



## COUNTY OF NEVADA COUNTY EXECUTIVE OFFICE

Eric Rood Administrative Center  
950 Maidu Avenue, Suite 220  
Nevada City, CA 95959  
(530) 265-7040  
Fax 265-9839

E-mail: [ceo@co.nevada.ca.us](mailto:ceo@co.nevada.ca.us)

Website: <http://www.mynevadacounty.com/nc/ceo/Pages/Home.aspx>

### NEVADA COUNTY BOARD OF SUPERVISORS Board Agenda Memo

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**MEETING DATE:** June 1, 2021

**TO:** Board of Supervisors

**FROM:** Martin Polt, Deputy County Executive Officer

**SUBJECT:** Resolution amending Resolution 19-242 regarding the fee schedules for services provided by the Clerk of the Board, Community Development Agency, Probation, Library, and Treasurer-Tax Collector, adding revised fee schedules for services provided by Clerk Recorder, GIS, and Public Health Vital Records, and rescinding Resolutions 17-577, 18-207, and 13-537.

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**RECOMMENDATION:** Conduct the Public Hearing, adopt the Resolution establishing revised fee schedules for services provided by the Clerk of the Board, Community Development Agency, Library, Treasurer-Tax Collector, and Probation and add revised fee schedules for services provided by the Clerk Recorder, GIS (Geographic Information Systems), and Public Health Vital Records to the countywide user fee Resolution 19-242.

**FISCAL IMPACT:** All fees are included in each department's 21/22 Proposed Budget and have been reviewed by the Budget Subcommittee.

**BACKGROUND:** The Board of Supervisors directed an increased focus on consolidating and streamlining the establishment and updating of fees. On June 4, 2019, per Resolution 19-242, the Board adopted fee schedules pertaining to the Clerk of the Board, Community Development Agency, Information and General Services, Probation, Registrar of Voters (Elections) and Social Services (Public Guardian). In fiscal year 20/21 fee schedules for the Sheriff, Animal Control, and Library were incorporated into Resolution 19-242.

The purpose of this Resolution is to amend Resolution 19-242 in furtherance of the County's efforts to consolidate fees through the inclusion of the following fee schedules, as well as rescinding Resolutions 17-577 (Clerk Recorder fee schedule), 18-207 (GIS fee schedule), and 13-537 (Public Health Department Vital Record fee schedule), as those fee schedules will now be incorporated into this Resolution.

### **Clerk Recorder - Exhibit K**

Fees are generally collected recording fees, notary services, marriage licenses, among other services.

### **GIS - Exhibit L**

The GIS Fee reflects the hourly rate for GIS services including but not limited to analysis using various GIS map and data layers, data input and analysis, gathering and provision of public information such as parcel records, written reports, and production of electronic files.

### **Public Health - Exhibit M**

Fees are generally collected for vital records such as birth and death certificates among other records.

In addition, the user fee schedules for the Clerk of the Board (Exhibit A), Community Development Agency (Exhibit B), Probation (Exhibit D), Library (Exhibit H) Treasurer-Tax Collector (J) were updated to revise fees for CPI adjustments or to reflect programmatic or statutory changes. In the case of Probation (Exhibit D), several fees are being rescinded due to statutory changes (AB1869) that eliminate the authority to collect fees beginning July 1.

The User Fee Review Group (UFRG) which includes the Auditor-Controller, County Counsel and the County Executive Office reviewed the proposed fee schedules and the materials provided in support of the respective fees and determined that the fees comply with the County's standard user fee analyses and hourly rate methodology, Board directives and applicable laws.

The fees are reasonably related to the costs of providing the service for which the fee will be imposed and helps the departments be more financially self-supporting to the greatest extent allowable by charging a fee equal to the actual cost of providing services.

The consolidated fee schedule is attached to the Resolution, with the previously approved department fee schedules being included in the consolidated fee schedule as Exhibits A through J, and the new revised fees named above being provided as Exhibits K through M.

Recommended fees are a result of collaboration between the originating department and the UFRG. The fee establishment or update process is initiated with communication between the department and UFRG start the rigorous review process. The Auditor-Controller works with the department to establish actual costs of the fee related activity, including performing fee studies which analyzes direct and indirect costs, productive hours, salary & benefits, and support hourly rates or other costs for the fee. Time studies may be required to track the time it takes for each fee activity to which the hourly rate is applied. County Counsel assists with legal issues such as statutory authorities, while the County Executive Office helps analyze budgetary impacts and provides guidance on public hearing and BOS presentation. This collaboration ensures that when the department is ready to present their fees to the Board and the public, the review departments are unified in their support of the proposed fees.

Included in the Resolution is an adjustment process whereby certain fees identified in the fee schedules will be automatically adjusted annually based on the percentage change in the Consumer Price Index (CPI). Annual adjustments shall be made only if the CPI increases and will be effective no sooner than July 1<sup>st</sup> of each fiscal year. The authorization for annual fee adjustments is effective for two fiscal years. Through the annual fee review process, UFRG will confirm that application of the CPI is consistent with the County's local cost increases and the County's actual cost of providing the identified services. If staff identifies a substantial deviation between CPI and actual costs, the UFRG will recommend an amended fee schedule.

There are some fees identified in the fee schedules where the CPI does not apply because the fees are capped by statute and cannot be legally increased or staff has otherwise determined that

the CPI is not applicable. State fees established and mandated by the State will be administratively updated whenever the State updates those fees.

**Item Initiated by:** Georgette Aronow, Sr. Management Analyst  
**Approved by:** Martin Polt, Deputy County Executive Officer