



# Board Agenda Item 16

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DATE: June 30, 2026

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), subsection 1001; Section 1500 - Parks and Recreation, subsections 1501, 1502, and 1509; Section 2200 - Public Works, subsections 2205, 2207, 2208, and 2209; waive reading of the ordinance in its entirety and set the second hearing for July 14, 2026;**
- 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 State 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 hourly rates are used to reimburse Department staff costs for projects requested by County departments and outside public agencies. The fees are used to charge the public for use of various Park facilities. 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 full costs of services.

FISCAL IMPACT:

There is no Net County Cost associated with the recommended actions. It is anticipated that with the hourly fee rate amendments, the Department may recover most of the costs for salaries, benefits, and indirect costs.

DISCUSSION:

The proposed hourly fee rate changes for Sections 1000, Subsection 1001; Section 1500, Subsection 1509; and Section 2200, subsections 2207, 2208, and 2209 have been reviewed and recommended for update in the MSF by the Auditor Controller/Treasurer Tax Collector (ACTTC) to ensure that the rates were constructed reasonably and developed in accordance with cost development guidelines, including those in

the Office of Management and Budget, Title 2 in the Code of Federal Regulations, Part 200 (2 CFR Part 200).

The proposed fees for Section 1500, subsection 1501 and 1502; and Section 2200, subsection 2205(C) are requested to be updated without the approval of the ACTTC. The proposed fees are based on existing rates and/or prior Board action.

Exhibit A of Attachment A includes the current and proposed fee rate changes to Subsection 1001- Staff Time under Section 1000 - Computer Services - EMIS. The hourly fee rates are used for requests from outside the County for computer related services including parcel checks, map checks, and similar services.

Exhibit B of Attachment A includes the current and proposed fee and rate changes to Subsections 1501 - Camping Grounds Reservation Fees; 1502 - Picnic Grounds-Reservation Fees (Reserved Day Use); and 1509 - Parks Staff under Section 1500 - Parks and Recreation. Currently, the campground fees are based on single site reservations. The campground fees are being revised to add fees for double and triple camp site reservations. The picnic shelter fees are being revised to add fee line items for recently added picnic shelters at various County Parks. The proposed fees are based on existing sites and shelters of similar size and capacity. The hourly staff rates are used to charge outside public agencies and to estimate work for County departments for grant funded projects.

Exhibit C of Attachment A includes the current and proposed fee rates to Subsections 2205 - Miscellaneous Fees; 2207 - Capital Projects & Design; 2208 - Admin Services - Resources; and 2209 - Development Services under Section 2200 - Public Works. Subsection 2205(C) is being updated to include a new fee called "Traffic Calming Measures - Speed Humps", approved by the Board on October 8, 2024, as part of a two-year pilot program.

Subsection 2207 establishes hourly fee rates for Capital Projects & Design services provided to customers and outside agencies, including other special grant funded County department projects. Changes in the hourly fees stem from changes to staffing composition within each job classification and salary and benefit changes. Updates to Subsection 2207 include the addition of Surveyor classification fee rates and the removal of the former Field Survey Supervisor and Chief of Field Survey classifications consistent with the Board-approved establishment of the Surveyor classification series and related reclassifications on December 3, 2024. Subsection 2207(b) is also being added to establish Road Maintenance fee rates for job classifications that perform work related to illegal dumping tasks. This includes the Community Worker classification, which was approved by your Board on April 8, 2025.

If the recommended actions are approved by your Board, the second hearing will be scheduled for July 14, 2026. The recommended fee rate changes will take effect 30 days after the second hearing if adopted by your Board.

REFERENCE MATERIAL:

BAI #25, April 8, 2025  
BAI #47, December 3, 2024  
BAI #5, October 8, 2024

ATTACHMENTS INCLUDED AND/OR ON FILE:

Ordinance  
Attachment A  
On file with Clerk - Ordinance Summary

CAO ANALYST:

Maria Valencia