

**COUNTY OF SAN DIEGO  
BOARD OF SUPERVISORS  
TUESDAY, APRIL 26, 2022**

**MINUTE ORDER NO. 35**

**SUBJECT: CONTINUED ITEM FROM APRIL 5, 2022:  
NOTICED PUBLIC HEARING:  
AN ORDINANCE AMENDING ARTICLE XX OF THE COUNTY OF SAN  
DIEGO CODE OF ADMINISTRATIVE ORDINANCES RELATED TO FEES  
FOR CREDIT CARD, DEBIT CARD, AND ELECTRONIC PAYMENT  
(DISTRICTS: ALL)**

**OVERVIEW**

On April 5, 2022 (18), the Board of Supervisors continued this item to April 26, 2022.

Today's action requests the San Diego County Board of Supervisors (Board) review and approve an ordinance to amend Article XX of the San Diego County Code of Administrative Ordinance (Admin Code) for certain Credit Card, Debit Card and Electronic Payment fees related to various County departments as authorized by Government Code Section 6159.

As a result of changes to service contracts with existing and new third-party merchant service providers, some of these fees have changed since they were last approved by the Board. These fees are payable by the customer directly to the County's third-party providers responsible for processing these transactions. The Auditor and Controller has reviewed and approved the supporting documentation and the methodology for establishing the fees in this proposal.

Today's actions would amend the Admin Code to codify all Credit Card, Debit Card, and Electronic Payment fees through the introduction of an ordinance to amend Article XX of the San Diego County Administrative Code to add Section 371 (first reading) so that it may be acted upon at the May 10, 2022 meeting (second reading).

**RECOMMENDATION(S)**

**CHIEF ADMINISTRATIVE OFFICER**

On April 26, 2022:

1. Approve the introduction of the following Ordinance (first reading):  
AN ORDINANCE AMENDING ARTICLE XX OF THE COUNTY OF SAN DIEGO CODE OF ADMINISTRATIVE ORDINANCES RELATED TO FEES FOR CREDIT CARD, DEBIT CARD, AND ELECTRONIC PAYMENT

If on April 26, 2022, the Board takes action as recommended on Item 1 above, then on May 10, 2022:

2. Consider and adopt the Ordinance (second reading), read title and waive further reading of the Ordinance.

**EQUITY IMPACT STATEMENT**

Payments made to the County of San Diego correspond to property tax payments, fees, and public services. The ability to accept and process electronic payments allows the County to expand accessibility for people with disabilities to Programs, Services, and Activities (PSAs). Electronic payments can be made by over the phone or on-line, which makes it more convenient for individuals with limited transportation and mobility. Online payments can be made through the County website and translated to over 100 languages reaching a larger community. By facilitating alternate payment methods such as credit card, debit card, and electronic transfers, the County encourages equitable payment opportunities for a broader customer base and a more diverse financial ability to pay. Establishing credit card, debit card, and electronic funds transfer fees enhances transparency of the payment processing fees charged and collected directly by the County’s third-party providers responsible for processing these transactions

**FISCAL IMPACT**

There is no fiscal impact associated with the recommended actions. The credit card and debit card processing and electronic payment fees are paid directly by the customer to the vendor processing the transaction. There will be no change in net General Fund costs and no additional staff years.

**BUSINESS IMPACT STATEMENT**

N/A

**ACTION:**

ON MOTION of Supervisor Fletcher, seconded by Supervisor Anderson, the Board of Supervisors closed the Hearing and took action as recommended, to further consider and adopt the Ordinance on May 10, 2022.

AYES: Vargas, Anderson, Lawson-Remer, Fletcher, Desmond

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