

CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT FEE-FOR-SERVICE POLICY ~~GUIDELINES~~

~~Review to learn what other RCD's are doing.~~
~~September 20, 2018~~

Purpose

To establish and charge fees for services provided by the district to, and upon the request of, persons or government entities.

Policy and Procedure

Under Division 9 districts are empowered to charge fees for services rendered, so long as charges for services do not exceed the actual cost of rendering them (\$9403.5). Beyond this, districts also need to consider the potential impact of district competition on any businesses within the district who offer similar services. Districts may assist the local community by providing various services such as Geographic Information System (GIS) assistance, brush clearing and chipping, or any other services of which the district has knowledge or technical expertise.

All proposals requesting service, including RFPs, will be presented to and reviewed by the district board of directors through a contract proposal or request for proposal (RFP.) The district board of directors may authorize the creation of a contract to be reviewed and approved.

The district may receive requests without the proper lead time to review and approve. Proposals totaling under \$1,000 and less than 40 hours of staff time fitting in this category may be approved by the executive director or board president.

The Board of Directors has established the following fee structure to recover all costs borne in providing services to person or government entities:

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1. The Executive Director or designee will calculate each individual's hourly rate of pay and add 40% to the hourly rate to cover employer related costs such as social security, unemployment insurance, health insurance, dental insurance, life insurance, annual leave, sick leave, jury duty leave, bereavement leave, holiday pay, and 457 retirement, if applicable. The 40% will be added to the hourly rate. The fees charged for services will be based on the actual cost to the RCD, including employee hourly rate of pay, benefits, and overhead for each project.
2. The Executive Director will add a 12% administrative cost fee to the total in item 1 above, to cover the following costs: rent, utilities, general liability insurance, public officials liability insurance, automobile insurance, property insurance, public employees and/or official dishonesty blanket coverage, workers's compensation insurance, depreciation on equipment, purchase of equipment to provide service, meetings to discuss projects and reports, monitoring of subcontractors, and monthly or quarterly billing if applicable. The 12% administrative fee will not be added to legal or contractor fees.
3. The total of items 1 and 2 will be added and this amount will be used as the District's fee for reimbursable work.

All proposals for the RCD to provide services and charge fees pursuant to this policy must be approved by the district board of directors through a contract. However, the district sometimes receives requests for services on short notice. To enable the district to respond and take action on a request under a tight time frame, agreements for Fee for Service projects for less than \$1,000 and less than 40 hours of staff time may be approved by the district manager or board President.

3. The RCD's services are provided on a non-discriminatory basis, without regard to race, color, national origin, ancestry, sex, age, religion, marital status, medical condition, or physical Handicap. <refer to other policy> and or summarize

According to the state's Unruh Civil Rights Act, California law requires the district to provide "full and equal accommodations, advantages, facilities, privileges or services" and can't charge one group more than another for the same product or service.

= <https://civildrights.ca.gov/unruh/>

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