



**CITY OF  
MORRO BAY**

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# **USER AND REGULATORY FEE STUDY**

REPORT | JULY 2025



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

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July 2025

**CITY OF MORRO BAY**

Attn: Emily Conrad, Finance Director  
595 Harbor Street  
Morro Bay, CA 93442

**USER AND REGULATORY FEE STUDY**

Dear Ms. Conrad:

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

Please refer to the Executive Summary for the key findings of the analysis. The balance of the report and its appendices 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**

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## STUDY OVERVIEW

The City of Morro Bay 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 2025-2026 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. The following are outcomes and proposals that may be of particular interest to City leaders and policymakers.

### PRIMARY OUTCOMES

#### ▷ BUILDING FEES

- Building plan review, permit processing and field inspection fees have been restructured to enhance the correlation between services provided and fees collected. The proposed fee methodology scales to allow for lower fees for less complex projects and higher fees for more complex projects.
- Establish fixed, consolidated fees for the City's most common minor permits. This will allow applicants to easily estimate permit fees and allow staff to efficiently administer the fee calculation and collection process.
- Full cost recovery is targeted for most services due to the regulatory nature of the services 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 Morro Bay residents and businesses subsidize an individual's private construction activities.

#### ▷ PLANNING FEES

- Due to the nature of development within California, many projects take a significant amount of resources over a multi-month and potentially multi-year timeframe, depending on project complexity and magnitude.
- Current cost recovery varies widely depending on the fee examined (10% - 100%).
- Full cost recovery is targeted for most services with a few specific exceptions for services such as review of certain appeals.

#### ▷ ENGINEERING, ENCROACHMENT PERMIT, AND UTILITY SERVICES FEES

- Engineering, encroachment permit fees, and discrete utility services fees are collected to recover the costs associated with activities such as improvement plan review, permitting, and construction inspection, review and inspection of work conducted within the City right-of-way and new meter installations.
- Plan review, permit processing and field inspection fees have been restructured to enhance the correlation between services provided and fees collected. The proposed fee methodology scales to allow for lower fees for less complex projects and higher fees for more complex projects.
- Full cost recovery is targeted from proposed fees.



▷ **PUBLIC SAFETY FEES - FIRE AND POLICE FEES**

- While most City public safety services such as emergency response and routine patrol services are tax funded services, the City's public safety departments provide certain discrete services that are typically recovered via fees and charges. Examples include:
  - Fire prevention services for review of new construction and certain operations
  - Vehicle impound and release and requests for special reports.

Fees for these services are proposed to be adjusted to recover the City's costs of service.

▷ **HARBOR FEES AND PARKS AND RECREATION FEES**

- Fees for Harbor and Parks and Recreation Services are market-based fees and are primarily proposed to be adjusted by the prior year change in annual cost inflation.

▷ **ADMINISTRATIVE FEES**

- Administrative fees have been recalibrated to reflect current costs of service and State limits for certain fee-related services.

▷ **REGIONAL FEE COMPARISON**

- Similar fees are collected by communities throughout the region and the State. The proposed fee amounts do not exceed the City's cost of service and are in-range of amounts charged by other jurisdictions. Current and proposed fees were compared to amounts collected by other agencies. For sampling purposes, the fee comparison examined fees for:
  - City of Atascadero
  - City of Paso Robles
  - City of San Luis Obispo
  - County of San Luis Obispo

For Morro Bay, outcomes will show that proposed fees may range from low, mid, to upper end of regional fee spectrum depending on the service provided. This is common among municipalities due to differing levels of service and review included among various fee categories. Scenarios considered range from smaller scale projects to larger scale projects.



## SCOPE OF STUDY

The City of Morro Bay 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 FY 2024/25 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

### FEE CATEGORIES

- ▶ Development Services Fees – Services include, but are not limited to plan review, permit processing and inspection fees.
- ▶ Fire Fees – Services include, but are not limited to, review for compliance with Fire Code.
- ▶ Police Fees – Services include, but are not limited to, vehicle impound and fingerprint processing fees.
- ▶ Administrative Fees – Services include, but are not limited to, business licenses and permits, and fees assessed for returned checks.
- ▶ Harbor and Parks and Recreation Fees – These are market-based fees for specific services not otherwise provided to those not paying for the service (e.g., reserved/dedicated use of City property)

## 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 current industry market rates for service.
- ▶ Citywide overhead cost allocations are based on the City's current Citywide overhead cost allocation plan. Overhead costs are costs that are not readily identified with particular services but are necessary for general operations and to conduct services. Examples of typical central service indirect costs include, but are not limited to:
  - City Management and Administration
  - Facilities Maintenance
  - Finance and Purchasing Support
  - Human Resources Support
- ▶ 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 the following Exhibit.



EXHIBIT | 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 I

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## COST OF SERVICE ANALYSIS



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**Cost of Service Analysis**

# City of Morro Bay

## Cost of Service Analysis

Description	Page
Administrative / City Clerk Fees	3
Finance / Administrative Services Fees	5
Building Fees	10
Planning Fees	20
Engineering, Encroachment Permit, and Utility Services Fees	30
Fire Fees	41
Police Fees	51
Harbor Fees	60
Parks and Recreation Fees	65



**User and Regulatory Fees**

*Cost of Service Calculations*

*Administrative / City Clerk Fees*

City of Morro Bay  
 User and Regulatory Fee Study  
 Administrative / City Clerk Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Svc Time	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Note
1 Photocopies per page (unless otherwise defined)				\$0.40		\$0.40		\$0.00		
2 Photocopies (per 11" x 17" page)				\$0.70		\$0.70		\$0.00		
3 Copies - Digital - per device				\$5.79		\$10		\$4		
4 Certified Copies of City Documents				\$25		\$25		\$0		
5 Records Request (retrieval of FPPC filings 5 or more years old)				\$5.79		\$5		(\$1)		
6 Mailing of Printed Materials/Devices				Actual Cost		Actual Cost				
7 Appeal fee for non-land use administrative decisions, excluding short-term rental permit decisions – Refundable if Appellant Prevails	18.00	x varies	\$3,438	\$336	10%	\$344	10%	\$8		
8 Appeal of Short-Term Rental Permit Decision	3.00	x varies	\$632	\$336	53%	\$632	100%	\$296		
9 Elections filing fee - Notice of intention to circulate petition. This amount is refundable under Elections Code Section 9202(b), with conditions (limited by State law)				\$200		\$200		\$0		
10 Candidate Filing Fee per Candidate (limited by State law)				\$25		\$25		\$0		



**User and Regulatory Fees**

*Cost of Service Calculations*

*Finance / Administrative Services Fees*

City of Morro Bay  
 User and Regulatory Fee Study  
 Allocation of Annual Labor Effort - Admin Svcs - Accounting and Treasury

Position	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Productive Hours	Notes
Finance Director	\$92	0.80	\$152,988	2,080	216	1,864	1,491	[a],[b]
Accounting Manager	\$63	1.00	\$131,248	2,080	216	1,864	1,864	[a],[b]
Administrative Programs Mgr	\$56	1.00	\$116,022	2,080	216	1,864	1,864	[a],[b]
Fiscal Analyst	\$47	1.00	\$97,157	2,080	216	1,864	1,864	[a],[b]
Senior Accounting Tech	\$43	1.00	\$90,251	2,080	216	1,864	1,864	[a],[b]
Account Clerk III	\$34	1.00	\$69,742	2,080	216	1,864	1,864	[a],[b]
<b>Total</b>		5.80	\$657,409				<b>10,811</b>	

Allocation of Hours	Share	Total	Notes
Indirect	20%	2,162	[b]
Direct	80%	8,649	[b]
<b>Total</b>	100%	10,811	

[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.

City of Morro Bay  
 User and Regulatory Fee Study  
 Calculation of Fully-Burdened Hourly Rate - Admin Svcs - Accounting and Treasury

**Recurring Expenditures [a]**

Fund	Division	Account	Acct Desc	Budget	Adjust	Total	Notes
General Fund	3510 - Accounting & Treasury	4110	Regular Pay	\$591,169	\$0	\$591,169	
General Fund	3510 - Accounting & Treasury	4120	Overtime Pay	\$1,600	(\$1,600)	\$0	[b]
General Fund	3510 - Accounting & Treasury	4310	Part-Time Pay	\$22,714	(\$22,714)	\$0	[b]
General Fund	3510 - Accounting & Treasury	4599	Other Pay	\$9,233	\$0	\$9,233	
General Fund	3510 - Accounting & Treasury	4910	Employer Paid Benefits	\$124,104	\$0	\$124,104	
General Fund	3510 - Accounting & Treasury	4911	Pension Normal Cost	\$48,332	\$0	\$48,332	
General Fund	3510 - Accounting & Treasury	4912	PERS Unfunded Accrued Liability	\$125,371	\$0	\$125,371	
General Fund	3510 - Accounting & Treasury	4914	Workers' Compensation	\$19,137	\$0	\$19,137	
General Fund	3510 - Accounting & Treasury	5175	Computer Operating Supplies	\$0	\$0	\$0	
General Fund	3510 - Accounting & Treasury	5199	Miscellaneous Operating Supplies	\$0	\$0	\$0	
General Fund	3510 - Accounting & Treasury	5301	General Office Supplies	\$5,500	\$0	\$5,500	
General Fund	3510 - Accounting & Treasury	5303	Books & Manuals	\$500	\$0	\$500	
General Fund	3510 - Accounting & Treasury	5304	Periodical/Subscriptions	\$0	\$0	\$0	
General Fund	3510 - Accounting & Treasury	5305	Forms Printing	\$1,000	\$0	\$1,000	
General Fund	3510 - Accounting & Treasury	5504	Machinery/Equip/Supplies	\$0	\$0	\$0	
General Fund	3510 - Accounting & Treasury	6103	Financial Audits	\$55,000	(\$55,000)	\$0	[b]
General Fund	3510 - Accounting & Treasury	6105	Consulting Services	\$225,000	(\$225,000)	\$0	[b]
General Fund	3510 - Accounting & Treasury	6106	Contractual Services	\$0	\$0	\$0	
General Fund	3510 - Accounting & Treasury	6125	Professional Development	\$16,500	\$0	\$16,500	
General Fund	3510 - Accounting & Treasury	6201	Telephone	\$2,466	\$0	\$2,466	
General Fund	3510 - Accounting & Treasury	6220	Postage	\$6,000	\$0	\$6,000	
General Fund	3510 - Accounting & Treasury	6301	Electricity	\$600	\$0	\$600	
General Fund	3510 - Accounting & Treasury	6302	Natural Gas	\$497	\$0	\$497	
General Fund	3510 - Accounting & Treasury	6303	Water	\$618	\$0	\$618	
General Fund	3510 - Accounting & Treasury	6305	Disposal	\$622	\$0	\$622	
General Fund	3510 - Accounting & Treasury	6308	Internet/Cable TV	\$1,236	\$0	\$1,236	
General Fund	3510 - Accounting & Treasury	6401	General Liability Insurance	\$13,485	\$0	\$13,485	
General Fund	3510 - Accounting & Treasury	6473	Vehicle Insurance	\$328	\$0	\$328	
General Fund	3510 - Accounting & Treasury	6510	Meetings & Conferences	\$0	\$0	\$0	
General Fund	3510 - Accounting & Treasury	6513	Meals & Lodging	\$0	\$0	\$0	
General Fund	3510 - Accounting & Treasury	6514	Meeting and Travel Expense	\$3,000	\$0	\$3,000	
General Fund	3510 - Accounting & Treasury	6519	Association Membership	\$3,000	\$0	\$3,000	
General Fund	3510 - Accounting & Treasury	6740	Fiscal Management Fees	\$0	\$0	\$0	
General Fund	3510 - Accounting & Treasury	6741	Misc Bank/Finance Charges/Fees	\$29,000	(\$29,000)	\$0	[b]
<b>Total</b>				<b>\$1,306,012</b>	<b>(\$333,314)</b>	<b>\$972,698</b>	

**Allocation of Citywide Overhead**

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Notes
Citywide Overhead Allocation	14%	\$972,698	\$139,096	[c]

**Allocation of Total Costs**

Description	Total	Share	Notes
Direct Expenses	\$972,698	87%	
Allocation of Citywide Overhead	\$139,096	13%	
<b>Total</b>	<b>\$1,111,794</b>	<b>100%</b>	

City of Morro Bay  
 User and Regulatory Fee Study  
 Calculation of Fully-Burdened Hourly Rate - Admin Svcs - Accounting and Treasury

**Calculation of Fully-Burdened Hourly Rate**

Description	Total
Costs	\$1,111,794
Direct Hours	8,649
Fully-Burdened Hourly Rate	\$129

**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)	Note
Admin Svcs - Acc'tg & Treasury	5.80	2,080	12,064	\$657,409	\$54	\$129	3.00	

**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	Note
Finance Director	\$152,988	0.80	\$191,235	\$92	3.00	\$276	
Accounting Manager	\$131,248	1.00	\$131,248	\$63	3.00	\$189	
Administrative Programs Mgr	\$116,022	1.00	\$116,022	\$56	3.00	\$167	
Fiscal Analyst	\$97,157	1.00	\$97,157	\$47	3.00	\$140	
Senior Accounting Tech	\$90,251	1.00	\$90,251	\$43	3.00	\$130	
Account Clerk III	\$69,742	1.00	\$69,742	\$34	3.00	\$101	

[a] Source: FY 24/25 Adopted Budget.

[b] Adjustment to exclude periodic expenditures, part-time labor expenditures, non-fee related expenditures, etc..

[c] Source: Citywide overhead cost allocation developed for purposes of this analysis. See separate workbook for details.

City of Morro Bay  
 User and Regulatory Fee Study  
 Finance / Administrative Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Svc Time	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Note
<b>Business License Processing Fees</b>											
1	Business License – New	0.50	x \$129	= \$65	\$36.57	57%	\$65	100%	\$28		
2	Business License – Renewal	0.25	x \$129	= \$32	\$17.71	55%	\$32	100%	\$15		
<b>Insufficient Funds Charge (per CA Civil Code Section 1719)</b>											
3	First Instance of Insufficient Funds				\$25		\$25		\$0		
4	Second and Subsequent Instances				\$35		\$35		\$0		
<b>Utility Billing</b>											
5	Water Service Application Fee Per Account (MBMC13.04.100)	0.50	x \$129	= \$65	\$57.87	90%	\$65	100%	\$7		
6	Physical Posting of Shut-off Notice at Customer Location	0.33	x \$129	= \$43	\$42.82	100%	\$43	100%	\$0		
7	Refundable/Transferable Deposit - Residential Tenants Only On Signup (MBMC13.04.220)				\$100		\$100		\$0		
8	Deposit Required for Service Termination for Delinquent Non-Payment (Residential Tenants Only, if a Deposit Has Not Previously Been Collected)				\$100		\$100		\$0		

Fee Description		Svc Time	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Change	Unit	Note
<b>Fees Removed from Schedule</b>											
1	<del>Budget document, per copy</del>				Actual cost of outside company to print and bind or Copies Printed fee at: \$0.40 per page (Letter and Legal)						
2	<del>City audit document, per copy</del>										
3	<del>Master Fee Schedule</del>										
4	<del>Business Tax Schedule</del>										
<b>Utility Billing</b>											
1	Reconnection				\$103.01						



**User and Regulatory Fees**

*Cost of Service Calculations*

*Community Development Fees - Building and Planning*

City of Morro Bay  
 User and Regulatory Fee Study  
 Cost of Service Allocation - Community Development

**Operating Expenses [a]**

Fund No	Fund Desc	Div	Div No	Acct No	Acct Desc	Total	Adjust	Total	Building Total	Planning Total	Note
001	General Fund	7105	Comm Dev	4110	Regular Pay	\$803,937		\$803,937	\$351,722	\$452,214	
001	General Fund	7105	Comm Dev	4120	Overtime Pay	\$4,500		\$4,500	\$1,969	\$2,531	
001	General Fund	7105	Comm Dev	4310	Part-Time Pay	\$76,832		\$76,832	\$33,614	\$43,218	
001	General Fund	7105	Comm Dev	4599	Other Pay	\$6,495		\$6,495	\$2,841	\$3,653	
001	General Fund	7105	Comm Dev	4910	Employer Paid Benefits	\$158,762		\$158,762	\$69,458	\$89,304	
001	General Fund	7105	Comm Dev	4911	Pension Normal Cost	\$65,527		\$65,527	\$28,668	\$36,859	
001	General Fund	7105	Comm Dev	4912	PERS Unfunded Accrued Liability	\$171,499		\$171,499	\$75,031	\$96,468	
001	General Fund	7105	Comm Dev	4914	Workers' Compensation	\$27,731		\$27,731	\$12,132	\$15,599	
001	General Fund	7105	Comm Dev	5109	Uniforms/Safety Equipment	\$612		\$612	\$268	\$344	
001	General Fund	7105	Comm Dev	5110	Fuel Oil & Lubricants	\$3,320		\$3,320	\$1,453	\$1,868	
001	General Fund	7105	Comm Dev	5199	Miscellaneous Operating Supplies	\$2,000		\$2,000	\$875	\$1,125	
001	General Fund	7105	Comm Dev	5301	General Office Supplies	\$2,000		\$2,000	\$875	\$1,125	
001	General Fund	7105	Comm Dev	5303	Books & Manuals	\$2,000		\$2,000	\$875	\$1,125	
001	General Fund	7105	Comm Dev	5304	Periodical/Subscriptions	\$239		\$239	\$105	\$134	
001	General Fund	7105	Comm Dev	6101	Legal Services - General	\$60,000		\$60,000	\$26,250	\$33,750	
001	General Fund	7105	Comm Dev	6105	Consulting Services	\$130,000		\$130,000	\$56,875	\$73,125	
001	General Fund	7105	Comm Dev	6106	Contractual Services	\$0		\$0	\$0	\$0	
001	General Fund	7105	Comm Dev	6125	Professional Development	\$4,080		\$4,080	\$1,785	\$2,295	
001	General Fund	7105	Comm Dev	6129	Digital Services	\$20,000		\$20,000	\$8,750	\$11,250	
001	General Fund	7105	Comm Dev	6201	Telephone	\$10,239		\$10,239	\$4,480	\$5,760	
001	General Fund	7105	Comm Dev	6220	Postage	\$1,000		\$1,000	\$438	\$563	
001	General Fund	7105	Comm Dev	6302	Natural Gas	\$1,000		\$1,000	\$438	\$563	
001	General Fund	7105	Comm Dev	6305	Disposal	\$870		\$870	\$381	\$489	
001	General Fund	7105	Comm Dev	6401	General Liability Insurance	\$23,143		\$23,143	\$10,125	\$13,018	
001	General Fund	7105	Comm Dev	6473	Vehicle Insurance	\$656		\$656	\$287	\$369	
001	General Fund	7105	Comm Dev	6510	Meetings & Conferences	\$0		\$0	\$0	\$0	
001	General Fund	7105	Comm Dev	6514	Meeting and Travel Expense	\$4,080		\$4,080	\$1,785	\$2,295	
001	General Fund	7105	Comm Dev	6519	Association Membership	\$2,000		\$2,000	\$875	\$1,125	
001	General Fund	7105	Comm Dev	6710	Notices & Publications	\$10,200		\$10,200	\$4,463	\$5,738	
001	General Fund	7105	Comm Dev	6741	Misc Bank/Finance Charges/Fees	\$700		\$700	\$306	\$394	
<b>Total</b>						<b>\$1,593,422</b>	<b>\$0</b>	<b>\$1,593,422</b>	<b>\$697,122</b>	<b>\$896,300</b>	

**Allocation of Central Services**

Description	Indirect Rate	Mod Op Exp	Total	Adjust	Total	Notes
Citywide Overhead Rate	13%	\$1,593,422	\$202,365	\$0	\$202,365	[b]
<b>Total</b>			<b>\$202,365</b>	<b>\$0</b>	<b>\$202,365</b>	

City of Morro Bay  
 User and Regulatory Fee Study  
 Cost of Service Allocation - Community Development

**Total Costs for Allocation**

Description	Total	Adjust	Total	Notes
Direct Costs	\$1,593,422	\$0	\$1,593,422	
Citywide Overhead Costs	\$202,365	\$0	\$202,365	
<b>Total</b>	<b>\$1,795,787</b>	<b>\$0</b>	<b>\$1,795,787</b>	

**Allocation to Direct Service Units**

Division		Total	Adjustments	Total	Notes
Building	44%	\$782,779	\$0	\$782,779	
Planning	56%	\$1,013,008	\$0	\$1,013,008	
		<b>\$1,795,787</b>	<b>\$0</b>	<b>\$1,795,787</b>	

[a] Source: FY 24/25 adopted expenditures.

[b] Based on most recent Central Services Cost Allocation Plan.

City of Morro Bay  
 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	Productive Hours	Notes
Community Development Director	\$92	0.50	\$95,618	2,080	216	1,864	932	[a],[b]
Chief Building Insp/Plans Examiner	\$57	1.00	\$119,330	2,080	216	1,864	1,864	[a],[b]
Building Inspector/Code Enforcement Officer	\$42	1.00	\$86,819	2,080	216	1,864	1,864	[a],[b]
Building Permit Technician II	\$34	1.00	\$70,990	2,080	216	1,864	1,864	[a],[b]
<b>Total</b>		3.50	\$372,757				<b>6,524</b>	

**Contract Services**

Description	Total	Est Hrly Cost	Total Hours	Notes
Annual Contract Services	\$56,875	\$140	406	[c]

Total Productive Hours	Total	Notes
In-House	6,524	
Contract	406	
<b>Total</b>	<b>6,930</b>	

Allocation of Hours	Share	Total	Notes
Indirect	37%	2,564	[b]
Direct	63%	4,366	[b]
<b>Total</b>	<b>100%</b>	<b>6,930</b>	

[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] Amounts intended to serve as reasonable estimates of market rates for contract service providers.

City of Morro Bay  
 User and Regulatory Fee Study  
 Calculation of Cost Recovery and Fully-Burdened Hourly Rate - Community Development - Building Division

**Recurring Expenditures [a]**

Fund No	Fund Desc	Div	Div No	Acct No	Acct Desc	Total	Adjust	Total	Note
001	General Fund	7105	Building	4110	Regular Pay	\$351,722	\$0	\$351,722	
001	General Fund	7105	Building	4120	Overtime Pay	\$1,969	\$0	\$1,969	
001	General Fund	7105	Building	4310	Part-Time Pay	\$33,614	\$0	\$33,614	
001	General Fund	7105	Building	4599	Other Pay	\$2,841	\$0	\$2,841	
001	General Fund	7105	Building	4910	Employer Paid Benefits	\$69,458	\$0	\$69,458	
001	General Fund	7105	Building	4911	Pension Normal Cost	\$28,668	\$0	\$28,668	
001	General Fund	7105	Building	4912	PERS Unfunded Accrued Liability	\$75,031	\$0	\$75,031	
001	General Fund	7105	Building	4914	Workers' Compensation	\$12,132	\$0	\$12,132	
001	General Fund	7105	Building	5109	Uniforms/Safety Equipment	\$268	\$0	\$268	
001	General Fund	7105	Building	5110	Fuel Oil & Lubricants	\$1,453	\$0	\$1,453	
001	General Fund	7105	Building	5199	Miscellaneous Operating Supplies	\$875	\$0	\$875	
001	General Fund	7105	Building	5301	General Office Supplies	\$875	\$0	\$875	
001	General Fund	7105	Building	5303	Books & Manuals	\$875	\$0	\$875	
001	General Fund	7105	Building	5304	Periodical/Subscriptions	\$105	\$0	\$105	
001	General Fund	7105	Building	6101	Legal Services - General	\$26,250	\$0	\$26,250	
001	General Fund	7105	Building	6105	Consulting Services	\$56,875	\$0	\$56,875	
001	General Fund	7105	Building	6106	Contractual Services	\$0	\$0	\$0	
001	General Fund	7105	Building	6125	Professional Development	\$1,785	\$0	\$1,785	
001	General Fund	7105	Building	6129	Digital Services	\$8,750	\$0	\$8,750	
001	General Fund	7105	Building	6201	Telephone	\$4,480	\$0	\$4,480	
001	General Fund	7105	Building	6220	Postage	\$438	\$0	\$438	
001	General Fund	7105	Building	6302	Natural Gas	\$438	\$0	\$438	
001	General Fund	7105	Building	6305	Disposal	\$381	\$0	\$381	
001	General Fund	7105	Building	6401	General Liability Insurance	\$10,125	\$0	\$10,125	
001	General Fund	7105	Building	6473	Vehicle Insurance	\$287	\$0	\$287	
001	General Fund	7105	Building	6510	Meetings & Conferences	\$0	\$0	\$0	
001	General Fund	7105	Building	6514	Meeting and Travel Expense	\$1,785	\$0	\$1,785	
001	General Fund	7105	Building	6519	Association Membership	\$875	\$0	\$875	
001	General Fund	7105	Building	6710	Notices & Publications	\$4,463	\$0	\$4,463	
001	General Fund	7105	Building	6741	Misc Bank/Finance Charges/Fees	\$306	\$0	\$306	
<b>Total</b>						<b>\$697,122</b>	<b>\$0</b>	<b>\$697,122</b>	

**Allocation of Central Services**

Description	Indirect Rate	Mod Op Exp	Total	Adjust	Total	Notes
Citywide Overhead Rate	13%	\$697,122	\$88,535	\$0	\$88,535	[b]
<b>Total</b>			<b>\$88,535</b>	<b>\$0</b>	<b>\$88,535</b>	

**Total Costs for Allocation**

Description	Total	Adjust	Total	Notes
Direct Costs	\$697,122	\$0	\$697,122	
Citywide Overhead Costs	\$88,535	\$0	\$88,535	
<b>Total</b>	<b>\$785,657</b>	<b>\$0</b>	<b>\$785,657</b>	

City of Morro Bay  
 User and Regulatory Fee Study  
 Calculation of Cost Recovery and Fully-Burdened Hourly Rate - Community Development - Building Division

**Revenue Summary**

Acct No	Acct Desc	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Actual	Multi-Year Average	FY 24/25 Adopted
3426	Plan Checking Fees	\$254,863	\$ 184,753	\$ 211,593	\$ 217,070	\$ 200,000
3427	Building Inspection Fees	\$279,927	\$ 217,797	\$ 190,069	\$ 229,264	\$ 200,000
<b>Total</b>		<b>\$534,790</b>	<b>\$402,550</b>	<b>\$401,662</b>	<b>\$446,334</b>	<b>\$400,000</b>

Description	Total
Average Revenue	\$446,334
Expenditures	\$785,657
Cost Recovery Rate	57%
General Fund Subsidy	\$339,323

**Calculation of Fully-Burdened Hourly Rate**

Description	Total	Notes
Costs	\$785,657	
Direct Hours	4,366	[c]
Fully-Burdened Hourly Rate	\$180	

**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	3.50	2,080	7,280	\$372,757	\$51	\$180	3.52

**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	\$95,618	0.50	\$191,235	\$92	3.52	\$323
Chief Building Insp/Plans Examiner	\$119,330	1.00	\$119,330	\$57	3.52	\$202
Building Inspector/Code Enforcement Officer	\$86,819	1.00	\$86,819	\$42	3.52	\$147
Building Permit Technician II	\$70,990	1.00	\$70,990	\$34	3.52	\$120

[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] See separate worksheet.

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

Fee Description	Total		Hourly Rate	=	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Note
1 HVAC Change-Out - Residential	1.00	x	\$180	=	\$180	varies	varies	\$180	100%	varies	
2 Water Heater Change-Out - Residential	0.75	x	\$180	=	\$135	varies	varies	\$135	100%	varies	
3 Re-Roof - Residential (without calculations)	1.50	x	\$180	=	\$270	varies	varies	\$270	100%	varies	
4 Siding - Residential	1.50	x	\$180	=	\$270	varies	varies	\$270	100%	varies	
5 Service Panel Upgrade - Residential	1.00	x	\$180	=	\$180	varies	varies	\$180	100%	varies	
6 Battery Backup Storage - Residential	1.00	x	\$180	=	\$180	varies	varies	\$180	100%	varies	
7 Electric Vehicle Charger - Residential	1.00	x	\$180	=	\$180	varies	varies	\$180	100%	varies	
8 Generator - Residential	1.00	x	\$180	=	\$180	varies	varies	\$180	100%	varies	
9 Rooftop Solar Permit - Residential											
a) 15kW or less						\$450	varies	\$450			[a]
b) Above 15kW						\$450 base fee, plus \$15 per kW for each kW above 15kW	varies	\$450 base fee, plus \$15 per kW for each kW above 15kW			[a]
10 Rooftop Solar Permit - Non-Residential											
a) 50kW or less						\$1,000	varies	\$1,000			[a]
b) 50kW – 250kW						\$1,000 base fee, plus \$7 per kW for each kW above 50kW up to 250kW	varies	\$1,000 base fee, plus \$7 per kW for each kW above 50kW up to 250kW			[a]
c) Above 250kW						\$2,400 base fee, plus \$5 per kW for each kW above 250 kW	varies	\$2,400 base fee, plus \$5 per kW for each kW above 250 kW			[a]
11 Ground-Mount Solar	2.00	x	\$180	=	\$360	varies	varies	\$360	100%	varies	
12 Swimming Pool/Spa Equipment Change-out Only	1.00	x	\$180	=	\$180	varies	varies	\$180	100%	varies	
13 Swimming Pool Replaster	1.00	x	\$180	=	\$180	varies	varies	\$180	100%	varies	
14 Residential Voluntary Seismic Retrofit	1.50	x	\$180	=	\$270	varies	varies	\$270	100%	varies	
15 Retaining Wall / CMU Wall											
a) Wall Under 6' in height	2.00	x	\$180	=	\$360	varies	varies	\$360	100%	varies	
b) Wall Over 6' in height											
i) Up to 100 LF	4.00	x	\$180	=	\$720	varies	varies	\$720	100%	varies	
ii) Each Additional 100 LF	0.25	x	\$180	=	\$45	varies	varies	\$45	100%	varies	
16 Window / Sliding Glass Door - Retrofit / Repair											
a) Up to 5	1.00	x	\$180	=	\$180	varies	varies	\$180	100%	varies	
b) Over 5		x	\$180	=	varies	varies	varies	See Permit Fee Table			
17 Fences Requiring a Building Permit	1.00	x	\$180	=	\$180	varies	varies	\$180	100%	varies	

[a] Total fees shall not exceed amounts outlined in California Government Code 66015(a)(1).

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

Fee Description		Est. Service Time (Hrs.)	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Note
1	<b>Building Permit and Plan Review Fee</b> <b>Based on Valuation as Determined by the Building Official (50% due at submittal / 50% due at issuance) (fee is calculated at "a+b+c")</b>									
	a) Valuation: from \$1 - \$3,000	1.50	x \$180	= \$270	\$205	76%	\$270	100%	\$65	
	b) Valuation: applies to portion above \$3,001 and below \$1,000,000	varies	x \$180	= \$0.046	.026 x total valuation		.046 x total valuation		.20 x total valuation	
	c) Valuation: applies to portion above \$1,000,000	varies	x \$180	= \$0.013	.0075 x portion of valuation over \$1,000,000		.013 x portion of valuation over \$1,000,000		.005 x total valuation	

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

Fee Description	Est. City Staff Labor Hrs		Fully-Burdened Hourly	=	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Notes
1 Permit Processing Fee	0.42	x	\$180	=	\$75			\$75	100%		
2 Business License Inspection Fee											
a) Residential Home Occupation	0.50	x	\$180	=	\$90			\$90	100%		
b) Non-Residential	0.50	x	\$180	=	\$90			\$90	100%		
3 In-lieu Housing Fee (if unit not affordable housing) - per square foot						\$0.45		\$0.45			
4 General Plan Maintenance						8% surcharge on all Building Permits		8% surcharge on all Building Permits			
5 I.T. Service Fee		x		=		\$0.0075 x valuation (valuation capped at \$1,000,000)		\$0.0075 x valuation (valuation capped at \$1,000,000)			
6 Strong Motion Instrumentation (SMI) Fee Calculation											
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			
7 Building Standards (SB 1473) Fee Calculation (Valuation)											
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			
8 Temporary Certificate of Occupancy (per 30 Days)	2.50	x	\$180	=	\$450			\$450	100%		
9 Building Re-Address Processing	0.75	x	\$180	=	\$135	\$72	53%	\$135	100%	\$63	
10 Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)	1.50	x	\$180	=	\$270			\$270	100%		
11 Demolition											
a) Demolition - Commercial	2.00	x	\$180	=	\$360	\$273	76%	\$360	100%	\$87	
b) Demolition - Residential	1.25	x	\$180	=	\$225	\$182	81%	\$225	100%	\$43	
12 Unsafe Building repair, demolition or moving structure						Charged at Cost		Charged at Cost	100%		
13 Permits – Change Ownership/Add Contractor-Per Request	1.00	x	\$180	=	\$180	\$145	81%	\$180	100%	\$35	
14 Permit/Application Reinstatement Fee	1.25	x	\$180	=	\$225	\$200	89%	\$225	100%	\$25	
15 Permit Extension of Time-Per Request	0.50	x	\$180	=	\$90	\$72	80%	\$90	100%	\$18	

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

Fee Description	Est. City Staff Labor Hrs		Fully-Burdened Hourly	=	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Notes	
<b>Other Fees</b>												
16	After Hours Inspection (per hour) (4-hour minimum)	1.20	x	\$180	=	\$216	\$91	42%	\$216	100%	\$125	
17	Re-inspection Fee (2nd Time or More) (per hour)	1.00	x	\$180	=	\$180	\$176		\$180	100%	\$4	
18	Missed Inspection Fee	0.50	x	\$180	=	\$90			\$90	100%		
19	Additional Plan Review required by changes, additions, revisions to the approved plans. Fee is per hour with a 1 hour minimum	1.00	x	\$180	=	\$180	\$176	98%	\$180	100%	\$4	
20	Additional Plan Review Required, applies to 3rd resubmittal (4th overall submittal) (per hour)	1.00	x	\$180	=	\$180	\$176	98%	\$180	100%	\$4	
21	Use of outside consultants for special plan checking and inspection						Charged at Cost + 25% Administration Fee		Charged at Cost + 25% Administration Fee	100%		
22	Duplicate Copy of Permit	0.17	x	\$180	=	\$30			\$30	100%		
23	Duplicate Copy of Certificate of Occupancy	0.17	x	\$180	=	\$30			\$30	100%		
24	Construction and Demolition Waste Management Review Fee	0.50	x	\$180	=	\$90			\$90	100%		
25	Inspection for which no fee is otherwise indicated - per hour, 1 hour minimum – Use for Certificate of Occupancy	1.00	x	\$180	=	\$180	\$176	98%	\$180	100%	\$4	
<b>Violation Fees</b>												
26	Fee for commencing construction without permit(s). This is in addition to the standard building permit fees.						2x the permit fee		2x the permit fee			

City of Morro Bay  
 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	Productive Hours	Notes
Community Development Director	\$92	0.50	\$95,618	2,080	216	1,864	932	[a],[b]
Planning Manager	\$63	1.00	\$131,248	2,080	216	1,864	1,864	[a],[b]
Assistant Planner	\$42	2.00	\$172,806	2,080	216	1,864	3,728	[a],[b]
Administrative Technician	\$34	1.00	\$70,990	2,080	216	1,864	1,864	[a],[b]
<b>Total</b>		4.50	\$470,662				<b>8,388</b>	

**Contract Services**

Description	Total	Est Hrly Cost	Total Hours	Notes
Annual Contract Services	\$0	\$165	0	[c]

Total	Total	Notes
In-House	8,388	
Contract	0	
<b>Total</b>	<b>8,388</b>	

Allocation of Hours	Share	Total	Notes
Indirect	37%	3,104	[b]
Direct	63%	5,284	[b]
<b>Total</b>	<b>100%</b>	<b>8,388</b>	

[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.

City of Morro Bay  
 User and Regulatory Fee Study  
 Cost of Service Allocation - Planning

**Operating Expenses [a]**

Fund No	Fund Desc	Div	Div No	Acct No	Acct Desc	Total	Adjust	Total	Note
001	General Fund	7105	Planning	4110	Regular Pay	\$452,214	\$0	\$452,214	
001	General Fund	7105	Planning	4120	Overtime Pay	\$2,531	\$0	\$2,531	
001	General Fund	7105	Planning	4310	Part-Time Pay	\$43,218	\$0	\$43,218	
001	General Fund	7105	Planning	4599	Other Pay	\$3,653	\$0	\$3,653	
001	General Fund	7105	Planning	4910	Employer Paid Benefits	\$89,304	\$0	\$89,304	
001	General Fund	7105	Planning	4911	Pension Normal Cost	\$36,859	\$0	\$36,859	
001	General Fund	7105	Planning	4912	PERS Unfunded Accrued Liability	\$96,468	\$0	\$96,468	
001	General Fund	7105	Planning	4914	Workers' Compensation	\$15,599	\$0	\$15,599	
001	General Fund	7105	Planning	5109	Uniforms/Safety Equipment	\$344	\$0	\$344	
001	General Fund	7105	Planning	5110	Fuel Oil & Lubricants	\$1,868	\$0	\$1,868	
001	General Fund	7105	Planning	5199	Miscellaneous Operating Supplies	\$1,125	\$0	\$1,125	
001	General Fund	7105	Planning	5301	General Office Supplies	\$1,125	\$0	\$1,125	
001	General Fund	7105	Planning	5303	Books & Manuals	\$1,125	\$0	\$1,125	
001	General Fund	7105	Planning	5304	Periodical/Subscriptions	\$134	\$0	\$134	
001	General Fund	7105	Planning	6101	Legal Services - General	\$33,750	\$0	\$33,750	
001	General Fund	7105	Planning	6105	Consulting Services	\$73,125	\$0	\$73,125	
001	General Fund	7105	Planning	6106	Contractual Services	\$0	\$0	\$0	
001	General Fund	7105	Planning	6125	Professional Development	\$2,295	\$0	\$2,295	
001	General Fund	7105	Planning	6129	Digital Services	\$11,250	\$0	\$11,250	
001	General Fund	7105	Planning	6201	Telephone	\$5,760	\$0	\$5,760	
001	General Fund	7105	Planning	6220	Postage	\$563	\$0	\$563	
001	General Fund	7105	Planning	6302	Natural Gas	\$563	\$0	\$563	
001	General Fund	7105	Planning	6305	Disposal	\$489	\$0	\$489	
001	General Fund	7105	Planning	6401	General Liability Insurance	\$13,018	\$0	\$13,018	
001	General Fund	7105	Planning	6473	Vehicle Insurance	\$369	\$0	\$369	
001	General Fund	7105	Planning	6510	Meetings & Conferences	\$0	\$0	\$0	
001	General Fund	7105	Planning	6514	Meeting and Travel Expense	\$2,295	\$0	\$2,295	
001	General Fund	7105	Planning	6519	Association Membership	\$1,125	\$0	\$1,125	
001	General Fund	7105	Planning	6710	Notices & Publications	\$5,738	\$0	\$5,738	
001	General Fund	7105	Planning	6741	Misc Bank/Finance Charges/Fees	\$394	\$0	\$394	
<b>Total</b>						<b>\$896,300</b>	<b>\$0</b>	<b>\$896,300</b>	

**Allocation of Central Services**

Description	Indirect Rate	Mod Op Exp	Total	Adjust	Total	Notes
Citywide Overhead Rate	13%	\$896,300	\$113,830	\$0	\$113,830	[b]
<b>Total</b>			<b>\$113,830</b>	<b>\$0</b>	<b>\$113,830</b>	

**Total Costs for Allocation**

Description	Total	Adjust	Total	Notes
Direct Costs	\$896,300	\$0	\$896,300	
Citywide Overhead Costs	\$113,830	\$0	\$113,830	
<b>Total</b>	<b>\$1,010,130</b>	<b>\$0</b>	<b>\$1,010,130</b>	

City of Morro Bay  
 User and Regulatory Fee Study  
 Cost of Service Allocation - Planning

**Allocation of Annual Costs to Core Service Areas**

Description	Allocation	Total	Notes
Current Planning, Permitting, Plan Review	65%	\$656,585	[d]
Advanced Planning / Zoning Code / Regional Planning	35%	\$353,546	[d]
<b>Total</b>	<b>100%</b>	<b>\$1,010,130</b>	

**Average Annual Revenues**

Acct No	Acct Desc	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Actual	Multi-Year Average	FY 24/25 Adopted
3127	Coastal Permit	\$47,055	\$58,810	\$52,807	\$52,890	\$60,000
3130	Sign	\$7,891	\$5,823	\$3,837	\$5,850	\$4,000
3132	Conditional Use Permit	\$123,355	\$42,009	\$24,148	\$63,171	\$35,000
3190	Other Licenses & Permits	\$0	\$0	\$0	\$0	\$5,000
3404	Tentative Parcel Map	\$14,816	\$11,646	\$11,286	\$12,583	\$10,000
3405	Tentative Tract Map	\$31,446	\$0	\$0	\$10,482	\$25,000
3409	Administrative Services	\$0	\$0	\$0	\$0	\$0
3410	Planning & Zoning App Fee	\$8,857	\$8,479	\$24,086	\$13,807	\$15,000
3412	Variance Fee	\$711	\$0	\$0	\$237	\$1,200
3415	Environmental Determine	\$39,280	\$2,968	\$2,824	\$15,024	\$10,000
3416	Zoning Amendment	\$24,962	\$27,169	\$9,720	\$20,617	\$15,000
3417	Land Use Determination	\$0	\$346	\$543	\$296	\$500
3420	Design Review Fees	\$27,056	\$18,820	\$0	\$15,292	\$0
3422	Parking Exception Fees	\$6,120	\$1,729	\$2,282	\$3,377	\$2,250
3429	Other Planning Services	\$561	\$910	\$556	\$676	\$0
3435	Vacation Rental Monitoring Fee	\$14,564	\$111,747	\$128,272	\$84,861	\$120,000
3448	Commercial Cannabis Renewal Application	\$9,000	\$5,103	\$5,578	\$6,560	\$10,206
3920	Notification Fee	\$30,577	\$18,837	\$17,984	\$22,466	\$15,815
<b>Total</b>		<b>\$386,249</b>	<b>\$314,394</b>	<b>\$283,923</b>	<b>\$328,189</b>	<b>\$328,971</b>

**Current Cost Recovery**

Description	Total
Revenue	\$328,189
Expenditures	\$656,585
Cost Recovery Rate	50%
General Fund Subsidy	\$328,396

**Calculation of Fully-Burdened Hourly Rate**

Description	Total	Note
Costs	\$1,010,130	
Direct Hours	5,284	[c]
Fully-Burdened Hourly Rate	\$191	

**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	4.50	2,080	9,360	\$470,662	\$50	\$191	3.80

**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	\$95,618	0.50	\$191,235	\$92	3.80	\$349
Planning Manager	\$131,248	1.00	\$131,248	\$63	3.80	\$240
Assistant Planner	\$172,806	2.00	\$86,403	\$42	3.80	\$158
Administrative Technician	\$70,990	1.00	\$70,990	\$34	3.80	\$130

[a] Source: FY 24/25 adopted expenditures (amended).

[b] Source: Citywide overhead cost allocation plan.

[c] See separate worksheet.

[d] Allocation intended to represent a reasonable estimate. Amounts vary from year to year based on City Council priorities, development cycle, and changes in legislation.

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

Fee Description	Planning	PW	Police / Fire	Building	Other	Total	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Note
<b>Affordable Housing In-Lieu</b>														
1 Funding assistance application fee	8.00					8.00	x \$191	= \$1,528	\$878	57%	\$1,528	100%	\$650	
2 Reasonable Accommodation (ADA) fee (no fee required if in conjunction with other discretionary permit)	1.50		0.50	0.50		2.50	x \$191	= \$478	\$170	36%	\$478	100%	\$307	
<b>Coastal Permits - May be billed at direct cost</b>														
3 Coastal Development Permit (CDP) (Administrative)	16.00	1.50	1.00	1.00		19.50	x \$191	= \$3,725	\$1,664	45%	\$3,725	100%	\$2,060	
4 Coastal Permit in combination with Conditional Use Permit									No Fee		No Fee		\$0	
5 Coastal Permit in combination with Tentative Parcel Map or Tentative Tract Map									No Fee		No Fee		\$0	
6 Regular CDP Without CUP (Planning Commission) - New single family and single family additions over 25% in coastal appeals area, Multiple Dwelling, Office, Commercial, Convention, Industrial & Institutional	88.00	1.50	1.00	1.50		92.00	x \$191	= \$17,572	\$15,990	91%	\$17,572	100%	\$1,582	
7 Additions between 10% and 25% to a Single Family Dwelling in Coastal Appeals area (Planning Commission)	48.00	1.00	1.00	1.00		51.00	x \$191	= \$9,741	\$6,923	71%	\$9,741	100%	\$2,818	
8 Emergency Permit (excluding required regular CDP)	12.00			1.00		13.00	x \$191	= \$2,483	\$1,222	49%	\$2,483	100%	\$1,261	
9 Other administrative – Tree Removal, private	6.00					6.00	x \$191	= \$1,146	\$673	59%	\$1,146	100%	\$473	
<b>Environmental - May be billed at direct cost</b>														
10 Categorical Exemption	2.00					2.00	x \$191	= \$382	\$79	21%	\$382	100%	\$303	
11 Negative Declaration	40.00					40.00	x \$191	= \$7,640	\$4,764	62%	\$7,640	100%	\$2,876	
12 Mitigated Negative Declaration, Contracted Out									Contract amount + 25% administrative fee; \$12,224 Deposit		Contract amount + 25% administrative fee; \$12,224 Deposit			
13 In House MND - Fee per Application	64.00					64.00	x \$191	= \$12,224	\$7,862	64%	\$12,224	100%	\$4,362	
14 Filing Fee - for environmental document														
a) City	2.00					2.00	x \$191	= \$382	\$230	60%	\$382	100%	\$152	
b) County											\$81			[a]
15 Environmental Impact Report (Contract amount + 25% administrative fee to be deducted)									\$5,000 deposit		\$10,000 deposit		deposit	

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

Fee Description	Planning	PW	Police / Fire	Building	Other	Total		Hourly Rate	=	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Note
<b>Miscellaneous</b>																
16 Sidewalk Vending Permit - Fee for both Initial fee and annual renewal fee	1.50	0.50	0.50			2.50	x	\$191	=	\$478	\$391	82%	\$478	100%	\$87	
17 Letter regarding land use confirmation or other research – per hour cost	1.00					1.00	x	\$191	=	\$191	\$187	98%	\$191	100%	\$4	
18 Development Agreement – charged at fully allocated hourly rates for all personnel involved, plus any outside costs											\$10,000 deposit		\$10,000 deposit		deposit	
19 Extra Planning Commission Meeting -Applicant Requested Continuance	16.00					16.00	x	\$191	=	\$3,056	\$2,573	84%	\$3,056	100%	\$483	
20 Fine, in addition to permit fee											Two times the permit fee + plus \$51 per day – after notice.		Two times the permit fee + plus \$51 per day – after notice.		\$0	
21 Appeal of City Decision, Excluding Coastal Development Permits in the Appeals Jurisdiction and Short-Term Rental Permits – Refundable if Appellant Prevails	18.00					18.00	x	\$191	=	\$3,438	\$336	10%	\$344	10%	\$8	
22 Appeal of Short-Term Rental Permit Decision	2.00				1.00	3.00	x	varies	=	\$632	\$336	53%	\$632	100%	\$296	
23 Telecomm Facility – Administrative (new fee)	2.00					2.00	x	\$191	=	\$382	\$182	48%	\$382	100%	\$200	
24 Street name/Rename Processing	4.00					4.00	x	\$191	=	\$764	\$417	55%	\$764	100%	\$347	
25 Commercial Cannabis Operating Permit – New	56.00		10.00			66.00	x	\$191	=	\$12,606	\$10,416	83%	\$12,606	100%	\$2,190	
26 Commercial Cannabis Operating Permit – Annual Renewal	32.00		8.00			40.00	x	\$191	=	\$7,640	\$6,102	80%	\$7,640	100%	\$1,538	
27 Vacation Rental Monitoring and Administration Fee- annual permit fee	4.00					4.00	x	\$191	=	\$764	\$709	93%	\$764	100%	\$55	
28 Conceptual Review Fee – Fee is credited toward any future discretionary permit application within 24 months. Per Application	32.00	1.00	1.00	1.00		35.00	x	\$191	=	\$6,685	\$6,023	90%	\$6,685	100%	\$662	
<b>Notification Fees</b>																
29 Planning Commission Hearing	3.00					3.00	x	\$191	=	\$573	\$541	94%	\$573	100%	\$32	
30 Administrative Permit Noticing	2.50					2.50	x	\$191	=	\$478	\$463	97%	\$478	100%	\$15	

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

Fee Description	Planning	PW	Police / Fire	Building	Other	Total		Hourly Rate	=	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Note
<b>Sign Permits</b>																
31 Sign Permit	4.00					4.00	x	\$191	=	\$764	\$703	92%	\$764	100%	\$61	
32 Sidewalk Sign or Dock Sign Permit	1.50	0.50				2.00	x	\$191	=	\$382	\$373	98%	\$382	100%	\$9	
33 Sign Exception Permit	32.00					32.00	x	\$191	=	\$6,112	\$4,073	67%	\$6,112	100%	\$2,039	
34 Master Sign Program - New	8.00					8.00	x	\$191	=	\$1,528	\$1,511	99%	\$1,528	100%	\$17	
35 Master Sign Program amendment	4.00					4.00	x	\$191	=	\$764	\$703	92%	\$764	100%	\$61	
36 Fines – Temporary, beyond time allowed by Ordinance – per day after notice given										\$59			\$59		\$0	
37 Fines – Permanently attached sign w/o permit – per day after notice										\$59			\$59		\$0	
<b>Subdivisions (May be billed at direct cost)</b>																
38 Tentative Parcel Map Application	48.00		2.00	2.00		52.00	x	\$191	=	\$9,932	\$7,888	79%	\$9,932	100%	\$2,044	
39 Tentative Tract Map 0 to 10 lots, add \$100.00 per lot over 10 lots, cost per map	88.00		2.00	2.00		92.00	x	\$191	=	\$17,572	\$15,246	87%	\$17,572	100%	\$2,326	
40 Lot Line Adjustment, per application	16.00					16.00	x	\$191	=	\$3,056	\$2,721	89%	\$3,056	100%	\$335	
41 Certificate of compliance (legal determination) – initial fee covers up to 4 lots.	4.00	4.00				8.00	x	\$191	=	\$1,528	\$1,440	94%	\$1,528	100%	\$88	
42 Additional fee per lot over 4 lots	1.50					1.50	x	\$191	=	\$287	\$302	105%	\$287	100%	(\$16)	
43 Lot Mergers	8.00					8.00	x	\$191	=	\$1,528	\$2,721	178%	\$1,528	100%	(\$1,193)	

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

Fee Description	Planning	PW	Police / Fire	Building	Other	Total	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Note
<b>Text Amendments &amp; Annexations - May be billed at direct cost</b>														
44 Zone Ordinance Changes/Local Coastal Plan If contracted – contract amount + 25% administrative fee. Fee amount becomes an initial deposit.														
45 Minor (single section revisions/additions) deposit for cost of staff and outside consultant	40.00					40.00	x \$191	= \$7,640	\$5,787	76%	\$7,640	100%	\$1,853	
46 Major (multiple sections revised/added) deposit for cost of staff and outside consultant	80.00					80.00	x \$191	= \$15,280	\$11,574	76%	\$15,280	100%	\$3,706	
47 Specific Plan (Billed as deposit with charges at the fully allocated hourly rates for all personnel involved + any outside costs). If contracted = cost + 25% administration fee. Fee amount becomes an initial deposit for cost of staff and outside consultant.	40.00					40.00	x \$191	= \$7,640	\$5,787	76%	\$7,640	100%	\$1,853	
<b>General Plan/Local Coastal Plan or Zoning Amendment If contracted – cost + 25% administrative fee. Fee amount becomes an initial deposit.</b>														
48 Minor (single section revisions/additions) deposit for cost of staff and outside consultant	40.00					40.00	x \$191	= \$7,640	\$5,787	76%	\$7,640	100%	\$1,853	
49 Major (multiple sections revised/added) deposit for cost of staff and outside consultant	80.00					80.00	x \$191	= \$15,280	\$11,574	76%	\$15,280	100%	\$3,706	
50 Planned Development (-PD) Overlay District Plan (processed concurrent with Conditional Use Permit)									minimum deposit fee \$10,000		minimum deposit fee \$10,000		deposit	
51 Annexations – Deposit to be determined by staff. Billed at fully allocated staff cost. If contracted – contract amount + 25% administrative fee. Deposit for cost of staff and outside consultant									\$11,574		\$10,000 deposit		deposit	
<b>Time Extensions</b>														
52 Time Extension - Administrative	2.00					2.00	x \$191	= \$382	\$345	90%	\$382	100%	\$37	
53 Time Extensions for Tract Maps and Parcel Maps. Used after exhaustion of administrative time extensions above (Planning	32.00					32.00	x \$191	= \$6,112	\$4,147	68%	\$6,112	100%	\$1,965	
54 Time extension for CUP, regular Coastal Permits and variance. Used after exhaustion of administrative time extensions above (Planning Commission)	20.00					20.00	x \$191	= \$3,820	\$2,999	79%	\$3,820	100%	\$821	

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

Fee Description	Planning	PW	Police / Fire	Building	Other	Total	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Note
<b>Use Permits</b>														
<b>All use permits may be billed at direct cost at the discretion of the Community Development Director and the scheduled fee would then be deemed as a deposit. All Projects in the Planned Development Overlay require a Use Permit</b>														
55 Conditional Use Permit (CUP)	88.00	1.50	1.00	1.50		92.00	x \$191	= \$17,572	\$15,990	91%	\$17,572	100%	\$1,582	
56 Design Review Permit (Planning Commission)	48.00	1.50	1.00	1.00		51.50	x \$191	= \$9,837	\$8,181	83%	\$9,837	100%	\$1,656	
57 Design Review Permit (Administrative)	14.00	1.00	1.00	1.00		17.00	x \$191	= \$3,247	\$2,721	84%	\$3,247	100%	\$526	
58 Design Review Permit in Combination with Regular CDP									No Fee		No Fee		\$0	
59 CUP for Occupancy Change in Non-residential Zones	36.00	1.00	1.00	1.00		39.00	x \$191	= \$7,449	\$6,782	91%	\$7,449	100%	\$667	
60 CUP for additions to non-conforming uses, not adding units	48.00	1.00	1.00	1.00		51.00	x \$191	= \$9,741	\$7,062	73%	\$9,741	100%	\$2,679	
61 Minor Use Permit	16.00	1.00	1.00	1.00		19.00	x \$191	= \$3,629	\$2,721	75%	\$3,629	100%	\$908	
62 Temporary Use Permit – Longer than 10 days	12.00		1.00			13.00	x \$191	= \$2,483	\$2,036	82%	\$2,483	100%	\$447	
63 Temporary Use Permit – 7 consecutive days or 10 non-consecutive days	4.00		1.00			5.00	x \$191	= \$955	\$732	77%	\$955	100%	\$223	
64 Revision to Existing Permits (Planning Commission) Major Revision	48.00	1.00	1.00	1.00		51.00	x \$191	= \$9,741	\$10,577	109%	\$9,741	100%	(\$836)	
65 Major revision while processing	29.00	1.00	1.00	1.00		32.00	x \$191	= \$6,112	\$5,944	97%	\$6,112	100%	\$168	
66 Minor revision to existing permits (Administrative minor revision)	6.00	1.00	1.00	1.00		9.00	x \$191	= \$1,719	\$832	48%	\$1,719	100%	\$887	
67 Modification (Planning Commission)	40.00	1.00	1.00	1.00		43.00	x \$191	= \$8,213	\$6,687	81%	\$8,213	100%	\$1,526	
68 Modification (Administrative)	4.00	1.00	1.00	1.00		7.00	x \$191	= \$1,337	\$832	62%	\$1,337	100%	\$505	
69 Variance	40.00					40.00	x \$191	= \$7,640	\$6,687	88%	\$7,640	100%	\$953	
70 Variance or Modification (Planning Commission) processed with other permits	8.00					8.00	x \$191	= \$1,528	\$1,210	79%	\$1,528	100%	\$318	

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

Fee Description	Planning	PW	Police / Fire	Building	Other	Total	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Note
<b>Document Storage Fee - Planning &amp; Building</b>														
71 First page of plan set									\$18		\$18		\$0	
72 Fee for each additional page of plan set									\$8		\$8		\$0	
73 First non-plan set page (8 1/2 x 11 to 11 x 17)									\$5		\$5		\$0	
74 Fee for each additional non-plan set page									\$1		\$1		\$0	
<b>Hourly Billing Rates and/or Rates for Services Not Otherwise Listed Above</b>														
75 In-House Planning (per hour)	1.00					1.00	x	\$191	=	\$191	\$191	100%		
76 Specialized Attorney Review											Actual Cost	100%		
77 Contract Service Providers											Actual Cost + 25% Admin Fee	100%		

[a] Amount shown is intended to mirror County filing fee. In the event of discrepancy between amount shown and actual fee adopted by the County, the actual County fee shall supersede the amount shown.

[b] In addition to amounts shown, applicant is responsible for all costs collected on behalf of other agencies (e.g., LAFCO), all costs of specialized attorney services, all outside agency/vendor costs, etc.

Fee Description	Planning	PW	Police / Fire	Building	Other	Total	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Change	Note
<b>Fees Removed from Schedule</b>														
1 Archaeology Research Fee—Santa Barbara Central Coast Information Services									<del>\$170</del>					
2 Outside MND Consultant—Deposit fee per application									<del>\$7,862</del>					
3 Applicant Requested Continuance									<del>\$151</del>					
4 Pole Sign (CUP)									<del>\$4,073</del>					
5 CUP for one SFR in a Bluff Area (Planning Commission)									<del>\$8,180</del>					
6 Minor Use Permit for Parking Exception									<del>\$1,181</del>					
7 Outdoor display and sales and outdoor dining use									<del>\$2,036</del>					
8 Minor Variance									<del>\$823</del>					
9 Planned Development (-PD) Overlay District Plan									<del>minimum deposit fee—\$10,000</del>					



**User and Regulatory Fees**

*Cost of Service Calculations*

*Engineering, Encroachment Permit, and Utility Services Fees*

City of Morro Bay  
 User and Regulatory Fee Study  
 Allocation of Annual Labor Effort - Engineering, Encroachment Permit, and Utility Services Fees

Position	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Productive Hours	Notes
City Engineer	\$69	1.00	\$143,241	2,080	216	1,864	1,864	[a],[b]
Engineering Technician IV	\$44	1.00	\$92,529	2,080	216	1,864	1,864	[a],[b]
Management Analyst	\$45	1.00	\$94,483	2,080	216	1,864	1,864	[a],[b]
Public Works Director	\$109	0.80	\$182,118	2,080	216	1,864	1,491	[a],[b]
Public Works Inspector	\$44	1.00	\$92,529	2,080	216	1,864	1,864	[a],[b]
Administrative Technician	\$32	1.00	\$67,597	2,080	216	1,864	1,864	[a],[b]
<b>Total</b>		5.80	\$672,497				<b>10,811</b>	

**Contract Services**

Description	Total	Est Hrly Cost	Total Hours	Notes
Annual Contract Services	\$125,000	\$185	676	[c]

Total Productive Hours	Total	Notes
In-House	10,811	
Contract	676	
<b>Total</b>	<b>11,487</b>	

Allocation of Hours	Share	Total	Notes
Indirect	39%	4,480	[b]
Direct	61%	7,007	[b]
<b>Total</b>	<b>100%</b>	<b>11,487</b>	

[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] Amounts intended to serve as reasonable estimates of market rates for contract service providers.

City of Morro Bay  
 User and Regulatory Fee Study  
 Calculation of Cost Recovery and Fully-Burdened Hourly Rate - Engineering, Encroachment Permit, and Utility Services Fees

**Recurring Expenditures [a]**

Fund	Division	Account	Acct Desc	Budget	Adjust	Total	Notes
General Fund	Engineering Division	4110	Regular Pay	\$644,180	\$0	\$644,180	
General Fund	Engineering Division	4120	Overtime Pay	\$0	\$0	\$0	
General Fund	Engineering Division	4310	Part-Time Pay	\$26,000	\$0	\$26,000	
General Fund	Engineering Division	4599	Other Pay	\$6,285	\$0	\$6,285	
General Fund	Engineering Division	4910	Employer Paid Benefits	\$117,234	\$0	\$117,234	
General Fund	Engineering Division	4911	Pension Normal Cost	\$59,041	\$0	\$59,041	
General Fund	Engineering Division	4912	PERS Unfunded Accrued Liability	\$137,419	\$0	\$137,419	
General Fund	Engineering Division	4914	Workers' Compensation	\$18,747	\$0	\$18,747	
General Fund	Engineering Division	4999	Labor Costs Applied	\$0	\$0	\$0	
General Fund	Engineering Division	5109	Uniforms/Safety Equipment	\$1,500	\$0	\$1,500	
General Fund	Engineering Division	5110	Fuel Oil & Lubricants	\$3,200	\$0	\$3,200	
General Fund	Engineering Division	5175	Computer Operating Supplies	\$1,000	\$0	\$1,000	
General Fund	Engineering Division	5199	Miscellaneous Operating Supplies	\$1,800	\$0	\$1,800	
General Fund	Engineering Division	5201	Other Expense	\$708	\$0	\$708	
General Fund	Engineering Division	5301	General Office Supplies	\$1,500	\$0	\$1,500	
General Fund	Engineering Division	6104	Engineering Services	\$125,000	\$0	\$125,000	
General Fund	Engineering Division	6105	Consulting Services	\$0	\$0	\$0	
General Fund	Engineering Division	6106	Contractual Services	\$0	\$0	\$0	
General Fund	Engineering Division	6125	Professional Development	\$9,190	\$0	\$9,190	
General Fund	Engineering Division	6161	Licenses & Permits	\$2,540	\$0	\$2,540	
General Fund	Engineering Division	6201	Telephone	\$9,489	\$0	\$9,489	
General Fund	Engineering Division	6220	Postage	\$0	\$0	\$0	
General Fund	Engineering Division	6302	Natural Gas	\$450	\$0	\$450	
General Fund	Engineering Division	6303	Water	\$1,464	\$0	\$1,464	
General Fund	Engineering Division	6305	Disposal	\$901	\$0	\$901	
General Fund	Engineering Division	6401	General Liability Insurance	\$14,067	\$0	\$14,067	
General Fund	Engineering Division	6473	Vehicle Insurance	\$656	\$0	\$656	
General Fund	Engineering Division	6510	Meetings & Conferences	\$0	\$0	\$0	
General Fund	Engineering Division	6513	Meals & Lodging	\$0	\$0	\$0	
General Fund	Engineering Division	6514	Meeting and Travel Expense	\$13,000	\$0	\$13,000	
General Fund	Engineering Division	6519	Association Membership	\$1,204	\$0	\$1,204	
<b>Total</b>				<b>\$1,196,575</b>	<b>\$0</b>	<b>\$1,196,575</b>	

**Allocation of Citywide Overhead**

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Notes
Citywide Overhead Allocation	13%	\$1,196,575	\$151,965	[b]

City of Morro Bay  
 User and Regulatory Fee Study  
 Calculation of Cost Recovery and Fully-Burdened Hourly Rate - Engineering, Encroachment Permit, and Utility Services Fees

**Allocation of Total Costs**

Description	Total	Share	Notes
Direct Expenses	\$1,196,575	89%	
Allocation of Citywide Overhead	\$151,965	11%	
<b>Total</b>	<b>\$1,348,540</b>	<b>100%</b>	

**Allocation of Annual Labor Effort**

Description	Total	Total	Notes
Indirect: General Admin; Mgmt; Policies; Procedures; Training; Public Info	35%	\$471,989	[c]
Direct: Engineering Plan Review, Permit Processing, Inspections	65%	\$876,551	[c]
<b>Total</b>	<b>100%</b>	<b>\$1,348,540</b>	

**Allocation of Annual Labor Effort Among Core Services**

Description	Total	Total	Notes
Development Engineering and Encroachments	75%	\$1,011,405	[c]
CIP / Non-Fee Related	25%	\$337,135	[c]
<b>Total</b>	<b>100%</b>	<b>\$1,348,540</b>	

**Revenue Summary**

Acct	Acct Desc	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Actual	Multi-Year Average	FY 24/25 Budget
3121	Encroachment Permit	\$ 10,125	\$ 98,119	\$ 140,262	\$ 119,191	\$ 144,000
3420	Design Review Fees	\$ 6,787	\$ 10,426	\$ 20,432	\$ 15,429	\$ 15,000
3450	Engineer's Review Fees	\$ -	\$ -	\$ 324	\$ 162	\$ 73,000
3474	Traffic Control Plan Check Insp	\$ -	\$ 1,800	\$ 2,669	\$ 2,235	\$ 2,500
3475	Post-Construction Stormwater R	\$ -	\$ 600	\$ -	\$ 300	\$ 15,000
3476	Trench/Asphalt Resurfacing Insp	\$ -	\$ 7,803	\$ 9,886	\$ 8,844	\$ 10,800
3478	Lease Line Adjustment Fees	\$ -	\$ 2,354	\$ -	\$ 1,177	\$ 2,555
3919	Auctioned Property	\$ -	\$ -	\$ 2,777	\$ 1,389	\$ -
<b>Total</b>		<b>\$16,912</b>	<b>\$121,102</b>	<b>\$176,350</b>	<b>\$148,726</b>	<b>\$262,855</b>

**Aggregate Cost Recovery Rate based on Budget Expenditures**

Description	Total
Average Revenue	\$148,726
Expenditures	\$1,011,405
Cost Recovery Rate	15%
General Fund Subsidy	\$862,679

City of Morro Bay  
 User and Regulatory Fee Study  
 Calculation of Cost Recovery and Fully-Burdened Hourly Rate - Engineering, Encroachment Permit, and Utility Services Fees

**Calculation of Fully-Burdened Hourly Rate**

Description	Total
Costs	\$1,348,540
Direct Hours	7,007
Fully-Burdened Hourly Rate	\$192

**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	5.80	2,080	12,064	\$672,497	\$56	\$192	3.44

**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 Rate
City Engineer	\$143,241	1.00	\$143,241	\$69	3.44	\$237	
Engineering Technician IV	\$92,529	1.00	\$92,529	\$44	3.44	\$153	
Management Analyst	\$94,483	1.00	\$94,483	\$45	3.44	\$156	
Public Works Director	\$182,118	0.80	\$227,648	\$109	3.44	\$377	
Public Works Inspector	\$92,529	1.00	\$92,529	\$44	3.44	\$153	
Administrative Technician	\$67,597	1.00	\$67,597	\$32	3.44	\$112	
Maintenance Leadworker	\$79,013	1.00	\$79,013	\$38	3.44	\$131	\$150
Water Operator	\$79,134	1.00	\$79,134	\$38	3.44	\$131	\$150

[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] Amounts intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

City of Morro Bay  
 User and Regulatory Fee Study  
 Engineering, Encroachment Permit, and Utility Services Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Svc Time		Hourly Rate	=	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Note
<b>ENGINEERING DEVELOPMENT REVIEW FEES</b>											
<b>City Engineer Map Review Fees Subdivisions - (Public Works)</b>											
1	Final Map - Tract, minimum fee (MBMC16.24.040J)	44.00	x	\$192	=	\$8,448	\$7,562	90%	\$8,448	100%	\$886
2	Final Map – Tract, Per lot for every lot over 4 lots	2.00	x	\$192	=	\$384	\$293	76%	\$384	100%	\$91
3	Final Parcel Maps	32.00	x	\$192	=	\$6,144	\$5,660	92%	\$6,144	100%	\$484
4	Map Amendment Review, minimum fee	12.00	x	\$192	=	\$2,304	\$1,804	78%	\$2,304	100%	\$500
<b>PUBLIC IMPROVEMENT PLANS (Inspections/Plan Review - time and materials costs may be added to minimum, when actual cost exceeds the minimum fee)</b>											
5	Public/Subdivision Improvement Plan Check, and Inspection as a Percentage of the approved Engineer’s estimate for Subdivision Improvements					7%	7%	7%		0%	
6	Lot Line Adjustment, per application	16.00	x	\$192	=	\$3,072	\$2,555	83%	\$3,072	100%	\$517
7	Lease Line Adjustment, per application	24.00	x	\$192	=	\$4,608	\$2,555	55%	\$4,608	100%	\$2,053
<b>Abandonment Process</b>											
8	Street/R-O-W Abandonment Process	48.00	x	\$192	=	\$9,216	\$8,490	92%	\$9,216	100%	\$726
9	Summary Abandonment	24.00	x	\$192	=	\$4,608	\$4,263	93%	\$4,608	100%	\$345
10	Right of Way Dedication, per permit	4.00	x	\$192	=	\$768	\$616	80%	\$768	100%	\$152

City of Morro Bay  
 User and Regulatory Fee Study  
 Engineering, Encroachment Permit, and Utility Services Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Svc Time		Hourly Rate		Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Note
<b>Encroachment Permits (MBMC13.16.140)</b>											
<b>Time and materials costs may be added to minimum, when actual cost exceeds the minimum fee (Public Works)</b>											
11	Regular – Surface Improvements (up to 20 lineal feet; includes inspection)	2.00	x	\$192	=	\$384	\$377	98%	\$384	100%	\$7
12	Each additional 20 lineal feet (includes (1) inspection)	1.00	x	\$192	=	\$192	\$218	114%	\$192	100%	(\$26)
13	Regular – Underground Improvements										
	a) 0-50 Square Feet	4.00	x	\$192	=	\$768	\$630	82%	\$768	100%	\$138
	b) 50-100 Square Feet	5.00	x	\$192	=	\$960	\$850	89%	\$960	100%	\$110
	c) 100+ Square Feet	varies	x	\$192	=	varies	\$850 + \$1.50/sf over 100sf	varies	\$960 + \$1.50/sf over 100sf	100%	\$110 + \$0.00/sf over 100sf
14	Special Encroachment Agreement - Private Encroachments into the										
	a) Applicant Provided Electronic Exhibit (8 1/2" x 11")	4.00	x	\$192	=	\$768	\$750	98%	\$768	100%	\$18
	b) City Provided Electronic Exhibit (8 1/2" x 11")	8.00	x	\$192	=	\$1,536	\$1,483	97%	\$1,536	100%	\$53
15	Annual Utility Encroachment Permit	28.00	x	\$192	=	\$5,376	\$4,478	83%	\$5,376	100%	\$898
16	Wide Load Permit with Traffic Control Plans - Per Year (Set by State of California)					\$90		\$90		\$0	
17	Wide Load Permit with Traffic Control Plans - One Time (Set by State of California)					\$16		\$16		\$0	
18	Temporary Encroachment Agreement Permit for non-construction activities that encroach into City R/W for a limited time. (e.g., Rolloff/Dumpster, Storage Container, Restricted Parking, etc.)	1.00	x	\$192	=	\$192	\$189	98%	\$192	100%	\$3
19	Administrative citation for failure to correct a violation shall be charged per 1.03.050 of the Municipal Code						See Municipal Code		See Municipal Code		See Municipal Code
<b>Streets &amp; Sidewalks</b>											
20	Agreement for Deferral of Improvements (pending Planning Commission and City Council approval) - Plus current San Luis Obispo Recording Fees	16.00	x	\$192	=	\$3,072	\$961	31%	\$3,072	100%	\$2,111
<b>Planning and Engineering Development Review Fees</b>											
21	Additional Plan Review Required, applies to 3rd resubmittal (4th overall submittal)	1.00	x	\$192	=	\$192	\$168	87%	\$192	100%	\$24

City of Morro Bay  
 User and Regulatory Fee Study  
 Engineering, Encroachment Permit, and Utility Services Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Svc Time		Hourly Rate	=	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Note
<b>Storm Water Fees (Public Works)</b>											
<b>Single Family</b>											
22	Planning review of preliminary stormwater plan, per application	1.00	x	\$192	=	\$192	\$192	100%	\$192	100%	(\$0)
23	Building permit review of stormwater plan, per permit	2.00	x	\$192	=	\$384	\$392	102%	\$384	100%	(\$8)
24	Inspection of stormwater facility/erosion control, per application	1.00	x	\$192	=	\$192	\$236	123%	\$192	100%	(\$44)
<b>Commercial/Multi-Family</b>											
25	Planning review of preliminary stormwater plan, per application	2.00	x	\$192	=	\$384	\$384	100%	\$384	100%	\$0
26	Building permit review of stormwater plan, per permit	5.00	x	\$192	=	\$960	\$784	82%	\$960	100%	\$176
27	Inspection of stormwater facility/erosion control, per application	3.00	x	\$192	=	\$576	\$472	82%	\$576	100%	\$104
<b>Trees</b>											
28	Notification	2.00	x	\$192	=	\$384	\$369	96%	\$384	100%	\$15
29	Appeal to Planning Commission	8.00	x	\$192	=	\$1,536	\$369	24%	\$1,536	100%	\$1,167
30	Re-appeal to City Council (if denied by Planning Commission)	8.00	x	\$192	=	\$1,536	\$369	24%	\$1,536	100%	\$1,167
31	Tree Removal Permit (MBMC12.08.110)	2.00	x	\$192	=	\$384	\$369	96%	\$384	100%	\$15
<b>Inspection and Review Fees (Public Works)</b>											
32	Review encroachment permit application exhibit for changes to approved building plans	2.00	x	\$192	=	\$384	\$168	44%	\$384	100%	\$216
33	Additional inspection required after 3 inspections	1.00	x	\$192	=	\$192	\$168	87%	\$192	100%	\$24
34	Fee for commencing construction without permit(s). This is in addition to the standard Encroachment Permit.						2 times the permit fee		2 times the permit fee		
35	Traffic Control Plan Check Inspection, per submittal	1.00	x	\$192	=	\$192	\$163	85%	\$192	100%	\$29
36	Post-Construction Stormwater Requirements (PCRs) Inspection (Commercial/Multi-Family)						Charged at Cost + 25% Administration		Charged at Cost + 25% Administration		
37	Trench/Asphalt Resurfacing Inspection										
	a) 0-50 Square Feet	1.00	x	\$192	=	\$192	\$109	57%	\$192	100%	\$83
	b) 50-100 Square Feet	1.50	x	\$192	=	\$288	\$217	75%	\$288	100%	\$71
	c) 101+ Square Feet	varies	x	\$192	=	varies	\$288 + \$1.50/sf over 100sf		\$288 + \$1.50/sf over 100sf		
38	Use of Outside Engineering Consultants for Special Plan Checking and/or Inspection						Charged at Cost + 25% Administration		Charged at Cost + 25% Administration		

City of Morro Bay  
 User and Regulatory Fee Study  
 Engineering, Encroachment Permit, and Utility Services Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Svc Time		Hourly Rate		Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Note
<b>WATER</b>											
39 Water Meter Installation						Contractor provides service line install. Meter cost is the actual cost of the meter plus the actual costs of parts for City install of meter and meter box. Partial credit may apply if staff are able to use existing parts.		Contractor provides service line install. Meter cost is the actual cost of the meter plus the actual costs of parts for City install of meter and meter box. Partial credit may apply if staff are able to use existing parts.			
40 Connection Permit - This is in addition to an Encroachment Permit.	2.00	x	\$131	=	\$262	\$187	72%	\$262	100%	\$75	
41 Water Meter Re-Read	0.67	x	\$131	=	\$87	\$79	90%	\$87	100%	\$9	
42 Reconnection Fee for Non-Payment of Water Service											
a) During Regular Business Hours											
i) Low Income	1.00	x	\$131	=	\$131	\$103	79%	\$61	46%	(\$42)	[a]
ii) All Others	1.00	x	\$131	=	\$131	\$103	79%	\$131	100%	\$28	
b) During Non-Business Hours											
i) Low Income	3.00	x	\$150	=	\$450	\$685	152%	\$182	40%	(\$503)	[a]
ii) All Others	3.00	x	\$150	=	\$450	\$685	152%	\$450	100%	(\$235)	
43 Water meter lock and any other damage. Subject to Police investigation and potential prosecution for theft of water and tampering with City Property						Time and materials					
44 Water Meter Testing (Remove, test and replace meter), per test plus outside cost of testing. Fee refunded if meter test indicates an	2.50	x	\$131	=	\$328	\$308	94%	\$328	100%	\$20	
45 Water Equivalency Unit (WEU) "In-Lieu" Fee - per WEU required. In-lieu fee is an alternative for an applicant that does not provide the WEU offset, as required and set by Council Resolution						2 x \$3,851/WEU required = \$7,702		2 x \$3,851/WEU required = \$7,702			
46 Fire Hydrants Meter Installation and Removal for Contractor Use (MBMC13.04.360): Rental, per day plus cost of water at current rate	2.50	x	\$131	=	\$328	\$296	90%	\$328	100%	\$31	
47 Hydrant Meter Rental, per day plus cost of water at current rate structure.						\$5 per day and \$1,500 refundable deposit. Water Meter will be read and billed on a monthly basis.		\$5 per day and \$1,500 refundable deposit. Water Meter will be read and billed on a monthly basis.		\$0	
48 Certificate of Compliance – Water Retrofit	0.75	x	\$131	=	\$98	\$91	92%	\$98	100%	\$7	

City of Morro Bay  
 User and Regulatory Fee Study  
 Engineering, Encroachment Permit, and Utility Services Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Svc Time		Hourly Rate	=	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Note	
<b>WASTEWATER</b>												
49	Connection Permit - This is in addition to an Encroachment Permit.	2.00	x	\$131	=	\$262	\$187	72%	\$262	100%	\$75	
50	Raising Manhole to Grade, fee per manhole	1.50	x	\$131	=	\$197	\$187	95%	\$197	100%	\$9	
51	Sewage Spill Cleanup - cost of providing service						Fully Allocated Hourly Rate for all staff involved		Fully Allocated Hourly Rate for all staff involved			
<b>Pre-Treatment Inspections</b>												
52	FOG Inspection					\$60		\$60		\$0		
53	FOG Re-inspection					\$60		\$60		\$0		
54	Pre-Treatment Class S annual permit fee					\$462		\$462		\$0		
55	Pre-Treatment Class G annual permit fee					\$44		\$44		\$0		
56	Pre-Treatment Class F annual permit fee					\$15		\$15		\$0		
<b>Other Fees</b>												
57	Dedication 15 Gallon Tree and Plaque						Actual Cost of Labor and Parts		Actual Cost of Labor and Parts			
58	Dedication Bench and 1 Plaque Space						Actual Cost of Labor and Parts		Actual Cost of Labor and Parts			
59	Dedication Whole Bench with 3 Plaque Spaces						Actual Cost of Labor and Parts		Actual Cost of Labor and Parts			
60	Dedication for 1 or 2 Plaque Space(s) on existing Memorial Bench						Actual Cost of Labor and Parts		Actual Cost of Labor and Parts			
61	Other Park Amenity Dedication						To Be Determined on an individual basis		To Be Determined on an individual basis			
<b>Flood Hazard Development Permit (MBMC14.72.040)</b> <b>Time and materials costs may be added to minimum, when actual cost exceeds the minimum fee (Public Works)</b>												
62	Flood Hazard Development Permit, minimum fee											
	a) SFR and Duplex	3.00	x	\$192	=	\$576	\$435	76%	\$576	100%	\$141	
	b) Commercial and Multi-family up to 1/2 Acre	4.00	x	\$192	=	\$768	\$600	78%	\$768	100%	\$168	
	c) Commercial and Multi-family over 1/2 Acre	6.00	x	\$192	=	\$1,152	\$1,000	87%	\$1,152	100%	\$152	
63	Flood plain letter	1.00	x	\$192	=	\$192	\$192	100%	\$192	100%	(\$0)	

City of Morro Bay  
 User and Regulatory Fee Study  
 Engineering, Encroachment Permit, and Utility Services Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Svc Time	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Note
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[a] For residential customers who demonstrate to the City a household income below 200 percent of the federal poverty line, the City will limit any service restoration charges during normal operating hours to fifty dollars (\$50), and during nonoperational hours to one hundred fifty dollars (\$150). These limits are subject to an annual adjustment for changes in the Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U) beginning January 1, 2021.

[b] Fees listed are based on the estimated number of hours required to perform a standard service request and the typical cost of materials required to perform the requested service. For service requests that are anticipated to require efforts or materials, in excess of those typically required, the Department reserves the right to bill the service recipient, for Department costs anticipated to be incurred in excess of the fee shown in this schedule.

[c] FOG costs and fees are calculated via separate study.

Fee Description	Svc Time	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Change	Note
<b>Fees Removed from Schedule</b>									
1									
2									



**User and Regulatory Fees**

*Cost of Service Calculations*

*Fire Fees*

City of Morro Bay  
 User and Regulatory Fee Study  
 Allocation of Annual Labor Effort - Fire

Position	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Productive Hours	Notes
Fire Chief	\$89	1.00	\$185,514	2,080	216	1,864	1,864	[a],[b]
Deputy Chief / Fire Marshal	\$61	1.00	\$126,314	2,080	216	1,864	1,864	[a],[b]
Administrative Technician	\$32	1.00	\$67,597	2,080	216	1,864	1,864	[a],[b]
Fire Captain / Paramedic	\$40	3.00	\$351,138	2,912	216	2,696	8,088	[a],[b]
Fire Engineer	\$35	8.00	\$814,592	2,912	216	2,696	21,568	[a],[b]
Firefighter	\$32	2.00	\$186,274	2,912	216	2,696	5,392	[a],[b]
<b>Total</b>		16.00	\$1,731,429				<b>40,640</b>	

Allocation of Hours	Share	Total	Notes
Indirect	20%	8,128	[b]
Direct	80%	32,512	[b]
<b>Total</b>	100%	40,640	

[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.

City of Morro Bay  
 User and Regulatory Fee Study  
 Calculation of Fully-Burdened Hourly Rate - Fire

Recurring Expenditures [a]

Fund	Division	Account	Acct Desc	Budget	Adjust	Total	Notes
General Fund	4210 - Fire Department	4110	Regular Pay	\$1,405,450	\$0	\$1,405,450	
General Fund	4210 - Fire Department	4120	Overtime Pay	\$169,000	(\$169,000)	\$0	[b]
General Fund	4210 - Fire Department	4599	Other Pay	\$51,497	\$0	\$51,497	
General Fund	4210 - Fire Department	4910	Employer Paid Benefits	\$247,455	\$0	\$247,455	
General Fund	4210 - Fire Department	4911	Pension Normal Cost	\$242,747	\$0	\$242,747	
General Fund	4210 - Fire Department	4912	PERS Unfunded Accrued Liability	\$369,666	\$0	\$369,666	
General Fund	4210 - Fire Department	4914	Workers' Compensation	\$64,777	\$0	\$64,777	
General Fund	4210 - Fire Department	5101	Janitorial Supplies	\$1,000	\$0	\$1,000	
General Fund	4210 - Fire Department	5108	Communication Supplies	\$3,000	\$0	\$3,000	
General Fund	4210 - Fire Department	5109	Uniforms/Safety Equipment	\$90,000	\$0	\$90,000	
General Fund	4210 - Fire Department	5110	Fuel Oil & Lubricants	\$42,000	\$0	\$42,000	
General Fund	4210 - Fire Department	5121	Safety Equipment	\$12,250	\$0	\$12,250	
General Fund	4210 - Fire Department	5130	Advanced Life Support Equ	\$30,000	\$0	\$30,000	
General Fund	4210 - Fire Department	5199	Miscellaneous Operating Supplie	\$24,000	\$0	\$24,000	
General Fund	4210 - Fire Department	5301	General Office Supplies	\$1,500	\$0	\$1,500	
General Fund	4210 - Fire Department	5303	Books & Manuals	\$1,000	\$0	\$1,000	
General Fund	4210 - Fire Department	5305	Forms Printing	\$200	\$0	\$200	
General Fund	4210 - Fire Department	5502	Building Maint. Supplies	\$1,500	\$0	\$1,500	
General Fund	4210 - Fire Department	5503	Rolling Stock Supplies	\$25,000	\$0	\$25,000	
General Fund	4210 - Fire Department	5504	Machinery/Equip/Supplies	\$2,000	\$0	\$2,000	
General Fund	4210 - Fire Department	5530	Small Tools	\$3,700	\$0	\$3,700	
General Fund	4210 - Fire Department	6104	Engineering Services	\$2,500	\$0	\$2,500	
General Fund	4210 - Fire Department	6106	Contractual Services	\$0	\$0	\$0	
General Fund	4210 - Fire Department	6125	Professional Development	\$25,000	\$0	\$25,000	
General Fund	4210 - Fire Department	6129	Digital Services	\$13,850	\$0	\$13,850	
General Fund	4210 - Fire Department	6201	Telephone	\$19,979	\$0	\$19,979	
General Fund	4210 - Fire Department	6220	Postage	\$153	\$0	\$153	
General Fund	4210 - Fire Department	6301	Electricity	\$45,000	\$0	\$45,000	
General Fund	4210 - Fire Department	6302	Natural Gas	\$3,000	\$0	\$3,000	
General Fund	4210 - Fire Department	6303	Water	\$7,000	\$0	\$7,000	
General Fund	4210 - Fire Department	6305	Disposal	\$3,325	\$0	\$3,325	
General Fund	4210 - Fire Department	6308	Internet/Cable TV	\$4,150	\$0	\$4,150	
General Fund	4210 - Fire Department	6401	General Liability Insurance	\$49,693	\$0	\$49,693	
General Fund	4210 - Fire Department	6421	Boiler/Mechanical Breakdown In	\$1,223	\$0	\$1,223	
General Fund	4210 - Fire Department	6473	Vehicle Insurance	\$3,033	\$0	\$3,033	
General Fund	4210 - Fire Department	6510	Meetings & Conferences	\$0	\$0	\$0	
General Fund	4210 - Fire Department	6513	Meals & Lodging	\$0	\$0	\$0	
General Fund	4210 - Fire Department	6514	Meeting and Travel Expense	\$12,000	\$0	\$12,000	
General Fund	4210 - Fire Department	6519	Association Membership	\$1,395	\$0	\$1,395	
General Fund	4210 - Fire Department	6601	Outside Equipment Repair	\$0	\$0	\$0	
General Fund	4210 - Fire Department	6604	Outside Vehicle Repair/Maint	\$20,000	\$0	\$20,000	
General Fund	4210 - Fire Department	6640	Maintenance Contracts	\$12,650	\$0	\$12,650	
General Fund	4210 - Fire Department	6710	Notices & Publications	\$1,000	\$0	\$1,000	
General Fund	4210 - Fire Department	6720	Medical Examinations	\$13,000	\$0	\$13,000	
General Fund	4210 - Fire Department	7302	Equipment Acquisition	\$0	\$0	\$0	[b]
General Fund	4210 - Fire Department	8721	Payment To Other Agency	\$148,546	(\$148,546)	\$0	[b]
<b>Total</b>				<b>\$3,174,237</b>	<b>(\$317,546)</b>	<b>\$2,856,691</b>	

City of Morro Bay  
 User and Regulatory Fee Study  
 Calculation of Fully-Burdened Hourly Rate - Fire

**Recurring Expenditures, continued [a]**

Fund	Division	Account	Acct Desc	Budget	Adjust	Total	Notes
General Fund	4220 - EOC Disaster Prep'rdns	5108	Communication Supplies	\$2,550	(\$2,550)	\$0	[b]
General Fund	4220 - EOC Disaster Prep'rdns	5199	Miscellaneous Operating Supplie	\$4,590	(\$4,590)	\$0	[b]
General Fund	4220 - EOC Disaster Prep'rdns	5504	Machinery/Equip/Supplies	\$3,060	(\$3,060)	\$0	[b]
General Fund	4220 - EOC Disaster Prep'rdns	6125	Professional Development	\$2,040	(\$2,040)	\$0	[b]
General Fund	4220 - EOC Disaster Prep'rdns	6201	Telephone	\$3,915	(\$3,915)	\$0	[b]
General Fund	4220 - EOC Disaster Prep'rdns	6300	Utilities	\$4,678	(\$4,678)	\$0	[b]
General Fund	4220 - EOC Disaster Prep'rdns	6302	Natural Gas	\$175	(\$175)	\$0	[b]
Total				\$21,008	(\$21,008)	\$0	

**Recurring Expenditures, continued [a]**

Fund	Division	Account	Acct Desc	Budget	Adjust	Total	Notes
Measure Q	Measure Q		Personnel Services	\$946,835	\$0	\$946,835	
Total				\$946,835	\$0	\$946,835	

**Allocation of Citywide Overhead**

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Notes
Citywide Overhead Allocation	13%	\$3,803,526	\$483,048	[c]

**Allocation of Total Costs**

Description	Total	Share	Notes
Direct Expenses	\$3,803,526	89%	
Allocation of Citywide Overhead	\$483,048	11%	
Total	\$4,286,574	100%	

City of Morro Bay  
 User and Regulatory Fee Study  
 Calculation of Fully-Burdened Hourly Rate - Fire

**Revenue Summary**

Acct	Acct Desc	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget
3401	Sale of Copies & Books	\$0	\$47	\$0
3425	Filing/Certification Fees	\$32,373	\$9,028	\$16,000
3426	Plan Checking Fees	\$93,249	\$38,710	\$125,477
3429	Other Planning Services	\$3,355	\$0	\$0
3434	Fire Inspection Fee Program	\$1,978	\$13,837	\$24,795
3465	Cost Recovery	\$5,714	\$1,105	\$500
<b>Total</b>		<b>\$136,668</b>	<b>\$62,727</b>	<b>\$166,772</b>

**Calculation of Fully-Burdened Hourly Rate**

Description	Total
Costs	\$4,286,574
Direct Hours	32,512
Fully-Burdened Hourly Rate	\$132

**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)	Note
Fire - Admin / Prevention	3.00	2,080	6,240	\$379,425	\$61	\$132	3.00	[d]
Fire - Ops	13.00	2,912	37,856	\$1,352,004	\$36	\$132	3.70	

**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	Note
Fire Chief	\$185,514	1.00	\$185,514	\$89	3.00	\$268	
Deputy Chief / Fire Marshal	\$126,314	1.00	\$126,314	\$61	3.00	\$182	
Administrative Technician	\$67,597	1.00	\$67,597	\$32	3.00	\$97	
Fire Captain / Paramedic	\$351,138	3.00	\$117,046	\$40	3.70	\$149	
Fire Engineer	\$814,592	8.00	\$101,824	\$35	3.70	\$129	
Firefighter	\$186,274	2.00	\$93,137	\$32	3.70	\$118	

[a] Source: FY 24/25 Adopted Budget.

[b] Adjustment to exclude periodic expenditures, part-time labor expenditures, non-fee related expenditures, etc..

[c] Based on most recent central service cost allocation plan.

[d] ICR multiplier intended to represent reasonable estimate of multiplier for Fire Marshal / Fire Prevention services.

City of Morro Bay  
 User and Regulatory Fee Study  
 Fire Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Svc Time		Hourly Rate		Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Note
<b>FIRE SPECIFIC ITEMS</b>												
1	Water Based Fire Protection Systems:											[a]
	a) Fire Sprinkler Commercial/Multi Family/Other - New System											
	i) Plan Review (up to 50 heads)	2.75	x	\$182	=	\$501		\$501	100%	varies	per installation	
	ii) Inspection (up to 50 heads)	3.75	x	\$182	=	\$683		\$683	100%	varies	per installation	
	b) Fire Sprinkler Commercial/Multi Family/Other - Alteration											
	i) Plan Review (up to 25 heads)	1.25	x	\$182	=	\$228		\$228	100%	varies	per installation	
	ii) Inspection (up to 25 heads)	1.75	x	\$182	=	\$319		\$319	100%	varies	per installation	
	c) Fire Sprinkler, Per additional head - New or Alteration											
	i) Plan Review	0.005	x	\$182	=	\$1		\$1	100%	varies	per head	
	ii) Inspection	0.010	x	\$182	=	\$2		\$2	100%	varies	per head	
	d) Fire Sprinkler Single Family/Duplex - New System											
	i) Plan Review	2.00	x	\$182	=	\$364		\$364	100%	varies	per installation	
	ii) Inspection	3.00	x	\$182	=	\$546		\$546	100%	varies	per installation	
	e) Fire Sprinkler Single Family/Duplex - Alteration of Existing System											
	i) Plan Review	0.75	x	\$182	=	\$137		\$137	100%	varies	per installation	
	ii) Inspection	1.50	x	\$182	=	\$273		\$273	100%	varies	per installation	
	f) Standpipe											
	i) Plan Review (per vertical standpipe)	2.00	x	\$182	=	\$364		\$364	100%	varies	per system	
	ii) Inspection (per vertical standpipe)	4.00	x	\$182	=	\$728		\$728	100%	varies	per system	
	g) Fire Protection Underground System											
	i) Plan Review	3.00	x	\$182	=	\$546		\$546	100%	varies	each	
	ii) Inspection	4.00	x	\$182	=	\$728		\$728	100%	varies	each	
	h) Per Additional Sprinkler Riser or Hydrant											
	i) Plan Review	1.00	x	\$182	=	\$182		\$182	100%	varies	each	
	ii) Inspection	2.00	x	\$182	=	\$364		\$364	100%	varies	each	
2	Fire Alarm System:											[a]
	a) Fire Alarm - New System											
	i) Plan Review (up to 25 devices)	1.75	x	\$182	=	\$319		\$319	100%	varies	per system	
	ii) Inspection (up to 25 devices)	2.50	x	\$182	=	\$455		\$455	100%	varies	per system	
	b) Fire Alarm - Alteration											
	i) Plan Review (up to 5 devices)	1.00	x	\$182	=	\$182		\$182	100%	varies	per system	
	ii) Inspection (up to 5 devices)	1.50	x	\$182	=	\$273		\$273	100%	varies	per system	
	c) Per Additional Device											
	i) Plan Review - New or Alteration	0.015	x	\$182	=	\$3		\$3	100%	varies	per device	
	ii) Inspection - New or Alteration	0.020	x	\$182	=	\$4		\$4	100%	varies	per device	
3	Alternative Automatic Extinguishing Systems:											[b]
	a) Dry, Wet, CO2, Halon, UL 300, Clean Agent, Spray Booth, Other											
	i) Plan Review	1.50	x	\$182	=	\$273		\$273	100%	varies	per system	
	ii) Inspection	2.25	x	\$182	=	\$410		\$410	100%	varies	per system	

City of Morro Bay  
 User and Regulatory Fee Study  
 Fire Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Svc Time		Hourly Rate	=	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Note
4 Other Fire Construction Reviews and Inspections:												[b]
a) LPG, Cryogenics, Compressed Gas, Medical Gas, Battery Storage Systems, Industrial Oven, & other Fire Construction Permit												
i) Plan Review	2.50	x	\$182	=	\$455			\$455	100%	varies	per system	
ii) Inspection	3.00	x	\$182	=	\$546			\$546	100%	varies	per system	
b) Public School Access & Water Supply Plan Check (hourly) - Minimum 1 hour review deposit required	1.00	x	\$182	=	\$182			\$182	100%	varies	per review	[c]
c) Alternative Materials & Methods of Construction (hourly) - Minimum 1 hour review deposit required	1.00	x	\$182	=	\$182			\$182	100%	varies	per review	[c]
5 Fire Code Verification:												
a) Operational Permit, Special Event or Temporary Use Event Plan Review/Application Code Review and Presubmittal Planning Related Reviews (hourly) - Minimum 1/2 hour review deposit, additional time billed at hourly rate	0.50	x	\$182	=	\$91			\$91	100%	varies	per 1/2 hour	[c]
b) Operational and Special Event permit inspection (hourly) - additional time billed at hourly rate	1.00	x	\$182	=	\$182			\$182	100%	varies	per hour	[c]
c) Special Events or Temporary Use Events Review - Minimum 1/2 hour review, additional time billed at hourly rate	1.00	x	\$182	=	\$182			\$182	100%	varies	per hour	[c]
d) Inspection Outside of Normal Work Hours - Hourly Rate	1.00	x	\$218	=	\$218			\$218	100%	varies	per hour	[f]
6 California Fire Code Verification	1.00	x	\$182	=	\$182			\$182	100%	varies	per hour	
7 Plan Review Performed by City-Approved Consultant					Consultant Cost + 15%			Consultant Cost + 15% Admin Fee				
<b>OTHER MISCELLANEOUS FEES</b>												
8 Fire Hazard Real Estate Inspection Fee	1.00	x	\$182	=	\$182			\$182	100%	varies	per hour; 1 hour minimum	
9 Annual R-1/R-2 Occupancy Inspection:												[b]
a) Base Fee (per building)	0.50	x	\$182	=	\$91			\$91	100%	varies	per inspection	
b) Per Unit Fee	0.03	x	\$182	=	\$5			\$5	100%	varies	per unit beyond 3	
10 Fire Clearance Inspection:												[d]
a) Less than 500 SqFt	0.75	x	\$182	=	\$137			\$137	100%	varies	per certificate	
b) 501 - 1,000 SqFt	1.00	x	\$182	=	\$182			\$182	100%	varies	per certificate	
c) 1,001 - 3,000 SqFt	1.50	x	\$182	=	\$273			\$273	100%	varies	per certificate	
d) Greater than 3,000 SqFt	2.75	x	\$182	=	\$501			\$501	100%	varies	per certificate	
11 Research	0.50	x	\$182	=	\$91			\$91	100%	varies	per half-hour	
12 Re-Inspection Fee	1.00	x	\$182	=	\$182			\$182	100%	varies	per hour	[h]
13 Service Required in Excess of Standard. Applies to all fees listed in schedule. See footnote	1.00	x	\$182	=	\$182			\$182	100%	varies	per hour	[e]
14 Supplemental Plan Check Fee (per hour for more than two reviews)	1.00	x	\$182	=	\$182			\$182	100%	varies	per hour	

City of Morro Bay  
 User and Regulatory Fee Study  
 Fire Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Svc Time		Hourly Rate	=	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Note
15 New Construction Plan Check:												[g]
a) A - Assembly	2.00	x	\$182	=	\$364			\$364	100%	varies	each	
b) B, I, M - Business, Institutional, Mercantile	2.00	x	\$182	=	\$364			\$364	100%	varies	each	
c) E, R-2 - Educational, Multi-Family	2.00	x	\$182	=	\$364			\$364	100%	varies	each	
d) F, S, H - Factory, Storage, Hazardous	2.50	x	\$182	=	\$455			\$455	100%	varies	each	
e) All Tenant Improvements	1.00	x	\$182	=	\$182			\$182	100%	varies	each	
f) U - Utility Structures and Buildings	1.00	x	\$182	=	\$182			\$182	100%	varies	each	
g) All Shell Buildings	2.00	x	\$182	=	\$364			\$364	100%	varies	each	
h) Other	1.00	x	\$182	=	\$182			\$182	100%	varies	per hour	
16 Records Management								\$10		varies	per sheet	
17 Work Without a Permit								2x applicable fee				
18 Special Request for Fire Department Personnel Services								overtime rate by rank			per person	

[a] Fee includes up to two plan checks or three inspections. Additional costs to be recovered at staff hourly rate.

[b] Fee includes up to two plan checks or two inspections. Additional costs to be recovered at staff hourly rate.

[c] Actual costs - may also be charged by actual costs using the fully burdened hourly rates plus any outside consultant costs if applicable. Review time exceeding initial hours assumed for establishing deposit is billed at hourly rate.

[d] Fee includes research and up to two inspections. Additional costs to be recovered at staff hourly rate.

[e] Each fee listed in this schedule is based on the estimated number of hours required to perform a standard service request. The standard number of hours estimated can be calculated by dividing the fee amount by \$182, the Division's fully-burdened hourly rate. For example, a fee amount of \$364 assumes roughly 2.00 hours will be required to perform a standard request for the fee related service. Review and inspection efforts that exceed the standard number of hours used to calculate the fee by more than one hour will be billed hourly for any time spent in excess of the standard hours built into the fee.

[f] Inspection outside normal work hours will require hourly fees in addition to other required fees.

[g] Planning submittals for fire review and related correspondence, meetings, etc. may be charged for at hourly rate during the construction plan review.

[h] Fees associated with review of tank installations/underground storage/hazardous materials will be set to match fees adopted by regional CUPA.

City of Morro Bay  
 User and Regulatory Fee Study  
 Fire Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Service Time	# of Personnel	Total Service Time		Hourly Rate	=	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Note
1 Fire & Safety Inspection Program (Fees Collected Through Business Licensing)														
a) B2 Business Inspection (4-Yr Self Inspection Program)	0.50	1.00	0.50	x	\$97	=	\$49	\$47	97%	\$49	100%	\$0	Each	
b) Non-B2 Business Inspection (Annual Inspection)	1.00	1.00	1.00	x	\$182	=	\$182	\$166	91%	\$182	100%	\$0	Each	
2 Engine Company Business Inspection														
a) First Inspection	0.33	3.00	1.00	x	\$132	=	\$132	No Charge	0%	No Charge	0%	\$0	Each	
b) Second Inspection	0.33	3.00	1.00	x	\$132	=	\$132	No Charge	0%	No Charge	0%	\$0	Each	
c) Third and Subsequent Inspections	0.33	3.00	1.00	x	\$132	=	\$132	\$411	varies	\$396	varies	(\$15)	Each	
3 Annual Weed and Hazard Abatement														
a) First Inspection	0.33	3.00	1.00	x	\$132	=	\$132	No Charge	0%	No Charge	0%	\$0	Each	
b) Second and Subsequent Inspections	0.33	3.00	1.00	x	\$132	=	\$132	\$230	varies	\$264	varies	\$34	Each	
c) Administrative Citation for Failure to Correct a Violation								See MBMC		See MBMC			Each	
4 Incident Response														
a) Negligent Incidents: Response Due to Negligent/Malicious Act (e.g., DUI Traffic Accident, Climber on Morro Rock, Incendiary Fire, Negligent Hazardous Material Incident, Negligent Confined Space Incident, etc.)								Personnel Charges, As Specified in Equipment and Personnel Charges, Plus Actual Cost of Materials and Outside Services		Personnel Charges, As Specified in Equipment and Personnel Charges, Plus Actual Cost of Materials and Outside Services			Each	
b) Excessive or Malicious False Alarms: Emergency Response Due to "Failure to Notify" When Working on or Testing Fire/Alarm System								Personnel Charges, As Specified in Equipment and Personnel Charges, 0.5 hours min		Personnel Charges, As Specified in Equipment and Personnel Charges, 0.5 hours min			Each	
c) Alarm System Malfunction Resulting in 2 in 30 Days or 3 in 12 Months								Personnel Charges, As Specified in Equipment and Personnel Charges, Plus Actual Cost of Materials		Personnel Charges, As Specified in Equipment and Personnel Charges, Plus Actual Cost of Materials			Each	

City of Morro Bay  
 User and Regulatory Fee Study  
 Fire Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Service Time	# of Personnel	Total Service Time		Hourly Rate	=	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Note
5 Cause and Origin Investigation Reports	2.50	1.00	2.50	x	\$182	=	\$455	\$435	96%	\$435	96%	\$0	Per Report	
6 Non-Renewal of Required Annual Permit								2x Applicable Permit Fee		2x Applicable Permit Fee				
7 Failure to Obtain Permit								2x Applicable Permit Fee		2x Applicable Permit Fee				
8 Administrative Citation for Failure to Correct a Violation								See MBMC		See MBMC			Each	
9 Equipment and Personnel Charges														
a) Equipment								Varies		CalOES CFAA Rate				
b) Personnel														
i) Fire Chief	1.00	1.00	1.00	x	\$268	=	\$268			\$268	100%		Per Hour	
ii) Deputy Chief / Fire Marshal	1.00	1.00	1.00	x	\$182	=	\$182			\$182	100%		Per Hour	
iii) Administrative Technician	1.00	1.00	1.00	x	\$97	=	\$97			\$97	100%		Per Hour	
iv) Fire Captain / Paramedic	1.00	1.00	1.00	x	\$149	=	\$149			\$149	100%		Per Hour	
v) Fire Engineer	1.00	1.00	1.00	x	\$129	=	\$129			\$129	100%		Per Hour	
vi) Firefighter	1.00	1.00	1.00	x	\$118	=	\$118			\$118	100%		Per Hour	



**User and Regulatory Fees**

*Cost of Service Calculations*

*Police Fees*

City of Morro Bay  
 User and Regulatory Fee Study  
 Allocation of Annual Labor Effort - Police

Position	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Productive Hours	Notes
Police Chief	\$89	1.00	\$185,514	2,080	216	1,864	1,864	[a],[b]
Police Commander	\$77	1.00	\$160,817	2,080	216	1,864	1,864	[a],[b]
Police Sergeant	\$60	4.00	\$498,256	2,080	216	1,864	7,456	[a],[b]
Administrative Sergeant	\$60	1.00	\$124,564	2,080	216	1,864	1,864	[a],[b]
Senior Police Officer	\$49	4.00	\$408,068	2,080	216	1,864	7,456	[a],[b]
Officer	\$47	5.00	\$485,795	2,080	216	1,864	9,320	[a],[b]
Officer - School Resources Officer	\$49	1.00	\$102,017	2,080	216	1,864	1,864	[a],[b]
Officer - Detective	\$49	1.00	\$102,017	2,080	216	1,864	1,864	[a],[b]
Community Services Officer	\$32	1.00	\$67,597	2,080	216	1,864	1,864	[a],[b]
Police Support Services Manager	\$45	1.00	\$94,483	2,080	216	1,864	1,864	[a],[b]
Support Services Technician	\$32	1.80	\$121,675	2,080	216	1,864	3,355	[a],[b]
Property Evidence Clerk	\$32	0.80	\$54,078	2,080	216	1,864	1,491	[a],[b]
<b>Total</b>		<b>22.60</b>	<b>\$2,404,880</b>				<b>42,126</b>	

Allocation of Hours	Share	Total	Notes
Indirect	30%	12,638	[b]
Direct	70%	29,488	[b]
<b>Total</b>	<b>100%</b>	<b>42,126</b>	

[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.

City of Morro Bay  
 User and Regulatory Fee Study  
 Calculation of Fully-Burdened Hourly Rate - Police

Recurring Expenditures [a]

Fund	Division	Account	Acct Desc	Budget	Adjust	Total	Notes
General Fund	4110 - Police Department	4110	Regular Pay	\$1,803,122	\$0	\$1,803,122	
General Fund	4110 - Police Department	4120	Overtime Pay	\$92,000	(\$92,000)	\$0	[b]
General Fund	4110 - Police Department	4310	Part-Time Pay	\$46,800	(\$46,800)	\$0	[b]
General Fund	4110 - Police Department	4515	Standby Pay	\$34,052	(\$34,052)	\$0	[b]
General Fund	4110 - Police Department	4599	Other Pay	\$123,425	\$0	\$123,425	
General Fund	4110 - Police Department	4910	Employer Paid Benefits	\$298,438	\$0	\$298,438	
General Fund	4110 - Police Department	4911	Pension Normal Cost	\$296,429	\$0	\$296,429	
General Fund	4110 - Police Department	4912	PERS Unfunded Accrued Liability	\$535,027	\$0	\$535,027	
General Fund	4110 - Police Department	4914	Workers' Compensation	\$74,796	\$0	\$74,796	
General Fund	4110 - Police Department	5101	Janitorial Supplies	\$800	\$0	\$800	
General Fund	4110 - Police Department	5105	First Aide Supplies	\$2,050	\$0	\$2,050	
General Fund	4110 - Police Department	5109	Uniforms/Safety Equipment	\$8,000	\$0	\$8,000	
General Fund	4110 - Police Department	5110	Fuel Oil & Lubricants	\$50,000	\$0	\$50,000	
General Fund	4110 - Police Department	5113	Evidence Supplies	\$2,040	\$0	\$2,040	
General Fund	4110 - Police Department	5150	Weapons/Range/Ammunition	\$10,000	\$0	\$10,000	
General Fund	4110 - Police Department	5201	Other Expense	\$390	\$0	\$390	
General Fund	4110 - Police Department	5301	General Office Supplies	\$5,100	\$0	\$5,100	
General Fund	4110 - Police Department	5303	Books & Manuals	\$500	\$0	\$500	
General Fund	4110 - Police Department	5304	Periodical/Subscriptions	\$306	\$0	\$306	
General Fund	4110 - Police Department	5305	Forms Printing	\$900	\$0	\$900	
General Fund	4110 - Police Department	5503	Rolling Stock Supplies	\$7,200	\$0	\$7,200	
General Fund	4110 - Police Department	5504	Machinery/Equip/Supplies	\$41,000	\$0	\$41,000	
General Fund	4110 - Police Department	5530	Small Tools	\$306	\$0	\$306	
General Fund	4110 - Police Department	6101	Legal Services - General	\$0	\$0	\$0	
General Fund	4110 - Police Department	6106	Contractual Services	\$0	\$0	\$0	
General Fund	4110 - Police Department	6107	Promotion & Advertising	\$1,530	\$0	\$1,530	
General Fund	4110 - Police Department	6125	Professional Development	\$81,600	\$0	\$81,600	
General Fund	4110 - Police Department	6150	Fingerprinting	\$8,160	\$0	\$8,160	
General Fund	4110 - Police Department	6151	Investigations	\$800	\$0	\$800	
General Fund	4110 - Police Department	6153	Pre-Employment Testing	\$6,120	\$0	\$6,120	
General Fund	4110 - Police Department	6170	Pest Control Services	\$550	\$0	\$550	
General Fund	4110 - Police Department	6199	Other Professional Services	\$5,100	\$0	\$5,100	
General Fund	4110 - Police Department	6201	Telephone	\$16,900	\$0	\$16,900	
General Fund	4110 - Police Department	6220	Postage	\$255	\$0	\$255	
General Fund	4110 - Police Department	6302	Natural Gas	\$1,020	\$0	\$1,020	
General Fund	4110 - Police Department	6303	Water	\$4,000	\$0	\$4,000	
General Fund	4110 - Police Department	6305	Disposal	\$2,286	\$0	\$2,286	
General Fund	4110 - Police Department	6308	Internet/Cable TV	\$3,000	\$0	\$3,000	
General Fund	4110 - Police Department	6401	General Liability Insurance	\$350,134	\$0	\$350,134	
General Fund	4110 - Police Department	6473	Vehicle Insurance	\$7,792	\$0	\$7,792	
General Fund	4110 - Police Department	6510	Meetings & Conferences	\$3,000	\$0	\$3,000	
General Fund	4110 - Police Department	6519	Association Membership	\$1,530	\$0	\$1,530	
General Fund	4110 - Police Department	6601	Outside Equipment Repair	\$1,326	\$0	\$1,326	
General Fund	4110 - Police Department	6602	Outside Structural Repair	\$612	\$0	\$612	
General Fund	4110 - Police Department	6604	Outside Vehicle Repair/Maint	\$31,420	\$0	\$31,420	
General Fund	4110 - Police Department	6640	Maintenance Contracts	\$18,500	(\$18,500)	\$0	[b]
General Fund	4110 - Police Department	6720	Medical Examinations	\$1,000	(\$1,000)	\$0	[b]
<b>Total</b>				<b>\$3,979,315</b>	<b>(\$192,352)</b>	<b>\$3,786,963</b>	

City of Morro Bay  
 User and Regulatory Fee Study  
 Calculation of Fully-Burdened Hourly Rate - Police

Recurring Expenditures, continued [a]

Fund	Division	Account	Acct Desc	Budget	Adjust	Total	Notes
General Fund	4150 - Support Services	4110	Regular Pay	\$221,441	\$0	\$221,441	
General Fund	4150 - Support Services	4120	Overtime Pay	\$0	\$0	\$0	
General Fund	4150 - Support Services	4599	Other Pay	\$2,824	\$0	\$2,824	
General Fund	4150 - Support Services	4910	Employer Paid Benefits	\$39,332	\$0	\$39,332	
General Fund	4150 - Support Services	4911	Pension Normal Cost	\$24,661	\$0	\$24,661	
General Fund	4150 - Support Services	4912	PERS Unfunded Accrued Liability	\$21,161	\$0	\$21,161	
General Fund	4150 - Support Services	4914	Workers' Compensation	\$6,688	\$0	\$6,688	
General Fund	4150 - Support Services	5301	General Office Supplies	\$714	\$0	\$714	
General Fund	4150 - Support Services	5504	Machinery/Equip/Supplies	\$510	\$0	\$510	
General Fund	4150 - Support Services	6106	Contractual Services	\$386,805	\$0	\$386,805	
General Fund	4150 - Support Services	6125	Professional Development	\$4,000	\$0	\$4,000	
General Fund	4150 - Support Services	6153	Pre-Employment Testing	\$1,020	\$0	\$1,020	
General Fund	4150 - Support Services	6510	Meetings & Conferences	\$0	\$0	\$0	
General Fund	4150 - Support Services	6519	Association Membership	\$204	\$0	\$204	
General Fund	4150 - Support Services	6640	Maintenance Contracts	\$14,700	(\$14,700)	\$0	[b]
Total				\$724,059	(\$14,700)	\$709,359	

Allocation of Citywide Overhead

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Notes
Citywide Overhead Allocation	13%	\$4,496,323	\$571,033	[c]

Allocation of Total Costs

Description	Total	Share	Notes
Direct Expenses	\$4,496,323	89%	
Allocation of Citywide Overhead	\$571,033	11%	
Total	\$5,067,356	100%	

City of Morro Bay  
 User and Regulatory Fee Study  
 Calculation of Fully-Burdened Hourly Rate - Police

**Revenue Summary**

Acct	Acct Desc	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget
3248	Police Impound Fees	\$16,737	\$15,150	\$12,360
3401	Sale of Copies & Books	\$448	\$786	\$600
3436	Commercial Cannabis Initial Bac	\$8,299	\$3,419	\$5,000
3460	Subpoenas	\$31	\$339	\$515
3461	Fingerprinting Fees	\$18,705	\$17,092	\$15,000
3465	Cost Recovery	\$357	\$3,184	\$25,750
<b>Total</b>		<b>\$44,577</b>	<b>\$39,970</b>	<b>\$59,225</b>

**Calculation of Fully-Burdened Hourly Rate**

Description	Total
Costs	\$5,067,356
Direct Hours	29,488
Fully-Burdened Hourly Rate	\$172

**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)
Police	22.60	2,080	47,008	\$2,404,880	\$51	\$172	3.36

**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
Police Chief	\$185,514	1.00	\$185,514	\$89	3.36	\$300
Police Commander	\$160,817	1.00	\$160,817	\$77	3.36	\$260
Police Sergeant	\$498,256	4.00	\$124,564	\$60	3.36	\$201
Administrative Sergeant	\$124,564	1.00	\$124,564	\$60	3.36	\$201
Senior Police Officer	\$408,068	4.00	\$102,017	\$49	3.36	\$165
Officer	\$485,795	5.00	\$97,159	\$47	3.36	\$157
Officer - School Resources Officer	\$102,017	1.00	\$102,017	\$49	3.36	\$165
Officer - Detective	\$102,017	1.00	\$102,017	\$49	3.36	\$165
Community Services Officer	\$67,597	1.00	\$67,597	\$32	3.36	\$109
Police Support Services Manager	\$94,483	1.00	\$94,483	\$45	3.36	\$153
Support Services Technician	\$121,675	1.80	\$67,597	\$32	3.36	\$109
Property Evidence Clerk	\$54,078	0.80	\$67,597	\$32	3.36	\$109

[a] Source: FY 24/25 Adopted Budget.

[b] Adjustment to exclude periodic expenditures, part-time labor expenditures, non-fee related expenditures, etc..

[c] Based on most recent Central Services Cost Allocation Plan.

City of Morro Bay  
 User and Regulatory Fee Study  
 Police Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	PD Sgt. (Equiv)	Patrol	Support Svcs Mgr	Total		PD Sgt. (Equiv)	Patrol	Support Svcs Mgr	=	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Note
1 Tow/Taxi Service Provider Application Fee	10.00		1.00	11.00	x	\$201	\$157	\$153	=	\$2,163	\$2,131	99%	\$2,163	100%	\$32		
2 Taxi Operator Permit Application Fee	5.00		1.00	6.00	x	\$201	\$157	\$153	=	\$1,158	\$1,068	92%	\$1,158	100%	\$90		
3 Taxi Operator Permit Application Renewal Fee	0.50		0.50	1.00	x	\$201	\$157	\$153	=	\$177	\$176	99%	\$177	100%	\$1		
4 Second Hand Dealer Permit - City Application Fee (does not include Department of Justice fee) (MBMBMCS.40.330)	6.00		1.00	7.00	x	\$201	\$157	\$153	=	\$1,359	\$1,227	90%	\$1,359	100%	\$132		
5 Second Hand Dealer Permit renewal - City Application Fee (does not include Department of Justice fee) (MBMCS.40.330)	0.50		0.50	1.00	x	\$201	\$157	\$153	=	\$177	\$333	188%	\$177	100%	(\$156)		
6 Massage Therapist/Parlor Permit Application Fee (MBMBMCS.40.330)	0.50		0.50	1.00	x	\$201	\$157	\$153	=	\$177	\$176	99%	\$177	100%	\$1		
7 Special Events											Hourly		Hourly			Fully Burdened Hourly Rate for all staff involved	[a]
8 ABC Permit (each permit)	0.50			0.50	x	\$201	\$157	\$153	=	\$101	\$91	91%	\$101	100%	\$9		
9 Special Event Equipment Fee-Per day, Per message board											\$54		\$54		\$0		
<b>Support Services Activity</b>																	
10 Digital Photo Reproduction to CD, per device											\$5		\$5		\$0		
11 Audio/Video Tape Reproduction - per device											\$5		\$5		\$0		
12 Record Searches/Reviews/Clearance/ Responses - per hour, 1 hour minimum-fee per letter			1.00	1.00	x	\$201	\$157	\$153	=	\$153	\$79	51%	\$153	100%	\$74		
<b>Officer Activity</b>																	
13 Equipment Citation Sign Off		0.17		0.17	x	\$201	\$157	\$153	=	\$26	\$17	66%	\$17	66%	\$0		
14 Vehicle Impound Fee Administrative Costs (CVD 22850.5)		1.00	0.50	1.50	x	\$201	\$157	\$153	=	\$234	\$225	96%	\$234	100%	\$9		
15 Abandoned Vehicle Removal (junk vehicles/parts)		1.00	0.50	1.50	x	\$201	\$157	\$153	=	\$234	\$225	96%	\$234	100%	\$9		
16 Firearms-seizure/storage (PC 33880)			1.00	1.00	x	\$201	\$157	\$153	=	\$153	\$148	97%	\$153	100%	\$5		

City of Morro Bay  
 User and Regulatory Fee Study  
 Police Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	PD Sgt. (Equiv)	Patrol	Support Svcs Mgr	Total		PD Sgt. (Equiv)	Patrol	Support Svcs Mgr	=	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Note		
<b>State Mandated Costs</b>																			
17	Concealed Weapons Permit	0.50		1.00	1.50	x	\$201	\$157	\$153	=	\$254	\$130	51%	\$208	82%	\$78		[b]	
18	Renewal of Concealed Weapons Permit																		
	a) Renewal Permit	0.25		1.00	1.25	x	\$201	\$157	\$153	=	\$203	\$28	14%	\$80	39%	\$52			
	b) Amended Permit	0.25		1.00	1.25	x	\$201	\$157	\$153	=	\$203	\$11	6%	\$11	5%	(\$1)			
19	Subpoena																		
	a) Civil Subpoena Appearance Fee (per day; per employee)										varies			Actual Cost; with \$275 per day initial amount				[c],[d],[e]	
	b) Subpoena Duces Tecum / Civil Subpoena for Records																		
	i) Compliance Fee										\$15		\$15		\$0			[f]	
	ii) Standard Document Reproduction - per page up 8.5" x 14"										\$0.10		\$0.10		\$0.00			[f]	
	iii) Microfilm Reproduction - per page										\$0.20		\$0.20		\$0.00			[f]	
	iv) Oversize Document Reproduction or Documents Requiring Special Processing										Actual Cost		Actual Cost					[f]	
	v) Clerical Costs (per hour)										\$24		\$24		\$0			[f]	
	vi) Postage										Actual Cost		Actual Cost					[f]	
	vii) Third Person Witness of Offsite Record Retrieval and Return										Actual Cost		Actual Cost					[f]	
20	Delinquent Parking Citation Copy, per page (VC 40206.5)										\$0.40		\$0.40		\$0.00				
21	Repossessed Vehicle (set by California GC 41612)										\$15		\$15		\$0				
22	Live Scan Fingerprint Fees (PC 13300(e))-per request			0.33	0.33	x	\$201	\$157	\$153	=	\$51	\$41	79%	\$51	100%	\$10			
<b>Cost Recovery</b>																			
23	DUI Emergency Response (MBMC3.40.030)										Actual Cost		Actual Cost						Per Government Code Section 53155, charge the actual costs incurred up to \$12,000 per response for all responding personnel.

Fee Description	PD Sgt. (Equiv)	Patrol	Support Svcs Mgr	Total		PD Sgt. (Equiv)	Patrol	Support Svcs Mgr	=	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Note
<b>False Alarm Response (after 3rd false alarm in a year) (MBMC 9.22.020)</b>																	
24 1st response within a year		1.00	0.25	1.25	x	\$201	\$157	\$153	=	\$195	No Charge		No Charge				
25 2nd response within a year		1.00	0.25	1.25	x	\$201	\$157	\$153	=	\$195	No Charge		No Charge				
26 3rd and subsequent response within a year		1.00	0.25	1.25	x	\$201	\$157	\$153	=	\$195	\$449		\$449		\$0		
<b>Commercial Cannabis Business Permits</b>																	
27 Commercial Cannabis business – Initial employee background investigation fee for each regular employee investigation conducted.	3.00			3.00	x	\$201	\$157	\$153	=	\$603	\$544	90%	\$603	100%	\$59		
28 Commercial Cannabis business - Annual employee background investigation renewal fee for each regular employee investigation conducted.	1.50			1.50	x	\$201	\$157	\$153	=	\$302	\$272	90%	\$302	100%	\$30		
29 Commercial Cannabis business – Initial owner background investigation fee for each owner investigation conducted.	3.50			3.50	x	\$201	\$157	\$153	=	\$704	\$671	95%	\$704	100%	\$32		
30 Commercial Cannabis business – annual owner background investigation fee for each owner investigation conducted.	1.75			1.75	x	\$201	\$157	\$153	=	\$352	\$336	95%	\$352	100%	\$16		

[a] Based on benefitted, overtime rate for personnel providing support.

[b] Does not include DOJ or other fees (PC25455), fee per permit. 20% of permit fee is paid at time of application, 80% of permit fee paid upon issuance. Actual costs of psychological testing, if any, are added to the above fees. Permit requires fingerprinting.

[c] Actual amounts paid shall be calculated in accordance with California Government Code 68096.1. (a) Any employee of a local agency who is obliged by a subpoena to attend a civil action or proceeding as a witness in litigation in a matter regarding an event or transaction that he or she perceived or investigated in the course of his or her duties, to which that local agency is not a party, shall receive the salary or other compensation to which he or she is normally entitled from that local agency during the time that he or she prepares for his or her response and appearance, during the time that he or she travels to and from the place where the court or other tribunal is located and while he or she is required to remain at that place pursuant to the subpoena. He or she shall also receive from that local agency the actual necessary and reasonable traveling expenses he or she incurred in complying with the subpoena. (b) The party at whose request the subpoena is issued shall reimburse the local agency for the full cost incurred by the local agency in paying the employee his or her salary or other compensation and traveling expenses as provided for in this section, for each day that the employee is required to remain in attendance pursuant to the subpoena. The amount of two hundred seventy-five dollars (\$275), together with the subpoena, shall be tendered to that local agency for each day that the employee is required to remain in attendance pursuant to the subpoena. (c) If the actual expenses should later prove to be less than the amount tendered, the excess of the amount tendered shall be refunded. (d) If the actual expenses should later prove to be more than the amount tendered, the difference shall be paid to the local agency by the party at whose request the subpoena was issued.

[d] Actual amounts paid shall be calculated in accordance with California Government Code 68097.2. (b) The party at whose request the subpoena is issued shall reimburse the public entity for the full cost to the public entity incurred in paying the peace officer, firefighter, state employee, trial court employee, or specified county employee his or her salary or other compensation and traveling expenses as provided for in this section, for each day that the peace officer, firefighter, state employee, trial court employee, or specified county employee is required to remain in attendance pursuant to the subpoena. The amount of two hundred seventy-five dollars (\$275), together with the subpoena, shall be tendered to the person accepting the subpoena for each day that the peace officer, firefighter, state employee, trial court employee, or specified county employee is required to remain in attendance pursuant to the subpoena. (c) If the actual expenses should later prove to be less than the amount tendered, the excess of the amount tendered shall be refunded. (d) If the actual expenses should later prove to be more than the amount deposited, the difference shall be paid to the public entity by the party at whose request the subpoena is issued.

[e] Salary/other compensation shall be determined based on the City's most current adopted salary schedule (top step) by position, subject to existing MOU provisions and minimums for court appearances. If preparation, service, or travel is provided during overtime hours, the City shall use overtime rate for calculating actual costs, subject to existing MOU provisions and minimums for court appearances.

[f] California Evidence Code Section 1563.

City of Morro Bay  
 User and Regulatory Fee Study  
 Police Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		PD Sgt. (Equiv)	Patrol	Support Svcs Mgr	Total	PD Sgt. (Equiv)	Patrol	Support Svcs Mgr	Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Unit	Note
<b>Fees Removed from Schedule</b>																
1	Subpoena Duces Tecum (does not include costs of report, etc.) (EC 1563(b)(1))															
2	a) Non-Sworn Fee per day plus \$0.20 per mile (California Government Code Section 68093)									\$41						
3	b) Peace Officer (California Government Code 68097.2)									Actual Cost					Full cost to the public entity incurred in paying the peace officer his or her salary or other compensation and travel expense for each day that such officer is required to remain in attendance	
4	Subpoena Duces Tecum (California Government Code Section 1563(b)(6))									\$17						



**User and Regulatory Fees**

*Cost of Service Calculations*

*Harbor Fees*

City of Morro Bay  
 User and Regulatory Fee Study  
 Harbor Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Svc Time	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Note
1 Commercial Fishing Slips – monthly rate per foot				\$8		\$8.26		\$0.26	
2 Commercial Fishing Slip Waiting List Deposit				\$435		\$435		\$0	
3 Head Float Berth – monthly rate				\$290		\$300		\$10	
4 Skiff Storage Fee – annual rate				\$100		\$103		\$3	
<b>Transient Slips – monthly sublease rate per foot</b>									
5 Commercial (set to market rate)				\$12.55		\$12.60		\$0.05	
6 Non-Commercial Fishing (set to market rate)				\$15.60		\$15.65		\$0.05	
<b>Transient Slips – daily rate per foot</b>									
7 Commercial				\$1.14		\$1.18		\$0.04	
8 Non-Commercial Fishing				\$1.76		\$1.82		\$0.06	
9 T-Piers – daily rate per foot				\$0.52		\$0.45		(\$0.07)	
10 A1-5 Anchorage Area – first 5 days				\$0.00		\$0.00		\$0.00	
11 A1-5 Anchorage Area – daily rate/foot over 5 days.				\$0.41		\$0.41		\$0.00	
12 Temporary Moorage – large vessels or equipment requiring special accommodation or assistance – per foot				\$2.00		\$2.07		\$0.07	
<b>Impound Fee</b>									
13 Impound Fee	2.25	x \$126	= \$283	\$258	91%	\$266	94%	\$9	
14 Impounded Vessels – daily storage rate per foot				\$2.00		\$2.07		\$0.07	

City of Morro Bay  
 User and Regulatory Fee Study  
 Harbor Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Svc Time	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Note
<b>Service Fees</b>									
1. South T-Pier Hoist may only be used for fish unloading only in certain cases; see Harbor Department Rules and Regulations.									
2. Dry Storage fee is for use of each approximate 12-foot by 30-foot space.									
3. Triangle Lot Boat Storage fee is for use of each approximate 12-foot by 30-foot space; monthly									
15 T-Pier Electrical Convenience Fee – daily rate				\$4		\$4.50		\$1	
16 South T-Pier Hoist – rate per use				\$20		\$21		\$1	
17 South T-Pier Hoist Fish Unloading – per hour				\$102		\$105		\$3	
18 Wharfage – rate per ton (set to market)				\$1		\$3		\$2	
19 Emergency Equipment Replacement				\$222		\$230		\$7	
20 Dry Storage – daily rate				\$10		\$12		\$2	
21 Dry Storage – monthly rate				\$120		\$124		\$4	
22 Triangle Lot Trailer/Boat Storage – monthly rate				\$120		\$124		\$4	
23 Launch Ramp Haul Out - per foot				\$10		\$10		\$0	
24 Use of Work Float (a + b)									
a) Base Fee for Delivery/Pick-Up of Float	1.00	x	\$126	=	\$126	\$126	100%		
b) Daily Rental Fee									
i) Small Float						\$15			
ii) Large Float						\$30			
25 Vacuum Sander Use (includes sander bag)						\$15			
<b>Administrative Citations</b>									
26 Administrative citation for failure to correct a violation shall be charged per 1.03.050 of the Municipal Code					See Municipal Code		See Municipal Code		
<b>Mooring Fees</b>									
Guest Mooring stay limited to 30 days in any 6-month period without prior approval of the Harbor Department.									
27 City Moorings – monthly rate (No CPI applied; set to market)				\$340		\$375		\$35	
28 Private Moorings – monthly rate				\$115		\$119		\$4	
29 Guest Moorings – daily rate per foot (No CPI applied. Set to market)				\$0.45		\$0.45		\$0	
30 Mooring Ownership Transfer – private moorings				\$1,523		\$1,573		\$50	

City of Morro Bay  
 User and Regulatory Fee Study  
 Harbor Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Svc Time		Hourly Rate		Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Note	
<b>Liveaboard Fees</b>												
31	Liveaboard Permit Administration - Monthly	0.50	x	\$126	=	\$63	\$55	87%	\$57	90%	\$2	
32	Liveaboard Permit Inspection – Biennial	1.50	x	\$126	=	\$189	\$177	94%	\$183	97%	\$6	
33	Missed Scheduled Liveaboard Permit Inspection Appointment						Personnel charges, as specified in Equipment & Personnel Charges, 30-minute min		Personnel charges, as specified in Equipment & Personnel Charges, 30-minute min			
<b>Equipment &amp; Personnel Charges</b>												
34	Vessel – per hour (personnel charges additional)					\$110		\$114		\$4		
35	Vehicle/Rescue Watercraft – per hour (personnel charges additional)					\$55		\$57		\$2		
36	Personnel Charges						Per hour, per person – 1 hour minimum, unless otherwise specified, at current productive hourly rate		Per hour, per person – 1 hour minimum, unless otherwise specified, at current productive hourly rate			
<b>Launch Ramp Parking Fees</b>												
37	Daily Permit - Tow Vehicle & Trailer Spaces					\$10		\$12		\$2		
38	Annual Permit - Tow Vehicle & Trailer Spaces					\$175		\$200		\$25		
39	Failure to Pay Established Fee					\$60		\$60		\$0		
40	Failure to Visibly Display Receipt					\$60		\$60		\$0		
41	Daily Permit - Single vehicle spaces					\$5		\$5		\$0		
42	Annual Permit - Single vehicle spaces					\$175		\$175		\$0		
<b>Lease Administrative Fees</b>												
43	New Master Lease Negotiation & City Council Approval	18.00	x	\$200	=	\$3,600	\$3,440	96%	\$3,600	100%	\$160	
44	Other Actions Requiring City Council Approval (lease amendment, lease assignment & assumption, deed of trust approval, lease line adjustment, license agreement, consent of landowner, approval, building lease approval)	9.00	x	\$200	=	\$1,800	\$1,694	94%	\$1,800	100%	\$106	
45	Sublease Approval	2.50	x	\$200	=	\$500	\$484	97%	\$500	100%	\$16	

City of Morro Bay  
 User and Regulatory Fee Study  
 Harbor Fees  
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Svc Time	Hourly Rate	Cost of Svc	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Note
	<b>Miscellaneous Fees</b>									
46	Cruise Ship Passenger Landing Fee, per passenger (\$5,000 minimum)				\$10		\$10		\$0	
47	Negligent Incidents: Response due to negligent/malicious act (e.g., Boating DUI, Climber on Morro Rock, Unsafe Boating, Negligent Hazardous Material Incident, etc.)				Personnel charges, as specified in Equipment & Personnel Charges, 2-hour min, plus actuals cost of materials & outside services		Personnel charges, as specified in Equipment & Personnel Charges, 2-hour min, plus actuals cost of materials & outside services			
48	Plan Check				Personnel charges, as specified in Equipment & Personnel Charges, 30-minute min		Personnel charges, as specified in Equipment & Personnel Charges, 30-minute min			



**User and Regulatory Fees**

*Cost of Service Calculations*

*Parks and Recreation Fees*

City of Morro Bay  
 User and Regulatory Fee Study  
 Calculation of Cost Recovery and Fully-Burdened Hourly Rate - Recreation Division

**Est Expenditures w/out Full-Time Salaries**

Account #	Administration	Sports	Youth Services	Community Pool	Total	Notes
4310 - Part-Time Pay	\$70,000	\$186,000	\$180,000	\$120,000	\$556,000	
5102 - Recreation Supplies	\$1,000	\$60,000	\$10,000	\$2,000	\$73,000	
5103 - Aquatic Supplies	\$0	\$0	\$0	\$500	\$500	
5105 - First Aide Supplies	\$0	\$500	\$0	\$500	\$1,000	
5109 - Uniforms/Safety Equipment	\$0	\$1,000	\$1,000	\$1,000	\$3,000	
5199 - Miscellaneous Operating Supplies	\$16,000	\$1,000	\$0	\$0	\$17,000	
5301 - General Office Supplies	\$3,000	\$500	\$0	\$0	\$3,500	
5352 - Award/Trophy Supplies	\$0	\$5,000	\$0	\$0	\$5,000	
5504 - Machinery/Equip/Supplies	\$0	\$500	\$0	\$0	\$500	
6107 - Promotion & Advertising	\$3,000	\$0	\$0	\$0	\$3,000	
6125 - Professional Development	\$4,000	\$0	\$3,500	\$0	\$7,500	
6150 - Fingerprinting	\$0	\$500	\$500	\$0	\$1,000	
6161 - Licenses & Permits	\$0	\$0	\$500	\$0	\$500	
6199 - Other Professional Services	\$4,000	\$25,000	\$10,000	\$1,000	\$40,000	
6201 - Telephone	\$6,000	\$1,000	\$2,500	\$600	\$10,100	
6302 - Natural Gas	\$3,646	\$0	\$0	\$0	\$3,646	
6308 - Internet/Cable TV	\$2,000	\$0	\$0	\$0	\$2,000	
6401 - General Liability Insurance	\$4,764	\$7,248	\$4,121	\$0	\$16,133	
6473 - Vehicle Insurance	\$656	\$0	\$0	\$0	\$656	
6510 - Meetings & Conferences	\$1,500	\$0	\$0	\$0	\$1,500	
6514 - Meeting and Travel Expense	\$1,000	\$0	\$0	\$0	\$1,000	
6519 - Association Membership	\$600	\$5,000	\$0	\$0	\$5,600	
6720 - Medical Examinations	\$0	\$500	\$0	\$0	\$500	
6812 - Space Rental	\$0	\$6,000	\$0	\$25,000	\$31,000	
8700 - Special Events	\$6,000	\$0	\$0	\$0	\$6,000	
Estimated Expenditures	\$127,166	\$299,748	\$212,121	\$150,600	\$789,635	[a]
Share of Divisional Expenditures	16%	38%	27%	19%	100%	

City of Morro Bay  
 User and Regulatory Fee Study  
 Calculation of Cost Recovery and Fully-Burdened Hourly Rate - Recreation Division

**Est Revenues**

Account #	Administration	Sports	Youth Services	Community Pool	Total	Notes
3469 - Special Events	\$12,000	\$0	\$0	\$0	\$12,000	
3480 - Rec Sports Fees	\$0	\$220,000	\$0	\$125,000	\$345,000	
3482 - Rec Youth Services	\$0	\$0	\$270,000	\$0	\$270,000	
3483 - Rec Facility Fees	\$75,000	\$0	\$0	\$0	\$75,000	
3490 - Program Revenue	\$40,000	\$0	\$0	\$0	\$40,000	
3499 - Other Rev/Current Services	\$3,000	\$0	\$0	\$0	\$3,000	
3501 - Processing Fees	\$5,000	\$0	\$0	\$0	\$5,000	
3730 - Rental Income	\$30,000	\$0	\$0	\$0	\$30,000	
3970 - Donations	\$10,000	\$0	\$0	\$0	\$10,000	
Estimated Revenue	\$175,000	\$220,000	\$270,000	\$125,000	\$790,000	[a]

**Est Allocation of Full-Time Salaries**

Description	Administration	Sports	Youth Services	Community Pool	Total
Salaries & Benefits - Full-Time	\$296,462	\$156,491	\$251,068	\$103,858	\$807,879
Estimated Expenditures	\$296,462	\$156,491	\$251,068	\$103,858	\$807,879

**Est Allocation of Citywide Overhead**

Description	Total	Note
Citywide Overhead Rate % of Modified Op Exp	13%	

Description	Administration	Sports	Youth Services	Community Pool	Total
Citywide Overhead	\$53,801	\$57,942	\$58,825	\$32,316	\$202,884
Estimated Expenditures	\$53,801	\$57,942	\$58,825	\$32,316	\$202,884

**Est Expenditures w/ Full-Time Salaries and Citywide Overhead**

Estimated Expenditures	\$477,429	\$514,181	\$522,014	\$286,774	\$1,800,398
Share of Divisional Expenditures	27%	29%	29%	16%	100%

Estimated Revenue	\$175,000	\$220,000	\$270,000	\$125,000	\$790,000
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Estimated Cost Recovery w/ Full-Time Emp and C'wide OH	37%	43%	52%	44%	44%
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Estimated Amount Paid from General Fund (i.e. Subsidy)	\$302,429	\$294,181	\$252,014	\$161,774	\$1,010,398
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[a] Source: FY 24/25 Adopted Budget.

City of Morro Bay  
 User and Regulatory Fee Study  
 Cost of Service Calculation - Parks and Recreation

Fee Description		Current Fee Resident / Non- Profit Groups	Current Fee All Others	Proposed Fee Resident / Non- Profit Groups	Proposed Fee All Others	Fee Change Resident / Non- Profit Groups	Fee Change All Others	Charge Basis	Notes
<b>Facility Rentals</b>									
1	Community Center								
	a) Auditorium - Full	\$109	\$163	\$112	\$169	\$4	\$5	Per Hour	
	b) Auditorium – Half	\$66	\$97	\$68	\$100	\$2	\$3	Per Hour	
	c) Multi-Purpose Room	\$60	\$91	\$62	\$94	\$2	\$3	Per Hour	
	d) Lounge	\$49	\$72	\$50	\$74	\$2	\$2	Per Hour	
	e) Studio	\$37	\$54	\$38	\$56	\$1	\$2	Per Hour	
	f) Conference Room	\$19	\$31	\$19	\$32	\$1	\$1	Per Hour	
	g) Kitchen								[a]
	i) Per Hour	\$30	\$37	\$31	\$38	\$1	\$1	Per Hour	[a]
	ii) 8-Hours	\$152	\$182	\$157	\$188	\$5	\$6	Per Day	[a]
2	Veteran's Memorial Building								
	a) Assembly, Without Kitchen	\$49	\$64	\$50	\$66	\$2	\$2	Per Hour	
	b) Complete, Without Kitchen	\$54	\$72	\$56	\$74	\$2	\$2	Per Hour	
	c) Meeting, Without Kitchen	\$41	\$53	\$42	\$55	\$1	\$2	Per Hour	
	d) Kitchen & Barbeque	\$29	\$37	\$30	\$38	\$1	\$1	Per Hour	
	e) Kitchen - 8-Hours	\$152	\$182	\$157	\$188	\$5	\$6	Per Day	[a]

[a] Kitchen only rentals permitted Monday – Friday; weekend rentals must be combined with room rental. (Resident/ Non-Profit Groups).

[b] The Recreation Services Manager shall set Resident/Non-Profit and Non-Resident/For-profit fees for Recreation Services activities and programs.

City of Morro Bay  
 User and Regulatory Fee Study  
 Cost of Service Calculation - Parks and Recreation

Fee Description	Current Fee	Proposed Fee	Fee Change	Notes
<b>Processing Fees</b>				
1 Cancellations	20% of invoiced costs	20% of invoiced costs		
2 Facility / Park / Beach / Field / Court	\$31	\$32	\$1	
3 Expedited Permit Fee-Non Refundable	\$54	\$56	\$2	
4 Bounce House	\$43	\$44	\$1	
5 Alcohol/Security	\$43	\$44	\$1	
6 Public Special Event / Festival Processing Fee (all public space rentals) - Per Event, Non-refundable	\$418	\$432	\$14	
7 Private Special Event Processing Fee - Per Event, Non-refundable	\$150	\$155	\$5	
<b>Security Deposit</b> The City reserves the right to require additional security deposit limits at its discretion.				
8 No alcohol and no live music	\$250	\$250	\$0	
9 Alcohol and/or live music	\$750	\$750	\$0	
10 Alcohol and/or live music over 200 people	\$1,000	\$1,000	\$0	
11 Bounce House Deposit	\$100	\$100	\$0	
12 Organized Sporting Event (tournaments) Deposit	\$500	\$500	\$0	
13 Public Special Event/Festival Deposit	\$750	\$750	\$0	
14 Photography/Filming Deposit	\$1,186	\$1,000	(\$186)	

City of Morro Bay  
 User and Regulatory Fee Study  
 Cost of Service Calculation - Parks and Recreation

Fee Description	Current Fee	Proposed Fee	Fee Change	Notes
<b>Facility Fees</b>				
<b>Non-Refundable - Per Event Based on Group Size</b>				
15 100-200 participants	\$199	\$206	\$7	
16 201 or more participants	\$411	\$424	\$14	
17 Event set-up, per hour	\$60	\$62	\$2	
18 Event break down, per hour	\$60	\$62	\$2	
19 Veteran's Memorial Building stage use, set-up and breakdown, flat rate	\$120	\$124	\$4	
20 Facility Attendant(s): per hour each	\$27	\$28	\$1	
21 Security Guard(s): per hour each (Required for events with alcohol and/or dancing)	\$38	\$39	\$1	
22 Unscheduled overtime, per hour	\$91	\$94	\$3	
23 Insurance	cost based on event size/type	cost based on event size/type		

[a] The Recreation Services Manager shall set Resident/Non-Profit and Non-Resident/For-profit fees for Recreation Services activities and programs.

City of Morro Bay  
 User and Regulatory Fee Study  
 Cost of Service Calculation - Parks and Recreation

Area		Area		Area	
1	Anchor Memorial Park Open Area	7	General Open Area	13	Del Mar Pickelball Courts
2	Bayshore Bluffs Open Area	8	Monte Young Open Area	14	Del Mar Tennis Courts
3	Centennial Parkway Open Area	9	Tidelands Park Open Area	15	Del Mar Park Hillside or Meadow
4	City Park Open Area	10	Coleman Park	16	Lila Keiser Park BBQ (Excluding Tournament Use)
5	Cloisters Park Open Area	11	Coleman Basketball Courts	17	Monte Young Tennis Courts
6	Franklin Riley Park	12	Del Mar Park Basketball Courts	18	North Point Overlook

[a] The Recreation Services Manager shall set Resident/Non-Profit and Non-Resident/For-profit fees for Recreation Services activities and programs.

City of Morro Bay  
 User and Regulatory Fee Study  
 Cost of Service Calculation - Parks and Recreation

Fee Description		Current Fee Resident / Non-Profit Groups	Current Fee All Others	Proposed Fee Resident / Non-Profit Groups	Proposed Fee All Others	Fee Change Resident / Non-Profit Groups	Fee Change All Others	Charge Basis	Notes
1	<b>Reserved Area and Park Use Fees</b>								
	Areas #1 - #18 (See list on Prior Sheet)								
	a) Four Hours	\$97	\$120	\$100	\$124	\$3	\$4	Per Half Day	
	b) All Day	\$291	\$362	\$300	\$374	\$10	\$12	Per Day	
2	<b>Other City Locations</b>								
	a) Lila Keiser Park Tournament Use (does not include field prep, or hourly use rates)	\$645	\$1,290	\$665	\$1,333	\$20	\$43	Per Hour; 2 Hour Min.	
	b) Skate Park	\$90	\$120	\$93	\$124	\$3	\$4		
	c) Public Special Event/Festival	\$645	\$1,290	\$665	\$1,333	\$20	\$43		
	d) Morro Beach Private Reception/Event								
	i) Up to 100 People	\$242	\$362	\$250	\$374	\$8	\$12		
	ii) More than 100 People	\$362	\$544	\$374	\$562	\$12	\$18		
	e) Morro Rock Parking Lot – Available only for public special events (non-exclusive use)	\$362	\$544	\$374	\$562	\$12	\$18		
	f) Giant Chessboard								
	i) Wooden Pieces	\$52	\$104	\$54	\$108	\$2	\$3		
	ii) Plastic Pieces	\$14	\$22	\$14	\$23	\$0	\$1		
	g) Basketball Courts, Pickleball Court & Tennis Court	\$9	\$13	\$10	\$13	\$0	\$0	Per Hour	
	h) Lila Keiser Field Rental								
	i) Without Lights	\$9	\$13	\$10	\$13	\$0	\$0	Per Hour	
ii) With Lights	\$24	\$37	\$25	\$38	\$1	\$1	Per Hour		
i) Lila Keiser Field Preparation	\$49	\$49	\$50	\$50	\$2	\$2	Each		
j) Lila Keiser Support Services	\$34	\$34	\$35	\$35	\$1	\$1	Per Hour		
k) City Park Banner Placement	\$152	\$212	\$157	\$219	\$5	\$7	Per Week		
l) Miscellaneous Property Use - Photography/Filming	\$645	\$1,289	\$665	\$1,332	\$20	\$43	Per Day		

[a] The Recreation Services Manager shall set Resident/Non-Profit and Non-Resident/For-profit fees for Recreation Services activities and programs.