



Legislation Text

File #: 18-521, **Version:** 1

MEMORANDUM

TO: Board of Supervisors

FROM: Carol J Huchingson, County Administrative Officer

DATE: June 26, 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 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 Agricultural and Weights and Measures Department, Animal Control Department, Behavioral Health Department, Environmental Health Department, Planning Division and Support Services, Public Services Department, and the Public Works Department.

Agricultural and Weights and Measures Department is requesting to increase the phytosanitaries & certificates of quarantine fee from \$25 to \$50. The fee is being increased because it takes two hours of actual staff time to produce a certificate and the fee increase comes closer to covering actual costs.

The Auditor - Controller / County Clerk office is requesting to adjust most of their fees based on a completed cost analysis study.

Animal Control is requesting to adjust cremation fees to match Napa's Bubbling Wells Cremation Services fees. Napa's fees were chosen because out of all surrounding counties their fees were the lowest not counting Lake County's Animal Control fees. The new fees will help bridge the gap between revenue and actual expenses.

Behavioral Health is requesting to bring all of their fees in line with actual costs for both Mental Health and Substance Use Disorder.

Environmental Health is requesting to increase most of their fees by CPI which was 3.6% from February 2017 to February 2018 for the San Francisco-Oakland-Hayward area. The fees were rounded to the nearest dollar after the 3.6% CPI increase was calculated.

The Planning Division is requesting to increase certain fees that are collected on the behalf of Public Works. The fees are being adjusted by the 3.6% CPI. Adjustments were also made to pass through charges for Water Resources where the title was never changed from Public Works to Water Resources.

Public Services is requesting to adjust museum and community room rental rates, and Eastlake Landfill disposal tipping fees. Museum room rentals outside normal business hours will increase by \$5 per hour respectively. Middletown and Lower Lake community room rentals may now require insurance and the fees for groups will increase by \$5 for the first two hours and \$5 for each additional hour. Eastlake Landfill disposal franchise hauler fees would adjust to \$49.71 per ton.

The Public Works Department is requesting to adjust some fees related to the County surveyor, aeronautical activities, and County maintained / County service area encroachments.

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 7/1/2018.

FISCAL IMPACT: Unknown

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

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.