



COUNTY OF SAN DIEGO

AGENDA ITEM

BOARD OF SUPERVISORS

NORA VARGAS
First District

JOEL ANDERSON
Second District

TERRA LAWSON-REMER
Third District

NATHAN FLETCHER
Fourth District

JIM DESMOND
Fifth District

DATE: December 13, 2022 and January 10, 2023

05

TO: Board of Supervisors

SUBJECT

AN ORDINANCE TO AMEND SECTIONS 86.1, 86.2, 86.3, 86.5, 86.6, 86.9, AND 86.11 OF THE SAN DIEGO COUNTY CODE OF ADMINISTRATIVE ORDINANCES RELATING TO FEES FOR SERVICES BY THE RECORDER AND COUNTY CLERK. (DISTRICTS: ALL)

OVERVIEW

The Assessor/Recorder/County Clerk (ARCC) reviewed Recorder and County Clerk (Recorder/County Clerk) fees to determine whether the full cost of its services provided are recovered as required under Board of Supervisors Policy B-29 “Fees, Grants, Revenue Contracts – Department Responsibility for Cost Recovery” (Board Policy B-29) and as authorized under various State statutes. Submitted for your Board’s consideration is the adoption of a proposed ordinance amending sections of the San Diego County Code of Administrative Ordinances (Administrative Code) for fees for services provided by the Recorder/County Clerk. The proposed ordinance adjusts certain existing fees and standard time and material labor rates based on the cost of providing these services; revises the time and material labor rates to remove employment classifications and add new classifications, and; makes other non-substantive changes to existing Administrative Code provisions regarding Recorder/County Clerk fees. The proposed action will result in an increase in the rates for 23 fees.

The Auditor and Controller has reviewed and approved the supporting documentation and methodology for fees adjusted in this proposal.

If approved, the proposed changes will take effect on March 1, 2023.

RECOMMENDATION(S)

ASSESSOR/RECORDER/COUNTY CLERK

1. On December 13, 2022, approve the introduction of the Ordinance (first reading), read title, and waive further reading of the Ordinance:

AN ORDINANCE TO AMEND SECTIONS 86.1, 86.2, 86.3, 86.5, 86.6, 86.9, AND 86.11 OF THE SAN DIEGO COUNTY CODE OF ADMINISTRATIVE ORDINANCES RELATING TO FEES FOR SERVICES BY THE RECORDER AND COUNTY CLERK.

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If, on December 13, 2022, the Board takes action as recommended then, on January 10, 2023:

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

AN ORDINANCE TO AMEND SECTIONS 86.1, 86.2, 86.3, 86.5, 86.6, 86.9, AND 86.11 OF THE SAN DIEGO COUNTY CODE OF ADMINISTRATIVE ORDINANCES RELATING TO FEES FOR SERVICES BY THE RECORDER AND COUNTY CLERK.

EQUITY IMPACT STATEMENT

The Recorder/County Clerk has and continues to identify ways to reduce departmental costs to provide its services to the public. The Recorder/County Clerk improved its business processes by making applications for marriage licenses and fictitious business name statement filings available online, thereby reducing transaction times between customers and staff. The Recorder/County Clerk has also looked for ways to increase and expand the availability of its services to the public, such as extended business hours (including nights and weekends) to allow customers to buy vital record certificates, file fictitious business name statements, and get marriage services when they are unable to come to the office during normal business hours. Providing services equitably while reducing costs is a difficult balance as these new programs have driven a continued demand for services. However, the Recorder/County Clerk remains committed to ensuring all communities across the county have access to its services, including those that have been historically underserved.

The proposed actions would amend fees and charges for services that are provided to the public to cover the full cost of services and pass-through fees in alignment with current San Diego County Board of Supervisors' standards to reflect applicable laws and regulations. By recovering the full cost of services, the County ensures the services that benefit a single agency or individual do not reduce the available resources that could be available to the entire region for other services provided by County departments. To develop the cost recovery proposal, ARCC performed an analysis of Recorder/County Clerk services provided to the public to examine the tasks and functions performed, including the direct and indirect costs of performing those tasks in relation to the specific services. The calculations for the fee increases were reviewed so that the services are not cost prohibitive for customers.

SUSTAINABILITY IMPACT STATEMENT

The proposed amendment to the fees and charges for services that are provided to the public will cover the full cost of services for the Recorder/County Clerk's internal operations. The fee changes are a result of the cumulative increase of the cost drivers such as salaries and benefits, services and supplies, and associated indirect costs of the Recorder/County Clerk. The adjustments to the County Clerk fees are based on available expenditure and revenue data, live time studies, and service counts. The proposed actions are appropriate as they support the County of San Diego's

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Strategic Initiative of Sustainability to align the County's available resources with services to maintain fiscal stability and ensure long-term solvency. The proposed actions align with the County of San Diego Sustainability Goal of providing just and equitable access and the United Nations Sustainable Development Goals of decent work and economic growth.

FISCAL IMPACT

Funds for this request are not included in the Fiscal Year 2022-23 Operational Plan for the Assessor/Recorder/County Clerk. If approved, this request will result in additional estimated revenues of \$784,400. The funding source is fees paid by customers. There will be no change in net General Fund costs and no additional staff years.

BUSINESS IMPACT STATEMENT

In terms of impact to the local economy, the fee increases will impact the local business community that specifically: request marriage services from the County Clerk; file fictitious business name statement filings with the County Clerk (business owners renew once every five years); file notary public oaths and bonds with the County Clerk (notary publics renew every four years), and; file professional registrations and bonds with the County Clerk (registrants renew every two years). The proposed fee changes are considered reasonable and of minimal impact on the local business community.

ADVISORY BOARD STATEMENT

N/A

BACKGROUND

The Recorder/County Clerk completed a comprehensive review of its fees to determine whether the full cost of its services provided are recovered as required under Board Policy B-29 and as authorized under various State statutes. The review identified 23 fees eligible for a fee increase where, based on Government Code section (GC) 54985 or the particular fee statute, this Board is allowed to increase or decrease a fee in an amount reasonably necessary to recover the cost of providing any product or service.

The proposed ordinance adjusts 23 of the current Recorder/County Clerk fees and standard time and material labor rates based on the current cost of providing those services; revises the time and material labor rates to remove the classifications of Departmental Information Technology Coordinator, Senior Assessment Clerk, and Supervising Assessment Clerk, and to add the new classifications and rates for County Records Manager, Division Chief I, and Records Management Coordinator; and, makes other non-substantive changes to existing Administrative Code provisions regarding Recorder/County Clerk fees.

The fee increases are a result of the cumulative inflation of the cost drivers such as salaries and benefits, services and supplies, and associated indirect costs of the Recorder/County Clerk. The fees for marriage licenses and confidential marriage licenses also include pass-through fees that are collected by the County Clerk and distributed to other department or agency fund accounts,

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including: the State Registrar of Vital Statistics, Family Conciliation Court, and the Domestic Violence Fund.

Fees in the Administrative Code with Increases and Having Substantive Changes (23)

The proposed increases to County Clerk fees are reasonable as they are based on the current cost of providing services. They account for the increase in the cumulative inflation of cost drivers since the fees were established and are not prohibitive to constituents seeking the services.

The table below shows the County's current fee, the proposed fee, and the fee range of other surveyed counties. The other jurisdictions surveyed include two or more of the following counties: Los Angeles, Orange, Riverside, Sacramento, San Bernardino, and San Francisco. However, in surveying the current fees across the state, some counties disclosed that their fees have not been reviewed within the last 3 years or longer.

Service	Current Fee	Proposed Fee	Other County Fees
Bond Filing	\$ 15.00	\$ 35.00	\$7.00 to \$35.00
Certificate of Admitted Surety Insurer (Certificate of Authority)	\$ 7.00	\$ 15.00	\$3.50 to \$40.00
Certificate to Official Capacity of Public Official (Signature Authentication)	\$ 12.00	\$ 21.00	\$2.25 to \$22.00
Civil Ceremony	\$ 88.00	\$ 107.00	\$28.00 to \$98.00
Confidential Marriage Certificate Amendment	\$ 25.00	\$ 79.00	\$9.00 to \$33.00
Confidential Marriage License	\$ 89.00	\$ 144.00	\$66.00 to \$116.00
Decorative Marriage Keepsake	\$ 3.60 + cost of keepsake	\$ 4.00 + cost of each keepsake in a single transaction	N/A
Deputy Marriage Commissioner Application	\$ 80.00	\$ 115.00	\$44.00 to \$162.00
Duplicate Marriage License	\$ 34.00	\$ 79.00	\$25.00 to \$33.00
Fictitious Business Name Statement (Original or Renewal)	\$ 42.00	\$ 54.00	\$23.00 to \$66.00
Foreign Language Translation Certification	\$ 9.00	\$ 21.00	\$10.00

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Service	Current Fee	Proposed Fee	Other County Fees
Humane Officer Filing	\$ 10.00	\$ 22.00	\$5.00
Marriage License	\$ 70.00	\$ 129.00	\$61.00 to \$116.00
Notary Public Oath and Bond Filing	\$ 42.00	\$ 64.00	\$22.00 to \$55.00
Power of Attorney Filing	\$ 9.00	\$ 20.00	\$10.00 to \$44.00
Professional Registration Identification Card	\$ 14.00	\$ 32.00	\$10.00 to \$37.00
Professional Registration Identification Card Photo	\$ 5.00	\$ 11.00	Other counties include this fee with the Professional Registration Identification Card
Statement of Abandonment	\$ 40.00	\$ 48.00	\$23.00 to \$55.00
Statement of Withdrawal from Partnership	\$ 40.00	\$ 48.00	\$23.00 to \$55.00
Wedding Ring	\$ 4.90 + cost of wedding ring	\$ 8.00 + cost of each wedding ring in a single transaction	\$15.00 to \$20.00
Witness for Civil Ceremony	\$ 18.00	\$ 58.00	\$20.00 to \$29.00

Bond Filing:

This fee is for the bond filing, cancellation, revocation, or withdrawal for professional registrations such as Legal Document Assistants, Unlawful Detainer Assistants, Process Servers, and Professional Photocopiers with the County Clerk pursuant to Business and Professions Code sections (BPC) 6405(c), 22353(c), and 22455(a)(2). The fee of \$15.00 has remained unchanged as adopted in 2019 by Ordinance No. 10634. The proposed ordinance would increase the fee from \$15.00 to \$35.00 based on the current cost of providing this service. For comparison, the fees charged by other counties for filing the bond for a professional registration are: \$7.00 (Los Angeles, Orange, and Riverside), \$10.00 (Sacramento), \$16.00 (San Francisco), and \$35.00 (San Bernardino).

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Certificate of Admitted Surety Insurer (Certificate of Authority):

This fee is for a certificate provided by the County Clerk regarding whether an admitted surety insurer is authorized to transact surety insurance by the California State Department of Insurance pursuant to GC 26855.3 and Code of Civil Procedure section 995.640. The fee of \$7.00 has remained unchanged as adopted in 2019 by Ordinance No. 10634. The proposed ordinance would increase the fee from \$7.00 to \$15.00 based on the current cost of providing this service. For comparison, the fees charged by other counties are: \$3.50 (Riverside), \$12.00 (Sacramento), and \$40.00 (San Bernardino).

Certificate to Official Capacity of Public Official (Signature Authentication):

This fee is for a certificate provided by the County Clerk to the official capacity of any public official (such as a notary public or public health officer) pursuant to GC 26852. Commonly, signature authentications are conducted to authenticate the County Public Health Officer's signature on vital certificates that were issued by the Local Registrar since the Secretary of State does not have these signatures on file. The County Clerk also authenticates notary signatures on notarized documents if the notary public filed their bond in San Diego County. A signature authentication is requested by customers to obtain an apostille, which is needed for a document (such as a birth certificate) to be recognized in foreign countries that are members of the 1961 Hague Convention Treaty. The fee of \$12.00 has remained unchanged as adopted in 2011 by Ordinance No. 10183. The proposed ordinance would increase the fee from \$12.00 to \$21.00 based on the current cost of providing this service. For comparison, the fees charged by other counties are: \$2.25 (Sacramento), \$9.00 (Los Angeles), \$13.00 (Orange), \$16.00 (San Francisco), \$20.00 (San Bernardino), and \$22.00 (Riverside).

Civil Ceremony:

This fee is for the solemnization of marriages under the direction of the commissioner of civil marriages pursuant to Family Code section (FC) 401 and GC 26861. The fee of \$88.00 has remained unchanged as adopted in 2011 by Ordinance No. 10183. The proposed ordinance would increase the fee from \$88.00 to \$107.00 based on the current cost of providing this service. For comparison, the fees charged by other counties are: \$28.00 (Orange), \$35.00 (Los Angeles), \$36.00 (Sacramento), \$65.00 (San Bernardino), \$85.00 (Riverside), and \$98.00 (San Francisco).

Confidential Marriage Certificate Amendment:

This fee is for an amendment to a confidential marriage certificate registered by the County Clerk, one year or more after the date of the marriage, pursuant to California Constitution Article 11, Section 7. The fee of \$25.00 was last approved by Resolution 2007-086 as the "Confidential Marriage License Amendment" fee. The proposed ordinance would increase the fee to \$79.00 based on the current cost of providing this service. For comparison, the fees charged by other counties are: \$9.00 (Orange), \$23.00 (Riverside), \$26.00 (San Bernardino), and \$33.00 (San Francisco).

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Confidential Marriage License:

This fee is for the issuance of a confidential marriage license by the County Clerk to couples who elect to marry without their certificate of marriage being a public record pursuant to GC 26840.1(a), 26840.1(b), 26840.3, and 26840.8. The fee of \$89.00 has remained unchanged as adopted in 2011 by Ordinance No. 10183. The proposed ordinance would increase the fee from \$89.00 to \$144.00 based on the current cost of providing the service and includes \$32.00 in pass-through fees that are distributed to other funds as follows: \$4.00 for the State Registrar of Vital Statistics, \$5.00 for Family Conciliation Court, and \$23.00 for the Domestic Violence Fund. For comparison, the fees charged by other counties are: \$66.00 (Orange), \$85.00 (Los Angeles), \$95.00 (Sacramento), \$100.00 (San Bernardino), \$110.00 (Riverside), and \$116.00 (San Francisco).

Decorative Marriage Keepsake:

This fee is for a marriage keepsake sold by the County Clerk pursuant to California Constitution, Article 11, Section 7. The fee of \$3.60 plus the cost of the keepsake for each keepsake purchased has remained unchanged as adopted in 2019 by Ordinance No. 10634. The proposed ordinance would increase the fee to \$4.00 and account for the fact that the service cost is recovered whether a single or multiple keepsakes are purchased in a single transaction. It was determined that the service cost is the same if a customer purchases more than one keepsake in a single transaction. Depending on the transaction, this may be a cost increase if a customer only purchases a single keepsake in one transaction, or a cost reduction for customers purchasing a keepsake along with an existing transaction (i.e., marriage licenses, civil ceremonies) or multiple keepsakes in one transaction.

Deputy Marriage Commissioner Application:

This fee is for the appointment of deputy marriage commissioners by the commissioner of civil marriages to solemnize marriages pursuant to FC 401 and California Constitution, Article 11, Section 7. The fee of \$80.00 has remained unchanged as adopted in 2011 by Ordinance No. 10183. The proposed ordinance would increase the fee from \$80.00 to \$115.00 based on the current cost of providing the service. For comparison, the fees charged by other counties are: \$44.00 (Sacramento), \$59.00 (Riverside), \$75.00 (Los Angeles and San Bernardino), and \$162.00 (San Francisco).

Duplicate Marriage License:

This fee is for the issuance of a duplicate public or confidential marriage license by the County Clerk pursuant to FC 360 and 510 when the original marriage license is lost, damaged, or destroyed after the marriage ceremony but prior to registration, or deemed unacceptable for registration by the Recorder or State Registrar. The fee of \$34.00 has remained unchanged as adopted in 2019 by Ordinance No. 10634. The proposed ordinance would increase the fee from \$34.00 to \$79.00

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based on the current cost of providing this service. For comparison, the fees charged by other counties are: \$25.00 (Orange), \$26.00 (San Francisco), \$28.00 (Riverside), \$30.00 (Los Angeles), and \$33.00 (Sacramento).

Fictitious Business Name Statement (Original or Renewal):

This fee is for each original or renewal filing of a fictitious business name statement pursuant to BPC 17929(a) and (d), for customers who wish to conduct business under a fictitious name. The fee of \$42.00 has remained unchanged as adopted in 2011 by Ordinance No. 10183. The proposed ordinance would increase the fee from \$42.00 to \$54.00 based on the current cost of providing this service. For comparison, the fees charged by other counties are: \$23.00 (Orange), \$26.00 (Los Angeles), \$44.00 (Sacramento), \$55.00 (San Bernardino), \$60.00 (San Francisco), and \$66.00 (Riverside).

Foreign Language Translation Certificate:

This fee is for a certificate certifying that the translation of a document was performed by a certified or registered court interpreter or by an American Translators Association's accredited translator pursuant to GC 27293(a)(2)(C). The fee of \$9.00 has remained unchanged as adopted in 2019 by Ordinance No. 10634. The proposed ordinance would increase the fee from \$9.00 to \$21.00 based on the current cost of providing the service. For comparison, the fee charged by other counties is \$10.00 (Los Angeles, Orange, Riverside, Sacramento, and San Bernardino).

Humane Officer Filing:

This fee is for the filing of a court order confirming the appointment of an individual as a humane officer pursuant to Corporations Code section 14502(d). The fee of \$10.00 has remained unchanged as adopted in 2019 by Ordinance No. 10634. The proposed ordinance would increase the fee from \$10.00 to \$22.00 based on the current cost of providing this service. For comparison, the fee charged by other counties is \$5.00 (Riverside and San Bernardino).

Marriage License:

This fee is for issuance of a non-confidential marriage license by the County Clerk to couples who elect to marry with their certificate of their marriage being a public record pursuant to GC 26840, 26840.3, and 26840.7. The fee of \$70.00 has remained unchanged as adopted in 2011 by Ordinance No. 10183. The proposed ordinance would increase the fee from \$70.00 to \$129.00 based on the current cost of providing this service and includes \$33.00 in pass-through fees that are distributed to other funds as follows: \$3.00 for the State Registrar of Vital Statistics, \$5.00 for Family Conciliation Court, \$23.00 for the Domestic Violence Fund, and \$2.00 for the County Recorder. For comparison, the fees charged by other counties are: \$61.00 (Orange), \$84.00 (Sacramento), \$89.00 (San Bernardino), \$91.00 (Los Angeles), \$100.00 (Riverside), and \$116.00 (San Francisco).

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Notary Public Oath and Bond Filing:

This fee is for the filing, cancellation, revocation, or withdrawal of notary public oaths and bonds pursuant to GC 26849.1. The fee of \$42.00 has remain unchanged as adopted in 2011 by Ordinance No. 10183. The proposed ordinance would increase the fee from \$42.00 to \$64.00 based on the current cost of providing this service. For comparison, the fees charged by other counties are: \$22.00 (Sacramento), \$28.00 (Orange), \$43.00 (Los Angeles), \$48.00 (San Francisco), and \$55.00 (Riverside and San Bernardino).

Power of Attorney Filing:

This fee is for the filing of a power of attorney for an admitted surety insurer, or a notice of cancellation, revocation, or withdrawal of a power of attorney for an admitted surety insurer pursuant to GC 26855.1. The fee of \$9.00 has remained unchanged as adopted in 2019 by Ordinance No. 10634. The proposed ordinance would increase the fee from \$9.00 to \$20.00 based on the current cost of providing this service. For comparison, the fees charged by other counties are: \$10.00 (Sacramento), \$25.00 (San Bernardino), \$27.00 (Riverside), and \$44.00 (San Francisco).

Professional Registration Identification Card:

This fee is for the issuance of an identification card to professional registration applicants (Legal Document Assistants, Unlawful Detainer Assistants, Process Servers, and Professional Photocopiers) pursuant to BPC 6404, 22352(c), 22453, and 22457, and is only charged when the initial or renewal registration fee does not include the cost of the identification card, or an additional card beyond the first is requested. The fee of \$14.00 has remained unchanged as adopted in 2019 by Ordinance No. 10634. The proposed ordinance would increase the fee from \$14.00 to \$32.00 based on the current cost of providing this service. For comparison, the fees charged by other counties are: \$10.00 (Los Angeles, Orange, Riverside, and San Bernardino), \$16.00 (San Francisco), and \$37.00 (Sacramento).

Professional Registration Identification Card Photo:

This fee is pursuant to California Constitution, Article 11, Section 7, to take a photo of professional registration applicants (Legal Document Assistants, Unlawful Detainer Assistants, Process Servers, and Professional Photocopiers) for their identification cards when the initial or renewal registration fee does not include the cost of the identification card or an additional card beyond the first is requested. Pursuant to BPC 6407(b), 22355(b), and 22457(b), identification cards issued to individual professional registration applicants must contain a photo in the lower left corner. Professional registration applicants have the option to provide their own photo to omit this fee. The fee of \$5.00 has remained unchanged as adopted in 2019 by Ordinance No. 10634. The proposed ordinance would increase the fee from \$5.00 to \$11.00 and amend Section 86.3(h) of the San Diego County Code of Administrative Ordinances to correct the authority reference for the fee.

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Statement of Abandonment:

This fee is for each filing of a fictitious business name statement of abandonment pursuant to BPC 17929(b) and (d), for customers who wish to no longer conduct business under a fictitious business name. The fee of \$40.00 has remained unchanged as adopted in 2011 by Ordinance No. 10183. The proposed ordinance would increase the fee from \$40.00 to \$48.00 based on the current cost of providing this service. For comparison, the fees charged by other counties are: \$23.00 (Orange), \$27.00 (Riverside), \$44.00 (Sacramento), \$48.00 (San Francisco), and \$55.00 (San Bernardino).

Statement of Withdrawal from Partnership:

This fee is for each filing of a fictitious business name statement of withdrawal from partnership pursuant to BPC 17929(c) and (d), for customers who wish to withdraw their partnership from a business operating under a fictitious business name. The fee of \$40.00 has remained unchanged as adopted in 2011 by Ordinance No. 10183. The proposed ordinance would increase the fee from \$40.00 to \$48.00 based on the current cost of providing this service. For comparison, the fees charged by other counties are: \$23.00 (Orange), \$27.00 (Riverside), \$44.00 (Sacramento), \$48.00 (San Francisco), and \$55.00 (San Bernardino).

Wedding Ring:

This fee is for each wedding ring sold by the County Clerk to either party of a civil marriage ceremony pursuant to California Constitution, Article 11, Section 7. The fee of \$4.90 plus the cost of the ring has remained unchanged as adopted in 2019 by Ordinance No. 10634. The proposed ordinance would increase the fee to \$8.00 and account for the fact that the service cost is recovered whether a single or multiple rings are purchased in a single transaction. It was determined that the service cost is the same if a customer purchases more than one wedding ring in a single transaction. Depending on the transaction, this may be a cost increase if a customer only purchases a single wedding ring in one transaction, or a cost reduction for customers purchasing a wedding ring along with an existing transaction (i.e., marriage licenses, civil ceremonies) or multiple wedding rings in one transaction. For comparison, the fees charged by Riverside County are \$15.00 or \$20.00 depending on their selection for ring sizes.

Witness for Civil Ceremony:

This fee is for County Clerk staff to serve as a witness for civil ceremonies upon request by couples to be married, pursuant to California Constitution, Article 11, Section 7. The fee of \$18.00 has remained unchanged as adopted in 2011 by Ordinance No. 10183. The proposed ordinance would increase the fee from \$18.00 to \$58.00 based on the current cost of providing this service. For comparison, the fees charged by other counties are: \$20.00 (Los Angeles) and \$29.00 (Sacramento).

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Schedule of Standard Hourly Labor Time and Material Rates – County Clerk:

The proposed ordinance would amend the County Clerk’s labor rates schedule in Section 86.6 of the San Diego County Code of Administrative Ordinances for cost recovery at time and material rates for services provided including, but not limited to: researching historical data, coordinating with information technology services for queries in a variety of databases, and preparation and certification of records. Time and material rates are at the standard hourly salaries and benefits rates, plus overhead cost, of the staff required for services provided and charged pursuant to California Constitution Article 11, Section 7. The proposed ordinance would also remove the classifications of Departmental Information Technology Coordinator, Senior Assessment Clerk, and Supervising Assessment Clerk no longer utilized by the County Clerk and add the new classifications and rates for County Records Manager, Division Chief I, and Records Management Coordinator.

Position	Current Hourly	Proposed Hourly Rate
Administrative Analyst II	\$ 86.00	\$ 126.00
Administrative Secretary III	\$ 67.00	\$ 106.00
Assessment Clerk	\$ 51.00	\$ 77.00
Assistant Division Chief, Assessor/Recorder/County Clerk	\$ 93.00	\$ 141.00
Chief Deputy, Assessor/Recorder/County Clerk	\$ 190.00	\$ 288.00
County Records Manager	N/A	\$ 142.00
Division Chief I, Assessor/Recorder/County Clerk	N/A	\$ 190.00
Imaging Technician II	\$ 65.00	\$ 95.00
Information Technology Analyst	\$ 110.00	\$ 177.00
Information Technology Specialist	\$ 89.00	\$ 123.00
Manager, Assessor/Recorder/County Clerk	\$ 114.00	\$ 174.00
Records Management Coordinator	N/A	\$ 83.00

Schedule of Standard Hourly Labor Time and Material Rates – Recorder:

The proposed ordinance would amend the Recorder’s labor rates schedule in Section 86.11 of the San Diego County Code of Administrative Ordinances for cost recovery at time and material rates for services provided including, but not limited to: researching historical data, coordinating with information technology services for queries in a variety of databases, and preparation and

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certification of records. Time and material rates are at the standard hourly salaries and benefits rates, plus overhead cost, of the staff required for services provided and charged pursuant to California Constitution Article 11, Section 7. The proposed ordinance would also remove the classification of Departmental Information Technology Coordinator that is no longer utilized by the Recorder and add the new classifications and rates for County Records Manager, Division Chief I, and Records Management Coordinator.

Position	Current Hourly	Proposed Hourly Rate
Administrative Analyst II	\$ 86.00	\$ 126.00
Administrative Secretary III	\$ 67.00	\$ 106.00
Assistant Division Chief, Assessor/Recorder/County Clerk	\$ 93.00	\$ 141.00
Chief Deputy, Assessor/Recorder/County Clerk	\$ 190.00	\$ 288.00
County Records Manager	N/A	\$ 142.00
Division Chief I, Assessor/Recorder/County Clerk	N/A	\$ 190.00
Imaging Technician II	\$ 65.00	\$ 95.00
Information Technology Analyst	\$ 110.00	\$ 177.00
Information Technology Specialist	\$ 89.00	\$ 123.00
Manager, Assessor/Recorder/County Clerk	\$ 114.00	\$ 174.00
Recordable Documents Specialist II	\$ 72.00	\$ 101.00
Recordable Documents Specialist III	\$ 83.00	\$ 117.00
Records Management Coordinator	N/A	\$ 83.00

Fees in the Administrative Code Having Non-Substantive Changes (3)

Service	Current Fee
Decorative Certificate Keepsake	\$ 5.20 + cost of materials
Document Copy or System Generated Report Up to and Including 11" x 17" - First Page - County Clerk	\$ 2.00
Document Copy or System Generated Report Up to and Including 11" x 17" - Each Additional Page - County Clerk	\$ 0.05

SUBJECT: AN ORDINANCE TO AMEND SECTIONS 86.1, 86.2, 86.3, 86.5, 86.6, 86.9, AND 86.11 OF THE SAN DIEGO COUNTY CODE OF ADMINISTRATIVE ORDINANCES RELATING TO FEES FOR SERVICES BY THE RECORDER AND COUNTY CLERK. (DISTRICTS: ALL)

Decorative Certificate Keepsake:

This fee is for a decorative copy of the birth or marriage certificate provided by the Recorder pursuant to California Constitution, Article 11, Section 7. The proposed ordinance would amend how the fee is charged to account for the fact that the service cost is recovered whether a single or multiple keepsakes are purchased in a single transaction. It was determined that the service cost is the same if a customer purchases more than one keepsake in a single transaction. Depending on the transaction, this may be a cost increase if a customer only purchases a single keepsake in one transaction or a cost reduction for customers purchasing a keepsake along with an existing transaction or multiple keepsakes in one transaction.

Document Copy or System Generated Report Up to and Including 11" x 17" – First Page – County Clerk:

The County Clerk furnishes copies of any record, proceeding, or paper on file to the public and charges a reasonable fee to cover its costs pursuant to GC 26831. BPC 17928 also provides that the county clerk may furnish a requestor with summaries or a compilation of fictitious business name filings. The proposed ordinance would amend the fee's statutory reference to include reference to BPC 17928.

Document Copy or System Generated Report Up to and Including 11" x 17" – Each Additional Page – County Clerk:

This fee is for each additional page beyond the first page of each copy of any system generated report, record, proceeding, or paper on file with the County Clerk up to 11" x 17" in size pursuant to GC 26831. BPC 17928 also provides that the county clerk may furnish a requestor with summaries or a compilation of fictitious business name filings. The proposed ordinance would amend the fee's statutory reference to include BPC 17928.

LINKAGE TO THE COUNTY OF SAN DIEGO STRATEGIC PLAN

Today's requested action supports the Sustainability initiative of the County of San Diego's 2022-2027 Strategic Plan by aligning services to available resources to maintain fiscal stability and ensure long-term solvency.

Respectfully submitted,



ERNEST J. DRONENBURG, JR.
Assessor/Recorder/County Clerk

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ATTACHMENT(S)

Attachment A – Summary of Proposed Ordinance

Attachment B – Ordinance Informational Copy

Attachment C – Ordinance Clean Copy