



## Legislation Text

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File #: 19-1093, Version: 1

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### MEMORANDUM

**TO:** Board of Supervisors

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

**DATE:** November 19, 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 amend fees related to the Environmental Health Department, Planning Department and Water Resources Department.

The Environmental Health Department is requesting to increase the fees collected by the Planning Division to cover actual costs. These fees are charged in 15 minute increments based on the rate of \$124/hour.

The portion of specific Planning Division fees which include charges from Environmental Health are being increased to match the actual costs related to said services.

Water Resources is requesting to decrease the fee for Quagga Mussel Sticker Residents/Visitors from \$21 to \$20 to better serve the public.

Staff is recommending this annual or 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 11/5/19 unless governed by Government Code 66017 in which case the fees will become effective 1/6/20.

**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.