



Board Agenda Item 8

DATE: November 16, 2021

TO: Board of Supervisors

SUBMITTED BY: Steven E. White, Director
Department of Public Works and Planning

SUBJECT: Amendment to Master Schedule of Fees - Public Works and Planning

RECOMMENDED ACTION(S):

- 1. Conduct first hearing to amend the Master Schedule of Fees, Charges and Recovered Costs Ordinance by Amending Sections 1000 - Computer Services (EMIS); 1500 - Parks and Recreation; and 2200 - Public Works; and waive reading of the ordinance and set the second hearing for December 14, 2021;**
- 2. Designate County Counsel to prepare a fair and adequate summary of the proposed Ordinance; and**
- 3. Direct the Clerk of the Board to post and publish the required summary in accordance with Government Code, Section 25124(b)(1).**

Approval of the recommended actions will revise the existing fees in the Master Schedule of Fees, Charges, and Recovered Costs (MSF) Sections 1000, 1500, and 2200 based on actual Department of Public Works and Planning (PWP) costs. The fees are used to reimburse Department staff costs for projects requested by County departments and outside public agencies. This item is countywide.

ALTERNATIVE ACTION(S):

Your Board may choose not to amend the MSF Ordinance and direct staff to use current fees or propose alternative fees, which may not recover 100% of departmental staff costs.

FISCAL IMPACT:

There is no increase in Net County Cost (NCC) associated with the recommended actions. It is anticipated that with the fee rate amendments, the Department will ensure 100% cost recovery for salaries, benefits, and indirect costs.

DISCUSSION:

The proposed fee rate changes ensure proper cost recovery for salary and benefits and indirect costs and have been reviewed and recommended for update in the MSF by the Auditor-Controller/Treasurer-Tax Collector (ACTTC) to ensure 100% cost recovery.

Attachment A includes the current and proposed fee rate changes to Subsection 1001- Staff Time under Section 1000 - Computer Services - EMIS. The hourly rates are used for requests from outside the County

for computer related services including parcel checks, map checks, and similar.

Attachment B includes the current and proposed fee rate changes to Subsections 1502-Picnic Grounds-Reservation Fees and 1509 - Parks Staff under Section 1500 - Parks and Recreation. The fee for Avocado Lake is being deleted as this area is not reservable. The hourly rates are used to charge outside public agencies and to estimate work for County departments for grant funded projects.

Attachment C includes the current and proposed fee rates to Subsections 2207 - Capital Projects; 2208 - Admin Services - Resources; and 2209 - Development Services under Section 2200 - Public Works, which specify the hourly rate fees applied to projects requested by outside agencies, projects using tax-exempt bonds, and other special grant funded County department projects.

Changes in the rates stem from changes to staffing composition within each job classification and are primarily due to salary and benefit changes. The proposed fee rate changes will take effect 30 days after the second reading if adopted by your Board.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachments A-C
Ordinance
On file with Clerk - Ordinance Summary

CAO ANALYST:

Ron Alexander