

STAFF REPORT

BOARD MEETING DATE: December 5, 2023

CATEGORY: Scheduled Hearings {{item.number}}

SUBJECT: Take the following actions: (1) Open a public hearing; (2) close the public hearing; and (3) introduce, waive the reading of, and enact “*An Ordinance of the Board of Supervisors of the County of Shasta Setting and Identifying Fees to be Charged by the County of Shasta.*”

DEPARTMENT: Auditor-Controller

SUPERVISORIAL DISTRICT #: All

DEPARTMENT CONTACT: Nolda Short, Auditor-Controller, (530) 245-6657

STAFF REPORT APPROVED BY: Nolda Short, Auditor-Controller

<u>Vote Required?</u>	<u>General Fund Impact?</u>
Simple Majority Vote	General Fund Impact

RECOMMENDATION

Take the following actions: (1) Open a public hearing; (2) close the public hearing; and (3) introduce, waive the reading of, and enact “*An Ordinance of the Board of Supervisors of the County of Shasta Setting and Identifying Fees to be Charged by the County of Shasta.*”

DISCUSSION

The proposed ordinance establishes or imposes new or adjusted fees for certain permits and other services provided by the County. These new or adjusted fees are charged by the following County Departments: Agriculture/Weights & Measures, County Clerk, County Fire, Public Works, Sheriff, Treasurer/Tax Collector, Resource Management (Building, Environmental Health, and Planning), and some apply countywide.

With the exception of certain fees specified by State law, fees must be no more than necessary to cover the reasonable costs of the governmental activity, and the manner in which those costs are allocated to a payor must bear a fair or reasonable relationship to the payor’s burdens on, or benefits received from, the governmental activity. The basic concept of fees is to charge the actual user of the services for the cost. In cases where there is no fee or where the fee does not fully cover the costs, other sources of revenue, including the General Fund, will need to be identified to cover the cost to provide services.

Resolution 2017-01, approved by the Board of Supervisors on September 19, 2017, directs departments to recover the full cost of providing services to individuals and agencies outside the County of Shasta organization to the extent allowed by law. Departments have analyzed fees charged for their services and the calculation of actual cost has been reviewed by staff in the Auditor-Controller’s office. It is recommended that the Board adopt the fees as submitted.

Documentation concerning fee calculations has been available in the Auditor-Controller’s office prior to November 20, 2023.

ALTERNATIVES

The Board could choose not to approve any or all of the proposed fee adjustments, which would result in a loss of fee revenue to various departments. Should the Board choose not to approve some, or all of the proposed fees, Admin Policy 2-202 and Resolution 2017-01 requires the Board to specify the revenue source that will be used to offset the loss of fee income within each department.

OTHER AGENCY INVOLVEMENT

Agriculture/Weights & Measures, County Clerk, County Fire, Public Works, Sheriff, Treasurer/Tax Collector, and Resource

Management (Building, Environmental Health, and Planning), support the recommendation. County Counsel and the County Administrative Office reviewed the recommendation.

FISCAL IMPACT

The County would recover an estimated \$435,000 annually with the application of Full Cost Recovery policies in relation to the listed fees.

ATTACHMENTS:

- 1: Resolution_2017-01_and_Admin_Policy_202-2
- 2: Attachment A
- 3: New or Revised Fees
- 4: Proposed Fee Ordinance