



# Board Agenda Item 7

DATE: June 23, 2020

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director, Internal Services/Chief Information Officer

SUBJECT: Amendment to the Master Schedule of Fees, Charges, and Recovered Costs  
Section 3800 - General Services

RECOMMENDED ACTION(S):

- 1. Conduct first hearing to amend the Master Schedule of Fees, Charges, and Recovered Costs Ordinance by amending Section 3800 - General Services, subsections 3804 - Badge Identification, 3809 - Fleet Labor, 3810 - Motor Pool, 3811 - Fuel Tank Inspection, 3812 - Building Maintenance Labor and 3813 - Janitorial Labor; waive the reading of the Ordinance in its entirety, and set the second hearing for August 4, 2020;**
- 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 Section 3800 - General Services of the Master Schedule of Fees, Charges, and Recovered Costs (MSF) Ordinance, based on the anticipated Internal Services Department (ISD) - Security, Fleet, and Facility Services costs for FY 2020-21. The proposed rate increases will be used for recovery of costs of certain services provided by ISD - Security, Fleet, and Facility Services to user departments and other public agencies. This item is countywide.

ALTERNATIVE ACTION(S):

Your Board may direct ISD staff to leave current fees, or a portion of current fees unchanged, or propose alternative fees, however, these alternatives may not recover full costs of services.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. Charging the proposed rates for services rendered to user departments and other public agencies will result in the collection of a portion of the revenues needed to operate three separate Internal Services Funds (ISF) for FY 2020-21. Those funds are:

Fund 1000, Fleet Services, Org 8910 - 8911  
Fund 1035, Security Services, Org 8970  
Fund 1045, Facility Services, Org 8935

The rate increases, which range from 3.68% to 17.11%, are due to a variety of factors, including salary and

benefit increases, and necessary replacement of outdated equipment.

DISCUSSION:

As an ISF department, ISD, which manages these three funds, must recover all operating expenses by charging user departments and public agencies for services ordered and rendered.

The proposed amendments to the Ordinance, if adopted by your Board, would update rates for Section 3800 - General Services, subsections 3804 - Badge Identification Rate, 3809 - Fleet Labor Rate, 3810 - Motor Pool Rate, 3811 - Fuel Tank Inspection Rate, 3812 - Building Maintenance Labor Rate and 3813 - Janitorial Labor Rate. Attachment A, Summary of Proposed Revisions of Fees, illustrates a comparison between the proposed rates and the corresponding rates for the two preceding budget years (FYs 2018-19 and 2019-20) for those subsections recommended for amendment.

Subsections 3801 and 3802 of Section 3800 will remain unchanged.

Increases in labor rates for staff for Fleet Repair, Building Maintenance, Security, and Janitorial Services lead to changes from the current rates to the recommended increased rates.

The recommended rates, including the calculation and methodology applied for cost recovery, are currently under review by the Auditor-Controller/Treasurer-Tax Collector (ACTTC). Should the ACTTC find material errors in the rate development, ISD will return to your Board for an adjustment at that time. The proposed rate changes will take effect 30 days after the second hearing, if adopted by your Board.

If the recommended actions are approved by your Board, the second hearing will be scheduled for August 4, 2020.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Attachment A  
Ordinance  
On file with Clerk - Summary of Ordinance

CAO ANALYST:

Sonia M. De La Rosa