

RESOLUTION NO. 23- 8850

**RESOLUTION AMENDING PORTIONS OF THE MASTER FEE SCHEDULE TO
AMEND EXISTING AND ADD NEW ENGINEERING DEPARTMENT FEES FOR
VARIOUS ENTITLEMENTS AND SERVICES.**

WHEREAS, the Board of Supervisors of the County of Plumas, State of California, has previously adopted a Master Fee Schedule establishing service fees for county departments, and

WHEREAS, the Master Fee Schedule needs revision to establish new and amend existing Engineering Department fees associated with various entitlements and services.

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

1. The Master Fee Schedule adopted by Resolution 16-8122 on January 12, 2016, is hereby amended as referenced by Exhibit A.
2. The fees set forth in Exhibit A shall take effect 60 days from the date of adoption of this resolution as provided in Section 66017 of the Government Code of the State of California.
3. Existing fees not included in this Resolution or amended thereafter shall remain in full force and effect according to its specific authorization, whether by Board order, resolution, ordinance, or State Law.

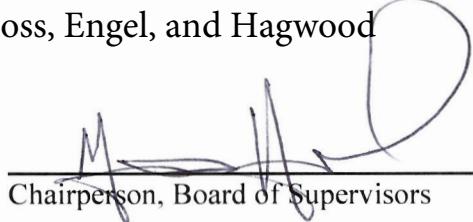
The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of the Board held on the 19th day of September 2023, by the following vote:

Ayes: Supervisors Ceresola, McGowan, Goss, Engel, and Hagwood

Noes:

Absent:

Abstain:


Chairperson, Board of Supervisors

Attest:


Clerk of the Board of Supervisors

Exhibit A
Engineering Department

| <u>Application/Service Description</u> | <u>Proposed Fees</u> |
|--|--|
| Amendment of a Recorded Map or Certificate of Correction | \$187.64 |
| Campground Permit | \$187.64 |
| Copies 18" x 26" ⁴ | See attached Copy Charge Rates |
| Copies 24" x 36" ⁴ | See attached Copy Charge Rates |
| Copy Machine Copies | |
| 8 1/2 x 11 | \$0.10/page |
| 11 x 17 | \$1.00/page |
| Consultation - Initial | No Fee up to 1 hour |
| Consultation - On-going | \$93.82/hour ² |
| Development Agreement | \$1000.00 Deposit billed at \$93.82/hour ² |
| Development Agreement Amendment | \$1000.00 Deposit billed at \$93.82/hour ² |
| Driveway Review | |
| Fire Safe driveway review and approval | \$130.03 |
| Other driveway review and approval | N/A |
| Fire Safe Driveway Pre-Construction Inspection | \$113.49 |
| Fire Safe Driveway Post-Construction Inspection | \$160.40 |
| EIR Review | \$187.64 |
| Flood Plain Administration | |
| Initial Consultation | \$0 |
| Flood Plain Administration | \$93.82/hour ² |
| Flood Study review and approval | \$500.00 Deposit billed at \$163.47/hour ³ |
| Grant of Relief | \$500.00 Deposit billed at \$163.47/hour ³ |
| Letter of Map Amendment/Revision | No Fee |
| Hydro-Electric Project | \$1000.00 Deposit billed at \$93.82/hour ² |
| Hourly Rate (Engineering Technician) | \$93.82 |
| Inspection Fee (for the Construction Phase of Improvement Plans) | \$250.00 + \$5000.00 Deposit billed at \$93.82/hour ² |
| Lot Line Adjustment | \$756.56 |
| Lot Line Adjustment per lot fee | \$46.91 |
| Mileage Reimbursement Rate | Changed to PCPW hourly vehicle rate |
| Modification of a Recorded Map | \$375.28 |
| Modification of Development Standards | \$187.64 |
| Negative Declaration Review | \$93.82 |
| Parcel Map Check | \$1,359.93 |
| Parcel Map Check per parcel fee | \$93.82 |
| Permit to Mine/Reclamation Plan | \$93.82 |
| Planned Development Permit | \$281.46 |
| Record of Survey Check | \$577.26 |
| Record of Survey Check (Amended) | \$375.28 |
| Resubmittal Fee | \$187.64 |
| Reversion to Acreage | \$187.64 |
| Site Development Permit | \$187.64 |
| Special Use Permit | \$46.91 |
| Subdivision Map Check | \$2,841.38 |
| Subdivision Map Check per lot fee | \$93.82 |
| Tentative Map | \$375.28 |
| Tentative Map per lot fee | \$23.46 |
| Reconsideration of Approved Application | 1/2 Current Fee |
| Technical Report Review ¹ | \$500.00 Deposit billed at \$93.82/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 Engineering and Public Works Departments 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 - County Engineer's hourly rate

| | Total Copy Cost | First Copy | Additional Copies |
|-------------------------------------|------------------------|-------------------|--------------------------|
| Mono /Color CAD Prints | | | |
| 18x26 | | \$6.23 | \$3.11 |
| 24x36 | | \$6.67 | \$3.55 |
| GIS Prints (Medium Coverage) | | | |
| 18x26 | | \$6.69 | \$3.56 |
| 24x36 | | \$7.51 | \$4.39 |
| Photo Quality Prints | | | |
| 18x26 | | \$7.14 | \$4.02 |
| 24x36 | | \$8.35 | \$5.23 |

Exhibit 1
Engineering Department – Local Development Review
Description of Service Fees

The following listing is a description of the various fees that pertain to applications or services processed or performed by the Engineering Department.

- **Amendment of a Recorded Map or Certificated of Correction** (Subdivision Map Act 66469) – Review modification document or amended map for accuracy.
- **Campground Permit Application Review Fee** – Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.
- **Consultations** (including Research, Scanning & Emailing) – Fee assessed for time spent on customer requests for information and research.
- **Corner Record** – Recordation of a Corner Record.
- **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.
- **Driveway Reviews**
 - **Fire Safe Driveway** - Review of proposed driveways for compliance with fire-safe driveway design and construction standards.
 - **Fire Safe Driveway Inspections** – Inspections to determine compliance with various fire-safe driveway construction standards.
- **Flood Plain Administration**
 - **Initial Consultation** – (Up to 1 hour, including minor research and limited scanning)
 - **Flood Plain Interpretation** – Interpretation of FEMA flood zone boundaries. (including research, scanning and requested letters)
 - **Flood Study** – Review and approval of flood studies as set forth in Chapter 17 of Title 8 of Plumas County Code.
 - **Grant of Relief** – Review and approval of requests to vary or modify the County Code as it pertains to the administration of flood hazard areas as required by County Code Section 8-17.401 et seq.
 - **Letter of Map Amendment/Revision** – Review of modifications to flood hazard areas implemented through these documents.
- **Flood Plain Administration (Grant of Relief)** – Review and approval of requests to vary or modify the County code as they pertain to the administration of flood hazard areas.
- **Hydro Project Review Fee** - Review and comment on application related to circulation, traffic safety, grading, flood plain impacts, drainage and erosion control.

- **Inspection Fee** (For the construction phase of improvement plans) – Inspection of improvements depicted on improvement plans associated with site development or recordation of final maps.
- **Lot Line Adjustment** – Review boundary calculations and legal descriptions for final approval.
- **Modification of a Recorded Map Application Review Fee** (Plumas County Code 9-3.508 & SMA 66472.1) 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.
- **Parcel Map Check** – Review final map for accuracy and compliance with conditions of approval.
- **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.
- **Record of Survey** – Review for accuracy and processing of document for recordation,
- **Record of Survey** (Amendment per Professional Land Surveyors Act 8770.5) – Review for accuracy and processing of document for recordation.
- **Resubmittal Fee** – Fee assessed for resubmittal of incomplete applications.
- **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.
- **Subdivision Map Check** – Review final map for accuracy and compliance with conditions of approval.
- **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.

Exhibit 2
Engineering Department Fee Comparison

| <u>Application/Service Description</u> | <u>Existing Fees</u> | <u>Proposed Fees</u> |
|--|--|--|
| Amendment of a Recorded Map or Certificate of Correction | \$151 | \$187.64 |
| Campground Permit | \$151 | \$187.64 |
| Copies 18" x 26" ⁴ | \$2.21 | See attached Copy Charge Rates |
| Copies 24" x 36" ⁴ | \$4.60 | See attached Copy Charge Rates |
| Copy Machine Copies | | |
| 8 1/2 x 11 | \$0.10/page | \$0.10/page |
| 11 x 17 | \$1.00/page | \$1.00/page |
| Consultation - Initial | No Fee up to 1 hour | No Fee up to 1 hour |
| Consultation - On-going | \$75.57/hour ² | \$93.82/hour ² |
| Development Agreement | \$1000.00 Deposit billed at \$75.57/hour ² | \$1000.00 Deposit billed at \$93.82/hour ² |
| Development Agreement Amendment | \$1000.00 Deposit billed at \$75.57/hour ² | \$1000.00 Deposit billed at \$93.82/hour ² |
| Driveway Review | | |
| Fire Safe driveway review and approval | \$151 | \$130.03 |
| Other driveway review and approval | N/A | N/A |
| Fire Safe Driveway Pre-Construction Inspection | N/A | \$113.49 |
| Fire Safe Driveway Post-Construction Inspection | N/A | \$160.40 |
| EIR Review | \$151 | \$187.64 |
| Flood Plain Administration | | |
| Initial Consultation | \$0 | \$0 |
| Flood Plain Administration | \$75.57/hour ² | \$93.82/hour ² |
| Flood Study review and approval | \$500.00 Deposit billed at \$99.90/hour ³ | \$500.00 Deposit billed at \$163.47/hour ³ |
| Grant of Relief | \$500.00 Deposit billed at \$99.90/hour ³ | \$500.00 Deposit billed at \$163.47/hour ³ |
| Letter of Map Amendment/Revision | \$0 | No Fee |
| Hydro-Electric Project | \$1000.00 Deposit billed at \$75.57/hour ² | \$1000.00 Deposit billed at \$93.82/hour ² |
| Hourly Rate (Engineering Technician) | \$75.57 | \$93.82 |
| Inspection Fee (for the Construction Phase of Improvement Plans) | \$250.00 + \$1000.00 Deposit billed at \$75.57/hour ² | \$250.00 + \$5000.00 Deposit billed at \$93.82/hour ² |
| Lot Line Adjustment | \$757.00 | \$756.56 |
| Lot Line Adjustment per lot fee | \$37.00 | \$46.91 |
| Mileage Reimbursement Rate | \$0.545/mile | Changed to PCPW hourly vehicle rate |
| Modification of a Recorded Map | \$302.00 | \$375.28 |
| Modification of Development Standards | \$151.00 | \$187.64 |
| Negative Declaration Review | \$75.57 | \$93.82 |
| Parcel Map Check | \$1,128.00 | \$1,359.93 |
| Parcel Map Check per parcel fee | \$75.57 | \$93.82 |
| Permit to Mine/Reclamation Plan | \$75.57 | \$93.82 |
| Planned Development Permit | \$226.00 | \$281.46 |
| Record of Survey Check | \$507.00 | \$577.26 |
| Record of Survey Check (Amended) | \$302.00 | \$375.28 |
| Resubmittal Fee | \$151.00 | \$187.64 |
| Reversion to Acreage | \$151.00 | \$187.64 |
| Site Development Permit | \$151.00 | \$187.64 |
| Special Use Permit | \$37.79 | \$46.91 |
| Subdivision Map Check | \$2,364.00 | \$2,841.38 |
| Subdivision Map Check per lot fee | \$75.57 | \$93.82 |
| Tentative Map | \$302.00 | \$375.28 |
| Tentative Map per lot fee | \$18.00 | \$23.46 |
| Reconsideration of Approved Application | 1/2 current fee | 1/2 Current Fee |
| Technical Report Review ¹ | \$500.00 Deposit billed at \$75.57/hour ² | \$500.00 Deposit billed at \$93.82/hour ² |

Exhibit 3

Fee Calculation Methodology

Methodology Worksheet to Determine
Fee, Charge or Assessment - July 2023

Engineering Department Hourly Rate

DEPARTMENTAL OVERHEAD

| | % of Time for Eng. Dept | Salary & Benefits | Overhead Costs |
|---|----------------------------|----------------------|-------------------|
| Management Analyst | 54% | \$71,526 | \$38,624 |
| Overhead Support from Public Works | | | \$10,000 |
| Total Overhead Cost | | | \$48,624 |
| Postage/Shipping | \$300 | | |
| Paper/Paper Supplies | \$300 | | |
| Maintenance Equipment | \$0 | | |
| Copy Charges | \$700 | | |
| Equip. Maint. Contract | \$4,800 | | |
| Office Furniture/Equip | \$500 | | |
| Office Expense | \$800 | | |
| Professional Services | \$5,000 | | |
| Liability Self-Funded Ins. | \$1,100 | | |
| Travel in-County | \$20 | | |
| Travel -Out of County | \$1,000 | | |
| TOTAL | \$14,520 | | |
| Total General Service and Supply Costs less Direct Costs | | | \$63,144 |

DEPARTMENTAL OVERHEAD COSTS

AVERAGE AMOUNT OF HOURS SPENT ON SERVICE

| | |
|--|------|
| Engineering Department Staff Positions | 1 |
| Net Productive Hours | 1720 |
| Total Staff Hours | 1720 |

| | |
|---|--------------|
| Percentage of Total Staff Time for 1 hour | 0.0005813953 |
|---|--------------|

| | |
|---|----------------|
| TOTAL OVERHEAD COST RELATED TO THIS SPECIFIC SERVICE | \$36.71 |
|---|----------------|

DIRECT COSTS

| | Salary & Benefits | Hourly Rate |
|-------------------------|----------------------|----------------|
| Senior Engineering Tech | \$98,232.58 | \$57.11 |

| | |
|------------------------------------|---|
| Average time spent on this service | 1 |
|------------------------------------|---|

| | |
|---|----------------|
| TOTAL OF ALL DIRECT AND OVERHEAD CHARGES | \$93.82 |
|---|----------------|

Copy Charges Fee Calculation Methodology

| | | |
|--|------------------|---------------|
| Total yearly copy machine lease cost | | \$3,684.00 |
| Average amount of copies made per year | | 3,600 |
| Base Copy Charge Cost | | \$1.02 |
| Mono /Color CAD Prints | Cost per sq. ft. | |
| 18x26 | 0.16 | \$0.52 |
| 24x36 | 0.16 | \$0.96 |
| GIS Prints (Medium Coverage) | | |
| 18x26 | 0.3 | \$0.98 |
| 24x36 | 0.3 | \$1.80 |
| Photo Quality Prints | | |
| 18x26 | 0.44 | \$1.43 |
| 24x36 | 0.44 | \$2.64 |
| Engineering Technician Hourly Rate | | \$93.82 |
| Time spent on this service (3 minutes first copy, 1 minutes additional copies) | | |
| TOTAL EMPLOYEE COST PROVIDING THIS SERVICE (1st copy) | | \$4.69 |
| TOTAL EMPLOYEE COST PROVIDING THIS SERVICE (Additional copies) | | \$1.56 |

| Total Copy Cost | First Copy | Additional Copies |
|-------------------------------------|------------|-------------------|
| Mono /Color CAD Prints | | |
| 18x26 | \$6.23 | \$3.11 |
| 24x36 | \$6.67 | \$3.55 |
| GIS Prints (Medium Coverage) | | |
| 18x26 | \$6.69 | \$3.56 |
| 24x36 | \$7.51 | \$4.39 |
| Photo Quality Prints | | |
| 18x26 | \$7.14 | \$4.02 |
| 24x36 | \$8.35 | \$5.23 |

Engineering Department
Services & Supply Costs

**Inspection Fee (For Construction
Phase of Improvement Plans*)**

| Services & Supplies | Units | Cost | Total |
|--|-------|---------|----------------|
| Photo-copies Large Format | 1 | \$6.23 | \$6.23 |
| Photo-copies (after first copy) | 5 | \$3.11 | \$15.55 |
| Photo-copies | 10 | \$0.10 | \$1.00 |
| Photo-copies 11x17 | 4 | \$1.00 | \$4.00 |
| Vehicle Hourly Rate | 1 | \$19.67 | \$19.67 |
| Total Cost of Services & Supplies | | | \$46.45 |

Lot Line Adjustments*

| Services & Supplies | Units | Cost | Total |
|--|-------|--------|---------------|
| Photo-copies 8x11 | 20 | \$0.10 | \$2.00 |
| Photo-copies 11x17 | 4 | \$1.00 | \$4.00 |
| Total Cost of Services & Supplies | | | \$6.00 |

Parcel Map Check*

| SERVICES & SUPPLIES | Units | Cost | Total |
|--|-------|---------|----------------|
| Photo-copies Large Format | 1 | \$6.23 | \$6.23 |
| Photo-copies (after first copy) | 5 | \$3.11 | \$15.55 |
| Photo-copies | 10 | \$0.10 | \$1.00 |
| Photo-copies 11x17 | 4 | \$1.00 | \$4.00 |
| Vehicle Hourly Rate | 1 | \$19.67 | \$19.67 |
| Total Cost of Services & Supplies | | | \$46.45 |

Record of Survey Check*

| SERVICES & SUPPLIES | Units | Cost | Total |
|--|-------|--------|----------------|
| Photo-copies Large Format | 1 | \$6.23 | \$6.23 |
| Photo-copies (after first copy) | 1 | \$3.11 | \$3.11 |
| Photo-copies | 10 | \$0.10 | \$1.00 |
| Photo-copies 11x17 | 4 | \$1.00 | \$4.00 |
| Total Cost of Services & Supplies | | | \$14.34 |

Subdivision (Final) Map Check*

| SERVICES & SUPPLIES | Units | Cost | Total |
|--|-------|--------|----------------|
| Photo-copies Large Format | 1 | \$6.23 | \$6.23 |
| Photo-copies (after first copy) | 5 | \$3.11 | \$15.55 |
| Photo-copies | 10 | \$0.10 | \$1.00 |
| Photo-copies 11x17 | 4 | \$1.00 | \$4.00 |
| Total Cost of Services & Supplies | | | \$26.78 |

Fire Safe Driveway Application*

| SERVICES & SUPPLIES | Units | Cost | Total |
|--|-------|--------|----------------|
| Photo-copies Large Format | 1 | \$6.23 | \$6.23 |
| Photo-copies (after first copy) | 2 | \$3.11 | \$6.22 |
| Photo-copies 8x11 | 3 | \$0.10 | \$0.30 |
| Total Cost of Services & Supplies | | | \$12.75 |

Fire Safe Driveway Inspections

| | | | |
|--|---|---------|----------------|
| Vehicle Hourly Rate | 1 | \$19.67 | \$19.67 |
| Total Cost of Services & Supplies | | | \$19.67 |

* Any and all additional copies, beyond those estimated, will be charge to the customer per the current fee schedule.

Exhibit 4

NOTICE OF PUBLIC HEARING

The Board of Supervisors will hold a public hearing on the following matter on Tuesday, September 19, 2023, in the Board of Supervisors Room located in the Plumas County Courthouse, 520 Main Street, Room 308, Quincy, California.

10:45 a.m. Amendment of Plumas County's Master Fee Schedule

Consideration and Adoption of a Resolution amending the Master Fee Schedule to establish new and revise existing Public Works and Engineering Department fees for development applications, encroachment permits, transportation permits and disposal fees.

Copies of the backup materials, including fee calculation methodology, are available at the Plumas County Public Works Department at 1834 E. Main Street, Quincy, CA. For further information please contact Jim Graham, Plumas County Public Works Department at (530) 283-6169.

PUBLISH: Plumas Sun – September 8, 2023