



Legislation Details (With Text)

File #: 18-1872 **Version:** 1

Type: Agenda Item **Status:** Approved

File created: 11/29/2018 **In control:** Board of Supervisors

On agenda: 12/18/2018 **Final action:** 12/18/2018

Title: Recorder-Clerk recommending the Board: provide conceptual approval of
1) Receive and file the Fee Study, completed on November 30, 2018 and which recommended increases to Recorder-Clerk fees; and
2) Provide direction to staff to return to the Board in March of 2019 with the first reading and for further analysis and discussion of Recorder-Clerk recommended fee increases.

FUNDING: General Fund Revenue.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - 18-1872 Fee Study 11-30-18, 2. B - 18-1872 GC 54985

Date	Ver.	Action By	Action	Result
12/18/2018	1	Board of Supervisors	Approved	Pass

Recorder-Clerk recommending the Board: ~~provide conceptual approval of~~
1) Receive and file the Fee Study, completed on November 30, 2018 and which recommended increases to Recorder-Clerk fees; and
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further analysis and discussion of Recorder-Clerk recommended fee increases.

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DISCUSSION / BACKGROUND

In September 2015, the Board approved the increase of seven (7) Recorder-Clerk fees to be effective October 1, 2015. At that meeting the Recorder-Clerk agreed to return to the Board with a further analysis and fee adjustments within three years (Legistar 15-0921, 9/1/15).

In May 2018, the County released Request for Proposal (RFP) 18-918-056 for a Multi-Department Fee and Nexus Study. After reviewing the awarded proposals, the Recorder-Clerk chose and entered into a contract with Clear Source Financial Consulting to conduct a Fee Study. The purpose of the study was to determine the County's cost for providing services including personnel, indirect and overhead costs, supervision, equipment and reasonable fees to recover the cost of providing said services.

The study (Attachment A) has identified and recommends the increasing of seven (7) Recorder-Clerk fees, three (3) of which have not been increased since 1993. These increases will assist in closing the gap between the cost of providing said services and the amount collected from the public for the service. The proposed increases will raise the fees to the median level of the counties in the geographic area studied, however will not recover full costs from the public for these services.

Government Code Chapter 12.5 County Fees, section 54985 authorizes the Board of Supervisors to adopt new fees, fee levels and charges “in the amount *reasonably necessary* to recover the cost of providing any product or service...”(Attachment B). If the Board determines the proposed fee increases are “reasonably necessary”, the resulting revenue increase will be approximately \$57,000 annually and results in cost recovery ranging from 53% to 85% of budgeted cost.

The Recorder-Clerk is making available the Fee Study now to allow for public review and comment with the intention of returning to your Board in March 2019 with the recommended increases for Board approval.

ALTERNATIVES

The Board could deny further analysis of the recommended fee increases, and this would result in no further cost recovery of providing Recorder-Clerk services to the public.

PRIOR BOARD ACTION

15-0921, 9/1/2015 adopted Resolution No. 150-2015

8/3/1993 adopted Resolution No. 240-93

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Chief Administrative Office, Procurement and Contracts

CAO RECOMMENDATION / COMMENTS

It is recommended that the Board approve this item.

FINANCIAL IMPACT

The proposed increases in fees would result in an increase in revenue of approximately \$57,000 annually and cost recovery from 53% to 85% of budgeted cost, depending on the fee.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

N/A

CONTACT

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