

**ORDINANCE AMENDING SERVICE FEES FOR THE ELECTION DIVISION OF  
THE CLERK, RECORDER, AND ASSESSOR DEPARTMENT**

**ORDINANCE NO. \_\_\_\_\_**

**An ordinance of the County of Santa Barbara amending existing fees and implementing new fees, where appropriate, for products and services of the Elections Division to recover the cost of providing these products and services.**

**WHEREAS**, for non-mandated contractual services requested by a local jurisdiction, County Elections shall charge for the full cost of services rendered; and

**WHEREAS**, per the division billing practice, charges for services rendered by the Election Division are due within 30 days of invoicing, a late charge at the County's pooled interest rate shall be assessed to the billing jurisdiction if payment is not timely received; and

**WHEREAS**, pursuant to the California Election Code sections 2167, 2183 through 2192, and 12260, the elections official shall provide certain voter information and data extracts to requesting parties and shall charge a fee for cost of providing the information; and

**WHEREAS**, pursuant to California Government Code sections 26831, 26833, and 26854, the County Clerk shall charge and collect the fees fixed in this article for service performed by the Clerk, when not otherwise provided by law;

**WHEREAS**, pursuant to California Government Code section 54985, County Board of Supervisors of each County shall have the authority to increase or decrease the fee or charge, that is otherwise authorized to be levied by another provision of law, in the amount reasonably necessary to recover the cost of providing a product or service; and

**WHEREAS**, pursuant to Government Code section 6157, where any personal check offered in payment is returned without payment, for any reason, the County shall charge for the returned check, not to exceed the actual costs incurred in processing and collection; and

**WHEREAS**, pursuant to Government Code section 81008, where any political reform report and statement shall be open for inspection or reproduction, copies and retrieval fees shall be charged as authorized in this section; and

**WHEREAS**, the Santa Barbara County Policy on Fees states that where allowed or mandated, the County will charge a fee for services and that departments are responsible for insuring that all legally allowed fees and charges are presented to the Board for adoption and for reviewing/adjusting as appropriate; and

**WHEREAS**, it is the wish of the County Board of Supervisors to adopt fees or charges for products or services not mandated or authorized under any sections of law in an amount reasonably necessary to recover the cost of these discretionary products or services; and

**WHEREAS**, the fees and charges proposed in the schedule of fees and charges established by Ordinance will recover a major portion of the actual costs of administering said services; and

**WHEREAS**, pursuant to Government Code section 54986, the County has in connection with the proposed fees, held a public hearing as part of a regularly scheduled meeting and published notice

of the meeting , including a general description of the matter to be considered, in accordance with Government Code section 6062a; and

**WHEREAS**, the fees may be revised as needed by the Board of Supervisors, and if the revision does not occur, the existing fees shall remain in effect;

**WHEREAS**, Section 2-10.7 of Article 1 of Chapter 2 of the Santa Barbara County Code is hereby amended to read as follows: "The amount of any charge or fee relating to services rendered by the Clerk-Recorder-Assessor Department shall be in accordance with the fee or fee schedule adopted by the board of supervisors of the county by resolution or ordinance."

**THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA BARBARA ORDAINS AS FOLLOWS:**

That the fees set forth in the attached schedule of fees and charges established by this Ordinance are hereby adopted pursuant to the various sections of law cited and §2-10.7 of Article 1 of Chapter 2 of the Santa Barbara County Code. Said fees are to be assessed against all persons and agencies where permitted by law and are to become effective November 1, 2011.

That Resolution 02-116 of March 26, 2002, and any previous resolutions or ordinance, that covers the programs and services that are covered by this ordinance is hereby repealed on the above mentioned date that the fees imposed by this ordinance become effective. The repeal shall not affect any obligation to pay any fees uncured under said ordinance, and said obligation shall continue in effect after said ordinance is repealed.

**PASSED, APPROVED AND ADOPTED** by the Board of Supervisors of the County of Santa Barbara, State of California, this \_\_\_\_ day of \_\_\_\_\_ 2011 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

COUNTY OF SANTA BARBARA

By \_\_\_\_\_  
CHAIR, JONI GRAY  
BOARD OF SUPERVISORS

ATTEST:  
CHANDRA L. WALLAR  
CLERK OF THE BOARD

By \_\_\_\_\_  
Deputy

APPROVED AS TO FORM:  
DENNIS MARSHALL,  
COUNTY COUNSEL

By  \_\_\_\_\_  
Deputy County Counsel

APPROVED AS TO FORM:  
ROBERT GEIS,  
AUDITOR-CONTROLLER

By  \_\_\_\_\_  
Deputy

**Election Division**  
**Schedule of Fees and Charges**

<b>County Election Office Support or Consulting Services to any city or district (Requires Election Service Form to be completed by requesting agency)</b>	<b>FEE/CHARGE</b>
Request for County Election support or consulting services, other than conducting an election	Actual Direct Costs as tracked, plus 10% rate for indirect costs applied to total direct costs.
Interest Charge (Late Fee)	Interest charge to agency (at the County's pooled interest rate) commencing from date specified in service agreement, if fail to pay invoice within 30-days of invoice date.
<b>VOTER INFORMATION FILES AND DATA EXTRACTS:</b>	<b>FEE/CHARGE</b>
Any Voter Data Extract/Report (add media type fee):	
Set-Up Fee (per order)	\$26.00
Per Report	\$19.00
Vote-by-Mail File Updates- per subsequent update (add media type)	\$23.00
Precinct Index (PDF only) :	
Set-Up Fee (per order)	\$26.00
Per Report	\$19.00
Precinct Index (PDF only) provided to Central Committees (1 copy per election)	FREE
<b>Add:</b> Media Types for data extract files (add to Data Extract Fee):	
CD Rom	\$8.00
Email	\$6.00
FTP Transmission - New Customer Set-Up Fee	\$7.00
FTP Transmission, per transmission	\$3.00
Fax Transmission, per transmission	\$6.00
Laser Printed Copy, per page	\$0.05
<b>STATEMENT OF VOTES CAST:</b>	<b>FEE/CHARGE</b>
Statement of Votes Cast - PDF Files on Election Website	<b>FREE</b>
Statement of Votes Cast (full or partial for any election) - PDF file requested from Elections Office (on CD only, includes CD charge)	\$35.00
Statement of Votes Cast - Text File of FULL County only (add media charge)	\$59.00
<b>Media Types Available:</b>	
CD Rom	\$8.00
Email	\$6.00
FTP Transmission - New Customer Set-Up Fee	\$7.00
FTP Transmission, per transmission	\$3.00
Fax Transmission, per transmission	\$7.00

Laser Printed Copy, per page	\$0.05
<b>ELECTION INFORMATION SEARCH AND COPY SERVICES:</b>	<b>FEE/CHARGE</b>
File Copy of any paper, record, proceeding on file (Not FPPC Filings)	
Copy Order Set-Up Fee	\$10.00
Search Fee, per record:	
Level 1 Search (NTE 2 MIN)	\$4.00
Level II Search (NTE 5 MIN))	\$11.00
Level III Search (per 10 min increments)	\$21.00
Copy, per page (copy from any paper file)	\$0.15
Certification Fee (official seal)	\$1.75
<b>CERTIFICATE/ABSTRACT OF REGISTRATION:</b>	<b>FEE/CHARGE</b>
Certificate of Registration	\$1.50
Copy of scanned voter registration card image	\$10.00
Certification Fee (official seal)	\$1.75
<b>PRECINCT MAPS:</b>	<b>FEE/CHARGE</b>
Maps - PDF and Shape Files on Election Website	Free
11 x 17 Printed Map - Precinct Map (B Maps)	\$27.00
34 x 44 - Printed Precinct Map (E Maps)	\$92.00
Special Maps (printed)	Variable, per Assessor Map Fees
<b>FAIR POLITICAL PRACTICES COMMISSION (FPPC) STATEMENTS:</b>	<b>FEE/CHARGE</b>
FPPC Photocopies, per page	\$0.10
Retrieval Fee - Statements 5 years or older (per request)	\$5.00
<b>MAIL HANDLING/POSTAGE:</b>	<b>FEE/CHARGE</b>
First Class Mail Delivery - (Postage & Handling) - Letter/Envelope	\$2.00
Priority & Express Mail Delivery:	
Priority & Express Mail Handling	\$4.00
Priority & Express Mail Courier Costs	Actual Courier Costs
Priority & Express Mail Courier Costs - Customer Provided Account	no charge (other than \$4 handling fee)
<b>OTHER ELECTION SERVICE FEES/CHARGES:</b>	<b>FEE/CHARGE</b>
Credit/Debit Card Convenience Fee , per transaction	\$1.50
Returned Check Fee, per item returned	\$21.00
Computer Specialist Special Service Request:	
Service Request Set-up Fee	\$21 (Set-Up Fee)
Half Hour Rate	\$86 per half hour (half hour increment minimum)
Office Professional Special Research/Service Request:	
Service Request Set-up Fee	\$21 (Set-Up Fee)
Half Hour Rate	\$64 per half hour (half hour increment minimum)