



COUNTY OF NEVADA COUNTY EXECUTIVE OFFICE

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NEVADA COUNTY BOARD OF SUPERVISORS Board Agenda Memo

MEETING DATE: June 21, 2022

TO: Board of Supervisors

FROM: Martin Polt, Deputy County Executive Officer

SUBJECT: Resolution to establish a Consolidated User Fee Schedule for County Departments and update or revise user fee schedules for services provided by the Assessor, Clerk of the Board, Community Development Agency, Public Health Vital Records, and Treasurer-Tax Collector, and rescinding Resolutions 98-263, 19-242, and 21-180

RECOMMENDATION: Conduct the Public Hearing, adopt the Resolution re-establishing the Consolidated User Fee Schedules for County Departments and update or revise user fee schedules for services provided by the Assessor, Clerk of the Board, Community Development Agency, Public Health Vital Records, and Treasurer-Tax Collector and rescinding Resolutions 98-263, 19-242, and 21-180.

FISCAL IMPACT: All fees are included in each department's FY 2022-23 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, this 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. In fiscal year 21/22 fee schedules for the Clerk Recorder, GIS, and Public Health Vital Records were incorporated into Resolution 19-242.

The attached Resolution will re-establish all fees as noted in the Exhibits as part of the consolidated fee schedule (and as such, we recommend rescinding Resolution 19-242 as

amended by 21-180). In addition, the Assessor Fee Schedule is being added to the consolidated schedule with this proposed Resolution, and therefore Resolution 98-263 would be rescinded.

Fees are generally updated on a three-year rotating cycle, and in the interim years, an automatic adjustment can be applied which is based on the percentage change in the Consumer Price Index (CPI).

The consolidated fee schedules are attached to the resolution and for FY 2022-23 the types of updates to the fee schedules are noted below:

Department	Fee Schedule Added to Consolidated Schedule	Comprehensive Fee Update	CPI Adj. Only	Statutory Updates	No Change
Animal Control (A)					X
Assessor (B)	X				
Clerk of the Board (C)		X			
Clerk Recorder (D)					X
CDA - All Departments (E)		X			
Elections (F)					X
IGS – Airport, Facilities & GIS (G)					X
Library (H)					X
Probation (I)					X
DSS Public Guardian (J)					X
PH Vital Records (K)				X	
Sheriff (L)					X
Treasurer-Tax Collector (M)			X		

Recommended fees are a result of collaboration between the originating department and the User Fee Review Group (UFRG) which includes the Auditor-Controller, County Counsel and the County Executive Office.

For the Comprehensive Fee Updates, the 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.

UFRG has 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.

It is recommended that annual CPI adjustments for certain fees, as noted in the fee schedules, shall continue to be made only if the CPI increases and will be effective no sooner than July 1st 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.

The CDA Cannabis and Code Compliance fees, noted in Exhibit E, will have a phased fee increase of 7.2% and 6% respectively over three fiscal years (2022-23, 2023-24, and 2024-25) in order to avoid a larger increase in the FY 2022-23.

Item Initiated by: Georgette Aronow, Sr. Management Analyst

Approved by: Martin Polt, Deputy County Executive Officer