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.23 Glenn County Master Fee Schedule

- **.23.1 Intent**

The Master Fee Schedule is established:

- A. To provide easier access to and a better understanding of all fees charged by the County of Glenn, the Board of Supervisors, departments and other agencies, and citizens; and
- B. To adopt fees that will reflect the cost of services provided by the personnel, facilities, or equipment of the County of Glenn; and
- C. To ensure that the taxes paid by the citizens of Glenn County are not being used to subsidize fee related services the County is providing to others; and
- D. To provide for the annual and/or semi-annual revision of the fees.

- **.23.2 Maintenance of the Master Fee Schedule**

The Department of Finance is responsible for the general maintenance and control of the Master Fee Schedule, including, but not limited to:

- A. Maintaining the Master Fee Schedule, after it has been established by the Board of supervisors; and
- B. The review of all requests for addition to, deletion of, or modification of fees or policy in the Master Fee Schedule; and
- C. Reviewing adopted and proposed fees to insure that the fees charged actually reflect the cost of services provided by personnel, facilities, or equipment of the County, to insure that the taxes paid by the citizens of Glenn County are not being used to subsidize fee related services the County is providing to others.

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.23.3 Department Responsibilities

All departments that charge fees to the public should strive to accomplish the objectives of the Master Fee Schedule and are responsible for:

- A. Including all fees that are charged to the public in the Master Fee Schedule; and
- B. Proposing fees that reflect the cost of services provided by the County; and
- C. Ensuring that any fees limited by State law are properly reflected in the Master Fee Schedule; and
- D. Providing for the annual and/or semi annual revision of fees; and
- E. Proposing changes in fees consistent with the intent of the Master Fee Schedule.

- ### **.23.4 Annual Review of Fees**

- A. The Department of Finance shall be responsible for coordinating an annual review and updating the Master Fee Schedule in conjunction with preparation of the annual budget.
- B. The general purpose of this review and updating is to adjust fees to reflect the annual budget and to implement any appropriate new fees. Although the need for new fees should be methodically considered during the annual update, new fees may be implemented and existing fees amended at any time during the year.

- ### **.23.5 Fee Revisions**

A. Any requested additions, revisions, or deletions of a fee item should be transmitted to the Department of Finance with the following information:

1. Fee description;
2. Proposed fee per unit;
3. Revenue impact;
4. Contact person information;
5. Justification for the requested addition or change;
6. If based on cost recovery, a calculation of the new or changed fee, and
7. Department head signature.

B. There are two procedures for revising the Master Fee Schedule: during the annual budget process and outside of the budget process.

1. During the budget process, as part of the Annual review, the Department of Finance will send each department their current applicable portion of the Master Fee Schedule.
 - (a) Departments shall review and return this Schedule with any modifications with above information.

(b) The Department of Finance will review and clarify the request for modification, assemble all requests, and prepare the necessary resolution changing the Master Fee Schedule for adoption by the Board at the time the Board approves the proposed budget.

2. To revise a fee outside of the budget process, the requesting department shall submit the above information to the Department of Finance. The Department of Finance will review and clarify the request and prepare the necessary Resolution changing the Master Fee Schedule for adoption by the Board.

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