



## Legislation Details (With Text)

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**Title:** 9:20 A.M. - PUBLIC HEARING - Consideration of a Resolution amending the Master Fee Schedule for Departmental Services Rendered by the County  
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Date	Ver.	Action By	Action	Result
5/21/2019	1	BOARD OF SUPERVISORS	Adopted	Pass

## MEMORANDUM

**TO:** Board of Supervisors  
**FROM:** Carol J Huchingson, County Administrative Officer  
**DATE:** May 21, 2019  
**SUBJECT:** Consideration of a Resolution amending the Master Fee Schedule for departmental services rendered by the County

### EXECUTIVE SUMMARY:

The Master Fee Schedule established by your Board provides the public with a convenient and transparent single source document that reflects all County service fees. In adopting the initial Master Fee Schedule, your Board expressed intent that it be routinely updated, and established the authority and procedures to accomplish such updates. Consequently, in accordance with Article XXVIII in Chapter 2 of the County Code, a resolution adopting updates to the Master Fee schedule is presented for your consideration.

The attached Resolution and exhibit reflect staff's recommendation to create and/or adjust fees related to the following departments.

### Agricultural and Weights and Measures Department

#### Apiary Registration

The passage of AB2468 in 2018 (Food and Agriculture Code Section 29047) requires beekeepers to register with the Agricultural Commissioner on an annual basis. The ten dollar fees will reimburse the county for the time it takes to register their bee hive locations.

### Class II Scales

The Class II Scale category was established by the California Department of Food and Agriculture (CDFA) to use at cannabis dispensaries. All commercial scales have to be inspected and certified by the County Sealer of Weights and Measures on an annual basis. The fee is established in Section 12240 in the California Business and Professions Code.

### Industrial Hemp Registration Fee

The CDFA requires that hemp plants grown for CBD oil be sampled 30 days or less before harvest. The Agricultural Commissioner is responsible for doing the sampling. The CDFA will not reimburse the county for this sampling so the county needs to create a fee to cover all sampling costs. This is a brand new state created program that is still being formulated. The majority of the counties have adopted a moratorium until the regulations are formulated. The counties that are allowing hemp production are determining what to charge as we speak. This is difficult to determine when the sampling procedures are unknown at this time. This is based on the following: Sampling time (includes travel time) (\$325), preparing the sample (\$80), mailing the sample (\$15), accessories and supplies (\$40), and mileage (\$40). For the calculations, the labor rate is \$52/hr. The \$52/hr. is the current average hourly rate for all employees combined, including salary, benefits and overhead. The mileage fee is \$.51 per mile which is based on central garage calculations for T series vehicles (i.e.: Trucks). In summary the true cost of running this program is largely unknown at this time and only time will tell if these fees are adequate to run it without a deficit.

## **Animal Control**

### Special Services

Animal Control surveyed neighboring shelters and these increases are well within the range for the special services provided by public shelters.

The current *Trap and Release Program* does not have a fee associated with providing this service. Animal Control recommends a new fee to help recover surgery costs associated with the spaying and neutering of these animals before release.

## **Assessor/Recorder**

The department surveyed the 57 other county assessor offices and increased the *Notification of 1<sup>st</sup> debtor* and the copy fee for the *First Page of Each Document* to the median price point.

## **Building and Safety Division**

### Combination Building Permit Fee

This fee was increased to 3% of valuation in 2018. However, when applied to projects with a valuation of over \$1,000,000 the resulting fee exceeded the cost of providing Building and Safety services. The change to 1.5% of the project valuation for projects over \$1,000,000 valuation accurately reflects the costs of inspections and plan check.

### Supplemental Fees

Fees (except Solar Electric) that are not based on building valuation are adjusted to an hourly rate of \$95.00. The *Duplication/Replacement of Job Card* fee was removed and copy fees were added and the *Electrical Service Upgrade Fees* were reduced to

accurately reflect the actual time spent on inspections. The *Manufactured Home-Housing and Community Development (HCD) Fee* and the *HCD 433* fees are based on the amount allowed by California Code of Regulations. Solar Electric fees were changed to a flat rate based on the amount of time allocated to a typical solar electric project. Provisions to calculate commercial solar electric projects were also included. The *Siding* fee was converted from a building valuation calculation to a flat fee to accurately reflect the cost associated with this service. The new fee applied after notice of failure to obtain permit before commencing work is weighted based on the length of time it takes the person to apply for a permit.

## Environmental Health

### Return Check Fee (per check)

This fee was increased to recover the cost of returned checks and the cost increase was confirmed by the Tax Collector/Treasurer.

All other fees were increased by applying the San Francisco-Oakland-Hayward, CA Consumer Price Index of 3.5% to recover the increased cost of providing these services.

The following existing fees were restored after they were inadvertently removed from the Master Fee Schedule: Ag Well Permit, Mobile Prep Unit, Seasonal Mobile Food Unit (quarterly), Seasonal Medium Retail Market with Food Prep, Seasonal Food Facility with Private Water System, Seasonal Non-Profit up to 5 days, Non-Profit Service Club, Low Risk/Minimal Food (per permit) Seasonal 6 months, Low/Risk/Minimal Food (per permit) Seasonal 3 months.

## Public Services

### Public Services Facilities

Changes involving Public Services Facilities include simplifying and restructuring the fee structure with no increase.

### Solid Waste

Landfill related fees were increased by applying the San Francisco-Oakland-Hayward, CA of 3.5% and United States Water-Sewer-Trash Collection Consumer Price Index.

## Public Works

The highlighted fee increases under the subheadings of *County Maintained/County Service Area - Encroachments, Surveyor, Aeronautical Activities, and CDD Collects the Following Fees for Surveyor Function* were increased by applying the San Francisco-Oakland-Hayward, CA Consumer Price Index of 3.5% to recover the increased costs associated with these services.

## Water Resources

All existing fees were increased applying the San Francisco-Oakland-Hayward, CA Consumer Price Index of 3.5% to recover the increased costs of providing these services.

### Habitat Evaluation

This new fee will recover the costs of a new report required to help protect the state threatened fish, the Clear Lake Hitch. The fee will offset the costs related to a site visit, mapping, report preparation and

consultations with the California Department of Fish and Wildlife.

*Chemical Application*

The flat fee was replaced with a per square foot of treated area methodology and reflects a more accurate cost recovery method.

**FISCAL IMPACT:** Unknown

**FISCAL IMPACT (Narrative):** For most departments there will be a modest increase in revenue to offset the direct and indirect costs for the aforementioned public services. The Building and Safety Division with the exception of the fee reduction to 1.5% for large projects reflect minor adjustments for an accurate cost recovery.

**STAFFING IMPACT (if applicable):** None

**RECOMMENDED ACTION:**

Staff recommends the adoption of a Resolution amending the Master Fee Schedule for departmental services rendered by the County.