

## **Title V, 201 – UNIFIED FEE SCHEDULE UPDATE PROCEDURES**

1. The Unified Fee Schedule shall be updated semi-annually through approval by the Board of Supervisors. The proposed schedule for fees effective in the next fiscal year shall be considered during the annual budget hearings in June. The proposed fee schedule for fees effective in the next calendar year shall be considered in December.
2. Departments shall submit the proposed fee schedule for the next fiscal year to the County Administrative Office in conjunction with the submission of the departmental budget proposals. After review, the County Administrative Office shall compile the proposed fee schedules for presentation to the Board during budget hearings.
3. The County Administrative Office shall request proposed changes to the fee schedule in November for fees effective in the next calendar year. After review, the County Administrative Office shall compile the proposed changes for presentation and recommendation to the Board in December.
4. Departments shall work with the County Administrative Office and the Clerk of the Board utilizing the on-line Unified Fee Schedule application. Language recommended for deletion shall be presented in strike-out format. New language shall be indicated by underlining.
5. Each department shall notify County Counsel of the proposed changes prior to submitting the fee information to the County Administrative Office.
6. Each department shall provide additional fee information to the County Administrative Office including a brief description of the fee, the basis for the proposed change, the estimated annual revenue from the fee, and the fee authority, including whether the fee is state or federally mandated. The County Administrative Officer may also request additional information. The County Administrative Office shall provide this information to the Board with the proposed fee changes.
7. Upon approval of the proposed fee changes by the Board, the Clerk of the Board shall update the on-line fee changes.
8. Fees that are set by the State but collected by the County may be included in the Unified Fee Schedule for informational purposes with the notation that these fees are set by the State. The amount does not need to be stated but a link to the State agency's site where the fee is published must be provided in the Unified Fee Schedule.