



**COUNTY OF NEVADA  
COMMUNITY DEVELOPMENT AGENCY  
BUILDING DEPARTMENT**  
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Sean Powers  
Community Development Agency Director

Craig Griesbach  
Building Director

**NEVADA COUNTY BOARD OF SUPERVISORS  
Board Agenda Memo**

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**MEETING DATE:** May 26, 2020

**TO:** Board of Supervisors

**FROM:** Craig Griesbach, Director of Building

**SUBJECT:** A Resolution authorizing the Building Department to maintain the current fee schedule for the 2020-21 fiscal year consistent with the 2019-20 fee schedule.

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**RECOMMENDATION:** Adopt the Resolution.

**FUNDING:**

The Building Department is requesting that the fee schedule be maintained at current levels and the automatic CPI adjustment for FY 20/21 be waived. The Building Department's proposed 2020-21 budget reflects continuation of the current fee schedule (no CPI increases).

**ATTACHMENTS:**

1. Resolution authorizing the Building Department to maintain the current fee schedule for the 2020-21 fiscal year consistent with the 2019-20 fee schedule.
2. Proposed 2020-21 Building Department Fee Schedule

**BACKGROUND:**

Building Department Fees were established in FY 19/20 with Resolution 19-242, which was adopted on June 4, 2019, and included a provision for automatic Consumer Price Index (CPI) adjustments for two consecutive fiscal years beginning in FY 20/21. However, the CPI automatic adjustment could be waived based on review of the User Review Fee Group (UFRG) and subsequent recommendation to and approval of the Board of Supervisors. At the Department's request UFRG review of the fees found that it a waiver of the CPI automatic adjustment was warranted to maintain fee revenues in alignment with costs.

Historically, the Community Development Agency departments have adjusted their fee schedules annually in accordance with the Consumer Price Index (CPI) or as needed to recover the cost for services provided. These fees are reasonably necessary to recover the actual and reasonable costs

of providing these services for which the fees are imposed. However, based on the continually improved efficiencies in the department, leveraging consultants during workload fluctuations, taking a lean approach, and with the prudent use of fund balance the department is not requesting a fee increase for fiscal year 2020-21.

The waiver of the automatic CPI adjustment is for FY 20/21. It is the department's goal to be financially self-supporting as the Building Department does not receive any general fund revenue and is strictly a fee for service budget.

**Item Initiated and Approved by:**        Craig Griesbach, Director of Building