



Legislation Text

File #: 18-009, **Version:** 1

MEMORANDUM

TO: Board of Supervisors

FROM: Carol J Huchingson, County Administrative Officer

DATE: January 23, 2018

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 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 Senate Bill 2 (Recorders Office), Assembly Bill 1379 (CDD), Special Districts, and the Community Development Department.

Senate Bill 2 Building Homes and Jobs Act adds Government Code Section 27388.1 which mandates a \$75 State fee be collected through the County Recorder's Office. The fee will be charged for the recording of every real estate instrument, paper, or notice required or permitted by law to be recorded with a maximum charge of \$225. In addition to the changes for SB 2 the Assessor / Recorders Office fee descriptions are being revised to better reflect the services being provided.

Assembly Bill 1379 Certified Access Specialist Program (CASp) requires that any applicant for an original or renewal of a local business license or equivalent instrument or permit to pay an additional fee of \$4 to be collected by the County. Additionally, the Community Development Department is adjusting some current Building and Safety fees to offset the actual costs associated with providing services.

Staff recommends removing all the Special Districts fees from the Master Fee Schedule and replacing them with a link to Special Districts' website where fees are posted and kept up to date. Special Districts' fees are governed by the Proposition 218 process and cannot be updated thru this process.

Staff is recommending this annual and as needed update to the Master Fee Schedule to reflect the actual costs associated with providing the specified services. All fees set forth in this Master Fee Schedule adjustment shall become effective 1/23/2018, with the exception of Building and Planning fees governed by 66017. (a) of the Government code which will become effective 60 days after adoption.

FISCAL IMPACT: ☐ None ☐ Budgeted ☐ Non-Budgeted ☒ Unknown

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative): There will be a modest increase in revenue that will offset the cost of doing business for County department.

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.