00	\$ -	\$ -	\$ 3,500,000.00	100%	FY 24-25	n/a	n/a
2025 Water Main Replacement Project	\$ 3,250,000.00	\$ 3,250,000.00	\$ -	\$ -	\$ 3,250,000.00	100%	FY 25-26	n/a	n/a
Aviador Water Main Replacement	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	100%	FY 24-25	n/a	n/a
2024 Water Main Replacement Project - Phase 2	\$ 3,200,000.00	\$ 3,200,000.00	\$ -	\$ -	\$ 3,200,000.00	100%	FY 26-27	n/a	n/a
Larkspur Pump Station Rehabilitation	\$ 250,000.00	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00	100%	FY 25-26	n/a	n/a
Water Zone 2/3 Intertie Project	\$ 3,000,000.00	\$ 3,000,000.00	\$ -	\$ -	\$ 3,000,000.00	100%	FY 26-27	n/a	n/a
Asset Information Management System (AIMS) Phase 2	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	100%	Ongoing	n/a	n/a
TOTAL PROJECT EXPENSES	\$ 24,969,600.00	\$ 21,054,600.00	\$ -	\$ -	\$ 21,054,600.00				
GRAND TOTAL	\$ 24,969,600.00	\$ 21,054,600.00	\$ -	\$ -	\$ 21,054,600.00				



Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 23-24.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 23-24.



Public Works Capital Facility Impact Fee - Sewer

Requirement 1. Brief description of the type of fee in the account or fund.

The Sewer Capital Facilities Fee is used to fund new water facilities or improvements to existing water facilities to maintain the City's existing level of service. Sewer facilities may include treatment facilities, pipelines, mains, lift stations, system improvements, and utility facilities.

Requirement 2. Amount of the fee.

The Sewer Capital Facilities Fee for FY 23-24 is summarized in **Table 31** below.

Table 31: Sewer Capital Facilities Fee

Land Use	Fee as of July 1, 2023	
Residential		
Family (per DU)	\$	3,484.84
Family (per DU)	\$	2,439.38

1) Based upon 250 mg/liter TSS and 125 mg/liter BOD.



Requirement 3. Beginning and ending balance in the account or fund.

Table 32 summarizes the beginning and ending fund balances for the Sewer Capital Facilities Fee for FY 23-24.

Requirement 4. Amount of fees collected and the interest earned during the previous year.

Table 32 summarizes the fees collected and the interest earned for the Sewer Capital Facilities Fee during FY 23-24.

Table 32: Sewer Capital Facilities Fee Fund Summary

Public Works Capital Facility Impact Fee - Sewer	
Beginning Fund Balance as of July 1, 2023	\$1,563,627.10
<i>Revenues</i>	
Fees Collected	\$0.00
Interest Earned	\$62,076.00
Total Revenues	\$62,076.00
<i>Expenses</i>	
Project Expenses	\$0.00
Total Expenses	\$0.00
Transfers In	\$0.00
Transfers Out	\$0.00
Ending Balance as of June 30, 2024	\$1,625,703.09

Source: City of Millbrae Financial Documents



Requirement 5. Identification of each public improvement for which fees were expended and the amount of expenditures, including the total percentage of the cost of the public improvement that was funded with fees.

Table 33 summarizes the expenditures this past year on Sewer Capital Facilities projects.

Requirement 6. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete. Identification of each public improvement identified in the previous report and whether construction began on the approximate date noted. For previously identified projects that did not start construction on the approximate date in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction, if applicable.

Table 33 summarizes the planned future expenditures for the Sewer Capital Facilities Fee and the anticipated construction start date for each project. If the approximate start date for a project has been revised from the last AB1600 Report, the reason is listed. The City is working on an updated Capital Improvement Plan that will include additional planned projects for each Development Impact Fee that is collected.



Table 33: Sewer Capital Facilities Fee Projects

Project Name	Project Budget	Fund Budget	Expenditures to Date	FY23-24 Actual Expenditures	Future Expenditures	% Funded by Fee	Approx. Construction Start Date	Construction Start Date (Revised for FY23-24)	Reason for Revised Start Date (if applicable)
Annual Sewer Main Replacement Program	\$ 7,600,000.00	\$ 7,600,000.00	\$ -	\$ -	\$ 7,600,000.00	100%	FY 23-24	In Progress	n/a
Ahwahnee Drive Water, Sewer, Streetlight, & Paving Project	\$ 1,800,000.00	\$ 1,800,000.00	\$ -	\$ -	\$ 1,800,000.00	100%	FY 23-24	In Progress	n/a
Arroyo Seco / Vista Grande Storm Drain Bypass / Utility / Pavement	\$ 1,420,000.00	\$ 700,000.00	\$ -	\$ -	\$ 700,000.00	49%	FY 23-24	n/a	n/a
Comprehensive Infrastructure Replacement Plan Study	\$ 200,000.00	\$ 95,000.00	\$ -	\$ -	\$ 95,000.00	48%	FY 23-24	n/a	n/a
Hacienda Lift Station Rehabilitation	\$ 1,000,000.00	\$ 1,000,000.00	\$ -	\$ -	\$ 1,000,000.00	100%	FY 25-26	n/a	n/a
Bi-Annual Flow Monitoring Program	\$ 375,000.00	\$ 375,000.00	\$ -	\$ -	\$ 375,000.00	100%	Ongoing	n/a	n/a
Madrone Force Main	\$ 4,400,000.00	\$ 4,400,000.00	\$ -	\$ -	\$ 4,400,000.00	100%	FY 26-27	n/a	n/a
CCTV - Annual Sanitary Sewer Main Cleaning & Inspection	\$ 1,000,000.00	\$ 1,000,000.00	\$ -	\$ -	\$ 1,000,000.00	100%	Ongoing / Annual	n/a	n/a
Hillcrest Subbasin 4 (Lower) Sanitary Sewer Replacement Project	\$ 4,000,000.00	\$ 4,000,000.00	\$ -	\$ -	\$ 4,000,000.00	100%	FY 24-25	n/a	n/a
Broadway Subbasin 4 Sanitary Sewer Replacement	\$ 2,180,000.00	\$ 2,180,000.00	\$ -	\$ -	\$ 2,180,000.00	100%	FY 24-25	n/a	n/a
Murchison Ave Sewer Capacity Upgrade	\$ 140,000.00	\$ 140,000.00	\$ -	\$ -	\$ 140,000.00	100%	FY 23-24	In Progress	n/a
Aviadore / E. Millbrae Ave Capacity Upgrade	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	100%	FY 24-25	n/a	n/a
Sewer Collection System SCADA Upgrade	\$ 4,300,000.00	\$ 3,500,000.00	\$ -	\$ -	\$ 3,500,000.00	81%	FY 22-23	In Progress	n/a
Madrone Pump Station	\$ 6,000,000.00	\$ 1,800,000.00	\$ -	\$ -	\$ 1,800,000.00	30%	FY 26-27	n/a	n/a
Co-Generation Rehabilitation Project	\$ 2,500,000.00	\$ 2,500,000.00	\$ -	\$ -	\$ 2,500,000.00	100%	FY 27-28	n/a	n/a
Digesters Improvements (Chemical Injection System)	\$ 1,000,000.00	\$ 1,000,000.00	\$ -	\$ -	\$ 1,000,000.00	100%	FY 27-28	n/a	n/a
Hypochlorite System Improvements	\$ 750,000.00	\$ 750,000.00	\$ -	\$ -	\$ 750,000.00	100%	FY 24-25	n/a	n/a
Nearshore Outfall	\$ 1,500,000.00	\$ 1,500,000.00	\$ -	\$ -	\$ 1,500,000.00	100%	FY 24-25	n/a	n/a
North Bayside System Unit Force Main Inspections & Repairs	\$ 1,000,000.00	\$ 1,000,000.00	\$ -	\$ -	\$ 1,000,000.00	100%	FY 24-25	n/a	n/a
Aeration Tank & Secondary Clarifier Improvements	\$ 500,000.00	\$ 500,000.00	\$ -	\$ -	\$ 500,000.00	100%	FY 25-26	n/a	n/a
Sludge Thickener & Digester #2 Rehabilitation	\$ 900,000.00	\$ 900,000.00	\$ -	\$ -	\$ 900,000.00	100%	FY 24-25	n/a	n/a
Water Pollution Control Plant Equipment	\$ 500,000.00	\$ 500,000.00	\$ -	\$ -	\$ 500,000.00	100%	Ongoing	n/a	n/a
TOTAL PROJECT EXPENSES	\$ 43,165,000.00	\$ 37,340,000.00	\$ -	\$ -	\$ 37,340,000.00				
GRAND TOTAL	\$ 43,165,000.00	\$ 37,340,000.00	\$ -	\$ -	\$ 37,340,000.00				



Requirement 7. Description of each interfund transfer or loan made from the account, including the public improvement on which the transferred or loaned fees will be expended, and when each will be repaid and the rate of interest the account will receive on the loan.

There were no transfers or loans from this fund in FY 23-24.

Requirement 8. Identification of any refunds made once determined that sufficient monies have been collected to fund fee-related projects. For any refunds made, the number of persons or entities identified to receive those refunds.

There were no refunds made from this fund in FY 23-24.



Section 3 – Fiscal Years 2019-2020 through 2023-2024 Five Year Report

In accordance with Government Code Section 66001, this section addresses the five-year requirements with respect to any remaining funds in the DIF accounts, regardless of whether those funds are committed or uncommitted for FY 19-20 through FY 23-24. This is the first five-year report prepared for the City. The following section provides information necessary to meet the legal requirement for the Five-Year report for the DIF funds.

Requirement 1. Identification of the purpose to which the fees are to be put.

The purpose of the DIFs imposed and collected on new development within the City during FY 19-20 through FY 23-24 was to fund public facilities that are needed to serve the new development within the City as identified in the City's adopted Millbrae Station Area Specific Plan Development Impact Fee Study (2017) and Citywide Development Impact Fee Nexus Study (2020). The purpose of each fee is identified within Section 2 of the Annual AB1600 Report. Future Projects are identified in each of the individual Fund subsections.

Requirement 2. Demonstrate a reasonable relationship between the fee and the purpose for which it is charged.

There is a proportional relationship between the impact fees charged on new development based upon the need for additional public facilities to serve the additional residents and employees that will be generated by the new development. The City does not have the capacity in its existing public facilities to accommodate these new residents and employees. By charging the fee based on the additional demand created by each land use, the fees directly correlate to the demand created by each new development. On February 28, 2017, with the adoption of Ordinance No. 765, which amended the Millbrae Municipal Code, Article XVIII of Chapter 10.05.1800 et seq., " Millbrae Station Area Specific Plan (MSASP) Development Impact Fee" and adopted Resolution No. 17-07 concerning Development Impact Fees for the Millbrae Station Area Specific Plan. The MSASP Fees were effective as of April 17, 2017, and are annually escalated on July 1 using the Engineering News Record 20-Cities Construction Cost Index. On June 9, 2020, the City adopted the additional fees; the City Council adopted Ordinance No. 777 adding to the Millbrae Municipal Code Article XXXI of Chapter 10.05.3100 et seq. "Development Impact Fees" and adopted Resolution No. 20-35 Adopting Development Impact Fees, which added the Citywide Fees. The Citywide Fees were effective as of August 8, 2020, and are annually escalated on January 1 using the Engineering News Record 20-Cities Construction Cost Index. The fees were originally recommended in the Millbrae Station Area Specific Plan Development Impact Fee Study (2017) and Citywide Development



Impact Fee Nexus Study (2020). Each fee had to undergo rigorous nexus requirements that: identify the purpose of the fee; identify the use to which the fee is to be put; determine how there is a reasonable relationship between the fees use and the type of development project on which the fee is imposed; determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is imposed; and determine how there is a reasonable relationship between the amount of the fee and the cost of the public facility attributable to the development on which the fee is imposed.

Requirement 3. Identification of all sources and amounts of funding anticipated to complete financing in incomplete improvements identified as part of the City's annual report.

Table 34 summarizes the fund balance for each fund as of June 30, 2024, the balances that have been held for longer than five years, as well as the costs of the pending facility projects currently identified in the City's Capital Improvement Plans. Projects that are funded partially with Development Impact Fees will also be funded using grants, the City's General Fund, and other City funds. Since improvements are triggered based on the timing and location of development, improvements will be programmed as deemed necessary by the City and their CIP prioritization process. All fees satisfy the five-year test and have sufficient planned future improvement projects with costs that exceed funds held for more than five years.

Table 34: DIF Funding Balances and Future Project Costs

Fund No.	Fund Name	Fund Balance (as of 6/30/24)	Five Year Holdings Balance	Future Improvement Project Costs
108	Library Fee	\$ 139,323.60	\$ -	Planning In Progress
108	General Government Facilities Fee	\$ 684,421.83	\$ -	Planning In Progress
108	Recreation Facilities Fee	\$ 170,644.68	\$ -	Planning In Progress
108	Public Safety Fee	\$ 630,624.18	\$ -	Planning In Progress
108	Park Acquisition & Facilities Fee	\$ 635,320.70	\$ -	\$ 150,000.00
108	Mobility Infrastructure	\$ 21,899.54	\$ -	\$ 5,306,340.00
108	Administration	\$ 114,111.11	n/a	n/a
107	MSASP Public Safety	\$ 316,213.33	\$ -	Planning In Progress
106	MSASP Parks	\$ 2,101,553.74	\$ -	\$ 948,282.24
105	MSASP Mobility/Transportation	\$ 4,905,508.61	\$ -	\$ 24,329.92
104	MSASP Sewer	\$ 3,570,254.99	\$ -	\$ 1,200,000.00
670	PW Utility Capital Facility Fees - Water	\$ 398,462.03	\$ -	\$ 21,054,600.00
660 & 661	PW Utility Capital Facility Fees - Sewer	\$ 1,625,703.09	\$ -	\$ 37,340,000.00
TOTAL		\$ 15,314,041.44	\$ -	\$ 66,023,552.16



Requirement 4. Identification of the approximate dates on which the funding referred to in Requirement 3 is expected to be deposited into the appropriate account or fund.

The project tables for each Fund within this report list the public improvement projects that are anticipated to be constructed using DIF funds. Anticipated construction start dates are listed based upon when the City anticipates complete funding and staff capacity for the project will be available. Due to CIP priority shifts and the uncertainty of the timing and location of new development, anticipated construction times may vary until sufficient funds have been collected and priorities identified.



Development Impact Fee Summary

DEVELOPMENT IMPACT FEE FUND SUMMARY														
Description	Fund No.	Citywide Fee Program Fees							Millbrae Station Area Specific Plan (MSASP) Fees				Public Works Capital Facility Impact Fees	
		Library	General Government Facilities	Recreation Facilities	Public Safety	Park Acquisition & Facilities	Mobility Infrastructure	Administration	Public Safety	Parks	Mobility /Transportation	Sewer	Water	Sewer
Starting Balance		108	108	108	108	108	108	108	107	106	105	104		
As of July 1, 2023		\$133,784.39	\$655,702.27	\$151,513.15	\$603,576.34	\$366,187.69	\$12,622.49	\$96,168.75	\$304,303.86	\$2,361,711.13	\$5,215,912.10	\$3,435,789.34	\$311,203.20	\$1,563,627.10
REVENUES														
Fees Collected		\$727.15	\$5,080.53	\$13,237.69	\$5,266.91	\$247,189.87	\$8,520.67	\$14,001.11	\$0.00	\$0.00	\$0.00	\$0.00	\$74,904.06	\$0.00
Interest Earned		\$4,812.05	\$23,639.03	\$5,893.84	\$21,780.93	\$21,943.14	\$756.38	\$3,941.25	\$11,909.47	\$89,137.94	\$198,196.29	\$134,465.65	\$12,354.77	\$62,076.00
Total Revenues		\$5,539.20	\$28,719.56	\$19,131.53	\$27,047.84	\$269,133.01	\$9,277.05	\$17,942.36	\$11,909.47	\$89,137.94	\$198,196.29	\$134,465.65	\$87,258.83	\$62,076.00
EXPENSES														
Project Expenditures		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$349,295.33)	(\$3,887.82)	\$0.00	\$0.00	\$0.00
Legal & Consulting Expenditures		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$504,711.96)	\$0.00	\$0.00	\$0.00
Total Expenditures		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$349,295.33)	(\$508,599.78)	\$0.00	\$0.00	\$0.00
Transfers In		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers Out		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Transfers		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending Balance														
As of June 30, 2024		\$139,323.60	\$684,421.83	\$170,644.68	\$630,624.18	\$635,320.70	\$21,899.54	\$114,111.11	\$316,213.33	\$2,101,553.74	\$4,905,508.61	\$3,570,254.99	\$398,462.03	\$1,625,703.09

Note: Small variances may appear due to rounding.



Grand Total Summary of Development Impact Fee Fund Balances

	Citywide Fees	MSASP Fees	Public Works Fees	Grand Total
Starting Balance As of July 1, 2023	\$2,019,555.09	\$11,317,716.43	\$1,874,830.30	\$15,212,101.82
REVENUES Fees Collected Interest Earned	\$294,023.93 \$82,766.63	\$0.00 \$433,709.35	\$74,904.06 \$74,430.76	\$368,927.99 \$590,906.74
Total Revenues	\$376,790.56	\$433,709.35	\$149,334.82	\$959,834.73
EXPENSES Project Expenditures Legal & Consulting Expenditures	\$0.00 \$0.00	\$0.00 (\$353,183.15)	\$0.00 \$0.00	(\$353,183.15) (\$504,711.96)
Total Expenditures	\$0.00	(\$857,895.11)	\$0.00	(\$857,895.11)
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00
Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00
Net Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Ending Balance As of June 30, 2024	\$2,396,345.65	\$10,893,530.67	\$2,024,165.12	\$15,314,041.44



Appendix A: Map of MSASP Sewer Zones

MSASP Land Use Zones Map

