

**NOTICE OF PUBLIC HEARING ON ADOPTING NEW USER FEES OR  
REVISING EXISTING USER FEES  
(GOV. CODE SECTION 66018)**

On April 24, 2018 at 9:00 a.m., or as soon thereafter as the matter may be heard, at the Solano County Administration Center, 675 Texas Street, Fairfield, California, the Solano County Board of Supervisors will hold a public hearing to adopt by resolution new and deleted user fees or revised existing user fees as described in the staff report and summarized below:

**1. Development Project Fees**

a. The Department of Resource Management proposes to revise most of its existing fees for environmental health and hazardous materials programs by 2%, resulting in fee increases ranging from \$1 to \$263 with the median fee increase being \$9. These fees reflect an increase in composite hourly rates of \$8 or 5.5% for environmental health programs and \$7 or 4.8% in the hazardous materials program, and the anticipated time to perform services within those programs.

The Department proposes to add two new fees in Program 42 - Liquid Waste, one new fee in Program 49 - Body Art and one new fee in Program 50 - Extremely Hazardous Materials. The new fees in Program 42 – Liquid Waste provide clarity by specifically adding an hourly rate charge above staff time covered in existing permit fee categories for septic tank installation and septic tank repair/maintenance to improve cost recovery. The new fee in Program 49 – Body Art is for registration of businesses that only provide body piercing services, such as ear piercing. The piercing registration fee is based on an anticipated half hour of staff time required to complete the one-time registration of these businesses. A new Program 4 - Refinery fee is proposed for Program 50 – Extremely Hazardous Materials to recover costs associated with implementation of new State mandate and significant refinery inspection requirements that became effective in October 2017(19 CCR, Division 2, Chapter 4.5, Article 6.5). The estimated 0.25 Full Time Employee (FTE) is required to implement Program 4 and a \$68,719 fee. The Department's inspection time at Valero Benicia Refinery since October 2017 is the basis for fee recommendation. The Department has discussed the cost estimate for implementation of Program 4 requirements with staff from Valero Benicia Refinery and they are aware of the cost and the proposed fee.

The proposed increase to existing fees and addition of the new fees will allow continued cost recovery given the time required to perform all environmental health and hazardous materials related inspections and services.

b. Since FY09/2010, Board opted to accept the Department of Resource Management's recommendation and adopt modest Planning Service fees ranging from 0% to 4.9%. These increases were less than the actual cost to perform the services, but were approved to help spur economic activity. Since then, the economy has begun to experience sustained growth and the need to discount fees has lessened. At the same time, staffing costs and the level of effort to perform some planning services have increased to the extent that the currently adopted planning fees do not offset the actual costs. To balance the need to recover costs of services with encouraging continued economic recovery, the Department is recommending an adjustment of fees ranging from 7% to 24% with the intent that all service fees will be increased to fully recover actual costs over a two to three year period. Fees for services used routinely, such as administrative permits, lot line adjustments, minor use

permit applications, building permit reviews, and business license reviews and those related to agriculture will be increased by 7% to 8%, resulting in a fee increase ranging from \$4 to \$305 with the median increase being \$49. These fees will be increased over subsequent fiscal years until full cost recovery is obtained. Most remaining fees, many of which are not routinely used are for complex services such as General Plan Amendments or Rezoning. Applications are recommended to increase by up to 23% to reflect estimated costs for these services which is an increase of \$16 to \$1,950 with the median fee increase being \$183.

The Department of Resource Management is recommending the establishment of a new fee for Exception Request to allow Outdoor Cannabis Cultivation of \$397 based on two-hours of staff time to review "Exceptions" submitted by residents and non-commercial care providers to request to be allowed to grow personal cannabis outdoors per the procedures in the County of Solano's recently adopted personal cannabis regulations.

c. The Department of Resource Management recommends that the County fee table Exhibit IIIC – Building and Safety Division reflect the State of California code fee table references as revised by the International Code Council in February 2018. This results in an average increase in building permit valuation fees of approximately \$92 for a standard 3,000 square foot residential home and of \$427 for a standard 10,000 square foot commercial building. The Department is also proposing to revise the manner in which electrical, plumbing and mechanical permit fees are determined in order to improve efficiency by charging 10% of the building valuation permit fee for each of these permits instead of the current practice of basing the fees on the number of fixture units. The Department is also proposing to raise the building supplemental inspection and other miscellaneous fees by 1% to 12% as a result of increases in operating costs and the time required to perform inspection services. This results in a \$15 to \$177 increase for most fees. This increase will improve cost recovery for services and supports development inspection services.

The hourly rate for code compliance is decreasing by \$5 or 2% for a \$242 per hour. While the productive hourly rate is decreasing, the time to do re-inspection has increased resulting in an increase of \$7 or 2% for re-inspection fees. The department also proposes to increase \$4 or 16% on the business licensee review fee based on cost and time required to perform the service.

d. The Department of Resource Management proposes to revise its existing fees for Administrative Services work in the Business License program from 10% to 12%, resulting in a fee increase ranging from \$3 to \$10 for review and processing of initial, renewal and revised applications for business licenses. The fee increases offset operational cost increases and are based on administrative staff's hourly rate and estimated time to perform the functions.

e. The Department of Resource Management proposes a \$7 increase in the productive hourly rate for Civil Engineer and a \$13 hourly increase for Engineering Technician and the County Surveyor to reflect changes in operating costs. As a result of proposed changes in the productive hourly rates, most permit fees and service hourly rates are proposed to increase from \$1 to \$301 with the median increase being \$41 or 10%. 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. Two fees are proposed to decrease, Building Envelope Review by \$46 or 10% and Annual Transportation Permits by \$33 or 34%.

A new fee of \$432 for Minor Subdivision: Review Revised Map (Fee Reference # 3010-27b) is proposed to recover the hourly costs associated with this service. Over the last four years, approximately 23% or 19 of Minor Subdivision Review services were for Revised Maps.

## **2. General Government Fees**

a. The Agricultural Commissioner/Sealer of Weights and Measures proposes a 2% to 5.9% fee increase, ranging from \$1 to \$18.25 on fees based on the current year's fee. While the recommended fees are less than the actual cost to perform the service, the department's proposal is to phase in the fee increases to minimize impact on small farm operations and is comparable to fees in seeking services from neighboring counties.

b. The Office of the Assessor/Recorder proposes a 3% to 25% ranging from \$1 to \$17 adjustment to fees that are based on the cost recovery for the services provided.

c. The Public Guardian (a program in Health and Social Services) proposes adjustments in fees to recover portion of the cost for providing the services.

d. The Office of the Tax Collector/County Clerk proposes an increase in one fee to cover the actual cost in performing the service.

e. The Office of the Auditor/Controller proposes a fee schedule that reflects increase of fees ranging from \$.14 to \$9 to reflect full cost recovery for the services provided.

f. The Registrar of Voters proposes an increase to three of their existing fees that are based on the cost recovery for the services provided. In addition, the department recommends a new fee for the purchase of a weekly countywide voter file for \$10 as an option for customers. Customers can now choose to purchase the pre-made weekly file for a reduced fee of \$10 or request a custom report at the cost for staff time and materials which is typically \$38.25.

g. The Clerk of the Board proposes increases in the hourly rate for its services.

h. County Counsel proposes an increase in the hourly rate for its services.

i. The Health and Social Services Department proposes fee adjustments and new fees for its Behavioral Health Services and Public Health Services (including primary care clinic, injections, dental programs and public health laboratory).

j. The Sheriff's Office proposes to increase existing fees to recover actual administrative and/or service related costs as allowed by State statutes or regulations. Also it proposes to delete the Report Processing Fee. The department is proposing to add one new fee for FY2018/19 for \$183 for Level 1.1 Background Investigation.

k. Probation Department proposes some changes to FY2018-19 fee schedule to recover costs in performing the service. Unless mandated by statute or law, the department is recommending a flat fee of \$350 for fees with actual cost of more than \$500. In addition, fees with actual costs less than \$500, the department used the indirect cost proposal rate to determine the fees to be recommended. While the recommendation is lesser than the actual

cost, the department is recommending the adjustment to be reasonable considering the clients financial ability to pay and the likelihood of collectability.

l. Parks and Recreation proposes decreasing one of the fees from \$19 to \$15 and adding one new fee Camper Dump Fee-Regular for \$15. It also proposes the addition of a fee exemption for Day Use fees for entrance to Lynch Canyon for the Kite Festival and Kids Fest held annually in May. This move shall memorialize Board's direction to promote youth activities at the county parks.

m. The Sheriff's Animal Care Services (a division under the Sheriff's Office) proposes to add one new fee for canine influenza vaccination for \$33. The Sheriff's Office recommends nominally increasing 30 existing fees to recover actual administrative, and/or service related costs. There are 32 existing fees that remain unchanged, of which 10 are for licensing and seven for adoptions. Included as unchanged are related to dangerous dog permits and hearings that are set by County ordinance and impound penalties established by California statute.

n. The Department of Child Support Services proposes fee adjustment from \$25 to \$35 based on State statute for the annual fee from the custodial party for the families that have never received Temporary Assistance for Needy Families (TANF) if at least \$550 is collected annually on their behalf.

o. The Department of General Services proposes fee adjustments ranging from 3% to 34 % to the Nut Tree Airport's fees based on the cost recovery for the services provided. It also proposes to add two new fees for hangar rentals.

If the Board of Supervisors adopts these fees, they will become effective on July 1, 2018. Supporting documentation for all these fees is available for public review in the County Administrator's Office, 675 Texas Street, Suite 6500, Fairfield.

Dated: April 12, 2018

BIRGITTA E. CORSELLO, Clerk  
Solano County Board of Supervisors

By: -----  
Jeanette Neiger, Chief Deputy Clerk