

OFFICE OF THE  
**COUNTY ADMINISTRATOR**

May 24, 2016

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Marin County Board of Supervisors  
3501 Civic Center Drive, Room 329  
San Rafael, CA 94903

**SUBJECT:** Countywide Fee Adjustments for Fiscal Years 2016-18

Dear Board Members:

**RECOMMENDATION:** Review and approve adjustments to fees for fiscal years 2016-2018 in Agriculture Weights and Measures, Community Development Agency, Elections, Cultural Services, Parks, and Probation

**OVERVIEW:**

Consistent with your Board's direction to ensure that fees and charges keep pace with our cost of doing business, the proposed resolutions adjust fees in six County departments, including Agriculture Weights and Measures, Community Development Agency, Cultural Services, Elections, Parks and Probation to keep pace with the increasing cost of labor in Marin County. Ordinances to adjust survey and CUPA fees in Department of Public Works are also coming to your Board for approval. The Assessor-Recorder-County Clerk, Clerk of The Board, Health and Human Services, and Probation Departments are in the process of conducting comprehensive fee studies and upon completion, those fee adjustments will be brought to you for approval.

At the March budget hearings, your Board, with a dedicated focus on equity, confirmed that increases should not be proposed to the fees directly tied to the County's equity projects. Specifically, Marin County Free Library fees and Marin County Parks entrance fees are not included in the proposed increases as the Parks and Library departments continue their work to ensure equal access to their services in the County.

Between the years 2012-2016 County fees were not consistently adjusted, although costs associated with the services provided by the County continued to increase. The cost of services is impacted by technology and equipment, but most directly by the cost of labor in the County of Marin. In 2012, 2013 and 2014, the majority of employees in the County did not receive a Cost of Living Adjustment (COLA) adjustment, as property tax growth stood still and the State budget struggled. In order to keep pace with the Consumer Price Index in the Bay Area, the majority of employees in the County received a 3% Cost of Living Adjustment (COLA) in 2015 and are scheduled to receive another such increase in July 2016 and July 2017.

By adjusting fees to keep pace with our costs, general purpose revenue growth is available for high priority needs such as roads, mental health and homelessness. The attached proposed fee increases generally propose a 6% increase over the next

two fiscal years, where allowable. In order to ensure countywide consistency and to align fees with the budget process, County departments will provide a comprehensive review of fees charged during every two year budget cycle and will propose increases/decreases consistent with the reasonable cost of the service.

Transparency and notice around fee increases and/or adjustments are a priority. Pursuant to Cal. Gov. Code Section 6066, notice of these increases was provided both on May 14, 2016 and on May 18, 2016. The notice is attached as Attachment A.

The proposed resolutions specifically identify the current fee, the proposed fee effective July 25, 2016 and the proposed fee effective July 1, 2017. The individual resolutions are attached as:

- ATTACHMENT B: RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS SETTING FEES FOR AGRICULTURE, WEIGHTS AND MEASURES
- ATTACHMENT C: RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS UPDATING THE COMMUNITY DEVELOPMENT AGENCY'S FEES FOR THE ENVIRONMENTAL HEALTH SERVICES AND PLANNING DIVISIONS
- ATTACHMENT D: RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS SETTING FEES FOR CULTURAL SERVICES
- ATTACHMENT E: RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS SETTING FEES FOR ELECTIONS DEPARTMENT COUNTER SERVICES
- ATTACHMENT F: RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS SETTING FEES FOR PARKS
- ATTACHMENT G: RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS MODIFYING ONE FEE FOR PROBATION DEPARTMENT SERVICES

**I. RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS SETTING FEES FOR AGRICULTURE, WEIGHTS AND MEASURES**

This resolution includes fee increases across most service areas in Agriculture Weights and Measures, excluding point of sale re-inspection fees and small livestock and crop producer MOCA fees, which were generally kept flat.

**II. RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS UPDATING THE COMMUNITY DEVELOPMENT AGENCY'S FEES FOR THE ENVIRONMENTAL HEALTH SERVICES AND PLANNING DIVISIONS**

In addition to the approximately 3% increase in fees for both FY 16/17 and FY 17/18, where allowable, this resolution also includes fee description updates and updates to

the notes to the Planning Division Fee Schedule, which is found at the back of the resolution. Increases are proposed in the areas of Planning, Solid Waste, Land Use, Food Plan Check, Certified Farmers Market, Consumer Protection, Housing Program, Pool Program, Environmental Health Program, and Other Land Use Fees.

### **III. RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS SETTING FEES FOR CULTURAL SERVICES**

Through this adjustment process, all fees were evaluated. Some Cultural Services fees were adjusted by 3% in each of the two listed years, consistent with other departments. Other fees, such as event rental space, were only adjusted for FY 17/18, as the Department is working hard to encourage new and diverse producers to bring innovative shows to the Marin Center facilities. Two fees were eliminated during this process, *Exhibit Booth (no curtains)* and *Overhead Lighting*, and one fee was added, *Food Sale Release Fee*.

### **IV. RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS SETTING FEES FOR ELECTIONS DEPARTMENT COUNTER SERVICES**

Some elections fees are governed by California Elections Code and are not adjustable; for the other fees, where labor costs have increased, fees have been adjusted by approximately 3% in FY 16/17 and 3% in FY 17/18. Two fees were eliminated in this resolution, namely *Precinct Maps for North, South and West* alone and the fee for a *Copy of Affidavit of Registration*. One fee was added, a combined fee for all 4 *Countywide Precinct Maps*.

### **V. RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS SETTING FEES FOR PARKS**

The attached resolution generally includes a 3% adjustment to Park use fees across Marin County Parks in FY 16/17 and FY 17/18. However, in keeping with your Board's equity initiative and efforts to increase parks access for County of Marin residents, there is no proposed increase to the parking fees or entrance fees during either fiscal year.

### **VI. RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS MODIFYING ONE FEE FOR PROBATION DEPARTMENT SERVICES**

This resolution proposes one fee increase in the Probation Department. The department is currently conducting fee studies on other fees in the department. Proposed adjustments will be brought to your Board for approval in the next year.

The one proposed adjustment is on the Pre-Sentence Report. A full fee study was conducted and determined that costs of this service have significantly risen.

#### **FUTURE FEE ADJUSTMENTS:**

We anticipate returning to your Board later in the calendar year with proposed fee adjustments in other County departments. The Assessor- Recorder- County Clerk, Clerk of The Board, Health and Human Services, and Probation Departments are conducting comprehensive fee studies. Upon completion of the due diligence process, these departments will bring their proposed fee adjustments before your Board for approval.

**FISCAL IMPACT**

We estimate that the proposed fee increase would result in increased revenues of approximately \$197,140 in FY 2016-17 and an additional \$178,550 in FY 2017-18.

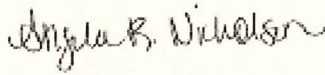
Please let me know if you have any questions or concerns.

**REVIEWED BY:**

<input type="checkbox"/> Finance	<input checked="" type="checkbox"/> N/A
<input checked="" type="checkbox"/> County Counsel	<input type="checkbox"/> N/A
<input type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> N/A

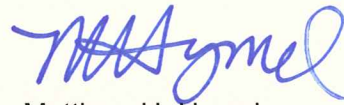
Respectfully submitted,

**Submitted by:**



Angela Nicholson  
Assistant County Administrator

**Reviewed by:**



Matthew H. Hymel  
County Administrator

C: Stacy Carlsen, Agriculture, Weights & Measures  
Brian Crawford, Community Development Agency  
Gabriella Calicchio, Cultural Services  
Lynda Roberts, Elections  
Max Korten, Parks  
Mike Daly, Probation