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**NEVADA COUNTY  
SHERIFF'S OFFICE**



**KEITH ROYAL**  
SHERIFF/CORONER  
PUBLIC ADMINISTRATOR

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**NEVADA COUNTY BOARD OF SUPERVISORS**

**Board Agenda Memo**

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**MEETING DATE:** June 7, 2016

**TO:** Board of Supervisors

**FROM:** Keith Royal, Sheriff-Coroner-Public Administrator

**SUBJECT:** Public Hearing to consider recommendations to adopt a resolution that would approve a revised fee schedule for the Sheriff's Office and introduction of an ordinance amending sections of the General and Administrative Codes pertaining to certain Sheriff's Office fees

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**RECOMMENDATION:** Conduct the Public Hearing, adopt the attached resolution, introduce and waive further reading of the attached Ordinance amending sections of the General and Administrative Codes pertaining to Sheriff's Office fees

**FUNDING:** Fees collected impact the Sheriff's Services budget. The revenue will be monitored and if needed a budget amendment will be forthcoming in a 16/17 consolidated budget amendment. There will be no negative impact to the General Fund.

**BACKGROUND:** The Sheriff's Office has not completed a comprehensive fee study since 1993. Certain Sheriff's Office fees were reviewed individually, and approved by the Board of Supervisors, since that time, such as Animal Control Dog Licensing, Chain Installer, and Home Detention Program fees. However, several fees remain outdated and insufficient to cover operational costs.

The County Auditor-Controller, County Executive Office and County Counsel have reviewed the proposed fee schedules and time studies and determined the increase in fees are justified and necessary to cover associated costs. Additionally, the proposed fees were reviewed and approved by the Budget Subcommittee. The proposed fees are attached as Exhibit A.

Adoption of this resolution and attached Exhibit A shall supersede and replace all other resolutions pertaining to the fees that are addressed. In order to consolidate and simplify the Sheriff's fee schedule, a proposed ordinance amending County Code is included. Certain Sheriff fees are required to be authorized by ordinance. Under the proposed amendment the fees are still authorized by ordinance, but the specific fee amount may be set by resolution.

As required, notice of the public hearing to discuss these fees has been published. We feel these fee increases are fair and equitable to the recipients of such services and County Taxpayers. The increase in fee recovery will partially offset operational costs for the Sheriff's Office. If adopted, these fees will become effective August 7, 2016.

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Included in the resolution is an adjustment process whereby fees shall be adjusted annually, except for those fees which are statutorily or otherwise restricted or determined, with each annual adjustment to be based on the percentage change in the Consumer Price Index (CPI) for urban wage earners and clerical workers in the State of California for the previous twelve months ending in December as published by the State of California Department of Industrial Relations. The annual adjustments shall be calculated, and notice of changes shall be provided to the public, on or before April 30, 2017 and on each April 30 thereafter, and shall be effective as of July 1st of each following fiscal year. This authorization for annual fee adjustments shall be effective for a period of five fiscal years, through and including fiscal year 2020-21.

**Initiated and Approved by:** Keith Royal