

**COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS
TUESDAY, APRIL 30, 2024**

MINUTE ORDER NO. 23

**SUBJECT: NOTICED PUBLIC HEARING:
FINANCE AND GENERAL GOVERNMENT GROUP FEES AND RATES
RELATING TO ASSESSOR/RECORDER/COUNTY CLERK,
TREASURER-TAX COLLECTOR, CLERK OF THE BOARD OF
SUPERVISORS, AND OFFICE OF COUNTY COUNSEL (DISTRICTS: ALL)**

OVERVIEW

Today's actions request that the Board of Supervisors (Board) review and approve the introduction of four ordinances for amendments to San Diego County Administrative Code Article IV-A, San Diego County Administrative Code Article XX, San Diego County Administrative Code Article X-A, and the San Diego County Assessment Appeals Boards and Assessment Hearing Officers Rules of Procedure related to fees for Written Assessment Appeals Board Findings and Conclusions. In addition, the Board is requested to adopt a resolution relating to the hourly billing rates for the Office of County Counsel.

The recommended ordinances and resolution represent a comprehensive package that supports the Finance and General Government Group's services in alignment with Board Policy B-29, *Fees, Grants, Revenue Contracts - Department Responsibility for Cost Recovery*, which generally requires that departments recover the full cost of all services provided for which fees may be charged. The proposed changes are the result of an analysis of services provided to the public, processing times, and associated costs to provide those services. The Finance and General Government Group reviewed a total of 25 existing fees and rates, resulting in 19 increases and 6 decreases, and is proposing 1 new fee in the Office of the Assessor/Recorder/County Clerk, and 1 new fee in the Office of Treasurer-Tax Collector.

The Auditor & Controller has reviewed and approved the supporting documentation and methodology for establishing the fees and rates in this proposal for Fiscal Year 2024-25, as appropriate.

RECOMMENDATION(S)

CHIEF ADMINISTRATIVE OFFICER

On April 30, 2024:

1. Pursuant to Article IX, Section 143, of the San Diego County Administrative Code, adopt a resolution entitled:
A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN DIEGO RELATING TO COUNTY COUNSEL HOURLY BILLING RATES FOR ATTORNEY AND PARALEGAL SERVICES
2. Approve the introduction of the following ordinances (First Reading):
AN ORDINANCE TO AMEND ARTICLE IV-A, SECTION 86.10 OF THE SAN DIEGO COUNTY CODE OF ADMINISTRATIVE ORDINANCES RELATING TO FEES CHARGED BY THE ASSESSOR/RECORDER/COUNTY CLERK FOR IMAGED COPIES OF RECORDED DOCUMENTS

AN ORDINANCE AMENDING ARTICLE XX, SECTION 364.4 OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE RELATING TO FEES CHARGED BY THE TREASURER-TAX COLLECTOR

AN ORDINANCE AMENDING ARTICLE X-A OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE RELATING TO FEES CHARGED BY THE CLERK OF THE BOARD OF SUPERVISORS

AN ORDINANCE AMENDING RULE 8(a) OF THE SAN DIEGO COUNTY ASSESSMENT APPEALS BOARDS AND ASSESSMENT HEARING OFFICERS RULES OF PROCEDURE RELATING TO FEES CHARGED BY THE CLERK OF THE BOARD OF SUPERVISORS FOR WRITTEN ASSESSMENT APPEALS BOARD FINDINGS AND CONCLUSIONS

If on April 30, 2024, the Board of Supervisors takes action as recommended on Item 2 above, then on May 21, 2024:

1. Submit ordinances for further Board consideration and adoption (Second Reading):

AN ORDINANCE TO AMEND ARTICLE IV-A, SECTION 86.10 OF THE SAN DIEGO COUNTY CODE OF ADMINISTRATIVE ORDINANCES RELATING TO FEES CHARGED BY THE ASSESSOR/RECORDER/COUNTY CLERK FOR IMAGED COPIES OF RECORDED DOCUMENTS

AN ORDINANCE AMENDING ARTICLE XX, SECTION 364.4 OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE RELATING TO FEES CHARGED BY THE TREASURER-TAX COLLECTOR

AN ORDINANCE AMENDING ARTICLE X-A OF THE SAN DIEGO COUNTY ADMINISTRATIVE CODE RELATING TO FEES CHARGED BY THE CLERK OF THE BOARD OF SUPERVISORS

AN ORDINANCE AMENDING RULE 8(a) OF THE SAN DIEGO COUNTY ASSESSMENT APPEALS BOARDS AND ASSESSMENT HEARING OFFICERS RULES OF PROCEDURE RELATING TO FEES CHARGED BY THE CLERK OF THE BOARD OF SUPERVISORS FOR WRITTEN ASSESSMENT APPEALS BOARD FINDINGS AND CONCLUSIONS

EQUITY IMPACT STATEMENT

The proposed actions would amend fees and charges for services that are provided to agencies or individuals outside of the County of San Diego organization. The fees and rates that are included in this fee package are intended to cover the full cost of services that will be provided to such agencies or individuals. By collecting the full cost of services, the County ensures that services that benefit a single agency or individual does not reduce the available resources that could be available to the entire region for other vital services that are provided by County departments.

SUSTAINABILITY IMPACT STATEMENT

The proposed fee package supports the recovery of the full cost of providing services to individuals and agencies outside of the County of San Diego organization. This helps the County achieve economic sustainability and long-term fiscal stability by aligning resources with services, while continuing to provide critical services to the public.

FISCAL IMPACT

Funds for this proposal are not included in the Fiscal Year 2023-24 Operational Plan and will be included in the Fiscal Year 2024-25 CAO Recommended Operational Plan for the Office of County Counsel, Treasurer-Tax Collector, and Clerk of the Board. If approved, the proposed rates and fees will ensure full cost recovery for the services provided beginning in Fiscal Year 2024-25. The proposed hourly rates for the Office of County Counsel are projected to result in approximately \$3,176,342 of annual costs and revenue generated from the hourly billable services provided to clients. The proposed fee package for the Treasurer-Tax Collector is projected to result in approximately \$551,565 of annual costs and revenue. The proposed fee package for the Clerk of the Board of Supervisors is projected to result in approximately \$11,511 of annual costs and revenue. Due to the extent and variables of a customer request, standard hourly labor rates, cost of materials and media, and third-party vendor costs, the cost and revenue generated by the new Custom Image Distribution of Imaged Copies of Recorded Documents fee is unknown at this time. These rates and fees are estimated in amounts sufficient to recover full cost as required by Board Policy B-29: *Fees, Grants, Revenue Contracts-Department Responsibility for Cost Recovery*. Accordingly, there is no projected unrecovered cost and a waiver of Board Policy B-29 is not needed. The funding source is fees paid by customers of the identified services. There will be no change in net General Fund cost and no additional staff years.

BUSINESS IMPACT STATEMENT

The proposed fee changes are considered reasonable and are not anticipated to have a measurable impact on the local business community.

ACTION:

Noting for the record that this item was heard on May 1, 2024; ON MOTION of Supervisor Vargas, seconded by Supervisor Montgomery Steppe, the Board of Supervisors closed the Hearing and took action as recommended, and adopted Resolution No. 24-031, entitled: A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN DIEGO RELATING TO COUNTY COUNSEL HOURLY BILLING RATES FOR ATTORNEY AND PARALEGAL SERVICES; and to took action to further consider and adopt the Ordinances on May 21, 2024.

AYES: Vargas, Anderson, Montgomery Steppe, Desmond
NOT PRESENT: Lawson-Remer

State of California)
County of San Diego) §

I hereby certify that the foregoing is a full, true and correct copy of the Original entered in the Minutes of the Board of Supervisors.

ANDREW POTTER
Clerk of the Board of Supervisors



Signed
by Andrew Potter

APRIL 30, 2024