

RESOLUTION NO. 12- 7823

**A RESOLUTION AMENDING THE MASTER FEE SCHEDULE
ESTABLISHING SERVICE FEES FOR COUNTY DEPARTMENTS**

WHEREAS, the Board of Supervisors has previously adopted a Master Fee Schedule establishing service fees for County departments and such Master Fee Schedule has been revised and amended from time-to-time; and,

WHEREAS, the Master Fee Schedule now needs further revision to add or change fees for various county departments.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors, County of Plumas, State of California, as follows:

1. The Master Fee Schedule initially adopted by Resolution No. 05-7130 and revised and amended from time-to-time is hereby further amended as referenced by Exhibit "A" attached. The fees and charges as set forth in Exhibit "A" supersedes the fees and charges previously adopted to the extent such previous fees and charges are inconsistent with the fees and charges set forth in the attached Exhibit "A".
2. The fees set forth in the attached Exhibit "A" shall take effect on the date of adoption of this Resolution notwithstanding any provision to the contrary.
3. Any existing fee not included in this Resolution or amendment thereafter shall remain in full force and effect according to its specific authorization, whether by Board order, Resolution, Ordinance, or State law.
4. The Board reserves authority to waive all or a portion of any fee, in the public interest, when the fee is charged to a local public entity.

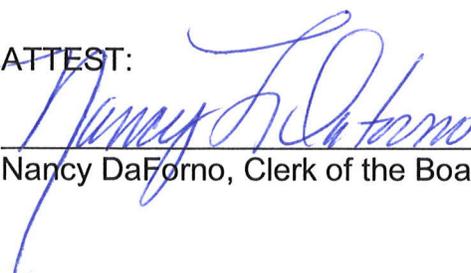
The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 16th day of October, 2012.

AYES: SUPERVISORS SWOFFORD, THRALL, SIMPSON, KENNEDY, MEACHER
NOES: NONE
ABSENT: NONE



Robert A. Meacher, Chair

ATTEST:



Nancy DaForno, Clerk of the Board

PUBLIC NOTICE

On October 16, 2012 at 10:15 a.m., the Plumas County Board of Supervisors will consider adopting a Resolution amending the Plumas County Master Fee Schedule for various county departments including Agriculture/Weights & Measure, Assessor, Building, Clerk/Recorder, Elections, Geographic Information System, Library, Mental Health, Museum, Planning, Plumas-Sierra County Fair, Probation, Public Guardian, Public Works, Records Management, Treasurer/Tax Collector.

Supporting information will be available to the public in the office of the Board of Supervisors, Room 309, Courthouse, Quincy on October 10, 2012.

Please publish in all papers on October 03, 2012

**MASTER FEE SCHEDULE
OCTOBER 16, 2012**

DEPARTMENT

FEE CATEGORY

PROPOSED FEE

NEW/EXISTING

AGRICULTURE

Locations	\$80	Existing
Submeters		
Water		
Electric	\$3	Existing
Vapor	\$4	Existing
Weighing Devices other than livestock (2,000 lb. to 10,000 lb. plus)	\$100	Existing
Vehicle Scales	\$100	Existing
Platform & Monorail	\$30	Existing
Hanging Scales	\$15	Existing
Retail Meters	\$15	Existing
Livestock Scales	\$80	Existing
LPG meters trucks or stationary (56)	\$50	Existing
Computing Scale <100 lb. cap. + (counter & cord, wire, fabric)	\$15	Existing
Jewelry & Prescription	\$20	Existing
Weighing Devices (100 - <2,000 lb.)	\$40	Existing
For all other commercial weighing or measuring devices not listed the device fee shall not exceed \$20 per device.	\$20	Existing

For all other commercial weighing or measuring devices not listed in the schedule the device fee shall be \$20 per device not to exceed the sum of one thousand dollars (\$1,000) for each business location.

The Farmers Market scales brought into the office for testing the location fee will be waived and the registration fee shall be \$15 per device

The Device Registration fee shall include the following: Location fee, device fee per schedule, per device and the State Division of Measurement Standards (DMS) Administrative Fee. This fee has already been passed and implemented. The County shall collect the Administrative Fee and forward it to DMS.

<u>DEPARTMENT</u>	<u>FEE CATEGORY</u>	<u>PROPOSED FEE</u>	<u>NEW/EXISTING</u>
CLERK/RECORDER	Base Recording Fee	\$15.00 - first page of document \$ 3.00 - each additional page of same document	Existing
	ENVIRONMENTAL HEALTH	Food Cottage "A": Registration Food Cottage "B": Permit Food-Satellite Permit	New New New
LIBRARY	Inter-Library Loan Materials	\$3.00 per item	New
	MENTAL HEALTH	Case Management Mental Health Services Crisis Intervention Medication Services TOVA Testing Uniform Fee Schedule Board and Care	Existing Existing Existing Existing New New Existing
PUBLIC GUARDIAN	Casework	\$35.78 per hour	Existing

DEPARTMENT

PUBLIC WORKS

FEE CATEGORY

Development Review Fees

Campground Permit
 Development Agreement
 Development Agreement Amendment
 EIR Review
 Hydro-Electric Project
 Modification of a Recorded Map
 Modification of Development Standards
 Negative Declaration Review
 Permit to Mine/Reclamation Plan
 Planned Development Permit
 Reversion to Acreage
 Site Development Permit
 Special Use Permit
 Tentative Map
 Tentative Map per lot fee
 Reconsideration of Approved Application
 Technical Report Review

PROPOSED FEE

\$156.00
 \$1,000 Deposit billed at \$68.32/hour
 \$1,000 Deposit billed at \$68.32/hour
 \$204.00
 \$1,000 Deposit billed at \$68.32/hour
 \$156.00
 \$292.00
 \$136.00
 \$292.00
 \$292.00
 \$87.00
 \$156.00
 \$87.00
 \$292.00
 \$17.00
 1/2 Current Fee Charged
 \$1,000 Deposit billed at \$68.32/hour

NEW/EXISTING

New
 New

Encroachment Permit Fees

Residential Driveway Encroachment
 Commercial Driveway Encroachment
 Utility Repair (Minor)
 Major Utility Project
 Special Events
 Tree Removal Permit
 Permit Administrator Inspection
 Engineer Inspection

Existing
 Existing

Transportation Permit Fees

Single Trip Transportation Permit
 Blanket Transportation Permit
 Site Inspection

\$21.00
 \$54.00
 \$52.70/hour



Keith Mahan
Agricultural Commissioner
Sealer of Weights & Measures
keithmahan@countyofplumas.com

Plumas-Sierra Counties

Department of Agriculture

Agriculture Commissioner
Sealer of Weights and Measures



208 Fairgrounds Road
Quincy, CA 95971
Phone: (530) 283-6365
Fax: (530) 283-4210

October 9, 2012

To: Honorable Board of Supervisors
From: Keith Mahan, Agricultural Commissioner/Sealer
Subject: Fee Adjustment

The fee schedule for this department has not been adjusted for several years and recently passed and signed legislation increases the fee limit that can be charged for device registration. The fees proposed are not at the maximum limit and can be further adjusted in the future.

The proposed increases are estimated to increase departmental revenue by \$10,000.

Exhibit "A"

AGRIC . COMMISSIONER/SEALER PROPOSED FEE CHANGES

Fee Categories	Number	Current Fee	Current Rev.	Proposed Fee	Projected
Locations	135	0 to \$80	\$8,910	\$80	\$10,800
Submeters					
Water	0	\$2	\$0		\$0
Electric	658	\$2	\$1,316	\$3	\$1,974
Vapor	68	\$2	\$136	\$4	\$272
Weighing Devices other than livestock (2,000 lb. to 10,000 lb. plus)	15	\$20	\$300	\$100	\$1,500
Vehicle Scales	15	\$20	\$300	\$100	\$1,500
Platform & Monorail	15	\$10	\$150	\$30	\$450
Hanging Scales	10	\$10	\$100	\$15	\$150
Retail Meters	279	\$10	\$2,790	\$15	\$4,185
Livestock Scales	20	\$20	\$400	\$80	\$1,600
LPG meters trucks or stationary (56)	56	\$20	\$1,120	\$50	\$2,800
Computing Scale <100 lb. cap. + (counter & cord, wire, fabric)	93	\$10	\$930	\$15	\$1,395
Jewelry & Prescription	2	\$10	\$20	\$20	\$40
Weighing Devices (100 - <2,000 lb.)	5	\$10	\$50	\$40	\$200
For all other commercial weighing or measuring devices not listed the device fee shall not exceed \$20 per device.		\$10	\$0	\$20	\$0
Total	1236		\$16,522		\$26,866
For all other commercial weighing or measuring devices not listed in the schedule the device fee shall be \$20 per device not to exceed the sum of one thousand dollars (\$1,000), for each business location.					
For Farmer's Market scales brought into the office for testing the location fee will be waived and the registration fee shall be \$15.00 per device.					
The Device Registration fee shall include the following: Location fee, device fee per schedule, per device and the State Division of Measurement Standards (DMS) Administrative Fee. This fee has already been passed and implemented. The County shall collect the Administrative Fee and forward it to DMS.					

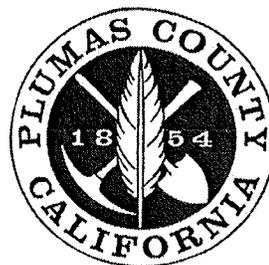
Agricultural Commissioner/Weights and Measures Department

WORKSHEET FOR DETERMINING COSTS OF SERVICES

Direct Overhead (Actual Expenditures 2011/12)	\$67,517
Indirect Overhead	\$26,709
Total Expenditures for 2011/12	\$94,226
Divided by number of employees per allocation (0.8)	\$117,783
Cost per employee divided by 2080 hours	\$57
Time required in hours	1,286
Cost of inspection per device	\$35.01

PLUMAS COUNTY CLERK

Recorder (530) 283-6218
Registrar of Voters (530) 283-6256
Records Management (530) 283-6007



520 Main Street, Room 102, Courthouse
Quincy, CA 95971 * Fax: (530) 283-6155

Kathy Williams
Clerk – Recorder
Registrar of Voters

kathywilliams@countyofplumas.com

Melinda Rother
Assistant

melindarother@countyofplumas.com

DATE: October 4, 2012
TO: Honorable Board of Supervisors, County of Plumas
FROM: Kathy Williams, Clerk-Recorder, 
County of Plumas
SUBJECT: Master Fee Schedule Update

At Budget Meetings last month, the Board requested a \$5 increase per document to the base recording fee in the Master Fee Schedule, along with other fee increases in various departments.

Upon the update of the Master Fee Schedule, pursuant to the Government Code, Section 27361 the fee for recording a document will be:

\$15 for the first page of a document
\$ 3 for each additional page of the same document

The distribution of the total \$15 fee is included for your information.

Government Code Section 27361 - in part

(a) The fee for recording and indexing every instrument or paper, shall not exceed **ten dollars (\$10)** for recording the first page and three dollars (\$3) for each additional page, to reimburse the county for the costs of services rendered, except the recorder may charge additional fees as follows:

(b) One dollar (\$1) of each three dollar (\$3) fee for each additional page shall be deposited in the county general fund.

(c) One dollar (\$1) for recording the first page and one dollar (\$1) for each additional page **shall be available solely to support, maintain, improve, and provide for the full operation for modernized creation, retention, and retrieval of information in each county's system of recorded documents.**

(d) (1) In addition to all other fees, a county recorder may charge a fee of one dollar (\$1) for recording the first page of every instrument as authorized by each county's board of supervisors. The funds generated by this fee **shall be used only by the county recorder collecting the fee for the purpose of implementing a social security number truncation program.**

27361.4. (a) The board of supervisors of any county may provide for an additional fee of one dollar (\$1) for filing every notice for record, **in order to defray the cost of converting the county recorder's document storage system to micrographics.**

(b) The board of supervisors of any county may provide for an additional fee, of one dollar (\$1) for filing every instrument for record, provided that the resolution providing for the additional fee **establishes the days of operation of the county recorder's offices as every business day except for legal holidays** and those holidays designated as judicial holidays pursuant to Section 135 of the Code of Civil Procedure.

(c) The board of supervisors of any county may provide for an additional fee, other than the fees authorized in subdivisions (a) and (b), of one dollar (\$1) for filing every notice for record provided that the resolution providing for the additional fee **requires that the instrument, paper, or notice be indexed within two business days after the date of recordation.**

\$10 + \$1 + \$1 + \$1 + \$1 + \$1 = \$15 total 1 page recording fee

DESCRIPTION OF ENVIRONMENTAL HEALTH FEES FOR SERVICE OCTOBER 2012 UPDATE

FOOD PROGRAM

- **CLASS A COTTAGE FOOD REGISTRATION**—The annual permit to register a Class A Cottage (homemade) food operation as specified in the California Health and Safety Code. Class A operations are those which sell food directly to the consumer. Registration does not include field inspection or complaint processing, which are charged at the department's hourly rate in accordance with Cal Code.
- **CLASS B COTTAGE FOOD PERMIT**—The annual permit to operate a Class B Cottage Food operation as specified in the California Health and Safety Code. Class B operations are those which sell through a permitted third party retailer such as a market or restaurant. Permit includes one annual routine inspection with complaint inspections charged at the department's hourly rate in accordance with Cal Code.
- **SATELLITE FOOD OR BEVERAGE SERVICE PERMIT**—The annual permit to operate a satellite food facility. Satellite operations must be operated on the same premises as and in conjunction with a permitted retail food preparation facility. Permit includes routine inspections as required by Cal Code.

PLUMAS COUNTY ENVIRONMENTAL HEALTH FEE SCHEDULE

Food Activity Fees

CODE	SECTION	DESCRIPTION	AMOUNT	
<i>Food</i>				
H&S	114365	Food-Cottage "A": Registration	\$25.00	Yr
H&S	114365	Food-Cottage "B" Permit	\$85.00	Yr
H&S	113899	Food-Satellite Permit	\$64.00	Yr

3 Estimate total percentage of staff hours spent on this services per month or year. (circle)

0.0100%

4 Multiply the Total Departmental Overhead cost by the percentage in #3 (example 15% x \$50,000=\$7,500)

Total overhead cost related to this specific service

\$27

5 Direct costs

A. As noted in #2, determine the total cost for each person in the department who spends any time on this service. Compute their hourly rate by dividing their total salary and benefit cost (plus \$1,010 each for general insurance costs) by 1656 hours. (Example-\$23,781 divided by 1656 hours equal an hourly rate of \$14.36 per hour). If several employees provide the service, you may average their annual salary and benefit cost. (Detail this calculation for each employee).

Environmental Health Specialist	\$ 53.57
Hazardous Mat. Specialist	\$ 58.20
Env. Health Tech	\$ -
Administrative Assistant	\$ 40.31
OA	\$ 40.31

B. Determine the average amount of time that each person spends in providing the service, processing the permit, etc. Some activities will take longer, some less-determine the average. (Detail this calculation for each employee).

Environmental Health Specialist	0.00	hours
Hazardous Mat. Specialist		hours
Env. Health Tech		hours
Administrative Assistant	5.00	hours
OA	0.00	hours

C. Multiply the average time requirement for each employee or class of employee by the average hourly rate. (Detail calculation per employee).

Environmental Health Specialist	\$ 53.57	x	0.00	=	\$ -
Hazardous Mat. Specialist	\$ 58.20	x	0.00	=	\$ -
Env. Health Tech	\$ -	x	0.00	=	\$ -
Administrative Assistant	\$ 40.31	x	5.00	=	\$ 201.56
OA	\$ 40.31	x	0.00	=	\$ -

Total Employee Costs for this activity

\$ 202

D.	Determine the average cost for service and supply (paper, photo copy-\$.10 ea., Postage, envelopes, mileage cost, pass through sub-contractor cost, telephone etc. (Detail costs).	\$ <u>3</u>
	Total Direct Costs Per Fee Element	
		\$ <u>3.04</u>
E.	Other special equipment (life of equipment divided by number of uses per year) or special costs (detail costs).	<u>\$0</u>
	Total of all Direct charges (5A through 5E)	<u><u>\$205</u></u>
6	Total of all Overhead and Direct charges (4 plus 5)	<u>\$232</u>
7	Indirect overhead cost Multiply the total overhead and direct costs by 6.91% the percentage indicated in this packet for your department.	<u>\$16</u>
8	Total overhead, direct and indirect cost of service (6 plus 7)	<u><u>\$248</u></u>
9	Average number of permits or services per year.	<u>10</u>
10	Average cost of processing each permit or providing a service (divide #8 by #9) round up or down to nearest dollar.	<u><u>\$25</u></u>
11	Recommended fee, charge or assessment (please explain if the recommended charge is less than cost of providing the service - other than rounding).	<u><u>\$25</u></u>

Comments:

Note: Class A Cottage Food Registration fee does not include inspection or enforcement time.
Inspection and enforcement cost recovery will be charged if needed to the operator in accordance with Section 114365 of the California Health and Safety Code and based on actual costs.

**Methodology Worksheet to Determine
Fee, Charge or Assessment
For 12-13**

Date of Last Change: **New**

H&S 114365
Code Section

Department: Public Health Agency
Dept. # **20550** Fund # **0001**
Program: Environmental Health

1 Food-Cottage Food Class B Permit
(Common Name of Service)

2 Departmental Overhead

A. Determine annual salary and benefit cost per overhead employee, plus \$320.40 for dept. head life insurance and \$759.64 for each employee for 'general' insurance costs. (Reference budget for salary and benefit totals). Detail calculation for each employee. \$109,477

<u>Director of Environmental Health</u>	<u>\$ 109,156.57</u>
<u>Administrative Assistant</u>	<u>\$ -</u>

Note: Overhead employees are those that provide general direction or support to the department (Department head, secretary, assistant department head, account clerk, supervisor).

B. General Service/Supply costs to department (copy machine, training, maintenance contracts, janitorial, etc.). \$79

Communications	\$ 14
Mileage-Maintance & Equipment	\$ 38
Office Supplies	\$ 27
_____	\$ -

C. Other general charges (detail) \$161,676

A-87 Cost Allocation	\$ 161,676.00
_____	\$ -
_____	\$ -

Total Departmental Overhead Cost (2A through 2C) \$271,231

3 Estimate total percentage of staff hours spent on this services per month or year. (circle)

0.0100%

4 Multiply the Total Departmental Overhead cost by the percentage in #3 (example 15% x \$50,000=\$7,500)

Total overhead cost related to this specific service

\$27

5 Direct costs

A. As noted in #2, determine the total cost for each person in the department who spends any time on this service. Compute their hourly rate by dividing their total salary and benefit cost (plus \$1,010 each for general insurance costs) by 1656 hours. (Example-\$23,781 divided by 1656 hours equal an hourly rate of \$14.36 per hour). If several employees provide the service, you may average their annual salary and benefit cost. (Detail this calculation for each employee).

Environmental Health Specialist	\$ 53.57
Hazardous Mat. Specialist	\$ 58.20
Env. Health Tech	\$ -
Administrative Assistant	\$ 40.31
OA	\$ 40.31

B. Determine the average amount of time that each person spends in providing the service, processing the permit, etc. Some activities will take longer, some less-determine the average. (Detail this calculation for each employee).

Environmental Health Specialist	10.00	hours
Hazardous Mat. Specialist		hours
Env. Health Tech		hours
Administrative Assistant	5.00	hours
OA	0.00	hours

C. Multiply the average time requirement for each employee or class of employee by the average hourly rate. (Detail calculation per employee).

Environmental Health Specialist	\$ 53.57	x	10.00	=	\$ 535.71
Hazardous Mat. Specialist	\$ 58.20	x	0.00	=	\$ -
Env. Health Tech	\$ -	x	0.00	=	\$ -
Administrative Assistant	\$ 40.31	x	5.00	=	\$ 201.56
OA	\$ 40.31	x	0.00	=	\$ -

Total Employee Costs for this activity

\$ 737

D.	Determine the average cost for service and supply (paper, photo copy-\$.10 ea., Postage, envelopes, mileage cost, pass through sub-contractor cost, telephone etc. (Detail costs).	<u>\$ 30</u>
	Total Direct Costs Per Fee Element	
		<u>\$ 30.40</u>
E.	Other special equipment (life of equipment divided by number of uses per year) or special costs (detail costs).	<u>\$0</u>
	Total of all Direct charges (5A through 5E)	<u><u>\$768</u></u>
6	Total of all Overhead and Direct charges (4 plus 5)	<u>\$795</u>
7	Indirect overhead cost Multiply the total overhead and direct costs by 6.91% the percentage indicated in this packet for your department.	<u>\$55</u>
8	Total overhead, direct and indirect cost of service (6 plus 7)	<u><u>\$850</u></u>
9	Average number of permits or services per year.	<u>10</u>
10	Average cost of processing each permit or providing a service (divide #8 by #9) round up or down to nearest dollar.	<u><u>\$85</u></u>
11	Recommended fee, charge or assessment (please explain if the recommended charge is less than cost of providing the service - other than rounding).	<u><u>\$85</u></u>

Comments:

Note: Class B Cottage Food Registration fee does not include enforcement time.
Enforcement cost recovery will be charged if needed to the operator in accordance
with Section 114365 of the California Health and Safety Code and based on actual costs.

**Methodology Worksheet to Determine
Fee, Charge or Assessment
For 12-13**

Date of Last Change: New

H&S 113899
Code Section

Department: Public Health Agency
Dept. # **20550** Fund # **0001**
Program: Environmental Health

- 1 Food-Satellite Food Service Permit
(Common Name of Service)
- 2 Departmental Overhead

A. Determine annual salary and benefit cost per overhead employee, plus \$320.40 for dept. head life insurance and \$759.64 for each employee for 'general' insurance costs. (Reference budget for salary and benefit totals). Detail calculation for each employee. \$109,477

<u>Director of Environmental Health</u>	<u>\$ 109,156.57</u>
<u>Administrative Assistant</u>	<u>\$ -</u>

Note: Overhead employees are those that provide general direction or support to the department (Department head, secretary, assistant department head, account clerk, supervisor).

B. General Service/Supply costs to department (copy machine, training, maintenance contracts, janitorial, etc.). \$79

Communications	\$ 14
Mileage-Maintance & Equipment	\$ 38
Office Supplies	\$ 27
_____	<u>\$ -</u>

C. Other general charges (detail) \$161,676

A-87 Cost Allocation	\$ 161,676.00
_____	<u>\$ -</u>
_____	<u>\$ -</u>

Total Departmental Overhead Cost (2A through 2C) \$271,231

3 Estimate total percentage of staff hours spent on this services per month or year. (circle)

0.0100%

4 Multiply the Total Departmental Overhead cost by the percentage in #3 (example 15% x \$50,000=\$7,500)

Total overhead cost related to this specific service

\$27

5 Direct costs

A. As noted in #2, determine the total cost for each person in the department who spends any time on this service. Compute their hourly rate by dividing their total salary and benefit cost (plus \$1,010 each for general insurance costs) by 1656 hours. (Example-\$23,781 divided by 1656 hours equal an hourly rate of \$14.36 per hour). If several employees provide the service, you may average their annual salary and benefit cost. (Detail this calculation for each employee).

Environmental Health Specialist	\$ 53.57
Hazardous Mat. Specialist	\$ 58.20
Env. Health Tech	\$ -
Administrative Assistant	\$ 40.31
OA	\$ 40.31

B. Determine the average amount of time that each person spends in providing the service, processing the permit, etc. Some activities will take longer, some less-determine the average. (Detail this calculation for each employee).

Environmental Health Specialist	5.00	hours
Hazardous Mat. Specialist		hours
Env. Health Tech		hours
Administrative Assistant	0.00	hours
OA	0.00	hours

C. Multiply the average time requirement for each employee or class of employee by the average hourly rate. (Detail calculation per employee).

Environmental Health Specialist	\$ 53.57	x	5.00	=	\$ 267.86
Hazardous Mat. Specialist	\$ 58.20	x	0.00	=	\$ -
Env. Health Tech	\$ -	x	0.00	=	\$ -
Administrative Assistant	\$ 40.31	x	0.00	=	\$ -
OA	\$ 40.31	x	0.00	=	\$ -

Total Employee Costs for this activity

\$ 268

D.	Determine the average cost for service and supply (paper, photo copy-\$.10 ea., Postage, envelopes, mileage cost, pass through sub-contractor cost, telephone etc. (Detail costs).	<u>\$ 3</u>
	Total Direct Costs Per Fee Element	
		<u>\$ 3.04</u>
E.	Other special equipment (life of equipment divided by number of uses per year) or special costs (detail costs).	<u>\$0</u>
	Total of all Direct charges (5A through 5E)	<u><u>\$271</u></u>
6	Total of all Overhead and Direct charges (4 plus 5)	<u>\$298</u>
7	Indirect overhead cost Multiply the total overhead and direct costs by 6.91% the percentage indicated in this packet for your department.	<u>\$21</u>
8	Total overhead, direct and indirect cost of service (6 plus 7)	<u><u>\$319</u></u>
9	Average number of permits or services per year.	<u>5</u>
10	Average cost of processing each permit or providing a service (divide #8 by #9) round up or down to nearest dollar.	<u><u>\$64</u></u>
11	Recommended fee, charge or assessment (please explain if the recommended charge is less than cost of providing the service - other than rounding).	<u><u>\$64</u></u>

Comments:

Satellite Food Service is an additional activity done in conjunction with a fully enclosed, permitted facility.

PLUMAS COUNTY LIBRARY

445 JACKSON STREET • QUINCY, CA 95971 • (530) 283-6310 • Fax (530) 283-3242
lynnsheehy@countyofplumas.com • www.plumaslibrary.org



Lynn Sheehy
County Librarian

DATE: September 27, 2012

TO: The Honorable Board of Supervisors

FROM: Lynn Sheehy, County Librarian

SUBJECT: AGENDA ITEM FOR THE MEETING OF OCTOBER 16, 2012

RE: MASTER FEE SCHEDULE FY 12/13

It is Recommended that the Board of Supervisors

Approve the addition of a \$3.00 fee per item for Inter-library loan materials to the Master Fee Schedule FY 12/13.

Background and Discussion

As postage is no longer paid for by the North Net Cooperative for Inter-library loan services, it is necessary to charge patrons \$3.00 for this valuable service. This amount is based on postal costs from previous fiscal years when the service was in place for Plumas County and by postage and delivery statistics from Lassen Library District in Susanville. Attached please find postage and delivery statistics from January of 2012 as an example of costs.

**Plumas County Library Postage & Delivery Statistics
January 2012**

Shipped to (Library Name)	Zip	Postage Amount	Number of Items	Total Postage	Total Items Shipped
Humboldt County	95501	\$3.07	5	\$211.83	117
Ventura County	93002	2.29	1		
Del Norte County	95531	3.46	2		
Sonoma County	95404	2.68	1		
CSU Humboldt	95521	2.29	1		
CSU Chico	95929	2.68	1		
Tehama County	96080	2.29	1		
Orland	95963	4.24	6		
Solano County	94533	3.07	1		
Trinity County	96093	2.29	1		
Humboldt County	95501	2.29	1		
UCLA	90095	2.29	1		
Sacramento Public	95814	2.68	1		
Humboldt County	95501	3.46	10		
Yuba County	95901	2.29	1		
Trinity County	96093	2.68	1		
Tehama County	96080	2.29	1		
Amador County	95642	2.29	1		
Lassen District	96130	2.68	1		
Modoc County	96101	2.29	1		
CSU Humboldt	95521	2.29	1		
CSU Chico	95929	2.29	1		
Tuolumne County	95370	2.29	1		
Orland	95963	3.46	6		
San Marino Public	91108	2.68	1		
Butte County	95966	3.07	2		
Belvedere-Tiburon	94920	3.07	1		
UC Davis	95616	2.29	1		
Solano County	94533	2.29	1		
Del Norte County	95531	2.68	1		
Tehama County	96080	3.07	2		
Willows Public	95988	3.46	2		
Modoc County	96101	2.29	1		
San Luis Obispo	93403	2.29	1		
Marin County	94949	3.07	2		
Camarillo Public	93010	2.68	1		
Sutter County	95991	2.68	1		
Anaheim Public	92805	2.29	1		
Los Angeles Public	90071	2.29	1		
UC Davis	95616	2.29	1		
Humboldt County	95501	2.68	2		
Tehama County	96080	3.07	2		
Sonoma County	95404	2.68	1		
Butte County	95966	3.46	2		

PLUMAS COUNTY MENTAL HEALTH SERVICES

270 County Hospital Road, #109 Quincy, CA 95971 (530) 283-6307 FAX (530) 283-6045



John Sebold, LCSW, Director

DATE: August 23, 2012

TO: HONORABLE BOARD OF SUPERVISORS

FROM: PATRICIA LESLIE, INTERIM DIRECTOR
MENTAL HEALTH DEPARTMENT

SUBJ: BOARD AGENDA ITEM FOR SEPTEMBER 4, 2012

RE: MASTER FEE SCHEDULE FOR FY 12/13

A handwritten signature in blue ink, appearing to read "Patricia Leslie", is written over the "TO:" and "FROM:" lines of the memo.

It is Recommended that the Board of Supervisors
Approve the Master Fee Schedule for Mental Health services FY12/13.

Background and Discussion

The State Department of Mental Health (DMH) in 1998 set forth guidelines for uniform patient fee schedules for community mental health services, in DMH Information Notice 98-13. Plumas County Mental Health has reviewed and adjusted the County Department's Master Fee schedule three times, with the last adjustment occurring in 2003/04.

Plumas County Mental Health Department Master Fees FY 12/13

Budget	Code & Section	Purpose	Multiplier	2003/04	2012/13
70570, MH	W&I ¹ 5717	Case Management	Per Minute per staff person	\$1.77	\$2.20
70570, MH	W&I 5717	Mental Health Services	Per Minute per staff person	\$2.28	\$2.68
70570, MH	W&I 5717	Crisis Intervention	Per Minute per staff person	\$3.41	\$3.98
70570, MH	W&I 5717	Medication services	Per Minute per staff person	\$4.23	\$4.95
70570, MH	W&I 5717	TOVA testing	Per Test	NP ²	\$125.00
70570, MH	W&I 5709	Uniform Fee Schedule	Sliding scale	NP	\$37-\$600 ³
70574, SH ⁴	County 99-6215 through 99-6217	Board and Care	Month	\$1,028 to \$1,148	\$3,445

1. W&I. California Welfare and Institutions Code.
2. NP. Not published as a Master Fee Schedule.
3. State imposed sliding scale, developed 10/20/1989, Plumas County capitated fee will be \$600.00 per year.
4. SH. Sierra House Board and Care Facility

Patricia Leslie, Interim Director of Mental Health requests the Board of Supervisors approve the Department of Mental Health's Master Fee Schedule FY 12/13.



DEPARTMENT OF SOCIAL SERVICES
AND PUBLIC GUARDIAN

Courthouse Annex, 270 County Hospital Rd., Suite 207, Quincy, CA 95971-9174

ELLIOTT SMART
DIRECTOR

(530) 283-6350
Fax: (530) 283-6368

DATE: OCTOBER 1, 2012
TO: HONORABLE BOARD OF SUPERVISORS
FROM: ELLIOTT SMART, DIRECTOR
DEPT. OF SOCIAL SERVICES
SUBJ: FEES FOR THE OFFICE OF THE PUBLIC GUARDIAN

By law, the Office of the Public Guardian is entitled to charge and collect fees for the case work performed on guardianship/conservatorship cases. Two elements must be in place in order for the Public Guardian to collect fees from a conservatee.

First, fees charged in connection with work performed on a specific conservatee's case must be approved by the Superior Court. Typically such approvals take place when the Public Guardian presents the Court with an annual accounting of transactions made on behalf of a conservatee.

A second element of fee collection is that the conservatee actually has funds in his or her estate that are sufficient to cover the fees charged. Many of the conservatees that have been served by the office do not have such funds. In those cases, the fees can be accrued over time and to the extent that a conservatee has property or other resources that are disposed of when the estate is settled, fees could be collected at that time.

The enclosed worksheet describes how the hourly fee for Public Guardian casework is established. The hourly rate is calculated at \$35.78 based on total costs divided by work hours. That rate is charged for actual time spent for a specific case.

PLUMAS COUNTY DEPT. OF SOCIAL SERVICES

ELLIOTT SMART, DIRECTOR

Enclosure



**Worksheet to Determine Costs of Services for Public Guardian for FY
2012/13**

Direct Overhead (Actual Expenditures for FY 2011/12):	\$ 120,643.29
Indirect Overhead (Actual Expenditures for FY 2011/12):	\$ 9,603.83
Total Expenditures for FY 2011/2012:	<u>\$ 130,247.12</u>
Number of FTE's during that FY:	1.75
Cost per allocated FTE :	\$ 74,426.93
Hourly Cost per Employee:	\$ 35.78
(Divided by 2080 hrs (amount of hours worked in a year))	
Approximate Time Required to perform work on a case (in hours):	150.00
Cost per Case:	\$ 5,367.33

PLUMAS COUNTY • DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 – Facsimile (530) 283-6323
Robert A. Perreault, Jr., P.E., Director Joe Blackwell, Deputy Director



AGENDA REQUEST

For the October 16, 2012 meeting of the Board of Supervisors

October 3, 2012

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: Approval of an amendment to the Master Fee Schedule to establish new Department of Public Works fees for the review of development applications and to revise existing encroachment and transportation review fees; discussion and possible action.

Background:

The Public Works Department is proposing new application fees for the review and consideration of various development project applications, and revisions to existing encroachment and transportation permits fees.

The Department of Public Works spends considerable time and resources reviewing and commenting on various development applications. Review of these development applications is focused on issues and impacts related to development standards, site development, circulation, traffic safety, grading, flood plain, drainage, water quality, and erosion control. The Public Works Department does not currently charge a fee for consideration of these development applications.

Exhibit A sets forth the recommended fees for performing these services.

- Exhibit 1 is a list of all of the proposed application fees with a description of the issues subject to review by the Department of Public Works.
- Exhibit 2 lists the proposed development review, encroachment, and transportation applications for which fees are collected, and indicates the previous fee amount.
- Exhibit 3 is the backup material detailing the methodology for establishment of the proposed fees.

Recommendation:

The Department of Public Works respectfully recommends that the Board of Supervisors approve amending the Master Fee Schedule to establish new fees for the review of development applications and the revision of existing encroachment and transportation review fees.

Respectfully submitted,

A handwritten signature in black ink, reading "Robert A. Perreault", written over a horizontal line.

Robert A. Perreault, Director
Department of Public Works

Attachments

Proposed Fees - Exhibit A.
Exhibits 1 through 3

**Department of Public Works
Development Review Fees**

<u>Development Review Applications</u>	<u>Fee Amount</u>
Campground Permit	\$156
Development Agreement	\$1000.00 Deposit billed at \$68.32/hour ^{2,3}
Development Agreement Amendment	\$1000.00 Deposit billed at \$68.32/hour ^{2,3}
EIR Review	\$204
Hydro-Electric Project	\$1000.00 Deposit billed at \$68.32/hour ^{2,3}
Modification of a Recorded Map	\$156.00
Modification of Development Standards	\$292.00
Negative Declaration Review	\$136.00
Permit to Mine/Reclamation Plan	\$292.00
Planned Development Permit	\$292.00
Reversion to Acreage	\$87.00
Site Development Permit	\$156.00
Special Use Permit	\$87.00
Tentative Map	\$292.00
Tentative Map per lot fee	\$17.00
Reconsideration of Approved Application	1/2 Current Fee
Technical Report Review ¹	\$1000.00 Deposit billed at \$68.32/hour ^{2,3}

1 - These reports include: Traffic Studies, Grading Plans, Erosion Control Plans, Flood Studies, Drainage Studies and Geotechnical Reports.

2 - A deposit will be collected at the time the application fee is accepted. The Public Works Department shall keep records of the time and expenses incurred in the processing of these applications and charge Developer on a time and material basis. These monies will be deposited in a special account, from which the County will draw sums to cover the costs of the application review. As expenses are incurred, the Public Works Department shall provide to the applicant an invoice detailing the work performed and the time spent by its staff or outside consultants on such work, together with the hourly rates charged by individuals performing the work. The invoice amount shall not exceed the actual cost to the Public Works Department to provide the work described. The County may withdraw funds from the funds deposits in the special account in the amount of each invoice. In the event that it appears likely the deposit made by developer will be exhausted, the Public Works Department shall provide the developer with a new estimate of the cost to complete the processing of the application. The developer shall replenish the special account in the amount of such new estimate within fifteen (15) days. Developer's failure to make payment shall be deemed a withdrawal or abandonment of the application, but such withdrawal or abandonment shall not relieve the developer of the obligation to pay for work done by County in response to the application or to wind up work as a result of withdrawal or abandonment.

3 - This is an estimate of the hourly rate charged. Actual rate may vary depending on the classification of the employee performing the service.

Department of Public Works
Encroachment and Transportation Fees

Encroachment Permit Fees

Residential Driveway Encroachment	\$98.00
Commercial Driveway Encroachment	\$125.00
Utility Repair (Minor) ¹	\$88.00
Major Utility Project ^{2,3}	\$500.00 Deposit billed at \$52.70/hour* ⁴
Special Events	\$0.00
Tree Removal Permit	\$98.00
Permit Administrator Inspection	\$52.70/hr.
Engineer Inspection	\$68.32/hr.

Transportation Permit Fees

Single Trip Transportation Permit	\$21.00
Blanket Transportation Permit	\$54.00
Site Inspection	\$52.70/hr.

* Time spent reviewing these applications varies considerably. Fee is a minimum deposit billed against an hourly rate.

1- Performed by special district in-house crew

2 - This fee varies depending on the size and the complexity of the project. To accommodate these variations, the fee will be calculated at an hourly rate with a \$500.00 initial deposit. This fee is applicable to special district projects that solicit bids from contractors.

3 - Additional inspection fees are assessed during the inspection phase.

4 - A deposit will be collected at the time the application fee is accepted. The Public Works Department shall keep records of the time and expenses incurred in the processing of the encroachment permit and charge on a time and material basis. The applicant shall deposit with the County \$300.00 for each utility project submitted. These monies will be deposited in a special account, from which the County will draw sums to cover the costs associated with the cost of processing the encroachment permit. As expenses are incurred, the Public Works Department shall provide to the applicant an invoice detailing the work performed and the time spent by its staff or outside consultants on such work, together with the hourly rates charged by individuals performing the work. The invoice amount shall not exceed the actual cost to the Public Works Department to provide the work described. The County may withdraw funds from the funds deposits in the special account in the amount of each invoice. In the event that it appears likely the deposit made by the applicant will be exhausted, the Public Works Department shall provide the applicant with a new estimate of the cost to complete the processing of the application. The applicant shall replenish the special account in the amount of such new estimate within fifteen (15) days. Applicant's failure to make payment shall be deemed a withdrawal or abandonment of the application, but such withdrawal or abandonment shall not relieve the applicant of the obligation to pay for work done by County in response to the application or to wind up work as a result of withdrawal or abandonment.

Department of Public Works

Description of Service Fees

September 2012

Local Development Review

The following listing is a description of various fees that pertain to applications requiring review and comment, and/or approval by the Department of Public Works.

- **Campground Permit Application Review Fee**— Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Development Agreement Application Review Fee** - Review and comment on application related to potential impacts to development standards, circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Development Agreement Amendment Application Review Fee** - Review and comment on application related to potential impacts to development standards, circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **EIR Review Fee** - Review of CEQA document to ensure that impacts and mitigations measures identified by the Public Works Department have been accurately reflected and identified.
- **Hydro Project Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Modification of a Recorded Map Application Review Fee** – Review and comment on application related to development standards, circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Modification of Development Standards Application Review Fee** - Review and comment on application related to potential impacts to development standards, circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Negative Declaration Review Fee**- Review of CEQA document to ensure that impacts and mitigations measures identified by the Public Works Department have been accurately reflected and identified.
- **Permit to Mine/Reclamation Plan** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Planned Development Permit Application Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.

- **Reversion to Acreage Application Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Site Development Permit Application Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Special Use Permit Application Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Tentative Map & Per Lot Review Fee**-Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Reconsideration of Approved Application Review Fee**– Focused review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Technical Report Review Fee**- Review and comment on Traffic Studies, Grading Plans, Erosion Control Plans, Flood Studies, Drainage Studies and Geotechnical Reports.

Encroachment Permit Review and Issuance

- **Residential Driveway** - Review and processing of a permit that covers the construction of a new or the replacement of an old single family driveway connection to a publicly maintained roadway.
- **Commercial Driveway** - Review and processing of a permit that covers the construction of a commercial driveway or road connection to a publicly maintained roadway.
- **Utility Repair** - Review and processing of a permit that covers underground excavation for private utility connections to main service lines that are not constructed by the Utility Company.
- **Large Utility Project** - Review and processing of a permit that covers the construction of large utility project which impact multiple roadways.
- **Special Event** - Review and processing of a permit that allows the use of the Public Right-of-Way for parades, races, or other similar events.
- **Tree Removal** - Review and processing of a permit that allows tree removal .

Transportation Permit Review

- **Single Trip Transportation Permit** - Review and processing of a permit that covers the transport of an overweight or oversized load over County roadways.
- **Annual Blanket Transportation Permit** - Review and processing of a permit that covers the transport of an overweight or oversized load over certain pre-determined County roadways.

Department of Public Works
Development Review Fees

<u>Development Review Applications</u>	<u>Previous Fee</u> <u>Amount</u>	<u>Proposed Fee</u> <u>Amount</u>
Campground Permit	\$0.00	\$156
Development Agreement	\$0.00	\$1000.00 Deposit billed at \$68.32/hour*
Development Agreement Amendment	\$0.00	\$1000.00 Deposit billed at \$68.32/hour*
EIR Review	\$0.00	\$204
Hydro-Electric Project	\$0.00	\$1000.00 Deposit billed at \$68.32/hour*
Modification of a Recorded Map	\$0.00	\$156.00
Modification of Development Standards	\$0.00	\$292.00
Negative Declaration Review	\$0.00	\$136.00
Permit to Mine/Reclamation Plan	\$0.00	\$292.00
Planned Development Permit	\$0.00	\$292.00
Reversion to Acreage	\$0.00	\$87.00
Site Development Permit	\$0.00	\$156.00
Special Use Permit	\$0.00	\$87.00
Tentative Map	\$0.00	\$292.00
Tentative Map per lot fee	\$0.00	\$17.00
Reconsideration of Approved Application	\$0.00	1/2 Current Fee
Technical Report Review	\$0.00	\$1000.00 Deposit billed at \$68.32/hour*

* Time spent reviewing these applications varies considerably. Fee is a minimum deposit billed against an hourly rate.

Department of Public Works
Encroachment and Transportation Fees

Encroachment Permit Fees

Residential Driveway Encroachment	\$75.00	\$98.00
Commercial Driveway Encroachment	\$100.00	\$125.00
Utility Repair (Minor)	\$0.00	\$88.00
Major Utility Project	\$0.00	\$500.00 Deposit billed at \$52.70/hour*
Special Events	\$0.00	\$0.00
Tree Removal Permit	\$0.00	\$98.00
Permit Administrator Inspection	\$0.00	\$52.70/hr.
Engineer Inspection	\$0.00	\$68.32/hr.

Transportation Permit Fees

Single Trip Transportation Permit	\$15.00	\$21.00
Blanket Transportation Permit	\$50.00	\$54.00
Site Inspection	\$0.00	\$52.70/hr.

* Time spent reviewing these applications varies considerably. Fee is a minimum deposit billed against an hourly rate.

Exhibit 3
Fee Calculation Methodology
Backup Material

The following fee calculation methodology utilizes the State of California Accounting Standards and Procedures for Counties Road Fund Cost Accounting procedures to establish the Road Department's labor, equipment and overhead rates.

The Department has available Indirect Cost Rate Plans for the years: 06/07, 07/08, 09/10 and 10/11. These plans have been audited and approved by the State of CA Department of Transportation Audits & Investigations.

Calculation Backup Sheet for Estimated Public Works/Road Local Development Application Review Fees

Public

Application	Hours Spent on Service	Works/Road Hourly Rate ³	Staff Fee Total	Vehicle Cost per Hour	Proposed Total Fee	
					Staff Fee Total	Total Fee
Campground Permit	2	\$68.32	\$136.64	\$19.50	\$136.64	\$156.14
Development Agreement	Variable	\$68.32	\$68.32	N/A	\$68.32	\$1000.00 Deposit billed at \$68.32/hour ²
Development Agreement Amendment	Variable	\$68.32	\$68.32	N/A	\$68.32	\$1000.00 Deposit billed at \$68.32/hour ²
EIR Review	3	\$68.32	\$204.96	N/A	\$204.96	\$204.96
Hydro-Electric Project	Variable	\$68.32	\$68.32	N/A	\$68.32	\$1000.00 Deposit billed at \$68.32/hour ²
Modification of a Recorded Map	2	\$68.32	\$136.64	\$19.50	\$136.64	\$156.14
Modification of Development Standards	4	\$68.32	\$273.28	\$19.50	\$273.28	\$292.78
Negative Declaration Review	2	\$68.32	\$136.64	N/A	\$136.64	\$136.64
Permit to Mine/Reclamation Plan	4	\$68.32	\$273.28	\$19.50	\$273.28	\$292.78
Planned Development Permit	4	\$68.32	\$273.28	\$19.50	\$273.28	\$292.78
Reversion to Acreage	1	\$68.32	\$68.32	\$19.50	\$68.32	\$87.82
Site Development Permit	2	\$68.32	\$136.64	\$19.50	\$136.64	\$156.14
Special Use Permit	1	\$68.32	\$68.32	\$19.50	\$68.32	\$87.82
Tentative Map	4	\$68.32	\$273.28	\$19.50	\$273.28	\$292.78
Tentative Map per lot fee	0.25	\$68.32	\$17.08	N/A	\$17.08	\$17.08 Per Lot Fee
Reconsideration of Approved Application	1/2 Current Fee					
Technical Report Review ¹	1	\$68.32	\$68.32	N/A	\$68.32	\$1000.00 Deposit billed at \$68.32/hour ²

Notes:

1 - These reports include: Traffic Studies, Grading Plans, Erosion Control Plans, Flood Studies, Drainage Studies and Geotechnical Reports.

2 - A deposit will be collected at the time the application fee is accepted. The Public Works Department shall keep records of the time and expenses incurred in the processing of these applications and charge Developer on a time and material basis. These monies will be deposited in a special account, from which the County will draw sums to cover the costs of the application review. The Public Works Department shall provide to the developer a monthly invoice detailing the work performed and the time spent by its staff or outside consultants on such work, together with the hourly rates charged by individuals performing the work. The invoice amount shall not exceed the actual cost to the Public Works Department to provide the work described. The County may withdraw funds from the funds deposits in the special account in the amount of each invoice. In the event that it appears likely the deposit made by developer will be exhausted, the Public Works Department shall provide the developer with a new estimate of the cost to complete the processing of the application. The developer shall replenish the special account in the amount of such new estimate within fifteen (15) days. Developer's failure to make payment shall be deemed a withdrawal or abandonment of the application, but such withdrawal or abandonment shall not relieve the developer of the obligation to pay for work done by County in response to the application or to wind up work as a result of withdrawal or abandonment.

3 - This is an estimate of the hourly rate charged. Actual rate may vary depending on the classification of the employee performing the service.

Calculation Backup Sheet for Public Works/Road Encroachment Permit Fees

Application	Permit Administrator		Maintenance Crew Supervisor		Maintenance Crew Supervisor		Staff Fee Sub-Total		Vehicle Cost per Hour		Proposed Total Fee	
	Hours	Hourly Rate*	Hours	Sub-total	Hours	Hourly Rate*	Hours	Total	Hours	Vehicle Cost per Hour	Vehicle Cost Sub-total	Total Fee
Residential Driveway Encroachment	0.5	\$52.70	1	\$52.84	1	\$52.84	\$79.19	\$79.19	1	\$19.50	\$19.50	\$98.69
Commercial Driveway Encroachment	1	\$52.70	1	\$52.84	1	\$52.84	\$105.54	\$105.54	1	\$19.50	\$19.50	\$125.04
Utility Repair (Minor) ¹	0.5	\$52.70	1	\$52.84	1	\$52.84	\$79.19	\$79.19	0.5	\$19.50	\$9.75	\$88.94
Major Utility Project ^{2,3}	1	\$52.70	1	\$52.84	1	\$52.84	\$105.54	\$105.54	1	\$19.50	\$19.50	\$500.00 Deposit billed at \$52.70/hour ⁴
Special Event	1.5	\$52.70	1	\$52.84	1	\$52.84	\$79.05	\$79.05	1	\$19.50	\$19.50	\$0.00
Tree Removal Permit	0.5	\$52.70	1	\$52.84	1	\$52.84	\$79.19	\$79.19	1	\$19.50	\$19.50	\$98.69
Permit Administrator Inspection	1	\$52.70	0	\$0.00	0	\$0.00	\$52.70	\$52.70	0	\$19.50	\$0.00	\$52.70/hour
Engineer Inspection	1	\$68.32	0	\$0.00	0	\$0.00	\$68.32	\$68.32	0	\$19.50	\$0.00	\$68.32/hour

Notes:

- 1- Performed by special district in-house crew
- 2 - This fee varies depending on the size and the complexity of the project. To accommodate these variations, the fee will be calculated at an hourly rate with a \$500.00 initial deposit. This fee is applicable to special district projects that solicit bids from contractors.
- 3 - Additional inspection fees are assessed during the inspection phase.
- 4 - A deposit will be collected at the time the application fee is accepted. The Public Works Department shall keep records of the time and expenses incurred in the processing of the encroachment permit and charge on a time and material basis. The applicant shall deposit with the County \$300.00 for each utility project submitted. These monies will be deposited in a special account, from which the County will draw sums to cover the costs associated with the cost of processing the encroachment permit. As expenses are incurred, the Public Works Department shall provide to the applicant an invoice detailing the work performed and the time spent by its staff or outside consultants on such work, together with the hourly rates charged by individuals performing the work. The invoice amount shall not exceed the actual cost to the Public Works Department to provide the work described. The County may withdraw funds from the funds deposits in the special account in the amount of each invoice. In the event that it appears likely the deposit made by the applicant will be exhausted, the Public Works Department shall provide the applicant with a new estimate of the cost to complete the processing of the application. The applicant shall replenish the special account in the amount of such new estimate within fifteen (15) days. Applicant's failure to make payment shall be deemed a withdrawal or abandonment of the application, but such withdrawal or abandonment shall not relieve the applicant of the obligation to pay for work done by County in response to the application or to wind up work as a result of withdrawal or abandonment.

Public Works Transportation Review Application Fees

<u>Application</u>	Hours		Permit		Staff Fee	15% Overhead	Proposed Total Fee
	Spent on Service	Hourly Rate ¹	Administrator	Sub-Total			
Single Trip Transportation Permit	0.5	\$37.9755	\$18.99	\$2.85	\$21.84		
Blanket Transportation Permit	1.25	\$37.9755	\$47.47	\$7.12	\$54.59		

1 - The Permit Administrator hourly rate is an average of the hourly rate of the Public Works Administration staff who process this application.