



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Dom Zanger
District No. 1

Kollin Kosmicki
District No. 2

Mindy Sotelo
District No. 3
Vice-Chair

Angela Curro
District No. 4
Chair

Bea Gonzales
District No. 5

Item Number: 3.2

MEETING DATE: 06/18/2024

DEPARTMENT: COUNTY CLERK/RECORDER/ELECTIONS

AGENDA ITEM PREPARER: Francisco Diaz

DEPT HEAD/DIRECTOR: Francisco Diaz

SUBJECT:

COUNTY CLERK/RECORDER/REGISTRAR OF VOTERS - F. DIAZ

(To be heard at 1:30 p.m. or soon thereafter as the matter may be heard)

Hold a Public Hearing to increase service fees for the Office of the County Clerk, Recorder, and Registrar of Voters; Adopt Resolution endorsing the proposed fee adjustments alongside the updated master fee schedule, effective July 1, 2024; Authorize the County Clerk-Recorder/Registrar of Voters to implement any subsequent revisions to the master fee schedule as required by state regulations at a later date.

SBC FILE NUMBER: 943.1

RESOLUTION NO.: 2024-80

AGENDA SECTION:

PUBLIC HEARING

BACKGROUND/SUMMARY:

Pursuant to the provisions outlined in Government Code Section 54985(a) and Revenue and Taxation Code Sections 408-409, the County has the authority to adjust service fees to cover the costs of providing these services.

A comprehensive evaluation by county staff has revealed that seven specific services require fee adjustments, as their current fees do not adequately cover operational costs. These adjustments aim to ensure the county recovers its expenses for each service. Additionally, the proposed changes seek to balance the costs and services provided, and introduce new services previously unavailable in San Benito County.

Cost Recovery Approach

County staff conducted a thorough review of the fee schedule, accounting for the hourly wages of employees providing the services. This evaluation considered the average time and maintenance costs needed for each service, resulting in fair and reasonable fees.

Cost Recovery Formula:

Service Fee = Labor Cost + Maintenance Cost

Where:

- Labor Cost is the total cost of labor required to provide the service.
- Maintenance Cost is the total cost of maintenance tasks associated with providing the service.

Additionally, to ensure uniformity and comparability with the proposed fee adjustments, a comparative analysis was conducted against the fee structures of three neighboring counties. The proposed fee increases, highlighted in yellow in the fee schedule, reflect the labor costs associated with providing these services. For reference, the fee structures from surrounding counties are included.

Expanding Current Services

- Expanding wedding services could bring in new revenue, specially since our county offers same-day ceremonies while larger Bay Area counties have waiting lists of up to a month. Though our facilities may not match those in San Francisco or Santa Clara, there is a significant demographic seeking simple, no-frills ceremonies. This initiative could generate up to \$10,000 in additional revenue in the first year. Targeted marketing efforts, particularly in the Bay Area and within the Spanish-speaking community, will be crucial to this strategy.
- County staff plans to introduce new services allowed by state law, aligning with obligations and enhancing resources. This initiative could generate up to \$200 in additional revenue in the first year.
- County staff is requesting permission to provide Document Notarization services to enhance community offerings and boost revenue for the general fund. Pending the certification of one employee as a notary could yield an additional \$1,200 in revenue during the first year.

Future Planning

- County staff is reviewing the legal permitting services authorized by ordinance and state statute; any services that are still authorized but have been inactive or are not well-known to the public will be brought to compliance.
- A throughout audit is being performed to confirm the registration of fictitious business names used by businesses operating in the county's unincorporated areas. If businesses are found not to be registering their names, they will be flagged for compliance enforcement.

If the Board of Supervisors approve a resolution endorsing the proposed fee adjustments alongside the updated master fee schedule, the fees will be effective on July 1, 2024.

RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:

Yes

CONTRACT NEEDED FOR THIS ITEM:

N/A

LAST CONTRACT AMOUNT OR N/A:

N/A

STATE IF THIS IS A NEW CONTRACT/ HOW MANY PAST AMENDED CONTRACTS/ OR N/A:

N/A

STRATEGIC PLAN GOALS: 1. Operational Development & Excellence

Yes

STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth

Yes

STRATEGIC PLAN GOALS: 3. Technology

No

STRATEGIC PLAN GOALS: 4. Community Engagement

Yes

STRATEGIC PLAN GOALS: 5. Health & Safe Community

Yes

BUDGETED:

Yes

BUDGET ADJUSTMENT NEEDED:

No

SOURCE OF FUNDING:

General Fund

UNFUNDED MANDATE:

No

SBC BUDGET LINE ITEM NUMBER:

101.20.1115/1120/1125

CURRENT FY COST:

N/A

STAFF RECOMMENDATION:

Hold a Public Hearing to increase service fees for the Office of the County Clerk, Recorder, and Registrar of Voters; Adopt Resolution endorsing the proposed fee adjustments alongside the updated master fee schedule, effective July 1, 2024; Authorize the County Clerk-Recorder/Registrar of Voters to implement any subsequent revisions to the master fee schedule as required by state regulations at a later date.

BOARD ACTION RESULTS:

Held a Public Hearing and adopted Resolution No. 2024-80 per staff recommendation. (5/0 vote)

ATTACHMENTS:

[Resolution - County Clerk, Recorder, and Registrar of Voters Fee Adjustments](#)

[County Comparison](#)

[Newspaper Public Hearing](#)

[Fully Executed Resolution - No. 2024-80](#)