

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): All

Title:

Consolidated Fee Hearing - Ordinance Adopting Fee Changes for the Assessor's Office (first reading)

Recommended Action:

Adopt a resolution introducing, reading the title and waiving further reading of a proposed ordinance to adjust 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 adjustments 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 inquiry 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 the below noted fees have not been increased since 2009 the proposed increases in some instances are significant to best 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 removing discount of 2 free months

Index Map – City from \$5 to \$8

Index Map – County from \$5 to \$8

Mailing List w/situs Secured from \$40 to \$88

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:

4-21-2015 Ordinance 6100 reducing or eliminating some fees for products and services, 9-15-09 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:			
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

Attachment 4 – Resolution Introducing, Reading Title, Waiving Further Reading of Ordinance

Related Items “On File” with the Clerk of the Board:

N/A

ORDINANCE NO. ()

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, ADOPTING FEES EFFECTIVE JULY 1, 2020 FOR VARIOUS PRODUCTS AND SERVICES PROVIDED BY THE ASSESSOR.

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

Section I. The California Government Code 408.3 authorizes the establishment of fees to recover the estimated reasonable cost of processing and providing information and services indicated therein relative to the functions of the Assessor.

Section II. The adjusted fees are hereby adopted to recover the estimated reasonable cost required to provide such services as authorized by state law. The adjusted fee schedule is attached as Exhibit A and incorporated herein. Based on information presented to this Board, this Board finds that the proposed fees comply with all legal requirements, including Art. XIII C of the California Constitution.

Section IV. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The Board of Supervisors hereby declares that it would have passed this Ordinance and every section, subsection, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

Section V. This Ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Supervisors voting for or against the same, in *The Press Democrat*, a newspaper of general circulation published in the County of Sonoma, State of California.

In regular session of the Board of Supervisors of the County of Sonoma, introduced on the twenty fourth day of March 2020, and finally passed and adopted this seventh day of April 2020, on regular roll call of the members of said Board by the following vote:

SUPERVISORS:

Rabbitt: Zane: Gore: Hopkins: Gorin:

Ayes: Noes: Absent: Abstain:

WHEREUPON, the Chair declared the above and foregoing Ordinance duly adopted and

SO ORDERED.

Chair, Board of Supervisors
County of Sonoma

ATTEST:

Sheryl Bratton,
Clerk of the Board of Supervisors

Exhibit A
Assessor Adjusted Fees

DIVISION	STATUTORY AUTHORITY	FEE SCHEDULE
ASSESSOR FEES		
Master List Secured Assessment Roll (CD-ROM)	GC 408.3	\$98.00
Master List Unsecured (CD-ROM)	GC 408.3	\$98.00
Transfer Journal Parcel Yearly	GC 408.3	\$448.00
Parcel Map (Paper)	GC 408.3	\$10.00
Parcel Map (CD ROM) Monthly Updates (annual subscription)	GC 408.3	\$720.00
Index Map - City	GC 408.3	\$8.00
Index Map - County	GC 408.3	\$8.00
Mailing List w/Situs - Secured	GC 408.3	\$88.00
Mailing List w/Situs - Unsecured	GC 408.3	\$46.00
Individual Parcel Report (Property Profile)	GC 408.3	\$7.00
Photocopy	GC 408.3	\$5.00
Assessor Certification	GC 408.3	\$5.00
Assessor Inquiry Screen	GC 408.3	\$5.00

DIVISION	STATUTORY AUTHORITY	FEE SCHEDULE
ASSESSOR FEES		
Research (Half-Hour Rate)	GC 408.3	\$62.00
Fax/Email Fee	GC 408.3	\$4.00

Department	Division/unit	Type of change (Increase, decrease, new fee, replacement of fee, deletion of fee, other change)	Fee Description (short)	Fee Subcategory	Legal basis for fee	Requirement to adjust fee (resolution or ordinance)	FY 2018-19 Units	Anticipated units, FY 2020-21	Current fee amount	Proposed fee amount	Change in fee (%)	Proposed effective date	Additional revenue expected	Last date fee changed	Amount prior to last change	Amount fee is subsidized by other funding (per unit), if any
Clerk-Recorder-Assessor	Assessor	Increase	Master List Secured Assessment Roll (CD-ROM)	None	GC 408.3	Ordinance	53	53	\$ 80.00	\$ 98.00	23%	7/1/2020	\$ 990.00	10/1/2009	\$ 350.00	\$ -
Clerk-Recorder-Assessor	Assessor	Increase	Master List Unsecured (CD-ROM)	None	GC 408.3	Ordinance	5	5	\$ 80.00	\$ 98.00	23%	7/1/2020	\$ 80.00	10/1/2009	\$ 100.00	\$ -
Clerk-Recorder-Assessor	Assessor	Increase	Transfer Journal Parcel Yearly	None	GC 408.3	Ordinance	1	1	\$ 400.00	\$ 448.00	12%	7/1/2020	\$ 48.00	10/1/2009	\$ 60.00	\$ -
Clerk-Recorder-Assessor	Assessor	Increase	Parcel Map (Paper)	None	GC 408.3	Ordinance	526	526	\$ 3.00	\$ 3.00	23%	7/1/2020	\$ 3,640.00	10/1/2009	\$ 2.00	\$ -
Clerk-Recorder-Assessor	Assessor	Increase	Parcel Map (CD ROM) Monthly Updates (annual subscription)	None	GC 408.3	Ordinance	4	4	\$ 600.00	\$ 720.00	20%	7/1/2020	\$ 600.00	10/1/2009	\$ 600.00	\$ -
Clerk-Recorder-Assessor	Assessor	Increase	Index Map - City	None	GC 408.3	Ordinance	3	3	\$ 5.00	\$ 8.00	60%	7/1/2020	\$ 15.00	10/1/2009	\$ 7.50	\$ -
Clerk-Recorder-Assessor	Assessor	Increase	Index Map - County	None	GC 408.3	Ordinance	3	3	\$ 1.00	\$ 8.00	60%	7/1/2020	\$ 21.00	10/1/2009	\$ 10.00	\$ -
Clerk-Recorder-Assessor	Assessor	Increase	Mailing List w/Status - Secured	None	GC 408.3	Ordinance	55	60	\$ 40.00	\$ 88.00 plus .03/parcel	120%	7/1/2020	\$ 2,880.00	10/1/2009	\$ 1,000.00 plus .03/parcel	\$ -
Clerk-Recorder-Assessor	Assessor	Increase	Mailing List w/Status - Unsecured	None	GC 408.3	Ordinance	1	1	\$ 40.00	\$ 46.00 plus .03/parcel	15%	7/1/2020	\$ 6.00	10/1/2009	\$ 100.00 plus .03/parcel	\$ -
Clerk-Recorder-Assessor	Assessor	Increase	Individual Parcel Report (Property Profile)	None	GC 408.3	Ordinance	64	60	\$ 5.00	\$ 7.00	40%	7/1/2020	\$ 320.00	10/1/2009	\$ 1.50	\$ -
Clerk-Recorder-Assessor	Assessor	Increase	Photocopy	None	GC 408.3	Ordinance	828	830	\$ 2.00	\$ 5.00	150%	7/1/2020	\$ 2,480.00	10/1/2009	\$ 1.00	\$ -
Clerk-Recorder-Assessor	Assessor	Increase	Assessor Certification	None	GC 408.3	Ordinance	1	4	\$ 3.75	\$ 5.00	33%	7/1/2020	\$ 5.00	10/1/2009	\$ 2.75	\$ -
Clerk-Recorder-Assessor	Assessor	Increase	Assessor Inquiry Screen	None	GC 408.3	Ordinance	46	46	\$ 2.00	\$ 5.00	150%	7/1/2020	\$ 320.00	10/1/2009	\$ 1.00	\$ -
Clerk-Recorder-Assessor	Assessor	Increase	Research (Half-Hour Rate)	None	GC 408.3	Ordinance	5	5	\$ 50.00	\$ 62.00	24%	7/1/2020	\$ 60.00	10/1/2009	\$ 25.00	\$ -
Clerk-Recorder-Assessor	Assessor	Increase	Fax/Email Fee	None	GC 408.3	Ordinance	15	10	\$ 2.00	\$ 4.00	100%	7/1/2020	\$ 20.00	10/1/2009	\$ 1.00	\$ -

Assessor Appraiser Services
 Hourly Rate Calculation
 Fiscal Year 2020/21

<u>Annual Productive Hours</u>	
Maximum Working Hours per Year	2,087
Less:	
Vacation Time	
Sick Leave	
Legal Holidays	
Other Approved Absences	358
Break Hours	
Subtotal	358
Total Productive Time	1,729

<u>Staffing - Real Property Appraisal</u>	
Number of Full-Time Employees	22
Annual Productive Time	1,729
Total Productive Hours	38,038

<u>Administrative Costs</u>			
Admin Services		617,347.00	
69.75 FTE		120,597.75	5.12
Assessor Managers		936,970.00	
65.75 FTE		113,681.75	8.24
Total Administrative Costs			
Per Productive Hour			13.36

<u>Staff and Overhead Costs</u>	Annual Costs	Annual Costs Per Employee	Costs Per Productive Hour
Real Property Appraisers (22.0 FTE)	3,041,754.07	138,261.55	79.97
Supervisors Appr IVs (4 FTE)	667,163.72	30,325.62	17.54
*** Services & Supplies Costs	1,333,902.00	17,156.30	9.92
Administrative/Management			
Admin Services (69.75 FTE)	617,347.00	8,850.85	5.12
Assessor Managers (100% - 65.75 FTE)	936,970.00	14,250.49	8.24
Hourly Rate			120.79
Rate per Minute			2.01

*** Services & Supplies are Char 60 for 13020100 (\$1,951,249) less budgeted Administration Costs (\$617,347).



County of Sonoma
State of California

Date: March 24, 2020

Item Number: _____

Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Introducing, Reading the Title of and Waiving Further Reading of a Proposed Ordinance to
increase fees for the Assessor's Office.**

Whereas, an ordinance entitled, "An Ordinance of the Board of Supervisors of the County of Sonoma, State of California, Adopting Fees Effective July 1, 2020 for Various Products and Services Provided by the Assessor" has been introduced and the title read; and

Now, Therefore, Be It Resolved that further reading of the proposed ordinance is waived.

Be It Further Resolved that the County of Sonoma will consider adoption of the proposed ordinance on April 7, 2020 at the Sonoma County Board of Supervisors, 575 Administration Drive, Room 100A, Santa Rosa, California 95403.

Resolution #20-

Date:

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Supervisors:

Rabbitt:

Zane:

Gore:

Hopkins:

Gorin:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.