



Board Agenda Item 25

DATE: May 6, 2025

TO: Board of Supervisors

SUBMITTED BY: Melissa Cregan, Agricultural Commissioner/Sealer of Weights & Measures

SUBJECT: Amendment to Master Schedule of Fees - Agriculture

RECOMMENDED ACTION(S):

Conduct second hearing to amend the Master Schedule of Fees, Charges and Recovered Costs by amending Section 3300 - Agriculture, Subsections 3305 and 3306; and waive reading of the Ordinance in its entirety; and adopt the proposed Ordinance.

There is no additional Net County Cost associated with the recommended action. Approval of the recommended action would revise the existing Master Schedule of Fees, Charges and Recovered Costs Ordinance (MSF) based on the Department's program costs for FY 2023-24. The recommended amendments to MSF Subsection 3306 include updated rates to enable the Department of Agriculture to recover increases in salaries and benefits as well as services and supplies. Additionally, approval of the recommended action would retitle Subsection 3306 from "Rodenticide" to "Agricultural Services" to correct the terminology used, provide clarification, and reorganize certain fees in the MSF to enhance transparency and improve understanding. Lastly, it would correct a code citation in Subsection 3305.

The first hearing was heard by your Board on April 22, 2025. This item is countywide.

ALTERNATIVE ACTION(S):

Your Board may direct Department not to change the rates, change a portion of the rates, or propose alternative rates; however, these alternatives might not recover the full costs of providing services.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. If approved by your Board, it is anticipated the proposed fee increases will allow the Department to recover the full cost of providing agricultural services.

DISCUSSION:

On April 22, 2025, your Board conducted the first hearing to amend MSF Section 3300 - Agriculture, Subsections 3306 and 3305.

The proposed rate changes for Phytosanitary Certificates are as follows:

- Base Rate: Increase from \$18.51 to \$31.59 (71%)
- Inspection Hourly Rate: Increase from \$80.98 to \$109.76 (36%)

- Inspection Mileage Rate: Increase from \$0.56 to \$1.00 per mile (79%)

The increases in the Base Rate and Hourly Rate primarily result from higher salary and benefit costs, while the increase in the Mileage Rate accounts for rising transportation expenses. Additionally, the Department is proposing to shift to a Mileage Rate calculation based on actual vehicle costs rather than the Internal Revenue Service mileage reimbursement rate.

The Departmental Hourly Rate is proposed to increase from \$87.27 to \$87.88 (less than a 1% increase). The Hourly Rate for Certified Farmers Market Certificates is proposed to increase from \$60.00 to \$87.88 (46%). Previously, this fee was capped at \$60 under California Food & Agricultural Code Section 47020, preventing the Department from applying the full calculated Departmental Hourly Rate. The new Departmental Hourly Rate now includes transportation costs, eliminating the need for additional per-mile charges.

Additionally, the recommended action proposes updates and clarifications to the MSF to correct prior inaccuracies and typographical errors and enhance transparency as presented in Attachment A - MSF Change Comparison.

A summary of the Ordinance amendment was published in The Business Journal.

If adopted by your Board, the proposed rates will take effect on June 5, 2025.

REFERENCE MATERIAL:

BAI #10, April 22, 2025

ATTACHMENTS INCLUDED AND/OR ON FILE:

Ordinance
Exhibit A - Proposed MSF
Attachment A - MSF Change Comparison

CAO ANALYST:

Amy Ryals