



Agenda Date: 8/7/2007
Agenda Placement: 60

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Lederer, Steven - Director
Environmental Management
REPORT BY: Helene Franchi, Senior Management Analyst, 253-4820
SUBJECT: Adoption of a Resolution Establishing and Increasing Fees re Groundwater Permits

RECOMMENDATION

Director of Environmental Management requests adoption of a resolution establishing and increasing fees for services relating to groundwater permits.

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

EXECUTIVE SUMMARY

The proposed resolution establishes and increases fees for services provided by the Department of Environmental Management related to processing ministerial groundwater permits and modifications to and cancellation of existing groundwater permits.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Costs related to groundwater permits are included in the Environmental Management Recommended 07-08 budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	If the proposed resolution is not adopted, the General Fund will subsidize services provided to applicants.
Is the general fund affected?	Yes
Future fiscal impact:	The services allowed for in the groundwater ordinance will be subsidized by

the General Fund if the resolution is not adopted.

Consequences if not approved: If the proposed resolution is not approved, no additional revenues would be received.

Additional Information:

ENVIRONMENTAL IMPACT

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

BACKGROUND AND DISCUSSION

A duly noticed public hearing was held on July 31, 2007 regarding the proposed resolution. After the public hearing was closed, it was unclear as to whether the Board formally acted on the resolution. The resolution is therefore returned to the Board for formal action.

Staff recommends adoption of the proposed resolution establishing a fixed fee for ministerial permits and a new fee for minor modifications to an existing groundwater permit and for applications to cancel an existing groundwater permit. Since a fixed fee for the ministerial permit was not previously identified in the fee schedule, the Department has to date charged a fee based on hourly rate as required by Section 110.026 of the fee schedule. Data from processing previous applications indicates a fixed fee of \$184.00 (approximately 1.75 hours of staff time at the hourly rate of \$105.00) is the appropriate cost for such a permit which is the fee being proposed in this fee schedule. Applications for a minor modification of an existing groundwater permit will similarly be charged \$184.00 as processing time will be similar to that of a ministerial permit. The last fee of \$28.00 is being proposed for an application to cancel an existing groundwater permit which is the same fee currently charged for a groundwater determination on building permits. This fee represents the amount of time (approximately 1/4 hour at \$105/hour) required to process these applications and prepare the required correspondence acknowledging such cancellation.

In May of 2006, the Board considered and approved a program of phased fee increases for development applications based on the findings and recommendations of the Maximus report and recommendations of the County Executive Officer. The adopted resolution provided policy direction such that rates for the department's fee schedules be updated on an annual basis based upon changes to County costs. The fees proposed in the resolution reflect our actual costs and include the equivalent fee increases to be effective July 1, 2008 as directed by the adopted 2006 resolution.

The resolution is before the Board today for adoption.

SUPPORTING DOCUMENTS

A . Fee Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi