



COUNTY OF HUMBOLDT

For the meeting of: 11/28/2023

File #: 23-1373

To: Board of Supervisors
From: County Administrative Office

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:
Set Public Hearing for Adoption of Fee Updates

RECOMMENDATION(S):

That the Board of Supervisors:

1. Direct the Clerk of the Board to:
 - a. Schedule a public hearing on Tuesday, December 12, 2023, at 9:00 a.m., or as soon thereafter as the matter may be heard, for consideration of adoption of an ordinance updating the Humboldt County Schedule of Fees and Charges;
 - b. Post and publish the required pre-adoption summary of the ordinance and public hearing notice for updating the Humboldt County Schedule of Fees and Charges at least five (5) days intervening between the dates of the first and last publication, not counting such publication dates;
 - c. Make the data and documentation supporting the new fees available for public review at least ten (10) days prior to the public hearing; and
 - d. Post a certified copy of the full text of the proposed ordinance in the office of the Clerk of the Board of Supervisors at least five (5) days prior to the Board meeting at which the ordinance will be adopted [California Government Code Section 25124(b)(1)].

SOURCE OF FUNDING:

All Humboldt County funds receiving fee revenue

DISCUSSION:

Annually, Humboldt County departments review their fees and charges to determine whether they are sufficient to recoup costs associated with providing services to the public. The full fee schedule was updated on April 25, 2023, which amended and updated the Humboldt County Schedule of Fees and Charges, effective May 29, 2023, except for Planning and Building fees, which were effective June 26, 2023. California Government Code Sections 54986, 6062a and 66018 require that prior to adopting a resolution or ordinance approving a new fee or changing an existing fee, the Board of Supervisors provide notice of a public hearing, and then hold a public hearing at which time oral or written

presentations can be made. Staff recommends scheduling this year's public hearing for the Board meeting being held on December 12, 2023. The recommended actions complete the public notice process for that hearing.

FINANCIAL IMPACT:

There is no financial impact to scheduling the public hearing for consideration of adoption of an ordinance updating the Humboldt County Schedule of Fees and Charges. If approved by the Board of Supervisors, updated fees will be incorporated into departmental budgets as appropriated.

STAFFING IMPACT:

The revision of fees and charges allows departments to evaluate their fee revenues and ensure they are charging adequately for their costs including personnel costs. This is a vital process in maintaining staff to provide fee-driven services.

STRATEGIC FRAMEWORK:

The recommended actions support the following areas of the Board of Supervisors' Strategic Framework.

Core Roles: N/A

New Initiatives: Manage our resources to ensure sustainability of services

Strategic Plan: N/A

OTHER AGENCY INVOLVEMENT:

All entities, agencies or businesses impacted by specific fees.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may decline to direct that the notice of public hearing and proposed ordinance be posted and published. However, this alternative is not recommended, as adoption of new fees requires a properly noticed public hearing to be conducted.

ATTACHMENTS:

1. Summary of Ordinance Public Hearing Notice
2. Draft Fee Ordinance

PREVIOUS ACTION/REFERRAL:

Board Order No.: I-1

Meeting of: 4/25/2023

File No.: 23-417