



County of San Mateo

Inter-Departmental Correspondence

Department: TREASURER

File #: 23-405

Board Meeting Date: 6/13/2023

Special Notice / Hearing: 10-day
Vote Required: Majority

To: Honorable Board of Supervisors

From: Sandie Arnott, Treasurer-Tax Collector

Subject: Public hearing to consider adoption of a resolution to update the proposed Tax Collector Fee Schedule

RECOMMENDATION:

Public hearing to consider adoption of a resolution to update the proposed Tax Collector Fee Schedule:

- A) Open public hearing
- B) Close public hearing
- C) Adopt a resolution to update the proposed Tax Collector Fee Schedule effective June 13, 2023.

BACKGROUND:

Government Code Section 54985 allows the Board of Supervisors to increase, decrease, or charge a fee, which is otherwise authorized to be levied, in the amount reasonably necessary to recover the cost of providing any product or service or cost of enforcing any regulation for which the fee or charge is levied. The fee or charge may reflect the average cost of providing any product or service or enforcing any regulation.

California Revenue and Taxation Code Section 2922 permits the Tax Collector to collect actual costs of collection incurred by the county up to the time that delinquent taxes are paid. California Revenue and Taxation Code Section 5832 also permits the Tax Collector to charge a fee for the preparing and processing of a tax clearance certificate that is also equal to the actual costs of preparing and processing that certificate. California Revenue and Taxation Codes Section 4674 and 4676 permit fees for the cost of maintaining tax-defaulted property records, and for administering and processing claims for excess proceeds from tax sales and for these fees to be deducted from the excess proceeds and distributed to the county general fund.

DISCUSSION:

The Office of the Treasurer-Tax Collector (TTC) conducted a full review of its fees and recommends adjusting the fees to recover the cost of discretionary and preventable services that ultimately increase the operational costs required to fund the tax collection program. The general service areas for which fees are to be adjusted include secured and unsecured tax collection services and services related to the annual tax sale.

Attachment A identifies individual fee amendments, changes, and additions as indicated in red and by strike-out items. Attachment B provides the final version of the recommended fully adjusted Fees Schedule, effective June 13, 2023, pending Board approval.

The resolution has been reviewed and approved by County Attorney as to form.

PERFORMANCE MEASURE:

Description of Fee	Current Revenue	Projected New Revenue	Total Revenue
Subdivision Map Tax Clearance Certificate	0	\$6,450	\$6,450
Bulk Transfer	0	\$9,600	\$9,600
DMV Hold & Release	0	\$770	\$770
Duplicate Tax Clearance or Conditional Tax Clearance	\$3,300	\$1,320	\$4,620
Tax Sale Party of Interest Search	\$36,575	\$36,575	\$73,150
Tax Sale Personal Contact	\$20,900	\$41,800	\$62,700
Excess Proceeds Notice	0	\$1,800	\$1,800
Excess Proceeds Claims Submittal	0	\$4,500	\$4,500
Total Revenue	\$60,775	\$102,815	\$163,590

FISCAL IMPACT:

Using the new fee rates, TTC estimates approximately \$102,815 in new revenue.