



# County of San Diego

**HA DANG**  
AGRICULTURAL COMMISSIONER/  
SEALER OF WEIGHTS & MEASURES

DEPARTMENT OF AGRICULTURE, WEIGHTS AND MEASURES  
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**MĒGAN MOORE**  
ASST. AGRICULTURAL COMMISSIONER/  
SEALER OF WEIGHTS & MEASURES

March 4, 2019

## INVITATION - FEE PROPOSAL WORKSHOPS

The County of San Diego Department of Agriculture, Weights and Measures (AWM) is committed to support a diverse agricultural community, a sustainable environment, and a fair marketplace while providing quality services in a cost-effective manner.

The Fee Package for Fiscal Year 2019-20 represents AWM's commitment to the County Board of Supervisors by adhering to the County's cost recovery policy as a regular part of doing business, while providing affected customers an opportunity to plan for fee increases. After completing an annual cost review, the Department is proposing increases to 13 fees, while adding 1 and leaving 18 fees unchanged. Increases in fees range from \$1 to \$10 for an overall adjustment of approximately 3%.

We will present the following fee adjustments for the programs below on April 10, 2019 to the County Board of Supervisors for approval to be effective July 1, 2019. The fee adjustments are as follows:

<b>Pest Exclusion – Export Certification</b>	<b>Current Fee</b>	<b>New Fee</b>	<b>Change</b>
International Plant Shipment Certificate	\$95	\$96	\$1
Domestic Plant Shipment Certificate	\$40	\$41	\$1
Domestic Counter Service Certificate	\$33	\$34	\$1
Missed Appointment Fee	\$66	\$68	\$2
<b>Direct Marketing</b>			
Certified Farmers' Market Certificate	\$182	\$185	\$3
Certified Producer's (CP) Certificate	\$52	\$54	\$2
Additional County Listing on CP	\$10	\$11	\$1
CP's Certificate Change or Addition	\$10	\$11	\$1
<b>Hazardous Materials Inventory</b>			
Base Registration	\$488	\$498	\$10
Inventory Item Registration	\$102	\$106	\$4
<b>Industrial Hemp Cultivation</b>			
Hourly Rate	-	\$126	N/A
<b>Verification of Agriculture</b>			
Application Processing	\$140	\$145	\$5
Follow-up Site Visit	\$97	\$100	\$3
<b>Apiary</b>			
Apiary Certification Hourly Rate	\$133	\$135	\$2

You are invited to attend a fee proposal workshop so we may provide you additional information and answer your questions. The workshop content is the same with two different dates and locations listed below to accommodate your schedules.

When:	Tuesday, March 19, 2019
Time:	<b>4 PM – 5 PM</b>
Address:	North Inland Live Well Center 649 W. Mission Avenue, Escondido, CA 92025 Conference Room D (map enclosed)
Tel:	(760) 752-4700

When:	Wednesday, March 20, 2019
Time:	<b>11 AM – 12 PM</b>
Address:	County Operations Center 5530 Overland Avenue, San Diego 1st Floor, Room 124 (map enclosed)
Tel:	(858) 614-7786

If you have questions regarding the fees, please contact the following AWM staff members:

- Pest Exclusion, Verification of Agriculture, or Apiary: Deputy Agricultural Commissioner Travis Elder by phone at (760) 752-4700 or by email at [Travis.Elder@sdcounty.ca.gov](mailto:Travis.Elder@sdcounty.ca.gov).
- Direct Marketing or Industrial Hemp: Deputy Agricultural Commissioner Dinna Morris by phone at (858) 614-7786 or by email at [Dinna.Morris2@sdcounty.ca.gov](mailto:Dinna.Morris2@sdcounty.ca.gov).
- Hazardous Materials Inventory Program: Assistant Commissioner Mēgan Moore by phone at (858) 694-2739 or by email at [Megan.Moore@sdcounty.ca.gov](mailto:Megan.Moore@sdcounty.ca.gov).

### **1. Why is the Department requesting the fee adjustments?**

Based on the Board of Supervisors and affected stakeholders' feedback from last year's fee adjustment proposal, the Department implemented an annual cost review process to show the department's commitment to the Board in adhering to the County's cost recovery policy as regular part of business, while providing affected stakeholders an opportunity to plan for fee increases. The required cost recovery policy is applicable to services that are offered to specific individuals or entities who benefit from these services and are responsible for all the associated costs. This is to ensure those benefiting from the services pay for them, rather than the public.

### **2. What has the Department done to contain costs?**

The practice of focusing on continuous improvement, implementing operational efficiencies, and prioritizing resources in key areas has positioned AWM to respond to regulatory changes and customer needs. AWM's continued success is also attributed to effective working relationships with various stakeholders. AWM strives to enhance programs to be effective and efficient in achieving positive outcomes and making a collective impact.

### **3. How was the fee package developed?**

The Department conducted an analysis of its programs including a review of state mandates, program operations, inspection frequencies, service levels, and benchmarking to obtain a comprehensive understanding of how the department's fees compare to other similar counties. The Department considered the projected program costs for Fiscal Year 2019-20, cost savings due to operational efficiencies, and available offset funding sources to determine the proposed fee adjustments. The County Auditor and Controller reviewed the supporting documentation and the methodology in this proposal to ensure compliance with County policies.