



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: December 15, 2016

Staff Contact: Susan Merriwether, Clerk-Recorder

Agenda Title: For Possible Action: To adopt a Resolution establishing the hourly fee for services performed by the Public Administrator.

Staff Summary: Under the provisions of Nevada law, public administrators are entitled to be paid for the administration of the estates of deceased persons, and such compensation is required by law to be set by the Board of Supervisors.

Agenda Action: Resolution

Time Requested: 10 minutes

Proposed Motion

I move to adopt the Resolution establishing the hourly fee in the amount of \$180.00 per hour for services performed by the Public Administrator.

Board's Strategic Goal

N/A

Previous Action

N/A

Background/Issues & Analysis

Pursuant to NRS 253.050, public administrators are entitled to be paid for the administration of the estates of deceased persons. The public administrator is entitled to compensation from the estate or from beneficiaries for the reasonable value of his or her services performed in preserving the property of an estate of a deceased person before the appointment of an administrator. Under NRS 253.050, compensation for the public administrator in Carson City must be set by the Board of Supervisors.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 253.050,

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Do not move to adopt the Resolution.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

RESOLUTION NO. _____

A RESOLUTION ESTABLISHING PUBLIC ADMINISTRATOR FEES

WHEREAS, NRS 253.010 provides that the Clerk of Carson City serves as Public Administrator of Carson City; and

WHEREAS, NRS 253.0405 provides that a Public Administrator may safeguard the property of a deceased person if there are no known heirs; and

WHEREAS, NRS 253.050 provides that a Public Administrator is entitled to compensation from the estate or from beneficiaries for the reasonable value of services provided before the appointment of an administrator; and

WHEREAS, NRS 253.050, requires that compensation be set by the Board of Supervisors.

NOW, THEREFORE, in consideration of the aforesaid premises, this Board hereby establishes fees for services performed by the Public Administrator in the amount of \$180.00 per hour.

ADOPTED this _____ day of _____, 2016

AYES:

NAYS:

ABSENT:

ROBERT L. CROWELL, Mayor

ATTEST:

Susan Merriwether, Clerk-Recorder



WASHOE COUNTY PUBLIC ADMINISTRATOR Fee Schedule

Fees for the administration of an estate are determined by the value of the assets in the estate. These are some general guidelines for estimating fees for an administration.

If the value of assets is \$100,000 or over the fees are set by Nevada Revised Statute as follows:

For the first \$15,000 of assets = 4%

For the next \$85,000 of assets = 3%

For all assets above \$100,000 = 2%

In addition, costs will be charged based on our fee schedule as approved by the Washoe County Board of Commissioners (see chart at bottom of page).

If the value of assets is between \$25,000 and \$100,000 the fees are set by the 2nd Judicial District Court. They are generally determined by the time spent on the administration of the estate plus the costs.

If the value of assets is less than \$25,000 the fees are charged based on our fee schedule as approved by the Washoe County Board of Commissioners (see chart at bottom of page).

Note – Additional fees may be charged as approved by the court for extraordinary services such as management, sales or mortgages of real or personal property; contested or litigated claims against the estate; the adjustment and payments of extensive or complicated estate taxes; litigation in regard to the property of the estate; the carrying on of the decedent's business pursuant to an order of the court; or such other litigation or special services as may be necessary for the personal representative to prosecute, defend or perform.

<u>Fee Schedule</u>	
Hourly Rates for Staff:	
Public Administrator	\$200 per hour
Probate Estate Case Manager	\$120 per hour
Estate Investigator	\$100 per hour
Administrative Secretary	\$100 per hour
Office Support Staff	\$ 90 per hour
Accounting Staff	\$ 90 per hour
Postage Expense	Actual Charges
Long Distance Phone Calls	\$3 each or actual cost (whichever is greater)
Storage:	
Vehicles	\$8 per day per vehicle
Personal Property	\$.075 per day per square foot (1 square foot minimum)
Shipping & Packing	\$10 per package plus time



DONALD L. CAVALLO
WASHOE COUNTY PUBLIC ADMINISTRATOR

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TO: Chairman and Commissioners, Washoe County Commission
Katy Singlaub, Washoe County Manager

FROM: Donald L. Cavallo, Washoe County Public Administrator

SUBJECT: Public Administrator Fee Schedule Revision

DATE: July 16, 2003

Recommendation

It is recommended that the Board of County Commissioners approve the following proposed fee schedule for the office of the Public Administrator:

Hourly Rates For Staff:	
Public Administrator	\$200.00 per hour
Probate Estate Case Manager	\$120.00 per hour
Estate Investigator	\$100.00 per hour
Administrative Secretary	\$100.00 per hour
Office Support Staff	\$ 90.00 per hour
Accounting Staff	\$ 90.00 per hour
Financial Transactions	\$ 10.00 each
Notarizations	\$ 5.00 each
Postage	Actual Charges
Long Distance Phone Calls	\$ 3.00 each or actual cost (whichever is greater)
Storage – Vehicles	\$ 8.00 per day per vehicle
Storage – Personal Property	\$.075 per day per square foot
Shipping & Packing	\$ 10.00 per package Plus time @ \$100.00 per hour
Note: In hardship cases, fees may be waived by the Public Administrator.	

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RESOLUTION NO. 2006-R-1

A RESOLUTION ESTABLISHING NEW PUBLIC GUARDIAN FEES AND REPEALING
FORMER RESOLUTION

WHEREAS, the Carson City Board of Supervisors created the office of public guardian pursuant to NRS 253.150; and

WHEREAS, NRS253.230 and NRS 253.240 allocates the cost incurred in the appointment proceeding and administrative cost and sets the value of guardian's services as the reasonable value of a public guardian's services rendered; and

WHEREAS, the Carson City Board of Supervisors by Resolution No. 2002-R-42 set the fees for the public guardian on July 3, 2002.

NOW, THEREFORE, this Board hereby resolves to supersede Resolution No. 2002-R-42 and establishes the reasonable value of the public guardian's services as \$180 per hour.

ADOPTED this 5th day of January, 2006

AYES: Supervisors Robin Williamson, Pete Livermore,
Shelly Aldean, and Richard S. Staub

NAYS: None

ABSENT: Mary Teixeira, Mayor

Robin Williamson
ROBIN WILLIAMSON, Mayor Pro-Tem

ATTEST
CLERK'S
OFFICE
ALAN GLOVER, Clerk/Recorder

Katherine D. Laughlin, Deputy