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NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Steven Lederer - Director
Environmental Management
REPORT BY: Steven Lederer, Director, Environmental Management, 259-8228
SUBJECT: Environmental Management Fees for Services

RECOMMENDATION

Director of Environmental Management requests adoption of a resolution establishing, increasing and decreasing fees for services provided by the Department of Environmental Management.

EXECUTIVE SUMMARY

The Board last approved a comprehensive update of the Department's fees in February of 2004. Experience with these fees have determined that a number of minor adjustments to the fees are needed. The requested changes are discussed in the background section below and are shown in the attached document.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is categorically exempt from the California Environmental Quality Act pursuant to Title 14, California Code of Regulations, section 15273(a)(1) and (2).

BACKGROUND AND DISCUSSION

The Department is recommending the following changes to more accurately assess fees charged.

1. Deleted Section 110.025, Modified Sections 110.026, 110.120(b), 110.140, 110.150(a), 110.170(a),(b), 110.180
Previous changes to the Fee Ordinance raised the Department's hourly rate to \$100.00/hour to cover appropriate costs of providing services. References to the old rate of \$93.00/hour need to be deleted.

2. Modified Section 110.020(a)

This section already requires a 25% penalty when a permit holder fails to timely file for a renewal of an operating permit. This change makes clear that failure to file for an initial operating permit is subject to the same 25% penalty.

3. Modified Section 110.030(a)2

Modified this section to provide a set fee for issuing a permit to the organizer of a multi-vendor event (such a permit is required by the California Unified Retail Food facility Law (CURFFL) in addition to the permit required by each individual vendor). This fee represents one hour of time, which is a realistic estimate in permitting most organizers. The section is also modified to increase the fee for High Risk Temporary Food Facility certifications in order to reflect the higher effort (45 minutes) in accomplishing such certification. The Low Risk Facility fee remains unchanged.

4. Modified Section 110.030(a)4

Modified this section to raise the fee for High Risk Mobile Food Facility certifications in order to reflect the higher effort (4.5 hours) in accomplishing such certification.

5. Modified Section 110.030(a)7, Added Section 110.030(a)8

Modified Section 110.030(a)7 to provide a process and a fee for allowing retail food facilities to request an additional **voluntary** inspection outside of the normal inspection frequency. For instance, this will allow a facility which a received a "B" grade to make corrections and request an earlier inspection in order to achieve an "A" score in a timely fashion.

Added Section 110.030(a)8 to reimburse the Department for the cost of **required** multiple inspections due to poor performance. Facilities that score a "C" or worse require reinspection. Although one reinspection will be done as part of the annual renewal fee, this additional fee will offset costs of subsequent inspections should the facility fail to return to compliance after that first reinspection.

6. Added Section 110.050(f), 110.070(l)

Provides reimbursement for the Department when an inspection must be re-performed because the requesting party is not ready for the inspection but does not call to cancel the inspection.

7. Modified Section 110.070(a),(b)

Deleted the requirement that the Department personally conduct all sewage disposal system site evaluations and moved this responsibility to qualified professionals in the private sector. This action removes a significant bottleneck from the development process as site evaluations were often delayed waiting for an available inspector. The Department remains in the role of reviewing the work performed by the qualified professional. The existing fee has been reduced accordingly reflecting the lower level of effort required by the Department. Also deleted reference to core hole evaluation for repairs to systems as this action is covered already under the repair permit.

8. Modified Section 110.070(j)

Deleted incorrect text as this fee covers only Plan Check actions and System Installation is already covered under a separate fee.

9. Modified Section 110.150(b)3

Modified this section to add to the list of inert gases that could qualify for the reduced fee under this exemption.

The above proposed changes are designed to improve our processes (item numbers 2, 5, 7, 8 and 9 above),

eliminate the reference to the old hourly rate (number 1), make small increases to fees to reflect the higher effort needed to certify event organizers and certain high risk food facilities (numbers 3,4), and to reimburse the Department when additional inspections are requested or must be re-performed unnecessarily (numbers 5,6). These changes are not expected to have any material change to the Department's impact on the General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey