

**A RESOLUTION UPDATING UNDERGROUND STORAGE TANK ANNUAL OPERATING FEE FOR ENVIRONMENTAL HEALTH**

WHEREAS, the Board of Supervisors has previously adopted a Master Fee Schedule establishing service fees for County departments including Environmental Health by Resolution 17-8231; and

WHEREAS, the Board of Supervisors recently approved ordinance 18-1115 updating Title 6 Chapter 13 of Plumas County Code to be consistent with the California Health and Safety Code regarding the 5 year term for permits to operate underground tanks while retaining the annual oversight fee for underground storage tank operation; and

WHEREAS, Environmental Health has reviewed the current underground storage tank fee for service and has determined that it accurately reflects the annual cost of providing the mandated oversight service; and

WHEREAS, the current and updated CUPA Element: Underground Storage Tank Annual Operation methodology worksheet is attached as Exhibit "A" to this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Plumas County Board of Supervisors that Resolution 17-8231 is hereby amended to incorporate the fee and description set forth in Exhibit "A" for Environmental Health. Be it further resolved that the Board of Supervisors reserves authority to waive all or a portion of any of these fees in the public interest when the fee is charged to a local public entity.

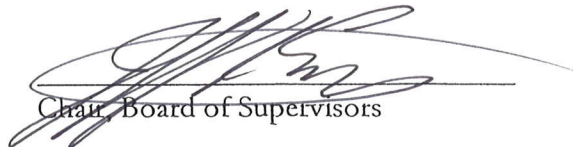
The forgoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California at a regular meeting of the Board of Supervisors on December 11, 2018 by the following vote:

Ayes: SUPERVISORS SIMPSON, THRALL, GOSS, SANCHEZ, ENGEL

Noes: NONE

Absent: NONE


Abstain: NONE

  
Chair, Board of Supervisors

Attest:

  
Clerk of the Board of Supervisors

Approved as to form:

  
Gretchen Stuhr  
Deputy Plumas County Counsel

11/29/18

**Attachment A**  
**Methodology Worksheet to Determine**  
**Fee, Charge or Assessment**  
**For FY 18/19**

CCR Title 27  
Code Section

Date of Last Change: Apr-17

Department: Environmental Health  
Dept. # 20550 Fund # 0001  
Program: Hazardous Materials

1 CUPA Element: Underground Storage Tank Annual Operation  
(Common Name of Service)

2 Departmental Overhead

A. Determine annual salary and benefit cost per overhead employee \$143,021  
(Reference budget for salary and  
benefit totals).  
Detail calculation for each employee.

<u>Director of Environmental Health</u>	<u>\$ 143,021.00</u>
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**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 \$12,078  
(copy machine, training, maintenance  
contracts, janitorial, etc.).

Envision Database	\$ 12,078.00
_____	\$ -
_____	\$ -
_____	\$ -

C. Other general charges (detail) \$208,618

A-87 Cost Plan Allocation	\$ 194,892.00
Liability Self-fund Insurance	\$ 7,098.00
OPEB Liability	\$ -
Annex Security	\$ 6,628.00

Total Departmental Overhead Cost (2A through 2C) \$363,717

3 Estimate total percentage of staff hours spent on this services per month or year. (circle) 1.25%

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 \$4,546

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).

<b>Environmental Health Specialist</b>	<b>\$ 56.00</b>
<b>Hazardous Mat. Specialist</b>	<b>\$ 59.03</b>
<b>Env. Health Tech</b>	<b>\$ -</b>
<b>Administrative Assistant II</b>	<b>\$ 37.13</b>
<b>Administrative Assistant I</b>	<b>\$ 26.20</b>

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).

<b>Environmental Health Specialist</b>	<b>240.00</b>	hours
<b>Hazardous Mat. Specialist</b>	<b>240.00</b>	hours
<b>Env. Health Tech</b>		hours
<b>Administrative Assistant II</b>	<b>60.00</b>	hours
<b>Administrative Assistant I</b>		hours

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

<b>Environmental Health Specialist</b>	<b>\$ 56.00</b>	x	0.00	=	<b>\$ -</b>
<b>Hazardous Mat. Specialist</b>	<b>\$ 59.03</b>	x	240.00	=	<b>\$ 14,168.26</b>
<b>Env. Health Tech</b>	<b>\$ -</b>	x	0.00	=	<b>\$ -</b>
<b>Administrative Assistant II</b>	<b>\$ 37.13</b>	x	60.00	=	<b>\$ 2,228.04</b>
<b>Administrative Assistant I</b>	<b>\$ 26.20</b>	x	0.00	=	<b>\$ -</b>

Total Employee Costs for this activity \$ 16,396

D.	Determine the average cost for service and supply (paper, photo copy, postage, envelopes, mileage cost, pass through sub-contractor cost, telephone etc).	<u>\$ 175</u>
	<b>Total Direct Costs</b>	
	<u>Hazardous Materials</u>	<u>\$ 291</u>
E.	Other special equipment (life of equipment divided by number of uses per year) or special costs (detail costs).	<u>\$0</u>
	<u> </u>	
	<u> </u>	
	Total of all Direct charges (5A through 5E)	<u><u>\$16,571</u></u>
6	Total of all Overhead and Direct charges (4 plus 5)	<u>\$21,117</u>
7	Indirect overhead cost Multiply the total overhead and direct costs by 6.15% the applicable percentage from the County's Cost Allocation Plan	<u>\$1,299</u>
8	Total overhead, direct and indirect cost of service (6 plus 7)	<u><u>\$22,416</u></u>
8a	Subtract State Program Subsidy (if applicable)	<u>\$12,000</u>
8b	Subtotal User Cost of Service	<u><u>\$10,416</u></u>
9	Average number of permits or services per year.	<u>59</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>\$177</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>\$177</u></u>

Comments:

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