

BOARD OF SUPERVISORS

AGENDA

Meetings are located at:
Yuba County Government Center
Board Chambers, 915 Eighth Street
Marysville, California



Agenda materials are available at the Yuba County Government Center, 915 8th Street, Marysville and www.co.yuba.ca.us. Any disclosable public record related to an open session item and distributed to all or a majority of the Board less than 72 hours prior to the meeting is available for public inspection at Suite 109 of the Government Center during normal business hours.

MARCH 19, 2013

- 9:30 A.M. YUBA COUNTY BOARD OF SUPERVISORS - Welcome to the Yuba County Board of Supervisors meeting. As a courtesy to others, please turn off cell phones, pagers, or other electronic devices, which might disrupt the meeting. Thank you.**
- I. **PLEDGE OF ALLEGIANCE** - Led by Supervisor Griego
- II. **ROLL CALL** - Supervisors Vasquez, Nicoletti, Griego, Abe, Stocker
- III. **CONSENT AGENDA:** All matters listed under the Consent Agenda are considered to be routine and can be enacted in one motion.
- A. Clerk of the Board of Supervisors
1. Appoint Sean Andersen to the Yuba County Economic Development Advisory Committee to serve at the pleasure of the Board. (94-13)
 2. Appoint Angie Gates to the Commission on Aging as the District Two Representative for a term ending December 31, 2016. (95-13)
- B. Community Development and Services
1. Adopt resolution adjusting the 2010 Census designated urban boundary of Yuba County for transportation purposes. (Land Use and Public Works recommends approval) (96-13)
- IV. **PUBLIC COMMUNICATIONS:** Any person may speak about any subject of concern provided it is within the jurisdiction of the Board of Supervisors and is not already on today's agenda. The total amount of time allotted for receiving such public communication shall be limited to a total of 15 minutes and each individual or group will be limited to no more than 5 minutes. Prior to this time speakers are requested to fill out a "Request to Speak" card and submit it to the Clerk of the Board of Supervisors. Please note: No Board action can be taken on comments made under this heading.
- V. **SPECIAL PRESENTATION**
- A. Present County Employee Service Awards. (Thirty minute estimate) (97-13)
- VI. **ORDINANCES AND PUBLIC HEARINGS:** If you challenge in court the action or decision of the Yuba County Board of Supervisors regarding a zoning, planning, land use or environmental protection matter made at any public hearing described in this notice, you may be limited to raising only those issues you or someone else raised at such public hearing, or in written correspondence delivered to the Yuba County Board of Supervisors at, or prior to, such public hearing and such public comments will be limited to three minutes per individual or group.
- A. Ordinance - Hold public hearing, waive reading, and introduce ordinance repealing and reenacting as amended Chapter 13.20 of the Yuba County Consolidated Fee Ordinance Code relating to Community Development and Services Agency fees for services to become operative on July 1, 2013. (First Reading) (Ten minute estimate) (98-13)
- VII. **CORRESPONDENCE** - (99-13)
- A. Email from California State Association of Counties regarding adopting a resolution proclaiming 2013 as The Year of the Child.

- B. Notice from Sutter-Yuba Mosquito and Vector Control District advising of public health pesticide application to waters under district jurisdiction.

VIII. **BOARD AND STAFF MEMBERS' REPORTS:** This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agendas.

IX. **CLOSED SESSION:** Any person desiring to comment on any matter scheduled for this closed session may address the Board at this time.

- A. Personnel pursuant to Government Code §54957(a) - Labor Negotiations - DDAA/DSA/MSA/PPOA/YCEA/Unrepresented and County of Yuba

X. **ADJOURN**

10:45 A.M. HUMAN SERVICES COMMITTEE - (Supervisors Vasquez and Griego - Alternate Supervisor Stocker)

- A. Consider dental equipment surplus and donation to a local non-profit and/or Federal Qualified Health Center - Health and Human Services (Ten minute estimate) (100-13)
- B. Consider resolution authorizing agreement with California Department of Health Care Services for participation in Medi-Cal administrative activities program for July 1, 2013 through June 30, 2016 - Health and Human Services (Ten minute estimate) (101-13)

2:00 P.M. THREE RIVERS LEVEE IMPROVEMENT AUTHORITY

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need disability-related modifications or accommodations to participate in this meeting, please contact the Clerk of the Board's office at (530) 749-7510 or (530) 749-7353 (fax). Requests must be made two full business days before the start of the meeting. To place an item on the agenda, contact the office of the Clerk of the Board of Supervisors at (530) 749-7510.

PUBLIC INFORMATION

PUBLIC COMMUNICATIONS: Members of the public shall be allowed to address the Board of Supervisors on items not appearing on the agenda which are of interest to the public and are within the subject matter jurisdiction of the Board, provided that no action shall be taken unless otherwise authorized by law. The total amount of time allotted for receiving such public communication shall be limited to a total of 15 minutes and each individual or group will be limited to no more than 5 minutes.

AGENDA ITEMS: The opportunity of the public to be heard on an item shall be provided during the consideration of that item. In the interest of time, the Board has limited the length of such comment or input on each item to 15 minutes total, with a limit of no more than 5 minutes per person or group. The period for public comments on a particular item may be extended upon a majority vote of the Board. These time limits do not apply to applicants appearing before the Board on behalf of their applications.

ACTION ITEMS: All items on the Agenda under the headings "Consent," "County Departments," Ordinances and Public Hearings," "Items of Public Interest," and "Closed Session," or any of them, are items on which the Board may take any action at this meetings.

PUBLIC HEARINGS: All members of the public shall be allowed to address the Board as to any item which is noticed on the Board's agenda as a public hearing. The Board has limited each person or group input to no more than 3 minutes. Any person or group may provide the Board with a written statement in lieu of or in supplement to any oral statement made during a public hearing. Written statements shall be submitted to the Clerk of the Board.

ORDINANCES: Ordinances shall not be passed within five days of their introductions, nor at other than a regular meeting or at an adjourned regular meeting. The Board of Supervisors will address ordinances at first readings. The public is urged to address ordinances at first readings. Passage of ordinances will be held at second readings, after reading the title, further reading is waived and adoption of the ordinance is made by majority vote. An urgency ordinance may be passed immediately upon introduction. The Board reserves the right to amend any proposed ordinances and to hold a first reading in lieu of a second reading.

INFORMATIONAL CORRESPONDENCE: The Board may direct any item of informational correspondence to a department head for appropriate action.

SCHEDULED LUNCH BREAK: Between the hours of 12:00 noon and 1:00 p.m. and at the discretion of the Chair, the Board will recess one hour for lunch.

SPECIAL MEETINGS: No public comment shall be allowed during special meetings of the Board of Supervisors, except for items duly noticed on the agenda.

PUBLIC INFORMATION: Copies of §6.7 shall be posted along with agendas. **End**



CONSENT
AGENDA

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The County of Yuba

Office of Clerk of the Board of Supervisors



To: Board of Supervisors

From: Donna Stottlemeyer, Clerk of the Board

Subject: Yuba County Economic Development Advisory Committee

Date: March 19, 2013

Recommendation

Appoint Sean Andersen to the Yuba County Economic Development Advisory Committee to serve at the pleasure of the Board.

Background and Discussion

The Local Appointment List of all Boards/Commissions/Committees is continually posted indicating vacancies, appointees, terms of office, qualifications and meeting information and is updated monthly. This committee may have up to 16 representatives from throughout the County and currently has 15 members. One application has been received from Mr. Andersen as is attached for your review and consideration.

In light of the expressed interest, it would be appropriate to make the appointments at this time.

Fiscal Impact

None.

Committee Action

Brought directly to the Board for consideration.

/rf

attachment

The County of Yuba

Application for Board/Commission/Committee
Appointed by the Board of Supervisors

RECEIVED

FEB 25 2013

Clerk/Board of Supervisors



RETURN APPLICATION WITH ORIGINAL SIGNATURE TO

CLERK OF THE BOARD OF SUPERVISORS
YUBA COUNTY GOVERNMENT CENTER
915 EIGHTH STREET, SUITE 109
MARYSVILLE, CA 95901
(530) 749-7510

Yuba County Economic Development Advisory Committee
PLEASE FILL IN NAME OF BOARD/COMMISSION/COMMITTEE ON WHICH YOU WOULD LIKE TO SERVE

APPLICANT NAME:

Sean Andersen

MAILING ADDRESS:

[REDACTED]

PHYSICAL ADDRESS:

TELEPHONE:

HOME:

(530) 749-2011

WORK:

OCCUPATION/PROFESSION:
SUPERVISOR/ DISTRICT
NUMBER:

Financial Services

REASONS YOU WISH TO
SERVE ON THIS BODY:

I think it would be a great way to bring value
and affect change in my community.

QUALIFICATIONS:

I Business owner, Academic background in Economics

LIST PAST AND CURRENT
PUBLIC POSITIONS HELD:

Ambassador w/ Wilsonville Chamber (Oregon), Football coach

DO YOU HAVE ANY CRIMINAL CONVICTION THAT MAY BE CONSIDERED A CONFLICT OF INTEREST WITH THE COMMITTEE YOU
WISH TO SERVE UPON? ☐ YES ☒ NO

IF YES, PLEASE EXPLAIN. NOTE: THAT A FELONY CONVICTION SHALL PRECLUDE YOU FROM SERVICE.

I UNDERSTAND THAT IF APPOINTED TO A BOARD/COMMISSION/COMMITTEE AND WHAT MAY BE CONSIDERED A CONFLICT OF
INTEREST ARISES, THAT I HAVE A DUTY TO GIVE WRITTEN NOTICE OF SUCH TO THE COUNTY.

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF
MY KNOWLEDGE.

Sean Andersen

SIGNATURE

2/23/13

DATE

THIS SECTION FOR OFFICE USE ONLY

☐ NO VACANCY CURRENTLY EXISTS ON ABOVE-MENTIONED BODY. APPLICANT NOTIFIED.

☐ APPLICANT APPOINTED: _____

☐ OTHER: _____

The County of Yuba

Office of Clerk of the Board of Supervisors



To: Board of Supervisors
From: Donna Stottlemeyer, Clerk of the Board
Subject: Commission on Aging – District Two Representative
Date: March 19, 2013

Recommendation

Appoint Angie Gates to the Commission on Aging as the District Two Representative for a term ending December 31, 2016.

Background and Discussion

The Local Appointment List of all Boards/Commissions/Committees is continually posted indicating vacancies, appointees, terms of office, qualifications and meeting information. This is a scheduled vacancy due to the resignation of Mr. John Hollis. Mrs. Gates has expressed an interest in serving, and her application is attached for your review and consideration.

In light of the expressed interest, it would be appropriate to appoint at this time.

Fiscal Impact

None

Committee Action

None

attachments

The County of Yuba

RECEIVED

FEB 28 2013

Application for Board/Commission/Committee
Appointed by the Board of Supervisors

Clerk/Board of Supervisors



RETURN APPLICATION WITH ORIGINAL SIGNATURE TO:

CLERK OF THE BOARD OF SUPERVISORS
YUBA COUNTY GOVERNMENT CENTER
915 EIGHTH STREET, SUITE 109
MARYSVILLE, CA 95901
(530) 749-7510

BOARD/COMMISSION/COMMITTEE

ON WHICH YOU WOULD LIKE TO SERVE:

Commission On aging

APPLICANT NAME:

Angie Gates

MAILING ADDRESS -
(Street/P.O. Box, City, Zip):

[REDACTED]

PHYSICAL ADDRESS
(Street, City, Zip):

Same

TELEPHONE:

HOME:

[REDACTED]

EMAIL ADDRESS:

[REDACTED]

OCCUPATION/PROFESSION:

SUPERVISOR/DISTRICT

NUMBER:

homemaker - retired

Nicoletti, John

REASONS YOU WISH TO

SERVE ON THIS BODY:

I enjoy doing community service & events
and love helping others.

QUALIFICATIONS:

work well with others, able to problem solve,
willing to work for a common goal

LIST PAST AND CURRENT

PUBLIC POSITIONS HELD:

SolpuCan Treasurer, various community clubs &
boards

DO YOU HAVE ANY CRIMINAL CONVICTION THAT MAY BE CONSIDERED A CONFLICT OF INTEREST WITH THE COMMITTEE YOU WISH TO SERVE UPON? ☐ YES ☒ NO

IF YES, PLEASE EXPLAIN. NOTE: THAT A FELONY CONVICTION SHALL PRECLUDE YOU FROM SERVICE.

I UNDERSTAND THAT IF APPOINTED TO A BOARD/COMMISSION/COMMITTEE AND WHAT MAY BE CONSIDERED A CONFLICT OF INTEREST ARISES, THAT I HAVE A DUTY TO GIVE WRITTEN NOTICE OF SUCH TO THE COUNTY.

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Angie Gates

SIGNATURE

2-27-13

DATE

THIS SECTION FOR OFFICE USE ONLY

☐ NO VACANCY CURRENTLY EXISTS ON ABOVE-MENTIONED BODY. APPLICANT NOTIFIED.

☐ APPLICANT APPOINTED: _____

☐ OTHER: _____

The County of Yuba

Community Development & Services Agency

Kevin Mallen, Director

Phone - (530) 749-5430 • Fax - (530) 749-5434
915 8th Street, Suite 123
Marysville, California 95901
www.co.yuba.ca.us



BUILDING
749-5440 • Fax 749-5616

CODE ENFORCEMENT
749-5455 • Fax 749-5464

ENVIRONMENTAL HEALTH • CUPA
749-5450 • Fax 749-5454

HOUSING AND COMMUNITY SERVICES
749-5460 • Fax 749-5464

PLANNING
749-5470 • Fax 749-5434

PUBLIC WORKS • SURVEYOR
749-5420 • Fax 749-5424

FINANCE AND ADMINISTRATION
749-5430 • Fax 749-5434

March 19, 2013

TO: YUBA COUNTY BOARD OF SUPERVISORS

FROM: MICHAEL G. LEE, DIRECTOR OF PUBLIC WORKS

SUBJ: RESOLUTION ADJUSTING THE 2010 CENSUS DESIGNATED URBAN BOUNDARY OF YUBA COUNTY FOR TRANSPORTATION PURPOSES

RECOMMENDATION:

Adopt the Resolution adjusting the 2010 Census designated Urban Boundary of Yuba County for transportation purposes.

BACKGROUND:

After the census is taken every 10 year, Caltrans reviews census tracts to determine boundaries of urban areas from rural areas within the State. From this analysis, Caltrans prepares draft boundary maps depicting urban boundaries for all jurisdictions in the State. Jurisdictions may request Caltrans adjust the urban/rural boundaries.

Caltrans utilizes these urban and rural boundaries in administering projects for various Federal and State programs. Certain programs only fund projects that are within the urban area or within the rural area.

DISCUSSION:

Public Works has reviewed the draft boundaries for Yuba County and is proposing minor adjustments. Exhibit A shows the proposed boundary line changes for Yuba County. The adjustment mostly connects the Plumas Lake area in the southern part of the County with the urban boundary for Olivehurst, Linda and the City of Marysville.

This boundary change does not affect any other boundaries between urban and rural areas for Yuba County that have been established. This boundary change is solely for transportation related projects.

COMMITTEE ACTION:

The Land Use & Public Works Committee recommended approval to the full Board on February 26, 2013.

FISCAL IMPACT:

None.

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF YUBA

IN RE:

RESOLUTION ADJUSTING THE 2010
CENSUS DESIGNATED URBAN
BOUNDARY OF YUBA COUNTY FOR
TRANSPORTATION PURPOSES

RESOLUTION NO. _____

WHEREAS, Section 101 (a) of Title 23 U.S. Code allows for the State and local officials, in cooperation with each other, to adjust the Census designated urban area boundaries, subject to approval by the Secretary of Transportation; and

WHEREAS, The California Department of Transportation, on behalf of the Federal Highway Administration, requests the County of Yuba to adjust, if necessary, the 2010 Census Designated Urban Boundaries.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County of YUBA approves the adjusted urban area for Yuba County as shown in Exhibit A and authorizes submittal to the California Department of Transportation.

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The foregoing resolution was adopted by the Board of Supervisors of the County of YUBA
on _____, 2013 by the following votes:

AYES:

NOES:

ABSTAIN:

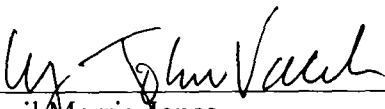
ABSENT:

CHAIR

ATTEST:

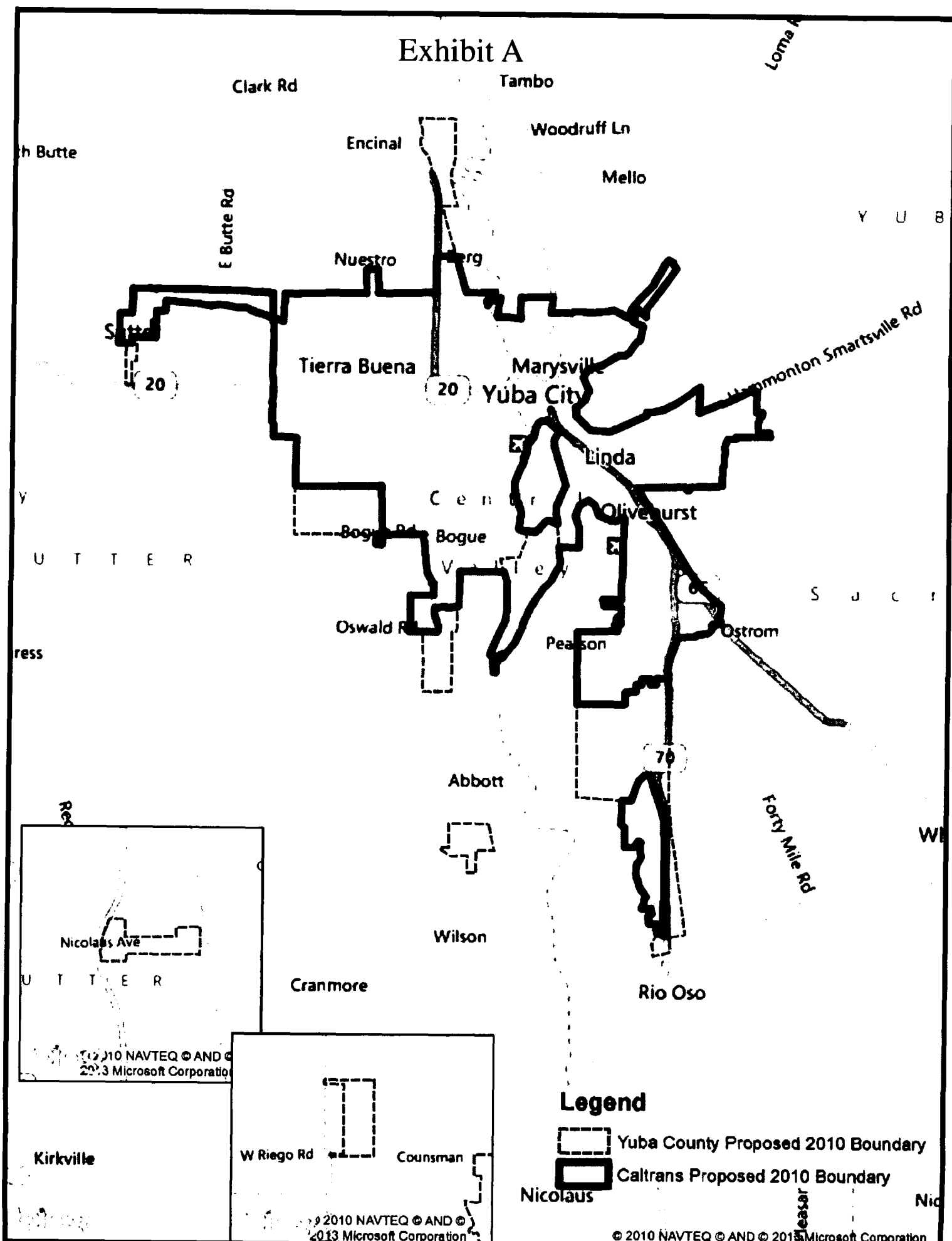
Donna Stottlemeyer
Clerk of the Board of Supervisors

APPROVED AS TO FORM



Angil Morris-Jones
County Counsel

Exhibit A



Legend

- Yuba County Proposed 2010 Boundary
- Caltrans Proposed 2010 Boundary

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First Name	Last Name	# of Yrs
Cathy	Seal	10
Yoonos	Helalian	10
Marcia	Chambers	10
Tim	Riggle	10
Patricia	Garamone	10
Jeremy	Strang	10
Patricia	Catlin	10
Penny	Clingan	10
Diane	Fischer	10
Pamma	Hall	10
Padao	Her	10
John	Crocker	10
Kaveh	Ghaemian	10
Karah	Glavaris	10
Kathryn	Goss	10
Sheila	Grimsley	10
Carol	Harris	10
Penelope	Heitman	10
Chao C.	Her	10
Hortencia	Hernandez	10
Marisol	Jimenez	10
Marvin	King Jr	10
Michele	Kocher	10
Norma	Kupser	10
Gabriel	Moore	10
Maria	Villegas	10
Sheryl	Wilden	10
Stephanie	Biehle	10
Patricia	Harlan	10
Tina	Matta	10
Kenneth	Moore	10
Connie	Vasquez	10
Paula	Gomes	10
Alana	Adams	10
Joyce	Blevins	10
Anita	Moodey	10

Charles	Cordray	10	
Dawn	Dees	10	
Daniel	Hanson	10	
Nelson	Magana	10	
Robin	Medeiros	10	
Jennifer	Mervine	10	
Jerry	Parker	10	
Sharon	Ross	10	
Berry	Thomas	10	
Kimberley	Thompson	10	
Arthur	Williams	10	
Joyce	Williams	10	48
George	Boyd	15	
Michael	Byrne	15	
Teresa	Garcia	15	
Steven	Jones	15	
Michelle	Gutierrez	15	
Gerri	Neighbors	15	
Rachel	Romero	15	
Weenylyn	McCleary	15	
Sherry	Scott	15	
Anthony	Roach	15	
Irma	Mendoza	15	
Tonya	Villalobos	15	
Matthew	Crippen	15	
Frank	Knight	15	
Joseph	Million	15	
Joseph	Pomeroy	15	16
Christine	Moreau	20	
Jodi	Bird	20	
Paul	Donoho	20	
Joseph	Cassady	20	
Donna	Griese	20	
Eileen	John	20	
Brent	Hungrige	20	

Tracy	Hutchinson	20	
Sheila	Roberts	20	9
Karin	Deveraux	25	
Kevin	Lambert	25	
Michael	Bailey	25	
Martin	Griffin	25	
Dawn	Wells	25	
Penny	Elliott	25	
Long	Xiong	25	
Alicia	DeWoody	25	
Ellen	Bell	25	
Melford	Duncan	25	
Steven	Durfor	25	
Dianna	Hall	25	
Glenda	Hyde	25	13
John	Houston	30	
Linda	White	30	
Beckie	Howard	30	3
Total:			89

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*ORDINANCES
AND
PUBLIC HEARINGS*

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The County of Yuba

Community Development & Services Agency

Kevin Mallen, Director

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ENVIRONMENTAL HEALTH • CUPA
749-5450 • Fax 749-5454

HOUSING & COMMUNITY SERVICES
749-5460 • Fax 749-5464

PLANNING
749-5470 • Fax 749-5434

PUBLIC WORKS • SURVEYOR
749-5420 • Fax 749-5424

To: Yuba County Board of Supervisors

From: Kevin Mallen, CDSA Director 

Date: March 19, 2013

Subject: Updating CDSA Fees for Services

Recommendation:

Adopt the attached ordinance repealing and reenacting as amended Chapter 13.20 of the Yuba County Consolidated Fee Ordinance Code relating to Community Development & Services Agency (CDSA) Fees for Services to become operative on July 1, 2013.

Background:

As a subdivision of the State, Yuba County is responsible to provide services based on the State's mandated requirements. In regards to land use based services provided by the County through CDSA, the myriad of State requirements involved range from the State's required building, food, water, and waste codes, to the California Environmental Quality Act (CEQA), to the Subdivision Map Act. The two primary revenue categories available to the County for offsetting cost of services are taxes (property, sales, etc.) and fees (direct charge for a specific service). While the State may mandate the services each County is required to provide, each County is able to determine for itself how to best distribute tax revenue to offset cost of services and what fees are needed to cover the remainder of their service costs. Services that are generally considered a benefit to the public as a whole, have greater discretion for use of taxes versus services that benefit an individual or organization where a fee is considered appropriate.

Due to the enormous regulatory complexity placed on land use through these State mandates, an enormous amount of education is needed for staff to administer these regulatory requirements as well as to educate the public as to their obligations in meeting them. So even though something such as a building permit would appear as though it would just benefit the individual obtaining the permit, more than likely the reasons why the requirements of the building permit exist are to protect the general

public as a whole. Explaining regulatory requirements, to the person obtaining a particular permit as well as to the general public interested in how the requirements affect the public as a whole, are an important part of the services provided by CDSA.

For Yuba County, the balance of covering the costs of services through tax revenues versus having to charge fees for services has been a constant struggle of trying to keep the combined tax and fee burden as low as possible for our residents while also providing the services required. While Yuba County has costs to provide services that are comparable to our neighboring counties, Yuba's per capita/household generation of taxes (property, sales, etc.) is lower due to a variety of factors, thus forcing a difficult decision as to how best distribute the limited discretionary funds (General Funds) generated by taxes. For this reason, the Board has directed CDSA to be as diligent as possible in collecting fees to cover the cost to provide services in order to reduce the amount of General Funds needed. This has resulted in the County's General Fund covering just over 10% of the costs for CDSA services excluding operation and maintenance of the County's roads. In other words, approximately 90% of land use related service revenues and nearly 100% of road operation and maintenance revenues come from fees and grants, and not from the County's General Fund.

Discussion:

The majority of the current fees for services provided by CDSA are based on hourly rate costs and number of hours to perform a service developed by the MAXIMUS User Fee Study in 2005. While each year minor changes have been made to various fees, such as adjusting how many hours to charge for a service or adding/deleting individual fees, a comprehensive evaluation of the costs and billable hours that the hourly rates are based on has not occurred in over 7 years.

When looking at an hourly rate to be charged, an evaluation of all of the costs associated with providing the service are needed, as well as an evaluation of the potential billable hours that the costs can feasibly be spread over. For example, when looking at the costs, it is not just the salary paid to the building inspector who is performing an inspection or to the planner who is processing a conditional use permit. The total cost to the Department not only includes the building inspector's and/or planner's salaries, but also health insurance costs, pension costs, the cost of providing a building for the employees, a computer with software, in some cases a vehicle to perform field inspections, and overhead and/or administrative support costs that other Departments charge for services they provide. All costs for a Department are divided by the potential billable hours its employees can potentially produce in order to determine an hourly rate.

Like costs, potential billable hours are complex as well. When figuring potential billable hours generated by a Department, there are multiple factors that need to be considered such as number of paid holidays, vacation, and sick days per employee, as well as number of hours spent on non-billable items such as staff meetings and training. Other

factors include number of employees that directly work on projects, and number of employees that provide supervision/management who will have less available time for billable hours.

The methodologies to determine the Departmental costs, potential billable hours, hourly rates, and number of hours for each service that were developed in the previous MAXIMUS User Fee Study were refreshed by County staff utilizing up to date information. Much has changed for the Departments within CDSA since 2005 when the last hourly rate analysis was performed. In 2005, CDSA had not yet been formed, each Department had its own separate administrative staff, and there were a combined total of nearly 150 employees as well as multiple consulting firms providing daily planning, plan check, and inspection services. Today, CDSA consists of less than 90 employees, with all administrative staff consolidated and reduced into one group, no consulting firms providing daily services, and a much more efficient Agency when compared to 2005.

While the workforce has become smaller, the costs per employee have risen. Coupled on top of modest salary increases since 2005, have been dramatic increases in health care costs at roughly an 80% increase per employee, followed by pension costs at nearly a 40% increase. In addition to labor costs, nearly every other cost associated with operating a Department has increased, from the cost of insurance, to the cost of technological support, to the cost of vehicles.

While optimization and efficiencies in processes have been realized over the past 6 years in CDSA (since formation in May of 2006), which helped prolong the need to increase the hourly rate charged to cover increasing costs, it is necessary to do a true up of actual costs to billable hours.

The importance of a new hourly rate is that nearly every service fee charged within CDSA is derived from a calculation of hours to perform a service multiplied by the hourly rate. Coupled with determining the hourly rate, CDSA also performed an in-depth review of number of hours charged for a particular service, as well as fee categories and organization of the fee schedule to optimize efficiencies and understanding.

Building Fees:

While there have been incremental improvements to the fee schedules in Planning, Public Works, Environmental Health, and Code Enforcement over the past few years, the fee schedules for the Building Department have remained unchanged since adoption in 2005. The 2005 Building Department fee schedules were the County's first attempt at transitioning building permit service fees from a valuation basis to a fee based on number of hours to perform a service. There are a substantial number of potential services that may be requested of the Building Department, varying from requests to provide permits for new homes and new businesses, to modifications or additions to existing homes and businesses, to simple single items such as replacing a water heater. In creating the 2005 Building fee schedules, MAXIMS created a list of

fees for services to anticipate these variables, resulting in a list of over 1,000 different fees, covering 21 pages.

One of the priorities in evaluating the Building fees was to create a more manageable and understandable fee schedule for employees and the public. The result is a fee schedule reduced from over 1,000 to just 188 fee categories, with a better grouping and description of the fees. In addition, the proposed fee schedule reflects a reduction in the number of hours for plan check and inspection on many of the new construction types. For example, the current (FY 12/13) fee schedule for a new 2,000-square foot single family home is based on 36.5 hours of time. The proposed fee schedule is based on 24 hours of time. While this example is more extreme than some, the results of the updated analysis reduced the number of hours to process a permit on the majority of the fee categories.

Although the proposed Building fee schedule is a substantial and notable change from the current schedule and took considerable effort, staff was sure to evaluate all service fees in CDSA. This resulted in some minor changes to the Public Works and Environmental Health schedules, but more significant changes to the Planning fee schedule.

Planning Fees:

Like Building, the Planning fee schedule received a significant overhaul in 2005. The overhaul resulted in a fee schedule that had nearly all services on an hourly basis with a small deposit required initially and the remaining payment due at project completion. For a variety of reasons, the fee schedule was incrementally modified to a mainly flat fee for service schedule, with the goal being that applicants would know the full cost to process their project up front. However, since the flat fee schedule is based on the average cost for a category, those projects with fewer obstacles that require less time to process end up paying a premium, while the more challenging, time-consuming projects benefit. To help resolve this, the proposed fee schedule for Planning recommends transitioning to a hybrid of the previous two approaches. In particular, charging a base fee that will cover the number of hours needed to process a straight forward project, and then the hourly rate will be applied when the base hours are exceeded. This hybrid approach will help benefit those well prepared and/or less problematic projects with a lower fee, while requiring the challenging and/or less prepared projects to pay their actual costs. Consistent with General Plan Goal CD2 (Reinvestment), it is also intended that this approach will help encourage small business owners/developers to develop projects within the County's infill areas by making these projects more affordable. The result will be lower base fees for common projects such as: a tentative parcel map fee will be reduced from \$3,320 to \$2,760, a minor conditional use permit will be reduced from \$2,660 to \$1,656, and the Planning review of a new home building permit will be reduced from \$158 to \$138. While a majority of the Planning fees could be lowered upon evaluation of base time required, not all could. So for example, the fee

for Planning's review of a Lot Line Adjustment needed to be adjusted from \$210 to \$345 to cover time spent.

Environmental Health:

Due to the variety of programs, such as food facilities, water/wastewater systems, solid waste facilities, health care facilities, hazardous materials, and so on administered by the Environmental Health Department, the fee schedule for this Department is rather lengthy (over 200 different fees). As part of the comprehensive review of the CDSA service fees, the hours charged for the various services were evaluated. While there are only minor changes proposed to the number of hours charged or the number of fees on the schedule, the fee schedule required overhauling to account for the proposed hourly rate changing from \$119/\$131 (depending on task) to \$138. This resulted in nearly every Environmental Health fee increasing due to the hourly rate change.

Code Enforcement:

A substantial update of Code Enforcement fees occurred last year, and no changes to the hours charged or types of fees are being recommended. However, due to the proposed new rate of \$138 per hour versus the previous rate of \$105 per hour, the fees on the schedule have been adjusted accordingly.

Public Works / Surveyor:

There have been several minor changes to the Public Works / Surveyor fees over the last few years. As part of the comprehensive review of the CDSA service fees, the hours charged for the various services were evaluated. While there are only minor changes proposed to the number of hours charged or the number of fees on the schedule, the fee schedule required overhauling to account for the proposed hourly rate changing from \$105 to \$138.

Parks:

No changes are being proposed, however since Parks are part of Chapter 13.20 they are included in this update.

CDSA General:

The current CDSA General fees have received several minor changes over the past few years, which have resulted in there being only two changes proposed as part of this update. One is changing the fee for deferred improvement agreements to reflect the

new hourly rate, \$138 per hour versus \$105. The other change is to the General Plan and Development Code update fee to include technology support, and to change the fee from a flat fee to a percentage based fee in order to more fairly distribute the costs associated with these items. In addition to the Technology / General Plan & Code Update Fee, there is also a proposed percentage based fee for Code Enforcement. Currently, only a portion of the fees collected in the Building Department are being used to support Code Enforcement. Based on the support provided by Code Enforcement to all disciplines in CDSA, the proposed fee will more evenly generate revenue to provide this service.

Summary:

The proposed collective fee schedules for CDSA in Chapter 13.20 contain 569 different fees (currently there are over 1,400 different fees) and help represent the variety of services CDSA provides. A comprehensive evaluation of how we deliver these services has been ongoing since our formation in May of 2006, and will continue into the future to ensure that we continually provide the best value to our customers. The proposed hourly rate and fee schedules are representative of our current circumstances.

Attached to this report is an executive summary of the information contained in this report which includes a summary comparison of the current versus proposed fees for commonly used fees as well as a summary comparison of the proposed fees in Yuba County versus surrounding jurisdictions.

Staff recommends that the Board adopt the attached ordinance repealing and reenacting as amended Chapter 13.20 of the Yuba County Ordinance Code, and also instruct staff to perform an annual update of the fees based on an hourly rate determination.

Committee Action:

This item was discussed by the full Board at a workshop on March 5, 2013 and it was recommended that the ordinance be presented to the full Board for their consideration.

Fiscal Impact:

In order to balance operating costs, billable hours, and General Fund reimbursements, the fee schedules in Chapter 13.20 need to be updated to reflect current conditions in order to cover current costs. Failure to do so will result in inadequate funds from service fees to cover services requested. Resolution of the inadequate service fee funds would need to be resolved by increasing General Fund reimbursements and/or decreasing costs. Due to the current, reduced CDSA workforce that can generate billable hours, further reduction in workforce is not recommended and may exacerbate

the issue of reducing costs. It appears the only feasible ways to reduce costs thereby reducing the hourly rate will be by either increasing the billable hours through reduction of non-billable services or reduction of cost per employee through reduction of salary and/or benefits.

Due to the variation between Departments being less than \$3/hour, and with the goal of keeping the fee rates as simple as possible, the average was taken and then rounded down to the nearest whole dollar.

Summary of CDSA Hourly Rate Determination
FY 2013/14

<i>Department</i>	<i>Budgeted Operational Costs*</i>	<i>Less Grant Reimb.</i>	<i>Less General Fund Reimb.</i>	<i>CDSA Costs to be Billed</i>	<i>Available Staff Billable Hours</i>	<i>Proposed Rate</i>
Public Works (Land Use)	279,032	0	0	279,032	2,012	138.72
Surveyor	447,812	0	(90,655)	357,157	2,586	138.13
Building	991,795	0	0	991,795	7,174	138.24
Code Enforcement	496,773	(10,000)	(218,231)	268,542	1,917	140.08
Planning	448,819	(145,186)	(174,624)	129,009	935	138.01
Environmental Health	1,666,459	(325,000)	0	1,341,459	9,746	137.64
CDSA Total	4,330,691	(480,186)	(483,510)	3,366,995	24,369	138.16

* Budgeted Operational Costs include salaries, benefits, services, and supplies. Public Works' Budgeted Operational Costs only include salaries, benefits, services, and supplies related to land use fees for services.

Attachments:

- Executive Summary with Fee Comparisons
- Ordinance repealing and reenacting as amended Chapter 13.20

CDSA Service Fees Update, Chapter 13.20

Executive Summary

March 5, 2013

Methodology:

- The majority of the current fees for services provided by CDSA are based on hourly rate costs and number of hours to perform a service developed by the MAXIMUS User Fee Study in 2005.
- While each year minor changes have been made to various fees, such as adjusting how many hours to charge for a service or adding/deleting individual fees, a comprehensive evaluation of the costs and billable hours that the hourly rates are based on has not occurred in over 7 years.
- The methodologies to determine the Departmental costs, potential billable hours, hourly rates, and number of hours for each service that were developed in the previous MAXIMUS User Fee Study were refreshed by County staff utilizing up to date information.
- Due to the variation between Departments being less than \$3/hour, and with the goal of keeping the fee rates as simple as possible, the average was taken and then round down to the nearest whole dollar.

Summary of CDSA Hourly Rate Determination FY 2013/14

<i>Department</i>	<i>Budgeted Operational Costs*</i>	<i>Less Grant Reimb.</i>	<i>Less General Fund Reimb.</i>	<i>CDSA Costs to be Billed</i>	<i>Available Staff Billable Hours</i>	<i>Proposed Rate</i>
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* Budgeted Operational Costs include salaries, benefits, services, and supplies.
Public Works' Budgeted Operational Costs only include salaries, benefits, services, and supplies related to land use fees for services.

Building Fees:

- One of the priorities in evaluating the Building fees was to create a more manageable and understandable fee schedule for employees and the public. The result is a fee schedule reduced from over 1,000 to just 188 fee categories, with a better grouping and description of the fees.
- The proposed fee schedule reflects a reduction in the number of hours for plan check and inspection on many of the new construction types.
- For example, the current (FY 12/13) fee schedule for a new 2,000-square foot single family home is based on 36.5 hours of time. The proposed fee schedule is based on 24 hours of time.
- The results were reducing the number of hours to process a building permit on the majority of the fee categories and applying the new hourly rate of \$138.

Planning Fees:

- The proposed fee schedule for Planning recommends transitioning to a hybrid of the previous two approaches to Planning fees by charging a base fee that will cover the number of hours needed to process a straight forward project, and then the hourly rate will be applied when the base hours are exceeded.
- The result will be lower base fees for common projects such as: a tentative parcel map fee will be reduced from \$3,320 to \$2,760, a minor conditional use permit will be reduced from \$2,660 to \$1,656, and the Planning review of a new home building permit will be reduced from \$158 to \$138.
- While a majority of the Planning fees could be lowered upon evaluation of base time required, not all could. So for example, the fee for Planning's review of a Lot Line Adjustment needed to be adjusted from \$210 to \$345 to cover time spent.
- The results were reducing the number of hours included in the base fee for the majority of the Planning fees and applying the new hourly rate of \$138.

Environmental Health:

- The fee schedule was evaluated as part of the comprehensive review of the CDSA service fees.
- There are only minor changes proposed to the number of hours charged or the number of fees on the schedule.
- The fee schedule required revision to account for the proposed hourly rate changing from \$119/\$131 (depending on task) to \$138, resulting in an increase in nearly every fee.

Code Enforcement:

- A substantial update of Code Enforcement fees occurred last year, and no changes to the hours charged or types of fees are being recommended.
- Due to the proposed new rate of \$138 per hour versus the previous rate of \$105 per hour, the fees on the schedule have been adjusted accordingly.

Public Works / Surveyor:

- The fee schedule was evaluated as part of the comprehensive review of the CDSA service fees.
- There are only minor changes proposed to the number of hours charged or the number of fees on the schedule.
- The fee schedule required revision to account for the proposed hourly rate changing from \$105 to \$138, resulting in an increase in nearly every fee.

CDSA General:

- Aside from changing the hourly rate to \$138, the other notable change is to move the General Plan and Development Code update fee from the Planning to CDSA General Fee schedule, include technology support, and change the fee from a flat fee to a percentage based fee.
- In addition to the Technology / General Plan & Code Update Fee, there is also a proposed percentage based fee for Code Enforcement. Currently, only a portion of the fees collected in the Building Department are being used to support Code Enforcement. Based on the support provided by Code Enforcement to all disciplines in CDSA, the proposed fee will more evenly generate revenue to provide this service.

Summary:

- One of the priorities in evaluating the CDSA fees was to create more manageable and understandable fee schedules for employees and the public.
- The proposed collective fee schedules for CDSA contain 569 different fees, which is a significant reduction to the current 1,400+ different fees.
- The proposed fee schedules have been reorganized to be easier to follow.
- A comprehensive evaluation of how CDSA delivers services has been ongoing since our formation in May of 2006, and will continue into the future to ensure that we continually provide the best value to our customers.
- The proposed hourly rate and fee schedules are representative of our current circumstances, and should be evaluated annually.
- A comparison of current to proposed rates for commonly used fees is included.
- A comparison of proposed rates to surrounding jurisdictions is included.

Comparison of Current to Proposed Rates for Commonly Used Fees:

NAME OF FEE	CURRENT	PROPOSED
Building Fees		
Residential Re-Roof (20 squares, w/ sheathing)	\$342.82	\$379.50
Reconnect Gas or Electrical Service	\$230.82	\$69
Residential HVAC Replacement	\$163.85	\$172.50
Residential Water Heater Replacement	\$141.51	\$69
Awning/Patio Cover (200 square foot)	\$453.82	\$379.50
New Single Family Residence (Custom, 2000 sq. ft.)	\$3,799.34	\$3,415.50
New Single Family Residence (Mstr. Plan, 2000 sq. ft.)	\$2,626.82	\$2,725.50
New Garage (400 square foot)	\$978.34	\$793.50
Residential Remodel (Kitchen, 300 square foot)	\$498.82	\$552
Existing Retail Business (Tenant Imp., 5,000 sq. ft.)	\$4,512.34	\$4,350.70
Planning Fees		
Tentative Parcel Map	\$3,320.00	\$2,760.00
Final Map Review – Parcel Map	\$630.00	\$552.00
Conditional Use Permit - Minor	\$2,660.00	\$1,656.00
Land Use Confirmation	\$158.00	\$207.00
Building Permit Review – Single Family Residence	\$158.00	\$138.00
Building Permit Review – Accessory Structures	\$52.00	\$69.00
Lot Line Adjust – Planning Review	\$210.00	\$345.00
CEQA - Initial Study / Mitigated Negative Declaration	\$2,625.00	\$2,070.00
Environmental Health Fees		
Restaurant – 50 -149 seats (Annual Permit)	\$476.00	\$552.00
Retail Market – 2000 to 5999 sq. ft. (Annual Permit)	\$476.00	\$552.00
Vehicle – Vending no food prep (Annual Permit)	\$238.00	\$276.00
Special Events – Large, 3+ vendors	\$357.00	\$414.00
New Engineered Septic System	\$907.00	\$966.00
New Water Well	\$357.00	\$414.00
Tentative Parcel Map – EH Review (public system)	\$261.00	\$276.00
Building Permit – Route Slip Clearance	\$93.00	\$69.00
Lot Line Adjustment – EH Review	\$131.00	\$138.00
Hazardous Mat. Annual Permit – Category II Bus.	\$241.00	\$276.00
Public Works / Surveyor Fees		
Tentative Parcel Map – PW / Surveyor Review	\$630.00	\$828.00
Building Permit – Route Slip Clearance	\$20.00	\$34.50
Lot Line Adjustment	\$420.00	\$552.00
Driveway Encroachment Permit	\$175.00	\$207.00

Comparison of Proposed Fees to Other Jurisdictions:

- This comparison is to show relatively of fees and is not a comparison of costs amongst jurisdictions to provide services due to the fact that each jurisdiction takes its own approach as to how much of their costs are covered with tax revenues as opposed to fees as well as how recent their fees have been adjusted to account for changes in cost.

NAME	YUBA	BUTTE	NEVADA	SUTTER	YOLO
Building Fees					
New Home, Custom 2,000 sq. ft./\$200k	\$3,415.50	\$3,282.25	\$2,626.13	\$2,203.28	\$3,726.77
New Home, Mstr. Plan, 2,000 sq. ft./\$200k value	\$2,725.50	\$2,297.25	\$2,626.13	\$2,203.28	\$3,726.77
Re-roof w/ sheathing	\$379.50	\$319.24	\$314.45	\$240.74	\$249.10
Residential Remodel 300 sq. ft./\$30k value	\$552.00	\$905.12	\$724.12	\$401.64	\$1,100.62
Water Heater	\$69.00	\$203.25	\$314.45	\$101.64	\$180.20
Planning Fees					
Tent. Parcel Map	\$2,760.00 20hr + hrly	\$1,956.00 12hr + hrly	\$2,153.00 18hr + hrly	\$1,850.00 18hr + hrly	\$3,917.76 25hr +hrly
Cond. Use Permit – Minor	\$1,656.00 12hr + hrly	\$1,630.00 10hr + hrly	\$2,153.00 18hr + hrly	\$750.00 7hr +hrly	\$1,795.64 12hr + hrly
Lot Line Adjustment	\$345.00 2.5hr + hrly	\$652.00 4hr + hrly	\$299.00 2.5hr + hrly	\$650.00 flat fee	\$1,061.06 flat fee
Bldg. Permit Review	\$69.00 - \$138.00	\$81.50 - \$326.00	\$179.43 1.5hr + hrly	Valuation Based	\$163.00 – \$326.48
Environmental Health Fees					
Annual - Restaurant 50-149 seats	\$552.00	\$578.00	\$547.80	\$470.00	\$761.00
Annual – Retail Market 2,000 to 5,999 sq. ft.	\$552.00	\$473.00 (1000-5999)	\$584.32 (1000 – 5999)	\$470.00 (2000-5000)	\$578.00
New Engineered Septic System	\$966.00	\$892.00	\$949.52	\$752.00	\$830.00
New Water Well	\$414.00	\$421.00	\$438.24	\$470.00	\$771.00
PW / Surveyor					
Tent. Parcel Map – Surveyor Review	\$828.00 flat fee	\$652.00 4hr + hrly	\$512.00 flat fee	\$680.00 flat fee	\$286.00 flat fee
Lot Line Adjustment	\$552.00 flat fee	\$978.00 6hr + hrly	\$384.00 flat fee	\$100.00 flat fee	\$286.00 flat fee
Driveway Encroachment Permit	\$207.00	\$176.00	\$185.00	\$0 Gen. Fund	\$225.00

ORDINANCE NO. _____

**AN ORDINANCE REPEALING AND RE-ENACTING AS AMENDED CHAPTER 13.20
OF THE YUBA COUNTY CONSOLIDATED FEE ORDINANCE**

The following ordinance consisting of three (3) sections was duly and regularly passed and adopted by the Board of Supervisors of the County of Yuba, State of California, at a regular meeting of the Board of Supervisors held on day of _____, by the following vote:

AYES:

NOES:

ABSENT:


ABSTAIN:

Chairman of the Board of Supervisors
of the County of Yuba, State of California

ATTEST: DONNA STOTTLEMEYER Clerk
of the Board of Supervisors

By: _____

APPROVED AS TO FORM
ANGIL P. MORRIS-JONES
COUNTY COUNSEL

By: 

**THE BOARD OF SUPERVISORS OF THE COUNTY OF YUBA, STATE OF
CALIFORNIA DOES ORDAIN AS FOLLOWS:**

Section 1. This ordinance shall take effect sixty (60) days after its passage, and shall become operative and in full force on July 1, 2013 and before the expiration of thirty (30) days after its passage a summary shall be published with the names of the members voting for and against the same, once in a local newspaper of general circulation in the County of Yuba, State of California.

Section 2. Sections 13.20.100, 13.20.200, 13.20.300, 13.20.400, 13.20.500, 13.20.600, and 13.20.700 of Chapter 13.20 of Title XIII of the Yuba County Consolidated Fee Ordinance Code, which constitute Chapter 13.20 in its entirety, are hereby repealed and reenacted in their entirety to read as reflected in Attachment "A", hereto and by this reference are incorporated herein as though set forth in full.

Section 3. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board of Supervisors hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional.

Community Development & Services Agency General Fees - Code Section 13.20.100

NAME OF FEE	BEGINNING July 1, 2013
Standard Page Sizes (8-1/2"x11" - 14") B&W	\$0.25/per sheet
Standard Page Sizes (8-1/2"x11" - 14") Color	\$1.00/per sheet
Page Sizes (11"x17") B&W	\$0.50/per sheet
Page Sizes (11"x17") Color	\$2.00/per sheet
Page Sizes (18"x24")	\$5.00/sheet
Page Sizes (24"x36") and larger	\$10.00/sheet
Reproduction Not Done in Office	Actual Cost
Audio Provided on CD	\$15.00
Electronic Data Request (existing data provided via email, add \$10 to place on CD)	\$2.00 per attachment
County Counsel or Special Counsel Fees	Actual Cost
Recording Processing Fee	\$69.00
(Does not incl. costs to create document nor Recorder's Fees)	
Technology / General Plan & Code Update Fee	3% on all fees
Excludes impact fees	collected by CDSA
Code Enforcement Support Fee	2% on all fees
Excludes impact fees	collected by CDSA
Returned Check Fee	\$35.00
Cash Deposit - Temporary Use	\$1,000.00
Cash Deposit - Deferred Improvements	Deposit corresponds
	w/ value of imp.
Processing Refund of Cash Deposit Fee (whichever is greater)	\$138 or 10% of Deposit
Deferred Improvement Agreement (single family residential)	\$276.00
Deferred Improvement Agreement (all other uses)	\$552.00
Unverified Complaint Response Fee	Hourly Rate by Division
(charged upon 2nd time of unverified complaint from same person)	
For CDSA permits required to correct work performed or operations that occurred subsequent to notification by CDSA of the violation, the permit fees shall be twice the standard rate. Repeat violators or violations shall be three times the standard rate and no prior notification is required.	
Annual Permits 2 Payment Option:	
Must notify County in advance of due date and pay at least half of fee prior to due date and remainder within 6 months of due date, total fee will be increased by 10% with 2 Payment Option.	Fee + 10%

Community Development & Services Agency General Fees - Code Section 13.20.100

NAME OF FEE	BEGINNING July 1, 2013
Penalties for Late Payment:	
25% if paid 1-30 days past due	
50% if paid 31-60 days past due	
Beyond 60 days, 100% plus enforcement costs.	
For returned checks, due date is date of original payment.	
Request for Waiver of Penalties:	
Written request must be presented to the CDSA Director for consideration	
within 30 days for penalty being assessed. Consideration	
will be given to amount of penalty and option to allow a	
structured repayment plan with interest on past due amount	
assessed at rate of 1.5% per month.	
Permit applications withdrawn, by the applicant or by staff	
due to inactivity, will have 30 days for the Applicant to request in	
writing a refund of the unused portion of the permit fees/deposits,	
less a 10% processing fee, or they will be forfeited.	
No refunds will be issued once a project has been set for hearing.	
Refunds for Building fees shall be per Section 13.20.200.	
All other service requests not specifically identified in the	
fee schedule shall be charged at the applicable Division's hourly rate.	
All reproduction requests less than \$1 in value may be waived due	
to processing cost exceeding value of service.	
In the event of the failure of the owner of a development	
project to pay in full a fee or fees payable under Chapter	
13.20, County may place and record a lien upon subject	
property in the amount of the unpaid fees. (Ord. No. 1459a)	
Enforcement actions resulting in collection/storage of	Actual Cost
materials or equipment.	

Building - Code Section 13.20.200

NAME OF FEE	UNIT	BEGINNING July 1, 2013
Processing/Intake Fee (Applies to all permits unless noted)	each	\$103.50
Manufactured Home, Soft Set Permit	each	\$414.00
Manufactured Home/Comm. Coach, Utility Hook Ups	each	\$241.50
Manufactured Home, Foundation Retrofit	each	\$345.00
Temporary Construction Trailer	each	\$276.00
Temporary Sales Trailer	each	\$552.00
Temporary Travel Trailer	each	\$276.00
Prefabricated Accessory Structure up to 400 s.f. No Services/Utilities (Residential and Ag)	up to 400 s.f.	\$276.00
Awning, Patio Cover, Carport, Decks, etc.	up to 200 s.f.	\$276.00
Each additional 100 sq. ft.	ea add'l 100 s.f.	\$69.00
Residential Remodel - up to 200 sq. ft.	up to 200 s.f.	\$345.00
Each additional 100 sq. ft.	each 100 s.f.	\$103.50
Residential Alteration/Repair (dryrot, siding, etc., one discipline)	up to 50 l.f.	\$207.00
Each additional 50 l.f.	ea add'l 50 l.f.	\$34.50
Non-Residential Alteration/Repair (work not otherwise identified, one discipline, 2 hr. min.)	hourly	\$276.00
Re-roof (roofing material only) First 10 Squares	first 10 squares	\$138.00
Additional 10 squares	ea add'l 10 squ	\$69.00
Re-roof (roof material and sheathing) First 10 Squares	first 10 squares	\$207.00
Additional 10 squares	ea add'l 10 squ	\$69.00
Roof Structure Replacement (includes Re-roof w/ sheathing)	up to 500 s.f.	\$345.00
Each additional 100 sq. ft.	each 100 s.f.	\$69.00
Window or Sliding Glass Door - Replacement/Retrofit	first 10	\$138.00
Each additional after 10 Windows	each add'l	\$13.80
Fireplace		
Masonry	each	\$379.50
Pre-Fabricated/Metal/Factory Made	each	\$207.00
Residential HVAC (complete system incl. furnace, a/c unit and duct work)	each	\$103.50
Residential HVAC (furnace and/or a/c unit only and no duct work)	each	\$69.00
Non-Residential HVAC Repair, 1 hr. minimum	hourly	\$138.00
Type I or Type II Commercial Kitchen Hood	each	\$69.00
Waste Grease Trap and/or Interceptor including its trap and vent.	each	\$34.50
Installation, alteration, or repair of water piping	each	\$34.50

Building - Code Section 13.20.200

NAME OF FEE	UNIT	BEGINNING July 1, 2013
and/or water treating equipment		
Gas Piping (per outlet)	each	\$34.50
Temporary electrical system for construction/temp trailer	each	\$34.50
Services/sub panels up to 200 amperes in rating	each	\$34.50
Services/sub panels 200 to 1000 amperes in rating	each	\$69.00
Services/sub panels over 1000 amperes in rating	each	\$138.00
Motors up to 1 h.p.	each	\$34.50
Motors over 1 h.p.	each	\$103.50
Residential Apparatus Replacement (no processing fee)	each	\$69.00
Reconnect Gas and/or Elec. Service (no processing fee)	each	\$69.00
Photovoltaic and/or solar system (Residential)	each	\$207.00
Photovoltaic and/or solar system (Non-Residential) 2 hr. min.	hourly	\$276.00
Antenna/Cell Tower/Windmill - new	each	\$552.00
Antenna/Cell Tower/Windmill - replacement/add. apparatus	each	\$276.00
Signs (no electric)	each	\$241.50
Signs (with electric)	each	\$276.00
Each additional sign on same permit (all types)	each	\$69.00
Spa or Hot Tub (Pre-fabricated- Above Ground)	each	\$138.00
Swimming Pool/Spa Complete (up to 800 sf)		
Vinyl-lined	each	\$276.00
Fiberglass	each	\$310.50
Gunite	each	\$586.50
Public pool	each	\$759.00
Each Additional 100 s.f. (all)	each 100 s.f.	\$69.00
Tank - Above Ground	each	\$379.50
Tank - Below Ground	each	\$483.00
Fence (non masonry) greater than 6 feet in height	up to 100 l.f.	\$207.00
Each additional 100 l.f.	ea add'l 100 l.f.	\$69.00
Fence (masonry) / Retaining Wall (all types)	up to 50 l.f.	\$345.00
Each additional 50 l.f.	ea add'l 50 l.f.	\$69.00
Grading (less than 1 acre, 2' fill/cut, and 50 cubic yards)	each	\$138.00
SWPPP Fee - Grading issued by Bldg (less than 1 acre)	each	\$69.00
Change of Ownership/Occupancy Permit	each	\$241.50
Demolition	each	\$276.00

Building - Code Section 13.20.200

NAME OF FEE	UNIT	BEGINNING July 1, 2013
Duplicate/Replacement Job Card (no processing fee)	each	\$34.50
Fire Sprinkler Processing Fee	each	\$138.00
Fire Sprinkler Inspection (residential)	each	\$207.00
Fire Sprinkler Inspection (non-residential), 2 hr. min.	hourly	\$276.00
Fire Sprinkler Plan Check (sent to outside consultant)	each	Actual Cost
Residential Fire Safe Inspections (pre & post construction)	each	\$276.00
Residential Plan Check, 1 hr. minimum	hourly	\$138.00
Non-Residential Plan Check, 2 hr. minimum	hourly	\$276.00
When activity necessitates plan check (excludes base for new const.), number of hours will be estimated at time of permit application, tracked and then balance resolved (add'l payment or credit towards inspection) prior to permit issuance.		
Plan Change Concurrent w/Plan Check, 1 hr. minimum	hourly	\$138.00
Plan Change Post Plan Check (1/2 cost of current new P.C.)	each	1/2 New P.C.
Third Party Plan Check (outside plan check)	each	Actual Cost
Residential Inspection, 1 hr. minimum	hourly	\$138.00
Non-Residential Inspection, 2 hr. minimum	hourly	\$276.00
When activity is not listed, number of hours will be estimated at time of permit issuance, tracked and then balance resolved (add'l payment or refund) prior to permit closeout.		
Business License Inspection Fee (no processing fee)	each	\$69.00
Inspection, outside business hours, 2 hr. minimum	hourly	\$276.00
Alternate Methods & Materials Review	each	\$276.00
Land Use Entitlement Review	each	\$69.00
Building Standards Commission Fee (BSC)		
Strong Motion Instrument Program (SMIP)		
BSC & SMIP Fees are State imposed fees, and are collected as set forth by Resolution		
Stop Work Notice	each	2 Times Permit
Re-Inspection Residential	each	\$207.00
Re-Inspection Non-Residential	each	\$345.00
Permit Renewal (1/2 cost of current new permit)	each	1/2 New Permit
Permit Reinstatement (Full cost of current new permit)	each	Same as New Permit
* Except as otherwise specified, all services in this Section which are charged at an hourly rate are 1 hour minimum and charged in half hour increments thereafter.		

Building - Code Section 13.20.200

NAME OF FEE	UNIT	BEGINNING July 1, 2013
Building Department Hourly Rate	hourly	\$138.00
<p>** Expiration of Plan Review. Applications for which no permit is issued 180 days following the date of plan check completion shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the Building Official. The Building Official may extend the time for action by the applicant for a period not exceeding 180 days on request by the applicant showing "circumstances beyond the control of the applicant" have prevented action from being taken. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan check review fee.</p>		
<p>FEE REFUNDS: The Building Official may authorize full refunding of any fee paid hereunder which was erroneously paid or collected. The Building Official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under the permit issued in accordance with this code. The Building Official may authorize refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done. The Building Official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.</p>		

Building - Code Section 13.20.200

Fees below do not include processing or routing fees within CDSA, and fire sprinkler fees. Plan check on 3rd submittal of same issue, and 3rd inspection of same item shall be charged on a per hour basis at Dept. hourly rate.

NEW CONSTRUCTION PERMITS BY OCCUPANCY CLASSIFICATION	BEGINNING July 1, 2013		
	PLAN CHECK	INSPECTION	TOTAL
A - Complete incl. MP&E*			
Base Rate (up to 1,000 sq. ft.)	\$1,794.00	\$3,036.00	\$4,830.00
Per 100 sq. ft. (1,001 to 9,999 sq. ft.)	\$13.80	\$18.40	\$32.20
10,000 sq. ft.	\$3,036.00	\$4,692.00	\$7,728.00
Per 100 sq. ft. over 10,000	\$6.90	\$9.20	\$16.10
A - TI**			
Base Rate (up to 1,000 sq. ft.)	\$552.00	\$1,380.00	\$1,932.00
Per 100 sq. ft. (1,001 to 9,999 sq. ft.)	\$6.13	\$9.20	\$15.33
10,000 sq. ft.	\$1,104.00	\$2,208.00	\$3,312.00
Per 100 sq. ft. over 10,000	\$3.07	\$4.60	\$7.67
B - Complete incl. MP&E*			
Base Rate (up to 1,000 sq. ft.)	\$1,794.00	\$3,312.00	\$5,106.00
Per 100 sq. ft. (1,001 to 9,999 sq. ft.)	\$13.80	\$18.40	\$32.20
10,000 sq. ft.	\$3,036.00	\$4,968.00	\$8,004.00
Per 100 sq. ft. over 10,000	\$6.90	\$9.20	\$16.10
B - TI**			
Base Rate (up to 1,000 sq. ft.)	\$690.00	\$2,208.00	\$2,898.00
Per 100 sq. ft. (1,001 to 9,999 sq. ft.)	\$6.13	\$3.07	\$9.20
10,000 sq. ft.	\$1,242.00	\$2,484.00	\$3,726.00
Per 100 sq. ft. over 10,000	\$3.07	\$1.53	\$4.60
E - Complete incl. MP&E*			
Base Rate (up to 1,000 sq. ft.)	\$2,208.00	\$3,588.00	\$5,796.00
Per 100 sq. ft. (1,001 to 9,999 sq. ft.)	\$12.27	\$21.47	\$33.73
10,000 sq. ft.	\$3,312.00	\$5,520.00	\$8,832.00
Per 100 sq. ft. over 10,000	\$6.13	\$10.73	\$16.87
E - TI**			
Base Rate (up to 1,000 sq. ft.)	\$966.00	\$1,518.00	\$2,484.00
Per 100 sq. ft. (1,001 to 9,999 sq. ft.)	\$6.13	\$12.27	\$18.40
10,000 sq. ft.	\$1,518.00	\$2,622.00	\$4,140.00
Per 100 sq. ft. over 10,000	\$3.07	\$6.13	\$9.20
F - Complete incl. MP&E*			
Base Rate (up to 1,000 sq. ft.)	\$2,208.00	\$4,416.00	\$6,624.00
Per 100 sq. ft. (1,001 to 9,999 sq. ft.)	\$12.27	\$9.20	\$21.47
10,000 sq. ft.	\$3,312.00	\$5,244.00	\$8,556.00
Per 100 sq. ft. over 10,000	\$6.13	\$4.60	\$10.73
F - TI**			
Base Rate (up to 1,000 sq. ft.)	\$1,104.00	\$1,932.00	\$3,036.00
Per 100 sq. ft. (1,001 to 9,999 sq. ft.)	\$7.67	\$10.73	\$18.40
10,000 sq. ft.	\$1,794.00	\$2,898.00	\$4,692.00
Per 100 sq. ft. over 10,000	\$3.83	\$5.37	\$9.20
H - Complete incl. MP&E*			
Base Rate (up to 1,000 sq. ft.)	\$2,898.00	\$3,864.00	\$6,762.00
Per 100 sq. ft. (1,001 to 9,999 sq. ft.)	\$13.80	\$19.93	\$33.73
10,000 sq. ft.	\$4,140.00	\$5,658.00	\$9,798.00
Per 100 sq. ft. over 10,000	\$6.90	\$9.97	\$16.87
H - TI**			
Base Rate (up to 1,000 sq. ft.)	\$1,656.00	\$1,932.00	\$3,588.00

Building - Code Section 13.20.200

Fees below do not include processing or routing fees within CDSA, and fire sprinkler fees. Plan check on 3rd submittal of same issue, and 3rd inspection of same item shall be charged on a per hour basis at Dept. hourly rate.

NEW CONSTRUCTION PERMITS BY OCCUPANCY CLASSIFICATION	BEGINNING July 1, 2013		
	PLAN CHECK	INSPECTION	TOTAL
Per 100 sq. ft. (1,001 to 9,999 sq. ft.)	\$9.20	\$13.80	\$23.00
10,000 sq. ft.	\$2,484.00	\$3,174.00	\$5,658.00
Per 100 sq. ft. over 10,000	\$4.60	\$6.90	\$11.50
M - Complete incl. MP&E*			
Base Rate (up to 1,000 sq. ft.)	\$3,036.00	\$4,140.00	\$7,176.00
Per 100 sq. ft. (1,001 to 9,999 sq. ft.)	\$21.47	\$21.47	\$42.93
10,000 sq. ft.	\$4,968.00	\$6,072.00	\$11,040.00
Per 100 sq. ft. over 10,000	\$10.73	\$10.73	\$21.47
M - TI**			
Base Rate (up to 1,000 sq. ft.)	\$1,518.00	\$1,932.00	\$3,450.00
Per 100 sq. ft. (1,001 to 9,999 sq. ft.)	\$7.67	\$12.27	\$19.93
10,000 sq. ft.	\$2,208.00	\$3,036.00	\$5,244.00
Per 100 sq. ft. over 10,000	\$3.83	\$6.13	\$9.97
R-1 - Complete incl. MP&E*			
Base Rate (up to 1,000 sq. ft.)	\$2,898.00	\$7,038.00	\$9,936.00
Per 100 sq. ft. (1,001 to 9,999 sq. ft.)	\$23.00	\$50.60	\$73.60
10,000 sq. ft.	\$4,968.00	\$11,592.00	\$16,560.00
Per 100 sq. ft. over 10,000	\$11.50	\$25.30	\$36.80
R-1 - Production (Mstr Planned)			
Base Rate (up to 1,000 sq. ft.)	\$414.00	\$7,038.00	\$7,452.00
Per 100 sq. ft. (1,001 to 9,999 sq. ft.)	\$0.00	\$50.60	\$50.60
10,000 sq. ft.	\$414.00	\$11,592.00	\$12,006.00
Per 100 sq. ft. over 10,000	\$0.00	\$25.30	\$25.30
R-1 - TI			
Base Rate (up to 1,000 sq. ft.)	\$1,656.00	\$1,932.00	\$3,588.00
Per 100 sq. ft. (1,001 to 9,999 sq. ft.)	\$9.20	\$12.27	\$21.47
10,000 sq. ft.	\$2,484.00	\$3,036.00	\$5,520.00
Per 100 sq. ft. over 10,000	\$4.60	\$6.13	\$10.73
R-2 - Residential Care			
Base Rate (up to 1,000 sq. ft.)	\$1,794.00	\$1,932.00	\$3,726.00
Per 100 sq. ft. (1,001 to 1,999 sq. ft.)	\$41.40	\$96.60	\$138.00
2,000 sq. ft.	\$2,208.00	\$2,898.00	\$5,106.00
Per 100 sq. ft. over 2,000	\$31.05	\$72.45	\$103.50
R-3 - Custom/Model			
Base Rate (up to 1,000 sq. ft.)	\$828.00	\$1,932.00	\$2,760.00
Per 100 sq. ft. (1,001 to 1,999 sq. ft.)	\$27.60	\$27.60	\$55.20
2,000 sq. ft.	\$1,104.00	\$2,208.00	\$3,312.00
Per 100 sq. ft. over 2,000	\$20.70	\$20.70	\$41.40
R-3 - Production (Mstr. Planned)			
Base Rate (up to 1,000 sq. ft.)	\$414.00	\$1,932.00	\$2,436.00
Per 100 sq. ft. (1,001 to 1,999 sq. ft.)	\$0.00	\$27.60	\$27.60
2,000 sq. ft.	\$414.00	\$2,208.00	\$2,622.00
Per 100 sq. ft. over 2,000	\$0.00	\$20.70	\$20.70
R-3 - Factory Built (offsite)			
Base Rate (up to 1,000 sq. ft.)	\$414.00	\$1,104.00	\$1,518.00
Per 100 sq. ft. (1,001 to 1,999 sq. ft.)	\$0.00	\$27.60	\$27.60
2,000 sq. ft.	\$414.00	\$1,380.00	\$1,794.00

Building - Code Section 13.20.200

Fees below do not include processing or routing fees within CDSA, and fire sprinkler fees. Plan check on 3rd submittal of same issue, and 3rd inspection of same item shall be charged on a per hour basis at Dept. hourly rate.

NEW CONSTRUCTION PERMITS BY OCCUPANCY CLASSIFICATION	BEGINNING July 1, 2013		
	PLAN CHECK	INSPECTION	TOTAL
Per 100 sq. ft. over 2,000	\$0.00	\$20.70	\$20.70
R-3 - Manufactured Home/Com. Coach			
Base Rate (up to 1,000 sq. ft.)	\$276.00	\$966.00	\$1,242.00
Per 100 sq. ft. (1,001 to 1,999 sq. ft.)	\$0.00	\$27.60	\$27.60
2,000 sq. ft.	\$276.00	\$1,242.00	\$1,518.00
Per 100 sq. ft. over 2,000	\$0.00	\$20.70	\$20.70
R-2 & R-3 - Additions to Existing			
Base Rate (up to 200 sq. ft.)	\$276.00	\$552.00	\$828.00
Per 100 sq. ft. (201 to 1,999 sq. ft.)	\$46.00	\$92.00	\$138.00
2,000 sq. ft.	\$1,104.00	\$2,208.00	\$3,312.00
Per 100 sq. ft. over 2,000	\$34.50	\$69.00	\$103.50
S - Complete incl. MP&E*			
Base Rate (up to 1,000 sq. ft.)	\$1,932.00	\$3,036.00	\$4,968.00
Per 100 sq. ft. (1,001 to 9,999 sq. ft.)	\$15.33	\$21.47	\$36.80
10,000 sq. ft.	\$3,312.00	\$4,968.00	\$8,280.00
Per 100 sq. ft. over 10,000	\$7.67	\$10.73	\$18.40
S - TI**			
Base Rate (up to 1,000 sq. ft.)	\$966.00	\$1,380.00	\$2,346.00
Per 100 sq. ft. (1,001 to 9,999 sq. ft.)	\$6.13	\$10.73	\$16.87
10,000 sq. ft.	\$1,518.00	\$2,346.00	\$3,864.00
Per 100 sq. ft. over 10,000	\$3.07	\$5.37	\$8.43
U - Complete incl. MP&E*			
Base Rate (400 sq. ft.)	\$138.00	\$552.00	\$690.00
Per 100 sq. ft. (401 to 1,999 sq. ft.)	\$17.25	\$34.50	\$51.75
2,000 sq. ft.	\$414.00	\$1,104.00	\$1,518.00
Per 100 sq. ft. over 2,000	\$8.63	\$17.25	\$25.88
Shell - non U or R structure only			
Base Rate (up to 1,000 sq. ft.)	\$1,656.00	\$2,760.00	\$4,416.00
Per 100 sq. ft. (1,001 to 9,999 sq. ft.)	\$9.20	\$21.47	\$30.67
10,000 sq. ft.	\$2,484.00	\$4,692.00	\$7,176.00
Per 100 sq. ft. over 10,000	\$4.60	\$10.73	\$15.33
Concrete Tilt Up - non U or R structure only			
Base Rate (up to 1,000 sq. ft.)	\$3,450.00	\$4,002.00	\$7,452.00
Per 100 sq. ft. (1,001 to 9,999 sq. ft.)	\$24.53	\$29.13	\$53.67
10,000 sq. ft.	\$5,658.00	\$6,624.00	\$12,282.00
Per 100 sq. ft. over 10,000	\$12.27	\$14.57	\$26.83
*MP&E - Mechanical, Plumbing & Electrical			
**TI - Tenant Improvement, multiple discipline			

Planning - Code Section 13.20.300

NAME OF FEE	UNIT	BEGINNING July 1, 2013
Planning Department: General Fees		Deposit Unless Noted
Division Hourly Rate	Hourly	\$138.00
Record Search	Hourly	\$138.00
Hearing Publication/Preparation for Hearing	Flat Fee	\$350.00
Radius List / Neighbor Notification (no hearing)	Flat Fee	\$150.00
Filing Fee	Flat Fee	\$50.00
Appeal of Determinations to Board of Supervisors	Flat Fee	\$50 Clerk of the Board \$500 Planning
Concurrent Processing of Planning Applications: Applications for two or more planning entitlements (for example: Tentative Map and Variance) will be charged 100% of the highest application fee plus 50% of each additional application fee when submitted at the same time for a single project site (excluding Design Review Permits, Lot Line Adjustments, Certificates of Compliance and recording fees).		
General Plan Amendment/Change of Zone/Plan Amendment		
Fewer than 100 Residential Units or 10 acres non-residential/mixed use	27 hours + hourly	\$3,726.00
Over 100 Residential Units or 10 acres non-residential/mixed use	40 hours + hourly	\$5,520.00
Specific Plan/Area Plan/Community Plan/Master Plan	75 hours + hourly	\$10,350.00
Development Agreement	20 hours + hourly	\$2,760.00
Development Agreement Annual Review	6 hours + hourly	\$828.00
Environmental Review		
Notice of Exemption (Categorical or Statutory Exemption)	1.5 hours + hourly	\$207.00
Environmental Review: EIR or EIS (Full Cost)	Per Contract	Per Contract
E.I.R. Mgmt Fee (30% Deposit of EIR Cost)	Deposit + hourly	\$138.00
Mitigation Monitoring Plans: Mgmt	3 hours + hourly	\$414.00
<i>With Planning Project/Entitlement</i>		
Environmental Review: Initial Study + Exemption	2.5 hours + hourly	\$345.00
Environmental Review: Initial Study/Negative Declaration	7 hours + hourly	\$966.00
Environmental Review: Initial Study/Mitigated Negative Declaration	15 hours + hourly	\$2,070.00
<i>No Required Planning Entitlement</i>		
Environmental Review: Initial Study + Exemption	7 hours + hourly	\$966.00
Environmental Review: Initial Study/Negative Declaration	20 hours + hourly	\$2,760.00
Environmental Review: Initial Study/Mitigated Negative Declaration	35 hours + hourly	\$4,830.00
<i>For concurrent applications, a single environmental review fee for the project shall be collected</i>		
Land Division / Parcel Related		
Tentative Parcel Map	20 hours + hourly	\$2,760.00
Revise Approved TPM	6 hours + hourly	\$828.00
Tentative Subdivision Tract Map - 20 lots or less	30 hours + hourly	\$4,140.00

Planning - Code Section 13.20.300

NAME OF FEE	UNIT	BEGINNING July 1, 2013
Tentative Subdivision Tract Map - 21+ lots	45 hours + hourly	\$6,210.00
Tentative Map Extension	2 hours + hourly	\$276.00
Revise Approved Tentative Map (includes adding phases)	6 hours + hourly	\$828.00
Final Map & Improvement Plan Review - Parcel Map	4 hours + hourly	\$552.00
Final Map & Improvement Plan Review - Subdivision Tract Map	7 hours + hourly	\$966.00
Lot Line Adjustment	2.5 hours + hourly	\$345.00
Reversion to Acreage	5 hours + hourly	\$690.00
Certificate of Compliance	2 hours + hourly	\$276.00
Zoning Related		
Administrative Permit	4 hours + hourly	\$552.00
Additional fee if hearing is required (does not include legal notice)	2 hours + hourly	\$276.00
Request for Hearing	Flat Fee	\$100.00
Conditional Use Permit: Major	25 hours + hourly	\$3,450.00
Conditional Use Permit: Minor Use Permit	12 hours + hourly	\$1,656.00
Conditional Use Permit: Amendment	5 hours + hourly	\$690.00
Conditional Use Permit: Extension	1 hours + hourly	\$138.00
Design Review (Individual Lot/Building)	8 hours + hourly	\$1,104.00
Master Design Review (Shopping Centers & Complexes)	18 hours + hourly	\$2,484.00
Excavation & Surface Mining Permits	50 hours + hourly	\$6,900.00
Reclamation Plan	10 hours + hourly	\$1,380.00
Planned Unit Development (Less than 100 units or 10 acres non-residential)	20 hours + hourly	\$2,760.00
Planned Unit Development (Over 100 Units or 10 acres non-residential)	30 hours + hourly	\$4,140.00
Pre-Application Meeting (Planning Department)	hourly	\$138.00
Sign Permit Review	1 hours + hourly	\$138.00
Planned Sign Permit Program	15 hours + hourly	\$2,070.00
Temporary Use Permit	4 hours + hourly	\$552.00
Temporary Use Permit Extension	0.5 hours + hourly	\$69.00
Variance: Minor/Parking/Signs	12 hours + hourly	\$1,656.00
Variance: Major	20 hours + hourly	\$2,760.00
Miscellaneous Clearances/Permits		
Burn Down Letter/ABC Clearance	Flat Fee	\$69.00
Land Use Confirmation	1.5 hours + hourly	\$207.00
ABC Review Fee when Hearing is Required	6 hours + hourly	\$828.00
Noise Permit	1.5 hours + hourly	\$207.00
Second Dwelling Unit Clearance Form	Flat Fee	\$138.00

Planning - Code Section 13.20.300

NAME OF FEE	UNIT	BEGINNING July 1, 2013
Business License Review	Flat Fee	\$138.00
Business License Review (Renewal)	Flat Fee	\$69.00
Building Permit Review Fees		
Single Family Residence	1 hours + hourly	\$138.00
Single Family Residence Accessory Structures	0.5 hours + hourly	\$69.00
Multi-Family Residential (includes 1 inspection)	4 hours + hourly	\$552.00
Agricultural Accessory Structure	.5 hours + hourly	\$69.00
Commercial/Commercial Agriculture/Industrial (includes 1 inspection)	5 hours + hourly	\$690.00
Commercial/Industrial: Minor (Additions or Accessory Structures)	3 hours + hourly	\$345.00
Occupancy Permit / Tennant Improvement Review	1.5 hours + hourly	\$207.00
Site Review (Per Inspection)	hourly	\$138.00
Approved Site/Plot Plan Changes/Recheck Fee	0.5 hours + hourly	\$69.00
Solar/Wind Systems or Communication Facilities		
Residential & Multifamily (per unit)	.75 hours + hourly	\$104.00
Non Res. roof mounted system or agricultural equip. or add. to cell tower	1.5 hours + hourly	\$207.00
Non Residential Ground Mounted Systems or new cell tower	3.5 hours + hourly	\$483.00
Fire Safe Planning Fees		
Wildfire Safety Plan (High & Very High Fire Risk areas)	Flat Fee	\$69.00
Fire Safe Planner	Hourly	\$138.00
* Except as otherwise specified, all services in this Section which are charged at an hourly rate are 1 hour minimum and charged in half hour increments thereafter.		

Environmental Health - Code Section 13.20.400

NAME OF FEE	BEGINNING July 1, 2013
Food Program	
Restaurants - Bar Only (no food prep)	\$276.00
Restaurants - 1-49 seats	\$414.00
Restaurants - 50-149 seats	\$552.00
Restaurants - 150 or more	\$828.00
Added to restaurant base - With Bar or Market	\$138.00
Added to restaurant base - With Bar and Market	\$207.00
Added to restaurant base - With Catering Services	\$138.00
Added to restaurant base - With Satellite Facility	\$138.00
Caterer	\$414.00
Retail Markets - No food preps, only prepackaged goods	\$276.00
Retail Markets - Less than 2000 square feet	\$414.00
Retail Markets - 2000-5999 square feet	\$552.00
Retail Markets - 6000 or more square feet	\$690.00
Add each unit to retail market-butcher shop, deli, bakery, etc.	\$138/per unit
Bakery	\$414.00
Commissary Facility	\$414.00
Commissary - Verification per vehicle	\$34.50
Vehicles - Vending Vehicle (no prep)	\$276.00
Vehicles - Mobile Food Prep Unit	\$414.00
Vehicles - Produce Truck (no prep)	\$138.00
Vending Machines - Company	\$276.00
Vending Machines - Per Food Dispenser	\$13.80
Roadside Stand	\$276.00
Schools - Kitchen	\$414.00
Schools - Satellite Distribution Facility	\$276.00
Food Warehouse	\$483.00
Food Salvager	\$621.00
Food Demonstrator	\$69.00
Farmers Market	\$552.00
Bed & Breakfast	\$345.00
Temporary Food Facility	\$276.00
Ice Plant	\$276.00
Special Events - Large more than 3 vendors attendance 500+	\$414.00
Special Events - + billed hourly rate for time spent over base	\$138/hour
Special Events - Small 3 or less vendors, attendance -500	\$138.00
Incidental Food Sales from Non-Mobile Businesses	\$138.00
Amphitheatre - Food - Bar - Catering	\$3,450.00
Plan Review Food Establishment - New	\$828.00
Plan Review Food Establishment - Remodel	\$690.00
Public Recreation	

Environmental Health - Code Section 13.20.400

NAME OF FEE	BEGINNING July 1, 2013
Public Swimming Pool/Spa/Beach	\$483.00
Organized Camp	\$483.00
Plan Review Public Swimming Pools	\$1,104.00
Plan Review Organized Camp	\$759.00
Public Water System	
Annual Surveillance Fee - 15-24 service connections	\$483.00
Annual Surveillance Fee - 25-99 service connections	\$621.00
Annual Surveillance Fee - 100-199 service connections	\$759.00
Non-Community Water System - Non Transient	\$621.00
Non-Community Water System - Transient	\$414.00
New Permit Fee - Community Water System	\$1,173.00
New Permit Fee - Non-Community Water System	\$897.00
Amended Permit Fee (all system types)	\$414.00
Ownership Change (all system types)	\$276.00
Annual Permit Fee Small System - 5-14 service connects	\$552.00
CURFFL Systems	\$207.00
All other services	\$138.00/hour
Request for Variance/Exemption/Waiver	\$138.00/hour
Enforcement Action	\$138.00/hour
Plan Review Public & Local Small Water Systems	\$138.00/hour
Solid Waste	
Solid Waster Hauler (per vehicle or trailer)	\$69.00
Full Solid Waste Facility - Class II Site	\$4,968.00
Full Solid Waste Facility - Class III Site	\$4,968.00
Standardized Solid Waste Facility	\$3,312.00
Registration Tier	\$3,312.00
Notification Tier #1	\$276.00
Notification Tier #2	\$1,104.00
Recycling/Process Facility	\$3,312.00
Transfer Station	\$3,312.00
Abandoned/Closed Sites	\$1,104.00
Agricultural Waste Disposal Sites	\$276.00
SWF Permit Exemption	\$828.00
Ash Applications - Initial Permit Exemptions	\$690.00
Ash Applications - Annual Exemption Renewal	\$207.00
Facility Inspection not covered by permit fees	\$138.00/hour
Periodic Site Review	\$138.00/hour
Preliminary Closure/Post Closure	\$138.00/hour
Final Closure/Post Closure maintenance plan review	\$138.00/hour
Joint Technical Document Review	\$138.00/hour

Environmental Health - Code Section 13.20.400

NAME OF FEE	BEGINNING July 1, 2013
5 year permit review	\$138.00/hour
Permit revision/modification	\$138.00/hour
Tipping Fee	\$4.40 per ton
Sewage Disposal	
Sewage Tank Cleaning Vehicle	\$276.00
Chemical Toilet Supplier - 50 Units or less	\$276.00
Chemical Toilet Supplier - 51 Units or more	\$414.00
New or Replacement Conventional System	\$552.00
New Pressure Dosed or Engineered Systems	\$966.00
Minor Repair not involving leachfield	\$276.00
Major Repair or Failed System/Add to Existing Non-Failed System	\$552.00
Holding Tank (Vault System) 1st Year	\$690.00
Holding Tank (Vault System) (after 1st year) Annual Permit	\$276.00
Operating Permit Central Wastewater-Cluster 2-5 connects	\$1,518.00
Operating Permit Central Wastewater-Small 6-99 connects	\$2,070.00
Operating Permit Central Wastewater-Large > 99 connects	\$2,898.00
Individual Experimental Systems (Monitoring for 1st year)	\$552.00
Individual Experimental Systems (Monitoring after 1st year)	\$207.00
Medical Waste	
General Acute Care Hospital - 1-99 beds	\$1,104.00
General Acute Care Hospital - 100-199 beds	\$1,518.00
General Acute Care Hospital - 200-250 beds	\$1,932.00
General Acute Care Hospital - 250+ beds	\$2,484.00
Specialty Clinic Providing Surgical, Dialysis, Rehab Services	\$621.00
Skilled Nursing Facility - 1-99 beds	\$483.00
Skilled Nursing Facility - 100-199 beds	\$621.00
Skilled Nursing Facility - 200+ beds	\$759.00
Acute Psychiatric Hospital	\$345.00
Intermediate Care Facility	\$552.00
Primary Care Clinic	\$621.00
Licensed Clinical Lab	\$276.00
Health Care Service Plan Facility	\$621.00
Veterinary Clinic or Hospital	\$345.00
Large Quantity Generator Medical Office	\$345.00
Small Quantity Generator Using On-Site Treatment	\$483.00
Small Quantity Generator Administrative Review	\$138.00/hour
Initial Permit Review	\$104.00/2 yr
Common Storage Facility - 1-10 generators	\$207.00
Common Storage Facility - 11-50 generators	\$483.00
Common Storage Facility - 50+ generators	\$897.00

Environmental Health - Code Section 13.20.400

NAME OF FEE	BEGINNING July 1, 2013
On-Site, Large Quantity Treatment Facility	\$4,416.00/5 yrs
Limited Quantity Hauling	\$138.00/2 yrs
Wells & Soils Borings	
Water Well, Monitoring Well, Cathodic Well - New	\$414.00
Water Well, Monitor Well, Cathodic Well - Recondition/Deep	\$138.00
Water Well, Monitor Well, Cathodic Well - Destruction	\$345.00
Monitor Well, Additional	\$69.00/per well
Soil Boring or Excavation	
<4" diam or <50' depth (each additional 0.5 hour)	\$173.00
>4" diam or 50' to 75' depth (each additional 0.5 hour)	\$345.00
>4" diam or >75' depth (each additional 1 hour)	\$414.00
Other Permits	
Ambulance (per vehicle)	\$138.00
Kennel/Pet Shops	\$276.00
Massage Parlor	\$276.00
Hotel/Motel	\$483.00
Plan Review Kennels & Pet Shops	\$414.00
Tattooing, Permanent Cosmetics, Body Piercing	
Ear piercing Facility/ one-time registration	\$69.00
Body Art practitioner/artist	\$138.00
Body Art Facility (permanent)	\$276.00
Body Art Facility (Temporary)	\$138.00
Body Art Event Coordinator Small 3 or Less practitioners	\$138.00
Body Art Event Coordinator Large more than 3 practitioners	\$414.00
Mobile Body Art Facility	\$138.00
Body Art Facility Plan Review Fee (new)	\$345.00
Body Art Facility Plan Review Fee (Major remodel)	\$276.00
Body Art Facility Plan Review Fee (Minor remodel)	\$138.00
Mobile Body Art Facility Plan Review Fee	\$138.00
Land Use	
Land Division Sewage/Water - up to 4 lots	\$414.00
Land Division Sewage/Water - 5 or more lots (+\$35 per lot)	\$690.00
Building Department Route Slip Clearance	\$69.00
Lot Line Adjustment	\$138.00
Conditional Use Permit	\$276.00
Other Land Division Sewage/Water	\$276.00
Tentative Subdivision Tract Map(connecting to sewer system)	\$276.00
Soil Mantle Observation	\$414.00

Environmental Health - Code Section 13.20.400

NAME OF FEE	BEGINNING July 1, 2013
Temporary Use Permit & Miscellaneous Review/Services	\$138.00/hour
Plan Review/Site Review/Pre-application review fees	\$138.00/hour
Other Services & Fees	
Field Sample	Lab cost+\$207.00
Bring-In Water Sample	Lab cost + \$34.50
Plan Review/Site Review	\$138.00/hour
Administrative, Permit Suspension, Revocation Hearings	\$414.00
Administrative time for enforcement activities	\$138.00/hour
All Reinspections	\$138.00/hour
Verified Complaint	\$138.00/hour
Variance/Exemption/Waiver Request - per hour (1/2 hr min)	\$138.00/hour
Consultations (per hour)	\$138.00/hour
Permit Transfers not Prohibited by State Law	\$138.00/hour
EIR Review/CEQA Document (per hour)	\$138.00/hour
All other document reviews, site reviews or any other service	\$138.00/hour
Release of Recorded Documents (Hourly plus document fee)	\$138.00/hour
Hazardous Materials	
Farm Category I	\$207.00
Farm Category II	\$276.00
Farm Category III	\$345.00
Farm Category IV	\$483.00
Business Category I	\$207.00
Business Category II	\$276.00
Business Category III	\$345.00
Business Category IV	\$483.00
Business Category V	\$276.00
Business Category VI	\$104.00
CESQG - Not in BP	\$207.00
Hazardous Waste - Small Quantity Generator	\$207.00
Hazardous Waste - Large Quantity Generator	\$276.00
Tiered Permit - CA PBR	\$207.00
Tiered Permit - CESW, CESQT, CEL	\$207.00
Permit to Operate (issuance only) includes one tank	\$483.00
Permit to Operate (each additional tank)	\$69.00
Plan Check Install UST	\$1,656.00
Tank Removal - Three Tanks	\$1,035.00
Tank Removal each additional over 3 tanks	\$138.00
Modify Tank Repair - Small Project	\$759.00
Modify Tank Repair - Large Project	\$1,311.00
Tank Closure in Place	\$1,035.00

Environmental Health - Code Section 13.20.400

NAME OF FEE	BEGINNING July 1, 2013
Temporary Tank Closure	\$414.00
RMP Cal ARP (initial review)	\$1,656.00
RMP Cal ARP (annual review)	\$345.00
Facility List	\$34.50
Building Inspector Route Slip Clear Project	\$34.50
Haz Mat Response per hour	\$138.00
Reinspection (per hour, over base fee)	\$138.00
Consultation per hour	\$138.00
Compliance/Follow Up (per hour)	\$138.00
Business Plan - Initial Application	\$414.00
UST (First Tank)	\$345.00
UST (Each Additional Tank)	\$69.00
Transfer UST Permit	\$483.00
Amend UST Permit	\$207.00
APSA Conditionally Exempt	\$69.00
APSA Qualified Facility	\$276.00
APSA Non-Qualified - Category I	\$414.00
APSA Non-Qualified - Category II	\$552.00
APSA Non-Qualified - Category III	\$966.00
* Except as otherwise specified, all services in this Section	
which are charged at an hourly rate are 1 hour minimum and	
charged in half hour increments thereafter.	
Environmental Health Division: General Fees	
Hourly Rate	\$138.00/hour

Code Enforcement - Code Section 13.20.500

NAME OF FEE	BEGINNING July 1, 2013
Department Hourly Rate	\$138.00
Notice & Order to Abate Public Nuisance	\$1,380.00
Cost Accounting Hearing Before Board of Supervisors	\$1,380.00
Vehicle Release Authorization	\$276.00
Abatement - County Performed (Actual Costs - Includes staff time, materials, outside vendors, any applicable penalties, and a 10% processing fee on entire amount)	Actual Cost
Public Nuisance - Appeal Hearing (Administrative Law Judge) (If County prevails all costs exceeding deposit shall be paid, If appellate prevails, the full deposited amount will be refunded)	\$3,943.00
Relocation Assistance - Appeal Hearing (If County prevails all costs exceeding deposit shall be paid, If appellate prevails, the full deposited amount will be refunded)	\$1,380.00 Deposit
Vehicle Nuisance Abatement - Appeal Hearing (If County prevails all costs exceeding deposit shall be paid, If appellate prevails, the full deposited amount will be refunded)	\$1,380.00 Deposit
Vehicle Abatement Post Storage - Appeal Hearing (If County prevails all costs exceeding deposit shall be paid, If appellate prevails, the full deposited amount will be refunded)	\$1,380.00 Deposit
Administrative Citation - Appeal Hearing (Deposit) (If County prevails all costs exceeding deposit shall be paid, If appellate prevails, the full deposited amount will be refunded)	Amount of Citation
Recorded Document Preparation (Does not incl. CDSA Recording Processing Fee nor Recorder's fees)	\$138.00
Except as otherwise specified, all services in this Section which are charged at an hourly rate are 1 hour minimum and charged in quarter hour increments thereafter.	

Public Works/County Surveyor - Code Section 13.20.600

NAME OF FEE	BEGINNING July 1, 2013
Project or Application Review	
Temporary Use Permit	\$276.00
Variance	\$276.00
Environmental Impact Report Review	\$138.00/hour
General Plan Amendment/Zone Change	\$138.00/hour
Tentative Parcel Map	\$828.00
Tentative Subdivision Tract Map	\$1,380.00
Revised Approved Tentative Parcel Map	\$276.00
Revised Approved Tentative Subdivision Map	\$345.00
Tentative Parcel/Subdivision Tract Map Extensions	\$138.00
Lot Line Adjustment	\$552.00
Lot Line Adjustment Additional Charge (when legality of parcel is in question)	\$276.00
Certificate of Compliance	\$552.00
Reversion to Acreage/Merger	\$414.00
Conditional Use Permit + Hourly over 2 hours	\$276.00
Specific Plan	\$138.00/hour
Waiver	\$414.00
Appeals	\$414.00
Project Checking	
Parcel Map (plus additional \$138/sheet exceeding 2 sheets)	\$1,518.00
Tract Map/Condominium (plus additional \$138/sheet exceeding 2 sheets)	\$2,898.00
Record of Survey (plus additional \$138/sheet exceeding 2 sheets)	\$345.00
Lot Line Adjustment	\$552.00
Reversion to Acreage/Merger	\$966.00
LAFCO Appeal Description/Plat	\$276.00
Records Search (Hourly Rate)	\$138.00/hour
Subdivision/Parcel Map Agreement	\$690.00
Improvement Plan Checking	
X% of Preliminary Engineer's Estimate for Deposit (plus \$138/hour if initial fee amount is exceeded)	1.5%, \$1,380 min.
Inspection Fees	
X% of Preliminary Engineer's Estimate for Deposit (plus \$138/hour if initial fee amount is exceeded)	2.5%, \$552 min.
Building Permits	
Building Permit Application Review - new const, additions, remodels > 50%	\$34.50
SWPPP Fee - Grading Permits issued by Building Dept (less than 1 acre)	\$69.00
Street Name/Application-Approval/Change of Name	\$414.00
Grading Permit	

Public Works/County Surveyor - Code Section 13.20.600

NAME OF FEE	BEGINNING July 1, 2013
Plan Check ≤10,000 CY	\$552.00
Plan Check >10,000 CY	\$1,104.00
Permit - ≤10,000 CY	\$414.00
Permit 10,000 - 100,000 CY	\$828.00
Permit over 100,000 CY (Each add'l 10,000 CY)	\$828.00 + \$69.00/10K CY
Permit (when included with improvement plans)	\$138.00
Import/Export Material Fee	Measure D Rate
SWPPP Fee - All PW issued Grading Permits	\$552.00
Encroachment Permits	
Driveway/Roadway Encroachment Permit (includes up to 2 inspections)	\$207.00
Minor Upgrade to Existing Encroachment Permit (includes 1 inspection)	\$138.00
Commercial/Utility Encroachment Permit (single, incl. up to 3 inspections)	\$276.00
Encroachment Permit, Additional Inspections (each)	\$69.00
Annual Utility Encroachment Permit	\$1,932.00
Road Closure Fees	
Daytime Closure	\$70.00/hour
24-Hour Closure	\$2,400.00/day
Abandonments	
Application	\$690.00
Advertisement Costs	\$350.00
Flood Plain Administration	
Elevation Certificate	\$276.00
CLOMR/LOMR Individually or Combined	\$690.00
Flood Plain Verification (Department of Real Estate)	\$138.00
Transportation Permits	
Single Trip Permit	\$16.00
House Moving Permit	\$66.00
Annual Blanket Permit	\$90.00
Parade Permit	\$69.00
Parking Permit	\$11.00
Road Damage Fees	
Road Damage Repair Costs	Actual Cost
Signs	
Street Name or Stop Sign (Installed by County)	\$250.00
Combination Street/Stop Sign (Installed by County)	\$300.00
Street Name Sign Only	\$100.00

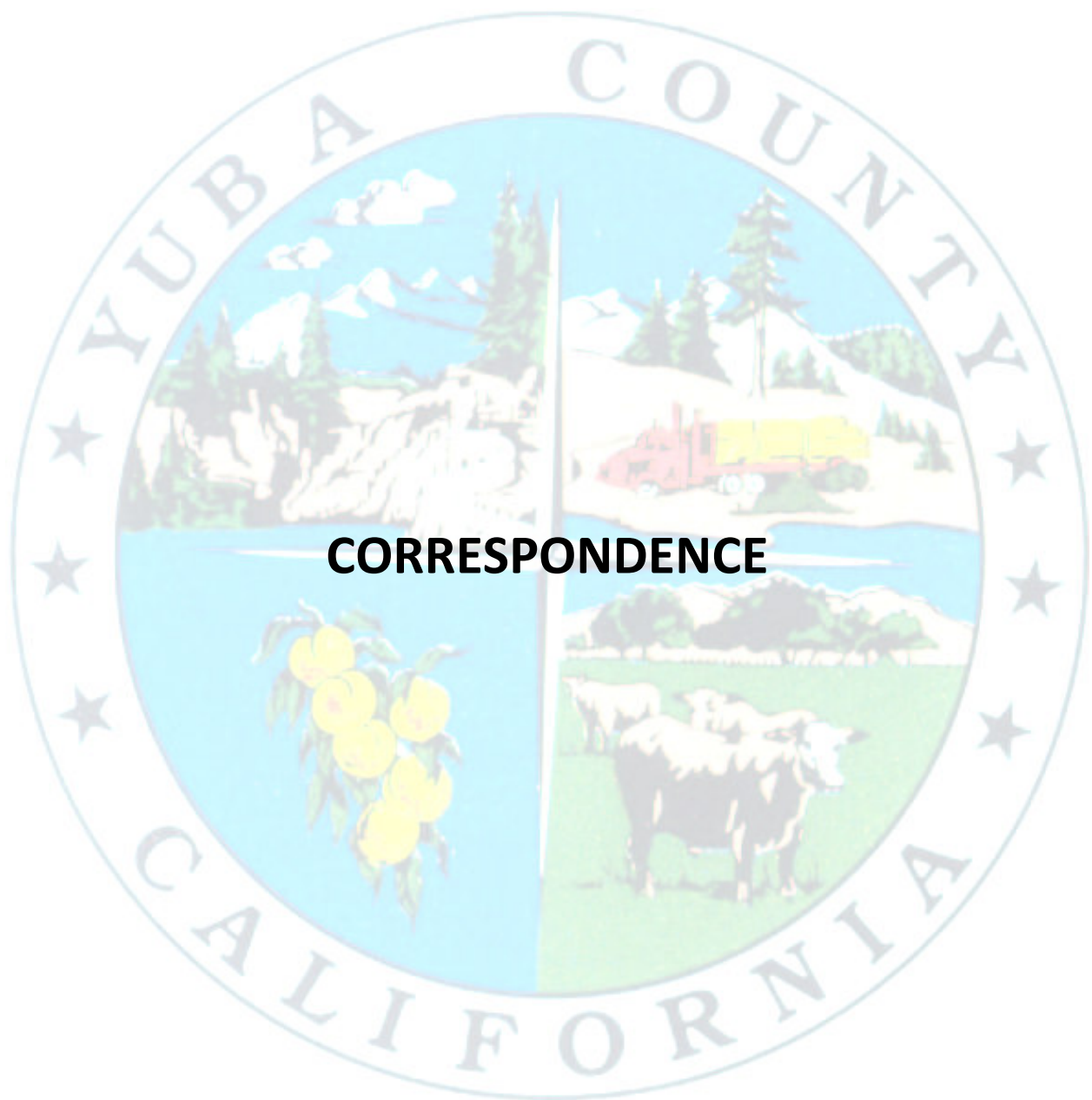
Public Works/County Surveyor - Code Section 13.20.600

NAME OF FEE	BEGINNING July 1, 2013
Stop Sign Only	\$75.00
Other Signs	Actual Cost
Miscellaneous Reviews/Reports/Correspondence	
Reviews, Reports, Correspondence (Hourly Rate)	\$138.00/hour
Filing and Indexing Fees	
Record of Survey - Maps, Final Maps (\$2.00 ea addl sheet)	\$9.00/sheet
Corner Records, Certs of Correction (\$3.00 ea addl page)	\$14.00/page
Terminal Access Route	
Application & Installation	Actual Cost
Stormwater Regulatory Costs	Per Resolution
Park Coordinator Fees	
Landscape/Parking Plan Review and 1 Inspection	\$414.00
Landscape Bond Agreement Preparation + Hourly Over 2 Hours	\$276.00
* Except as otherwise specified, all services in this Section which are charged at an hourly rate are 1 hour minimum and charged in half hour increments thereafter.	
Public Works/County Surveyor Hourly Rate	\$138.00/hour

Parks - Code Section 13.20.700

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Stottlemeyer, Donna

From: Sue Ronkowski
Sent: Monday, February 25, 2013 8:48 AM
To: Sue Ronkowski
Subject: CSAC "Year of the Child" Resolution
Attachments: Resolution 2013 The Year of the Child.docx

Good Morning,

During last week's CSAC Board of Directors meeting, President Finigan urged all counties to adopt a resolution proclaiming 2013 as "The Year of the Child." Attached is a sample resolution.

If possible, can you please either send me a copy of your resolution when it is adopted or notify me when it has been adopted?

Thanks!

Sue

Sue Ronkowski

Executive Assistant
California State Association of Counties
(916) 327-7500 x508
sronkowski@counties.org
www.csac.counties.org

Draft Resolution Proclaiming 2013 as “The Year of the Child”

Whereas, California is home to 9.5 million children, from infants and toddlers to school-agers and teens, including **(This County’s) (xx number of)** children; and

Whereas, these children are the future of our state, with our investment in our children of today representing our investment in the working people, community leaders, parents and problem solvers of tomorrow; and

Whereas, it is therefore imperative that the elected officials, community leaders and policymakers of today prioritize California’s children and consider the impact of each decision they make on all of our children today, tomorrow, and in the future; and

Whereas, California voters approved Proposition 10 in 1998 investing First 5 California and 58 County First 5 Commissions with responsibility to lead communities in expanding early developmental and school readiness services and improving systems for children ages 0 to 5 and their families, and

Whereas, each First 5 Commission, California State Preschools and local Head Start programs work in partnership with county Boards of Supervisors as well as other public and non-profit agencies to address the needs of young children and their families; and

Whereas, California counties share this dedication to the good health, school readiness, and general well-being of our children, who cannot vote, lobby or advocate, and are dependent on the adults of today for their well-being; and

Whereas, the President of the California State Association of Counties has challenged his colleagues to ask “How are the children?” and to always consider what is best for the children and to continue focusing on the children until we can say with confidence, “All the children are well;”

Now Therefore Be It Resolved that (this county’s) Board of Supervisors joins elected officials across the state, First 5 commissions, California State Preschools and Head Start programs and their many community partners in recognizing the critical importance of placing children at the core of our plans, at the heart of our purpose and at the top of every agenda as we proclaim 2013 as “The Year of the Child.”

Adopted this (xx day) of (the month), 2013.

Sutter-Yuba
Mosquito & Vector Control District

099-13B

MANAGER

Ronald L. McBride

GENERAL FOREMAN

Michael R. Kimball

ADMIN. MGR.

Cathy F. Burns

March 8, 2013

To: Public Agencies

Re: **Public Health Pesticide Application Notification**

RECEIVED

MAR 11 2013

Clerk/Board of Supervisors

Dear Agency:

The Sutter-Yuba Mosquito & Vector Control District may be making public health pesticide applications to waters of the U.S. under your jurisdiction for mosquito control to prevent mosquito-borne diseases, such as West Nile virus. The District will be using larvicides and adulticides listed in the National Pollutant Discharge Elimination System (NPDES) permit for biological and residual pesticides discharges to waters of the United States for vector control operations.

Attached is a list of pesticides that the District could potentially use. Your agency could expect to see applications between January 1 and December 31 of this year. However, the majority of applications occur between May 1 and October 31. The District is required to notify all government agencies that may be affected by these applications under the requirements of the general NPDES permit. Please contact Ronald McBride at 530-674-5456 ext 101 or Michael Kimball at ext. 106 if you have additional questions.

Respectively,

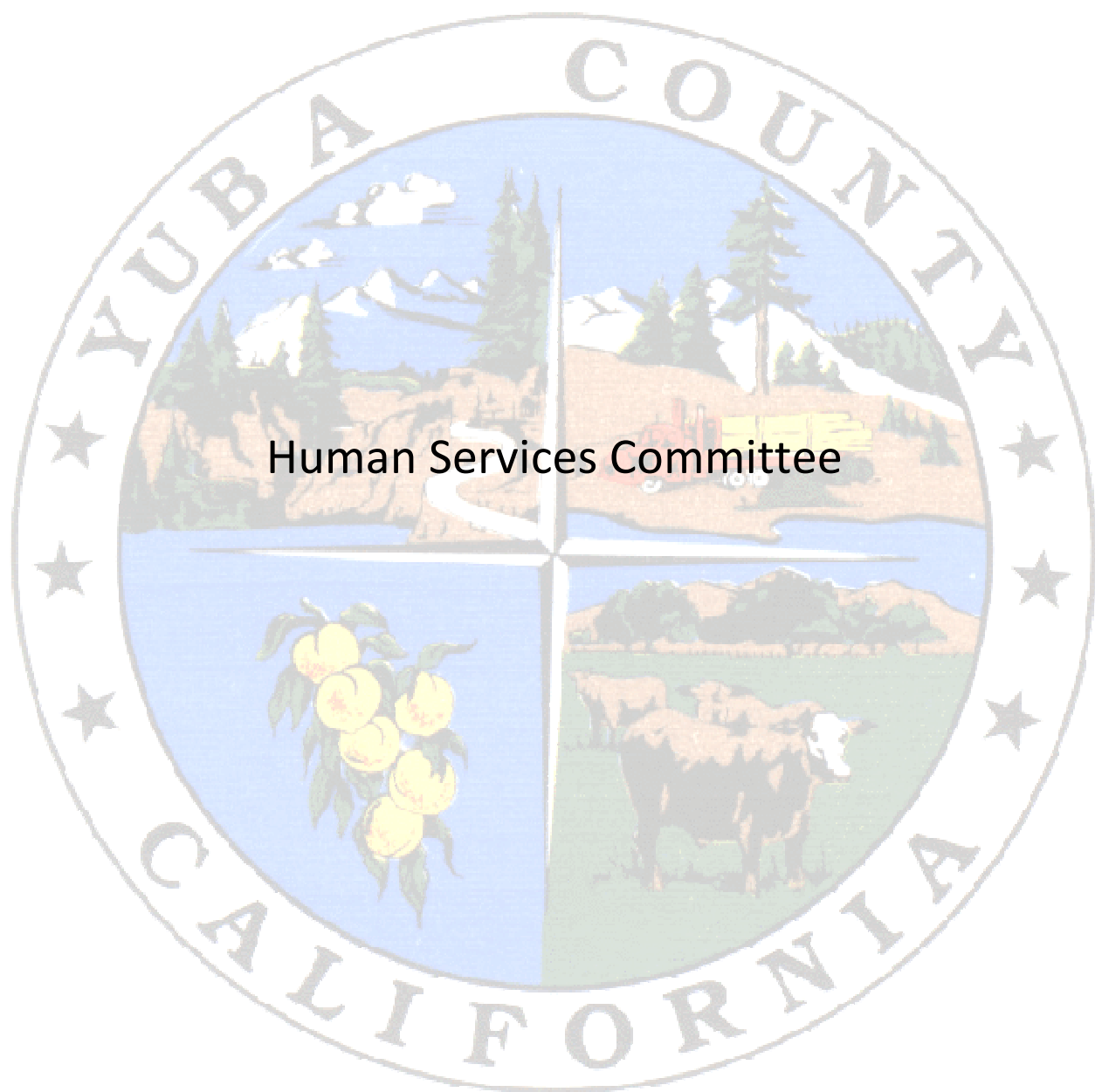


Ronald McBride
District Manager

Post Office Box 726, 701 Bogue Road
Yuba City, California 95992
530/674-5456
Fax 530/674-5534

BOS CORRESPONDENCE B

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Human Services Committee



ATTACHMENT E – LIST OF PERMITTED ADULTICIDE PRODUCTS

Product Name	Registration Number
Allpro Evoluer 4-4 ULV	769-982
Allpro Evoluer 30-30 ULV	769-983
Anvil 10+10 ULV	1021-1688
Anvil 2+2 ULV	1021-1687
AquaANVIL Water-based Adulticide	1021-1807
Aquaduet	1021-2562-8329
Aquahalt Water-Based Adulticide	1021-1803
Aqua-Kontrol Concentrate	73748-1
Aqualuer 20-20	769-985
Aqua-Reslin	432-796
Biomist 4+12 ULV	8329-34
Biomist 4+4	8329-35
Dibrom Concentrate	5481-480
Duet Dual-Action Adulticide	1021-1795
Evergreen Crop Protection EC 60-6	1021-1770
Fyfanon ULV Mosquito	67760-34
Kontrol 2-2	73748-3
Kontrol 30-30 Concentrate	73748-5
Kontrol 4-4	73748-4
Permanone 31-66	432-1250
Permanone RTU 4%	432-1277
Prentox Perm-X UL 4-4	655-898
Prentox Pyronyl Crop Spray	655-489
Prentox Pyronyl Oil Concentrate #525	655-471
Prentox Pyronyl Oil Concentrate or 3610A	655-501
Pyrenone 25-5 Public Health Insecticide	432-1050
Pyrenone Crop Spray	432-1033
Pyrocidate Fogging Formula 7067	1021-1199
Pyrocidate Mosquito Adulticide 7453	1021-1803
Pyrocidate Mosquito Adulticiding Concentrate for ULV Fogging 7395	1021-1570
Pyrocidate Mosquito Adulticiding Concentrate for ULV Fogging 7396	1021-1569
Scourge Insecticide with Resmethrin/Piperonyl Butoxide 18%+54% MF Formula II	432-667
Scourge Insecticide with Resmethrin/Piperonyl Butoxide 4%+12% MF Formula II	432-716
Trumpet EC Insecticide	5481-481
Zenivex E4 RTU	2724-807
Zenivex E20	2724-791

ATTACHMENT F – LIST OF PERMITTED LARVICIDE PRODUCTS

Product Name	Registration Number
5% Skeeter Abate	8329-70
Abate 2-BG	8329-71
Agnique MMF G	53263-30
Agnique MMF Mosquito Larvicide & Pupicide	53263-28
AllPro Provect 1G Larvicide	769-723
AllPro Provect 5G Larvicide	769-722
Aquabac 200G	62637-3
Aquabac xt	62637-1
BVA 2 Mosquito Larvicide Oil	70589-1
BVA Spray 13	55206-2
FourStar Briquets	83362-3
FourStar SBG	85685-1
Masterline Kontrol Mosquito Larvicide	73748-10
Metalarv S-PT Mosquito Growth Regulator Spherical Pellet	73049-475
Mosquito Larvicide GB-1111	8329-72
Natular 2EC	8329-82
Natular G	8329-80
Natular G30	8329-83
Natular T30	8329-85
Natular XRT	8329-84
Spheratax SPH (50 G)	84268-2
Spheratax SPH (50 G) WSP	84268-2
Summitt BTI Briquets	6218-47
Teknar HP-D	73049-404
Teknar SC Biological Larvicide Aqueous Suspension	73049-435
Vectobac Technical Powder	73049-13
Vectobac-12 AS	73049-38
Vectobac GS	73049-10
Vectobac-G Biological Mosquito Larvicide Granules	73049-10
Vectobac WDG	73049-56
Vectolex CG Biological Larvicide	73049-20
Vectolex WDG Biological Larvicide	73049-57
Vectolex WSP Biological Larvicide	73049-20
Vectomax CG Biological Larvicide	73049-429
Vectomax G Biological Larvicide/Granules	73949-429
Vectomax WSP Biological Larvicide	73049-429
Zoecon Altosid Liquid Larvicide Concentrate	2724-446
Zoecon Altosid Liquid Larvicide Mosquito Growth Regulator	2724-392
Zoecon Altosid Pellets	2724-448
Zoecon Altosid 30-Day Briquets	2724-375
Zoecon Altosid SBG Single Brood Granule	2724-489
Zoecon Altosid XR Entended Residual Briquets	2724-421
Zoecon Altosid XR-G	2724-451

The County of Yuba

HEALTH & HUMAN SERVICES DEPARTMENT

Suzanne Nobles, Director

5730 Packard Ave., Suite 100, P.O. Box 2320, Marysville, California 95901
Phone: (530) 749-6311 Fax: (530) 749-6281



100-13

**Joseph W. Cassady, D.O.,
Health Officer**
Phone: (530) 749-6368

TO: Health and Human Services Committee
Yuba County

FROM: 
Suzanne Nobles, Director
Health & Human Services Department

DATE: March 19, 2013

SUBJECT: Board of Supervisors Approval of Dental Equipment Surplus and Donation

RECOMMENDATION: Approval by the Board of Supervisors is recommended for the Health & Human Services Department to surplus and donate unused dental equipment to a local non-profit and/or a Federal Qualified Health Center (FQHC), and authorizes the Chair to execute documents as required to finalize the surplus and donation.

BACKGROUND: The Health and Human Services Department, through its Public Health Division, acquired dental equipment in fiscal year 2007-2008 under the School-Based Oral Health Services Grant (brightSMILES) through the Sierra Health Foundation to assist in providing oral health services for Yuba County children through a school-based program. The brightSMILES program is no longer funded and the dental equipment is no longer required.

DISCUSSION: The Butte Sierra District Dental Society (BSDDS) is a local professional association of dentists dedicated to serving both the public and the profession of dentistry in Butte, Colusa, Nevada, Sierra, Sutter and Yuba Counties. Peach Tree Clinic, a FQHC, operates the Happy Tooth Mobile Dental Van, a mobile dental clinic, which offers full service dentistry to Yuba County Children. Surplus and donation of the unused dental equipment to BSDDS and/or Peach Tree Clinic would enable the organizations to expand the dental screening and sealant program at schools and health fairs to Yuba County children in need of dental care. The unused dental equipment to be surplus and donated has an estimated total value of \$15,946 and consists of: two Transport II Portable Dental Systems valued at \$4,406 each; two AseptiLight Portable lights valued at \$716 each; two AseptiChair Portable patient chairs valued at \$1,256 each; and two Airpac II Compressors valued at \$1,595 each.

FISCAL IMPACT: Approval of the surplus and donation of unused dental equipment will not impact County General Funds as the dental equipment was purchased with grant funds.

From: Kathleen J. Wright [mailto:KWright@pthealthcare.org]
Sent: Thursday, February 14, 2013 3:29 PM
To: Henry, Katrina
Subject: RE: Dental equipment

Hi Katrina,

Peach Tree would like to throw their hat into the pot and be included in possibly acquiring this equipment. We are not sure if it's really what we need, but certainly worth reserving a spot for. Let us know when we need to do this. Thank you so for thinking of us.

*Kathleen Wright, BSN, RN, PHN
Director of Clinical Operations*

Peach Tree Healthcare
5730 Packard Ave. Suite 600
Marysville, CA 95901
Tel (530) 741-6245 X110
Fax (530) 743-5044
Email:kwright@pthealthcare.org

=====
From: Henry, Katrina [mailto:khenry@CO.YUBA.CA.US]
Sent: Tuesday, February 12, 2013 10:55 AM
To: Kathleen J. Wright
Subject: Dental equipment

Good Day Kathleen. I was hoping you could direct me to the right person over at Peach Tree for the following. We have dental equipment that we are looking to donate to someone who would use it to serve our needy residents. Right now we have 2 portal chairs, 2 lights, tools, and 1 air compressor. I thought the dental van may be interested in it. I will be going to the Board of Supervisors to get permission to donate it to someone and then the Board will choose who gets it. Currently I only have the local Dental Society who is interested in the equipment and I wanted to throw Peach Tree's name into the hat if they were interested. If yes, I need to get an idea of how it would be used so I can tell the Board how it fits our vision of serving the underprivileged. I cannot guarantee anything, because it will be the Board's decision. Please let me know. Thank you.

Sincerely,

Katrina Henry RN, BSN, IBCLC

=====
From: Henry, Katrina
Sent: Wednesday, January 30, 2013 10:48 AM
To: Cole, Kathy
Subject: FW: Dental Equipment from Public Health

Importance: High

See Dr. Savage's information below. I have never heard of the Butte Sierra Dental Society and I'm questioning whether they truly serve Yuba residents. I think the equipment will be used for good things by looking at his email.

Sincerely,

Katrina Henry RN, BSN, IBCLC
Director of Nurses
Yuba County

=====

From: Victor J. Savage [mailto:vsavage@syix.com]
Sent: Wednesday, January 30, 2013 10:41 AM
To: Elliott, Valli
Subject: RE: Dental Equipment from Public Health

1

Valli,

I think the equipment could best be used by donating it to the Butte Sierra Dental Society. The Society covers Yuba, Sutter, and Colusa counties.

We could get back to dental screenings at schools through the Butte Sierra Dental Society. Our bi-county Health Fairs are always in need of this equipment for screening and sealants; we have nothing at this time.

There are dentists who go to Mexico to give dental care. Most of the care given is extracting teeth do to the lack of restorative dental equipment. We will be able to address the screening and sealant care with this equipment.

We can reach the foothill population for screenings and sealants using the local community facilities to make our own local dental health fair. We are doing something like this now using my previous office for the bi-county community. Jeannie Pittman runs this program and the equipment could be used in various venues.

The equipment could be of value in hospital operating rooms for dental treatment of medically and mentally disadvantaged pediatric patients being treated using county and state funds.

I hope this will give your director a few ideas. Once we have the equipment many doors will open.

Vic Savage

Victor J. Savage, DDS
4950 Railroad Ave
Yuba City, CA 95991
530-671-2219 -- House
530-682-5282 -- Cell (24x7)
530-821-5807 - Fax
vsavage@syix.com

=====

Info on Butte Sierra District Dental Society <http://buttesirradds.org/about.html>

The mission of the Butte Sierra District Dental Society is to be the recognized source for serving the needs and issues of the local dental community and to serve the public in the promotion of dental health as part of the general health.

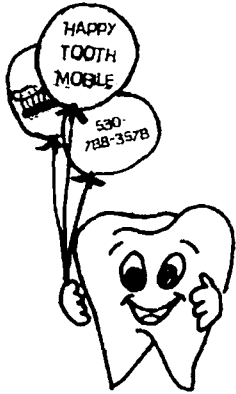
Butte Sierra District Dental Society(BSDDS) is comprised of local dentists who are members of the American Dental Association (ADA) and the California Dental Association (CDA). BSDDS is the local professional association of dentists dedicated to serving both the public and the profession of dentistry in Butte, Colusa, Nevada, Sierra, Sutter & Yuba counties.

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Info on Peach Tree Clinic dental program

<http://www.peachtreehealthcare.org/Articles/YubaCountyDentalVan.aspx>

The Happy Tooth Mobile Dental Van



The Happy Tooth Mobile is a mobile dental clinic offering full service dentistry to Yuba County Children. Through the joint efforts of Peach Tree Clinic, Marysville Joint Unified School District and First 5 Yuba, screenings, cleanings, sealants and restorative treatments are available at various school sites in Marysville, Olivehurst and Linda, CA. School site services lessen the amount of time children miss school and eliminate the transportation barrier for families. Children not yet enrolled in school or not attending the host school are seen by appointment.

Our goal is to ensure that all children have access to quality dental care. Priority is given to children 0-5 years and their siblings, however no child will be turned away if he/she is NOT currently under the care of a dentist, and is NOT covered by private insurance.

Key program components:

- Services are provided at school sites throughout Yuba County, Monday through Friday from 8:00a.m. – 4:30 p.m. The Dental Van remains open during summer, winter and spring breaks, seeing patients by appointment when schools are closed. For appts/info call 530-788-3578 (Habla Espanol)
- Medi-Cal accepted. Uninsured children may qualify for low cost 'sliding fee' program.
- The Mobile Clinic is a full scope dental practice providing:
 - Screenings
 - X-rays
 - Cleanings and fluoride
 - Sealants
 - Fillings
 - Extractions
 - Baby root canals
 - Stainless steel crowns
 - Dental Care Education
- Outreach Coordinator/Parent Liaison works with school staff to identify children in need of dental care prior to the arrival of the Tooth~Mobile to each school site. The Outreach coordinator links parents with the dental service, assists with the completion of health/dental history/consent forms, provides support services to medical staff, and escorts children from class to the mobile dental clinic on campus



When asked "Would your child have received dental care if the Dental Van was not available?" sixty-one percent of parents answered 'No'. Thanks to the unique partnership between Peach Tree Clinic and Marysville Joint Unified School District, The Happy Tooth Mobile Team is proud to provide needed dental care to children who may not otherwise receive services.

The County of Yuba

HEALTH & HUMAN SERVICES DEPARTMENT

Suzanne Nobles, Director

5730 Packard Ave., Suite 100, P.O. Box 2320, Marysville, California 95901
Phone: (530) 749-6311 Fax: (530) 749-6281



**Joseph W. Cassady, D.O.,
Health Officer**

Phone: (530) 749-6366

TO: Human Services Committee
Yuba County

FROM: *Suzanne Nobles*
Suzanne Nobles, Director
Health & Human Services Department

**COPY OF REFERENCED
DOCUMENT ON FILE WITH
CLERK OF THE BOARD**

DATE: March 19, 2013

SUBJECT: Board of Supervisors approval authorizing the Health and Human Services Department to enter into Standard Agreement (#13-90002) with the California Department of Health Care Services

RECOMMENDATION: The Board of Supervisors recommends approval of the Resolution of the Board authorizing the Health and Human Services Department (HHSD) to enter into Standard Agreement #13-90002 with the California Department of Health Care Services (DHCS) for participation in the Medi-Cal Administrative Activities (MAA) program for the period of July 1, 2013, through June 30, 2016, and authorizing the Chair to execute documents as required by this agreement and to accept funds.

BACKGROUND: HHSD currently contracts with DHCS to participate in the MAA program. MAA is a Medi-Cal program which reimburses a portion of the costs of providing Medi-Cal administrative activities such as Medi-Cal Outreach, Medi-Cal Program Planning and Policy Development, MAA Coordination & Claims Administration, Training, and Contracting for Medi-Cal Services.

DISCUSSION: HHSD receives reimbursement for a portion of the costs of providing certain Medi-Cal administrative activities in the normal course of business. Without participation in the MAA program, the costs of providing the activities would be solely met by County funds. The maximum reimbursement revenue available from MAA is \$350,000 for fiscal year 2013-2014; \$375,000 for fiscal year 2014-2015; and \$400,000 for fiscal year 2015-2016.

FISCAL IMPACT: Approval of the Resolution of the Board will result in the reimbursement of a portion of the costs through federal and state funds that will otherwise be met by County funds.

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF YUBA

IN RE:

**AUTHORIZE THE YUBA COUNTY HEALTH)
AND HUMAN SERVICES DEPARTMENT TO)
ENTER INTO AGREEMENT WITH THE)
STATE OF CALIFORNIA, DEPARTMENT)
OF HEALTH CARE SERVICES, FOR)
PARTICIPATION IN THE MEDI-CAL)
ADMINISTRATIVE ACTIVITIES PROGRAM)
FOR THE PERIOD OF JULY 1, 2013, TO)
JUNE 30, 2016, AND AUTHORIZE THE)
CHAIR OF THE BOARD TO EXECUTE)
DOCUMENTS AS REQUIRED BY THE)
AGREEMENT AND ANY PERTINENT)
DOCUMENTS RELATED TO THIS)
PROGRAM AND TO AUTHORIZE THE)
ACCEPTANCE OF FUNDS)**

Resolution No. _____

WHEREAS, the State of California has made funds available through the federal Medicaid program for reimbursement of a portion of the costs of providing certain Medi-Cal Administrative Activities. The maximum amounts of reimbursement available from the State shall not exceed:

- 1) \$350,000 for the period of 07/01/2013 through 06/30/2014
- 2) \$375,000 for the period of 07/01/2014 through 06/30/2015
- 3) \$400,000 for the period of 07/01/2015 through 06/30/2016;

WHEREAS, the Health and Human Services Department, through its Public Health Division, assists in the proper and efficient administration of the Medi-Cal Program by improving the availability and accessibility of Medi-Cal

services to Medi-Cal eligible and potentially eligible beneficiaries by performing Medi-Cal Administrative Activities such as: Medi-Cal Outreach, Medi-Cal Program Planning and Policy Development, Medi-Cal Administrative Activities Coordination & Claims Administration, Training, and Contracting for Medi-Cal Services; and

WHEREAS, by participating in the Medi-Cal Administrative Activities program, Yuba County residents have greater access to Medi-Cal benefits.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Yuba as follows: That the submission of a Standard Agreement to the State of California, Department of Health Care Services, for participation in the Medi-Cal Administrative Activities program is hereby authorized.

BE IT FURTHER RESOLVED by the Board of Supervisors of the County of Yuba, as follows: That the Chair of the Board is hereby authorized to accept all reimbursement funds for the three-year period from July 1, 2013, to June 30, 2016; to execute, upon review and approval of the County Counsel, documents as required by the Agreement for the stated three-year period; and further, the Chair of the Board is granted permission to amend agreements for additional or

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lesser funding. A copy of said agreement or any amendments thereto, shall be filed in the office of the Clerk of the Board, County of Yuba.

PASSED AND ADOPTED at a regular meeting of the Board of Supervisors of the County of Yuba, State of California, on the ____ day of _____, 2013, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

County of Yuba

BY: _____
Chair

ATTEST: Donna Stottlemeyer
Clerk of the Board of Supervisors

By: _____

APPROVED AS TO FORM:
ANGIL P. MORRIS-JONES
COUNTY COUNSEL

By:  _____

STATE OF CALIFORNIA
STANDARD AGREEMENT
STD 213_DHCS(4/1/12)

REGISTRATION NUMBER	AGREEMENT NUMBER 13-90002
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1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME (Also known as DHCS, CDHS, DHS or the State)

Department of Health Care Services

CONTRACTOR'S NAME

Yuba County


(Also referred to as Contractor)

2. The term of this Agreement is: July 1, 2013
through June 30, 2016

3. The maximum amount of this Agreement is: \$ 1,125,000
One Million One Hundred Twenty Five Thousand Dollars

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of this Agreement.

Exhibit A – Scope of Work	8 pages
Exhibit B – Budget Detail and Payment Provisions	6 pages
Exhibit C * – General Terms and Conditions	GTC 610
Exhibit D (F) – Special Terms and Conditions (Attached hereto as part of this agreement)	26 pages
Exhibit E – Additional Provisions	4 pages
Exhibit F – Contractor's Release	1 page
Exhibit G – HIPAA Business Associate Addendum	14 pages

APPROVED AS TO FORM
ANGIL P. MORRIS-JONES
COUNTY COUNSEL
BY: 

Items shown above with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
These documents can be viewed at <http://www.ols.dgs.ca.gov/StandardLanguage/default.htm>.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

Yuba County

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Andy Vasquez, Chair, Yuba County Board of Supervisors

ADDRESS

915 8th St., Suite 109
Marysville, CA 95901

STATE OF CALIFORNIA

AGENCY NAME

Department of Health Care Services

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Jayna Querin, Chief, Contracts, Purchasing & Support Services Section

ADDRESS

1501 Capitol Avenue, Suite 71.5195, MS 1403, P.O. Box 997413,
Sacramento, CA 95899-7413

California Department of
General Services Use Only

☐ Exempt per:

Exhibit A
Scope of Work

1. Service Overview

Contractor agrees to provide to the California Department of Health Care Services (DHCS) the services described herein:

Contractor shall perform Medi-Cal Administrative Activities (MAA) on behalf of DHCS to assist in the proper and efficient administration of the Medi-Cal Program by improving the availability and accessibility of Medi-Cal Services to Medi-Cal eligible and potentially eligible individuals and their families. These activities include: Medi-Cal Outreach, Facilitating Medi-Cal Application, Medi-Cal Non-Emergency Transportation, Contracting for Medi-Cal Services, Program Planning and Policy Development, Medi-Cal Administrative Activities Coordination and Claims Administration and Training.

2. Service Location

The activities shall be performed at applicable facilities within the Yuba County geographic region.

3. Service Hours

The services shall be provided during normal Contractor working hours and days.

4. Project Representatives

A. The project representatives during the term of this Agreement will be:

Department of Health Care Services

James Williams, Chief
County-Based Administrative Activities Unit
Telephone: (916) 552-9075
Fax: (916) 324-0738
E-Mail: james.williams2@dhcs.ca.gov

Yuba County

Andy Vasquez
Chair, Yuba County Board of Supervisors
Telephone: (530) 749-7510
Fax: (530) 749-7353
E-Mail: avasquez@co.yuba.ca.us

B. Direct all inquiries to:

Department of Health Care Services

Administrative Claiming Local & Schools
Services Branch
Attention: Andrej Delich
1501 Capitol Ave., MS 4603
P.O. Box 997436
Sacramento, CA 95899-7436

Yuba County

Attention: Cyndi Journagan
5730 Packard Ave., Suite 100
Marysville, CA 95901

Telephone: (916) 552-9044
Fax: (916) 324-0738
E-Mail: andrej.delich@dhcs.ca.gov

Telephone: (530) 749-6279
Fax: (530) 749-6397
E-Mail: cjournagan@co.yuba.ca.us

C. Either party may make changes to the information above by giving written notice to the other party. Said changes shall not require an amendment to this agreement.

Exhibit A
Scope of Work

5. Services to be Performed

A. The following Medi-Cal Administrative Activities (MAA) are *eligible* for Federal Financial Participation (FFP) only when they are identified in a MAA Claiming Plan approved by the State and the Centers for Medicare and Medicaid Services (CMS):

1) **Allowable Medi-Cal Outreach:** This activity may consist of discrete campaigns or may be an ongoing activity. This activity is directed to groups or individuals targeted to two goals:

- a. Bringing potential eligibles into the Medi-Cal system for the purpose of determining Medi-Cal eligibility.
- b. Bringing Medi-Cal eligibles into Medi-Cal services.

Outreach may consist of discrete campaigns or may be an ongoing activity, such as: sending teams of employees into the community to contact homeless alcoholics or drug abusers; establishing a telephone or walk-in service for referring persons to Medi-Cal services or eligibility offices; operating a drop-in community center for underserved populations, such as minority teenagers where Medi-Cal eligibility and service information is disseminated.

NOTE: Public health outreach conducted by Local Government Agencies (LGAs) shall not duplicate the requirements on Medi-Cal managed care providers to pursue the enrollment of Medi-Cal eligibles in their service areas.

c. Allowable outreach activities shall be discounted by the Medi-Cal percentage or not discounted as follows:

(1) **Not Discounted:** Outreach campaigns directed to the entire population to encourage potential Medi-Cal eligibles to apply for Medi-Cal are allowable, and the costs do not have to be discounted by the Medi-Cal percentage. These campaigns are Medi-Cal only eligibility outreach campaigns:

a) Outreach campaigns directed toward bringing Medi-Cal eligibles into Medi-Cal covered services are allowable and the costs do not have to be discounted by the Medi-Cal percentage. In such campaigns, the language should clearly indicate that the message is directed only to persons eligible for Medi-Cal, and not the general public. These campaigns are service campaigns, targeted on specific Medi-Cal services, such as Early and Periodic Screening, Diagnosis and Treatment (EPSDT).

b) A health education program or campaign may be allowable as a Medi-Cal administrative cost if it is targeted specifically to Medi-Cal services and for Medi-Cal eligible individuals, such as an educational campaign on immunization addressed to parents of Medi-Cal children. If the entire campaign is focused on Medi-Cal, the costs need not be discounted.

(2) **Discounted:** Outreach campaigns directed towards bringing specific high risk populations (including both Medi-Cal and non-Medi-Cal persons) into health care services are only allowable to the extent they bring Medi-Cal eligibles into Medi-Cal services. The costs of these activities are claimable but discounted by the Medi-Cal percentage.

Exhibit A
Scope of Work

- a) If a specific Medi-Cal health education program is included as part of a broader general health education program, the Medi-Cal portion may be allowable if the cost of the general health education program is discounted according to the Medi-Cal percentage. Telephone, walk-in, or drop-in services for referring persons to Medi-Cal services, sometimes called "Information and Referral" are also allowable and discounted by the Medi-Cal percentage.
 - b) Discount methods approved by DHCS and CMS for calculating the Medi-Cal percentage discount may be utilized.
 - c) The Contractor may contract with non-governmental agencies or programs to conduct outreach activities. The subcontracted providers of TCM services, except in local education agencies, may conduct outreach activities, so long as the TCM service(s) and outreach activities are not performed by the same subcontractor employee. The subcontracted providers shall maintain an accurate accounting and reporting of the time spent on providing TCM services and performing allowable MAA outreach activities.
- 2) **Not-Allowable Medi-Cal Outreach:** Some activities that are not considered Medi-Cal outreach under any circumstances are:
- a. General preventive health education programs or campaigns addressed to lifestyle changes in the general population (e.g., Substance Abuse Narcotics Education (SANE), Drug Abuse Resistance Education (DARE), dental prevention, antismoking, alcohol reduction, etc.) are not allowable MAA.
 - b. Outreach campaigns directed toward encouraging persons to access social, educational, legal or other services not covered by Medi-Cal are not allowable.
- 3) **Facilitating Medi-Cal Application (Eligibility Intake):** This activity includes explaining Medi-Cal eligibility rules and the Medi-Cal eligibility process to prospective applicants; assisting an applicant to fill out a Medi-Cal eligibility application; gathering information related to the application and eligibility determination or re-determination from a client, including resource information and third party liability information, as a prelude to submitting a formal Medi-Cal application to the county welfare department; and/or providing necessary forms and packaging all forms in preparation for the Medi-Cal eligibility determination. This activity does not include the eligibility determination itself. These costs do not have to be discounted. The Contractor may contract with non-governmental agencies or programs to conduct eligibility intake activities. Providers of TCM services may conduct eligibility intake, so long as the service(s) and eligibility intake are not performed by the same employee. The non-governmental agencies or programs shall maintain an accurate accounting and reporting of the time spent on providing TCM services and performing Medi-Cal eligibility intake activities.
- 4) **Non-Emergency, Non-Medical Transportation:** The actual costs of arranging and providing non-emergency, non-medical transportation, and accompaniment, when medically necessary, by an attendant (not a TCM case manager) of Medi-Cal eligibles to Medi-Cal services are allowable as a Medi-Cal administrative cost to the extent that such costs are actually borne by the Contractor in accordance with 42 Code of Federal Regulations, Section 440.170. Examples of allowable non-emergency, non-medical transportation costs include: taxi vouchers, bus tokens, mileage etc. The cost of mileage, meals and lodging will be no higher than allowed for travel by the federal General Services Administration. The cost of providing non-emergency, non-medical

Exhibit A
Scope of Work

transportation for which no actual cost is borne by the State or Contractor is not an allowable MAA cost.

- a. **Separate Transportation Unit or Service:** In situations where a Contractor operates a separate transportation unit or contracts for the provision of transportation services, the costs of the unit or the contractor of actually providing the Medi-Cal non-emergency, non-medical transportation services for Medi-Cal eligibles to Medi-Cal covered services are an allowable Medi-Cal administrative cost. Costs may be calculated on a per mile or per trip basis for each Medi-Cal client transported, or by any other method allowed by Federal Law and Regulation.
 - b. **Transportation Costs and Targeted Case Management (TCM):** The costs of arranging for transportation of Medi-Cal eligibles to Medi-Cal services are part of the TCM rate. Therefore, the costs incurred by TCM case managers in arranging transportation for Medi-Cal eligibles to Medi-Cal services are not claimable as Medi-Cal administration. The TCM rate includes the travel costs incurred by the TCM case manager in providing the TCM services. A TCM case manager may transport or accompany a Medi-Cal eligible to a Medi-Cal service appointment only if the case manager is performing case management functions while actually accompanying the client. In such situations, the costs of the accompanying and transportation will be in the TCM rate and should not be claimed separately as an administrative activity.
- 5) **MAA Implementation Training:** Activities include the giving or receiving of training related to the overall implementation of the MAA program.
- 6) **Other Training:** Training activities shall be time studied in accordance with the purpose of the training. For example, training related to Medi-Cal outreach shall be claimed as "Outreach"; training related to assisting a potential applicant complete a Medi-Cal application shall be claimed as "Facilitating Medi-Cal Application", etc. Training that is unrelated to MAA is not allowable.
- 7) **Contracting for Medi-Cal Services:** This activity involves entering into agreements with community based organizations or other provider agencies for the provision of Medi-Cal services other than TCM and/or MAA. The costs of TCM subcontract administration should be included in the TCM rate.

NOTE: A Contractor has the option of claiming the costs of contract administration for allowable MAA, such as Outreach, under that activity or the costs may be claimed under Contract Administration. Under no circumstances are the costs of contract administration for allowable MAA to be claimed under both Contract Administration and the activity, such as Outreach. Contracting for Medi-Cal services may only be claimed under Contract Administration.

Contracting for Medi-Cal services and/or MAA is claimable as an administrative activity when the administration of those agreements meets all of the following criteria:

- a. The contract administration is performed by an identifiable unit of one or more employees, whose tasks officially involve contract administration, according to the duty statements or job descriptions of the employees being claimed.

Exhibit A
Scope of Work

- b. The contract administration involves contractors that provide Medi-Cal services and/or MAA. The costs of contracting for TCM services with non-LGA providers should be claimed as part of the TCM rate. These costs cannot be separately claimed as MAA.
- c. TCM case managers and LGA subcontractors cannot claim for contract management. It is claimable only when performed by an LGA.
- d. The administrative costs of contracting by LGAs as service providers under managed care arrangements may not be claimed administratively and are considered to be in the managed care capitation payment to the LGA.
- e. The contract administration must be directed to one or more of the following goals:
 - (1) Identifying, recruiting, and contracting with community agencies as Medi-Cal service contract providers;
 - (2) Providing technical assistance to Medi-Cal subcontractors regarding County, State and Federal regulations;
 - (3) Monitoring provider agency capacity and availability; and
 - (4) Ensuring compliance with the terms of the agreement.

The contracts being administered must be for Medi-Cal services and/or MAA and may involve Medi-Cal populations only or may be general medical service agreements involving Medi-Cal and other indigent, non-Medi-Cal populations. When the contract involves a Medi-Cal and non-Medi-Cal population, the costs of contract administration shall be **discounted** by the Medi-Cal percentage.

- 8) **Program Planning and Policy Development (PP&PD):** This activity may be claimed at the enhanced rate (75 percent FFP) if performed by a Skilled Professional Medical Personnel (SPMP), or the non-enhanced rate (50 percent FFP) if performed by a non-SPMP.
- a. Allowable: This activity is claimable when performed, either part-time or full-time, by one or more Contractor employees and subcontractors whose tasks officially involve PP&PD. Contractor employees performing this activity must have the tasks identified in the employee's position descriptions/duty statements. If the programs serve both Medi-Cal and non-Medi-Cal clients, the costs of PP&PD activities must be allocated according to the Medi-Cal percentages being served by the programs.

This activity is claimable as a direct charge for Medi-Cal administration only when PP&PD is performed by a unit of one or more Contractor employees who spend 100 percent of their paid working time performing this activity. This activity is claimable only if the administrative amounts being claimed for PP&PD persons and activities are not otherwise included in other claimable cost pools; and the amounts being claimed for such persons employed by (and activities taking place in) a service provider setting are not otherwise being reimbursed through the billable service rate of that provider. Costs for persons performing this activity less than 100 percent of their time will be based on a time-survey.

Exhibit A
Scope of Work

In LGAs with county-wide managed care arrangements, PP&PD activities are claimable as Medi-Cal administration only for those services that are excluded from the managed care contracts.

Under the conditions specified above, the following tasks are allowable as MAA under this activity:

- (1) Developing strategies to increase Medi-Cal system capacity and close Medi-Cal service gaps. This includes analyzing Medi-Cal data related to a specific program or specific group.
- (2) Interagency coordination to improve delivery of Medi-Cal services.
- (3) Developing resource directories of Medi-Cal services/providers.
- (4) For subcontractors, some PP&PD support services are allowable, e.g., developing resource directories, preparing Medi-Cal data reports, conducting needs assessments, or preparing proposals for expansion of Medi-Cal services.

- b. Not allowable: This activity is not allowable if staff performing this function are employed full-time by service providers, such as clinics. The full costs of the employee's salary are assumed to be included in the billable fee-for-service rate and separate MAA claiming is not allowed.

This activity is not allowable if staff who deliver services part-time in a LGA service provider setting, such as a clinic, are performing PP&PD activities relating to the service provider setting in which they deliver services.

- 9) **General Administration:** This includes activities that are eligible for cost distribution on an OMB Circular A-87 approved cost allocation basis. These costs are to be distributed proportionately to all of the activities performed:

- a. Attend or conduct general, non-medical staff meetings;
- b. Develop and monitor program budgets;
- c. Provide instructional leadership, site management, supervise staff, or participate in Employee performance reviews;
- d. Review departmental or unit procedures and rules;
- e. Present or participate in, in-service orientations and programs; and
- f. Participate in health promotion activities for employees of the Contractor.

- 10) **Paid Time Off:** This activity is to be used by all staff involved in MAA to record usage of paid leave, including vacation, sick leave, holiday time and any other employee time off that is paid. This does not include lunch or meal breaks, off payroll time, or Compensatory Time Off (CTO) which shall be allocated as prescribed by the State.

Exhibit A
Scope of Work

11) Compensatory Time Off:

CTO shall be time surveyed to the activity performed while working the extra hours.

- 12) MAA/TCM Coordination and LGA Claims Administration:** Contractor employees whose position description/duty statement includes the administration of MAA and TCM on a Local Governmental Agency (LGA) service region-wide basis, may claim for the costs of these activities on the MAA detailed invoice as a direct charge.

Costs incurred in the preparation and submission of MAA claims at any level, including staff time, supplies, and computer time, may be direct charged. If the MAA/TCM Coordinator and/or claims administration staff are performing this function part-time, along with other duties, they must certify the percentage of total time spent performing the duties of MAA coordination and/or claims administration. The percentage certified for the MAA/TCM Coordinator and/or claims administration staff activities must be used as the basis for federal claiming. Charges for supervisors, clericals, and support staff may be allocated based upon the percentage of certified time of the MAA/TCM Coordinator and claims administration staff.

- a. The MAA/TCM Coordinator and claims administration staff may claim the costs of the following activities, as well as any other reasonable activities directly related to the Contractor's administration of TCM services and MAA at the LGA-wide level:

- (1) Drafting, revising, and submitting MAA Claiming Plans, and TCM performance monitoring plans.
- (2) Serving as liaison with and monitoring the performance of claiming programs within the LGA and with the State and Federal Governments on MAA and TCM.
- (3) Administering LGA claiming, including overseeing, preparing, compiling, revising and submitting MAA and TCM invoices on a LGA-wide basis to the State.
- (4) Attending training sessions, meetings, and conferences involving MAA and/or TCM.
- (5) Training Contractor program and subcontractor staff on State, Federal, and Local requirements for MAA and/or TCM claiming.
- (6) Ensuring that MAA and/or TCM invoices do not duplicate Medi-Cal invoices for the same services or activities from other providers. This includes ensuring that services are not duplicated when a Medi-Cal beneficiary receives TCM services from more than one case manager.

NOTE: The costs of the MAA/TCM Coordinator's time and claims administration staff time must not be included in the MAA claiming or in the TCM rate, since the costs associated with the time are to be direct charged. Charges for supervisors, clericals, and support staff for these employees may be allocated based upon the percentage of certified time of the MAA/TCM Coordinator and claims administration staff. The costs of TCM claiming activity at the TCM provider level are to be included in the TCM rate.

- b. Using the State Department of Health Care Services Time Survey for Employees Performing Medi-Cal Administrative Activities and/or Targeted Case Management (DHCS 7093), which will

Exhibit A
Scope of Work

be disseminated through policy directives, issued by the State, conduct an annual time survey for one month. DHCS has designated the annual MAA time survey to occur in either September or October. The time survey will identify all time spent on each of the above allowable MAA, non-claimable activities, and general administration and paid time off, which are proportionately allocated to all activities. The activities of staff providing Medi-Cal administration must be documented in accordance with the provisions of 42 CFR Sections 432.50, 433.32, and 433.34, and 45 CFR Parts 74 and 95, and OMB Circular A-87.

All non-Medi-Cal related activities and direct patient care services shall be time surveyed to "Other Programs/Activities" or "Direct Patient Care" on the Time Survey form, as appropriate.

- c. Comply with enabling legislation, regulations, administrative claiming process directives, and the Policy and Procedure Letters of the DHCS Safety Net Financing Division incorporated by reference in Exhibit E, Provision 1, which define program specific allowable MAA.
- d. Provide to the State, comprehensive Medi-Cal Administrative Claiming Plan, in the format specified by the State. The claiming plan must be approved by the State and this agreement must be signed by both parties prior to the submission of MAA invoices.
- e. Not discriminate against any eligible person because of race, religion, political beliefs, color, national or ethnic origin, ancestry, mental or physical disability, medical condition, marital status, age or sex.
- f. Ensure all applicable State and federal requirements, as identified in Exhibit E, Provision 4, are met in performing MAA under this agreement. It is understood and agreed that failure by the Contractor to ensure all applicable State and Federal requirements not met in performing MAA under this agreement shall be sufficient cause for the State to deny or recoup payments to the Contractor and/or to terminate this agreement.
- g. Submit a letter of intent to participate in the MAA Program six (6) months prior to the termination of this agreement for the purpose of extending the term of the agreement or initiating a new agreement, whichever is preferred by DHCS.
- h. When an amendment of the contract is necessary because the original projected expenditure (aka: funding) was insufficient, a request must be submitted to DHCS at least 6 months prior to the end of the FY for which additional funding is necessary. If this request is not received timely, the contract will not be amended to address the insufficient funding and subsequent affected invoices will not be paid.

B. The following MAA are *not eligible* for Federal Financial Participation (FFP) and must be excluded from claims:

- 1) Extensions of Direct Medical Services: Not allowable as MAA are activities that are integral parts or extensions of direct medical services, such as patient follow-up, patient assessment, patient education, or counseling.