



MARIN COUNTY COMMUNITY DEVELOPMENT AGENCY

ALEX HINDS, DIRECTOR

June 28, 2005

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

SUBJECT: Proposed Increase in Community Development Agency – Environmental Health Services Division Fees.

Dear Board Members:

RECOMMENDATION: Conduct a public hearing on June 28, 2005 regarding the proposed fee ordinance and adopt the attached Ordinance adjusting the Community Development Agency Environmental Health Services Division fees. Fees related to development will become effective August 27; fees unrelated to development will take effect on July 28.

SUMMARY: CDA is requesting an adjustment to Environmental Health Services Division fees to cover the increased costs of issuing permits and providing services, caused by factors such as cost of living adjustments to staff salaries, promotions, supplies, and contracts. Attached please find for your review and approval an Ordinance to amend the Food, Solid Waste, and Land Use program fees. These proposed fees have been calculated to reimburse the Agency for delivering these services, and analysis by staff confirms that the proposed fees will not exceed the cost of providing the services to be rendered.

In summary, the following changes to existing fees for Environmental Health Services related programs are requested:

- An increase of less than 5% in permit application and processing fees to offset the actual cost of processing permits and providing services.
- A decrease in the fee for alternative septic system owners who monitor their system on an annual basis and are in compliance with the monitoring schedule.

Your Board last amended Environmental Health Services fees on May 18, 2004, and since many fees for 2005 have already been invoiced, many of our clients will effectively not experience a fee increase over last year's fee schedule.

FISCAL IMPACT: The budget for the Environmental Health Services Division is fully funded through fees. Currently, projected revenues fall short of covering the costs of providing services. In order to meet the costs of providing the services, it is necessary to slightly increase the fees.

REVIEWED BY:

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Auditor-Controller
County Counsel
Human Resources

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N/A
N/A
N/A

Respectfully submitted

Alex Hinds
CDA Director

Philip D. Smith
Deputy Director, EHS

- Attachments:
- A. Draft Ordinance with Exhibit A (Proposed Fee Schedule)
 - B. Comparison chart detailing existing fees and the proposed fees.