



Planning & Building Fee Update

August 19, 2025

Rate Change Analysis

Purpose:

1. To establish a fee structure that aligns with estimated and reasonable costs of service delivery; and
2. To provide the Board of Supervisors with the analysis necessary to evaluate and revise the County's cost recovery policies for fees and charges.

Cost Recovery:

A cost recovery rate of 0% indicates no cost recovery through fee revenue (or insufficient data for analysis). A 100% rate reflects full recovery of service costs. Rates between 0% and 100% indicate partial cost recovery.

Data Sources:

- The County's adopted FY 2025–26 Budget
- A complete roster of Planning and Building Department personnel, including salaries, benefits, and leave data, provided by the Chief Administrative Office, Community Development Finance and Administration
- Current fee schedules from the Department's official Ordinance Fee Schedule
- FY 2024–25 timekeeping data submitted by each division

Building Division

Staff Recommendations

1. 100% Cost Recovery
2. Update hourly rate to \$167 per hour (16% increase)
3. Update all service fees to reflect the new hourly rate multiplied by the estimated time required to complete each service, resulting in a total cost per service

Planning Division

Staff Recommendations

1. 75% Cost Recovery
2. Update hourly rate to \$247 per hour (13% increase)
3. Update all service fees to reflect the new hourly rate multiplied by the estimated time required to complete each service, resulting in a total cost per service

Stormwater Quality Unit & Vacation / Hosted Home Rental Unit

Functions between the Units are not directly related, the Department recommends separating them to better reflect actual service costs.

Staff Recommendations

Stormwater Quality Unit

1. 57% Cost Recovery - State-mandated National Pollutant Discharge Elimination System (NPDES), which is partially funded by Public Utilities Franchise Fees
2. Update hourly rate to \$280 per hour (47% increase)
3. Update all service fees to reflect the new hourly rate multiplied by the estimated time required to complete each service, resulting in a total cost per service

Vacation / Hosted Home Rental Unit

1. 100% Cost Recovery
2. Update hourly rate to \$141 per hour (26% decrease)
3. Update all service fees to reflect the new hourly rate multiplied by the estimated time required to complete each service, resulting in a total cost per service

Long Range Planning Division

The billing rate is intended for billing grants, other County departments, and internal Planning and Building divisions.

Staff Recommendations

1. Update hourly rate to \$265 per hour (41% increase)

Code Enforcement Division

Staff Recommendations

1. 100% Cost Recovery
2. Update hourly rate to \$148 per hour (38% increase)
3. Update all service fees to reflect the new hourly rate multiplied by the estimated time required to complete each service, resulting in a total cost per service



Questions?