

SUMMARY OF PROPOSED FY2018/19 FEE CHANGES BY DEPARTMENT

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

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. In addition, the department proposes to delete the Research-Staff Time Fee as the service request may be considered a public record act request, where department cannot charge for ancillary tasks necessarily associated with the retrieval, inspection and handling of the file.

The department anticipates combined increase in revenue of \$8,257.

2. ASSESSOR/RECORDER – (Exhibit II)

The Assessor's Office recommends increasing twelve fees ranging from \$1 to \$17, representing a 3% to 25% increase in the Assessor's Office due to increase in their productive hourly rate. The Recorder's Office also recommends increasing six fees ranging \$1 to \$5, representing a range from 11% to 25% increase in the Recorder's Office due to increase in their productive hourly rate. In addition, the Recording Fee is decreased by \$1 due to the non-collection of the Social Security Number Truncation fee which sunsets on 01/01/2018. It also proposes to delete the official records copy fee (1st Page CoinOp) for \$2 because the department no longer have the coin operated microfilm machine.

The department anticipates an increase in revenue of \$60,000 primarily due to the collection of SB2 Building Homes and Jobs Act State Mandated fee which goes into effect January 1, 2018.

3. RESOURCE MANAGEMENT – (Exhibit III)

The Department of Resource Management calculates a composite hourly rate for each division separately. These composite hourly rates reflect direct operational costs in addition to the Department's full administrative costs, which are proportionally allocated to each of the operating divisions. Fees are based on the average time it takes to perform a specific fee for service multiplied by the composite hourly rate to recover direct operational and indirect administrative overhead costs for providing the service.

a. Environmental Health – (Exhibit III-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.

The Department anticipates an increase in revenue of \$67,983 from a 2% increase in existing fees in all programs and the new fees in the Liquid Waste and Body Art programs; and a \$68,719 increase in revenue from the new Program 4-Refinery fee. This results in an anticipated combined increase in revenue of \$136,792.

b. Planning Services – (Exhibit III-B)

Since FY2009/10, 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.

If approved, the Department projects an increase of approximately \$22,455 in fee revenue.

c. Building and Safety – (Exhibit III-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.

The Department anticipates a \$28,882 increase in the Building Division's revenue and \$1,459 increase in the Code Compliance Division's revenue from the fee revision.

d. Administrative Services (Exhibit III-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.

If approved, the Department projects an increase of approximately \$3,280 in revenue.

e. Public Works/Engineering/Surveyor – (Exhibit III-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.

If approved the Department projects an increase of approximately \$42,354 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 increase in all of their fees resulting from the increase of productive hourly rate.

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

The department is recommending an increase of one fee, delinquent secured taxes collection fee from \$10 to \$20 to cover the actual cost in performing the collection service. The department projects an increase in revenue of \$40,000 as a result of the increase in the fee.

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 seven fees ranging from \$.14 to \$9 based on the respective services provided. The rates are based on budgeted numbers; however, the subsequent year's rate calculations include a roll forward adjustment based on actuals. The department anticipates nominal increase in revenue resulting from fee increases.

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) \$1.35 increases in three fees resulting from an increase in the department's productive hourly rate; (2) a \$9 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 103% to 106%.

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.

In addition, the department recommends to delete Research – Staff Time as the service request may be considered a public record act request, where department cannot charge for ancillary tasks necessarily associated with the retrieval, inspection and handling of the file.

8. CLERK OF THE BOARD – (Exhibit VIII)

The Clerk of the Board proposes to delete its fees for Research – Clerk of the Board and Research - Administrative Secretary/Office Assistant as the service request may be considered a public record act request, where department cannot charge for ancillary tasks necessarily associated with the retrieval, inspection and handling of the file. It also proposes to increase fees by \$7 for Certified Verbatim Transcript – Assessment Appeals Board and by \$48 for BOS meeting tapes to reflect the actual cost to reproduce a BOS meeting on DVD. The Clerk of the Board very seldom receives requests for copies of meeting tapes as they are now available to the public online; therefore, no additional revenue is anticipated from the fee increases.

9. COUNTY COUNSEL – (Exhibit IX)

County Counsel's fee schedule reflects an increase of 6% 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 for external clients. However, the department anticipates increased hours for inter departmental clients.

10. HEALTH & SOCIAL SERVICES – (Exhibit XI)

Health and Social Services (H&SS) 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 FY2018/19 fee schedule.

The majority of the H&SS 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 2.7% of the department's fee-for-service revenues. Patients are charged on a sliding fee discount scale to ensure income or lack of insurance is not a barrier to physical, behavioral, and dental health care.

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.

Primary and dental care clinics use a sliding fee discount scale, 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 and Health Resources Services Administration (HRSA), the federal oversight agency for Federally Qualified Health Center (FQHC) designated clinics.

HRSA also requires that fees be based on reasonable costs and locally prevailing charges. H&SS is proposing an increase over current primary care and dental health fees to comply with this requirement.

Health and Social Services may need to adjust its fees charged to clients during the year as reimbursement rates from Medi-Cal, 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 changes to allow us to recover more of our actual costs. Any new procedures added during the fiscal year will be based on existing or established methodologies for setting rates.

The H&SS fee schedule includes charges for the following divisions: (a) 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 4% COLA.

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.

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 annual program fees of \$100.00 for Medi-Cal 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 Medi-Cal 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. 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 Services (FHS)

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

<i>Primary Care</i>	<ul style="list-style-type: none"> • local prevailing rates based on national averages with adjustments for geographic variability and applicable percentile. • actual staff time and cost to provide the service (e.g., administering injections). • negotiated contract rates or invoice amounts for certain laboratory procedures and vaccines. • cost per visit based on the FY2016/17 Medicare cost report for setting "G" code fees.
<i>Dental Care</i>	<ul style="list-style-type: none"> • local prevailing rates if known; otherwise, the fee remains at FY2017/18 rate.

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 and maintain consistency with locally prevailing rates as required by HRSA.

HRSA also requires the establishment of a sliding fee discount scale which should be applied uniformly to all patients and to all services within the approved scope of project for a FQHC designated clinic. The scale must discount the amount on the fee schedule for patients at or below 200% of the Federal Poverty Guidelines (FPG) with patients at or below 100% of the FPG receiving a full discount and have at least three discount pay classes above 100% and at or below 200% of the FPG.

The table below is the Sliding Fee Discount Scale for FHS primary and dental care clinics specifically designed to meet HRSA requirements and ensure that income or lack of insurance is not a barrier to care.

% of Poverty Based on Federal Poverty Level	% of Fee Discounted
0 – 100%	100%
101 – 138%	80%
139 – 170%	60%
171 – 200%	50%

- .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 34 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.

In addition, the proposed fee schedule reflects 41 fees unchanged from the current fee schedule. Specifically, two fees remain unchanged as actual costs have not increased, and 36 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 Report Processing Fee with concurrence from County Counsel as the report request may be considered a public records act request and the the Background Investigation – Failed since this service is not available to the public.

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. The 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 \$21,000.

12. PROBATION – (Exhibit XIV)

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.

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

13. PARKS AND RECREATION – (Exhibit XVI)

Parks and Recreation fees are based upon market conditions. For FY2018/19, the Department recommends that the existing Non-Camper Dump Fee (Fee 034) be reduced from \$19 per dump to \$15 per dump and that a new fee, Camper Dump Fee-Regular (Fee 034.1) of \$15, be added. This will result in anyone using the parks' campgrounds' dump stations paying a \$15 fee. Costs for servicing and maintaining the campgrounds' dump stations and for campsite utilities (water and electrical service) are significantly increasing, especially at Sandy Beach Park. By focusing the fees for service on those specifically using the dump station (non-campers and campers alike), the Department can partially offset the increased operational costs without substantially increasing the costs to all campers. This allows for the Department to maintain existing campsite fees at their current rates to offset the increased operational costs, such as those for electricity and water, that are not associated with the dump station. Applying this fee uniformly to anyone using the dump station will facilitate the Department's proposed placement of an automated controlled access device on the dump station at Sandy Beach as a cost control measure in FY2018/19. This automated device, which has been successfully used at parks throughout the state, requires the dump station user to pay a fee at the device, which then automatically unlocks and provides access to the dump station for a specific time period adequate to flush RV waste tanks prior to re-securing and locking the access point. This controlled access device will generate revenue to offset maintenance cost, while also reducing the number of pump outs that should be necessary by controlling the time of access. A review of other parks in the region and throughout the state finds various dump station use fee models, ranging from dump fees being included in the campsite fee to dump fees being an entirely separate fee, with the long term trend appearing to be separate fees and controlling the dump station access, similar to the Department's proposal. If approved, the Department anticipates generating at least \$11,745 in new revenue to offset the cost of maintenance to its dump stations. The proposed fees were brought as an update item to the Parks and Recreation Commission on March 8, 2018 and no formal action was taken. The fees were brought as an action item for consideration to the Commission on April 12, 2018 and no formal action was taken.

The department is also recommending 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. The cost impact for this exemption is already anticipated in the Department's operating budget as the Board has exempted these dates and activities in past years through separate Board action. By adding this exemption to the fee schedule, it will streamline Department activities to facilitate the events, saving costs, and memorialize the Board's direction 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 to add one new fee for FY2018/19 as described below.

- **Canine Influenza Vaccination Fee.** Canine influenza is a highly contagious viral infection. The purpose of the fee is to provide dog owners the opportunity to immunize their pets at the Animal Shelter's low cost public vaccination clinic. The proposed \$33 fee is less than most local veterinarian clinics charge for the same service.

The Sheriff's Office recommends nominally increasing 30 existing fees to recover actual administrative, and/or service related costs. These increases are primarily due to minor increases in productive hourly rates resulting from employee merit/step increases and COLAs. The proposed fee schedule also reflects decreasing four existing fees to reflect lower operational costs resulting from changes to processes and reduced material costs

There are 32 existing fees that remain unchanged, of which 10 are for licensing and seven 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. Unchanged fees also include four wherein the actual cost of the service is unknown (livestock boarding for example), three that are based on similar fees charged by neighboring jurisdictions, and two wherein actual costs remained constant.

The proposed fees will result in an estimated increase of \$24,000 in revenue.

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

The Department of General Services proposes fee adjustments ranging from 3% to 34 % ranging from \$2 to \$572 increases 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.

Airport hangar and aircraft tie-down rental rates will increase by 3.1 percent based on the Consumer Price Index for 2017. As a result, rent revenue for hangars and aircraft tie-down spaces will increase by \$10,685.

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.