



# Napa County

## Board Agenda Letter

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Board of Supervisors

**Agenda Date:** 12/14/2021

**File ID #:** 21-1164

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**TO:** Board of Supervisors  
**FROM:** Jennifer Yasumoto - Director Health & Human Services  
**REPORT BY:** JoAnn Melgar - Staff Services Analyst II  
**SUBJECT:** Public Hearing Considering Adoption of a Resolution Deleting the Vital Statistics Fee Schedule from the Policy Manual

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### **RECOMMENDATION**

PUBLIC HEARING 10:00 A.M. - 10 Minutes

Director of Health and Human Services requests adoption of a resolution deleting Policy Manual Part III, Part 120 Health and Human Services, Section 120.400 Vital Statistics Fees effective December 14, 2021.

### **EXECUTIVE SUMMARY**

Board consideration of a resolution deleting the Vital Statistics fee schedule from Section III of the Board Policy Manual, Fees for Services Provided by County Departments and Agencies, Section 120.400-Vital Statistics Fees is requested.

Because the rates for Vital Statistics Fees are set HSC and Napa County has no discretion as to whether to charge these mandated fees, there is no need to publish these fees in Section III of the Board Policy Manual and staff requests that this section of the manual be deleted.

### **PROCEDURAL REQUIREMENTS:**

- Open Public Hearing.
- Staff reports.
- Public comment.
- Close Public Hearing.
- Motion, second, discussion and vote on the item.

### **FISCAL & STRATEGIC PLAN IMPACT**

|                                         |                                                                                                                                                                                                        |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Is there a Fiscal Impact?               | Yes                                                                                                                                                                                                    |
| Is it currently budgeted?               | Yes                                                                                                                                                                                                    |
| Where is it budgeted?                   | Health & Human Services Public Health                                                                                                                                                                  |
| Is it Mandatory or Discretionary?       | Mandatory                                                                                                                                                                                              |
| Discretionary Justification:            | N/A                                                                                                                                                                                                    |
| Is the general fund affected?           | No                                                                                                                                                                                                     |
| Future fiscal impact:                   | When the State amends the California Health and Safety Code (HSC) to revise mandated fee amounts, they will automatically apply to the services provided by the Public Health Vital Statistics Office. |
| Consequences if not approved:           | If this item is not approved, fees in Section III of Board Policy Manual will not agree with the mandated rates published in HSC.                                                                      |
| County Strategic Plan pillar addressed: | Effective and Open Government                                                                                                                                                                          |
| Additional Information                  | N/A                                                                                                                                                                                                    |

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The Health and Human Services Agency's (HHSA) Public Health Vital Statistics Office (VSO) maintains birth and death statistics for County residents and issues birth, death and fetal death certificates, as well as permits for the disposition of human remains. Today's action will delete birth, death, fetal death certificate, and burial permit fees from Section 120.400 - Vital Statistics Fees because these rates are set by California Health and Safety Code (HSC) and Napa County has no discretion whether to charge these mandated fees

In addition to the State mandated birth certificate fee, the County charges an additional \$3 local fee for deposit into the Children's Trust fund per HSC 103625(b)(2).

The proposed fees are specifically exempt from the voting requirements of Article XIIC of the California Constitution because they are charges imposed for specific government services requested by payers, provided directly to the payers, and are not enjoyed by anyone who does not pay the charge. These charges do not exceed reasonable costs to the government for providing the service or product.