



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 4/7/2020

To: Sonoma County Board of Supervisors
Department or Agency Name(s): Clerk-Recorder-Assessor
Staff Name and Phone Number: Kim Barrett (707) 565-3471
Vote Requirement: Majority
Supervisorial District(s): Countywide

Title:

Ordinance Adopting Fee Changes for the Assessor's Office (second reading)

Recommended Action:

Adopt an ordinance to increase fees for products and services to reflect the reasonable cost of services provided by the Assessor's Office as authorized by state law, effective July 1, 2020.

Executive Summary:

The Assessor's office has conducted a time study to determine the actual costs of providing products and services to the public. Based on the study, the Clerk-Recorder-Assessor has determined that the cost to provide the products and services is more than the current fees. The department recommends the fee adjustment for the Assessor's office to ensure fees are in line with the reasonable costs of providing products and services.

Discussion:

Government Code Section 408.3 authorizes the Assessor's office to charge a fee reasonably related to the actual cost of developing and providing the information to be paid by the party receiving the information. The Assessor fee schedule was last reviewed and updated in October 2009. The revenue generated by service fees in the Assessor division is approximately \$31,000 per year.

The Assessor makes many types of information available to the public including Master Lists both secured and unsecured assessment roll data, Transfer Journal parcel list, parcel map, index maps for both city and county, mailing lists for secured and unsecured assessment roll data, individual parcel report, photocopy, assessor certification, assessor inquire screen, research and fax/email fee.

The department has conducted a fee study to determine the reasonable costs of providing information and services to the public. Results from the studies show that the average cost of providing services exceeds the current fees. Since fees have not been increased since 2009 the fees increased in some instances significantly to appropriately align with increasing salaries and benefits and supplies costs.

Based on these fee study results, the Department recommends adjusting the fees as follows:

- Master List Secured Assessment Roll from \$80 to \$98
- Master List Unsecured Assessment Roll from \$80 to \$98
- Transfer Journal Parcel Yearly from \$400 to \$448

Parcel Map from \$3 to \$10
Parcel Map CD Rom annual subscription from \$600 to \$720
Index Map - City from \$5 to \$8
Index Map - County from \$5 to \$8
Mailing List w/situs Secured from \$40 to \$98
Mailing List w/situs Unsecured from \$40 to \$46
Individual Parcel report from \$5 to \$7
Photocopy from \$2 to \$5
Assessor Certification from \$3.75 to \$5
Assessor Inquiry Screen from \$2 to \$5
Research (Half-Hour Rate) from \$50 to \$62
Fax/Email fee from \$2 to \$4

Prior Board Actions:

3-24-20 Resolution introducing a proposed ordinance to adjust fees for products and services by the Assessor's office effective July 1, 2020.

4-21-2015 Ordinance 6100 reducing or eliminating some fees for products and services,

9-15-2009 Ordinance 5852, establishing fees for services provided by the Assessor's office, effective October 1, 2009,

8-20-2003 Resolution no. 03-0884, establishing revised rates for assessment rolls, maps, aerial photographs, miscellaneous documentation, photocopies and property characteristic reports, research, informal segregations, voluntary mergers, and transfer reassessment exclusion fees.

FISCAL SUMMARY

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
Budgeted Expenses		11,105	11,105
Additional Appropriation Requested			
Total Expenditures		11,105	11,105
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other		11,105	11,105
Use of Fund Balance			
Contingencies			
Total Sources		11,105	11,105

Narrative Explanation of Fiscal Impacts:

Proposed fee increases will generate approximately \$11,105 in additional revenue.

Staffing Impacts:

Agenda Date: 4/7/2020

Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

Attachment 1 - Ordinance establishing fee changes effective July 1, 2020

Attachment 2 - Fee Cover Sheet

Attachment 3 - Cost Analysis of Assessor Fees

Related Items "On File" with the Clerk of the Board:

N/A