

## **SUMMARY OF PROPOSED FY2017/18 FEE CHANGES BY DEPARTMENT**

### **1. AGRICULTURAL COMMISSIONER / SEALER OF WEIGHTS & MEASURES – (Exhibit I)**

The fee schedule for the Agricultural Commissioner/Sealer of Weights and Measures reflects a fee range decreases of \$3 to \$8 in the productive hourly rate resulting from increased number of staffing sharing the total costs. This represents 6.2% decrease from the FY2016/17 productive hourly rate, resulting in a decreased portion of fees that are based on direct cost recovery. Despite the decrease of fees, the department anticipates a nominal increase in revenue due to increased units for inspection.

### **2. ASSESSOR/RECORDER – (Exhibit II)**

The department recommends increasing eleven fees ranging from \$1 to \$18, representing a 3% to 7% increase in the Assessor's Office due to a 3.7% increase from the FY2016/17 productive hourly rate. The department also recommends increasing one fee for \$2, representing a 4.3% increase, in the Recorder's Office due to a 2.4% increase from the FY2016/17 productive hourly rate. In addition, there is one new fee for \$1 which is set by Statute, related to the Electronic Delivery Service fee. The department anticipates nominal increase in revenue generated from the revised fees.

### **3. RESOURCE MANAGEMENT – (Exhibit III)**

The Department of Resource Management calculates a composite hourly rate for each division separately. The department has many of its administrative costs and services consolidated into the administrative division budgets contained in Environmental Management and Public Works. The administrative costs are allocated via administrative overhead distributions to the operating divisions within the department and are included in the hourly rate calculations. Consequently, the department's hourly rates are based on a full administrative overhead allocation, and fees are based on the average time it takes to perform a specific fee for service multiplied by the hourly rates calculated. There are no fee increases proposed for Business Licenses.

#### **a. Environmental Health – (Exhibit III-A)**

The Department proposes to revise some fees to reflect an increase of \$8, or approximately 6%, in the productive hourly rate for environmental health programs, \$1 or approximately 1% in site mitigation programs, and \$4, or approximately 3%, for hazardous materials programs. Environmental health programs fees for septic system site evaluations, preliminary site review, city garbage exemption reviews and temporary body art facilities will increase from 5% to 6%, or approximately \$8 to \$25. No change is proposed for most of the remaining environmental health fees, except the direct hourly rate charged for some services, such as additional plan review time and inspection time beyond that covered by the permit fee, is increased by \$8, or 6%. Site Mitigation program fees are increasing up to 1%, or a range of \$1 to \$24. Hazardous Materials program fees are increasing up to 3% , or a range increase of \$2 to \$45.

The Department proposes to add four new environmental health fees in Program 16-Consumer/Food and one new fee in Program 44-Solid Waste. The new proposed fees in Program 16-Consumer/Food are Catering Registration, Mobile Food Facility-One event fee, Mobile Food Facility-Seasonal mobile event, and Special Event Organizer > 20 booths. These fees are proposed to address emerging business patterns, to streamline the permitting process

related to catering and mobile food operations at temporary events, and to provide better cost recovery for time spent permitting and inspecting large temporary events. The new fee proposed in Program 44 is Solid Waste Facility-Notification Tier to address a requirement in the California Code of Regulations, Title 14, section 17403.3.1 that requires certain recycling businesses to now be regulated and inspected.

The Department also proposes to delete the Program 41-Waste Tire Enforcement category since CalRecycle has modified the method of computation for hourly rates allowed for reimbursement of state grants associated with waste tire enforcement activities, making this category inapplicable at this time.

Addition of these new fees along with the proposed increased fees will allow continued cost recovery given the time required to perform all environmental health and hazardous materials related inspections and services. The Department anticipates approximately \$36,109 increase in revenue generated from the revised fees.

#### **b. Planning Services – (Exhibit III-B)**

The FY2017/18 Planning Service fees reflect a 3% increase for all fees over FY2016/17 as a result of increases in operating costs. This results in an increase ranging between \$3 to \$244 for various fees and services. While most of the fee increases are less than the actual cost to provide the services, the department believes that they are justifiable and reasonable to support the land use policy and foster further economic growth.

The Department is recommending the establishment of a new permit and corresponding fee for a minor use permit amendment. Presently, there is a permit for a minor use permit and a minor revision to a minor use permit. However, there is not a permit or mechanism for extensive changes to an existing use approved through a minor use permit. This new permit will allow for review and approval of major changes to a use that is operating according to the conditions of approval of a minor use permit without the requirement for a new minor use permit.

If approved, the Department projects an increase of approximately \$5,335 in fee revenue

#### **c. Building and Safety – (Exhibit III-C)**

The Department recommends that the County fee table Exhibit IIIC reflect the State of California code fee table references as revised by the International Code Council in February 2017. It is anticipated that the average increase in fees due to this new table for a standard 3,000 square foot residential home will be approximately \$52 and the average increase for a standard 10,000 square foot building will be \$78. In addition, there is an approximately 5% increase for most building supplemental inspection fees and other fees as a result of increases in operating costs and the time required to perform inspection services. This results in a \$5 to \$75 increase for most fees. This increase will improve cost recovery for services while still being reasonable to support development.

The hourly rate for code compliance is increasing by \$102 or 70% and re-inspection fees are increasing by \$79 or 36% due to the current operating costs. These costs reflect increased Extra Help staffing and legal assistance to improve code compliance.

The Department anticipates a \$12,948 increase in the Building Division's revenue and a \$790 increase in the Code Compliance Division's revenue as a result of this fee revision

**d. Public Works/Engineering/Surveyor – (Exhibit III-E)**

The Department proposes a \$4 increase in the productive hourly rate for Engineering Technician, and decreases in productive hourly rates of \$1 for Civil Engineers and \$7 for the County Surveyor to reflect changes in operating costs. As a result of the changes in the productive hourly rates and the time required to perform the inspection or service, permit fees and service hourly rates are proposed to increase up to \$95, or 9%, with the median increase being \$18.50, or 4%. These proposed fee increases include surveyor map check fees, assembly permit, encroachment permit, grading permit fees, road signage and road vacation fees, fees associated with land development and land use review, such as those for subdivisions and building envelope reviews.

The department proposes a new fee for Permit Non-Compliance Investigation to recover the hourly investigation costs associated with confirmed cases of permit non-compliance. This fee includes the costs associated with generating and mailing the notice(s) of violation and abating non-compliance issues.

If approved the Department projects an increase of approximately \$9,400 in revenue.

**4. PUBLIC GUARDIAN – (Exhibit IV)**

The cost of operating the Office of Public Guardian are not covered by the fees received from various clients and estates managed by the office. The fees assessed by the Public Guardian's office are reviewed by County Counsel/Superior Court and are developed based on costs or market rates and the client's ability to pay whichever is lower. The Public Administrator's fee schedule is subject to probate code. The department proposes decrease in all of their fees as a result in the decrease of productive hourly rate.

**5. TAX COLLECTOR/COUNTY CLERK – (Exhibit V)**

The department is recommending a range of \$1 to \$5 increases in seven fees to reflect the increase in the productive hourly rate for other mandated services provided. The department projects a nominal increase in revenue as a result of the increases in the fees.

**6. AUDITOR/CONTROLLER – (Exhibit VI)**

The Auditor-Controller provides various services such as auditing, property tax information, accounting and payroll services for independent special districts, title companies and other agencies. The department proposes to increase three fees ranging from \$.16 to \$4 based on the respective services provided. However, the department also proposes decreases of \$3. for property tax services. A nominal decrease in total fee revenues is projected. The rates are based on budgeted numbers; however, the subsequent year's rate calculations include a roll forward adjustment based on actuals.

## **7. REGISTRAR OF VOTERS – (Exhibit VII)**

The Elections Code and the Government Code establish the majority of the fees charged by the Registrar of Voters (ROV). The department's objective is to recoup all costs associated with conducting and providing election services to outside agencies.

ROV recommends revisions to five fees: (1) \$2.55 increases in three fees resulting from an increase the department's productive hourly rate; (2) a \$10 increase in the Vote-by-Mail (VBM) Subscription also resulting from an increase in the productively hourly rate for staff time to provide easily accessible downloadable VBM files that are updated daily and available to subscribers; and (3) the cost to agencies utilizing ROV's election support services, which is also based on the actual hourly rate for respective staff to provide election support services along with the department's overhead rate. The department is proposing to increase the overhead rate from 93% to 103%.

The department proposes to delete photo copy charges to align charges with the countywide copy fees.

While there were increases in their charges the department projects a decreased revenue due to anticipated decrease in customer request and decreased participants in the election.

## **8. CLERK OF THE BOARD – (Exhibit VIII)**

The Clerk of the Board proposes to revise its fees for an increase of \$3 for Research – Clerk of the Board and a \$1 increases for two fees namely, Research-Administrative Secretary/Office Assistant and Certified Verbatim Transcript – Assessment Appeals Board. The Clerk of the Board very seldom receives research requests; therefore, no additional revenue is anticipated from the fee increases.

## **9. COUNTY COUNSEL – (Exhibit IX)**

County Counsel's fee schedule reflects an increase of 9% in the hourly rate for services. While there is an increase in department fees, the revenue projects a nominal decrease due to a projected decrease in billable hours.

## **10. HEALTH & SOCIAL SERVICES – (Exhibit XI)**

Health and Social Services (H&SS) Department evaluated their existing fee structure and compared it to both actual costs and similar provider fees in the market. Following these reviews, H&SS made appropriate revisions to the FY2017/18 fee schedule.

The majority of the H&SS Department service fees are dependent on federal and state reimbursement. Payments received from these programs are subject to audits that could result in cost settlements.

Fees charged to the general public represent approximately 1% of the department's fee-for-service revenues. Patients are charged on a sliding scale to ensure income or lack of insurance is not a barrier to physical, behavioral, and dental health care. In October 2009, the Board of Supervisors (BOS) approved the department's sliding scale fee policy for primary, behavioral and dental care consistent with the requirements of the Code of Federal Regulations 42 Sec. 51c.303 which governs the use of funds under Section 330 of the Public Health Act. In addition,

our Mental Health specialty clinics use the UMDAP system (Uniform Method of Determining the Ability to Pay) which is based on an annual sliding scale liability based on the client's or responsible party's ability to pay as required by WIC Sections 5709 and 5710 and the California Code of Regulations Title 9, Division 1, Subchapter 3, Article 3, Section 524.

Health and Social Services may need to adjust its fees charged to clients during the year as reimbursement rates from MediCal, Medicare or other third party payers change, actual cost per unit information becomes available via State-prescribed cost report process, or as the volume of services rendered changes to allow us to recover more of our actual costs. Any new procedures added during the fiscal year will be based on prevailing Medicare or Medi-Cal plus a multiplier, market rates, or based on actual costs established by contract amounts or invoices whichever is reasonably available.

H&SS is proposing an increase over current primary care and dental health fees based on the higher of 2017 Medicare/MediCal rates plus a multiplier or actual cost per unit to better align charges with cost of providing services as required by the federal Health Resource and Services Administration (HRSA) while continuing to maintain consistency with locally prevailing rates.

The H&SS fee schedule includes charges for Behavioral Health Services and Public Health Services.

**a. Behavioral Health Services**

- Mental Health

With the passage of Assembly Bill (AB) 1297, billing for Short Doyle MediCal direct services changed from using the State Maximum Allowances (SMA) billing rates to an option where Counties bill interim rates based on an approximation of their actual costs based on the Mental Health cost report. These interim rates will be reconciled with the State during a cost settlement process. The proposed rates are based on the submitted FY15/16 cost report (subject to DHCS audit) plus an inflation factor based on the most recent available home health basket market index plus 3%.

Linked with the fee schedule is a Uniform Method of Determining the Ability to Pay system (UMDAP) mandated by the State which is an annual deductible liability based on gross family income of the client/responsible person. Once the annual liability is met each treatment year, mental health services are free to the client so that critical access to services will not be impeded.

- Substance Abuse

Substance Abuse services are contracted out to a network of substance abuse providers. The published rates are based on the contract rates or the Drug MediCal SMA rates plus 15%.

**b. Public Health Services**

- Targeted Case Management (TCM)

TCM fees are established based on an annual cost report submitted to the Department of Health Care Services (DHCS).

- Medical Marijuana Identification Card

In June 2009, the Board of Supervisors adopted a resolution to impose an annual fee of \$100.00 for MediCal recipients and \$200.00 for non-MediCal clients to recover the costs of administering the Medical Marijuana Identification Card program.

With the passage of Proposition 64 in November 2016, counties may only charge 50% of the \$100.00 previously charged to MediCal clients or \$50.00, 50% of the \$200.00 previously charged to non MediCal clients or \$100.00, and zero charge to County Medical Services Program (CMSP) clients.

- Vital Statistics

In FY2013/14, Vital Statistics added fees to additional services requiring resources beyond the standard procedure. These included fees for transit letters for non-contagious diseases, emergency death certificate filing due to religious or cultural reasons, late payment fee for the disposition of human remains permit, and expedited service for birth certificates. A fee for standard birth certificate was added last year. Vital Statistics is not requesting any changes in fees at this time.

- California Children Services (CCS)

The CCS program may collect an assessment and/or enrollment fee based on a sliding scale established by the DHCS/CCS program.

- Family Health

The fee schedule for Family Health Services (FHS) has been set and adjusted utilizing several approaches, namely:

- a. The first method is to determine cost per unit (CPU) based on the resource requirements needed to deliver each procedure or the resource consumption requirements called Relative Value Units (RVU). RVU methodology uses data on the number of times or frequency a CPT (Current Procedural Terminology) code is used for a given period. We used FY2015/16 total costs and CPT frequency or usage data to calculate CPU.

In instances where a CPT code usage is zero, we marked the actual cost per unit as "N/A" (not applicable).

- b. The second method is to use Medicare/MediCal (or DentiCal for dental) plus a multiplier.
- c. The third approach is to use the contract rate or invoice amount for certain laboratory procedures and vaccines.

All three methodologies are reflected in the department's proposed fee schedule. In addition, H&SS also utilizes a sliding fee scale for FHS that assures the least able to pay can still access the care through the County clinics. The sliding scale helps to ensure that the mission of serving the most vulnerable at reasonable rates will still be met.

The proposed fees include an increase over current rates based on the methodologies described above to better align charges with the cost of providing services as required by HRSA, while continuing to maintain consistency with locally prevailing rates.

- Public Health Laboratory

Some of the proposed fees are changing to keep them in line with current market rates.

## **11. SHERIFF — (Exhibit XIII)**

The Sheriff's Office recommends increasing 31 existing fees to recover actual administrative and/or service related costs as allowed by State statutes or regulations. These increases are primarily due to increases in productive hourly rates resulting from employee merit/step increases and COLAs. Additionally, the Sheriff's Office proposes to decrease 5 existing fees due to lower anticipated operational costs.

In addition, the proposed fee schedule reflects 40 fees unchanged from the current fee schedule. Specifically, two fees remain unchanged as actual costs have not increased, and 35 fees remain the same because the fees are established or capped by statute. Moreover, three existing fees tied to the Alternative to Custody program (i.e., work furlough fee, work release fee, and electronic monitoring fee) are driven by the client's hourly wage earned and their ability to pay.

The Sheriff's Office recommends deleting the Public Records Act Research Fee after statewide agreement from a large number of Sheriffs and concurrence from County Counsel.

Government Code section 29552 authorizes the State Controller to allocate funds for booking fees from the Enhancing Law Enforcement Activities subaccount in the amount of \$35M for local governments. Therefore, Solano County cannot charge booking fees under Government Code 29550.

However, pursuant to Government Code section 29551(b), Solano County may charge a jail access fee. The fee is equal to the actual costs of booking an arrestee into the local detention facility, to a local agency that exceeds their three-year average number of non-felony bookings. Arrests for municipal code violations and most misdemeanor violations are included in the criteria for billing for the non-felony bookings. Arrests for driving under the influence offenses, domestic violence misdemeanor offenses and enforcement of protective orders are excluded from the billable jail access fees. Therefore, as approved by the Board of Supervisors on April 26, 2016, the Sheriff's Office jail access fee has been included in the fees presented in this Board report.

Given the proposed fees, the Sheriff's Office estimates a revenue increase of \$11,000.

## **12. PROBATION – (Exhibit XIV)**

The Department recommends a twelve-month moratorium and reduction on the assessment and collection of certain Probation Department's juvenile administration fees effective May 1, 2017. This request is based on the recommendation made by the Board adhoc committee, including Supervisors Vasquez and Hannigan, which it is tasked to study whether the department should continue to assess and collect juvenile administration fees in light of the financial hardship and social impact of such fees on the families of the minors in detention. The committee will further study the current juvenile probation fee receivables in order to develop a recommendation to the Board by June 20, 2017, allowing the current State Franchise Tax Board intercept program for juvenile fees to remain in effect.

## **13. PARKS AND RECREATION – (Exhibit XVI)**

There are no proposed changes to the existing Parks and Recreation fees for FY2017/18 as the fees reflect current market conditions. The Department is recommending the addition of two fee exemption periods to the fee schedule to reflect fee waivers consistently approved by the Board in previous years. The first exemption waives Day Use and Boat Launch fees for veterans and active military from the Sunday prior to Veterans Day through the Saturday following Veterans Day. The second exemption waives Group Pad rental fees at Lake Solano Park for the Annual Alvin Bonifacio Memorial Children's Fishing Derby conducted by the Vacaville Sunrise Rotary that typically occurs the last weekend in September or the first weekend in October. The cost impact for these exemptions is already anticipated in Department's operating budget as the Board has consistently exempted these dates and activities past years. By adding these exemptions to the fee schedule, it will streamline Department activities to facilitate the events and memorialize the Board's direction to honor veterans and active military, and to promote youth activities at the Parks.

## **14. ANIMAL CARE – (Exhibit XVII)**

The Sheriff's Office oversees the operations of Animal Care and Control Services and is proposing adding five new fees for FY2017/18 as described below.

- Seniors for Seniors Adoption Fee. Understanding that seniors, 65 years and older, often lead fuller lives when caring for and loving a pet; and that senior animals, six years and older, are less likely to be adopted, the Sheriff's Office is recommending a new adoption fee that matches these parties. The proposed fee is half of half the applicable regular adoption fee.
- Feral Cat Shelter Release Fee. Understanding that feral cats breed large numbers of offspring, the Sheriff's Office is recommending that the spay-neuter fees be reduced for feral cats to encourage County residents to bring in feral cats for spay-neuter services. These cats would then be released into the communities without the ability to reproduce, thereby helping to control the feral cat population. The \$25 proposed fee does not entirely cover the cost of the cat's spay/neuter surgery; but the benefit outweighs full cost recovery as it is anticipated the County will have future operational cost savings from less feral cats brought into the shelter and a reduced number of feral cats that would be euthanized.
- Spay-Neuter Procedures for Authorized Rescue Organizations. Understanding that rescue organizations have limited funds and are an important partner in the County's efforts to place animals in homes, the Sheriff's Office is recommending that authorized



rescue organizations be given a 50% discount on up to 10 spay-neuter procedures per month.

- Fees for Leptospirosis Vaccination and Feline Leukemia Vaccination - The \$18 proposed fee includes the cost to purchase and apply the vaccination.

The Sheriff's Office recommends nominally increasing 31 existing fees to recover actual administrative, and/or service related costs. These increases are primarily due to minor increases in productive hourly rates. These also include converting one existing fee to actual cost of rabies testing by the Department of Health and Social Services laboratory. The proposed fee schedule also reflects decreasing five existing fees to reflect lower operational costs resulting from improvements and efficiencies.

There are 25 existing fees that remain unchanged, of which 15 are for licensing and/or tags, and two for adoptions. Included as unchanged are three related to dangerous dog permits and hearings that are set by County ordinance, and three impound penalties established by California statute.

The Sheriff's Animal Care recommends deleting the Service Dog Tag or Replacement Fee after consultation with the cities and County Counsel. Animal Care is not legally required to issue service dog tags. A service dog tag implies that the dog owner has a "medical" need for a service dog; however, Animal Care Services is unable to confirm whether the applicant meets the criteria to have a service dog and whether the dog has been properly trained. Under American Disabilities Act, local government is limited in even inquiring about a service dog, including requiring proof that the animal has been certified, trained or licensed as a service animal. In an effort to avoid liability under these circumstances, the Sheriff's Office believes it would be best to stop issuing service dog tags.

The Sheriff's Animal Care is requesting that the Board authorize the department to offer an annual dog license amnesty program to encourage dog owners who have failed to license their dog(s) timely to do so without penalty. Per County Code Sec. 4-144; A penalty is assessed if owner is more than 30 days delinquent. The amnesty program would be waiving the late fee for a 30-day period. The Sheriff's Office believes that the amnesty program will provide an incentive for dog owners to become compliant and in turn reduce the number of unlicensed dogs.

The proposed fees will result in an estimated increase of \$78,000 in revenue.

## **15. GENERAL SERVICES - NUT TREE AIRPORT – (Exhibit XX)**

The Nut Tree Airport's proposed fee schedule involves an adjustment to the Airport's hourly rate and fees for development application services. The purpose of Airport development application fees is to recover the cost of staff time spent on proposed private development projects. As an Enterprise Fund the County can establish reasonable rates, fees and charges to recover operating costs. The proposed fee schedule and fee adjustments are authorized under County Code Chapter 2.4-20 and California Constitution article XI, section 7. Pursuant to the County grant obligations with the Federal Aviation Administration (FAA) the County is also required to operate the Airport as a financially self-sustaining enterprise.