

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 4/14/04
Department Name: Treasurer - Tax Collector
Department No.: 065
Agenda Date: 5/11/04
Placement: Departmental
Estimate Time: 5/11/04 15 minute
5/18/04 5
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Bernice James, Treasurer - Tax Collector
STAFF CONTACT: Stacey Matson, CPA, Treasury Finance Chief
568-2158
SUBJECT: Adoption of Treasurer - Tax Collector Proposed Fees

Recommendation(s):

That the Board of Supervisors:

- A. i. To consider the introduction (First Reading) of an ordinance adding Section 2-10.8 to the Santa Barbara County Code to establish fees for the office of the Treasurer - Tax Collector;
- ii. Adopt a report on costs related to certain fees charged by the Santa Barbara Treasurer - Tax Collector (available for public inspection at least ten (10) days prior to the hearing date at the Treasurer - Tax Collector, 105 East Anapamu Street, Room 110, Santa Barbara, CA; week days 8:00 am - 5:00 pm);
- B. Continue the hearing to May 18, 2004, to consider the following:
 - i. Approve the Treasurer - Tax Collector's Notice of Exemption pursuant to County California Environmental Quality Act (CEQA Guidelines);
 - ii. Consider the adoption (Second Reading) of an ordinance adding Section 2-10.8 to the Santa Barbara County Code to establish fees for the office of the Treasurer - Tax Collector.

Alignment with Board Strategic Plan:

The recommendations are primarily aligned with actions required by law or routine business necessity.

Executive Summary and Discussion:

The Treasurer – Tax Collector recommends that the Board of Supervisors (BOS) adopt this ordinance as a routine review and change in fees. The proposed fee revisions are within the range of fees charged by other California counties and is consistent with the BOS policy of full cost recovery.

Specialized services and functions, which at this time are subsidized by all taxpayers, have been identified by the Department. A study was undertaken and completed which determined necessary processes and systems for each service and the related costs incurred, (see attached, Fee Analysis Report). The specialized services studied included the following: secured property tax delinquencies, unsecured tax roll delinquencies, installment plans for payments of delinquent property taxes, and the sub-division splitting or combining of parcels and lot line adjustments. The fee study determined the legal authority governing the setting of each fee, the functions necessary to provide the specialized service, the volume of activity, and the direct and indirect costs incurred to provide each service. The Auditor-Controller's Office reviewed the methodology used to determine the appropriate fee for each specialized service.

State law authorizes fees for a variety of services. The Treasurer – Tax Collector's Office does not currently impose fees that are allowable per Government Codes 66018 and 54985. Government Code 54985 provides the County with the authority to increase or decrease a fee or charge in the amount reasonably necessary to recover the cost of providing any product or service or the cost of enforcing any regulation for which the fee or charge is levied. In some cases, State law defines the setting of a fee for a specific activity.

Mandates and Service Levels:

No change in programs or service levels.

Fiscal and Facilities Impacts:

The first year of implementation, fiscal year 2004-05, is expected to increase revenues by \$26,000. In the second year of implementation, fiscal year 2005-06, there is an anticipated increase in revenues of \$200,000. In the fiscal year 2006-07 the fees would be fully implemented and revenues would increase an additional \$20,000. When implementation is complete, the proposed fee changes are estimated to increase annual revenue of the Treasurer – Tax Collector by an estimated \$246,000. These revenue increases are recommended to recover costs and maintain services.

There are no facilities impacts.

Special Instructions:

The adoption hearing is set for May 18, 2004. Upon adoption, direct the Clerk of the Board to publish notice in the Santa Barbara News Press. Please forward a signed, dated copy of the Ordinance to the Santa Barbara County Treasurer – Tax Collector, Attention: Stacey Matson.

Concurrence:

Auditor-Controller
County Counsel.

Attachments:

Ordinance 2-10.8
Fee Analysis Report
CEQA Notice of Exemption