

# County of Santa Clara Office of the Assessor




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ASR01 062409

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Administrative Services Manager

DATE: June 24, 2009

TO: Board of Supervisors

FROM:   
Lawrence E. Stone  
Assessor

SUBJECT: Adopt a Resolution for the Annual Revision of the Assessor's Fee Schedule

## **RECOMMENDED ACTION**

Adopt a Resolution of the Board of Supervisors of the County of Santa Clara revising the fee schedule in the Assessor's Office, pursuant to Santa Clara County Ordinance Code Section A14 and Revenue and Taxation Code Section 409, for providing copies of the Assessor's records. (Roll Call Vote)

## **FISCAL IMPLICATIONS**

There will be no impact to the General Fund as a result of the recommended action. The Department expects full cost recovery by revising this fee schedule. The revised fee schedule will be revenue neutral.

## **REASONS FOR RECOMMENDATION**

The adoption of a resolution for the revision of the Assessor's fee schedule will allow the Assessor's Office to capture the full direct and indirect costs associated with producing copies of maps, copies of data from electronic storage media and special reports. The increase in fees is consistent with Board of Supervisors Budget Strategy Statement to maximize opportunities for new revenue, such as increased fees.

## **BACKGROUND**

The Fee Schedule proposed for adoption has been updated by Assessor's Office staff to reflect Fiscal Year 2009 -2010 costs and conditions. The pricing and configuration of items has been modified to more closely reflect the manner in which extract files are generally requested by those using our services.

The County Assessor continues to fully comply with the County Charter, which requires County Departments to respond to inquiries by the Board of Supervisors and the County Executive without charge. In addition, County Ordinance, A14 FEES AND CHARGES-MISCELLANEOUS, states "There shall be no charge to county departments requesting reproductions of records covered by this chapter..."

We believe there is a market to sell additional items on our website as well as opportunities to save valuable staff time. Many of our products will be readily available to sell on our website once the County web team has established the appropriate protocols, selected a vendor and installed the necessary equipment.

As a result of this analysis, one fee remained neutral, one category has been deleted and all other fees have increased. Adopting a resolution to revise this fee schedule will allow the Assessor's Office full cost recovery for producing copies of maps, copies from electronic storage media and special reports.

## **CONSEQUENCES OF NEGATIVE ACTION**

The Assessor's Office will not be able to collect sufficient fees that allow full direct and indirect cost recovery. The Assessor's Office will be reliant upon the General Fund to compensate the difference between the fees collected and the cost to produce copies of maps, copies of data from electronic storage media and special reports. The Assessor's Office will not be in compliance with the Board of Supervisors' Budget Strategy Statement.

### **STEPS FOLLOWING APPROVAL**

The Clerk of the Board of Supervisors will send electronic notification of Keyboard processing of this transmittal to Martin Reinders, Senior Management Analyst, Office of the Assessor.

### **ATTACHMENTS**

- Transmittal submitted on May 20th, 2009 - PDF Version
- Resolution
- Fee Schedule FY 2010

### **ATTACHMENTS**

- Resolution
- Fee Schedule FY 2010