

March 23, 2006

Mrs. Laura J. Gill  
County Administrative Officer  
330 Fair Lane  
Placerville, CA 95667

RE: Fee Waiving Policy B-2

Dear Mrs. Gill:

During several meetings in the past few weeks with Supervisor Sweeney, Bauman and Dupree the matter of fee waiving was discussed with the Grand jury. The Grand Jury had received a citizen complain to look into the policy. After investigation and calling witnesses to clarify for the Grand Jury the policy presently in effect the recommendation to the supervisors was to change the policy. They agreed to change the policy to include the requester's name and the dollar amount for the record.

The policy changes suggested are as follows:

- 1) All Fee Waiving recommendations must be approved first by the CAO under new policy guidelines.
- 2) On the consent or the open/discussion agenda as a minimum the parcel, the property owners name or organization must be revealed.
- 3) The dollars amount that is being waived must be mentioned on the agenda.

Thank you for your attention to this matter. Please notify the Grand Jury when this policy has been updated for our records and final report.

Sincerely:

Doug Clough  
Foreman  
Grand Jury 2005-2006

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COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

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	Date Adopted: 11/08/1988	Revised Date: 02/07/1989

Background:

In September 1981, the Board of Supervisors adopted policies and procedures regarding consideration of requests for waiver of County fees, permit charges, and other administrative costs. The policy is being amended at this time to give special consideration for emergency projects by local public agencies, and for life threatening fire safety needs being addressed for the public by private agencies. The Chief Administrative Officer is authorized to waive fees according to established procedure and report said waivers to the Board.

Policy:

1. County departments and offices shall charge all public agencies and non-profit organizations the same filing fees and other costs as those charged to private citizens, where those fees are levied to offset the County's costs to provide related services.
2. Fees may be waived for building permits, encroachment permits, variances, zone reclassifications, administrative permits, or use permits only if the Chief Administrative Officer makes any one of the affirmative findings as specified below:

The Chief Administrative Officer finds that --

- a. The levying of the fee in question would result in extreme financial hardship to the requesting entity;
- b. The applicant has been delayed due to actions taken by the County;
- c. A facility or project proposed by a non-profit corporation or special district will provide a substantial public benefit;



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- d. There is no actual cost to the County for the expense in question. For example, if the Building Department is required to inspect a structure, the fee related to providing this service will be levied. However, if inspection is not required, the fee may be waived;
- e. The project is being carried out by a local public agency and is an emergency project;
- f. The project is being carried out by a private agency primarily to address unresolved life threatening and/or fire safety issues for the public.

3. A fee for appeal of a decision of the approving authority may not be waived.

Procedure:

An entity applying for a fee waiver shall present a request in writing to the department head of the department that charges the fee in question. The request shall contain a description of the project in question along with a statement as to why the applicant believes the fee should be waived. The department head will review the request and present it to the Chief Administrative Officer. The Chief Administrative Officer will approve or disapprove the request for fee waiver in accordance with provisions set forth in this policy and report said waivers to the Board of Supervisors.

**Primary Department:** Chief Administrative Officer  
Community Development  
Department of Transportation



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References:                      None