



Legislation Text

File #: 21-438, Version: 1

Memorandum

Date: May 25, 2021

To: The Honorable Bruno Sabatier, Chair, Lake County Board of Supervisors

From: Carol J Huchingson, County Administrative Officer

Subject: Consideration of a Resolution amending the Master Fee Schedule for departmental services rendered by the County

Executive Summary: (include fiscal and staffing impact narrative):

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 Agricultural and Weights and Measures Department, Animal Control Department, Environmental Health Department, Planning Division, Public Services Department, Public Works Department, Sheriff's Department, and Water Resources fees collected by the Planning Division.

The Agricultural and Weights and Measures Department is requesting to add an Industrial Hemp Destruction Fee per Site of \$160, based on a 2019 and 2020 study of actual costs related to sites being destroyed due to regulation requirements.

The Animal Control Department is requesting moderate increases to daily food and care costs, cremation services, special testing and vaccine services, pet tags, carriers and collars and pet urns to keep pace with rising actual costs.

The Environmental Health Department is requesting an increase in those fees tied to annual Consumer Price Index (CPI) increases.

The Planning Division is requesting an adjustment in the fee allocation of the Grading Permit fee that it shares with the Building Safety Division, due to the expanded work of the Resource Planner to issue the Grading Permit. The Planning Division collects fees on behalf of other County Departments in the issuance of permits, and due to increases in fees from Environmental Health, Public Works, and Water Resources, the affected Planning fees will increase accordingly.

The Public Services Department is requesting CPI increases to its Tipping Fees. It has added headings for daily, seasonal and facility rates to the Middletown Pool Fees to provide clarification of the existing fees. It has also made clarification of hourly rates and times for the Lake County Museums, the Middletown Community Room and Lower Lake Community Room, added a Cleaning fee (as needed) for the Museums, and increased the Cleaning fee for the Community Rooms.

The Public Works Department is requesting increased fees for the County Surveyor's hourly rate, which includes overhead. It is also adjusting those fees tied to CPI; some of which have adjusted down to reflect the correct fee amount.

The Sheriff's Department is requesting to add the fees for Concealed Carried Weapons Class fees for new applications and renewal applications, which was approved by the Board in the March 2, 2021 meeting.

Staff is recommending this annual 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 07/01/2021 unless governed by Government Code 66017 in which case the fees will become effective 07/26/2021.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Consistency with Vision 2028 and/or Fiscal Crisis Management Plan (check all that apply):

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Disaster Recovery | <input type="checkbox"/> County Workforce | <input type="checkbox"/> <i>Technology Upgrades</i> |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake | <input type="checkbox"/> <i>Revenue Generation</i> |
| | | | <input type="checkbox"/> <i>Cost Savings</i> |

If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:

Which exemption is being requested?
How long has Agreement been in place?
When was purchase last rebid?
Reason for request to waive bid?

Recommended Action:

Adopt Resolution amending the Master Fee Schedule for departmental services rendered by the County.