



OFFICE OF THE
COUNTY ADMINISTRATOR

June 12, 2018

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Marin County Board of Supervisors
3501 Civic Center Drive
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SUBJECT: Countywide Fee Adjustments for Fiscal Years 2018-20

Dear Board Members:

RECOMMENDATION: Review and approve adjustments to fees for fiscal years 2018-2020 in Agriculture Weights and Measures, Community Development Agency, Cultural Services, Elections, Health and Human Services, Marin County Free Library, 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 eight County departments, including Agriculture Weights and Measures, Community Development Agency, Cultural Services, Elections, Health and Human Services, Marin County Free Library, Parks, and Probation to keep pace with the increasing cost of labor in Marin County. Other fees that are governed by County code will be brought to your Board as separate items at a later date. These will include: building and safety fees in the Community Development Agency, hourly fees for County Counsel, Clerk of the Board fees; and survey fees in Department of Public Works.

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 adjustments consistent with the reasonable cost of the service. Adjusting fees helps to keep pace with our costs, avoids unintentional subsidies of county services, and enables general purpose revenue growth to be available for other high priority needs. The attached proposed fee increases generally propose a 6% increase over the next two fiscal years, where allowable.

Transparency and notice around fee increases and/or adjustments are a priority. Pursuant to Cal. Gov. Code Section 6062a, notice of these increases was provided both on June 2, 2018 and June 7, 2018. The notice is attached as Attachment A.

The proposed resolutions specifically identify the current fee, the proposed fee effective August 11, 2018 and the proposed fee effective July 1, 2019.

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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 ADOPTING FEES FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES SOCIAL SERVICES DIVISION AND REMOVING FEES FROM THE PUBLIC HEALTH DIVISION

ATTACHMENT G: RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS MODIFYING TWO FEES FOR THE MARIN COUNTY FREE LIBRARY

ATTACHMENT H: RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS SETTING FEES FOR PARKS

ATTACHMENT I: RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS SETTING FEES 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 discretionary service areas by under 3% in Agriculture Weights and Measures, with all increases occurring in FY 2018-19. Annual commercial device fees were 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

Environmental Health Services is increased fees for both FY 2018-19 and FY 2019-20, where allowable, by approximately 3% each year. This resolution also proposes a 3% cost recovery increase for each year for permits and services in the Planning division with an additional adjustment of 3.5% to reflect historical trends in the cost for providing services.

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

Cultural Services fees were adjusted by an average of 6.7% over two years with no fee changes in consecutive years.

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; all other fees where labor or material costs have increased have been adjusted by no more than 3% for each year. The exception is fees for copies of precinct maps, which have increased significantly beginning in FY 2018-19 to reflect the actual cost of the printed maps.

V. RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS ADJUSTING FEES FOR HEALTH AND HUMAN SERVICES PUBLIC GUARDIAN AND REMOVING PUBLIC HEALTH FEES DUE TO CLINIC CLOSURES

The Board of Supervisors will consider adoption of a resolution to adjust fees to recover the reasonable costs of providing Public Guardian estate fee services and to remove the medical and dental services fees that are no longer valid in the Public Health division due to the closure of the County clinics in January 2018.

VI. RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS SETTING FEES FOR THE MARIN COUNTY FREE LIBRARY

The Board of Supervisors will consider adoption of a resolution to remove the library card replacement fee and the meeting room rental fee, changing both to no cost. All other Library fees will remain as established in April 2012.

VII. RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS SETTING FEES FOR PARKS

The Board of Supervisors will consider adoption of a resolution to adjust the cost of annual passes and permits, group site reservations and specialized use fees (such as camping, filming or special events) for McNears Beach, Stafford Lake, Paradise, McInnis, and Lagoon Parks to recover the reasonable costs of

providing services. The increase of 3% per year will not affect parking and general entrance fees across all parks; they will remain unchanged from the current fee.

VIII. RESOLUTION OF THE MARIN COUNTY BOARD OF SUPERVISORS SETTING FEES FOR THE PROBATION DEPARTMENT

After an extensive fee study conducted by the Probation Department, the Board of Supervisors will consider adoption of a resolution to adjust program and equipment fees in the parole program, administration and labor fees in the adult offender work program, and accounting administration fees. All other fees remain unchanged.

FISCAL IMPACT:

We estimate that the proposed fee increase would result in increased revenues of approximately \$135,000 annually and have been incorporated into the FY 2018-20 Proposed Budget.

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

Sincerely,



Angela Nicholson
Assistant County Administrator

Reviewed by,



Matthew H. Hymel
County Administrator

REVIEWED BY:

- Human Resources
- Department of Finance
- County Counsel

- CC: Stacy Carlsen, Agriculture, Weights & Measures
 Brian Crawford, Community Development Agency
 Diane Patterson, Clerk of the Board
 Brian Washington, County Counsel
 Gabriella Calicchio, Cultural Services
 Lynda Roberts, Elections
 Raul Rojas, Public Works
 Dr. Grant Colfax, Health and Human Services
 Sarah Jones, Library
 Max Korten, Parks
 Mike Daly, Probation