

**RESOLUTION NO. 13- 7843**

**A RESOLUTION AMENDING THE MASTER FEE SCHEDULE  
ESTABLISHING SERVICE FEES FOR COUNTY DEPARTMENTS**

**WHEREAS**, the Board of Supervisors has previously adopted a Master Fee Schedule establishing service fees for County departments and such Master Fee Schedule has been revised and amended from time-to-time; and,

**WHEREAS**, the Master Fee Schedule now needs further revision to add or change fees for various county departments.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors, County of Plumas, State of California, as follows:

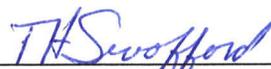
1. The Master Fee Schedule initially adopted by Resolution No. 05-7130 and revised and amended from time-to-time is hereby further amended as referenced by Exhibit "A" attached. The fees and charges as set forth in Exhibit "A" supersedes the fees and charges previously adopted to the extent such previous fees and charges are inconsistent with the fees and charges set forth in the attached Exhibit "A".
2. The fees set forth in the attached Exhibit "A" shall take effect on the date of adoption of this Resolution notwithstanding any provision to the contrary.
3. Any existing fee not included in this Resolution or amendment thereafter shall remain in full force and effect according to its specific authorization, whether by Board order, Resolution, Ordinance, or State law.
4. The Board reserves authority to waive all or a portion of any fee, in the public interest, when the fee is charged to a local public entity.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 5<sup>th</sup> day of February, 2013.

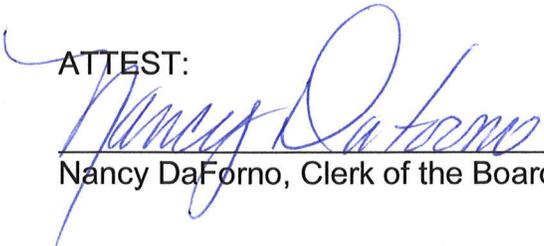
**AYES:** SUPERVISORS THRALL, GOSS, KENNEDY, SIMPSON, SWOFFORD

**NOES:** NONE

**ABSENT:** NONE

  
\_\_\_\_\_  
Terry Swofford, Chair

**ATTEST:**

  
\_\_\_\_\_  
Nancy DaForno, Clerk of the Board



OFFICE of the DISTRICT ATTORNEY  
and PUBLIC ADMINISTRATOR

**David Hollister, District Attorney**

520 Main Street, Room 404

Quincy California 95971

(530) 283-6303 • Fax (530) 283-6340

---

**TO: THE HONORABLE BOARD OF SUPERVISORS**

**FROM: DAVID HOLLISTER, DISTRICT ATTORNEY**

**RE: MASTER FEE SCHEDULE UPDATE FY 12/13**

**DATE: October 18, 2012**

---

**Recommendation:**

The District Attorney's Office requests approval of the attached changes to the Master Fee Schedule for FY 2012-13.

The District Attorney's Office also invites input as to whether said fees should be applied to the discovery process involving attorneys on the Plumas County Public Defender Contract

---

**Background and Discussion:**

The Plumas County District Attorney's Office provides various written documents (reports), color copies, CDs, DVDs, faxes and electronic scans to criminal defense attorneys as part of the "discovery" process in criminal cases.

Providing "discovery" (inculpatory, exculpatory, and other relevant evidence) to counsel for criminal defendants is mandated by the United States and California constitutions and is codified in California Penal Code Section 1054 et seq. The purpose of "discovery" is to promote the ascertainment of truth; save court time; protect victims and witnesses from danger, harassment, and undue delay; and prevent trial by ambush. These objectives are consistent with the true purpose of a criminal trial: the ascertainment of the facts. (*In re Littlefield* (1993) 5 Cal.4<sup>th</sup> 122, 131).

The last adjustment to (some) discovery fees occurred in 2004.

Attached, please find a table outlining the current fee and the proposed fee, the District Attorney Fee Methodology outline and an informal California District Attorney's Association survey of various discovery fees charged throughout California

**EXHIBIT "A"**

---

---

**PLUMAS COUNTY**  
**2012-13 Fee, Charge and Assessment Update**

**District Attorney**

1	2	3	4	5	6	7	8
Dept. No. and Name/Revenue Acct. Number	Authorization Resolution/Ord Number	Common Name of Service	Current Fee	Date of Last Adjustment	Service Unit/Year	Proposed Fee	Est Revenue Increases for 12/13 Effective Date 11/1 (8 Mo.)
70301 / 45083	Unknown	DA Xerox Copy (BW)	0.25	2004	3,500	0.50	1,458
70301 / 45083	None	DA Xerox Copy (color)	0.00	none	6	3.00	12
70301 / 45083	Unknown	DA CD Copy	4.00	2004	15	5.00	70
70301 / 45083	Unknown	DA DVD Copy	4.50	2004	10	5.00	48
70301 / 45083	None	FAX local	0.00	none	5	0.50	2
70301 / 45083	None	FAX long distance	0.00	none	25	1.00	17
70301 / 45083	None	Electronic (scan/email)	0.00	none	100	1.00	67
						Total	1,674

## District Attorney Fee Methodology

Total Expenditures (2011-12)	891,150
Divided by # of Staff (FTEs)	8.40
Hours worked / Year (one FTE)	2,080
Cost per employee per hour	51.00

	Xerox Copy/page (BW)	Xerox Copy/page (color)	DVD/CD Copy	FAX local	FAX long distance	Electronic (email or scan)
Average time in minutes	0.50	2.35	5.50	0.50	0.50	1.00
Cost of staff in \$	0.43	2.00	4.68	0.43	0.43	0.85
	Paper / copy cost	Paper / copy cost	Unit cost	Average Telephone cost	Average Telephone cost	Searchable scan cost
Other costs in \$	0.07	1.00	0.320	0.07	0.57	0.15
Total Fee with all costs	0.50	3.00	5.00	0.50	1.00	1.00
	Xerox Copy/page (BW)	Xerox Copy/page (color)	DVD/CD Copy	FAX local	FAX long distance	Electronic (email or scan)

Discovery Survey Monterey	Does not charge for print copies Media duplication \$10-\$20 Media duplication is 1/2 price for defense
San Benito	Does not charge
San Joaquin	\$.50 per page for print copies \$10 disc on CD and DVD (does not matter amount of pages, audio, A/V, whatever) \$2.00 to color print each photo
San Diego	\$.20 per page printed \$10. to duplicate a CD or DVD
Riverside	\$5.00 first 10 pages \$.10 per page after 10 pages-- printing or scanning If provided on a CD, counsel has to provide the CD and the charge is plus \$20. \$1.10 for each color photo printed- photos not scanned to CD
El Dorado	Disc on CD- Do not charge public defender Private counsel- \$10 for CD Discovery ea. Time
Glenn	Never charged public defenders. Used to charge private counsel but discontinued; "it was too much of a hassle"
Imperial	Print copy \$1.00 first page and \$.50 after. Charges Public Defender and Private. All paper discovery. Auditor handles all of the billing and payments.
Inyo	Does not charge
Madera	Does not charge
Mendocino	Print copy \$.10 per page Media duplication counsel has to provide media charges range from \$2.00-\$25.00 and Public Defender is 1/2 price
Modoc	Paper discovery \$.50 per page copied or \$.50 per page faxed
Mono	Charge Private Counsel only \$10. flat fee no matter how many pages Paper discovery only add \$.50 to mail Media dup. for \$10.
Marin	Public defenders are charged an annual amount which covers any amount of discovery provided over the year. Private counsel- print copies \$.25 per page, color photocopy \$4.00 ea. Media duplication \$10-\$20.
Kern	Print copies \$1. first page \$.25 each after the first Media duplication \$25-\$50.
Kings	Initial discovery no charge- Supplemental discovery \$.08 per page B/W \$.39 per page color Media duplication counsel provides blank media and is \$2.00 Do not scan to media
Lake	Looking into charging for discovery; it will be \$.50 per page
Yuba	Public Defender is 1/2 price of private attorney Print copies private \$.50 first page \$.25 each page after, media duplication any media \$7.00
Yolo	Charge Private and Public Counsel the same \$2.50 first page, \$.25 ea. Page after No scanning Media dup. any media \$15.00
Del Norte	Only charge private counsel \$.50 per page, no scanning, Media dup. any media \$5.00
Contra Costa	Charge private and public \$5.00 first page; \$.25 ea page after; media dup. any media \$40.
Colusa	Do not charge public def. ; charge private counsel \$1.00 per page (yes for every page)

No scanning; media dup. any media \$10.00

Calaveras	Does not charge
Alpine	Private counsel only, no scanning, print copies \$1.00 per page (yes for every page)
Orange	Do provide discovery on CD - \$.15 per page copied or scanned plus \$27. to burn scanned onto a CD Auditor-Controller does all the billing and payment collection.
Placer	Print copies \$.75 per page (yes for every page)
Plumas	Only charge private counsel print copies \$3.00 first page \$.25 ea. page after
Siskiyou	Print copies \$.25 per page and \$5.00 to mail (most are mailed)
Sierra	Print copies \$3.50 first page \$.30 for ea. Page after
Shasta	Does not charge
San Francisco	Charge private and public defender; \$5.00 firsts page, \$.25 ea. page after; if provided by scanning/burningto a CD add \$15.00
Merced	Print copies \$.50 per page (yes every page) Media dup. ranges from \$5.00- \$30.00
Santa Cruz	Print copy \$2.40 first page \$.30 ea. additional page; if scanned/burned to CD add \$30.
Santa Barbara	\$5.00 forst 10 pages; \$.50 per additional pages; if scanned/burned to CD add \$.25 per page
Solano	Does not charge *SIDE NOTE- New- Have to pay court for priors
Ventura	Print copies \$.50 per page- private counsel \$.15 per page defense counsel
San Luis Obispo	Print copies \$.10 per page media duplication \$15.00-\$26.00 to private counsel only
Sacramento	Print copies \$.35 per page Media duplication \$10- \$15
Amador	Print-\$5.00 min. for initial disc. up to 100 pages. If initial is over 100 pages then \$.25 per add page. Supplemental \$1.00 for first page and \$.25 for ea. Additional page All print is double sided to save paper.
Sonoma	Does not charge
Tehema	Does not charge
Tuolumme	Does not charge
Trinity	Print charges to private counsel \$.50 per page to public defense counsel- contract \$.04 per page Media duplication \$4.00- \$10.00
Sutter	Print copies \$.50 per page Media duplication \$10.
Tulare	This is a DAMION office, they provide all discovery on CD at no charge except CDs have to be provided by all counsel.

# PLUMAS COUNTY PUBLIC WORKS DEPARTMENT

1834 East Main Street, Quincy CA 95971 – Phone (530) 283-6268 Facsimile (530) 283-6323  
Robert A. Perreault Jr., Director Joe Blackwell, Deputy Director



January 17, 2013

To: Honorable Board of Supervisors  
From: Robert Perreault, Director of Public Works  
Subject: Approval of an amendment to the Master Fee Schedule to correct minor errors and provide additional clarification to Public Works Fees approved in October 2012.

## Background:

The Public Works Department is proposing minor amendments to fees previously approved on October 16, 2012.

The proposed amendments include:

- 1) An explanation that the hourly rate charge is an estimate and that the actual hourly rate is based on the pay rate of the employee performing the service.
- 2) The addition of Vehicle Cost fee with an explanation that this rate is an estimate and that the actual hourly rate is based on the classification of the vehicle used in performing the service.
- 3) Clarification that the Utility Repair (Minor) encroachment permit fee does not apply to utility special districts.
- 4) Correction of an inconsistency between the \$500 deposit for Major Utility Projects and Footnote #4.

These amendments are reflected on the attached Exhibit A.

## Recommendation:

It is respectfully recommended that the Board of Supervisors approve amending the Master Fee Schedule as set forth in Exhibit A to correct the previously approved Public Works Fee Schedule.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert A. Perreault", is written over a horizontal line.

Robert A. Perreault, Director

Department of Public Works

**EXHIBIT "A"**

**Department of Public Works  
Development Review Fees**

<u>Development Review Applications</u>	<u>Fee Amount</u>
Campground Permit	\$156
Development Agreement	\$1000.00 Deposit billed at \$68.32/hour <sup>2,3</sup>
Development Agreement Amendment	\$1000.00 Deposit billed at \$68.32/hour <sup>2,3</sup>
EIR Review	\$204
Hydro-Electric Project	\$1000.00 Deposit billed at \$68.32/hour <sup>2,3</sup>
Modification of a Recorded Map	\$156.00
Modification of Development Standards	\$292.00
Negative Declaration Review	\$136.00
Permit to Mine/Reclamation Plan	\$292.00
Planned Development Permit	\$292.00
Reversion to Acreage	\$87.00
Site Development Permit	\$156.00
Special Use Permit	\$87.00
Tentative Map	\$292.00
Tentative Map per lot fee	\$17.00
Reconsideration of Approved Application	1/2 Current Fee
Technical Report Review <sup>1</sup>	\$1000.00 Deposit billed at \$68.32/hour <sup>2,3</sup>
Vehicle Travel Cost	\$19.50/hr. <sup>4</sup>

1 - These reports include: Traffic Studies, Grading Plans, Erosion Control Plans, Flood Studies, Drainage Studies and Geotechnical Reports.

2 - A deposit will be collected at the time the application fee is accepted. The Public Works Department shall keep records of the time and expenses incurred in the processing of these applications and charge Developer on a time and material basis. These monies will be deposited in a special account, from which the County will draw sums to cover the costs of the application review. As expenses are incurred, the Public Works Department shall provide to the applicant an invoice detailing the work performed and the time spent by its staff or outside consultants on such work, together with the hourly rates charged by individuals performing the work. The invoice amount shall not exceed the actual cost to the Public Works Department to provide the work described. The County may withdraw funds from the funds deposits in the special account in the amount of each invoice. In the event that it appears likely the deposit made by developer will be exhausted, the Public Works Department shall provide the developer with a new estimate of the cost to complete the processing of the application. The developer shall replenish the special account in the amount of such new estimate within fifteen (15) days. Developer's failure to make payment shall be deemed a withdrawal or abandonment of the application, but such withdrawal or abandonment shall not relieve the developer of the obligation to pay for work done by County in response to the application or to wind up work as a result of withdrawal or abandonment.

3 - This is an estimate of the hourly rate charged. Actual rate may vary depending on the classification of the employee performing the service.

4 - This is an estimate of the hourly rate charged. Actual rate may vary depending on the classification of the vehicle used.

## Encroachment and Transportation Fees

### Encroachment Permit Fees

Residential Driveway Encroachment	\$98.00
Commercial Driveway Encroachment	\$125.00
Utility Repair (Minor) <sup>1</sup>	\$88.00
Major Utility Project <sup>2,3</sup>	\$500.00 Deposit billed at \$52.70/hour* <sup>4</sup>
Special Events	\$0.00
Tree Removal Permit	\$98.00
Permit Administrator Inspection	\$52.70/hr.*
Engineer Inspection	\$68.32/hr.*

### Transportation Permit Fees

Single Trip Transportation Permit	\$21.00
Blanket Transportation Permit	\$54.00
Site Inspection	\$52.70/hr.*

\* Time spent reviewing these applications varies considerably. Fee is a minimum deposit billed against an hourly rate. Actual hourly rate may vary depending on the classification of the employee performing the service. Vehicle travel is an additional cost in addition to the employee's hourly rate costs.

1- Fee does not apply to utility special districts

2 - This fee varies depending on the size and the complexity of the project. To accommodate these variations, the fee will be calculated at an hourly rate with a \$500.00 initial deposit. This fee is applicable to special district projects that solicit bids from contractors.

3 - Additional inspection fees are assessed during the inspection phase.

4 - A deposit will be collected at the time the application fee is accepted. The Public Works Department shall keep records of the time and expenses incurred in the processing of the encroachment permit and charge on a time and material basis. The applicant shall deposit with the County \$500.00 for each utility project submitted. These monies will be deposited in a special account, from which the County will draw sums to cover the costs associated with the cost of processing the encroachment permit. As expenses are incurred, the Public Works Department shall provide to the applicant an invoice detailing the work performed and the time spent by its staff or outside consultants on such work, together with the hourly rates charged by individuals performing the work. The invoice amount shall not exceed the actual cost to the Public Works Department to provide the work described. The County may withdraw funds from the funds deposits in the special account in the amount of each invoice. In the event that it appears likely the deposit made by the applicant will be exhausted, the Public Works Department shall provide the applicant with a new estimate of the cost to complete the processing of the application. The applicant shall replenish the special account in the amount of such new estimate within fifteen (15) days. Applicant's failure to make payment shall be deemed a withdrawal or abandonment of the application, but such withdrawal or abandonment shall not relieve the applicant of the obligation to pay for work done by County in response to the application or to wind up work as a result of withdrawal or abandonment.