



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

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

NEVADA COUNTY BOARD OF SUPERVISORS Board Agenda Memo

MEETING DATE: June 4, 2019

TO: Board of Supervisors

FROM: Martin Polt, Deputy County Executive Officer

SUBJECT: Resolution to establish a revised fee schedule for services provided by the Clerk of the Board, Community Development Agency, Information and General Services, Probation, Registrar of Voters (Elections) and Social Services (Public Guardian)

RECOMMENDATION: Conduct the Public Hearing, adopt the resolution establishing revised fee schedules for services provided by the Clerk of the Board, Community Development Agency, Information and General Services, Probation, Registrar of Voters (Elections) and Social Services (Public Guardian).

FISCAL IMPACT: All fees are included in each department's 19/20 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. As a result, a uniform fee template has been created, adoption of fees has been consolidated into a single resolution, a CPI based mechanism for annual fee adjustments has been developed, and a master fee schedule is being implemented.

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. 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 as of July 1st of each fiscal year. The authorization for annual fee adjustments is effective for three 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 following fee schedules have been reviewed and an update is requested for the following departments:

Clerk of the Board Fees - Exhibit A

Clerk of the Board - Fees are generally collected for assessment appeals, electronic copies of documents, verbatim transcription, and preparation of findings of facts for Assessment Appeals Board.

Community Development Agency Fees - Exhibit B

Agricultural Commissioner - Fees are generally collected for testing commercial weighing / measuring devices and performing a variety of agricultural inspections including quarantine and plant shipment inspections.

Building Department - Fees are generally collected to enforce State building standards, housing laws and the County Land use and Development Code through inspection services, processing and issuing permits and conducting health and safety investigations.

Cannabis Policy and Compliance - Fees are generally collected to enforce codes, regulations, and laws pertaining to cannabis that are delegated to departments within the Community Development Agency.

Code Compliance - Fees are generally collected to enforce all County Codes, regulations, and laws that are delegated to departments within the Community Development Agency.

Community Development Agency Administration - Fees are charged for various "at-cost" and fixed fee services such as archiving, publications, recording, research requests, proceedings, penalties, mileage and other printing costs.

County Surveyor - Fees are generally collected for technical review and processing of land division maps, survey maps, property descriptions and accompanying documents.

Environmental Health – Fees are generally collected to implement and enforce regulations and policies that protect the health of the public and the environment. Environmental Health consists of 3 major divisions: Consumer Protection, Hazardous Materials and Land Use and serves Nevada County as the Local Enforcement Agency (LEA).

Planning – Fees are generally collected to support the functions of reviewing and recommending actions on land development and land use in accordance with adopted State and local laws. Functions include land use applications, environmental analysis for public projects, and

implementation of the County's General Plan, Zoning Ordinance, Subdivision Ordinances, and California Environmental Quality Act (CEQA) Guidelines.

Public Works - Fees are charged for various engineering and surveying services including encroachment permits, vehicle permits, land use permits, and other miscellaneous items such as maps, blueprints and copies.

Refund Policy - Fees paid to the Community Development Agency, or its departments, for permits, applications, service requests or the like under authority by Resolution of the Board of Supervisors, may be refunded when requested in a timely manner.

Information and General Services Fees - Exhibit C

Airport – Fees are generally recommended by the Nevada County Airport Commission for airport services that are generally reasonable and contribute to the goal of operating a self-sufficient, non-subsidized enterprise fund.

Facilities – Fees are charged for rentals of the Grass Valley Veterans Memorial Building; the rental cost of tables and chairs in the Grass Valley Veterans Memorial Building are set by the American Legion.

Probation Department Fees - Exhibit D

Probation - Fees are generally collected to recuperate costs against adults in the criminal justice system. The Court may order reimbursement in any case in which the petitioner appears to have the ability to pay, without undue hardship, all or any portion of the costs for services.

Registrar of Voters (Elections) Fees - Exhibit E

Registrar of Voters (Elections) - Fees are charged for retrieving records, research, photocopying, and divisional services such as voter registration, printed voter lists, mailing labels, voter files, absentee voter lists, statement of vote, electronic statement of vote, filing a county initiative, and voter registration for proposed territory/district.

Department of Social Services Fees - Exhibit F

Public Guardian – Fees will generally be charged for case management and court-related activities that occur with the initial establishment of LPS and Probate conservatorship cases.

The 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.

The revised Fee Schedules are attached as Exhibits A, B, C, D, E, F to the accompanying Resolution.

Item Initiated by: David Jones, Management Analyst

Approved by: Martin Polt, Deputy County Executive Officer