



Board Agenda Item 12

DATE: June 6, 2017

TO: Board of Supervisors

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

SUBJECT: Amendment to Master Schedule of Fees, Charges, and Recovered Costs

RECOMMENDED ACTION(S):

1. **Conduct first hearing to consider amending the County of Fresno Master Schedule of Fees, Charges, and Recovered Costs Ordinance by amending Section 3800 - General Services, where subsection 3803 is deleted, subsections 3801 and 3802 remain unchanged, and subsections 3804, 3809 through 3813 are updated; waive the reading of the ordinance in its entirety; and set the second hearing for June 20, 2017;**
2. **Designate County Counsel to prepare a fair and adequate summary of the proposed ordinance; and**
3. **Direct the Clerk to the Board to post and publish the required summary in accordance with Government Code Section 25124(b)(1).**

Approval of the recommended action will amend rates in Section 3800 of the Master Schedule of Fees, Charges and Recovered Costs (MSF). Approval of the second and third recommended actions satisfies the legal requirement to publicize the service rates for some services provided by the Department of Internal Services, that are offered to County departments as well as other outside government entities.

ALTERNATIVE ACTION(S):

There is no viable alternative as this is a legal requirement.

FISCAL IMPACT:

Charging the proposed rates for services rendered to County departments and other government organizations outside the regular County departments will result in the collection of a portion of the revenues needed to operate three separate Internal Services Funds (ISF) for FY 2017-2018. Those funds are:

Fund 1000, Fleet Services, Org 8910-8911

Fund 1035, Security Services, Org 8970

Fund 1045, Facility Services, Org 8935

DISCUSSION:

The three funds mentioned above are managed by the ISD. As ISF organizations, they must recover all operating expenses by charging customers for services ordered and rendered. The rates under discussion were established by estimating the annual operating cost of the components of each of the unique services being offered and then dividing those costs by the projected usage of all customers. The rates indicated are for services utilized by both internal and external customers and make up a portion of the total revenues collected by the ISF's.

The rate for subsection 3803 is deleted, as the Ballroom is no longer being rented out to the public. Subsections 3801 and 3802 remain unchanged. Lastly, subsections 3804, and 3809 through 3813 are updated. Exhibit A illustrates a comparison between the proposed rates and the corresponding rates for the two preceding budget years for those sections recommended for change. In some cases, the units of service obtained may be in the thousandths or millionths, therefore recorded to four decimal places. The rounding back to dollars and cents is accomplished at collection time.

If approved, the recommended rates will be effective 30 days after the second hearing if adopted by your Board.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Exhibit A - Comparison of Rates
Ordinance Amending MSF Section 3800 (including Exhibit 1)
On file with the Clerk - Summary Ordinance

CAO ANALYST:

John Hays