



## Legislation Text

---

File #: 17-004, Version: 1

---

### MEMORANDUM

**TO:** Board of Supervisors

**FROM:** Carol J Huchingson, County Administrative Officer

**DATE:** January 3, 2017

**SUBJECT:** Ordinance Establishing Article XXVIII in Chapter 2 of the County Code Providing the Authority and Procedures for Adopting and Administering a Master Fee Schedule.

#### EXECUTIVE SUMMARY:

On December 6, 2017 staff initially presented the Ordinance establishing Article XXVIII in Chapter 2 of the County Code. Prior to the second reading on December 20, 2017, staff was made aware of the requirement to present the Ordinance as a public hearing with proper notices to the public. Consequently, this Ordinance was removed from your board's agenda on December 20, 2017 and is now being brought before your board again for consideration of adoption.

In accordance with your Board's direction, staff has been engaged in the development of a Master Fee Schedule to provide the public with a convenient and transparent single source that reflects all County service fees. In order to adopt a Master Fee Schedule, it is necessary to first establish the corresponding authority and procedures. Consequently, presented for your consideration is an Ordinance which authorizes the use of a Resolution to both adopt a Master Fee Schedule and to make subsequent adjustments thereto.

Soon after the effective date of this Ordinance, staff will present the Resolution which will serve to adopt the inaugural Master Fee Schedule. Once adopted, the intent is to update the Master Fee Schedule annually as part of the budget process and other times as needed.

The proposed Ordinance also provides for automatic adjustment of state and federal fees without benefit of an amending Resolution when, in those rare occasions, it is necessary to timely apply adjustments in order to maintain compliance with said laws.

The approach envisioned by the attached Ordinance will not only provide a user-friendly document for the public but will also streamline the process of adjusting fees.

**FISCAL IMPACT:**   X   None    Budgeted    Non-Budgeted  
Estimated Cost:

Amount Budgeted:  
Additional Requested:  
Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):** None

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

**RECOMMENDED ACTION:**

Staff recommends adoption of the Ordinance Establishing Article XXVIII in Chapter 2 of the County Code providing the authority and procedures for adopting and administering the Master Fee Schedule.

This Ordinance will require the standard two readings provided your Board take action to advance the Ordinance for consideration of passage.