To: Honorable Board of Supervisors

From: Steven M. Smith, Interim County Administrator

Department: County Administrator

Subject: Authorization to set a Public Hearing to consider approval of proposed revised fee schedules as presented by the County Administrator's Office at the requested date and time of May 28, 2019, at 3:00 p.m.

Recommendation

It is recommended that the Board of Supervisors sets a public hearing on May 28, 2019, at 3:00 pm, to consider approval of proposed revised fee schedules as led by the County Administrator's Office.

Discussion

The County periodically reviews departmental fees to ensure that the County’s fee structure is appropriate and up-to-date. These reviews help minimize potential for a situation leading to unnecessary service cuts and reductions in workforce. Additionally, if County fees do not reflect the most up-to-date cost information, the net result is that a single citizen or organization who uses a County service is potentially paying for more, or less, than the full cost of providing that service, and Sutter County residents as a whole are then potentially subsidizing the cost of such service that benefitted a single citizen or organization.

Comprehensive reviews and updates to the fees are necessary to reflect both increases and decreases in costs for staff; changes in time spent on each service; or increases and decreases to non-staff costs to the County. On March 16, 2010, December 28, 2010, November 22, 2011, and March 24, 2015 the County Administrator’s Office presented the first, second, third and fourth comprehensive countywide fee review and updates with recommendations for adoption of fee schedules.

This fiscal year, in order to identify areas where fees might need to be updated, the County Administrator’s Office (in coordination with individual Departments) has been developing a comprehensive review and update. The review process takes several phases. This is the last phase for the FY2018-19 fee update. The CAO’s office will bring to the Board a few County-wide Fees for Board’s review. In addition, CAO’s office will work with the County Museum and General Services Department to update Fee Schedule for Ettl Hall.

Board Alternatives

No viable recommendations are available.

Other Department and/or Agency Involvement
The Clerk of the Board will set the public hearing date and time for the next scheduled Board meeting.

**Fiscal Impact**

There is no General Fund contribution and no direct cost to the County to set a public hearing.

**Countywide Goals & Top Priorities Compliance**

Approval of this item will address the following:

- Countywide Goal B: Operate County government in a fiscally and managerially responsible manner to ensure Sutter County remains a viable and sustainable community to live, work, recreate, and raise a family.

**Standing Committee Review:**

This item was reviewed at the May 3, 2019 Health and Welfare Committee meeting and was recommended for placement on the consent calendar for the Board of Supervisors.

Respectfully Submitted,

s/ Steven M. Smith
Interim County Administrator