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## **ACTION MINUTES**

### **LAND USE & COMMUNITY DEVELOPMENT COMMITTEE**

June 2, 2017

**MEMBERS PRESENT:** Lynn A. Morgan, Supervisor, District III

Supervisor Morgan called the meeting to order at 9 a.m.

**AGENDA:** Approved.

**CORRESPONDENCE:** None.

**APPROVAL OF MINUTES:** Approval of the August 31, 2016 minutes was deferred to next meeting or when both members of the committee are present.

**PUBLIC MATTERS NOT ON THE AGENDA:** None

**ITEM 1. REVIEW OF AND DIRECTION TO STAFF REGARDING POSSIBLE FEE INCREASES FOR THE BUILDING DEPARTMENT AND THE ENVIRONMENTAL HEALTH DEPARTMENT**

(Present—Mike Israel, Environmental Health, Steve Stokes, Building Department, Chuck Iley, CAO)

The Building Department and Environmental Health were directed by the CAO to address the adjustment of fees to achieve total cost recovery. Fees for both department have not been adjusted for a number of years.

Steve Stokes, Building Department, said fee adjustments were being proposed in three steps and are based on projected revenue and costs for new construction. The attached International Code Council Building Valuation Data—February 2017 provides a standardized method to calculate a fee per square foot that most building departments' use. Mr. Stokes said he would like to adopt a fee schedule using this template. A different method of calculation would need to be used for those permits that are for other than new construction.

Mike Israel, Environmental Health, said the department's current hourly rate of \$96 was established in 2006 by Government Finance Research. Current calculations establish a new hourly rate of \$120. A spreadsheet comparing Amador County's current fees to those of five comparable counties and a spreadsheet comparing costs vs. revenue for Environmental Health programs were provided and discussed. Some services are not fee based; therefore it is difficult to recover costs. Environmental Health's budget is supplemented by health realignment in addition to the general fund.

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Chuck Iley, CAO, said adjusting fees upward over a three-year period would be preferred unless the Board wants something more drastic.

Mr. Israel is to revise Environmental Health's fees to increase current revenue to obtain 62% cost recovery over three years by spreading the cost out to those that can most afford it and so as not to impact those who can afford it the least. The Building Department's proposal can stand as presented.

**Committee Action:** The Committee directed Mr. Stokes and Mr. Israel to bring their proposed/revised fee schedules as discussed adjusting fees upward in three steps over a three year period back before the Land Use Committee for endorsement by both members. The matter, with the Committee's recommendation, would then go to the full Board for approval. Upon approval by the full Board, an ordinance is to be drafted and brought back before the Board for adoption.

The meeting adjourned at 10 a.m.