COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
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CONNY B. McCORMACK
REGISTRAR-RECORDER/COUNTY CLERK

January 23, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

AMENDMENT OF REGISTRAR-RECORDER/COUNTY CLERK FEES FOR PRECINCT MAPS ON PLOTTER PAPER AND ESTABLISHMENT OF FEES FOR PRECINCT MAPS ON CD AND DVD (ALL DISTRICTS) (3 VOTES)

Dear Supervisors:

IT IS RECOMMENDED THAT YOUR BOARD, AFTER THE PUBLIC HEARING:

Approve the attached ordinance amending fees related to hard copies of precinct maps on plotter paper, and establishing new fees for copies of precinct maps on CD or DVD, to become effective thirty days from the date of Board passage, in accordance with Government Code section 25123.

PURPOSE OF RECOMMENDED ACTION:

The Registrar-Recorder/County Clerk ("RR/CC") provides a variety of services related to elections, recorder and county clerk operations. The purpose of this action is to ensure that the RR/CC receives full cost recovery for administering services as permitted by applicable law. The proposed amendment of fees for precinct maps on plotter paper, and the establishment of new fees for precinct maps on CD or DVD have been reviewed and approved by the Department of Auditor-Controller. The fees proposed in this request require an ordinance change that has been prepared by County Counsel.

The study to determine the appropriate fee consisted of research, interviews and work observations of technical staff performing their duties to provide this information and included all applicable costs such as salaries and employee benefits, supplies, equipment, and overhead. Based on the findings of the study, it was determined that cost recovery was necessary to achieve fiscal responsibility. Government Code section

54985 authorizes a county board of supervisors to set a fee in the amount necessary to recover the cost of providing any product or service.

Implementation of Strategic Plan Goals:

Goal No. 1: Service Excellence: Provide the public with effective delivery of services within the County by implementing strategies related to fiscal responsibility and service integration by consolidating services and adjusting fees to ensure that the Department receives full cost recovery.

Goal No. 4: Fiscal Responsibility: Ensure the County's fiscal responsibility by effectively managing and enhancing current fiscal strategies as well as pursuing existing revenue options.

JUSTIFICATION:

Government Code section 54985 authorizes a county board of supervisors to set a fee in the amount reasonably necessary to recover the cost of providing any product or service. The current fees for hard copies of precinct maps on plotter paper no longer reflect the Department's actual cost and therefore should be revised to include current costs for employee salaries and benefits, supplies and equipment usage.

Precinct maps on plotter paper
Currently, the RR/CC sells precinct maps to the public in hard copy format on plotter paper at a cost of $2 per map and does not allow for the mailing of the hard copy maps to the purchaser. The current $2 price for hard copy precinct maps was implemented in 1998 and does not reflect current labor and material costs for this service.

Precinct maps on CD or DVD
The RR/CC frequently receives requests from the public to purchase the precinct maps on CD or DVD in digital format.

The purpose of this action is to update the price of hard copy precinct maps on plotter paper to more accurately reflect the County cost for producing hard copy precinct maps, and to enable the Department to produce precinct maps to the public in digital PDF format on CD or DVD and collect an appropriate fee. Furthermore, customers will be given the option of having the precinct maps on CD or DVD mailed to them for a nominal fee. Based upon the average file size of a digital precinct map file in PDF format, a CD will store approximately 230 digital precinct map files and a DVD will store approximately 1,450 digital precinct map files. Upon review of these services, it has been determined that the appropriate fee, including all labor and materials costs, would be:

- **Precinct maps on plotter paper** – Eleven dollars ($11) for each hard copy precinct map plotted by the RR/CC (with no option for mailing);
- **Precinct maps on CD** – Sixteen dollars ($16) per CD, with an additional six dollars ($6) shipping and handling fee for optional mailing;
- **Precinct maps on DVD** – Eighteen dollars ($18) per DVD, with an additional six dollars ($6) shipping and handling fee for optional mailing.

Digital precinct map files in PDF format continue to be available for free at the RR/CC's website www.lavote.net, where files can be individually downloaded.

FISCAL IMPACT/ FINANCING:

Approval of these revised fees will increase Departmental cost recovery revenue by approximately $10,000 for the period January 1, 2007 through June 30, 2007.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The RR/CC is requesting approval for the proposed amendment of existing fees and the establishment of new fees. Government Code section 54985 provides that a county board of supervisors shall have the authority to increase a fee in the amount necessary to recover the cost of providing any product or service. County Counsel has prepared the attached required ordinance that incorporates the proposed fee amendment and additions.

Prior to adopting an ordinance, resolution, or other legislative enactment adopting a new fee or approving an increase in an existing fee, Government Code section 66018 requires a local agency to hold a public hearing, at which oral or written presentations can be made. The Board of Supervisors' Executive Office, in accordance with section 6062(a) of the Government Code, published an official notice of the time and place of said meeting, including a general explanation of the fees to be established or revised. All fees have been reviewed and approved by the Auditor.

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IMPACT ON CURRENT SERVICES:

The proposed fees will not impact current services provided by the Department.

Respectfully submitted,

Conny B. McCormack pa

CONNY B. McCORMACK
Registrar-Recorder/County Clerk

KC:ds:eb

Attachments

c: Chief Administrative Office
Executive Officer, Board of Supervisors
Auditor-Controller
County Counsel

ANALYSIS

This ordinance amends Chapter 2.32, Title 2 - Administration, of the Los Angeles County Code to authorize the Registrar-Recorder/County Clerk to recover the actual current costs for providing a hard-copy precinct map on plotter paper for a fee of $11.00, and adds fees for digital media of $16.00 per CD and $18.00 per DVD. The ordinance provides shipping and handling fees of $6.00 for each CD or DVD.

Government Code section 54985 authorizes the Board of Supervisors to set a fee that is otherwise authorized to be levied by another provision of law in the amount reasonably necessary to recover the cost of providing any product or service.

RAYMOND G. FORTNER, JR.
County Counsel

By _____
LAWRENCE M. GREEN
Senior Associate County Counsel
Government Services Division

LMG:rs

10-4-06 (requested)

10-20-06 (revised)

ORDINANCE NO._____

An ordinance amending Title 2 - Administration, of the Los Angeles County Code, relating to fees charged to the public by the Registrar-Recorder/County Clerk by amending the amount charged for producing hard copy precinct maps on plotter paper, and adding new fees for copies provided on CD or DVD based media.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 2.32.160 is hereby amended to read as follows:

2.32.160 Precinct map.

The registrar-recorder/county clerk shall charge a fee of $~~2~~11.00 for each hard copy of a precinct map provided on plotter paper, and shall charge a fee of $16.00 per CD or $18.00 per DVD for digital media based copies. An additional $6.00 shipping and handling fee shall be assessed for optional mailing of each CD or DVD.

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