

SAN BENITO COUNTY



Comprehensive User Fee Study

July 2018





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Executive Summary

The County of San Benito engaged Willdan Financial Services (Willdan) to determine the full costs incurred by the County to support the various activities for which the County charges user fees. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities. This report and the appendices herein identifies 100% full cost recovery for County services and the recommended level of recovery as determined through discussion with departmental staff.

The reality of the local government fee environment is that significant increases to achieve 100% cost recovery can often not be feasible, desirable, or appropriate depending on policy direction —particularly in a single year. The recommended fees identified herein are either at or less than full cost recovery.



User Fee Background

Background

As part of a general cost recovery strategy, local governments adopt user fees to fund programs and services that provide limited or no direct benefit to the community as a whole. As counties struggle to maintain levels of service and variability of demand, they have become increasingly aware of subsidies provided by the General Fund and have implemented cost-recovery targets. To the extent that governments use general tax monies to provide individuals with private benefits, and not require them to pay the full cost of the service (and, therefore, receive a subsidy), the government is limiting funds that may be available to provide other community-wide benefits. In effect, the government is using community funds to pay for private benefit. Unlike most revenue sources, counties have more control over the level of user fees they charge to recover costs, or the subsidies they can institute.

Fees in California are required to conform to the statutory requirements of the California Constitution, Proposition 218, and the California Code of Regulations. The Code also requires that the County Council adopt fees by either ordinance or resolution, and that any fees in excess of the estimated total cost of rendering the related services must be approved by a popular vote of two-thirds of those electors voting because the charge would be considered a tax and not a fee.

California User Fee History

Before Proposition 13, California counties were less concerned with potential subsidies and recovering the cost of their services from individual fee payers. In times of fiscal shortages, counties simply raised property taxes, which funded everything from police and recreation to development-related services. However, this situation changed with the passage of Proposition 13 in 1978.

Proposition 13 established the era of revenue limitation in California local government. In subsequent years, the state saw a series of additional limitations to local government revenues. Proposition 4 (1979) defined the difference between a tax and a fee: a fee can be no greater than the cost of providing the service; and Proposition 218 (1996) further limited the imposition of taxes for certain classes of fees. As a result, counties were required to secure a supermajority vote in order to enact or increase taxes. Since the public continues to resist efforts to raise local government taxes, counties have little control and very few successful options for new revenues. Compounding this limitation, the State of California took a series of actions in the 1990's and 2000's to improve the State's fiscal situation—at the expense of local governments. As an example, in 2004-05, the Educational Revenue Augmentation Funds (“ERAF”) take-away of property taxes and the reduction of Vehicle License Fees have severely reduced local tax revenues.

In addition, on November 2, 2010, California voters approved Proposition 26, the “Stop Hidden Taxes Initiative”, which is aimed at defining “regulatory fees” as a special tax rather than a fee, thus requiring approval by two-thirds vote of local voters. These regulatory fees are typically intended to mitigate the societal and environmental impacts of a business or person's activities. Proposition 26 contains seven categories of exceptions. The vast majority of fees that counties would seek to adopt will most likely fall into one or more of these exemptions.



Additional Policy Considerations

The recent trend for municipalities is to update their fee schedules to reflect the actual costs of certain public services primarily benefitting users. User Fees recover costs associated with the provision of specific services benefitting the user, thereby reducing the use of General Fund monies for such purposes.

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover support costs. Support costs are those costs relating to a local government's central service departments that are properly allocable to the local government's operating departments. Central services support cost allocations were incorporated using the resulting indirect overhead percentages determined through the Cost Allocation Plan. This plan was developed prior to the User Fee study to determine the burden placed upon central services by the operating departments in order to allocate a proportionate share of central service cost.

As labor effort and costs associated with the provision of services fluctuate over time, a significant element in the development of any fee schedule is that it has the flexibility to remain current. Therefore, it is recommended that the County include an inflationary factor in the resolution adopting the fee schedule to allow the County Council, by resolution, to annually increase or decrease the fees.

The County may employ many different inflationary factors. The most commonly used inflator is some form of the Consumer Price Index (CPI) as it is widely well known and accepted. A similar inflator is the implicit price deflator for GDP, which is much like the CPI except that while the CPI is based on the same "basket" of goods and services every year, the price deflators' "basket" can change year to year. Since the primary factor for the cost of a County's services is usually the costs of the personnel involved, tying an inflationary factor that connects more directly to the personnel costs can be suitable if there is a clear method, or current practice of obtaining said factor.

Each County should use an inflator that they believe works the best for their specific situation and needs. It is also recommended that the County perform this internal review annually with a comprehensive review of services and fees performed every three to five years, which would include adding or removing fees for any new or eliminated programs/services.



Study Objective

As the County of San Benito seeks to efficiently manage limited resources and adequately respond to increased service demands, it needs a variety of tools. These tools provide assurance that the County has the best information and the best resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of the County administration and its constituency. Given the limitations on raising revenue in local government, the County recognizes that a User Fee Study is a very cost-effective way to understand the total cost of services and identify potential fee deficiencies. Essentially, a User Fee is a payment for a requested service provided by a local government that primarily benefits an individual or group.

The total cost of each service included in this analysis is based on the full cost of providing County services, including direct salaries and benefits of County staff, direct departmental costs, and indirect costs from central service support. This study determines the full cost recovery fee for the County to provide each service; however, each fee is set at the County's discretion, up to 100% of the total cost, as specified in this report.

The principle goal of the study was to help the County determine the full cost of the services that the County provides. In addition, Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying subsidy amount, if applicable, of each fee in the model
- Enhancing fairness and equity
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with County policies and goals

The study results will help the County better understand its true costs of providing services and may serve as a basis for making informed policy decisions regarding the most appropriate fees, if any, to collect from individuals and organizations that require individualized services from the County.

Scope of the Study

The scope of this study encompasses a review and calculation of the user fees charged by the following San Benito County departments and fee groups:

- Agricultural Commissioner/Sealer of Weights & Measurements
- Assessor
- Building
- Clerk of the Board
- Code Enforcement
- Emergency Medical Services
- Environmental Health



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- Geographic Information Systems
 - Library
 - Mental Health
 - Planning
 - Probation
 - Public Health
 - San Benito County Sherriff's Office
 - Tax Collector

The study involved the identification of existing and potential new fees, fee schedule restructuring, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery levels.

Aim of the Report

The User Fee Study focused on the cost of County services, as County staff currently provides them at existing, known, or reasonably anticipated service and staff levels. This report provides a summary of the study results, and a general description of the approach and methods Willdan and County staff used to determine the recommended fee schedule. The report is not intended to document all of the numerous discussions throughout the process, nor is it intended to provide influential dissertation on the qualities of the utilized tools, techniques, or other approaches.



Project Approach and Methodology

Conceptual Approach

The basic concept of a User Fee Study is to determine the “reasonable cost” of each service provided by the County for which it charges a user fee. The full cost of providing a service may not necessarily become the County’s fee, but it serves as the objective basis as to the maximum amount that may be collected.

The standard fee limitation established in California law for property-related (non-discretionary) fees is the “estimated, reasonable cost” principle. In order to maintain compliance with the letter and spirit of this standard, every component of the fee study process included a related review. The use of budget figures, time estimates, and improvement valuation clearly indicates reliance upon estimates for some data.

Fully Burdened Hourly Rates

The total cost of each service included in this analysis is primarily based on the Fully Burdened Hourly Rates (FBHRs) that were determined for County personnel directly involved in providing services. The FBHRs include not only personnel salary and benefits, but also any costs that are reasonably ascribable to personnel. The cost elements that are included in the calculation of fully burdened rates are:

- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Internal Service Costs charged to each department
- Indirect County-wide overhead costs calculated through the Cost Allocation Plan

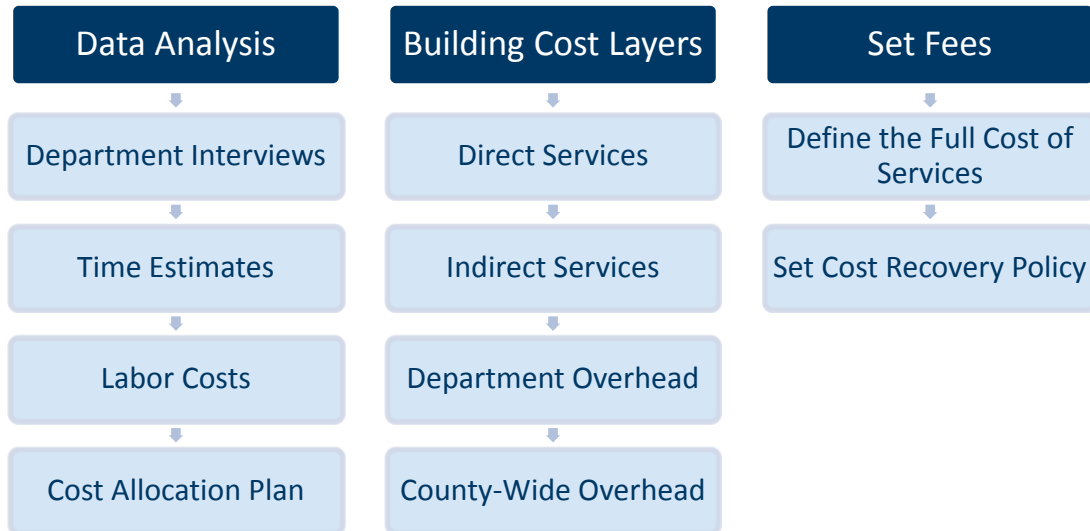
An important factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to account for calculated or anticipated hours’ employees are involved in non-billable activities such as paid vacation, sick leave, emergency leave, holidays, and other considerations as necessary. Dividing the full cost by the number of productive hours provides the FBHR.

The FBHRs are then used in conjunction with time estimates, when appropriate, to calculate a fees' cost based on the personnel and the amount of their time that is involved in providing each service.



Summary Steps of the Study

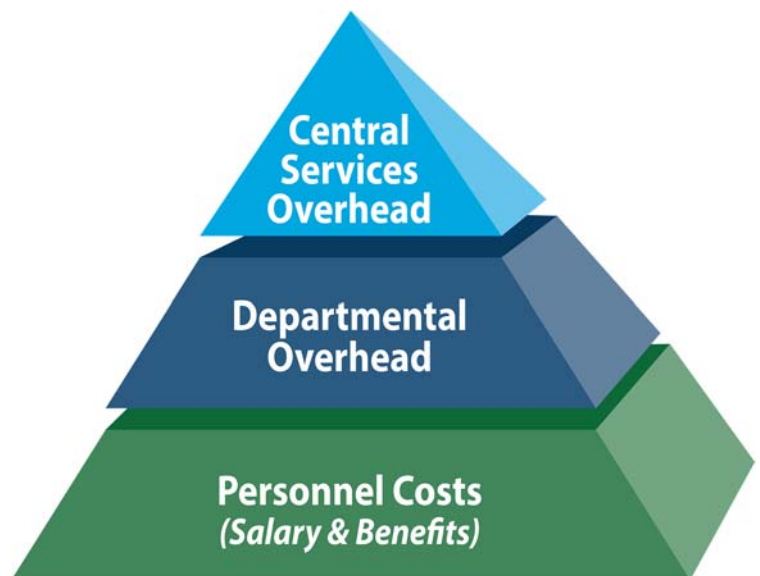
The methodology to evaluate most User Fee levels is straightforward and simple in concept. The following list provides a summary of the study process steps:



Allowable Costs

This report identifies three types of costs that, when combined, constitute the fully burdened cost of a service (**Appendix A**). Costs are defined as direct labor, including salary and benefits, departmental overhead costs, and the County’s central services overhead, where departmental and central service overhead costs constitute support costs. These cost types are defined as follows:

- **Direct Labor (Personnel Costs):** The costs related to staff salaries for time spent directly on fee-related services.
- **Departmental Overhead:** A proportional allocation of departmental overhead costs, including operation costs such as supplies and materials that are necessary for the department to function.
- **Central Services Overhead:** These costs, detailed in the County’s Cost Allocation Plan, represent services provided by those Central Services Departments whose primary function is to support other County departments.





Methodology

The three methods of analysis for calculating fees used in this report are the:

Case Study Method (Standard Unit Cost Build-Up Approach): This approach estimates the actual labor and material costs associated with providing a unit of service to a single user. This analysis is suitable when County staff time requirements do not vary dramatically for a service, or for special projects where the time and cost requirements are easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with County staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

Programmatic Approach: The standard Case Study approach relies upon the detailed analysis of specific time estimates, salaries and benefits, expenditures, and overhead costs. In many instances, the underlying data are not available or vary widely, leaving a standard unit cost build-up approach impractical. In addition, market factors and policy concerns (as opposed to actual costs) tend to influence fee levels more than other types of services. With these general constraints, and to maximize the utility of this analysis, Willdan employed a different methodology where appropriate to fit the programs' needs and goals.

Valuation Based Fees: This manner of collection is used when the valuation of the improvement can be used as a proxy for the amount of effort it would take for County staff to complete the service provided. More specifically, this approach is commonly used for certain User Fees in the Building Division. The County utilizes the new construction pricing index published by the International Code Council bi-yearly to determine the project value. Land is not included in the valuation.

Quality Control/Quality Assurance

All study components are interrelated, thus flawed data at any step in the process will cause the ultimate results to be inconsistent and unsound. The elements of our Quality Control process for User Fee calculations include:

- Involvement of knowledgeable County staff
- Clear instructions and guidance to County staff
- Reasonableness tests and validation
- Normalcy/expectation ranges
- FTE balancing
- Internal and external reviews
- Cross-checking

Reasons for cost increases/decreases over current fees

Within the fee tables in **Appendix C**, the differences identified between the full costs calculated through the study and the fee levels currently in effect. The reasons for differences between the two can arise from a number of possible factors including:



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- Previous fee levels may have been set at levels less than full cost intentionally, based on policy decisions
 - Staffing levels and the positions that complete fee and service activity may vary from when the previous costs were calculated
 - Personnel and materials costs could have increased at levels that differed from any inflationary factors used to increase fees since the last study
 - Costs that this study has identified as part of the full cost of services may not have been accounted for in a previous study
 - Departmental overhead and administration costs
 - Indirect overhead from the Cost Allocation Plan
 - Changes in processes and procedures within a department, or the County as a whole

County Staff Contributions

As part of the study process, Willdan received tremendous support and cooperation from County staff, which contributed and reviewed a variety of components to the study, including:

- Budget and other cost data
- Staffing structures
- Fee and service structures, organization, and descriptions
- Direct and indirect work hours (billable/non-billable)
- Time estimates to complete work tasks
- Frequency and current fee levels
- Review of draft results and other documentation

A User Fee Study requires significant involvement of the managers and line staff from the departments—on top of their existing workloads and competing priorities. The contributions from County staff were critical to this study. We would like to express our appreciation to the County and its staff for their assistance, professionalism, positive attitudes, helpful suggestions, responsiveness, and overall cooperation.



San Benito County User Fees

Cost Recovery

The cost recovery models, by department/division fee type, are presented in detail in **Appendix C**. Full cost recovery is determined by summing the estimated amount of time each position (in increments of minutes or hours) spends to render a service. Time estimates for each service rendered were predominately determined by Willdan and County Staff through a time and materials survey conducted for each department/division fee included in the study. The resulting cost recovery amount represents the total cost of providing each service. The County's current fee being charged for each service, if applicable, is provided in this section, as well, for reference.

It is important to note that the time and materials survey used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service. Specifically, in providing services, a number of employees are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

The principle goal of this study was to identify the cost of County services, to provide information to help the County make informed decisions regarding the actual fee levels and charges. The responsibility to determine the final fee levels is a complicated task. County staff must consider many issues in formulating recommendations, and the County Council must consider those same issues and more in making the final decisions.

County staff assumes the responsibility to develop specific fee level recommendations to present to the County Council. Unfortunately, there are no hard and fast rules to guide the County, since many of the considerations are based on the unique characteristics of the County of San Benito, and administrative and political discretion. However, in setting the level of full cost recovery for each fee, one should consider whether the service solely benefits one end user or the general community.

Subsidization

Recalling the definition of a user fee helps guide decisions regarding subsidization. The general standard is that individuals (or groups) whom receive a wholly private benefit should pay 100% of the full cost of the services. In contrast, services that are simply public benefit should be funded entirely by the general fund's tax dollars. Unfortunately, for the decision makers, many services fall into the range between these two extremes. The graphic on the following page illustrates the potential decision basis.

Further complicating the decision, opponents of fees often assert that the activities subject to the fees provide economic, cultural, "quality of life," or other community benefits that exceed the costs to the County.

It is recommended the County consider such factors during its deliberations regarding appropriate fee levels.



Of course, subsidization can be an effective public policy tool, since it can be used to reduce fees to encourage certain activities (such as compliance inspections to ensure public safety) or allow some people to be able to afford to receive services they otherwise could not at the full cost. In addition, subsidies can be an appropriate and justifiable action, such as to allow citizens to rightfully access services, without burdensome costs.

Despite the intent, it is important for the County and public to understand that subsidies must be covered by another revenue source, such as the General Fund. Therefore, the general taxpayer will potentially help to fund private benefits, and/or other County services will not receive funds that are otherwise directed to cover subsidies.

Impact on Demand (Elasticity)

Economic principles of elasticity suggest that increased costs for services (higher fees) will eventually curtail the demand for the services; whereas lower fees may spark an incentive to utilize the services and encourage certain actions. Either of these conditions may be a desirable effect to the County. However, the level of the fees that would cause demand changes is largely unknown. The Cost of Service Study did not attempt to evaluate the economic or behavioral impacts of higher or lower fees; nevertheless, the County should consider the potential impacts of these issues when deciding on fee levels.

Summary

If the County's principal goal of this study were to maximize revenues from user fees, Willdan would recommend setting user fees at 100% of the full cost identified in this study. However, we understand that revenue enhancement is not the only goal of a cost of service study, and sometimes full-cost recovery is not needed, desired, or appropriate. Other County and departmental goals, County Council priorities, policy initiatives, past experience, implementation issues, and other internal and external factors may influence staff recommendations and County Council decisions. In this case, the proper identification of additional services (new or existing services) and creation of a consistent and comprehensive fee schedule was the primary objective of this study. County staff has reviewed the full costs and identified the "recommended fee levels" for consideration by County Council. The attached appendices exhibit these unit fees individually.

The preceding sections provide background for each department or division and the results of this study's analysis of their fees. For the full list of each fee's analysis, refer to **Appendix C** of this report.



Agricultural Commissioner/Sealer of Weights & Measures

The County Agricultural Commissioner is charged with the protection and promotion of California's agriculture, the protection of the environment as well as the protection of the public's health and safety. In addition, the Agricultural Commissioner is also the County Sealer of Weights and Measures, which involves the protection of consumers and industry through the regulation of all weighing and measuring devices used in commercial transactions.

Analysis

Willdan individually reviewed the services associated with the Agricultural Commissioner/Sealer of Weights & Measures. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The majority of fees are set according to statutes and regulations. The analysis of the two Agricultural Commissioner/Sealer of Weights & Measures services that are not limited by law relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for County Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that their current fees are undercovering the cost of providing service, but staff is recommending no change in the suggested fee. There are no recommended changes to the fee amounts as most fees are currently set by statute or ordinance as detailed in [Appendix C](#).



Assessor

The Assessor's primary task is to determine the taxable value (assessment) of all real and personal property within the county and for preparing the regular and supplemental property tax rolls with integrity and fairness in accordance with the California Constitution and laws and regulations of the State of California and State Board of Equalization.

Analysis

Willdan individually reviewed the services associated with the Assessor. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Assessor services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for County Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. It is recommended that the County set Assessor fees at or near 100% cost recovery for most fees. As a result, there would be an increase to 9 fees, and 9 fees would remain as currently set as detailed in [Appendix C](#). The average fee increase for Assessor would be a 11%.



Building

The Building Division reviews plans and issues building permits for compliance with the Uniform Building Code, Uniform Fire Code, National Electric Code, Uniform Plumbing Code and various other building codes.

Analysis

Willdan individually reviewed the services and programs associated with Building Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Building relied primarily upon a standard unit cost build-up approach (except for fees related to the Building Permit), whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for County Central Services. It is recommended that the County set Building services at or near 100% cost recovery. As a result, there would be an increase to 32 fees, 5 fees would remain as currently set, 1 fee would decrease, 38 new fees would be added, and 2 fees would go from a flat fee to valuation based as detailed in **Appendix C**. The average fee increase would be a 55%, and there would still be an average 7% subsidy for these services.

In addition to the fees listed under Building, the Building Permit fees are also provided by this department. For the Building Permit fees, valuation is used as a proxy for measuring the amount of effort needed to provide services. This method is an industry standard widely used by other jurisdictions to evaluate the cost of providing service. It is generally understood that the larger and more complex a project is, more time and effort that is required to provide the service. Project valuation also follows that trend, and so by using a combination of either project valuation or historical revenue figures along with a multiplier or cost recovery analysis for historical and anticipated future trends, current cost recovery along with variability in charges due to project type and scale is determined. The analysis found that the current Building Permit program is operating at 84% cost recovery. Staff is recommending that full cost be recovered, and it is recommended that the department implement the most up to date valuation tables, and perform the same update on an annual basis to keep up with the changes in construction costs. The updated Building Permit table is detailed in **Appendix C**.



Clerk of the Board

The Clerk of the Board is committed to ensuring quality public service to County residents, elected officials, and staff by providing timely, accurate and accessible information regarding the public meetings of the Board of Supervisor and its boards and commissions.

Analysis

Willdan individually reviewed the services associated with the Clerk of the Board. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Clerk of the Board services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for County Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. It is recommended that the County set Clerk of the Board fees at or near 100% cost recovery for most fees. As a result, there would be an increase to 1 fee, a decrease to 1 fee, 2 fees would remain as currently set, and 2 fees went from flat fee to actual cost as detailed in [Appendix C](#).



Code Enforcement

Code Enforcement reviews all property for property maintenance, compliance with the sign ordinance, adopted conditions of approval, local, state and federal law, and zoning, building and engineering codes.

Analysis

Willdan individually reviewed the services associated with the Code Enforcement. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The fees listed under the Code Enforcement are primarily penalties meant to deter undesirable activities. There are additional services in the fee schedule that are set based on factors outside the control of the Department such as Government codes and previously established resolutions. Those fees should remain at their designated levels as detailed in [Appendix C](#).



Emergency Medical Services

The Emergency Medical Services Program works to provide the efficient delivery of emergency medical care to the citizens of San Benito County. This Emergency Medical Services program, including Advanced Life Support (ALS) Services, provides for advanced life support services, coordination and oversight of medical protocols, personnel, training, equipment, and the administration of the Emergency Medical Services Program.

Analysis

Willdan individually reviewed the services and programs associated with the Emergency Medical Services. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Emergency Medical services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for County Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most services are being subsidized by the current fee levels. It is recommended that the County set Emergency Medical Service fees at or near 100% cost recovery for most fees, while retaining subsidies for select fees to promote access to some services. As a result, there would be an increase to 17 fees, a decrease to 4 fees, 1 fee would remain as currently set, and 5 new fees would be added as detailed in **Appendix C**. The average fee increase for Emergency Medical Services would be a 10%.



Environmental Health

Environmental Health reflects the continued assessment, preservation, and improvement of environmental conditions and circumstances that affect the health and safety of the community.

Analysis

Willdan individually reviewed the services associated with the Environmental Health. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Finance services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for County Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most services are currently being subsidized. It is recommended that the County set Environmental Health fees at or near 100% cost recovery for most fees. As a result, there would be an increase to 155 fees, a decrease to 5 fees, 23 fees would remain as currently set, and 9 new fees would be added as detailed in [Appendix C](#). The average fee increase for Environmental Health would be a 3%.



Geographic Information Systems

GIS provides spatial analysis, cartographic products, demographic services, census preparation, and data analysis in support of land use planning and permitting processes for county departments, councils of governments, cities, community-based organizations and the public.

Analysis

Willdan individually reviewed the services associated with the Geographic Information Systems. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Geographic Information Systems services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for County Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. Staff is recommending fee changes as detailed in [Appendix C](#). As a result, there would be an increase to 17 fees, a decrease to 1 fee, 5 fees would remain as currently set, and 1 new fee will be added as detailed in [Appendix C](#). The average fee increase for Geographic Information Systems would be a 11%.



Library

The San Benito County Library works to inform, educate, and culturally enrich the entire community by providing books, periodicals, facilities, Internet service and professional services for county residents.

GIS provides spatial analysis, cartographic products, demographic services, census preparation, and data analysis in support of land use planning and permitting processes for county departments, councils of governments, cities, community-based organizations and the public.

Analysis

Willdan individually reviewed the services and programs associated with the Library. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The services included in Library are a mixture of fines and user fees. The fines are set to deter the listed activities, and the analysis of the user fees relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for County Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. All fees are proposed to stay at their current levels as detailed in [Appendix C](#), and the subsidy levels for user fee services are shown.



Mental Health

The Mental Health Department works to provide quality care for people who experience severe or chronic psychological and emotional distress. Care is provided in a manner tailored to meet the needs of each individual to improve the management of their symptoms, the achievement of their personal goals, and to develop skills and supports leading to living the most constructive and satisfying lives possible in the least restrictive settings.

Analysis

Willdan individually reviewed the services and programs associated with the Mental Health Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

Most fees in the Mental Health Department are currently set by the State. Those fees should remain at their designated levels as detailed in **Appendix C**. One fee relied upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for County Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. It is recommended that the County increase that fee, but it would retain a substantial subsidy.



Planning

The Planning & Building Services Department implements a framework for introducing safety considerations into the land-use planning process; helps identify and mitigate hazards for new development and strengthens existing codes throughout the County.

Analysis

Willdan individually reviewed the services and programs associated with Planning. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of services in Planning fees relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for County Central Services. Willdan then compared the calculated full cost against the current fee amount to determine whether the current fee is recovering the costs associated with the requested service. Some fees also contain a deposit aspect to allow for more precise accounting of costs on a project by project basis. This fee format allows for the establishment of flat fee amounts for aspects of services that do not vary greatly, and utilizes deposits for service aspects that do vary. Deposits are set at reasonable levels based on staff experience. It is recommended the County set fees at or near 100% cost recovery for most fees. As a result, there would be an increase to 39 fees, a decrease to 3 fees, 10 new fees would be created, and 3 fees would remain as currently set as detailed in [Appendix C](#). The average fee increase for Planning is estimated to be at around 55% for flat fee services.



Probation

The Probation Department provides a wide range of administrative, rehabilitative, investigative, supervision, and Court services for adult and juvenile offenders. By accurately assessing offenders, the Probation Department is able to reduce incarceration costs and stabilize offenders.

Analysis

Willdan individually reviewed the services associated with the Probation Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The fees listed under the Probation Department are primarily penalties meant to deter undesirable activities. Some were calculated using a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for County Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. Due to the suggested fee levels in [Appendix C](#), the average fee increase would be 53%, and the proposed subsidy levels are also detailed per service. As a result, there would be an increase to 10 fees, and 1 new fee would be added.



Public Health

The San Benito County Public Health Department works in partnership with the community to ensure optimal health and well-being of all people by preventing disease, injury and disability, promoting physical and mental health and protecting from health hazards.

Analysis

Willdan individually reviewed the services associated with the Public Health Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the Public Health services relied upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for County Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. Due to the suggested fee levels in **Appendix C**, the average fee increase is 49%, and the proposed subsidy levels are also detailed per service. As a result, there would be an increase to one fee and the other two would remain at their current State mandated levels.



County of San Benito Sheriff's Office

The Sheriff's Department works in partnership with the community to maintain a high level of safety for San Benito County citizens. The Sheriff consistently enforces state laws, county ordinances, and deputies patrol in the unincorporated areas of the county.

Analysis

Willdan individually reviewed the services associated with the Sheriff's Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The fees listed under the Sheriff's Department are primarily fees set by a penal code meant to deter undesirable activities. Some were calculated using a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for County Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. As a result of the suggested fees, there would be an increase to 2 fees, 8 new fees would be added, and all others would remain at their current levels as detailed in [Appendix C](#).



Tax Collector

The Tax Collector is responsible for accurately and efficiently billing, collecting, and accounting for all real and personal property taxes levied in the county as directed by State and local law. The Tax Collector also works to help the public in understanding all property tax information.

Analysis

Willdan individually reviewed the services associated with the Tax Collector. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Tax Collector services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for County Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. Due to the suggested fee levels in **Appendix C**, there would be an increase to 25 fees, a decrease to 8 fees, and 42 fees would remain at their current levels. The average fee change is a decrease of 2%.



Appendix A – Total Allowable Cost to be Recovered

Below are the total allowable costs that may be recovered through User Fees; however, only a percentage of the total allowable cost is realized as staff not only works on services related to User Fees, but also works on an array of other County functions during the operational hours of the County. The amounts listed below will not reconcile to County budgets as costs that should not be included in overhead for personnel in the application of determining fully burdened hourly rates were excluded. Examples of these costs are capital, debt, monetary transfers, contract costs, and any other costs that is charged directly to the service requestor. The overhead percentages are used in calculating the fully burdened hourly rates to recovery proportionate cost while employees work on recoverable services.

San Benito County - User Fee Indirect Cost Allocation Summary

Department	Salary and Benefits	Operating, indirect & Administrative Costs	Direct & Indirect Overhead %
911- County Communications	42,255	55,521	131.4%
Agricultural Commissioner	739,830	292,202	39.5%
Assessor	1,588,529	386,599	24.3%
Auditor	1,125,806	244,364	21.7%
Board of Supervisors	380,573	203,312	53.4%
Buildings & Grounds Maintenance	277,760	49,050	17.7%
Child Support Services	1,319,946	282,857	21.4%
Clerk of the Board	155,513	118,390	76.1%
COG/Transit	649,622	14,873	2.3%
Corrections	3,663,515	2,255,794	61.6%
County Administrative Office	766,436	92,550	12.1%
County Clerk	137,581	37,963	27.6%
County Counsel	673,910	109,690	16.3%
County Library	612,328	348,557	56.9%
District Attorney	1,346,120	305,081	22.7%
Emergency Medical Services	168,711	38,856	23.0%
Gang Prevention Program	184,881	19,185	10.4%
Geographic Information System	101,635	62,762	61.8%
Human Resources	475,691	121,375	25.5%
Information Technology	367,059	242,050	65.9%
Integrated Waste Management	79,690	50,350	63.2%
Juvenile Hall	1,173,909	576,094	49.1%
Mental Health	4,872,745	2,776,300	57.0%
Office Of Emergency Services	212,522	64,804	30.5%
Planning	893,242	637,911	71.4%



Appendix B – Fully Burdened Hourly Rates

Below are fully burdened hourly rates of staff positions that provide for the services detailed in [Appendix C](#). The FBHRs were used to determine the full cost of each service. They include the salary and benefit costs for each position as well as all applicable overhead amounts for each position. For positions in central service departments, such as the County Clerk and Finance, what is shown is the salary and benefit rate only, as the overhead of central service departments is recovered through the cost allocation plan. When a central service department position works on a fee or project in the purview of an operating department, the overhead rates of the operating department (shown in [Appendix A](#)) will be applied to that central service positions’ salary and benefit rate for full cost recovery. For any user fee service request that is outside the scope of the fees detailed in [Appendix C](#), or for services for which there is no fee currently set, the County can charge up to the full cost of the FBHR for personnel involved.

San Benito County- User Fee Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
911- County Communications	911- County Communications - Multi-Service Officer	127.18
Agricultural Commissioner	Agricultural Commissioner - Account Clerk II	51.82
Agricultural Commissioner	Agricultural Commissioner - Ag Commissioner/Sealer W&M	161.29
Agricultural Commissioner	Agricultural Commissioner - Deputy Agricultural Commi/Sealer	126.64
Agricultural Commissioner	Agricultural Commissioner - Secretary II	61.28
Agricultural Commissioner	Agricultural Commissioner - Ag Inspector	78.62
Assessor	Assessor - APPRAISER I	58.98
Assessor	Assessor - Appraiser III	78.48
Assessor	Assessor - Assessment Clerk III	61.04
Assessor	Assessor - Assessor	158.63
Assessor	Assessor - Assessor Office Manager	72.47
Assessor	Assessor - Assistant Assessor	126.73
Assessor	Assessor - Auditor-Appraiser III	79.74
Assessor	Assessor - Computer Mapping Specialist	45.91
Assessor	Assessor - Supervising Appraiser	89.05
Assessor	Assessor - Supervising Auditor-Appraiser	89.05
Assessor	Assessor - Appraiser II	71.38
Assessor	Assessor - Property Transfer Assessment Tech/Appraiser I	58.98
Auditor	Auditor - Accounting Technician	53.74
Auditor	Auditor - Assistant Auditor	112.12
Auditor	Auditor - Auditor-Accountant III	95.74
Auditor	Auditor - Payroll Technician	58.01
Auditor	Auditor - Property Tax Specialist	77.38
Board of Supervisors	Board of Supervisors - Supervisor - District 1	64.56
Board of Supervisors	Board of Supervisors - Supervisor - District 2	64.56
Board of Supervisors	Board of Supervisors - Supervisor - District 3	64.56
Board of Supervisors	Board of Supervisors - Supervisor - District 4	64.56
Board of Supervisors	Board of Supervisors - Supervisor - District 5	64.56
Buildings & Grounds Maintenance	Buildings & Grounds Maintenance - B&G Maint Worker II	50.79
Buildings & Grounds Maintenance	Buildings & Grounds Maintenance - WORK CREW SUPERVISOR	52.62
Child Support Services	Child Support Services - Accounting Technician	53.34
Child Support Services	Child Support Services - Child Support Acctng Specialist	60.66
Child Support Services	Child Support Services - Child Support Branch Manager	80.71



San Benito County- User Fee Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Child Support Services	Child Support Services - Child Support Specialist II	55.03
Child Support Services	Child Support Services - Child Support Specialist III	59.90
Child Support Services	Child Support Services - Child Support Supervisor	68.18
Child Support Services	Child Support Services - Office Assistant III	45.66
Clerk of the Board	Clerk of the Board - Assistant Board Clerk	83.55
Clerk of the Board	Clerk of the Board - Clerk of the Board	89.91
COG/Transit	COG/Transit - Administrative Servs Specialist	57.47
COG/Transit	COG/Transit - Executive Director- COG	118.12
COG/Transit	COG/Transit - Heavy Equipment Mechanic III	56.48
COG/Transit	COG/Transit - Office Assistant I/II	35.01
COG/Transit	COG/Transit - SECRETARY II	45.40
COG/Transit	COG/Transit - Transportation Planner III	65.60
Corrections	Corrections - Correctional Officer III	98.65
Corrections	Corrections - Correctional Sergeant	132.12
Corrections	Corrections - Sheriff'- Coroner	262.28
Corrections	Corrections - Sheriff's Lieutenant -Correction	183.46
Corrections	Corrections - Correctional Officer I	82.76
Corrections	Corrections - Correctional Officer II	90.32
Corrections	Corrections - Sheriff	297.44
County Administrative Office	County Administrative Office - Assistant CAO	160.72
County Administrative Office	County Administrative Office - County Administrative Officer	188.60
County Administrative Office	County Administrative Office - Deputy CAO	136.42
County Administrative Office	County Administrative Office - Executive Secretary/Safety Prgm	53.17
County Administrative Office	County Administrative Office - Management Analyst III	88.36
County Clerk	County Clerk - Assistant County Clerk-Recorder	130.19
County Clerk	County Clerk - CARE ISD	67.44
County Clerk	County Clerk - County Clerk- Auditor-Recorder	186.31
County Clerk	County Clerk - Deputy County Clerk-Rec Elec III	52.09
County Clerk	County Clerk - SR DEPUTY CLERK-REC-ELEC	61.62
County Clerk	County Clerk - Staff Analyst	87.90
County Counsel	County Counsel - Assistant County Counsel	114.07
County Counsel	County Counsel - County Counsel	190.23
County Counsel	County Counsel - Deputy County Counsel III	100.22
County Counsel	County Counsel - Paralegal	53.08
County Library	County Library - County Librarian	162.86
County Library	County Library - Librarian II	85.11
County Library	County Library - Library Assistant II	61.46
County Library	County Library - Library Technician	69.65
District Attorney	District Attorney - Account Clerk II	45.57
District Attorney	District Attorney - Assistant District Attorney	120.75
District Attorney	District Attorney - DA Investigator II	114.69
District Attorney	District Attorney - Deputy District Attorney III	106.04
District Attorney	District Attorney - District Attorney	197.03
District Attorney	District Attorney - Office Assistant II	42.54
District Attorney	District Attorney - Office Assistant III	46.13
Emergency Medical Services	Emergency Medical Services - EMERGENCY MEDICAL SERVS MANAGER	98.79
Emergency Medical Services	Emergency Medical Services - Secretary II	54.05
Gang Prevention Program	Gang Prevention Program - Gang Prevention Coordinator	77.37
Gang Prevention Program	Gang Prevention Program - Secretary II	48.99
Geographic Information System	Geographic Information System - GIS Analyst	103.74



San Benito County- User Fee Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Human Resources	Human Resources - Account Clerk II	46.82
Human Resources	Human Resources - Accountant I -> public health	61.89
Human Resources	Human Resources - Accounting Technician	55.14
Human Resources	Human Resources - Accounting Technician -> hhsa	55.14
Human Resources	Human Resources - Administrative Services Specialist	71.74
Human Resources	Human Resources - CalWorks Supervisor	75.24
Human Resources	Human Resources - Department Fiscal Officer	99.83
Human Resources	Human Resources - Deputy CAO-HR	152.79
Human Resources	Human Resources - Deputy Director- HHSA	127.24
Human Resources	Human Resources - Director-Health & Human Services	176.78
Human Resources	Human Resources - Eligibility Supervisor I	63.27
Human Resources	Human Resources - Eligibility Worker II	51.25
Human Resources	Human Resources - Eligibility Worker III	55.71
Human Resources	Human Resources - Eligibility Worker III - LTP 6 MONTHS	55.14
Human Resources	Human Resources - Emergency Services Specialist	78.27
Human Resources	Human Resources - Employment & Train Ser Coun II	60.12
Human Resources	Human Resources - Employment & Train Ser Coun III	63.27
Human Resources	Human Resources - Employment & Train Supervisor	75.24
Human Resources	Human Resources - Employment & Training Supervisor	75.24
Human Resources	Human Resources - Employment Training Supervisor I	75.24
Human Resources	Human Resources - Employment Training Worker I/II - > hhsa	60.12
Human Resources	Human Resources - Environmental Health Manager	100.79
Human Resources	Human Resources - Environmental Health Special III	96.46
Human Resources	Human Resources - Health Assistant	47.20
Human Resources	Human Resources - Health Education Associate II	68.38
Human Resources	Human Resources - Human Resources Analyst	63.23
Human Resources	Human Resources - Human Resources Technician	60.11
Human Resources	Human Resources - Information Systems Technician	66.34
Human Resources	Human Resources - Integrated Case Worker I	55.71
Human Resources	Human Resources - Integrated Case Worker I -> hhsa	55.71
Human Resources	Human Resources - Integrated Case Worker III	66.05
Human Resources	Human Resources - Legal Secretary II	55.71
Human Resources	Human Resources - Migrant Housing Manager	63.24
Human Resources	Human Resources - Occupational Therapist I/II	93.48
Human Resources	Human Resources - Office Assistant III	47.20
Human Resources	Human Resources - Office Services Supervisor	55.71
Human Resources	Human Resources - OFFIICE ASSISTANT III	47.20
Human Resources	Human Resources - Parks & Grounds Worker II	49.16
Human Resources	Human Resources - Physical Therapist II	93.48
Human Resources	Human Resources - Program Manager	86.83
Human Resources	Human Resources - Public Health Administrator/Director of Nursing	129.01
Human Resources	Human Resources - Public Health Nurse IV	93.48
Human Resources	Human Resources - Public Health Officer	228.30
Human Resources	Human Resources - Screener	47.20
Human Resources	Human Resources - Secretary II	55.71
Human Resources	Human Resources - SERVICES SUPPORT ASST	55.71
Human Resources	Human Resources - Social Work Supervisor II	88.60
Human Resources	Human Resources - Social Worker IV	77.59
Human Resources	Human Resources - Staff Analyst	87.99
Human Resources	Human Resources - Staff Service Analyst II	71.09



San Benito County- User Fee Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Human Resources	Human Resources - Staff Services Specialist	61.65
Human Resources	Human Resources - STAFF SERVS MANAGER	99.83
Human Resources	Human Resources - STAFF SERVS SPECIALIST	61.65
Human Resources	Human Resources - Supervising PH Nurse	96.46
Human Resources	Human Resources - SYSTEM SUPPORT ANALYST	71.09
Human Resources	Human Resources - Vocational Assistant	47.20
Human Resources	Human Resources - Welfare Fraud Investigator	65.74
Information Technology	Information Technology - Database Manager Administrator	103.18
Information Technology	Information Technology - Desktop Server Manager	105.03
Information Technology	Information Technology - Information Technology Manager	144.14
Information Technology	Information Technology - IT Support Technician II	87.71
Information Technology	Information Technology - Server/Network Administrator	122.02
Integrated Waste Management	Integrated Waste Management - RECYCLING RESOURCE RECOVERY COORD	10.01
Integrated Waste Management	Integrated Waste Management - Staff Analyst	13.80
Juvenile Hall	Juvenile Hall - Juvenile Hall Superintendent	126.43
Juvenile Hall	Juvenile Hall - Juvenile Institution Officer II	78.90
Juvenile Hall	Juvenile Hall - Juvenile Institution Officer III	89.87
Juvenile Hall	Juvenile Hall - Office Assistant III	51.70
Mental Health	Mental Health - Account Clerk III	63.38
Mental Health	Mental Health - Accountant I	77.40
Mental Health	Mental Health - Accountant III	105.26
Mental Health	Mental Health - Administrative Servs Specialist II	115.15
Mental Health	Mental Health - Assistant Director - BH	165.18
Mental Health	Mental Health - Behavioral Health Clinician Sprv	125.46
Mental Health	Mental Health - Director- Behavioral Health	209.76
Mental Health	Mental Health - Mental Health Case Manager II	81.55
Mental Health	Mental Health - Mental Health Case Manager Super	88.91
Mental Health	Mental Health - Mental Health Clinician II	110.33
Mental Health	Mental Health - Mental Health Nurse II	105.52
Mental Health	Mental Health - Office Assistant III	59.03
Mental Health	Mental Health - Office Services Supervisor	69.67
Mental Health	Mental Health - Quality Improvement Supervisor	126.18
Mental Health	Mental Health - Vocational Assistant	59.03
Mental Health	Mental Health - Administrative Servs Specialist	95.48
Mental Health	Mental Health - Office Assistant II	55.96
Office Of Emergency Services	Office Of Emergency Services - Emergency Services Manager	101.85
Office Of Emergency Services	Office Of Emergency Services - Emergency Services Specialist	81.38
Planning	Planning - Building Inspector I/II/III	103.33
Planning	Planning - Chief Building Official	139.58
Planning	Planning - Code Enforcement Officer III	103.33
Planning	Planning - Planner - Associate/Assistant/Senior	120.14
Planning	Planning - Planner - PRINCIPAL	136.42
Planning	Planning - Planning Technician	75.92
Planning	Planning - Planner- Senior	133.89
Planning	Planning - Office Assistant	61.45
Probation	Probation - Administrative Services Manager	92.04
Probation	Probation - Chief Probation Officer	210.79
Probation	Probation - DPO-Entry/Officer	76.88
Probation	Probation - DPO-Senior - L 4.5	91.55
Probation	Probation - DPO-Supervising	99.99



San Benito County- User Fee Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Probation	Probation - Office Assistant III	49.35
Probation	Probation - Probation Aide	54.70
Probation	Probation - RE-ENTRY PROGRAM MANAGER	105.79
Probation	Probation - Secretary II	58.25
PW Admin	PW Admin - ACCOUNT CLERK III	44.67
PW Admin	PW Admin - Accountant II	60.09
PW Admin	PW Admin - Accounting Technician	46.09
PW Admin	PW Admin - Administrative Services Manager	73.91
PW Admin	PW Admin - Capital Projects Manager	77.84
PW Admin	PW Admin - Deputy Director - RMA	120.61
PW Admin	PW Admin - ENGINEER - SENIOR	86.83
PW Admin	PW Admin - Engineer II	74.43
PW Admin	PW Admin - Engineering Technician	57.09
PW Admin	PW Admin - Heavy Equipment Mechanic Assistant	32.88
PW Admin	PW Admin - Heavy Equipment Mechanic I	48.72
PW Admin	PW Admin - Heavy Equipment Mechanic II	54.71
PW Admin	PW Admin - Public Works Superintendent	70.90
PW Admin	PW Admin - RMA DIRECTOR	136.49
PW Admin	PW Admin - RMA Administrative	128.55
PW Admin	PW Admin - Road Maintenance Supervisor	65.88
PW Admin	PW Admin - Road Maintenance Worker	35.19
PW Admin	PW Admin - Road Maintenance Worker I	40.92
PW Admin	PW Admin - Road Maintenance Worker II	43.23
PW Admin	PW Admin - ROAD MAINTENANCE WORKER III	44.83
PW Admin	PW Admin - WORK CREW SUPERVISOR	45.36
PW Admin	PW Admin - County Service Area Coordinator	61.94
Sheriff's Patrol	Sheriff's Patrol - Administrative Services Manager	85.33
Sheriff's Patrol	Sheriff's Patrol - Multi-Service Officer	67.42
Sheriff's Patrol	Sheriff's Patrol - SECRETARY II	54.00
Sheriff's Patrol	Sheriff's Patrol - Sheriff's Captain	172.31
Sheriff's Patrol	Sheriff's Patrol - SHERIFFS CIVIL CLERK	49.67
Sheriff's Patrol	Sheriff's Patrol - Sheriff's Deputy	101.83
Sheriff's Patrol	Sheriff's Patrol - Sheriff's Sergeant	115.02
Sheriff's Patrol	Sheriff's Patrol - SHERIFFS TECHNICIAN	50.71
Substance Abuse	Substance Abuse - Office Assistant III	45.81
Substance Abuse	Substance Abuse - Substance Abuse Counselor	63.28
Substance Abuse	Substance Abuse - Substance Abuse Program Mgr	89.91
Substance Abuse	Substance Abuse - Vocational Assistant	45.81
Tax Collector	Tax Collector - Accounting Technician	50.74
Tax Collector	Tax Collector - Tax Collector Off Manager	55.27
Tax Collector	Tax Collector - Deputy Tax Collector I	47.16
Treasurer	Treasurer - Depty Treasurer/PA III	50.65
Treasurer	Treasurer - Treasure Office Manager	60.03
Treasurer	Treasurer - Treasurer/Tax Collector	165.31
Victim Witness	Victim Witness - Victim Advocate I/II	51.29
Victim Witness	Victim Witness - Victim Witness Program Coordinat	71.98
Integrated Waste Management	IWM	228.46



Appendix C – Cost Recovery Analysis

The following tables provide the results of the analysis, resulting full cost recovery amount, and recommended fees. For fees in which the full cost, existing fee and suggested fee is listed as “NA”, the amount or percentage was not calculable based on cost data or variable fee structure. This is most common when either the current or the suggested fee includes a variable component that is not comparable on a one to one basis, a full cost was not calculated (for penalties and fines), or when there is not a current fee amount to compare against.



AG-W&M

Issuance of Certificates and Similar Activities

#	Description	Fee/Charge	Unit	Notes	Authority
1	Phytosanitary, Quarantine Compliance, Seed Service Samples, Br	75.00		Plus 55.00 for each additional certificate per visit/inspection	
2	Certified Producer Certificates	50.00		Plus Actual cost for site inspection. Additional embossed copies \$5.00 each	
3	Farmers Marker Certificate	100.00		This includes site inspections during the season	Statute

Summary Table

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$78.62	5%	\$75.00	\$0
\$117.93	58%	\$50.00	\$0
NA	NA	\$100.00	\$0

Registration of Licensed Pesticide Users/Farm Labor Contractor

#	Description	Fee/Charge	Unit	Notes	Authority
1	Pest Control Operator	50.00			Statute
2	Pest Control Advisor(Primary)	10.00			Statute
3	Pest Control Advisor(Secondary or additional registration)	5.00			Statute
4	Pest Control Pilot(Primary)	10.00			Statute
5	Pest Control Pilot(Secondary or additional registration)	5.00			Statute
6	Structural Operator	10.00			Statute
7	Maintenance Gardener	10.00			Statute
8	Farm Labor Contractor	25.00			Statute

Summary Table

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$50.00	\$0
NA	NA	\$10.00	\$0
NA	NA	\$5.00	\$0
NA	NA	\$10.00	\$0
NA	NA	\$5.00	\$0
NA	NA	\$10.00	\$0
NA	NA	\$10.00	\$0
NA	NA	\$25.00	\$0

Annual Commercial Weighing and Measuring Device Registration

#	Description	Fee/Charge	Unit	Notes	Authority
1	Electric, Vapor & Water Meters	100.00	per business location	Plus \$3/Electric Meter, \$4/Vapor Meter, \$2/Water Meter No Cap/Location	Statute
2	Scales (Other than Livestock) Greater than 10,000 Pounds	100.00	per business location	Plus \$250/Meter No Cap/Location	Statute
3	Scales (Other than Livestock) 2,000 to 10,000 Pounds	100.00	per business location	Plus \$150/Meter No Cap/Location	Statute
4	Farm Milk Tanks	0.00			Statute
5	Livestock Scales Greater than 10,000 Pounds	100.00	per business location	Plus \$150/Meter No Cap/Location	Statute
6	Livestock Scales 2,000 to 10,000 Pounds	100.00	per business location	Plus \$100/Meter No Cap/Location	Statute
7	Stationary & Truck Mounted LPG Meters	100.00	per business location or truck	Plus \$185/Meter No Cap/Location	Statute
8	Wholesale & Vehicle Meters	100.00	per business location or truck	Plus \$75/Meter No Cap/Location	Statute
9	Scales 100 to less than 2,000 pounds	100.00	per business location	Plus \$50/Scale	Statute
10	Jewelry and Prescription Scales	100.00	per business location	Plus \$80/Scale	Statute
11	Computing Scales	100.00	per business location	Plus \$80/Scale	Statute
12	Vehicle Odometers-Passenger (Towing, Ambulance, Limousine etc. Charges for services)	100.00	per business location or vehicle	Plus \$20/Meter No Scale (\$1000 Cap/Location)	Statute
13	Vehicle Odometers Non-Passenger (Vehicle Rental)	100.00	per business location	Plus \$20/Meter (\$340 Cap/Location)	Statute
14	All Other Commercial Weighing & Measuring Devices	100.00	per business location or vehicle	Plus \$20/Meter No Scale (\$1000 Cap/Location)	Statute
15	Non-Commercial and Commercial Weighing and Measuring Devices, Owner/User Requested Testing	Actual time at the current Weighted Average Hourly Rate (WAHR)			Statute

Summary Table

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$100.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$0.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$100.00	\$0
NA	NA	Actual time at the current Weighted Average Hourly Rate (WAHR)	\$0



AG-W&M

AG-W&M

Non-Commercial and Commercial Weighing and Measuring Devices, Own					
#	Description	Fee/Charge	Unit	Notes	Authority
1	Non-fixed Location Sales: in-office inspection	0.00	per business location	\$20.00 for each device	Statute

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$0.00	\$0

Lettuce Inspection Service					
#	Description	Fee/Charge	Unit	Notes	Authority
1	Packed or head lettuce for chopping or shredding	0.045	per carton or crate		Ordinance
2	Inspection of packed lettuce - overtime	1.5 time the normal fee			Ordinance

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$0.045	\$0
NA	NA	1.5 time the normal fee	\$0

Miscellaneous					
#	Description	Fee/Charge	Unit	Notes	Authority
1	Rodenticides/Other Pesticides	Actual Costs		plus mileage, employee cost, administrative overhead	
2	Requested Releasable Information - Copy	Actual time at the current Weighted Hourly Average Cost (WHAC)		Plus twenty-cents (\$.25) per page and if necessary, the cost of postage	
4	Requested Releasable Information - Records Search	Actual time at the current Weighted Hourly Average Cost (WHAC)		If necessary, the cost of postage	
5	Special Expense - Fee delinquent after 15th increase by 50%	One-half hour of the current Weighted Hourly Average Cost (WHAC)		A minimum charge of one-half hour of the current Weighted Hourly Average Cost (WHAC) will be assessed	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	Actual Costs	\$0
NA	NA	Actual time at the current Weighted Hourly Average Cost (WHAC)	\$0
NA	NA	Actual time at the current Weighted Hourly Average Cost (WHAC)	\$0
NA	NA	One-half hour of the current Weighted Hourly Average Cost (WHAC)	\$0



San Benito Assessor's Office Fee Schedule

San Benito Assessor's Office Fee Schedule

San Benito Assessor's Office Fee Schedule				
#	Description	Fee/Charge	Unit	Notes
Map Reproduction				
1	Parcel Map 11 x 17	\$2.00	Each	
2	11 or MORE Parcel MAPS	\$1.50	Each	
3	Contracted Customer UP-Dated Parcel Map	\$1.50	Each	
Copies				
4	Copy of Aerial Photos (Letter Sized Paper)	\$2.00	Each	
5	Master Property Record Hand copy (From Printer)	\$2.00	Per Page	
6	Master Property Record Hand copy (From Counter)	\$3.00	Per Page	
7	Street Name Listing (Approx. 33 Pgs.)	\$50.00	Each	
8	Subdivision Listing (Approx. 20 Pgs)	\$30.00	Each	
9	Use Code Listing	\$1.00	Each	
10	Legal or Letter Size Copy	\$1.00	Each	
Misc. Items				
11	300 ft. Radius Ownership(Printout Only -No Labels)	\$20.00	Each	
12	300 ft. Radius Ownership(Printout W/ Labels)	\$50.00	Each	
13	Computer - Printer Time	\$60.00	Each	Overhead - 5 Printer Cartridges that cost \$270 each. Last around 3 months .
14	Computer - Minimum Charge	\$30.00	Each	Overhead - 5 Printer Cartridges that cost \$270 each. Last around 3 months .
15	Labor & Research (1 HR. Minimum)	\$50.00	Each	
16	LCA - New Applications, Lot Line Adjustment, Compatible Use, Cancellation Request (See Fee Schedule PER Resolution 2007-11)	\$910.00		Annual CPI of 2%
17	Master Property Record on CD Rom (Incl's Sales Tax)	\$150.00	Each	
18	Property Characteristics	\$20.00	Per Parcel	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$3.05	2%	\$3.00	\$1.00
\$2.36	15%	\$2.00	\$0.50
\$2.44	18%	\$2.00	\$0.50
\$3.92	24%	\$3.00	\$1.00
\$2.44	18%	\$2.00	\$0.00
\$3.05	2%	\$3.00	\$0.00
\$50.05	0%	\$50.00	\$0.00
\$30.52	2%	\$30.00	\$0.00
\$1.22	18%	\$1.00	\$0.00
\$1.22	18%	\$1.00	\$0.00
\$25.37	1%	\$25.00	\$5.00
\$50.73	1%	\$50.00	\$0.00
\$72.47	1%	\$72.00	\$12.00
\$36.24	1%	\$36.00	\$6.00
\$72.47	1%	\$72.00	\$22.00
\$971.51	6%	\$910.00	\$0.00
\$253.66	1%	\$250.00	\$100.00
\$20.41	2%	\$20.00	\$0.00



Building

Other Inspections and Fees				
#	Description	Fee/Charge	Unit	Notes
1	Structural and Architectural Plan Review	New		
2	Plumbing/Electrical/Mechanical Plan Review	New		
3	Master Plan Verification Review (subdivisions)	New		
4	Planning Division Plan Check	New		
5	Engineering Division Plan Check	New		Includes Storm Water Review
6	Property Inquiry Fee	New		
7	Inspector Training Fee	New		allowed by CA Health and Safety Code 18949.29
8	Building Permit/Application Extension Request Fee	New		
9	Accessibility Hardship Exemption	New		
10	CALGreen Construction & Demolition (C&D) Recycling Compliance Fee	New	per covered permit	
11	Fees Assessed By Other Agencies	New		
12	Investigations as determined by Chief Building Official	47.00	per hour	minimum charge-four hours
13	Inspections outside of normal business hours	47.00	per hour	minimum charge-four hours
14	Reinspection fees ¹	47.00	per hour	minimum charge-one hour
15	Inspections for which no fee is specifically indicated ¹	47.00	per hour	Minimum charge-one-half hour
16	Additional plan review required by changes, additions or revisions to plans	47.00	per hour	minimum charge-one-half hour
17	Permit Reactivation ²	New	per hour	minimum charge-two hour
18	Request for Duplicate Plans	New		
19	Duplicate Permit	New		
20	Temporary Certificate of Occupancy	New		
21	For use of outside consultants for plan checking and inspections, or both	Actual Costs		

1. or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

2. Only applies to eligible permits as determined by the Chief Building Official.

Full Cost	Subsidy %	Suggested Fee	Fee Δ
Variable	0%	65% of permit fee	NA
Variable	0%	55 % of structural/ architectural plan review	NA
Variable	0%	75% of structural/ architectural plan review	NA
Variable	0%	15% of permit fee	NA
Variable	0%	15% of permit fee	NA
\$89.88	1%	\$89.00	NA
NA	NA	Set by State	NA
\$176.19	0%	\$176.00	NA
\$158.56	0%	\$158.00	NA
\$128.98	1%	\$128.00	NA
Variable	0%	3rd Party Cost plus 10% Admin	NA
\$139.58	0%	\$139.00	\$92
\$264.28	2%	\$259.00	\$212
\$176.19	2%	\$172.00	\$125
\$176.19	2%	\$172.00	\$125
\$42.50	1%	\$42.00	-\$5
\$110.82	1%	\$110.00	NA
\$145.71	0%	\$145.00	NA
\$535.67	7%	\$500.00	NA
\$310.29	2%	\$305.00	NA
NA	NA	Actual Costs	NA



Building

Established Fees				
#	Description	Fee/Charge	Unit	Notes
1	Minimum Permit fee	\$23.50	per Permit	
2	Kitchen Remodel/Alteration - Non Structural	New		
3	Bathroom Remodel/Alteration - Non Structural	New		
4	Powder Room Remodel/Alteration	New		
5	Residential Window Replacement Permit	New		1-12 windows
6	Residential Window Replacement Permit	New		13 or more windows
7	Residential Patio Door Replacement Permit	New		1-4 doors
8	Residential Patio Door Replacement Permit	New		4 or more doors
9	Residential Demolition Permit	New		
10	Pool and/or Spa Remodel	New		
11	Pool Demolition Permit	New		
12	Detached Storage Shed - with no trades (not to exceed 250 square feet)	New		
13	Standard Residential Re-roof Permit	New		
14	Furnace and A/C Replacement Permit	New		
15	Water Heater, Furnace, A/C Replacement	New		
16	New Pool or New Pool/Spa	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$176.19	2%	\$172.00	\$149
\$714.10	0%	\$714.00	NA
\$507.43	0%	\$507.00	NA
\$382.85	0%	\$382.00	NA
\$176.19	0%	\$176.00	NA
\$331.19	0%	\$331.00	NA
\$279.52	0%	\$279.00	NA
\$382.85	0%	\$382.00	NA
\$335.67	0%	\$335.00	NA
\$582.56	0%	\$582.00	NA
\$404.10	0%	\$404.00	NA
\$375.90	0%	\$375.00	NA
\$382.85	0%	\$382.00	NA
\$227.85	0%	\$227.00	NA
\$176.19	0%	\$176.00	NA
\$1,065.70	0%	\$1,065.00	NA

Administrative Fees

#	Description	Fee/Charge	Unit	Notes
Strong Motion Instrumentation Program				
1	Residential	0.01% of valuation (minimum \$0.50)		
2	Commercial	0.021% of valuation (minimum \$0.50)		
3	California Building Standards Fee	\$1 per \$25,000 of total valuation		
4	Documentation Fee	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	0%	0.01% of valuation (minimum \$0.50)	\$0
NA	0%	0.021% of valuation (minimum \$0.50)	\$0
NA	0%	\$1 per \$25,000 of total valuation	\$0
\$22.78	12%	\$20.00	NA



Building

Electrical Permit Fees				
#	Description	Fee/Charge	Unit	Notes
Permit				
1	Electrical Sub-Permit	New	For Each	20% of additional time to inspect that discipline
System Fee Schedule				
2	Carnivals and Circuses - Electrical generator and electrically driven rides	\$23.50	For Each	
3	Carnivals and Circuses - Mechanically driven rides and walk through attractions or displays having electric lighting	\$7.25	For Each	
4	Carnivals and Circuses - System of area and booth lighting	\$7.25	For Each	
5	Temporary Power Service - temporary service pole or pedestal	\$23.50	For Each	Including all pole or pedestal mounted receptacle outlets and appurtenances
6	Temporary Power Service - temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative lights, Christmas tree sales lots, fireworks stands, etc	\$12.30	For Each	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
Variable	0%	20% of base building permit fee	NA
\$49.05	8%	\$45.00	\$22
\$21.94	9%	\$20.00	\$13
\$21.94	9%	\$20.00	\$13
\$141.54	1%	\$140.00	\$117
\$76.16	8%	\$70.00	\$58

Mechanical Permit Fees				
#	Description	Fee/Charge	Unit	Notes
Permit Issuance				
1	Mechanical Sub-Permit	New	For Each	17% of additional time to inspect that discipline

Full Cost	Subsidy %	Suggested Fee	Fee Δ
Variable	0%	17% of base building permit fee	NA

Plumbing Permit Fees				
#	Description	Fee/Charge	Unit	Notes
Permit Issuance				
1	Plumbing Sub-Permit	\$23.50	For Each	18% of additional time to inspect that discipline

Full Cost	Subsidy %	Suggested Fee	Fee Δ
Variable	0%	18% of base building permit fee	NA

Elevator Permit Fees				
#	Description	Fee/Charge	Unit	Notes
New Installations				
1	Passenger or Freight Elevator, escalator, moving walk:	\$89.00		Up to and including \$40,000.00 of valuation. Over \$40,000.00 of valuation - \$89.00 plus \$1.65 for each \$1,000.00 or fraction thereof over \$40,000.00
2	Dumbwaiter or private residence elevator	\$25.00		Up to and including \$10,000.00 of valuation - Over \$10,000.00 of valuation - \$25.00 plus \$1.65 for each \$1,000.00 or fraction thereof over \$10,000.00

Full Cost	Subsidy %	Suggested Fee	Fee Δ
Variable	0%	Valuation Based	Variable
Variable	0%	Valuation Based	Variable



Building

Building

Grading Plan Review Fees				
	Description	Fee/Charge	Unit	Notes
1	50 cubic yards or less	No fee		
2	51 to 100 cubic yards	\$23.50		
3	101-1,000 yards	\$37.00		
4	1,001 to 10,000 cubic yards	\$49.25		
5	10,001 to 100,000	\$49.25		Plus \$24.50 for each additional 10,000 cubic yards or fraction thereof
6	100,001 to 200,000 cubic yards	\$269.75		Plus \$24.50 for each additional 10,000 cubic yards or fraction thereof
7	200,001 cubic yards or more	\$402.25		Plus \$24.50 for each additional 10,000 cubic yards or fraction thereof
Other Fees				
8	Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed	\$50.50		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$68.77	13%	\$60.00	\$60
\$115.46	26%	\$85.00	\$62
\$184.83	35%	\$120.00	\$83
\$237.22	16%	\$200.00	\$151
\$354.22	15%	\$300.00	\$251
\$406.60	2%	\$400.00	\$130
\$577.71	1%	\$570.00	\$168
Variable	NA	Actual Cost	NA

Grading Permit Fees				
	Description	Fee/Charge	Unit	Notes
1	50 cubic yards or less	\$23.50		
2	51 to 100 cubic yards	\$37.00		
3	101-1,000 yards	\$37.00		Plus \$17.50 for each additional 100 cubic yards or fraction thereof
4	1,001 to 10,000 cubic yards	\$194.50		Plus \$17.50 for each additional 100 cubic yards or fraction thereof
5	10,001 to 100,000	\$325.00		Plus \$17.50 for each additional 100 cubic yards or fraction thereof
6	100,001 cubic yards or more	\$919.00		Plus \$17.50 for each additional 100 cubic yards or fraction thereof
Other Inspections and Fees				
7	Inspections outside of normal business hours	\$50.50	Per Hour	Minimum charge-four hours
8	Reinspection fees assessed under provisions of Section 305.8	\$50.50	Per Inspection	
9	Inspections for which no fee is specifically indicated(Minimum One-hour)	\$50.50	Per Hour	Minimum charge-one half hour

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$63.99	6%	\$60.00	\$37
\$90.18	6%	\$85.00	\$48
\$116.38	5%	\$110.00	\$73
\$283.08	5%	\$268.00	\$74
\$460.34	5%	\$437.00	\$112
\$1,423.06	7%	\$1,325.00	\$406
\$183.47	1%	\$182.00	\$132
\$157.21	5%	\$150.00	\$100
\$157.21	5%	\$150.00	\$100



Building

Building

Solar Permit Fees				
	Description	Fee/Charge	Unit	Notes
1	Photovoltaic Residential	Variable		
2	Photovoltaic Non-Residential	Variable		
3	Building Permit Fee: For panel upgrades 200 AMP or less	\$54.00		
4	Building Permit Fee: For panel upgrades over 200 AMP	\$85.65		
5	Building Plan Check Fee	\$118.00		minimum
6	Planning Fee	\$37.00		
7	Planning Fee: For panel upgrades 200 AMP or less	\$10.80		
8	Planning Fee: For panel upgrades over 200 AMP	\$17.13		
9	SMIP	\$2.00		
10	State Green Fee	\$1.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$317.85	9%	\$290.00	NA
Variable	0%	1/3 of 1% of total valuation	NA
\$187.44	7%	\$175.00	\$121
\$248.17	7%	\$230.00	\$144
\$187.44	7%	\$175.00	\$57
\$97.88	12%	\$86.00	\$49
\$34.09	9%	\$31.00	\$20
\$56.03	7%	\$52.00	\$35
NA	NA	\$2.00	\$0
NA	NA	\$1.00	\$0



Building Valuation Table Current (All New Construction)

Minimum Value	Maximum Value	Current Base Rate	Suggested Base Rate	Current Plus \$\$	Suggested Plus \$\$	For every
0	0	0.00	0.00	0.00	0.00	0
1	500	23.50	27.88	0.00	0.00	0
501	2,000	23.50	27.88	3.05	3.62	100
2,001	25,000	69.25	82.15	14.00	16.61	1,000
25,001	50,000	391.75	464.75	10.10	11.98	1,000
50,001	100,000	643.75	763.71	7.00	8.30	1,000
100,001	500,000	993.75	1,178.94	5.60	6.64	1,000
500,001	1,000,000	3,233.75	3,836.37	4.75	5.64	1,000
1,000,001	9,999,999,999	5,608.75	6,653.96	3.65	4.33	1,000

Percent Change = 19%

Cost Recovery Level = 100%



San Benito County Clerk of The Board of Supervisors

Fees			
#	Description	Fee/Charge	Unit
1	Application for Changed Assessment (per parcel)	\$45.00	
2	Board Proceedings (Recordings of - w/o own cassette)	\$25.00	
3	Board Proceedings (Recordings of - with own cassette)	\$20.00	
4	Certification Fee	\$1.00	
5	Documents in file (Copies - per page)	\$0.50	Per Page
6	Findings of fact - Assessment Appeal (Per Parcel) [Deposit]	\$500.00	Per Parcel

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$45.14	0%	\$45.00	\$0.00
Variable	NA	Actual Cost	NA
Variable	NA	Actual Cost	NA
\$6.96	28%	\$5.00	\$4.00
\$0.25	0%	\$0.25	-\$0.25
NA	NA	\$500.00	\$0.00



Code Enforcement

#	Description	Fee/Charge	Unit	Notes
1	Reinspection Fee (SBC §1.03.010(B))	\$250.00		
2	Legal Surcharge Fee (SBC §1.03.010 (C))	\$125.00	per violation	
3	Investigation Fee	New		
3	Violation Clearance Fee to Release Recorded Documents such as: Liens, NOV's, Clearance Reports	New		1 Hour Minimum

Suggested Fee	Fee Δ
\$250.00	\$0.00
Actual Cost	NA
Actual Cost	NA
Actual Cost	NA

Except as otherwise provided by law, whenever any work or use for which a permit is required by a county ordinance has been commenced without first obtaining the permit, a special investigation shall be made before the permit may be issued. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee.

#	Description	Fee/Charge	Unit	Notes
3	Zoning Viol Req Use -Fruit Stand	\$100.00		
4	Zoning Viol Req Use - Hobby Kennel	\$50.00		
5	Zoning Viol Req Use - Commercial Kennel	\$500.00		
6	Zoning Viol Req Use - Signs (seasonal)	\$35.00		
7	Zoning Viol Req Use - Sign (Non-Billboard)	\$250.00		
8	Zoning Viol Req Use - Senior Second	\$500.00		
9	Zoning Viol Req Use - Guest House	\$500.00		
10	Zoning Viol Req Use - Grading Violation	\$500.00		
11	Zoning Viol Req Use - Scenic Corridor Review	\$500.00		
12	Zoning Viol Req Use - Temp. Mobile Home	\$100.00		
13	Zoning Viol Req Use - Trees	\$100.00		
14	Zoning Viol Req Use - Third SFD	\$500.00		
15	Zoning Viol Req Use - Business in the Home	\$500.00		
16	Zoning Viol Req Use - Labor Camp	\$3,000.00		
17	Zoning Viol Req Use - Non-Conforming Review	\$250.00		
18	Zoning Viol Req Use - Commercial Review	\$3,000.00		
19	Zoning Viol Req Use - Industrial Review	\$3,000.00		
20	PW/Road Violation - Encroachment Permit	\$308.00		
21	Parade & Public Gathering Viol - Level 1 parades	\$50.00		
22	Parade & Public Gathering Viol - Level 2 parades	\$150.00		
23	Parade & Public Gathering Viol - Level 3 parades or public gatherings	\$1,000.00		
24	Parade & Public Gathering Viol - Level 4 parades or public gatherings	\$3,000.00		
25	Non-Safety Code Violations - 1st occ (Admin Citation Fine)	\$100.00		GOV'T CODE SECT. 25132, 50001-57550
26	Non-Safety Code Violations - 2nd occ of violation within 1 yr (Admin Citation Fine)	\$200.00		GOV'T CODE SECT. 25132, 50001-57550
27	Non-Safety Code Violations - 3rd and subs occur within 1 yr of 1st violation (Admin Citation Fine)	\$500.00		GOV'T CODE SECT. 25132, 50001-57550
28	Local Bldg and Safety Code Violations - 1st occ (Admin Citation Fine)	\$100.00		GOV'T CODE SECT. 25132, 50001-57550
29	Local Bldg and Safety Code Violations -2nd occ of violation within 1 yr of 1st (Admin Citation Fine)	\$500.00		GOV'T CODE SECT. 25132, 50001-57550
30	Local Bldg and Safety Code Violations -3rd and subs occ. of same viol within yr(Admin Citation Fine)	\$1,000.00		GOV'T CODE SECT. 25132, 50001-57550

Suggested Fee	Fee Δ
\$100.00	\$0.00
\$50.00	\$0.00
\$500.00	\$0.00
\$35.00	\$0.00
\$250.00	\$0.00
\$500.00	\$0.00
\$500.00	\$0.00
\$500.00	\$0.00
\$500.00	\$0.00
\$500.00	\$0.00
\$100.00	\$0.00
\$100.00	\$0.00
\$500.00	\$0.00
\$500.00	\$0.00
\$3,000.00	\$0.00
\$250.00	\$0.00
\$3,000.00	\$0.00
\$3,000.00	\$0.00
\$308.00	\$0.00
\$50.00	\$0.00
\$150.00	\$0.00
\$1,000.00	\$0.00
\$3,000.00	\$0.00
\$100.00	\$0.00
\$200.00	\$0.00
\$500.00	\$0.00
\$100.00	\$0.00
\$500.00	\$0.00
\$1,000.00	\$0.00



Code Enforcement

#	Description	Fee/Charge	Unit	Notes
31	Non-Safety Code Violation - 1st viol (per day) (Pub Nuisance Civil Penalty)	\$100.00		GOV'T CODE SECT. 25132, 50001-57550
32	Non-Safety Code Violation - 2nd viol (per day) (Pub Nuisance Civil Penalty)	\$200.00		GOV'T CODE SECT. 25132, 50001-57550
33	Non-Safety Code Viol -each addl viol. w/in 1 yr. of 1st viol (per day) (Pub Nuisance Civil Penalty)	\$500.00		GOV'T CODE SECT. 25132, 50001-57550
34	Local Bldg and Safety Code Violation - 1st viol (per day) (Pub Nuisance Civil Penalty)	\$100.00		GOV'T CODE SECT. 25132, 50001-57550
35	Local Bldg and Safety Code Violation - 2nd viol (per day) (Pub Nuisance Civil Penalty)	\$500.00		GOV'T CODE SECT. 25132, 50001-57550
36	Local Bldg and Safety Code Viol -each addl viol w/in yr of 1st (per day)(Pub Nuisance Civil Penalty)	\$1,000.00		GOV'T CODE SECT. 25132, 50001-57550
37	Personal Cultivation of Cannabis	\$1,000.00		GOV'T CODE SECT. 25132, 50001-57550

Suggested Fee	Fee Δ
\$100.00	\$0.00
\$200.00	\$0.00
\$500.00	\$0.00
\$100.00	\$0.00
\$500.00	\$0.00
\$1,000.00	\$0.00
\$1,000.00	\$0.00

NOTE: 1.06.070 – ADMINISTRATIVE CIVIL PENALTIES.

(A) In addition to any other remedy or penalty prescribed in this Chapter, any nuisance as described in this Chapter may be subject to an administrative penalty in the following amounts:

1. Up to one hundred dollars (\$100.00) per day, or part thereof, for the first violation.
2. Up to two hundred dollars (\$200.00) per day, or part thereof, for a second violation of the same ordinance within one year.
3. Up to five hundred dollars (\$500.00) per day, or part thereof, for each additional violation of the same ordinance within one year of the first violation.
4. Notwithstanding subdivisions (A)(1) through (A)(3), any nuisance resulting from a violation of local building and safety codes may be subject to an administrative penalty of up to one hundred dollars (\$100.00) per day, or part thereof, for the first violation, up to five hundred dollars (\$500.00) per day, or part thereof, for a second violation of the same ordinance within one year, and up to one-thousand dollars (\$1,000.00) per day, or part thereof, for each additional violation of the same ordinance within one year of the first violation.
5. Notwithstanding subdivisions (A)(1) through (A)(3), any nuisance resulting from a violation of Chapter 11.15 of the San Benito County Code may be subject to an administrative penalty of up to one-thousand dollars (\$1,000.00) per day, or part thereof.

(B) In determining the amount of the administrative penalty, the enforcing officer, or the court if the violation requires court enforcement without an administrative process, shall take into consideration the nature, circumstances, duration, extent, and gravity of the violation(s), any prior history of violations, the degree of culpability, economic impact, impact of the nuisance upon the community, and any other factors as justice may require.

(C) The administrative penalty may be imposed via the administrative process set forth in §§ 1.06.080 through 1.06.110, as provided in Cal. Gov't Code § 53069.4, or may be imposed by the court if the violation requires court enforcement without an administrative process.

(D) The enforcing officer may commence the administrative process by issuing an NOV in accordance with § 1.06.080(C). In the case of a continuing violation, if the violation does not create an immediate danger to health or safety, the enforcing officer or the court shall provide for a reasonable period of time, not to exceed ten calendar days, for the person responsible for the violation to correct or otherwise remedy the violation prior to the imposition of administrative penalties.(Ord. 960, § 1, 2017)

NOTE: Violation Fees/Penalties identified in Code Enforcement Section of County Code may be enforced by each regulatory department of the County. (i.e Env. Health)



Emergency Medical Service Fees

Schedule A - Non Refundable Fees for Services/Applications

#	Description	Fee/Charge	Unit	Notes
1	Emergency Medical Technician (EMT) - Certification	\$54.00		
2	Emergency Medical Technician (EMT) - Recertification	\$47.00		
3	Paramedic - Local Accreditation	\$146.00		
4	Paramedic - Local Re-Accreditation	\$99.00		
5	Ambulance Provider Certificate of Operation - Gurney/Wheelchair Van	\$601.00	Annual Fee	
6	Ambulance Provider Certificate of Operation - Basic Life Support	\$601.00	Annual Fee	
7	Ambulance Provider Certificate of Operation - Advanced Life Support	\$735.00	Annual Fee	
8	Ambulance Provider Certificate of Operation - Critical Care Transport	\$735.00	Annual Fee	
9	Ambulance Provider Certificate of Operation - Air Ambulance Support	\$601.00	Annual Fee	
10	Ambulance Permits - Gurney/Wheelchair Van	\$102.00	Annual Vehicle Fee	
11	Ambulance Permits - Basic Life Support	\$102.00	Annual Vehicle Fee	
12	Ambulance Permits - Advanced Life Support	\$133.00	Annual Vehicle Fee	
13	Ambulance Permits - Critical Care Transport	\$133.00	Annual Vehicle Fee	
14	Ambulance Permits - Air Ambulance Support	NC	Annual Vehicle Fee	
15	Ambulance Permits - Non-Transport BLS/ALS Unit	\$133.00	Annual Vehicle Fee	Quick Response/Community Paramedicine
16	First Aid/AED Course Approval	\$123.00	Annual Fee	
17	Paramedic Program	\$828.00		
18	Prehospital Continuing Education Authorization	NC		
19	Training Center Approval	\$740.00		
20	Trauma Center Designation - Annual Fee	\$4,493.00		
21	STEMI Referral Center Designation - Annual Fee	\$4,493.00		
22	911 Receiving Center	NC		
23	Replacement Card (Certification, Accreditation, Etc.)	\$25.00		
24	Photocopying - 1st page	\$0.50		
25	Photocopying - additional pages	\$0.25		
26	CE Program - Initial and Renewal (every 4 years)	New		
27	EMT & Paramedic Program - Renewal (every 4 years)	New		

Schedule B - Refundable Fees for Services/Applications

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$253.44	76%	\$60.00	\$6.00
\$144.05	63%	\$53.00	\$6.00
\$152.83	2%	\$150.00	\$4.00
\$54.05	0%	\$54.00	-\$45.00
\$656.08	1%	\$650.00	\$49.00
\$656.08	1%	\$650.00	\$49.00
\$808.91	7%	\$750.00	\$15.00
\$808.91	7%	\$750.00	\$15.00
\$656.08	1%	\$650.00	\$49.00
\$125.81	17%	\$105.00	\$3.00
\$125.81	17%	\$105.00	\$3.00
\$152.83	2%	\$150.00	\$17.00
\$152.83	2%	\$150.00	\$17.00
NC	0%	NC	NA
\$116.95	10%	\$105.00	-\$28.00
\$700.82	64%	\$250.00	\$127.00
\$1,808.11	31%	\$1,250.00	\$422.00
NC	0%	NC	NA
\$1,053.24	0%	\$1,053.00	\$313.00
\$4,787.09	2%	\$4,700.00	\$207.00
\$4,787.09	2%	\$4,700.00	\$207.00
NC	0%	NC	NA
\$27.02	26%	\$20.00	-\$5.00
\$13.51	98%	\$0.25	-\$0.25
\$0.25	0%	\$0.25	\$0.00
\$602.03	58%	\$250.00	NA
\$1,006.49	50%	\$500.00	NA



Environmental Health

Fees		
#	Description	Fee/Charge
Food Facilities		
1	0-50 Seats	\$397.00
2	51-75 Seats	\$579.00
3	76-100 Seats	\$639.00
4	100+ Seats	\$761.00
Retail Facilities		
5	<2000 sq. ft.	\$306.00
6	<2000 sq. ft. + 1 Food Permit	\$397.00
7	<2000 sq. ft. + 2 Food Permit	\$491.00
8	<2000 sq. ft. + 3 Food Permit	\$579.00
9	<2000 sq. ft. + 4 Food Permit	\$660.00
10	2000 sq. ft. to 5999 sq. ft.	\$440.00
11	2000 sq. ft. to 5999 sq. ft. + 1 Food Prep	\$502.00
12	2000 sq. ft. to 5999 sq. ft. + 2 Food Prep	\$579.00
13	2000 sq. ft. to 5999 sq. ft. + 3 Food Prep	\$670.00
14	2000 sq. ft. to 5999 sq. ft. + 4 Food Prep	\$761.00
15	6000 sq. ft. or greater	\$531.00
16	6000 sq. ft. or greater + 1 Food Prep	\$622.00
17	6000 sq. ft. or greater + 2 Food Prep	\$698.00
18	6000 sq. ft. or greater + 3 Food Prep	\$848.00
19	6000 sq. ft. or greater + 4 Food Prep	\$939.00
20	Bar Only	\$290.00
21	Bar w/Restricted Food Service	\$304.00
22	Mobile Food Prep	\$397.00
23	Stationary Mobile Food Prep Unit	\$397.00
24	Food Vehicle	\$260.00
25	Non Motorized Unit	\$169.00
26	Mobile On Site Food Cart	\$191.00

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$397.07	0%	\$397.00	\$0.00
\$589.98	0%	\$589.00	\$10.00
\$662.32	0%	\$662.00	\$23.00
\$782.89	0%	\$782.00	\$21.00
\$324.73	0%	\$324.00	\$18.00
\$397.07	0%	\$397.00	\$0.00
\$493.52	0%	\$493.00	\$2.00
\$589.98	0%	\$589.00	\$10.00
\$662.32	0%	\$662.00	\$2.00
\$445.30	0%	\$445.00	\$5.00
\$517.64	0%	\$517.00	\$15.00
\$589.98	0%	\$589.00	\$10.00
\$686.43	0%	\$686.00	\$16.00
\$782.89	0%	\$782.00	\$21.00
\$541.75	0%	\$541.00	\$10.00
\$638.21	0%	\$638.00	\$16.00
\$734.66	0%	\$734.00	\$36.00
\$879.34	0%	\$879.00	\$31.00
\$975.80	0%	\$975.00	\$36.00
\$300.61	0%	\$300.00	\$10.00
\$348.84	0%	\$348.00	\$44.00
\$397.07	0%	\$397.00	\$0.00
\$397.07	0%	\$397.00	\$0.00
\$276.50	0%	\$276.00	\$16.00
\$174.42	0%	\$174.00	\$5.00
\$201.99	0%	\$201.00	\$10.00



Environmental Health

Fees		
#	Description	Fee/Charge
27	Commissary W/Food Prep	\$488.00
28	Commissary W/O Food Prep	\$397.00
29	Food Processing < 1000 sq. ft.	\$291.00
30	Food Processing > 1000 sq. ft.	\$382.00
31	Minor Food Service	\$169.00
32	Retail Store w/Incidental	\$184.00
33	Farm Stay	\$306.00
34	Hotel/Motel Comp Food	\$215.00
35	Liquor Store	\$306.00
36	Food Salvage	\$215.00
37	Produce Stand - Value	\$306.00
38	Bakery Only < 2000 sq. ft.	\$169.00
39	Bakery Only > 2000 sq. ft.	\$306.00
40	Food Service	\$397.00
41	Homeless Kitchen/Shelter	\$169.00
42	Catering Business Reg.	\$169.00
43	Bed & Breakfast	\$306.00
	Cottage Food Law	
44	Class A Registration	\$58.00
45	Class B Registration	\$58.00
46	Class B Plan Check	\$396.00
47	Class B Permit	\$193.00
	Temp Food Facility	
48	1-2 Days	\$117.00
49	3-4 Days	\$227.00
50	5-7 Days	\$250.00
51	8-25 Days	\$322.00
52	Annual Permit	\$418.00

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$493.52	0%	\$493.00	\$5.00
\$397.07	0%	\$397.00	\$0.00
\$300.61	0%	\$300.00	\$9.00
\$397.07	0%	\$397.00	\$15.00
\$174.42	0%	\$174.00	\$5.00
\$188.20	0%	\$188.00	\$4.00
\$348.84	0%	\$348.00	\$42.00
\$226.10	0%	\$226.00	\$11.00
\$348.84	0%	\$348.00	\$42.00
\$222.65	0%	\$222.00	\$7.00
\$348.84	0%	\$348.00	\$42.00
\$174.42	0%	\$174.00	\$5.00
\$348.84	0%	\$348.00	\$42.00
\$397.07	0%	\$397.00	\$0.00
\$174.42	0%	\$174.00	\$5.00
\$174.42	0%	\$174.00	\$5.00
\$348.84	0%	\$348.00	\$42.00
\$62.01	0%	\$62.00	\$4.00
\$62.01	0%	\$62.00	\$4.00
\$397.07	0%	\$397.00	\$1.00
\$201.99	0%	\$201.00	\$8.00
\$124.02	0%	\$124.00	\$7.00
\$248.05	0%	\$248.00	\$21.00
\$296.28	0%	\$296.00	\$46.00
\$344.50	0%	\$344.00	\$22.00
\$442.04	0%	\$442.00	\$24.00



Environmental Health

Fees		
#	Description	Fee/Charge
53	Organizer Permit	\$189.00
54	TFF Late Registration	\$54.00
55	Demo/Free Sample 1-2 days	\$109.00
56	Demo/Free Sample 3-4 days	\$117.00
57	Demo/Free Sample 5-6 days	\$224.00
58	Demo/Free Sample 8-25 days	\$306.00
59	Satelite Distribution	\$427.00
Certified Farmer's Market		
60	1-4 Months (Site Specific)	\$117.00
61	5-8 Months (Site Specific)	\$216.00
62	9-12 Months (Site Specific)	\$240.00
63	Organizer Permit	\$547.00
64	Temp. Food Permit - NON Profit	\$117.00
65	Pre-Packaged/Bottled Beverages	\$55.00
66	Vending Machine Business	\$206.00
Liquid Waste		
67	Individual System	\$852.00
68	Major Repair - Tank & Leachfield	\$852.00
69	Minor Repair - Tank or Leachfield	\$442.00
70	Engineered System	\$976.00
71	Alternative/Innovative System	\$2,129.00
72	Commercial System	\$1,097.00
73	Septic Tank Destruction	\$145.00
74	Annual Monitoring Fee(Where Applicable)	Hourly
75	Expired Permit	\$1,278.00
76	Individual Sewage Disposal Evaluation Sanitary Facilities for Public Assembly Application	\$187.00
77	Application - add \$2.00/toilet	\$129.00

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$201.99	0%	\$201.00	\$12.00
NA	NA	\$54.00	\$0.00
\$110.24	0%	\$110.00	\$1.00
\$134.35	0%	\$134.00	\$17.00
\$223.94	0%	\$223.00	-\$1.00
\$300.61	0%	\$300.00	-\$6.00
\$420.70	0%	\$420.00	-\$7.00
Certified Farmer's Market			
\$124.02	0%	\$124.00	\$7.00
\$250.22	0%	\$250.00	\$34.00
\$274.33	0%	\$274.00	\$34.00
\$589.98	0%	\$589.00	\$42.00
\$124.02	0%	\$124.00	\$7.00
\$62.01	0%	\$62.00	\$7.00
\$222.65	0%	\$222.00	\$16.00
Liquid Waste			
\$855.23	0%	\$855.00	\$3.00
\$855.23	0%	\$855.00	\$3.00
\$445.30	0%	\$445.00	\$3.00
\$980.14	0%	\$980.00	\$4.00
\$2,148.85	0%	\$2,148.00	\$19.00
\$1,100.70	0%	\$1,100.00	\$3.00
\$151.59	0%	\$151.00	\$6.00
NA	NA	Hourly	\$0.00
\$1,287.66	0%	\$1,287.00	\$9.00
\$222.65	0%	\$222.00	\$35.00
\$174.42	0%	\$174.00	\$45.00



Environmental Health

Fees		
#	Description	Fee/Charge
53	Organizer Permit	\$189.00
54	TFF Late Registration	\$54.00
55	Demo/Free Sample 1-2 days	\$109.00
56	Demo/Free Sample 3-4 days	\$117.00
57	Demo/Free Sample 5-6 days	\$224.00
58	Demo/Free Sample 8-25 days	\$306.00
59	Satelite Distribution	\$427.00
Certified Farmer's Market		
60	1-4 Months (Site Specific)	\$117.00
61	5-8 Months (Site Specific)	\$216.00
62	9-12 Months (Site Specific)	\$240.00
63	Organizer Permit	\$547.00
64	Temp. Food Permit - NON Profit	\$117.00
65	Pre-Packaged/Bottled Beverages	\$55.00
66	Vending Machine Business	\$206.00
Liquid Waste		
67	Individual System	\$852.00
68	Major Repair - Tank & Leachfield	\$852.00
69	Minor Repair - Tank or Leachfield	\$442.00
70	Engineered System	\$976.00
71	Alternative/Innovative System	\$2,129.00
72	Commercial System	\$1,097.00
73	Septic Tank Destruction	\$145.00
74	Annual Monitoring Fee(Where Applicable)	Hourly
75	Expired Permit	\$1,278.00
76	Individual Sewage Disposal Evaluation Sanitary Facilities for Public Assembly Application	\$187.00
77	Application - add \$2.00/toilet	\$129.00

Environmental Health

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$201.99	0%	\$201.00	\$12.00
NA	NA	\$54.00	\$0.00
\$110.24	0%	\$110.00	\$1.00
\$134.35	0%	\$134.00	\$17.00
\$223.94	0%	\$223.00	-\$1.00
\$300.61	0%	\$300.00	-\$6.00
\$420.70	0%	\$420.00	-\$7.00
Certified Farmer's Market			
\$124.02	0%	\$124.00	\$7.00
\$250.22	0%	\$250.00	\$34.00
\$274.33	0%	\$274.00	\$34.00
\$589.98	0%	\$589.00	\$42.00
\$124.02	0%	\$124.00	\$7.00
\$62.01	0%	\$62.00	\$7.00
\$222.65	0%	\$222.00	\$16.00
Liquid Waste			
\$855.23	0%	\$855.00	\$3.00
\$855.23	0%	\$855.00	\$3.00
\$445.30	0%	\$445.00	\$3.00
\$980.14	0%	\$980.00	\$4.00
\$2,148.85	0%	\$2,148.00	\$19.00
\$1,100.70	0%	\$1,100.00	\$3.00
\$151.59	0%	\$151.00	\$6.00
NA	NA	Hourly	\$0.00
\$1,287.66	0%	\$1,287.00	\$9.00
\$222.65	0%	\$222.00	\$35.00
\$174.42	0%	\$174.00	\$45.00



Environmental Health

Fees		
#	Description	Fee/Charge
78	Septic tank & Chemical Toilet Cleaning Service (Per Vehicle)	\$325.00
	Water Systems	
79	Local Small Water System	\$301.00
80	Water System Evaluation	\$192.00
81	UST Minor Repair	New
82	UST Major Repair	New
	Housing Institutions	
83	1-50 Beds	\$457.00
84	51-100 Beds	\$657.00
85	100+ Beds	\$1,070.00
	Housing Institutions	
86	Solid Waste Vehicles	\$158.00
	Recreational Health	
87	Public Pools < 2000 ft.	\$336.00
88	Public Pools 200-4999 sq. ft.	\$436.00
89	Public Pools 5000 sq. ft.	\$543.00
90	Spa	\$336.00
91	Wading Pool	\$336.00
92	Special USE Pool	\$436.00
93	Water Carrier (Domestic)	\$178.00
94	Interactive Water Park	\$336.00
	Recreational Health	
	Food	
95	Category #1 - (Liquor Stores, Produce Stands)	\$358.00
96	Category #2 (Bakeries, Retail Market w/o Food Prep)	\$540.00
97	Category #3 (Restaurant & Retail Market)	\$852.00
98	Remodel Plan Check - Minor	\$245.00
99	Remodel Plan Check - Major	\$442.00

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$348.84	0%	\$348.00	\$23.00
\$306.61	0%	\$306.00	\$5.00
\$192.91	0%	\$192.00	\$0.00
\$367.33	0%	\$367.00	NA
\$560.24	0%	\$560.00	NA
\$463.79	0%	\$463.00	\$6.00
\$662.32	0%	\$662.00	\$5.00
\$1,072.26	0%	\$1,072.00	\$2.00
\$172.25	0%	\$172.00	\$14.00
\$367.33	0%	\$367.00	\$31.00
\$439.67	0%	\$439.00	\$3.00
\$536.13	0%	\$536.00	-\$7.00
\$367.33	0%	\$367.00	\$31.00
\$367.33	0%	\$367.00	\$31.00
\$439.67	0%	\$439.00	\$3.00
\$270.88	1%	\$267.00	\$89.00
\$367.33	0%	\$367.00	\$31.00
\$369.50	0%	\$369.00	\$11.00
\$562.41	0%	\$562.00	\$22.00
\$900.00	0%	\$900.00	\$48.00
\$246.76	0%	\$246.00	\$1.00
\$463.79	0%	\$463.00	\$21.00



Environmental Health

Fees		
#	Description	Fee/Charge
Swimming Pools		
100	< 2000 sq. ft.	\$745.00
101	2001-4999 sq.ft	\$845.00
102	5000 sq. ft. Spa	\$936.00
103	Spa	\$548.00
104	Remodel - Minor	\$290.00
105	Remodel - major	\$533.00
106	Replastering/Refinishing/Repiping	\$357.00
107	Interactive Water Park	\$900.00
CUPA Program		
108	New Facility - Plan Check	\$2,083.00
109	Remodel - Plan Check	\$1,021.00
110	CUPA Surcharge	New
111	CUPA UST Surcharge	New
112	CUPA CAL ARP Surcharge	New
113	CUPA APSA Surcharge	New
CUPA Program		
Business Plans		
114	Range 1	\$336.00
115	Range 2	\$397.00
116	Range 3	\$548.00
117	Range 4	\$715.00
118	Range 5	\$761.00
119	Range 6	\$852.00
Hazard Waste Generators		
120	Range 1	\$351.00
121	Range 2	\$397.00
122	Range 3	\$442.00

Environmental Health

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$755.32	0%	\$755.00	\$10.00
\$851.78	0%	\$851.00	\$6.00
\$948.23	0%	\$948.00	\$12.00
\$560.24	0%	\$560.00	\$12.00
\$294.99	0%	\$294.00	\$4.00
\$536.13	0%	\$536.00	\$3.00
\$367.33	0%	\$367.00	\$10.00
\$900.00	0%	\$900.00	\$0.00
\$2,093.71	0%	\$2,093.00	\$10.00
\$1,028.36	0%	\$1,028.00	\$7.00
\$49.00	0%	\$49.00	NA
\$20.00	0%	\$20.00	NA
\$270.00	0%	\$270.00	NA
\$26.00	0%	\$26.00	NA
\$343.22	0%	\$343.00	\$7.00
\$415.56	0%	\$415.00	\$18.00
\$560.24	0%	\$560.00	\$12.00
\$753.15	0%	\$753.00	\$38.00
\$849.61	0%	\$849.00	\$88.00
\$897.84	0%	\$897.00	\$45.00
\$367.33	0%	\$367.00	\$16.00
\$415.56	0%	\$415.00	\$18.00
\$463.79	0%	\$463.00	\$21.00



Environmental Health

Fees		
#	Description	Fee/Charge
123	Remediation Plan Review	\$442.00
124	Remediation Monitoring	Hourly
125	Haz Mat Response	Hourly
126	Off-Hours Response: Hourly x2	2x Hourly
127	Haz Mat - Monitoring Wells	\$221.00
	Cal ARP	
128	Cal ARP Risk Management Initial Review	\$3,120.00
129	Cal ARP Annual Operation Fee	\$1,097.00
130	Aboveground Tanks	\$442.00
131	Tiered Permitting	\$557.00
132	UGST Operating Permit	\$779.00
133	Tank Removal	\$533.00
134	Remediation Plan Review	\$536.00
135	Remediation Monitoring	Hourly
136	CAL ARP 5 Yr Review	Hourly
	Hazard Waste Treatment/Tiered	
137	Conditionally Exempt Facility-Annual	\$518.00
138	Conditionally Authorized Facility	\$764.00
139	Permit by Rule facility-Annual	\$988.00
140	Standard Permit Facility	\$1,492.00
141	Full Permit Facility - Annual	\$2,128.00
142	Farm Business Plan Review	\$154.00
143	Inspection Time Will Be Billed at Hourly	Hourly
	CUPA Program	
144	Building Projects	\$221.00
	Planning Projects	
145	C-Dist. Review - Existing Building	\$221.00
146	C-Dist. Review - New Building	\$221.00

Environmental Health

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$560.24	0%	\$560.00	\$118.00
NA	NA	Hourly	\$0.00
NA	NA	Hourly	\$0.00
NA	NA	2x Hourly	\$0.00
\$222.65	0%	\$222.00	\$1.00
\$3,150.38	0%	\$3,150.00	\$30.00
\$1,100.70	0%	\$1,100.00	\$3.00
\$463.79	0%	\$463.00	\$21.00
\$562.41	0%	\$562.00	\$5.00
\$779.43	0%	\$779.00	\$0.00
\$562.41	0%	\$562.00	\$29.00
\$562.41	0%	\$562.00	\$26.00
NA	NA	Hourly	\$0.00
NA	NA	Hourly	\$0.00
\$541.75	0%	\$541.00	\$23.00
\$782.89	0%	\$782.00	\$18.00
\$1,028.36	0%	\$1,028.00	\$40.00
\$1,490.86	0%	\$1,490.00	-\$2.00
\$2,141.93	0%	\$2,141.00	\$13.00
\$174.42	0%	\$174.00	\$20.00
NA	NA	Hourly	\$0.00
\$222.65	0%	\$222.00	\$1.00
\$222.65	0%	\$222.00	\$1.00
\$222.65	0%	\$222.00	\$1.00



Environmental Health

Fees		
#	Description	Fee/Charge
147	Certificate of Compliance	\$221.00
148	Lot Line Adjustment	\$122.00
149	M-Dist. Review - Existing Building	\$221.00
150	M-Dist. Review - New Building	\$221.00
151	Major Sub - tentative map 5-50 lots	\$158.00
152	Major Sub - tentative map 50+ lots	\$158.00
153	Major Sub - tentative map No sewer and /or water	\$221.00
154	NCR Building Site Review	\$221.00
155	Parcel Merger	\$221.00
156	Preliminary Map	\$122.00
157	Reprocessing (Minor Change)	\$122.00
158	Reversion of acreage	\$122.00
159	Scenic Corridor Review	\$122.00
160	Specific Plan Review	\$221.00
161	Specific Plan of Land Use	\$122.00
162	Use Permit - Major: Conditional	\$221.00
163	Use Permit - Oil Well, oil/gas storage, labor camp	\$122.00
164	Use Permit - Minor: rural home	\$221.00
165	Use Permit - minor: senior second guest house, third unit	\$221.00
166	Use permit - minor: temp. mobile home, fruit stand, kennel	\$221.00
167	Use Permit Renewal	\$76.00
168	Variance	\$122.00
169	Zone Change - files w/project	\$122.00
170	Zone changed - file separate	\$122.00
	Body Art	
171	Body Art/Perm Cosmetic Reg. Card	\$39.00
172	Body Art Facility Plan Check	\$270.00
173	Body Art - Temp Permit Facility	\$130.00

Environmental Health

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$222.65	0%	\$222.00	\$1.00
\$124.02	0%	\$124.00	\$2.00
\$222.65	0%	\$222.00	\$1.00
\$222.65	0%	\$222.00	\$1.00
\$172.25	0%	\$172.00	\$14.00
\$172.25	0%	\$172.00	\$14.00
\$222.65	0%	\$222.00	\$1.00
\$222.65	0%	\$222.00	\$1.00
\$222.65	0%	\$222.00	\$1.00
\$124.02	0%	\$124.00	\$2.00
\$124.02	0%	\$124.00	\$2.00
\$124.02	0%	\$124.00	\$2.00
\$124.02	0%	\$124.00	\$2.00
\$222.65	0%	\$222.00	\$1.00
\$124.02	0%	\$124.00	\$2.00
\$222.65	0%	\$222.00	\$1.00
\$124.02	0%	\$124.00	\$2.00
\$222.65	0%	\$222.00	\$1.00
\$222.65	0%	\$222.00	\$1.00
\$124.02	8%	\$114.00	\$38.00
\$124.02	0%	\$124.00	\$2.00
\$124.02	0%	\$124.00	\$2.00
\$124.02	0%	\$124.00	\$2.00
\$52.77	1%	\$52.00	\$13.00
\$344.50	0%	\$344.00	\$74.00
\$172.25	0%	\$172.00	\$42.00



Environmental Health

Fees		
#	Description	Fee/Charge
174	Body Art Facility Permit	\$174.00
175	Lower Ear Lobe Piercing	\$130.00
Body Art		
176	Photocopying - 1st Page	\$5.00
177	Photocopying - 2nd + pages	\$0.25
178	Returned Checks	County
179	Complaint Inspections	Hourly
180	Reinspection - After Normal One Inspec	\$117.00
181	Professional Consultation	Hourly
182	Weekend Inspection - hourly x2	2x Hourly
Septic Disposal system begun or completed w/o first obtaining a permit		
183	Individual System	\$1,492.00
184	Alternative/Innovative System	\$3,160.00
185	Commercial System	\$2,098.00
186	Commercial System (w/WDR)	\$3,160.00
Septic Disposal System (permitted) completed w/o final inspection		
187	Individual System	\$400.00
188	Alternative/innovative System	\$809.00
189	Commercial System	\$551.00
190	Commercial System (w/WDR)	\$809.00
191	Rabies Tags	New
192	Hourly Rate for Services Rendered	New

Environmental Health

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$220.48	0%	\$220.00	\$46.00
\$172.25	0%	\$172.00	\$42.00
Body Art			
\$5.00	0%	\$5.00	\$0.00
\$0.25	0%	\$0.25	\$0.00
\$16.75	0%	\$16.75	NA
NA	NA	Hourly	\$0.00
NA	NA	\$117.00	\$0.00
NA	NA	Hourly	\$0.00
NA	NA	2x Hourly	\$0.00
Septic Disposal system begun or completed w/o first obtaining a permit			
\$1,510.64	0%	\$1,510.00	\$18.00
\$3,163.39	0%	\$3,163.00	\$3.00
\$2,104.95	0%	\$2,104.00	\$6.00
\$3,163.39	0%	\$3,163.00	\$3.00
Septic Disposal System (permitted) completed w/o final inspection			
\$447.46	0%	\$447.00	\$47.00
\$815.67	0%	\$815.00	\$6.00
\$594.31	0%	\$594.00	\$43.00
\$815.67	0%	\$815.00	\$6.00
\$10.00	0%	\$10.00	NA
\$110.00	0%	\$110.00	NA



GIS Data Distribution/Service Fees

GIS Data Distribution/Service Fees

Fees

#	Description	Fee/Charge	Unit
1	Orthophotography(Standard Format)	\$66.00	Per DVD
2	Vector GIS Format (Internet Format)	Free Download	
3	Vector GIS Layers (Standard Format)	\$66.00	Per DVD
4	Customer GIS Services	\$132.00	Per hour
5	Create Map Layout	Hourly Rate	
6	Convert Data to Non-Standard Format	Hourly Rate	
7	GIS or Web Based Programming	Hourly Rate	
8	Digitizing or Scanning of Paper to Digital	Hourly Rate	
9	Field Data Collection (GPS Receiver) or Training	Hourly Rate	
10	Plot Existing Map Layout (Per Sheet) Black/White	\$3.00	Per Sq Ft
11	Plot Existing Map Layout (Per Sheet) Color	\$5.00	Per Sq Ft
12	Standard Letter - Black/White	\$1.95	Per Sheet
13	Standard Letter - Color	\$3.25	Per Sheet
14	Standard Tabloid - Black/White	\$3.95	Per Sheet
15	Standard Tabloid - Color	\$6.50	Per Sheet
16	Standard ANCI C Size - Black/White	\$7.75	Per Sheet
17	Standard ANCI C Size - Color	\$13.00	Per Sheet
18	Standard ANCI D Size - Black/White	\$12.95	Per Sheet
19	Standard ANCI D Size - Color	\$21.50	Per Sheet
20	Standard ANCI E Size - Black/White	\$12.95	Per Sheet
21	Standard ANCI E Size - Color	\$48.70	Per Sheet
22	36 X 36 - Black/White	\$13.50	Per Sheet
23	36 X 36 - Color	\$22.50	Per Sheet
24	General Plan land use map, each	\$3.00	Each

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$103.74	27%	\$76.00	\$10.00
NA	0%	Free Download	NA
\$103.74	27%	\$76.00	\$10.00
\$103.74	1%	\$103.00	-\$29.00
Variable	NA	Hourly Rate	\$0.00
Variable	NA	Hourly Rate	\$0.00
Variable	NA	Hourly Rate	\$0.00
Variable	NA	Hourly Rate	\$0.00
Variable	NA	Hourly Rate	\$0.00
\$103.74	96%	\$4.00	\$1.00
\$103.74	93%	\$7.00	\$2.00
\$51.87	96%	\$2.00	\$0.05
\$51.87	92%	\$4.00	\$0.75
\$51.87	90%	\$5.00	\$1.05
\$51.87	83%	\$9.00	\$2.50
\$51.87	79%	\$11.00	\$3.25
\$51.87	63%	\$19.00	\$6.00
\$51.87	63%	\$19.00	\$6.05
\$51.87	38%	\$32.00	\$10.50
\$51.87	63%	\$19.00	\$6.05
\$51.87	2%	\$51.00	\$2.30
\$51.87	61%	\$20.00	\$6.50
\$51.87	36%	\$33.00	\$10.50
\$51.87	92%	\$4.00	\$1.00



San Benito County Free Library

Fees				
#	Description	Fee/Charge	Unit	Notes
Overdue Fines				
1	21-Day Materials	\$3.00	Per Day	Maximum Fine \$6.00
2	14-Day Materials	\$1.00	Per Day	Maximum Fine \$6.00
3	7 & 14-Day Media	\$5.00	Per Day	Maximum Fine \$6.00
Lost/Damaged item Fees				
4	Audio/DVD	\$3.00	Each	Plus Replacement Cost
5	CD Holder (Jewel Case)	\$1.00	Each	
6	Barcodes/Target Tags	\$5.00	Per Item	
Library Card Fees				
7	Replacement Library Card	\$5.00	Per card	(First One is Free)
Interlibrary Loan (ILL) Fees				
8	Interlibrary Loan (ILL) Fees	\$2.00	Per Item	
Printing, Copying & Scanning Fees				
9	Black and White copies or prints 8.5" x 11" size	\$0.15	Per Page	
10	Black and White copies or prints 8.5" x 14" size	\$0.20	Per Page	
11	Color Copies or Prints 8.5"x 11" size	\$0.50	Per Page	
12	Color Copies or Prints 8.5"x 14" size	\$0.75	Per Page	
Passport Fees				
13	Passport Agency Processing Fee	\$25.00	Per Passport	Federal Mandated
14	Passport Photos	\$15.00	Per Person	
Proctoring Fees				
15	Proctoring Fee	\$25.00	Per Hour	

San Benito County Free Library

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	0%	\$3.00	\$0.00
NA	0%	\$1.00	\$0.00
NA	0%	\$5.00	\$0.00
NA	0%	\$3.00	\$0.00
\$1.00	0%	\$1.00	\$0.00
\$5.00	0%	\$5.00	\$0.00
\$5.00	0%	\$5.00	\$0.00
\$11.61	83%	\$2.00	\$0.00
NA	0%	\$0.15	\$0.00
NA	0%	\$0.20	\$0.00
NA	0%	\$0.50	\$0.00
NA	0%	\$0.75	\$0.00
NA	0%	\$25.00	\$0.00
\$16.84	11%	\$15.00	\$0.00
\$61.46	59%	\$25.00	\$0.00



San Benito Mental Health

Fees				
#	Description	Fee/Charge	Unit	Notes
Outpatient Services				
1	Collateral Services	\$2.87	Staff Minute	State Mandated
2	Assessment (Including Psychiatric Evaluation)	\$3.40	Staff Minute	State Mandated
3	Individual Therapy	\$3.40	Staff Minute	State Mandated
4	Therapeutic Behavioral Services	\$3.40	Staff Minute	State Mandated
5	Group Therapy	\$3.40	Staff Minute	State Mandated
6	Medication Support	\$8.85	Staff Minute	State Mandated
7	Crisis Intervention	\$4.27	Staff Minute	State Mandated
Case Management Brokerage Services				
8	Case Management Brokerage	\$3.15	Staff Minute	State Mandated
Day Treatment Services				
9	Day Treatment - Half	\$158.54	Client Day	State Mandated
10	Day Treatment - Full	\$222.67	Client Day	State Mandated
11	Day Rehabilitation - Half	\$92.49	Client Day	State Mandated
12	Day Rehabilitation - Full	\$131.24	Client Day	State Mandated
Acute Hospital Inpatients Services (24-Hour)				
13	Hospital Inpatient	\$1,242.75	Client Day	State Mandated
14	Hospital Administrative Day	\$419.10	Client Day	State Mandated
Program Fee B Payment Agreement				
15	Assessment	\$91.00		State Mandated
16	Individuals	\$10.00		State Mandated
17	Drug Tests	\$15.00		State Mandated
18	Groups	\$75.00		State Mandated
Program Fee A Payment Agreement				
19	Assessment	\$91.00		State Mandated
20	Individuals	\$34.00		State Mandated
21	Drug Tests	\$30.00		State Mandated
22	Groups	\$395.00		State Mandated
Miscellaneous				
23	Records Research Fee	\$14.00	\$.25/page	

San Benito Mental Health

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	0%	\$2.87	\$0.00
NA	0%	\$3.40	\$0.00
NA	0%	\$3.40	\$0.00
NA	0%	\$3.40	\$0.00
NA	0%	\$3.40	\$0.00
NA	0%	\$8.85	\$0.00
NA	0%	\$4.27	\$0.00
NA	0%	\$3.15	\$0.00
NA	0%	\$158.54	\$0.00
NA	0%	\$222.67	\$0.00
NA	0%	\$92.49	\$0.00
NA	0%	\$131.24	\$0.00
NA	0%	\$1,242.75	\$0.00
NA	0%	\$419.10	\$0.00
NA	0%	\$91.00	\$0.00
NA	0%	\$10.00	\$0.00
NA	0%	\$15.00	\$0.00
NA	0%	\$75.00	\$0.00
NA	0%	\$91.00	\$0.00
NA	0%	\$34.00	\$0.00
NA	0%	\$30.00	\$0.00
NA	0%	\$395.00	\$0.00
\$99.81	41%	\$59.00	\$45.00



Planning

Fee Schedule

#	Description	Fee/Charge	Unit	Notes
1	Appeal - Commission - Land Use	\$575.00		Plus \$100 per hour
2	Appeal - Commission - CEQA	\$575.00		Plus \$100 per hour
3	Appeal - Staff - Land Use	\$575.00		Plus \$100 per hour
4	Appeal - Staff - CEQA	\$575.00		Plus \$100 per hour
5	Certificate of Compliance	\$1,592.000		Plus \$100 per hour
6	Extension - Tentative Map	\$842.00		Potential CEQA Analysis too
7	Extension - Use Permit			Potential CEQA Analysis too
8	Facsimile	Rate per page		
9	General Plan Amendment - Map Change	\$1,673.00		Plus \$27 per acre + \$100 per hour
10	General Plan Amendment - Text Change	\$1,673.00		Plus \$25 per acre + \$100 per hour
11	Hourly Rate	\$100.00		
12	Lot Line Adjustment	\$1,539.00		
13	Map/Blueprint Photocopy	\$15.00		
14	Major Subdivision - Tentative Map No sewer and/ or water	\$3,406.00		\$169 per lot
15	Major Subdivision - Tentative Map With sewer and/ or water	\$2,880.00		\$268 per lot
16	Non-Conforming Building Site Review	\$813.00		
17	Oil Well Inspection	\$200.00		
18	Parcel Merger	\$1,633.00		
19	Physical Address - New w/o permit	\$35.00		
20	Planning Inspection 1 Hour Minimum	\$100.00		
21	Photocopy - Text Document	\$0.50	per page	
22	Preliminary Map	\$2,803.00		Deposit
23	Reclamation Plan	\$3,735.00		Plus \$15 per acre
24	Requested Letter - Planning General Info	\$120.00		

Planning

Fee Schedule

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,076.21	1%	\$1,067.00	\$492
\$1,076.21	1%	\$1,067.00	\$492
\$1,076.21	1%	\$1,067.00	\$492
\$1,076.21	1%	\$1,067.00	\$492
\$2,415.16	1%	\$2,400.00	\$808
NA	NA	25% of Original Map Fees	NA
NA	NA	50% of Original Use Permit Deposit	NA
NA	NA	Rate per page	NA
NA	NA	\$10,000 Deposit + CEQA	\$8,327
NA	NA	\$10,000 Deposit + CEQA	\$8,327
\$135.16	1%	\$134.00	\$34
\$3,018.95	1%	\$3,000.00	\$1,461
NA	NA	Actual Cost	NA
NA	NA	\$10,000 Deposit + CEQA	\$6,594
NA	NA	\$10,000 Deposit + CEQA	\$7,120
NA	NA	No Charge	NA
NA	NA	20% of Building permit fee for Planner Site Visit	NA
\$3,018.95	1%	\$3,000.00	\$1,367
\$66.95	1%	\$66.00	\$31
\$135.20	1%	\$134.00	\$34
\$0.25	0%	\$0.25	\$0
NA	NA	\$5,000 + CEQA	\$2,197
NA	NA	\$10,000 Deposit + CEQA	\$5,765
\$135.16	1%	\$134.00	\$14



Planning

Fee Schedule				
25	Reversion to Acreage	\$1,549.00		
26	Road Abandonment	\$804.00		
27	Scenic Corridor Review	\$712.00		Plus \$100 per hour
28	Special Plan Review (Landscaping - Grading - Fencing - Etc.)	\$1,051.00		Plus \$100 per hour
29	Specific Plan of Land Use	\$3,542.00		Plus \$27 per acre
30	Surface Mine Inspection	\$400.00		
31	Surface Mine Re-Inspection	\$200.00		
32	Use Permit - Major (Conditional, General, Commercial & Industrial)	\$4,259.00		
33	Use Permit - Major (Oil Well-Oil/Gas Storage-Labor Camps)	\$4,095.00		
34	Use Permit - Major Surface Mining	\$4,158.00		Plus \$13 per acre
35	Use Permit - Minor (Rural Home Enterprise, Admin. Commercial & Industrial)	\$1,619.00		
36	Use Permit - Minor Home Occupation	\$1,111.00		
37	Use Permit - MINOR Senior Second, Guest House, Third Unit	\$1,049.00		
38	Use Permit - MINOR Sign Permit (Non-Billboard)	\$399.00		
39	Use Permit -Signs Temporary - Seasonal	\$35.00		
40	User Permit - Minor Temp Mobile Home, Fruit Stand	\$516.00		
41	Use Permit Renewal - Planning	\$793.00		Potential CEQA Analysis
42	Variance	\$1,529.00		
43	Zone Change Filed with Project	\$1,405.00		Plus \$29 per acre + \$100 per hour
44	Zone Change Filed Separately	\$1,480.00		Plus \$30 per acre + \$100 per hour
45	Pre- Application Review with the County Design Review Committee	New		Deposit
46	Research Fee (For items taking longer than one hour)	New		Planner to advise Client after two hours of effort, before continuing.

Planning

\$3,018.95	1%	\$3,000.00	\$1,451
\$1,611.79	0%	\$1,610.00	\$806
NA	NA	\$5,000 Deposit	\$4,288
\$805.90	0%	\$805.00	-\$246
NA	NA	\$10,000 Deposit + CEQA	-\$2,542
\$400.00	0%	\$400.00	\$0
\$200.00	0%	\$200.00	\$0
NA	NA	\$5,000 Deposit + CEQA	\$741
NA	NA	\$5,000 Deposit + CEQA	\$905
NA	NA	\$10,000 Deposit + CEQA	-\$3,158
NA	NA	\$2,500 Deposit + CEQA	\$881
\$1,212.64	1%	\$1,200.00	\$89
\$1,077.48	0%	\$1,077.00	\$28
\$402.95	0%	\$402.00	\$3
\$47.24	5%	\$45.00	\$10
\$805.90	13%	\$700.00	\$184
NA	NA	\$2,5000 Deposit	\$1,707
NA	NA	\$5,000 Deposit + CEQA	\$3,471
NA	NA	\$10,000 Deposit	\$8,595
NA	NA	\$10,000 Deposit + CEQA	\$8,520
NA	NA	\$1,500.00	NA
\$135.16	NA	\$250 Deposit	NA



Planning

Fee Schedule

47	Extra Ordinary Development Review Fee	New		
48	Development Review Committee Incentive	New		

Environmental Review

#	Description	Fee/Charge	Unit	Notes
1	Statutory Exemption	709.00		
2	Categorical Exemptions	709.00		
3	Request For Proposal	1,157.00		
4	Consultant - Contract Preparation	1,170.00		
5	Initial Study - Negative Description	1,209.00		
6	Notice of Preparation	994.00		
7	RMA Administrative Fee for EIRs and Initial Studies (Added to Consultant costs, Applicant Deposit requirements)	32%		

Planning

Fee Schedule

NA	NA	\$10,000 Deposit + CEQA	NA
NA	NA	\$1,500.00	NA

Environmental Review

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$874.11	0%	\$874.00	\$165
\$874.11	0%	\$874.00	\$165
\$1,611.79	0%	\$1,611.00	\$454
\$2,688.01	7%	\$2,500.00	\$1,330
NA	NA	\$10,000 Deposit if done in-house	\$8,791
\$805.90	0%	\$805.00	-\$189
NA	NA	32%	\$0



Probation

#	Description	Fee/Charge	Unit	Type of Action	Legal Authority
1	Transfer-Out Fee	\$150/300		Ordinance	1203.1(b) P.C.
2	ICOTS Transfer Fee	\$150/300		Ordinance	ICAOS Rule 4.107
3	Adult Pre-Plea Report	New			
4	Adult Pre-Sentence Investigation Fee (PSI)	\$150/300		Ordinance	1203.1(b) P.C.
5	Electronic Monitoring Program - Adult	\$10/35	daily	Resolution	1208.2(b)(1) P.C.
6	Electronic Monitoring Program Application- Adult	\$25.00		Resolution	1208.2(b) P.C.
7	Parenting Class Referral Fee	\$20.00		Ordinance	1203.1(b) P.C.
8	Domestic Violence Referral Fee	\$20.00		Ordinance	1203.1(b) P.C.
9	Anger Management Referral Fee	\$20.00		Ordinance	1203.1(b) P.C.
10	Community Service Referral Fee	\$35.00		Ordinance	1208.2(b)(1) P.C.
11	Adult Supervision Fee	\$30.00		Ordinance	1203.1(b) P.C.

All Probation Services subject to financial ability to pay determined by the Probation Officer

Summary

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$398.67	12%	\$350.00	\$50.00
\$399.96	12%	\$350.00	\$50.00
\$947.96	37%	\$600.00	NA
\$947.96	37%	\$600.00	\$300.00
\$191.45	69%	\$40/\$60	\$25.00
\$109.40	54%	\$50.00	\$25.00
\$54.70	9%	\$50.00	\$30.00
\$54.70	9%	\$50.00	\$30.00
\$54.70	9%	\$50.00	\$30.00
\$54.70	9%	\$50.00	\$15.00
\$249.97	80%	\$50.00	\$20.00



Public Health

Table with 1 row and 1 column (header area)

Table with 1 row and 1 column (header area)

#	Description	Fee/Charge	Unit	Fee Note
1	Birth Certificate	\$25.00		
2	Death Certificate	\$21.00		
3	Marijuana Card Issuance	\$67.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$559.62	96%	\$25.00	\$0.00
\$559.62	96%	\$21.00	\$0.00
\$2,864.30	97%	\$100.00	\$33.00



San Benito County Sheriff's Office

Comprehensive User Fee Study

Fees				
#	Description	Fee/Charge	Unit	Notes
1	Vehicle Release	\$17.00		
2	Repossession Fee	\$15.00		
3	Case Report Copies	\$1.00	Per Page	If releasable, up to 10 days
4	Letter of Clearance	\$20.00		
5	Citation Sign Off	\$20.00		
6	Earnings Withholding Orders	\$35.00		
7	Bank Levies	\$40.00		
8	Keepers - \$100 Sheriff's Fee plus Keeper's Fees Till Taps - \$100 (No Keeper needed)	\$240.00	8 hr	
9	Keepers - \$100 Sheriff's Fee plus Keeper's Fees Till Taps - \$100 (No Keeper needed)	\$400.00	8-12 hour	
10	Civil Bench Warrants	\$50.00 \$140.00		
11	Summons & Complaints	\$40.00		
12	Small Claims (Plaintiffs Claims)	\$40.00		
13	Criminal Summons & Order After Hearing	\$0.00		
14	Order for Appearance or Examination	\$40.00		
15	Affidavit & Order	\$40.00		
16	Order After Hearing (Not Criminal)	\$40.00		
17	Order To Show Cause/ Request For Orders	\$40.00		No fees to be collected for these services if the "No fee" box is checked OR if the judge specifies that there is some sort of violence involved
18	Civil Subpoena for Sheriff's Deputy to Appear as a Witness on a Civil Matter	\$40.00		Plus \$275.00 per deputy
19	Summons & Petition (Family Law) Divorce, Child Support, Child Custody, etc.	\$40.00		
20	Temporary Restraining Order (Civil Harassment; Work Place TRO's)	\$40.00		No fees to be collected for these services if the "No fee" box is checked OR if the judge specifies that there is some sort of violence involved
21	Criminal Subpoenas	No Fee		
22	Evictions	\$145.00		
23	Summons & Complaint - Unlawful Detainer	\$40.00		
24	Any 3, 30, 60 or 90 Day Notices to Quit or 3-Day Notice to pay Rent or Quit	\$40.00	Per defendant	
25	Child Support	\$40.00		
26	Real Property Levy, Writ of Sale; Writ of Attachments; Personal Property Levy, Writ of Possession Claim & Deliveries	Fee varies Contact the S/O for more information		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$44.96	11%	\$40.00	\$23.00
NA	NA	\$15.00	\$0.00
NA	NA	\$1.00	\$0.00
NA	NA	\$20.00	\$0.00
NA	NA	\$20.00	\$0.00
NA	NA	\$35.00	\$0.00
NA	NA	\$40.00	\$0.00
NA	NA	\$240.00	\$0.00
NA	NA	\$400.00	\$0.00
NA	NA	\$50.00 \$140.00	\$0.00
NA	NA	\$40.00	\$0.00
NA	NA	\$40.00	\$0.00
NA	NA	\$0.00	\$0.00
NA	NA	\$40.00	\$0.00
NA	NA	\$40.00	\$0.00
NA	NA	\$40.00	\$0.00
NA	NA	\$40.00	\$0.00
NA	NA	\$40.00	\$0.00
NA	NA	\$40.00	\$0.00
NA	NA	No Fee	\$0.00
NA	NA	\$145.00	\$0.00
NA	NA	\$40.00	\$0.00
NA	NA	\$40.00	\$0.00
NA	NA	\$40.00	\$0.00
NA	NA	Fee varies Contact the S/O for more information	\$0.00



San Benito County Sheriff's Office

Fees

#	Description	Fee/Charge	Unit	Notes
27	Work Alternative Program Fee	\$30.00		Set Per Resolution No. 2001-30
28	Work Alternative Daily Sign in / out	New		
29	Work Alternative Reschedule Fee	New		
30	DA Book & Release / Full Booking	New		
31	Federal Firearm Dealer License (FFL) Initial Letter	New		
32	Federal Firearm Dealer License (FFL) Renewal Letter	New		
33	Explosive Permit - Initial Permit	New		
34	Explosive Permit - Renewal	New		
35	Case Report Staff Processing Time	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$60.01	0%	\$60.00	\$30.00
\$12.68	21%	\$10.00	NA
\$29.90	0%	\$30.00	NA
\$45.16	11%	\$40.00	NA
\$125.27	0%	\$125.00	NA
\$32.67	8%	\$30.00	NA
\$200.28	0%	\$200.00	NA
\$32.67	8%	\$30.00	NA
\$12.68	21%	\$10 plus Copy Fee	NA



Tax Collector

Fees				
#	Description	Fee/Charge	Unit	Legal Authority
1	Delinquent Cost	\$17.50	Per Parcel	R&T 2621 & 2622(a), 4653.8, 4656.4, Ord 842 amending 699
2	Delinquent Reminder Notice	\$7.00	Per Parcel	R&T 2621, 4653.8, GC 54985, Ord 842 amending 699
3	Redemption Fee	\$15.00	Per Parcel	R&T 4102, 4656.5, Ord 842 amending 699
Copies				
4	Screen Print	\$1.00	Per Parcel/Assmt	GC 54985 (a)
5	Tax Sale Information	\$4.00	Per Parcel/Assmt	R&T 162 & GC 54985 (a)
6	Abstract of Delinquent Secured Property TAXES	\$4.00	Per Parcel/Assmt	R&T 162 & GC 54985 (a)
7	Photo Copy for any document requested	\$3.00	Per Document	R&T 162
Bank Charges				
8	NSF Check/Stop Payment	\$38.75	Per check	GC 6157, Ord 842 amending 699
9	Electronic Funds Transfer	\$25.00	Per Transfer	GC 54985, Ord 842 amending 699
10	Domestic Wire In (bank fee only)	\$10.00	Per Wire Transfer	GC 54895
11	Domestic Wire Out (bank fee only)	\$10.00	Per Wire Transfer	GC 54896
12	Notice of Intent to Seize Property (bank accts)	\$7.00	Per Parcel/Assmt	R&T 2992 (e)
Secured				
13	Installment plan of Redemption	\$75.00	Per Parcel/Assmt	R&T 4217, Ord 843
14	Escrow Demand-Tax Payment Amount Due/Apn not to exceed \$38.50/Hr	\$35.00		R&T 162 & GC 54985(a)
15	Mobilehome - Initial Clearance	No Charge	Per Parcel/Assmt	R&T 5832
16	Mobilehome -Reissue with no recalculation	\$7.00	Per Parcel/Assmt	R&T 5832 & GC54985(a)
17	Mobilehome -Reissue with recalculation	\$7.00	Per Parcel/Assmt	R&T 5832 & GC54985(a)
18	Minor/Major Subdivision - Initial Tax Clearance	\$20.00	Per request	GC 54985(a)
19	Minor/Major Subdivision - Reissue, No Recalculation	\$7.00	Per request	GC 54985(a)
20	Minor/Major Subdivision -Recalculation Reissue	\$20.00	Per Subdivision	GC 54985
21	Lot Line Adjustment - Initial Tax Clearance	\$20.00	Per request	R&T 5832 & GC54985(a)
22	Lot Line Adjustment - Reissue, No recalculation	\$7.00	Per request	GC 54985(a)
23	Lot Line Adjustment - Recalculation Reissue	\$20.00	Per Lot Line	GC 54985
24	Bankruptcy Administrative Fee	Actual	Per Case	GC 54985(a)
25	Secured Tax Roll	\$300.00	Per Current Roll	GC 54985
26	Delinquent Secured Roll	\$25.00	Per Current Roll	GC 54986
27	Supplemental Tax Roll	\$300.00	Per Current Roll	GC 54987
28	Delinquent Supplemental Roll	\$25.00	Per Current Roll	GC 54988
Tax Sale				
29	Obtaining Names/Last Known Mailing Address & Mailing Notices	Actual	Per parcel/Assmt	RT 3701,4112,4672.2 & 4675
30	Title Search for Notice to Parties of Interest	Actual	Per parcel/Assmt	R&T 3701 & GC 54985(a)
31	Primary Residence Parcel/Personal Contact Cost (not to Exceed \$100)	Actual	Per parcel/Assmt	R&T 3704.7
32	Cost to Conduct Sale (Effective 90 days in advance of tax sale date)	\$150.00	Per Parcel/Assmt	R&T 4112,4672 & 4672.1
33	Cost of Advertising	Actual	Per parcel/Assmt	R&T 2958,4673 & GC 54985(a)
34	Recording-Recession of Notice of Power to Sell-Redemption Only paid in good funds (cash, cashier's chk, money order, ACH Credit, Wire Transfer)	\$12.00	Per parcel/Assmt	GC 54985 & R&T 4992
35	Recording-Recession of Notice of Power to Sell-Redemption Only	\$12.00	Per parcel/Assmt	GC 54985 & R&T 4992

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$62.88	59%	\$26.00	\$8.50
\$51.06	80%	\$10.00	\$3.00
NA	NA	\$15.00	\$0.00
\$1.69	11%	\$1.50	\$0.50
\$4.23	1%	\$4.20	\$0.20
\$3.96	2%	\$3.90	-\$0.10
\$1.89	5%	\$1.80	-\$1.20
\$50.43	1%	\$50.00	\$11.25
\$33.20	1%	\$33.00	\$8.00
\$12.53	20%	\$10.00	\$0.00
\$21.11	53%	\$10.00	\$0.00
\$51.22	80%	\$10.00	\$3.00
\$244.03	54%	\$112.00	\$37.00
\$43.78	2%	\$43.00	\$8.00
NA	NA	No Charge	\$0.00
\$18.20	45%	\$10.00	\$3.00
\$66.73	85%	\$10.00	\$3.00
\$81.08	63%	\$30.00	\$10.00
\$18.76	47%	\$10.00	\$3.00
\$81.61	63%	\$30.00	\$10.00
\$67.29	55%	\$30.00	\$10.00
\$18.76	47%	\$10.00	\$3.00
\$67.29	55%	\$30.00	\$10.00
NA	NA	Actual	\$0.00
NA	NA	\$300.00	\$0.00
NA	NA	\$25.00	\$0.00
NA	NA	\$300.00	\$0.00
NA	NA	\$25.00	\$0.00
NA	NA	Actual	\$0.00
NA	NA	Actual	\$0.00
NA	NA	Actual	\$0.00
NA	NA	\$150.00	\$0.00
NA	NA	Actual	\$0.00
\$12.71	6%	\$12.00	\$0.00
\$12.71	6%	\$12.00	\$0.00



Tax Collector

Fees				
#	Description	Fee/Charge	Unit	Legal Authority
36	Recording - Tax Deed to Purchaser (\$7/1st page & \$3/eac addl page)	\$10.00	Per parcel/Assmt	R&T 3708.1,.5, GC 27631 & 54985
37	Recording - Tax Deed to Purchaser	Actual Charge plus Tax Collector Fees	Per parcel/Assmt	R&T 3708.1,.5, GC 27631 & 54985
38	Recording - Tax Deed to Purchaser-per Recorder Fee Schedule	Actual	Per parcel/Assmt	
39	State of California Fee for the Sale of each Assessment	\$1.50	Per Parcel/Assmt	R&T 4672
40	Rescission of Notice of Power to Sell	\$13.00	Per Parcel/Assmt	GC 54985
41	Online Auction House Fee	Actual	Per Parcel/Assmt	GC 54986
42	Application for Separate Valuation	\$100-\$150	Per request	GC 54987, Ord 580
Excess Proceeds from Tax Sale				
43	Notice to Parties of Interest	Actual	Per parcel/Assmt	R&T 4676
44	Cost of Advertising	Actual	Per parcel/Assmt	R&T 4676
Unsecured				
45	Escrow Demand-Tax Payment Amount Due i.e. Bulk Transfer Notice	\$35.00	Per request	R&T 2922 (e)
46	Delinquent Unsecured Collections	\$35.00	Per Parcel/Assmt	R&T 2922 (e)
47	Certificate of Lien - San Benito County	\$18.00	Per Parcel/Assmt	R&T 2922 (e) & GC 27631
48	Certificate of Lien - Out of County	\$22.00	Per Parcel/Assmt	R&T 2922 (e) & GC 27631
49	Certificate of Lien - Renewal of Lien	Cost/Original	Per Parcel/Assmt	R&T 2922 (e)
50	Department of Motor Vehicle - Vessel Program	\$11.00	Per Parcel/Assmt	R&T 2922 (e)
51	Installment plan of Redemption	\$35.00	Per Parcel/Assmt	R&T 2922 (e)
52	Unsecured Tax Roll	\$300.00	Per Current Roll	GC 54985
53	Delinquent unsecured Roll	\$25.00	Per Current Roll	GC 54986
Treasurer Fees				
54	Returned Item Charge -NSF	\$16.75	Per parcel/Assmt	GC 6157
55	Inquiry	\$8.00	Per Check	GC 54985 (a)
56	Stop Payment Request	\$15.50	Per Check	GC 54985 (a)
57	Wire Transfer of Funds	\$18.00	Per Transfer	GC 54985 (a)
58	Conversion of Bond into Registered Bond	\$1/\$1000 PAR	Per Bond	GC 5008
59	Copy of Investment Policy/Investment Report	\$17.25	Per Report	GC 54985 (a)
60	Return ACH Bank Charge	\$22.00	Per ACH transfer	GC 54985
61	Paying Agent Fee	\$500.00	Per Bond	GC 54985
Miscellaneous				
62	Postage - Paid	Actual Current Cost	Per Parcel/Assmt	GC 54985 (a)
63	Certified Mail/#10 Envelope with Return Receipt Requested	Actual Current Cost	Per Parcel/Assmt	GC 54985 (a)
64	Brown Envelope/9 x 12 or 10 x 13 (Excl Postage)	Actual Current Cost	Per Parcel/Assmt	GC 54985 (a)
65	Delinquent File - Folder/Insert/Cost Sheet	Actual Current Cost	Per Parcel/Assmt	GC 54985 (a)
66	Facsimile Transmissions	\$5.00	Per Parcel/Assmt	GC 54985 (a)
67	Demand for Payment Document Email Transmission	\$5.00	Per Parcel/Assmt	GC 54985 (a)
68	Demand for Payment Snail Mail Document Transmission	\$5.00	Per Parcel/Assmt	GC 54985 (a)

Comprehensive User Fee Study

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$21.50	30%	\$15.00 plus \$3 each additional page	\$5.00
NA	NA	Actual Charge plus Tax Collector Fees	\$0.00
NA	NA	Actual	\$0.00
NA	NA	\$1.50	\$0.00
\$13.01	0%	\$13.00	\$0.00
NA	NA	Actual	\$0.00
\$108.84	NA	\$100 plus \$25 ea addtl assmt not to exceed \$150	\$0.00
Excess Proceeds from Tax Sale			
NA	NA	Actual	\$0.00
NA	NA	Actual	\$0.00
Unsecured			
\$57.62	10%	\$52.00	\$17.00
\$11.40	4%	\$11.00	-\$24.00
\$275.35	90%	\$27.00	\$9.00
\$380.05	91%	\$33.00	\$11.00
\$275.35	NA	Cost/Original	\$0.00
\$42.85	63%	\$16.00	\$5.00
\$14.55	4%	\$14.00	-\$21.00
NA	NA	\$300.00	\$0.00
NA	NA	\$25.00	\$0.00
Treasurer Fees			
NA	NA	\$25.00	\$8.25
\$8.85	10%	\$8.00	\$0.00
\$18.85	5%	\$18.00	\$2.50
\$41.65	35%	\$27.00	\$9.00
NA	NA	\$1/\$1000 PAR	\$0.00
\$12.66	5%	\$12.00	-\$5.25
\$17.27	2%	\$17.00	-\$5.00
\$330.62	0%	\$330.00	-\$170.00
Miscellaneous			
NA	NA	Actual Current Cost	\$0.00
NA	NA	Actual Current Cost	\$0.00
NA	NA	Actual Current Cost	\$0.00
NA	NA	Actual Current Cost	\$0.00
\$5.03	1%	\$5.00	\$0.00
\$5.00	0%	\$5.00	\$0.00
\$5.03	1%	\$5.00	\$0.00



Tax Collector

Fees				
#	Description	Fee/Charge	Unit	Legal Authority
	Public Administrator			
69	PA Bond Fee	\$25.00	Per year/case	PROB 7621
70	PA Minimum Fee	\$1,000.00	Per case	PROB 7666
71	PA Compensation	4% of 1st \$100K, 3% on next \$100K, 2% on next \$800K, 1% on next \$9mil, .5% on next \$15mil, above \$25mil detrmn by court	Per case	PROB 10800
72	Extraordinary Fees	Court Approved	Per case	PROB 10801
73	Attorney Fee	\$1,000.00	Per case	PROB 7666
74	Attorney Compensation	4% of 1st \$100K, 3% on next \$100K, 2% on next \$800K, 1% on next \$9mil, .5% on next \$15mil, above \$25mil detrmn by court	Per case	PROB 10800
75	Coupon Payment Fee for Bonds	\$24.00	Per Bond	GC 54985

Summary

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	Annual plus .25% of >\$10K Estate	\$0.00
NA	NA	\$1,000.00	\$0.00
NA	NA	4% of 1st \$100K, 3% on next \$100K, 2% on next \$800K, 1% on next \$9mil, .5% on next \$15mil, above \$25mil detrmn by court	\$0.00
NA	NA	Court Approved	\$0.00
NA	NA	\$1,000.00	\$0.00
NA	NA	4% of 1st \$100K, 3% on next \$100K, 2% on next \$800K, 1% on next \$9mil, .5% on next \$15mil, above \$25mil detrmn by court	\$0.00
\$12.69	NA	\$12.00	-\$12.00



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