

MARIPOSA COUNTY

AGENDA

DATE: 11-21-00 9-19-00 Cont'd

BOARD OF SUPERVISORS

ACTION FORM

AGENDA ITEM NO.: 6

DEPARTMENT: Treasurer BY: Don Z. Phillips PHONE: 966-2621

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: (x) Yes () No)

Request to approve increase in fees

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Some of the fees listed have not been increased since 1985

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- 1. Approve each fee as requested allowing an increase in revenue
- 2. Approve fees individually or change amounts requested
- 3. Do not approve and continue using same fee schedule

COSTS: (x) Not Applicable

A. Budgeted Current FY.....\$ _____

B. Total Anticipated Costs.....\$ _____

C. Required additional funding.....\$ _____

D. Internal Transfer.....\$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively.

1) Attached proposal from County Treasurer

SOURCE: () 4/5ths Vote Required

A. Unanticipated Revenues.....\$ _____

B. Reserve for Contingencies.....\$ _____

C. Source Description: _____

Balance left in Reserve for Contingencies, if approved:
\$ _____

CLERK'S USE ONLY:

Res. No.: 00-398 Ord. No. _____

Vote: Ayes: _____ Noes: _____

Absent: _____ Abstained: _____

() Approved () Denied

(x) Minute Order Attached () No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

_____ Recommended

_____ Not Recommended

_____ For Policy Determination

_____ Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST:

Marge Williams, Clerk of the Board

By: _____
Deputy

Comments: _____

C.A.O. Initials: _____



COUNTY OF MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222


GARRY R. PARKER, CHAIRMAN
DOUG BALMAIN, VICE-CHAIRMAN
PATTI A. REILLY
ROBERT C. STEWART
BOB PICKARD

DISTRICT IV
DISTRICT II
DISTRICT I
DISTRICT III
DISTRICT V



MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: DON PHILLIPS, Treasurer/Tax Collector
FROM: MARGIE WILLIAMS, Clerk of the Board 
SUBJECT: **PUBLIC HEARING** to Consider Fee Increases in the Following Departments:
Treasurer/Tax Collector/County Clerk/Elections (Continued from 9/19/00 Meeting)
Resolution 00-398

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on November 21, 2000

ACTION AND VOTE:

10:05 a.m. Don Phillips, Treasurer/Tax Collector;

PUBLIC HEARING to Consider Fee Increases in the Following Departments: Treasurer/Tax Collector/County Clerk/Elections (Continued from 9/19/00 Meeting)

BOARD ACTION: Don Phillips presented the staff report, including information on the actual costs for the various services. Don responded to questions from the Board relative to the recommended fee changes for requesting separate tax bills; whether a hard copy of registered voter information could still be obtained; and how the costs were determined. Public portion of the hearing was opened. There was no public input. Public portion of the hearing was closed and the Board commenced with deliberations. Don Phillips responded to questions from the Board relative to the marriage license fee changes; and the breakdown of the cost analysis. (M)Pickard, (S)Stewart, Res. 00-398 adopted, with direction for the cost analysis/breakdown to be included as an attachment to the resolution. Don Phillips and Marjorie Wass/Assistant Treasurer-Tax Collector, responded to questions from the Board relative to when the last fee changes were made and relative to changing the fee to reflect the actual costs for the candidate statements. Ayes: Unanimous. Hearing was closed.

cc: Greg Iturria, County Administrative Officer
Jeff Green, County Counsel
File



COUNTY of MARIPOSA

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DISTRICT IV
DISTRICT II
DISTRICT I
DISTRICT III
DISTRICT V



MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: DON PHILLIPS, Treasurer/Tax Collector/County Clerk/Elections
FROM: MARGIE WILLIAMS, Clerk of the Board 
SUBJECT: Request for Increase in Fees

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on September 19, 2000

ACTION AND VOTE:

PUBLIC HEARING to Consider Fee Increases in the Following Departments: Treasurer/Tax Collector/County Clerk/Elections

BOARD ACTION: Marjorie Wass, Assistant Treasurer/Tax Collector, presented the staff report, and she responded to questions from the Board relative to the methodology used to reach the recommended fees. Jeff Green, County Counsel, advised that the statutes only allow for the actual costs to be charged. Hearing was continued to November 21, 2000, at 10:00 a.m. for the department to provide additional information.

cc: CAO
File

Proposed Increase of Fees:

Treasurer-Tax Collector

**Request for Separate Tax Bill: Was \$20.00 each separate parcel
Request: \$5.00 each assessee on each parcel**

County Clerk

**Fictitious Business Name Filings & Abandonment's: Was \$10.00 each plus \$2.00
each name**

Request: \$15.00 each, plus \$2.00 each name

Notice to withdraw partnership: Was \$5.00 each request

Request: \$7.50 each request

Marriage License: Was – Public License \$39.00, Confidential \$45.00

Request: Public \$45.00, Confidential \$50.00

Election Fees

Voter Registration Listing: Was for printout \$10.00 plus .10 per page

Request: for computer disk \$10.00 plus \$1.00 per disk

For candidates and committees: Was .50 per 1000 names (set by elect. Code)

**Request: for computer disk .50 per 1000 names plus \$1.00
for each computer disk**

Address Labels: Was .50 per 1000 names plus cost of labels

**Request: for computer disk .50 per 1000 names plus \$1.00
for each computer disk**

Candidate Statement:

County wide filing fee: Was \$215.00 (set by board res. in 1985)

Request: \$450.00 (actual cost in primary 2000 election)

District wide filing fee: Was \$175 (set by board res. in 1985)

Request: \$350.00 (actual cost in primary 2000 election)

These fees have not been changed since 1985. The county wide statement fee and the district wide statement fee, is required to be paid at the actual cost of the printing. If a candidate pays too little, then we have to bill for the extra, or if pays too much, we have to reimburse the difference. The board in 1985 set the fees as estimates for candidates. The requested amounts above are based on the actual cost of printing for the primary 2000 election.

Proposed Increase of Fees:

Treasurer-Tax Collector

Request for Separate Tax Bill: Was \$20.00 each set up fee per parcel
Request: \$5.00 each assessee set up fee per parcel

County Clerk

Fictitious Business Name Filings: Was \$10.00 each plus \$2.00 each name
Request: \$15.00 each, plus \$2.00 each name

Notice to withdraw partnership & Abandonment's: Was \$5.00 each request
Request: \$7.50 each request

Marriage License: Was – Public License \$39.00, Confidential \$45.00
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2182.

DIVISION 2. VOTERS

ness of the office. In counties where the precinct index is printed by means of a punched card or other high-speed data processing equipment, the number of copies of precinct indexes so prepared shall be the number required to be furnished by law and as many more as in the judgment of the county elections official may be necessary for the business of the office.

(Added by Stats. 1994, c. 920, §2.)

2183. County elections official to supply copies of the index.

The elections official shall supply copies of the index and of supplements to the index, necessary to bring it up to date, for all elections to be held within the county. The county elections official shall also supply as many copies of the index and supplements, not to exceed four in number, as may be requested by the elections official of a city, school district or other body. The name of each voter whose affidavit of registration has been canceled shall be lined out of the index and supplement. The county elections official may charge an amount as will reimburse the county for the expense incurred in preparing and furnishing lined out indexes of registrations and supplements other than for those provided for by Sections 2180 and 2182.

In the case of a municipal election, an index provided pursuant to this section shall be supplied to the city elections official not less than 25 days prior to the day of the election for which it is provided. If the index does not contain the names of all people eligible to vote in the election, the county elections official shall supply a supplement to the index, including all voters who registered after the 54th day before the election, not less than seven days prior to the election for which it is provided.

(Added by Stats. 1994, c. 920, §2.)

2184. County elections official to supply copies of the index.

Upon demand of any Member of the Legislature, of Congress, or any candidate who is to be voted for in the county, in a city therein, or in a political subdivision of either, or upon written demand of his or her campaign committee, of any committee for or against any proposed ballot measure, or of any committee for or against any referendum or initiative measure for which legal publication has been made, the county elections official shall furnish to the Member of the Legislature, of Congress, or to either the candidate or his or her campaign committee or to the ballot measure committee no more than two copies of the printed indexes of the registration for the primary and general elections in which the Member of the Legislature or Congress may participate as a candidate, or for the election in which the candidate will participate, or the ballot measure will be voted upon, at a charge of fifty cents (\$0.50) per thousand names. All moneys collected shall be deposited in the county treasury to the credit of the general fund.

(Added by Stats. 1994, c. 920, §2.)

2185. County elections official to supply copies of the index.

Upon written demand of the chairman or vice chairman of a party state central committee or of the chairman of a party county central committee, the county elections official shall furnish to each committee, without charge therefor, no more than two copies of the printed indexes of registration for the primary and general elections or for any special election at which a partisan office is to be filled. The copies of the printed indexes of registration shall be furnished to the committee demanding the indexes not less than 25 days prior to the day of the primary, general, or special election for which they are provided. Upon written demand, the county elections official shall also fur-

MARIPOSA COUNTY RESOLUTION NO. 85-296

WHEREAS, the Board of Supervisors of the County of Mariposa, by Resolution No. 78-19 passed and adopted 2-14-78, set the amount of deposit to cover the costs involved in printing and handling Candidate's Statement of Qualifications to be included with sample ballot mailing; and

WHEREAS, the costs of printing and handling such statements has increased;

NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Mariposa, a political sub-division of the State of California, that Resolution No. 78-19 is hereby rescinded.

BE IT FURTHER RESOLVED that, pursuant to Elections Code Section 10012, the Board increases the amount of deposit for printing and handling Candidate's Statement of Qualifications to be included with sample ballot mailing to \$175.00 for a district election and to \$215.00 for a county-wide election;

BE IT FURTHER RESOLVED that in the event of overpayment the Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

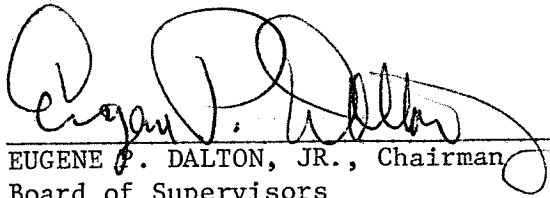
PASSED AND ADOPTED this 17th day of September, 1985, by the following vote:


AYES: BARRICK, DALTON, ERICKSON, RADANOVICH, TABER

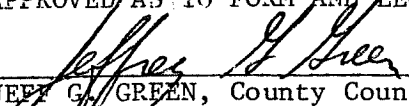
NOES: NONE

ABSENT: NONE

ABSTAINED: NONE


EUGENE P. DALTON, JR., Chairman
Board of Supervisors

ATTEST:

GERALD MC CARTHY, County Clerk &
Ex Officio Clerk of the Board

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

JEFF G. GREEN, County Counsel

**Proposed Increase of Fees and Cost Analysis
Treasurer-Tax Collector/County Clerk-Elections**

Tax Collector:

Separate Tax Bill Requests: The current approved fees are \$20.00 for each account and \$5.00 for each person who requests a separate bill. The \$20.00 was to cover the work performed by the Assessor, Auditor, and Tax Collector. The \$5.00 covers the cost of producing a new tax statement.

Problems: We sometimes get more than one taxpayer, paying or trying to pay the \$20.00 set-up fee. Then some taxpayers who do not pay the \$5.00 but can still get their tax statement because of the others who have paid their fee, which can leave only that one portion left. This results in overpayments and refunds, creating more work on the Auditor and Tax Collector.

Proposed Fee: Drop the \$20.00 processing fee and the \$5.00 each individual, and charge a \$7.00 per tax statement fee requiring each individual owner to pay that \$7.00 fee. This would prevent one taxpayer from getting a statement without paying the fee. The \$7.00 cost does cover the work involved for processing a separate tax statement.

County Clerk:

Fictitious Business Name Filings: The current cost is \$10.00 each plus \$2.00 each individual name.

Proposed Fee: Increase the processing fee to \$15.00 which is the cost of one clerk @ \$13.30 an hour plus the paper, filing, and data processing. The \$2.00 per name is standard in the state among counties.

Abandonment and Notice to Withdraw Partnership: Current is \$5.00 per each request.

Proposed Fee: Increase this fee to \$7.50 which covers the cost of one clerk @ \$13.30 an hour plus filing and data processing. Approximate time 30 minutes.

Marriage License: Current Public License is \$39.00 and a Confidential is \$45.00.

We did a survey of like counties and surrounding counties to establish a new fee. We do a lot of marriages here because the license fee is low. It takes approximately 50+ minutes to complete a license from the time the customer walks in until they can leave. The request must first have a request form filled out, and then a license can be issued in those names. We have to request ID's and in many cases verify birth dates, and/or dissolution of prior marriages. After the license is typed, it must be read, and check out by the persons requesting the license. There is approximately 15 minutes of computer time, and must be done on special paper. Confidential license must be kept in our files only, and is not recorded by the County Recorder. These actual documents must be filed and kept in a safe place for future use. After the marriage, we have to again make sure that the license has been executed properly and signed in the correct spots. The Public license goes to the Recorder for recordation, and the Confidential stays in this office for filing.

Proposed Fee: Increase Public to \$45.00 and Confidential to \$50.00

One Clerk @ \$13.30 per hour, plus cost of special paper, special handling, and computer time. If it is a confidential license, we have files which are kept in our safe, and the clerk must file these immediately upon completion. All records are kept here and the recorded documents are filed with the State.

Election Fees: No Change except add computer disk charges

Proposed Fee: Voter Registration Listings: For each request to have the information on a computer disk, it would be normal fees PLUS \$1.00 for the floppy disk.

For Candidates and Committees: Same

For Address Labels: Same

Candidate Statements:

It is my understanding that the Board agreed to change the resolution on the fee charged for candidate statements to read "actual costs" rather than set a dollar figure. This is perfectly agreeable with me, and makes much more sense than having to change the fee from time-to-time.

Thank You,

Further justification on proposed fees for Tax Collector

Separate Tax Bill Requests:

The \$7.00 fee is based on one employee's salary in the tax collector's office at approximately one-half hour for each request. This is a tax collector's fee, and does not address whatever time may be spent processing through the Assessor's Office, or the Auditor's Office.

Don Z. Phillips