

**CITY OF
PASO ROBLES**

**USER AND REGULATORY FEE STUDY
(PHASE 2 OF 2)
DEVELOPMENT SERVICES FEES**

FEBRUARY 2026



7960 B Soquel Drive, Suite 363, Aptos, California 95003
CLEARSOURCEFINANCIAL.COM

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COST OF SERVICE ANALYSIS





February 2026

CITY OF PASO ROBLES

Attn: Catherine Piatti, Finance Manager
1000 Spring Street
Paso Robles, CA 93446

USER AND REGULATORY FEE STUDY

Dear Ms. Piatti:

ClearSource Financial Consulting submits the following report describing the findings of our preparation of a User and Regulatory Fee Study for the City of Paso Robles.

Please refer to the Executive Summary for the key findings of the analysis. The balance of the report and its appendix provide the necessary documentation to support those outcomes.

Thank you for the opportunity to serve the City on this topic. We are happy to continue discussion on this study as the need arises or consult with you on additional topics.

Sincerely,

A handwritten signature in blue ink, appearing to read "Terry Madsen".

TERRY MADSEN, PRESIDENT | CLEARSOURCE FINANCIAL CONSULTING

PHONE: 831.288.0608

EMAIL: TMADSEN@CLEARSOURCEFINANCIAL.COM

STUDY OVERVIEW

The City of Paso Robles has completed a User and Regulatory Fee Study. California cities regularly conduct these studies to justify fee amounts imposed and to optimize the overall portfolio of revenues available to the municipality to fund its services.

Industry practice and fiscal conditions in the state have led most cities to link cost recovery for services of individual action, cause, or benefit to that same individual through user fee revenue, relieving the agency's general revenues as much as possible for use toward services of broader community benefit.

USER AND REGULATORY FEES

Cities derive annual revenue from a number of sources. These include, but are not limited to, property taxes, sales taxes, license fees, franchise fees, fines, rents, and user and regulatory fees. **User and regulatory fees are intended to cover all, or a portion of, the costs incurred by the City for providing fee-related services and activities that are not otherwise provided to those not paying the fee.**

California law provides guidance regarding the amounts the City may charge for fee-related services and activities. Specifically, in order to avoid being considered taxes, the **fees charged shall not exceed the estimated reasonable cost of providing the services**, activities, or materials for which fees are charged.

At its conclusion, this study proposes for City Council review and consideration at public hearing a new **Schedule of User and Regulatory Fees** for application in Fiscal Year 2026-2027 and continued update in subsequent years.

COST RECOVERY POLICY AND PRACTICE

Recovering the costs of providing fee-related services directly influences the City's fiscal health and increases the City's ability to meet the service level expectations of fee payers.

The services for which the City imposes a user or regulatory fee typically derive from an individual person or entity's action, request, or behavior. Therefore, except in cases where there is an overwhelming public benefit generated by the City's involvement in the individual action, **a fee for service ensures that the individual bears most, if not all, of the cost incurred by the City to provide that service.** When a fee targets "100% or full cost recovery," the individual is bearing the entirety of the cost. When a fee targets less than full cost recovery, another City revenue source – in most cases, the General Fund – subsidizes the individualized activity.

Generally, **fees for service are targeted to full cost recovery, inclusive of operating, direct, indirect, and capital costs, except in cases where the City Council cites a public interest in lower fees.** The City may also be influenced by market conditions, comparing to municipalities of similar size and service profile.



FINDINGS AND PROPOSED ACTION

During the course of study, information and analysis was generated and is discussed substantively throughout this report and its technical appendix. However, summarized in the following table by broad fee category and highlighted in the subsequent findings statements, are outcomes and proposals of particular interest to City leaders and policymakers.

PRIMARY FINDINGS AND RECOMMENDATIONS

▷ THE USER AND REGULATORY FEE STUDY HAS BEEN COMPLETED AND PRESENTED TO CITY COUNCIL IN TWO PHASES

- **Phase One: Delivered to City Council in September 2025:**
 - Public Safety and Non-Development Services Fees – Fire Prevention Services Fees, Police Services Fees, Utilities Services Fees, Airport Fees, Library and Recreation Services Fees, Recreation Event Permit Fees, Film and Commercial Photography Permit Fees, Administrative Fees.
- **Phase Two: Delivered to City Council in February 2026:**
 - Development Services Fees – Building, Planning, and Engineering.

▷ DEVELOPMENT-RELATED FEES

- In accordance with City Council Resolutions 03-66 and 06-128, the City primarily collects fees for development review services based on the actual cost of providing service. To facilitate the application review process the City collects an application deposit for the project. In some instances, the initial deposit amount collected may not cover the total cost of processing the application. In those instances, staff will notify the owner/applicant, in writing, of the amount of additional deposit required to complete processing of the application, based on staff's reasonable estimate of the hours remaining to complete the application process. Any remaining deposit will be refunded to the owner/applicant at the time of closeout after submittal of the approved project plans and forms electronically, or upon owner/applicant written request to formally withdraw the application.
- Time and materials deposit amounts have been adjusted to more closely reflect the anticipated cost of service.
- The City's hourly billing rates have been recalibrated to allow for full cost recovery for time & materials billings.
- Fixed fees have been recalibrated to align to the City's current cost of service.
- Generally, full cost recovery is targeted from fees due to the regulatory nature of the fees and the high level of direct benefit resulting from construction activities including enjoyment of property enhancements, increased property values, and the desire to avoid having other Paso Robles residents and businesses subsidize an individual's private construction activities.
- City may adjust fees to enhance cost recovery, while maintaining fees in-line with the region.



▷ FISCAL IMPACT

Because most of the City's development services fees are collected via time and materials billings process, the fiscal impact of proposed fee changes will be dependent upon development activity within the City, application review and corresponding inspection requirements.

Consultant recommends that staff monitor actual permit activity, subsequent to adoption of the fee schedule before adjusting revenue forecasts.

Additional revenues expected from proposed changes to fees and charges are intended to offset the cost of providing existing services associated with those fee-related functions. Additional fee revenue is not intended to fund new services.

Fairly allocating costs to the services provided and recovering some, or all, of these costs from service recipients creates value and predictability for City customers and reimburses the City for services provided to a single party, as compared to the public at large. Collecting fees for services:

- Increases the availability of General Fund revenues to be used for services and activities available to all residents and businesses, such as public safety and public works services.
- Helps meet fee-payer service level expectations by collecting fees to fund the existing level of services provided.

Please continue to the following technical report and appendix for further discussion of this User and Regulatory Fee Study.



SCOPE OF STUDY

The City of Paso Robles has completed a **User and Regulatory Fee Study**, which represents an external review of prevailing practices and development of a new **Schedule of User and Regulatory Fees**. ClearSource Financial Consulting has prepared this analysis using the City's adopted organizational information and will be available to answer questions as the City proceeds in implementing findings as it chooses.

Key tasks expected by the City from this study included the following:

- ▶ Review eligible fee-related services Citywide to establish the reasonable relationship between current fees for service and the underlying costs of service.
- ▶ Calculate the full cost of service, including estimated Citywide overhead costs.
- ▶ Recommend fees to be charged for each service.
- ▶ Recommend cost recovery strategies and best practices in setting fees, while considering the complexities and demands of responsible programs or departments.
- ▶ Identify underlying billable rates for cost recovery opportunities and as the basis for user fees.

DIRECT SERVICES UNDER REVIEW

- **Phase One: Delivered to City Council in September 2025:**
 - Public Safety and Non-Development Services Fees – Fire Prevention Services Fees, Police Services Fees, Utilities Services Fees, Airport Fees, Library and Recreation Services Fees, Recreation Event Permit Fees, Film and Commercial Photography Permit Fees, Administrative Fees.
- **Phase Two: Delivered to City Council in February 2026:**
 - Development Services Fees – Building, Planning, and Engineering.

REASON FOR STUDY

Cities derive annual revenue from a number of sources. These include, but are not limited to, property taxes, sales taxes, franchise fees, fines, rents, and user and regulatory fees. User and regulatory fees are intended to cover all, or a portion of, the costs incurred by a City for providing fee-related services and activities that are not otherwise provided to those not paying the fee.

California cities regularly conduct fee studies to justify fee amounts imposed and to optimize the overall body of revenues available to the municipality to fund its services. Widespread industry practice and fiscal conditions in the state have led most cities to link cost recovery for services of individual action, cause, or benefit to that individual through user fee revenue, relieving the agency's general revenues for services of broader community benefit.



PREVAILING GUIDANCE

The objectives of this study, the methodology used to complete the study, and the formulation of outcomes and recommendations for future consideration were significantly influenced by Article 13C of the California Constitution and Section 66014 of the California Government Code.

Article 13C states that the local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity, and that the manner in which those costs are allocated to a payer bear a fair or reasonable relationship to the payer's burdens on, or benefits received from, the governmental activity. Additionally, Article 13C identifies the following as items that are not defined as taxes:

- ▶ A charge imposed for a specific benefit conferred or privilege granted directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.
- ▶ A charge imposed for a specific government service or product provided directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.
- ▶ A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.
- ▶ A charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.
- ▶ A fine, penalty, or other monetary charge imposed by the judicial branch of government or a local government, as a result of a violation of law.
- ▶ A charge imposed as a condition of property development.
- ▶ Assessments and property-related fees imposed in accordance with the provisions of Article XIII D.

Section 66014(a) of the California Government Code includes the following, "Notwithstanding any other provision of law, when a local agency charges fees for zoning variances; zoning changes; use permits; building inspections; building permits; ...the processing of maps under the provisions of the Subdivision Map Act...; or planning services...; those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged, unless a question regarding the amount of the fee charged in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue."

The outcomes and recommendations of the study are intended to comply with applicable federal, state, and local laws including providing confirmation that the proposed fees ("charges") recommended as a result of this study are not taxes as defined in Article 13C of the California Constitution and that the proposed fees are no more than necessary to cover the reasonable costs of the City's activities and services addressed in the fees. Additionally, this report is intended to show that the manner in which the costs are allocated to a payer bear a fair and reasonable relationship to the payer's burdens on, or benefits received from the activities and services provided by the City.



METHODOLOGY AND DATA SOURCES

This study calculated the estimated reasonable cost of providing various fee-related services across the City organization. Generally, the estimated reasonable cost of providing the fee-related services and activities examined in this study can be calculated as the product of the composite fully-burdened hourly labor rate of the division responsible for providing services and the estimated labor time required to process a typical request for service.

The composite fully-burdened hourly rates calculated in this study are based on the estimated annual hours spent providing fee related services, and estimated labor, services and supplies, and Citywide overhead expenditures, sourced as follows:

- ▶ Labor expenditures for in-house personnel were based on budgeted salary and benefits expenditures.
- ▶ Contract service personnel and other services and supplies related costs were based on budgeted professional services and general services and supplies expenditures.
- ▶ Citywide overhead cost allocations were developed to assign a reasonable share of central service support to the City's direct service units.
- ▶ Estimated labor time spent providing fee related services were developed based on interviews with City staff and are in-line with typical direct service ratios experienced by the consultant via studies of similar municipalities throughout California. Commonly used industry data also aided in the development of time estimates and proposed fee structures.

Once cost of service levels are identified, the City may use this information to inform targeted cost recovery from fees. Fees set at the cost of service target full cost recovery. Fees set at any amount less than the cost of service target less than full cost recovery.

An illustration of the methods used in this analysis is shown in [Exhibit 1](#).



EXHIBIT 1 | STEPS IN ANALYZING COSTS OF SERVICE AND USER FEES



CONSIDERATIONS FOR IMPLEMENTATION

If the City decides to adopt or otherwise utilize outcomes generated through this study, it should:

- ▶ **Update Systems for Fee Outcomes** - Ensure that City staff begin using updated fees and associated outcomes once the updated schedule of fees becomes effective. Values should be included in all official fee schedules used throughout the City (e.g., departmental pamphlets, counter schedules, and online information). Additionally, ensure collections processes are updated, which may include coding in billing systems and training for personnel who handle fees directly with the public.
- ▶ **Actively Monitor the Use of Fees** - In order to recover accurate and eligible amounts expected, the City should be diligent about tracking time to projects for time and materials billings and ensuring fees are applied in the correct amount and using the correct and intended basis for fixed fee billings.
- ▶ **Monitor Feedback and Permit Statistics** - Monitor permit and application volume and applicant feedback to determine if fee modifications are resulting in any unanticipated changes in project frequency and to increase the level of detail available for revenue forecasting.
- ▶ **Annually Review and Adjust Fee Values** - In order to generally maintain pace with regional cost inflation and/or the City's salary cost inflation, the City should adjust its fees on an annual basis. A commonly used, reasonable inflation index is the annual change in the all-urban Consumer Price Index (CPI) representative of the region.
- ▶ **Periodically Perform Comprehensive Analysis** - A comprehensive fee study should be conducted periodically (e.g., every three to five years) to ensure fee levels remain at or below legal limits and are consistent with evolving service practices and local conditions.



APPENDIX

COST OF SERVICE ANALYSIS



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Cost of Service Analysis

City of Paso Robles Cost of Service Analysis

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User and Regulatory Fees

Cost of Service Calculations

Building Fees

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Allocation of Annual Labor Effort - Building Division

Position	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Total Productive Hours	Notes
Community Development Director	\$101	0.33	\$70,264	2,080	216	1,864	621	[a],[b]
Chief Building Official	\$81	1.00	\$168,481	2,080	216	1,864	1,864	[a],[b]
Deputy Building Official	\$63	1.00	\$132,003	2,080	216	1,864	1,864	[a],[b]
Development Services Manager	\$53	1.00	\$111,160	2,080	216	1,864	1,864	[a],[b]
Building Inspector	\$47	4.00	\$387,014	2,080	216	1,864	7,456	[a],[b]
Development Services Technician	\$47	1.00	\$96,754	2,080	216	1,864	1,864	[a],[b]
Administrative Assistant	\$33	1.00	\$68,710	2,080	216	1,864	1,864	[a],[b]
Total		9.33	\$1,034,386				17,397	

Contract Services

Description	Total	Est Hrly Cost	Total Hours	Notes
Annual Contract Services	\$367,500	\$185	1,986	[c]

Total Productive Hours	Total	Notes
In-House	17,397	
Contract	1,986	
Total	19,384	

Allocation of Hours	Share	Total	Notes
Indirect	40%	7,754	[b]
Direct	60%	11,630	[b]
Total	100%	19,384	

[a] Source: FY 24/25 authorized positions.
 [b] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.
 [c] Source: FY 24/25 adopted budget.

City of Paso Robles
 User and Regulatory Fee Study
 Calculation of Cost Recovery and Fully-Burdened Hourly Rate - Building Division

Recurring Expenditures [a]

Fund	Division	Account	Acct Desc	Budget	Adjust	Total	Notes
General Fund	Building Division	51010	BldgPrmts-Permanent Full Time	\$965,000	\$0	\$965,000	
General Fund	Building Division	51015	BldgPrmts-Accrual Payouts	\$7,000	\$0	\$7,000	
General Fund	Building Division	51030	BldgPrmts-Overtime Wages	\$2,000	\$0	\$2,000	
General Fund	Building Division	51040	BldgPrmts-Retirement	\$73,000	\$0	\$73,000	
General Fund	Building Division	51041	BldgPrmts-PERS-UAL	\$135,900	\$0	\$135,900	
General Fund	Building Division	51050	BldgPrmts-Social Security	\$75,600	\$0	\$75,600	
General Fund	Building Division	51060	BldgPrmts-Grp Ins-HlthDntlVsn	\$173,400	\$0	\$173,400	
General Fund	Building Division	51070	BldgPrmts-Workers Compensati	\$40,900	\$0	\$40,900	
General Fund	Building Division	51090	BldgPrmts-Deferred Comp	\$25,500	\$0	\$25,500	
General Fund	Building Division	52120	BldgPrmts-Office Expense	\$6,300	\$0	\$6,300	
General Fund	Building Division	52121	BldgPrmts-Storage	\$1,600	\$0	\$1,600	
General Fund	Building Division	52122	BldgPrmts-Copy-Printing	\$500	\$0	\$500	
General Fund	Building Division	52123	BldgPrmts-Dues-Subscriptions	\$2,700	\$0	\$2,700	
General Fund	Building Division	52130	BldgPrmts-Postage	\$300	\$0	\$300	
General Fund	Building Division	52131	BldgPrmts-Legal Notices & Ads	\$1,100	\$0	\$1,100	
General Fund	Building Division	52133	BldgPrmts-SafetyEquip/Supplies	\$0	\$0	\$0	
General Fund	Building Division	52134	BldgPrmts-Small Tools	\$500	\$0	\$500	
General Fund	Building Division	52141	BldgPrmts-CreditCardFees	\$1,100	\$0	\$1,100	
General Fund	Building Division	52205	BldgPrmts-Maint-AnnualContract	\$0	\$0	\$0	
General Fund	Building Division	52226	BldgPrmts-Maintenance-Vehicle	\$0	\$0	\$0	
General Fund	Building Division	52240	BldgPrmts-Professional Svs	\$52,500	\$0	\$52,500	
General Fund	Building Division	52241	BldgPrmts-Outside Svs-Vehicles	\$0	\$0	\$0	
General Fund	Building Division	52242	BldgPrmts-Plan Check Services	\$367,500	\$0	\$367,500	
General Fund	Building Division	52260	BldgPrmts-Travel and Training	\$5,300	\$0	\$5,300	
General Fund	Building Division	52261	BldgPrmts-Vehicle Allowance	\$1,400	\$0	\$1,400	
General Fund	Building Division	52263	BldgPrmts-Boot&Tool Allowance	\$500	\$0	\$500	
General Fund	Building Division	52277	BldgPrmts-Electronic Arch Exp	\$12,600	\$0	\$12,600	
General Fund	Building Division	52278	BldgPrmts-Building Educ Ex	\$8,400	\$0	\$8,400	
General Fund	Building Division	52850	BldgPrmts-IDC Legal Fees	\$27,700	\$0	\$27,700	
Total				\$1,988,300	\$0	\$1,988,300	

Allocation of Citywide Overhead

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Notes
Citywide Overhead Allocation	17%	\$1,988,300	\$338,011	[b]

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Calculation of Cost Recovery and Fully-Burdened Hourly Rate - Building Division

Allocation of Total Costs

Description	Total	Share	Notes
Direct Expenses	\$1,988,300	85%	
Allocation of Citywide Overhead	\$338,011	15%	
Subtotal	\$2,326,311	100%	
FY 25/26 Anticipated Adjustment	3%		[c]
Total	\$2,396,100	100%	

Revenue Summary

Acct	Acct Desc	FY 22/23 Actual	FY 23/24 Estimated	FY 24/25 Budget
43030	GenFnd-Building Permit Fees	\$1,088,059	\$1,364,525	\$ 1,300,000
47060	GenFnd-Bldg Plan Check Fees	\$163,183	\$103,420	\$ 236,300
47390	BldgPrmts-Planning Archive Fee	\$4,437	\$3,960	\$ 6,300
47621	BldgPrmts-114 Bldg Svc Fees	\$11,436	\$15,423	\$ 17,400
47622	BldgPrmts-122 Bldg Svc Fees	\$69,276	\$93,971	\$ 82,500
Total		\$1,336,391	\$1,581,301	\$1,642,500

Aggregate Cost Recovery Rate

Description	Total
Revenue	\$1,642,500
Expenditures	\$2,396,100
Cost Recovery Rate	69%
General Fund Subsidy	\$753,600

Calculation of Fully-Burdened Hourly Rate

Description	Total
Costs	\$2,396,100
Direct Hours	11,630
Fully-Burdened Hourly Rate	\$206

City of Paso Robles
 User and Regulatory Fee Study
 Calculation of Cost Recovery and Fully-Burdened Hourly Rate - Building Division

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour)

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Hourly Wage Rate Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier (ICR)
Building	9.33	2,080	19,413	\$1,034,386	\$53	\$206	3.87

Calculation of Fully-Burdened Hourly Rate by Position

Position	Total Salaries	Total FTE	Avg Salary Per FTE	Avg Salary Per Hour	ICR for Fully-Burdened Hourly Rate	Fully-Burdened Hourly Rate
Community Development Director	\$70,264	0.33	\$210,791	\$101	3.87	\$392
Chief Building Official	\$168,481	1.00	\$168,481	\$81	3.87	\$313
Deputy Building Official	\$132,003	1.00	\$132,003	\$63	3.87	\$245
Development Services Manager	\$111,160	1.00	\$111,160	\$53	3.87	\$207
Building Inspector	\$387,014	4.00	\$96,754	\$47	3.87	\$180
Development Services Technician	\$96,754	1.00	\$96,754	\$47	3.87	\$180
Administrative Assistant	\$68,710	1.00	\$68,710	\$33	3.87	\$128

[a] Source: FY 24/25 Adopted Budget.
 [b] Source: Citywide overhead cost allocation developed for purposes of this analysis. See separate worksheet for details.
 [c] Source: FY 24/25 and FY 25/26 Adopted Budget. Amount represents difference between FY 25/26 and FY 24/25 adopted budget (rounded).

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Building Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Labor Hours		Hourly Rate	=	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Notes
1 Building Standard Hourly Rate	1.00	x	\$206	=	\$206	\$206	100%	\$206	100%	\$0	per hour	
Flat Fees												
2 Minor Residential MPE Permits	0.50	x	\$206	=	\$103	\$103	100%	\$103	100%	\$0	each	
3 Mechanical, Plumbing, Electrical (MPE) Permits												
a) 1 Item (e.g. Mech, Plumb, Elec, or EV ONLY)	1.75	x	\$206	=	\$361	\$360	100%	\$361	100%	\$0	each	
b) 2 Items (e.g. Mech + Plumb)	2.25	x	\$206	=	\$464	\$463	100%	\$464	100%	\$0	each	
c) Solar - Residential	2.00	x	\$206	=	\$412	\$410	100%	\$412	100%	\$2	each	[a]
d) Solar - Residential + Electrical Panel	2.50	x	\$206	=	\$515	\$490	95%	\$515	100%	\$25	each	
e) Solar - COM/IND Permit Processing	3.00	x	\$206	=	\$618	\$618	100%	\$618	100%	\$0	each	[a]
f) Solar - COM/IND Plan Check & Est. Inspections	1.00	x	\$206	=	\$206	\$206	100%	\$206	100%	\$0	per hour	[a]
4 Residential Remodels/Additions												
a) Re-Roof	1.50	x	\$206	=	\$309	\$206	67%	\$309	100%	\$103	each	
b) < 500 sqft	10.00	x	\$206	=	\$2,060	\$1,853	90%	\$2,060	100%	\$207	each	
c) Patio Cover/Deck/Porch/Carport	5.00	x	\$206	=	\$1,030	\$1,030	100%	\$1,030	100%	\$0	each	
5 Other												
a) Pool/Spa - Residential	8.00	x	\$206	=	\$1,648	\$1,648	100%	\$1,648	100%	\$0	each	
b) Pool/Spa - COM Permit Processing	3.00	x	\$206	=	\$618	\$618	100%	\$618	100%	\$0	each	
c) Pool/Spa - COM Plan Check & Est. Inspections	1.00	x	\$206	=	\$206	\$206	100%	\$206	100%	\$0	per hour	
d) Demolition	2.50	x	\$206	=	\$515	\$515	100%	\$515	100%	\$0	each	
e) Retaining Wall Permit Processing	1.00	x	\$206	=	\$206	\$206	100%	\$206	100%	\$0	each	
f) Retaining Wall Plan Check & Est. Inspections	1.00	x	\$206	=	\$206	\$206	100%	\$206	100%	\$0	per hour	
g) Signs - Major Permit Processing	4.00	x	\$206	=	\$824	\$824	100%	\$824	100%	\$0	each	
h) Signs - Major Plan Check & Est. Inspections	1.00	x	\$206	=	\$206	\$206	100%	\$206	100%	\$0	per hour	
i) Signs - Minor	2.00	x	\$206	=	\$412	\$412	100%	\$412	100%	\$0	each	
j) Foundation Repair	4.00	x	\$206	=	\$824	\$824	100%	\$824	100%	\$0	each	
k) Commercial Re-Roof	4.00	x	\$206	=	\$824	\$824	100%	\$824	100%	\$0	each	
l) Cell Site	8.00	x	\$206	=	\$1,648	\$1,648	100%	\$1,648	100%	\$0	each	
m) Commercial Hood	5.00	x	\$206	=	\$1,030	\$1,030	100%	\$1,030	100%	\$0	each	
n) Production/Tract Housing- SFR	22.50	x	\$206	=	\$4,635	\$4,612	100%	\$4,635	100%	\$23	each	
o) Production/Tract Housing- SFR and ADU	26.50	x	\$206	=	\$5,459	\$5,436	100%	\$5,459	100%	\$23	each	
p) ADU Flat Fee (Based on Stock Plan)	16.50	x	\$206	=	\$3,399	\$3,360	99%	\$3,399	100%	\$39	each	

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Building Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Labor Hours		Hourly Rate	=	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Notes
6 Permit Processing Fees												
6 Residential Addition/Remodel - 500sqft or More	6.00	x	\$206	=	\$1,236	\$824	67%	\$1,236	100%	\$412	each	
7 Residential - New												
a) Single Family/Detached Dwelling	22.00	x	\$206	=	\$4,532	\$3,089	68%	\$4,532	100%	\$1,443	each	
b) Each Additional Unit	7.00	x	\$206	=	\$1,442	\$1,030	71%	\$1,442	100%	\$412	each	
8 Commercial/Industrial - New												
a) < 5,000 sqft	24.00	x	\$206	=	\$4,944	\$3,501	71%	\$4,944	100%	\$1,443	each	
b) 5,000 sqft to 10,000 sqft	36.00	x	\$206	=	\$7,416	\$5,149	69%	\$7,416	100%	\$2,267	each	
c) 10,001 sqft to 50,000 sqft	48.00	x	\$206	=	\$9,888	\$7,208	73%	\$9,888	100%	\$2,680	each	
d) 50,001 sqft to 100,000 sqft	80.00	x	\$206	=	\$16,480	\$11,327	69%	\$16,480	100%	\$5,153	each	
e) > 100,000 sqft (for each add'l 25,000 sqft)	22.00	x	\$206	=	\$4,532	\$3,089	68%	\$4,532	100%	\$1,443	each	
9 Commercial/Industrial - Shell Only												
a) < 5,000 sqft	12.00	x	\$206	=	\$2,472	\$1,648	67%	\$2,472	100%	\$824	each	
b) 5,000 sqft or more (for each add'l 5,000 sqft)	3.00	x	\$206	=	\$618	\$412	67%	\$618	100%	\$206	each	
10 Commercial/Industrial - Tenant Improvement												
a) Major	18.00	x	\$206	=	\$3,708	\$2,471	67%	\$3,708	100%	\$1,237	each	
b) Minor	9.00	x	\$206	=	\$1,854	\$1,236	67%	\$1,854	100%	\$618	each	
11 Hotel/Motel												
a) Up to 10 Rooms	44.00	x	\$206	=	\$9,064	\$6,178	68%	\$9,064	100%	\$2,886	each	
b) 11 Rooms or More (for each add'l room)	1.50	x	\$206	=	\$309	\$206	67%	\$309	100%	\$103	each	
c) Hotel Amenities - Est. Processing Hours	1.00	x	\$206	=	\$206	\$206	100%	\$206	100%	\$0	per hour	

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Building Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Labor Hours		Hourly Rate	=	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Notes
Inspection Deposits												
12 Residential Addition/Remodel - 500sqft or More	6.00	x	\$206	=	\$1,236	\$824	67%	\$1,236	100%	\$412	each	
13 Residential - New												
a) Single Family/Detached Dwelling	22.00	x	\$206	=	\$4,532	\$3,089	68%	\$4,532	100%	\$1,443	each	
b) Each Additional Unit	7.00	x	\$206	=	\$1,442	\$1,030	71%	\$1,442	100%	\$412	each	
14 Commercial/Industrial - New												
a) < 5,000 sqft	24.00	x	\$206	=	\$4,944	\$3,501	71%	\$4,944	100%	\$1,443	each	
b) 5,000 sqft to 10,000 sqft	36.00	x	\$206	=	\$7,416	\$5,149	69%	\$7,416	100%	\$2,267	each	
c) 10,001 sqft to 50,000 sqft	48.00	x	\$206	=	\$9,888	\$7,208	73%	\$9,888	100%	\$2,680	each	
d) 50,001 sqft to 100,000 sqft	80.00	x	\$206	=	\$16,480	\$11,327	69%	\$16,480	100%	\$5,153	each	
e) > 100,000 sqft (for each add'l 25,000 sqft)	22.00	x	\$206	=	\$4,532	\$3,089	68%	\$4,532	100%	\$1,443	each	
15 Commercial/Industrial - Shell Only												
a) < 5,000 sqft	12.00	x	\$206	=	\$2,472	\$1,648	67%	\$2,472	100%	\$824	each	
b) 5,000 sqft or more (for each add'l 5,000 sqft)	3.00	x	\$206	=	\$618	\$412	67%	\$618	100%	\$206	each	
16 Commercial/Industrial - Tenant Improvement												
a) Major	18.00	x	\$206	=	\$3,708	\$2,471	67%	\$3,708	100%	\$1,237	each	
b) Minor	9.00	x	\$206	=	\$1,854	\$1,236	67%	\$1,854	100%	\$618	each	
17 Hotel/Motel												
a) Up to 10 Rooms	44.00	x	\$206	=	\$9,064	\$6,178	68%	\$9,064	100%	\$2,886	each	
b) 11 Rooms or More (for each add'l room)	1.50	x	\$206	=	\$309	\$206	67%	\$309	100%	\$103	each	
c) Hotel Amenities - Est. Inspection Hours	1.00	x	\$206	=	\$206	\$206	100%	\$206	100%	\$0	per hour	

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Building Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Labor Hours	Hourly Rate	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Notes
Building Plan Check Fees - Planning (Fees Only Applied to Projects Requiring Review)										
18 Planning Building Plan Check Fees - Planning (Greater of a or b)										
a) Minimum Fee	0.50	x \$214	= \$107	n/a - new		\$107	100%		Fixed Fee	
b) Percent of Building Permit Fee				n/a - new		10%			Fixed Fee	
Building Plan Check Fees - Engineering (Fees Only Applied to Projects Requiring Review)										
19 Building Site Plan (per lot)	4.00	x \$197	= \$788	n/a - new		\$788	100%		Fixed Fee	
Other Fees										
20 General Plan Maintenance Fee (percent of building permit fee)			25%	3%	12%	3%	12%	0%		[b]
21 Development Technology Fee (percent of permit fee)			9%	5%	58%	5%	58%	0%		[c]
22 AB717 Fee (Education) (percent of permit fee)				1%		1%		0%		[c]
23 Strong Motion Instrumentation Program (SMIP) (Valuation)										[d]
a) Residential				\$0.50 or valuation x .00013		\$0.50 or valuation x .00013				
b) Commercial				\$0.50 or valuation x .00028		\$0.50 or valuation x .00028				
24 Building Standards (SB 1473) Fee Calculation (Valuation)										[d]
a) \$1 - \$25,000				\$1		\$1				
b) \$25,001 - \$50,000				\$2		\$2				
c) \$50,001 - \$75,000				\$3		\$3				
d) \$75,001 - \$100,000				\$4		\$4				
e) Each Add'l \$25,000 or fraction thereof				Add \$1		Add \$1				
25 Board of Appeals Hearing	1.00	x \$206	= \$206	\$206	100%	\$206	100%	\$0	per hour	
26 Research	0.50	x \$206	= \$103	\$103	100%	\$103	100%	\$0	per 1/2 hour	
27 Service Required in Excess of Standard	1.00	x \$206	= \$206	\$206	100%	\$206	100%	\$0	per hour	
28 Special Submittal or Addendum	1.00	x \$206	= \$206	\$206	100%	\$206	100%	\$0	per hour	
29 Supplemental Plan Check Fee	1.00	x \$206	= \$206	\$206	100%	\$206	100%	\$0	per hour	
30 Supplemental Inspection Fee	1.00	x \$206	= \$206	\$206	100%	\$206	100%	\$0	per hour	

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Building Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Labor Hours		Hourly Rate	=	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Notes
31 Emergency (Non-scheduled) Call-Out Fee	4.00	x	\$206	=	\$824	\$823	100%	\$824	100%	\$1	4 hr min	
32 After Hours (Scheduled) Call-Out Fee	2.00	x	\$206	=	\$412	\$412	100%	\$412	100%	\$0	2 hr min	
a) Each Additional Hour	1.00	x	\$206	=	\$206	\$206	100%	\$206	100%	\$0	per hour	
33 Application/Permit Extension	0.50	x	\$206	=	\$103	\$104	101%	\$103	100%	(\$1)	per 1/2 hour	
34 Duplication of Plans	0.50	x	\$206	=	\$103	\$104	101%	\$103	100%	(\$1)	per 1/2 hour + costs	
35 Request to work outside normal hours of construction	1.00	x	\$206	=	\$206	\$206	100%	\$206	100%	\$0	1 hr min	
36 Reactivation of Dormant Permit	4.00	x	\$206	=	\$824	\$823	100%	\$824	100%	\$1	4 hr min	
37 Code Modifications / Interpretations	1.00	x	\$206	=	\$206	\$206	100%	\$206	100%	\$0	1 hr min	
38 Change of Design Professional / Contractor	0.50	x	\$206	=	\$103	\$104	101%	\$103	100%	(\$1)	per 1/2 hour	
39 Work without a Permit	2.00	x	\$206	=	\$412	\$412	100%	\$412	100%	\$0	2 hr min	

- [a] Per AB1414, residential solar permits cannot exceed \$450 (+ \$15 per kW above 15). Commercial solar permits cannot exceed \$1,000 (+ \$7 per kW between 51 & 250, \$5 per kW above 250).
- [b] Fee applies to new construction, additions, tenant improvements, and residential remodels requiring building permits.
- [c] Fee applies to all permits.
- [d] Fee set by State of California.
- [e] Flat Fees Include: Plan Check, Inspections & Permit Processing (AB717, Permit Automation, Nexus Study Fee, General Plan Maintenance, SB1473 & SMIP to be included when applicable).
- [f] Minor Residential MPE Permits include: Building Fee, AB717, Permit Automation, Nexus Study Fee, General Plan Maintenance & SB1473 (has to total the flat rate per Council).

Unit Acronyms:
 ea - Each
 hr - Hour(s)
 hrly - Hourly
 min - Minimum
 valu - Valuation

Note: In some instances, fees may adjust incrementally based on variations in square footage, room/unit count, etc. These incremental adjustments are intended to reflect additional review effort associated with additional square footage, additional rooms/units, etc.



User and Regulatory Fees

Cost of Service Calculations

Planning Fees

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Allocation of Annual Labor Effort - Planning Division

Position	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Total Productive Hours	Notes
Community Development Director	\$101	0.33	\$70,264	2,080	216	1,864	621	[a],[b]
City Planner	\$81	1.00	\$168,481	2,080	216	1,864	1,864	[a],[b]
Associate Planner	\$53	2.00	\$222,320	2,080	216	1,864	3,728	[a],[b]
Assistant Planner	\$47	2.00	\$193,507	2,080	216	1,864	3,728	[a],[b]
Planning Technician	\$40	1.00	\$83,781	2,080	216	1,864	1,864	[a],[b]
Administrative Assistant	\$33	1.00	\$68,710	2,080	216	1,864	1,864	[a],[b]
Total		7.33	\$807,064				13,669	

Contract Services

Description	Total	Est Hrly Cost	Total Hours	Notes
Annual Contract Services	\$350,000	\$180	1,944	[c]

Total Productive Hours	Total	Notes
In-House	13,669	
Contract	1,944	
Total	15,614	

Allocation of Hours	Share	Total	Notes
Indirect	35%	5,465	[b]
Direct	65%	10,149	[b]
Total	100%	15,614	

[a] Source: FY 24/25 authorized positions.
 [b] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.
 [c] Source: FY 24/25 adopted budget.

City of Paso Robles
 User and Regulatory Fee Study
 Calculation of Cost Recovery and Fully-Burdened Hourly Rate - Planning

Recurring Expenditures [a]

Fund	Division	Account	Acct Desc	Budget	Adjust	Total	Notes
General Fund	Planning Division	51010	CDPIng-Perm Full Time Salary	\$808,500	\$0	\$808,500	
General Fund	Planning Division	51015	CDPIng-Accrual Payouts	\$15,000	\$0	\$15,000	
General Fund	Planning Division	51020	CDPIng-Part Time Wages	\$23,000	\$0	\$23,000	
General Fund	Planning Division	51030	CDPIng-Overtime Wages	\$1,000	\$0	\$1,000	
General Fund	Planning Division	51040	CDPIng-Retirement	\$62,900	\$0	\$62,900	
General Fund	Planning Division	51041	CDPIng-PERS-UAL	\$113,900	\$0	\$113,900	
General Fund	Planning Division	51050	CDPIng-Social Security	\$64,600	\$0	\$64,600	
General Fund	Planning Division	51060	CDPIng-Grp Ins-Hlth-Dental-Vsn	\$168,900	\$0	\$168,900	
General Fund	Planning Division	51070	CDPIng-Workers Compensation	\$30,800	\$0	\$30,800	
General Fund	Planning Division	51090	CDPIng-Deferred Compensation	\$21,400	\$0	\$21,400	
General Fund	Planning Division	52120	CDPIng-Office Expense	\$11,000	\$0	\$11,000	
General Fund	Planning Division	52121	CDPIng-Storage	\$2,600	\$0	\$2,600	
General Fund	Planning Division	52122	CDPIng-Copy-Printing	\$3,700	\$0	\$3,700	
General Fund	Planning Division	52123	CDPIng-Dues-Subscriptions	\$47,300	\$0	\$47,300	
General Fund	Planning Division	52127	CDPIng-Computer Hardware	\$0	\$0	\$0	
General Fund	Planning Division	52130	CDPIng-Postage	\$3,200	\$0	\$3,200	
General Fund	Planning Division	52131	CDPIng-Legal Notices and Ads	\$10,500	\$0	\$10,500	
General Fund	Planning Division	52139	CDPIng-Sponsorships	\$10,500	\$0	\$10,500	
General Fund	Planning Division	52240	CDPIng-Professional Services	\$350,000	\$0	\$350,000	
General Fund	Planning Division	52260	CDPIng-Travel and Training	\$15,800	\$0	\$15,800	
General Fund	Planning Division	52261	CDPIng-Vehicle Allowance	\$2,300	\$0	\$2,300	
General Fund	Planning Division	52277	CDPIng-Electronic Archive Exp	\$10,500	\$0	\$10,500	
General Fund	Planning Division	52350	CDPIng-Special Projects	\$25,200	\$0	\$25,200	
General Fund	Planning Division	52812	CDPIng-IDC Office	\$2,100	\$0	\$2,100	
General Fund	Planning Division	52830	CDPIng-IDC Postage	\$600	\$0	\$600	
General Fund	Planning Division	52850	CDPIng-IDC Legal Fees	\$104,100	(\$104,100)	\$0	[b]
Total				\$1,909,400	(\$104,100)	\$1,805,300	

Allocation of Citywide Overhead

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Notes
Citywide Overhead Allocation	17%	\$1,805,300	\$306,901	[c]

Allocation of Total Costs

Description	Total	Share	Notes
Direct Expenses	\$1,805,300	85%	
Allocation of Citywide Overhead	\$306,901	15%	
Total	\$2,112,201	100%	
FY 25/26 Anticipated Adjustment	3%		[d]
Total	\$2,175,567	100%	

City of Paso Robles
 User and Regulatory Fee Study
 Calculation of Cost Recovery and Fully-Burdened Hourly Rate - Planning

Allocation of Annual Labor Effort

Description	Total	Total	Notes
Indirect: General Admin; Mgmt; Policies; Procedures; Training; Public Info	35%	\$761,448	[e]
Direct: Long-Range Planning, Current Planning	65%	\$1,414,119	[e]
Total	100%	\$2,175,567	

Allocation of Annual Labor Effort Among Core Services

Description	Total	Total	Notes
Current Planning and Permitting	60%	\$1,305,340	[e]
Planning Building Plan Check	10%	\$217,557	[e]
All Other Planning Services (e.g., Advance Planning / Regional Planning)	30%	\$652,670	[e]
Total	100%	\$2,175,567	

Revenue Summary

Acct	Acct Desc	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget
47040	GenFnd-Planning Development	\$223,897	\$328,033	\$ 250,000
47041	CDPlng-Short-TermRentalPermit	\$129,800	\$58,650	\$ 31,500
Total		\$353,697	\$386,683	\$281,500

Calculation of Fully-Burdened Hourly Rate

Description	Total
Costs	\$2,175,567
Direct Hours	10,149
Fully-Burdened Hourly Rate	\$214

City of Paso Robles
 User and Regulatory Fee Study
 Calculation of Cost Recovery and Fully-Burdened Hourly Rate - Planning

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour)

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Hourly Wage Rate Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier (ICR)
Planning	7.33	2,080	15,253	\$807,064	\$53	\$214	4.04

Calculation of Fully-Burdened Hourly Rate by Position

Position	Total Salaries	Total FTE	Avg Salary Per FTE	Avg Salary Per Hour	ICR for Fully-Burdened Hourly Rate	Fully-Burdened Hourly Rate
Community Development Director	\$70,264	0.33	\$210,791	\$101	4.04	\$410
City Planner	\$168,481	1.00	\$168,481	\$81	4.04	\$328
Associate Planner	\$222,320	2.00	\$111,160	\$53	4.04	\$216
Assistant Planner	\$193,507	2.00	\$96,754	\$47	4.04	\$188
Planning Technician	\$83,781	1.00	\$83,781	\$40	4.04	\$163
Administrative Assistant	\$68,710	1.00	\$68,710	\$33	4.04	\$134

[a] Source: FY 24/25 Adopted Budget.
 [b] Adjustment to exclude costs of specialized legal services.
 [c] Source: Citywide overhead cost allocation developed for purposes of this analysis. See separate worksheet for details.
 [d] Source: FY 24/25 and FY 25/26 Adopted Budget. Amount represents difference between FY 25/26 and FY 24/25 adopted budget (rounded).
 [e] Amounts intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Planning Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Labor Hours		Hourly Rate	=	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Notes
1 Planning Standard Hourly Rate	1.00	x	\$214	=	\$214	\$214	100%	\$214	100%	\$0	Per Hour	
2 ABC License - Public Necessity Finding	4.00	x	\$214	=	\$856	\$823	96%	\$856	100%	\$33	Fixed Fee	
3 Administrative Use Permit												
a) Minor	1.00	x	\$214	=	\$214	\$214	100%	\$214	100%	\$0	Fixed Fee	
b) Major	6.00	x	\$214	=	\$1,284	\$1,284	100%	\$1,284	100%	\$0	T&M Deposit	
4 Annexation (does not include LAFCO or County fees)	80.00	x	\$214	=	\$17,120	\$5,500	32%	\$15,000	100%	\$9,500	T&M Deposit	
5 Appeal	20.00	x	\$214	=	\$4,280	\$248	6%	\$500	12%	\$252	Fixed Fee	[a]
6 CEQA Environmental Review by Consultant						\$1,500		\$10,000	100%	\$8,500	T&M Deposit	
7 Commission's Interpretation of Zoning Code	8.00	x	\$214	=	\$1,712	\$600	35%	\$1,500	100%	\$900	T&M Deposit	
8 Conditional Use Permit												
a) Amendment	12.00	x	\$214	=	\$2,568	\$600	23%	\$2,500	100%	\$1,900	T&M Deposit	
b) Minor	12.00	x	\$214	=	\$2,568	\$1,200	47%	\$2,500	100%	\$1,300	T&M Deposit	
c) Major	24.00	x	\$214	=	\$5,136	\$5,500	107%	\$5,000	100%	(\$500)	T&M Deposit	
9 Development Plan												
a) Master Development Plan	48.00	x	\$214	=	\$10,272	\$5,500	54%	\$10,000	100%	\$4,500	T&M Deposit	
b) Development Plan	48.00	x	\$214	=	\$10,272	\$5,500	54%	\$10,000	100%	\$4,500	T&M Deposit	
c) Development Plan Amendment	24.00	x	\$214	=	\$5,136	\$5,500	107%	\$5,000	100%	(\$500)	T&M Deposit	
d) Development Plan Modification	24.00	x	\$214	=	\$5,136	\$5,500	107%	\$5,000	100%	(\$500)	T&M Deposit	
10 General Plan Amendment	48.00	x	\$214	=	\$10,272	\$5,500	54%	\$10,000	100%	\$4,500	T&M Deposit	
11 Historic Resources												
a) Historic Certificate of Appropriateness	24.00	x	\$214	=	\$5,136	\$1,487	29%	\$5,000	100%	\$3,513	T&M Deposit	
b) Historic Certificate of No Effect	4.00	x	\$214	=	\$856	\$592	69%	\$856	100%	\$264	Fixed Fee	
12 Indoor Cannabis Cultivation Permit	1.00	x	\$214	=	\$214	\$214	100%	\$214	100%	\$0	Fixed Fee	
13 Lot Line Adjustment/Parcel Merger												
a) Lot Line Adjustment					varies	\$1,487	varies	\$5,000	100%	\$3,513	T&M Deposit	
b) Parcel Merger					varies	\$1,487	varies	\$2,500	100%	\$1,013	T&M Deposit	

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Planning Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Labor Hours		Hourly Rate		Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Notes
14 Oak Tree Removal												
a) Staff Level - Dead Tree	2.50	x	\$214	=	\$535	\$248	46%	\$268	50%	\$20	Fixed Fee	
b) Council Hearing	8.00	x	\$214	=	\$1,712	\$744	43%	\$856	50%	\$112	Fixed Fee	
c) Oak Tree Mitigation In-Lieu Fee (per 1.5 inch diameter replacement tree)						\$200		\$200		\$0	Fixed Fee	
15 Original Art / Vintage Art Mural												
a) Original Art Mural Application	6.00	x	\$214	=	\$1,284	\$1	0%	\$1	0%	\$0	Fixed Fee	
b) Vintage Art Mural Application	6.00	x	\$214	=	\$1,284	\$1	0%	\$1	0%	\$0	Fixed Fee	
c) Original Art Installation Application, Plan Check and Permitting	6.00	x	\$214	=	\$1,284	\$1	0%	\$1	0%	\$0	Fixed Fee	
16 Plot Plan	2.00	x	\$214	=	\$428	\$428	100%	\$428	100%	\$0	T&M Deposit	
17 Public Improvement Waiver or Deferral	8.00	x	\$214	=	\$1,712	\$744	43%	\$1,712	100%	\$968	Fixed Fee	
18 Rezone (text or map change)	48.00	x	\$214	=	\$10,272	\$5,500	54%	\$10,000	100%	\$4,500	T&M Deposit	
19 Short-Term Rental Permit												
a) Short-Term Rental Permit Fee (New and Renewal)												
i) Homeshares with Only One Bedroom Available to Rent						\$300		\$300		\$0	Fixed Fee	
ii) All Others						\$550		\$550		\$0	Fixed Fee	
b) Inspection Fee						Bill Hourly		Bill Hourly			per hour	
20 Sign Permit	2.00	x	\$214	=	\$428	\$20	5%	\$20	5%	\$0	Fixed Fee	
21 Site Plan												
a) Site Plan Review												
i) Minor	8.00	x	\$214	=	\$1,712	\$592	35%	\$1,500	100%	\$908	T&M Deposit	
ii) Major	24.00	x	\$214	=	\$5,136	\$1,088	21%	\$5,000	100%	\$3,912	T&M Deposit	
b) Site Plan Modification												
a) Minor	8.00	x	\$214	=	\$1,712	\$592	35%	\$1,500	100%	\$908	T&M Deposit	
b) Major	24.00	x	\$214	=	\$5,136	\$1,088	21%	\$5,000	100%	\$3,912	T&M Deposit	
22 Special Planned Development	48.00	x	\$214	=	\$10,272	\$5,500	54%	\$10,000	100%	\$4,500	T&M Deposit	
23 Specific Plan Amendment	48.00	x	\$214	=	\$10,272	\$5,500	54%	\$10,000	100%	\$4,500	T&M Deposit	
24 Street Abandonment	16.00	x	\$214	=	\$3,424	\$600	18%	\$3,000	100%	\$2,400	T&M Deposit	

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Planning Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Labor Hours		Hourly Rate	=	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Notes
25 Street Name Change	4.00	x	\$214	=	\$856	\$744	87%	\$856	100%	\$112	Fixed Fee	
26 Temporary Use Permit	2.00	x	\$214	=	\$428	\$206	48%	\$214	50%	\$8	Fixed Fee	
27 Tentative Map												
a) Tentative Parcel Map / Vesting Tentative Parcel Map	24.00	x	\$214	=	\$5,136	\$1,200	23%	\$5,000	100%	\$3,800	T&M Deposit	
b) Tentative Tract Map / Vesting Tentative Tract Map	40.00	x	\$214	=	\$8,560	\$5,500	64%	\$8,500	100%	\$3,000	T&M Deposit	
c) Urban Lot Split					varies	varies	varies	\$2,500	100%	varies	T&M Deposit	
28 Time Extension	8.00	x	\$214	=	\$1,712	\$1,487	87%	\$1,500	100%	\$13	T&M Deposit	
29 Variance	24.00	x	\$214	=	\$5,136	\$1,200	23%	\$5,000	100%	\$3,800	T&M Deposit	
30 Zoning Compliance - Home Occupation Review	0.33	x	\$214	=	\$71	\$25	35%	\$71	100%	\$46	Fixed Fee	
31 Zoning Letter	1.00	x	\$214	=	\$214	\$100	47%	\$214	100%	\$114	Fixed Fee	
Other Fees												
32 Hourly Rates For Deposit-Based Services and for Services Requested of City Staff which have no Specified Fee Listed in this Fee Schedule												
a) City Planning Staff	1.00	x	\$214	=	\$214	\$214	100%	\$214	100%	\$0	Per Hour	
b) Contract Planning Support								Time and Materials plus 15% admin	100%		T&M Deposit	
c) Specialized Attorney Review Services (Contracted)								Time and Materials	100%		T&M Deposit	
33 Nexus Study Fee						0.20%		0.20%		0.00%	formula fee	[b]
34 Parking In-Lieu Fee						\$18,989		\$18,989		\$0	Fixed Fee	[c]
35 Electronic Archiving												
a) Size A&B						\$0.20		\$0.20		\$0.00	page	
b) Size C						\$0.45		\$0.45		\$0.00	page	
c) Size D&E						\$2		\$2		\$0	page	
36 Record Management Fee						\$15		\$15		\$0	each	

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Planning Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Labor Hours	Hourly Rate	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Notes
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- [a] Depending on the subject of the appeal, specialized expertise may be solicited, at the expense of the applicant, for the purpose of providing input to the City Manager, Commissions, or City Council.
- [b] Percentage based on permit fee.
- [c] Resolution No. 06-197.
- [d] In addition to amounts shown above, applicant is responsible for all costs of outside agency review/services, including but not limited to, LAFCO, Board of Equalization Fees, Department of Fish and Wildlife Fees, etc.
- [e] "Time & materials" includes all costs including consultant costs, outside agency costs, noticing costs, etc.
- [f] The deposit costs listed above are for the initial deposit only. Costs exceeding the initial deposit will be charged per the City's hourly rate schedule and/or consultant rates as applicable. Unspent deposits will be refunded.
- [g] Deposit amounts listed will be monitored for periodic adjustments to reflect annual cost inflation. Initial deposit amount of \$1,000 or less will be adjusted annually to the nearest dollar. Initial deposit amounts of \$1,000 to \$5,000 will be adjusted in \$500 increments. Initial deposit amounts of \$5,000 or greater, will be adjusted in \$1,000 increments.

Fees Removed From Schedule										
1-	Planning Entitlements—CC Resolution 06-0128				deposit				deposit	{a}
2-	General Plan Maintenance Fee				formula fee				3%	{b}
3-	Permit Automation				formula fee				5%	{b}
4-	SB1473 (State Fee)				formula fee				valuation	{c}

- [a] Time tracking at planning rate.
- [b] Percentage based on permit fee.
- [c] Percentage based on valuation.



User and Regulatory Fees

Cost of Service Calculations

Engineering Fees

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Allocation of Annual Labor Effort - Engineering Division

Position	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Total Productive Hours	Private Dev & Permits	All Other	Private Dev & Permits	All Other	Notes
Community Development Director	\$98	0.33	\$68,217	2,080	216	1,864	621	50%	50%	311	311	[a],[b],[c]
City Engineer	\$79	1.00	\$163,574	2,080	216	1,864	1,864	75%	25%	1,398	466	[a],[b],[c]
Development Review Engineer	\$62	1.00	\$128,158	2,080	216	1,864	1,864	75%	25%	1,398	466	[a],[b],[c]
Engineering Inspector	\$52	3.00	\$323,767	2,080	216	1,864	5,592	83%	17%	4,660	932	[a],[b],[c]
Engineering Technician	\$45	1.00	\$93,935	2,080	216	1,864	1,864	75%	25%	1,398	466	[a],[b],[c]
Administrative Assistant	\$32	1.00	\$66,709	2,080	216	1,864	1,864	75%	25%	1,398	466	[a],[b],[c]
Total		7.33	\$844,361				13,669			10,563	3,107	
Total										77%	23%	

Contract Services

Description	Total	Est Hrly Cost	Total Hours	Notes
Annual Contract Services	\$89,300	\$225	397	[d]

Total Productive Hours	Total	Notes
In-House	13,669	
Contract	397	
Total	14,066	

Allocation of Hours	Share	Total	Notes
Indirect	40%	5,626	[b]
Direct	60%	8,440	[b]
Total	100%	14,066	

[a] Source: FY 24/25 authorized positions.
 [b] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.
 [c] Allocation of hours between private development/permitting and all other activities based on interviews with staff. Allocations will vary from year-to-year depending on activity, projects, and City Council priorities.
 [d] Source: FY 24/25 adopted budget.

City of Paso Robles
 User and Regulatory Fee Study
 Calculation of Cost Recovery and Fully-Burdened Hourly Rate - Engineering Division

Recurring Expenditures [a]

Fund	Org	Division	Account	Acct Desc	Budget	Adjust	Total	Notes
General Fund	1007102	Engineering Division	51010	CEng-Perm Full Time Salary	\$862,100	\$0	\$862,100	
General Fund	1007102	Engineering Division	51015	CEng-Accrual Payouts	\$6,000	\$0	\$6,000	
General Fund	1007102	Engineering Division	51020	CEng-Part Time Wages	\$23,000	\$0	\$23,000	
General Fund	1007102	Engineering Division	51030	CEng-Overtime Wages	\$1,000	\$0	\$1,000	
General Fund	1007102	Engineering Division	51040	CEng-Retirement	\$43,500	\$0	\$43,500	
General Fund	1007102	Engineering Division	51041	CEng-PERS-UAL	\$80,300	\$0	\$80,300	
General Fund	1007102	Engineering Division	51050	CEng-Social Security	\$46,500	\$0	\$46,500	
General Fund	1007102	Engineering Division	51060	CEng-Grp Ins-Hlth-Dental-Vsn	\$127,000	\$0	\$127,000	
General Fund	1007102	Engineering Division	51070	CEng-Workers Compensation	\$22,000	\$0	\$22,000	
General Fund	1007102	Engineering Division	51090	CEng-Deferred Compensation	\$13,500	\$0	\$13,500	
General Fund	1007102	Engineering Division	52120	CEng-Office Expense	\$1,600	\$0	\$1,600	
General Fund	1007102	Engineering Division	52123	CEng-Dues-Subscriptions	\$500	\$0	\$500	
General Fund	1007102	Engineering Division	52130	CEng-Postage	\$300	\$0	\$300	
General Fund	1007102	Engineering Division	52240	CEng-Professional Services	\$105,000	(\$105,000)	\$0	
General Fund	1007102	Engineering Division	52242	CEng-Plan Check Services	\$89,300	\$0	\$89,300	
General Fund	1007102	Engineering Division	52260	CEng-Travel and Training	\$5,300	\$0	\$5,300	
General Fund	1007102	Engineering Division	52261	CEng-Vehicle Allowance	\$900	\$0	\$900	
General Fund	1007102	Engineering Division	52263	CEng-Boot & Tool Allowance	\$400	\$0	\$400	
General Fund	1007102	Engineering Division	52850	CEng-IDC Legal Fees	\$13,900	\$0	\$13,900	
General Fund	1007102	Engineering Division	54540	CEng-Equipment-Furniture	\$40,000	\$0	\$40,000	
Total					\$1,482,100	(\$105,000)	\$1,377,100	

Allocation of Citywide Overhead

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Notes
Citywide Overhead Allocation	17%	\$1,377,100	\$234,107	[b]

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Calculation of Cost Recovery and Fully-Burdened Hourly Rate - Engineering Division

Allocation of Total Costs

Description	Total	Share	Notes
Direct Expenses	\$1,377,100	85%	
Allocation of Citywide Overhead	\$234,107	15%	
Total	\$1,611,207	100%	
FY 25/26 Anticipated Adjustment	3%		[c]
Total	\$1,659,543	100%	

Allocation of Annual Labor Effort

Description	Total	Total	Notes
Indirect: General Admin; Mgmt; Policies; Procedures; Training; Public Info	40%	\$663,817	[d]
Direct: Engineering Plan Review, Permit Processing, Inspections	60%	\$995,726	[d]
Total	100%	\$1,659,543	

Allocation of Annual Labor Effort Among Core Services

Description	Total	Total	Notes
Development Engineering and Encroachments	77%	\$1,277,848	[d]
CIP / Non-Fee Related	23%	\$381,695	[d]
Total	100%	\$1,659,543	

Revenue Summary

Acct	Acct Desc	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget
47020	GenFnd-Engineering Inspection	\$281,357	\$273,208	\$ 220,000
47061	GenFnd-EngineeringPlanChckFe	\$54,687	\$20,281	\$ 105,000
Total		\$336,044	\$293,488	\$325,000

Calculation of Fully-Burdened Hourly Rate

Description	Total
Costs	\$1,659,543
Direct Hours	8,440
Fully-Burdened Hourly Rate	\$197

City of Paso Robles
 User and Regulatory Fee Study
 Calculation of Cost Recovery and Fully-Burdened Hourly Rate - Engineering Division

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour)

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Hourly Wage Rate Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier (ICR)
Engineering	7.33	2,080	15,253	\$844,361	\$55	\$197	3.56

Calculation of Fully-Burdened Hourly Rate by Position

Position	Total Salaries	Total FTE	Avg Salary Per FTE	Avg Salary Per Hour	ICR for Fully-Burdened Hourly Rate	Fully-Burdened Hourly Rate	After Hours
Community Development Director	\$68,217	0.33	\$204,651	\$98	3.56	\$350	\$350
City Engineer	\$163,574	1.00	\$163,574	\$79	3.56	\$280	\$280
Development Review Engineer	\$128,158	1.00	\$128,158	\$62	3.56	\$219	\$250
Engineering Inspector	\$323,767	3.00	\$107,922	\$52	3.56	\$185	\$211
Engineering Technician	\$93,935	1.00	\$93,935	\$45	3.56	\$161	\$183
Administrative Assistant	\$66,709	1.00	\$66,709	\$32	3.56	\$114	\$130

[a] Source: FY 24/25 Adopted Budget.
 [b] Source: Citywide overhead cost allocation developed for purposes of this analysis. See separate worksheet for details.
 [c] Source: FY 24/25 and FY 25/26 Adopted Budget. Amount represents difference between FY 25/26 and FY 24/25 adopted budget (rounded).
 [c] Amounts intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Engineering Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Service Time			Fully-Burdened Hourly Rate		Cost of Service				
	Permit Processing / Plan Review	Permit Inspection	Total	Permit Processing / Plan Review	Permit Inspection	Permit Processing / Plan Review	Permit Inspection	Total		
Encroachment Permits										
1	Minor Encroachment Permit (includes Traffic Control Plan) (Encroachment Work up to Five Days)									
	a) Permit Application Fee	1.0	1.0	x	\$197	=	\$197	\$197		
	b) Permit Fee									
	i) Base Fee - Up to Five Days	1.0	2.0	3.0	\$197	\$185	=	\$197	\$370	\$567
	ii) Each Additional Day		1.0	1.0	\$197	\$185	=		\$185	\$185
2	Major Encroachment Permit (Encroachment Work Greater than Five Days)									
	a) Permit Application Fee	1.5		x	\$197	=	\$296	\$296		
	b) Permit Fee									
	i) Projects expected to last between 6 and 10 days in ROW	6.0	8.0	14.0	\$219	\$185	=	\$1,314	\$1,480	\$2,794
	ii) Projects expected to last more than 10 days in ROW	12.0	16.0	28.0	\$219	\$185	=	\$2,628	\$2,960	\$5,588
	c) Traffic Control Plan Review	12.0	12.0	x	\$219	\$185	=	\$2,628	\$2,628	
3	Public Improvement Plan (Per SLO County Engineer's Estimate Valuation)									
	a) Permit Application Fee	1.5		x	\$197	=	\$296	\$296		
	b) Permit Fee									
	i) Up to \$100,000	12.0	16.0	28.0	\$219	\$185	=	\$2,628	\$2,960	\$5,588
	ii) Greater than \$100,000	28.0	40.0	68.0	\$219	\$185	=	\$6,132	\$7,400	\$13,532

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Engineering Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Service Time			Fully-Burdened Hourly Rate		Cost of Service		
	Permit Processing / Plan Review	Permit Inspection	Total	Permit Processing / Plan Review	Permit Inspection	Permit Processing / Plan Review	Permit Inspection	Total
Grading and Drainage								
4 Mass Grading, Rough Grading, or Stockpile Plan								
a) Permit Application Fee	1.5			x \$197		= \$296		\$296
b) Plan Review and Permit Inspection Fees								
i) Up to 1,000 CY	6.0	8.0	14.0	x \$219	\$185	= \$1,314	\$1,480	\$2,794
ii) 1,001 - 10,000 CY	12.0	16.0	28.0	x \$219	\$185	= \$2,628	\$2,960	\$5,588
iii) Greater than 10,000 CY	28.0	40.0	68.0	x \$219	\$185	= \$6,132	\$7,400	\$13,532
5 Precise Grading Plan								
a) Permit Application Fee	1.5			x \$197		= \$296		\$296
b) Plan Review and Permit Inspection Fees								
i) Up to 1 Disturbed Acre	3.0	3.0	6.0	x \$219	\$185	= \$657	\$555	\$1,212
ii) 1.01 - 5.0 Disturbed Acres	6.0	8.0	14.0	x \$219	\$185	= \$1,314	\$1,480	\$2,794
iii) Greater than 5 Disturbed Acres	12.0	16.0	28.0	x \$219	\$185	= \$2,628	\$2,960	\$5,588
6 Grading and Private Improvements								
a) Permit Application Fee	1.5			x \$197		= \$296		\$296
b) Plan Review and Permit Inspection Fees								
i) Up to 1 Disturbed Acre	3.0	3.0	6.0	x \$219	\$185	= \$657	\$555	\$1,212
ii) 1.01 - 5.0 Disturbed Acres	6.0	8.0	14.0	x \$219	\$185	= \$1,314	\$1,480	\$2,794
iii) Greater than 5 Disturbed Acres	12.0	16.0	28.0	x \$219	\$185	= \$2,628	\$2,960	\$5,588
7 SWPPP - Storm Water Pollution Prevention Plan	8.0		8.0	x \$219		= \$1,752		\$1,752
8 Erosion Control Plan	8.0		8.0	x \$219		= \$1,752		\$1,752
9 SWCP - Storm Water Control Plan	12.0		12.0	x \$219		= \$2,628		\$2,628
Hydrology and Floodplain								
10 Drainage Concept or Final Drainage Report								
a) Up to 1.0 Acre	6.0		6.0	x \$219		= \$1,314		\$1,314
b) 1.01 Acres to 10.0 Acres	12.0		12.0	x \$219		= \$2,628		\$2,628
c) Greater than 10 Acres	28.0		28.0	x \$219		= \$6,132		\$6,132
11 Hydrology or Hydraulic Study (Floodplain Study)	8.0		8.0	x \$219		= \$1,752		\$1,752
12 FEMA Related Documents (Elevation Certificate, LOMA, LOMR, etc.)	4.0		4.0	x \$219		= \$876		\$876

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Engineering Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Service Time			Fully-Burdened Hourly Rate		Cost of Service		
	Permit Processing / Plan Review	Permit Inspection	Total	Permit Processing / Plan Review	Permit Inspection	Permit Processing / Plan Review	Permit Inspection	Total
[a] Included in grading permit inspection cost.								
[b] Fee set to match Caltrans.								
[c] Depending on project specifications, additional warranty fees may apply.								
[d] Each deposit and/or fee listed in this schedule is based on the estimated number of hours required to perform a standard service request and the typical cost of services/materials required to perform the requested service. For service requests that are anticipated to require efforts, services, or materials, materially different than those typically required, the Department reserves the right to modify the initial deposit amount and/or use a time and materials billing methodology rather than a fixed fee for service.								
[e] Deposit amounts listed will be monitored for periodic adjustments to reflect annual cost inflation. Initial deposit amount of \$1,000 or less will be adjusted annually to the nearest dollar. Initial deposit amounts of \$1,000 to \$5,000 will be adjusted in \$500 increments. Initial deposit amounts of \$5,000 or greater, will be adjusted in \$1,000 increments.								

[a] Included in grading permit inspection cost.

[b] Fee set to match Caltrans.

[c] Depending on project specifications, additional warranty fees may apply.

[d] Each deposit and/or fee listed in this schedule is based on the estimated number of hours required to perform a standard service request and the typical cost of services/materials required to perform the requested service. For service requests that are anticipated to require efforts, services, or materials, materially different than those typically required, the Department reserves the right to modify the initial deposit amount and/or use a time and materials billing methodology rather than a fixed fee for service.

[e] Deposit amounts listed will be monitored for periodic adjustments to reflect annual cost inflation. Initial deposit amount of \$1,000 or less will be adjusted annually to the nearest dollar. Initial deposit amounts of \$1,000 to \$5,000 will be adjusted in \$500 increments. Initial deposit amounts of \$5,000 or greater, will be adjusted in \$1,000 increments.

Note: In some instances, fees may adjust incrementally based on variations in days in the public right-of-way, cubic yards, etc. These incremental adjustments are intended to reflect additional review effort associated with additional days in the public right-of-way, cubic yards, etc.

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Engineering Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Current Fee	Current Cost Recovery	Proposed Fee			Fee Change	Unit
				Permit Processing / Plan Review	Permit Inspection	Proposed Cost Recovery		
Encroachment Permits								
1	Minor Encroachment Permit (includes Traffic Control Plan) (Encroachment Work up to Five Days)							
	a) Permit Application Fee	\$185	94%	\$197		100%	\$12	Fixed Fee
	b) Permit Fee							
	i) Base Fee - Up to Five Days	varies	varies	\$197	\$370	100%	varies	Fixed Fee
	ii) Each Additional Day	varies	varies		\$185	100%	varies	Fixed Fee
2	Major Encroachment Permit (Encroachment Work Greater than Five Days)							
	a) Permit Application Fee	\$185	63%	\$296		100%	\$111	Fixed Fee
	b) Permit Fee							
	i) Projects expected to last between 6 and 10 days in ROW	varies	varies	\$1,250	\$1,250	100%	varies	Deposit
	ii) Projects expected to last more than 10 days in ROW	varies	varies	\$2,500	\$2,500	100%	varies	Deposit
	c) Traffic Control Plan Review	varies	varies	\$2,500		100%	varies	Deposit
3	Public Improvement Plan (Per SLO County Engineer's Estimate Valuation)							
	a) Permit Application Fee	\$185	63%	\$296		100%	\$111	Fixed Fee
	b) Permit Fee							
	i) Up to \$100,000	varies	varies	\$2,500	\$2,500	100%		Deposit
	ii) Greater than \$100,000	varies	varies	\$6,000	\$6,000	100%		Deposit

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Engineering Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Current Fee	Current Cost Recovery	Proposed Fee			Fee Change	Unit
				Permit Processing / Plan Review	Permit Inspection	Proposed Cost Recovery		
Grading and Drainage								
4	Mass Grading, Rough Grading, or Stockpile Plan							
	a) Permit Application Fee			\$296		100%		Fixed Fee
	b) Plan Review and Permit Inspection Fees							
	i) Up to 1,000 CY	varies	varies	\$1,250	\$1,250	100%	varies	Deposit
	ii) 1,001 - 10,000 CY	varies	varies	\$2,500	\$2,500	100%	varies	Deposit
	iii) Greater than 10,000 CY	varies	varies	\$6,000	\$6,000	100%	varies	Deposit
5	Precise Grading Plan							
	a) Permit Application Fee			\$296		100%		Fixed Fee
	b) Plan Review and Permit Inspection Fees							
	i) Up to 1 Disturbed Acre	varies	varies	\$500	\$500	100%	varies	Deposit
	ii) 1.01 - 5.0 Disturbed Acres	varies	varies	\$1,250	\$1,250	100%	varies	Deposit
	iii) Greater than 5 Disturbed Acres	varies	varies	\$2,500	\$2,500	100%	varies	Deposit
6	Grading and Private Improvements							
	a) Permit Application Fee			\$296		100%		Fixed Fee
	b) Plan Review and Permit Inspection Fees							
	i) Up to 1 Disturbed Acre	varies	varies	\$500	\$500	100%	varies	Deposit
	ii) 1.01 - 5.0 Disturbed Acres	varies	varies	\$1,250	\$1,250	100%	varies	Deposit
	iii) Greater than 5 Disturbed Acres	varies	varies	\$2,500	\$2,500	100%	varies	Deposit
7	SWPPP - Storm Water Pollution Prevention Plan	varies	varies	\$1,250	[a]	100%	varies	Deposit
8	Erosion Control Plan	varies	varies	\$1,250	[a]	100%	varies	Deposit
9	SWCP - Storm Water Control Plan	varies	varies	\$2,500	[a]	100%	varies	Deposit
Hydrology and Floodplain								
10	Drainage Concept or Final Drainage Report							
	a) Up to 1.0 Acre	varies	varies	\$1,250		100%		Deposit
	b) 1.01 Acres to 10.0 Acres	varies	varies	\$2,500		100%		Deposit
	c) Greater than 10 Acres	varies	varies	\$6,000		100%		Deposit
11	Hydrology or Hydraulic Study (Floodplain Study)	varies	varies	\$1,250		100%		Deposit
12	FEMA Related Documents (Elevation Certificate, LOMA, LOMR, etc.)	varies	varies	\$750		100%		Deposit

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Engineering Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Current Fee	Current Cost Recovery	Proposed Fee			Fee Change	Unit
			Permit Processing / Plan Review	Permit Inspection	Proposed Cost Recovery		
Mapping							
13 Final Parcel/Tract Map							
a) 1 - 4 Lots	varies	varies	\$4,000		100%		Deposit
b) 5 - 25 Lots	varies	varies	\$6,000		100%		Deposit
c) 26+ Lots	varies	varies	\$8,000		100%		Deposit
d) Condo Maps	varies	varies	\$8,000		100%		Deposit
14 Certificates (Certificate of Compliance or Map Correction)	\$1,200 deposit		\$2,500		100%		Fixed Fee
15 Grant Deed, Easement Document, Vacation (ROW or Easement)	varies	varies	\$3,500		100%		Deposit
Other							
16 Agreements	varies	varies	\$3,500		100%		Deposit
17 Transportation Permit							
a) Per Day	\$16 [b]		\$16 [b]				Fixed Fee
b) Annual	\$90 [b]		\$90 [b]				Fixed Fee
18 Development Technology Fee (percent of permit fee)	n/a - new		5%		58%		% of Permit Fee
19 Work Without Permit or Outside Scope of Permit	n/a - new		2x Permit Fee				
Hourly Rates							
20 Hourly Rates For Deposit-Based Services and for Services Requested of City Staff which have no Specified Fee Listed in this Fee Schedule							
a) City Engineering Staff							
i) Business Hours	varies		\$197		100%	varies	Per Hour
ii) After Hours (2 hour minimum)	varies		\$225		100%	varies	Per Hour
b) City Surveyor Services (Contracted)	Pass-Through		Pass-Through		100%		
c) Engineering Support Services (Contracted)	Pass-Through		Pass-Through		100%		
d) Attorney Review Services	Pass-Through		Pass-Through		100%		

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Engineering Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Current Fee	Current Cost Recovery	Proposed Fee			Fee Change	Unit
			Permit Processing / Plan Review	Permit Inspection	Proposed Cost Recovery		

[a] Included in grading permit inspection cost.

[b] Fee set to match Caltrans.

[c] Depending on project specifications, additional warranty fees may apply.

[d] Each deposit and/or fee listed in this schedule is based on the estimated number of hours required to perform a standard service request and the typical cost of services/materials required to perform the requested service. For service requests that are anticipated to require efforts, services, or materials, materially different than those typically required, the Department reserves the right to modify the initial deposit amount and/or use a time and materials billing methodology rather than a fixed fee for service.

[e] Deposit amounts listed will be monitored for periodic adjustments to reflect annual cost inflation. Initial deposit amount of \$1,000 or less will be adjusted annually to the nearest dollar. Initial deposit amounts of \$1,000 to \$5,000 will be adjusted in \$500 increments. Initial deposit amounts of \$5,000 or greater, will be adjusted in \$1,000 increments.

Note: In some instances, fees may adjust incrementally based on variations in days in the public right-of-way, cubic yards, etc. These incremental adjustments are intended to reflect additional review effort associated with additional days in the public right-of-way, cubic yards, etc.



User and Regulatory Fees

Cost of Service Calculations

General Plan Maintenance Fee

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Cost of Service Calculation - General Plan Update

Estimated Expenditures

Description	Total	Amortization / Update Frequency	Annual Cost	Notes
General Plan Update	\$2,000,000	20	\$100,000	[a]
Housing Element	\$200,000	4	\$50,000	[a]
Zoning Code	\$50,000	4	\$12,500	[a]
In-House Maintenance	\$163,168	1	\$163,168	[a],[b]
Total			\$325,668	

Base for Fee Calculation

Acct	Acct Desc	FY 22/23 Actual	FY 23/24 Estimated	FY 24/25 Budget
43030	GenFnd-Building Permit Fees	\$1,088,059	\$1,364,525	\$1,300,000

Fee at Full Cost Recovery

Description	Total
Cost of Service	\$325,668
Base for Fee Collection	\$1,300,000
Fee at Full Cost Recovery	25%

Notes:

[a] Source: Conservative estimates of update costs. Amounts will likely be higher.

[b] See cost of service worksheet. Assumes 25% of annual long range, regional planning costs are linked to General Plan Maintenance related efforts.



User and Regulatory Fees

Cost of Service Calculations

Development Technology Fee

Attachment 2

City of Paso Robles
 User and Regulatory Fee Study
 Cost of Service Calculation - Development Technology Enhancement Fee

Estimated Expenditures

Description	Total	Amortization / Update Frequency	Annual Cost	Note
Software and Licensing	\$60,000	1	\$60,000	[a]
Hardware Upgrades	\$100,000	10	\$10,000	[a]
Implementation	\$600,000	10	\$60,000	[a]
Total			\$130,000	

Base for Fee Calculation

Acct	Acct Desc	FY 22/23 Actual	FY 23/24 Estimated	FY 24/25 Budget
43030	GenFnd-Building Permit Fees	\$1,088,059	\$1,364,525	\$1,300,000
47020	GenFnd-Engineering Inspection	\$281,357	\$273,208	\$220,000
Total		\$1,369,415	\$1,637,733	\$1,520,000

Fee at Full Cost Recovery

Acct Desc	Total
Cost of Service	\$130,000
Base for Fee Collection	\$1,520,000
Fee at Full Cost Recovery	9%

[a] Useful life and ongoing licensing costs, and annual revenues estimated by ClearSource. Amounts are intended to represent reasonable estimates.