

**COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS
TUESDAY, MAY 19, 2026**

MINUTE ORDER NO. 20

**SUBJECT: ADMINISTRATIVE ITEM:
SECOND CONSIDERATION AND ADOPTION OF ORDINANCE:
NOTICED PUBLIC HEARING: REVISIONS TO FINANCE AND GENERAL
GOVERNMENT GROUP FEES AND RATES RELATING TO REGISTRAR OF
VOTERS, CLERK OF THE BOARD OF SUPERVISORS, AND OFFICE OF
COUNTY COUNSEL BY ORDINANCE AND RESOLUTION (5/5/2026- First
Reading; 5/19/2026- Second Reading, unless the ordinance is modified on second
reading) (DISTRICTS: ALL)**

OVERVIEW

On May 5, 2026 (11), the Board of Supervisors took action to further consider and adopt the Ordinance on May 19, 2026.

Today's actions request that the Board of Supervisors (Board) review and approve the introduction of two ordinances for amendments to the San Diego County Administrative Code Section 439.2 and San Diego County Administrative Code Article X-A. 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 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 Auditor & Controller has reviewed and approved the supporting documentation and methodology for establishing the fees and rates in this proposal for Fiscal Year 2026-27, as appropriate.

RECOMMENDATION(S)

CHIEF ADMINISTRATIVE OFFICER

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

**AN ORDINANCE AMENDING SECTION 439.2 OF THE COUNTY OF SAN DIEGO
ADMINISTRATIVE CODE RELATING TO FEES FOR THE REGISTRAR OF VOTERS RECORDS
AND SERVICES**

**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**

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 (County) 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 do 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. 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 will be included in the Fiscal Year 2026-27 CAO Recommended Operational Plan for the Office of County Counsel, Registrar of Voters, and Clerk of the Board of Supervisors. If approved, the proposed rates and fees will ensure full cost recovery for the services provided beginning in Fiscal Year 2026-27.

The proposed hourly rates for the Office of County Counsel are projected to result in an estimated decrease of \$34,118 in annual revenue generated from the hourly billable services provided to clients.

The proposed fee package for the Registrar of Voters will result in an estimated increase of \$75,000 in annual revenue.

The proposed fee package for the Clerk of the Board of Supervisors is projected to result in an estimated increase of \$40,556 in annual revenue.

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:

ON MOTION of Supervisor Desmond, seconded by Supervisor Montgomery Steppe, the Board of Supervisors took action as recommended, on Consent, adopting Ordinance No. 10997 (N.S), entitled: AN ORDINANCE AMENDING SECTION 439.2 OF THE COUNTY OF SAN DIEGO ADMINISTRATIVE CODE RELATING TO FEES FOR THE REGISTRAR OF VOTERS RECORDS AND SERVICES; and, Ordinance No. 10998 (N.S), entitled: 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 FOR COPIES OF AUDIO RECORDINGS, PASSPORT PHOTOS, MONEY ORDER TRANSACTIONS, AND WRITTEN ASSESSMENT APPEALS BOARD FINDINGS AND CONCLUSIONS.

AYES: Aguirre, Anderson, Montgomery Steppe, Desmond
ABSENT: 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