

ORDINANCE NO. _____(N.S.)

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

The Board of Supervisors of the County of San Diego ordains as follows:

Section 1. In accordance with Government Code section 6159 which provides that a local agency may impose a fee for the use of a credit or debit card or electronic funds transfer, the Board of Supervisors finds and determines that it is necessary to establish fees to allow for full cost recovery for the County Departments to accept credit and debit card and electronic payments. The Board of Supervisors also finds and determines that pre-existing credit card, debit card, and electronic payment fees previously adopted by Resolution no. 13-149 be placed in the Administrative Code for ease of public reference.

Section 2. Article XX of the San Diego County Code of Administrative Ordinances is hereby amended to add Section 371 to read as follows:

SEC. 371. FEE FOR CREDIT CARD AND DEBIT CARD AND ELECTRONIC PAYMENTS MADE TO THE COUNTY OF SAN DIEGO

The following credit card, debit card and electronic funds transfer fees shall be imposed and paid directly by the customer to the third-party provider processing the transaction:

Department/Division	Credit/Debit Card Convenience fee	Electronic Funds Transfer (Electronic Check) Convenience fee	Credit/Debit Card Transaction fee
1. Assessor/Recorder/County Clerk			
a. Over the counter Debit and Credit card			\$2.50 *
b. On-line Debit and Credit card			2.19% **
c. Vital Records Online orders	\$12.95 ***		
2. Registrar of Voters			2.19% **
3. Treasurer Tax Collector			2.19% **
4. Sheriff Licensing and Records			
a. Over the counter Debit card			\$2.50
b. Credit card flat fee			\$3.00
5. Emergency Medical Services		\$1.50	\$2.50

6. Health and Human Services Agency			
a. Vital Records Funeral Home Online fees	\$6.00 for up to 10 certificates + \$0.50 per each additional copy ***		
b. Vital Records Online orders	\$12.95 ***		
7. Department of Public Works – Airports Leases	\$4.15	\$1.49	

The rate provided is the current charge by the third-party provider at the time this section was last updated.

* \$2.50 each portion of a transaction representing \$1 to \$5,000 increment of the total transaction. For example, a transaction of \$10,025 would be charged \$7.50.

** The percentage rate is applied to the total amount of the transaction.

*** The convenience fee is a blended rate that includes some document processing services.

Section 3. EFFECTIVE DATE. This ordinance shall take effect and be in force thirty days after its passage, and before the expiration of fifteen days after its passage, a summary hereof shall be published once with the names of the members of this Board voting for and against it in a newspaper of general circulation published in the County of San Diego.

Section 4. OPERATIVE DATE. Section 371 of the San Diego County Code of Administrative Ordinances added by this ordinance shall be operative commencing July 1, 2022.

APPROVED AS TO FORM AND LEGALITY
COUNTY COUNSEL

By: Walter J. de Lorrell III,
Senior Deputy County Counsel