



**MEMORANDUM
OFFICE OF THE
PLACER COUNTY CLERK – RECORDER –
REGISTRAR OF VOTERS**

TO: Honorable Board of Supervisors
FROM: Jim McCauley, Placer County Clerk – Recorder – Registrar of Voters *JMcCauley*
DATE: November 20, 2012
SUBJECT: Conduct a Continued Public Hearing and Approve Ordinance Amending Placer County Code Sects. 2.116.140 and 2.116.150 Relating to Various Fees and Fee Changes for the County Clerk-Recorder-Elections Office.

Action Requested

1. Conduct a public hearing, continued from Oct. 23, 2012, and approve an ordinance amending Placer County Code Sects. 2.116.140 and 2.116.150 relating to November even-year election fees and various other miscellaneous fee additions, changes and updates for the County Clerk-Recorder-Elections Office.

Background

State law periodically makes mandated changes in various environmental review and vital record fees collected for the State by local governments, including certain fees collected by the County Clerk-Recorder. Accordingly, our Office initiates an update of its fee ordinance to reflect these changes when other permissive fee changes affecting Clerk-Recorder-Elections are proposed.

In addition to the required State fee updates referenced above, our Office also requests to update costs for November even-year election fees to local agencies for their governing board elections and/or measures. The proposed changes would reflect that the State is no longer reimbursing for vote-by-mail costs and that these costs will, as a result, be included in the billings to special districts and cities. The proposed change will not, however, result in an actual rate increase to special districts and cities for the Nov. 6, 2012 General Election, due to overall offsetting cost savings in election operations that have been realized or are anticipated by the County. Furthermore, schools would actually realize decreased charges for their consolidated elections, since vote-by-mail costs continue to increase as a percentage of total election costs, and schools cannot be charged for vote-by-mail costs in consolidated elections.

Various other miscellaneous changes to the Clerk-Recorder-Election fees are also proposed with this fee update to more accurately reflect current procedures, technologies or costs. Additionally, the Clerk's Office is proposing to provide members of the public additional opportunities to obtain wedding commemoratives, including inexpensive wedding rings, at cost from the Clerk's Office, if they so desire. These items would complement existing commemorative wedding photos and certificates that are offered to those persons who have their ceremonies performed at the County Clerk's Office in Auburn.

Note: All proposed changes are shown in the attached draft ordinance; proposed additions or increases to existing fees or text are shown in **bold, underlined text** and proposed deletions

of existing text or fees are shown in ~~striketrough-text~~. All proposed fee changes would, if approved by your Board, become effective on Dec. 20, 2012, except for those State statutory fee changes already in effect, or that will take effect January 1, 2013.

November Consolidated Even-Year Election Fees to Local Agencies:

The State is no longer reimbursing vote-by-mail or absentee voting costs under the SB 90 State Mandate provisions. In the past, Placer County submitted a consolidated reimbursement claim to the State for vote-by-mail costs on behalf of the County and the various special districts, school districts and cities within the County. This saved claim preparation time for local agencies and ultimately, audit time for the State. However, since these costs are no longer reimbursed by the State, they are appropriately included in the pro-rata billings to special districts and cities.

Fortunately, even with the addition of vote-by-mail costs, the current \$1.25 rate per local agency registered voter for the November 6, 2012 Consolidated General Election would not increase for special districts and cities as a result of the proposed change, due to overall, offsetting cost savings in election operations that have been realized or are anticipated by the County. Moreover, the rate for school districts, including community college districts and Offices of Education, for the Nov. 6, 2012 General Election would actually decrease to an estimated \$0.87 per district registered voter due to the County's election cost savings on a per registered voter basis and because vote-by-mail costs cannot be charged to schools in consolidated elections, in accordance with Education Code Sect. 3024.

Other Changes:

As part of its annual budget process for 2012 and 2013, the State once again increased filing fees collected by the County Clerk for Notices of Determination relative to State Fish and Game reviews of environmental impacts on fish and wildlife and has also made modest changes in certain vital record fees. New fee increases have been in effect for 2012 and additional fee increases will become effective on Jan, 1, 2013. The proposed changes conform the County's ordinance to reflect these required statutory fee changes.

Additionally, a number of text changes are proposed to the existing fee ordinance to clarify the application of certain fees, to reflect current procedures or costs, or changes due to technology. One of these changes is the moving of the fee section on passport applications and photos from the County Clerk to a new section of the ordinance (Sect. H), reflecting that the passport application function is now performed by staff in the Recorder's Office in accordance with Dept. of State requirements that prohibit staff with access to vital records from also accepting passport applications.

New Services:

The Office of the Clerk-Recorder would like to begin providing the public with the convenience of obtaining additional wedding commemoratives, including inexpensive wedding rings, at cost from the Clerk's Office, if they so desire. These items would complement existing commemorative wedding videos, photos and certificates that are offered to those persons who have their ceremonies performed at the County Clerk's Office in Auburn. Additional items, such as keepsake wedding bouquets may be provided in the future if public interest is evident.

Any such items would be provided at actual cost, including full merchandise and staff costs; and all such commemorative products sold to the public are also taxable sales.

Another proposed new service would allow the Clerk-Recorder-Elections Office to fax or email reports, records or map copies to members of the public for faster document receipt, in addition to sending the reports or certified copies to the requestors by mail. The charge for emailing or faxing would be \$4.25 per request, and would be charged in addition to the regular fee for record retrieval, copy and certification and applied only when the faxing or emailing was requested by the public.

Both the proposed fax/email document fee and the charges for wedding rings have been established in accordance with the County's fee policy, recovering full labor costs, benefits, services and supplies, and County overhead support costs.

Issue Statement

Your Board must approve any proposed, non-statutorily mandated fees or fee changes by ordinance, and as noted, the proposed ordinance also incorporates various statutorily mandated fee changes that have been enacted by State law. Notice of the proposed fee adjustments and other changes have been published as required for the public hearing.

Fiscal Impact

The election reimbursement revenue for the November 6, 2012 General Election included in the FY 2012-13 Final Budget is consistent with the proposed changes to the local agency fees set forth in this memo.

Additional, anticipated annual revenues for Clerk-Recorder-Elections due to the proposed fee changes include revenue increases for copies of documents sent by email or fax when requested in addition to regular mail (estimated at approximately \$2,100 annually) and for sales of wedding rings and possibly other, new wedding commemoratives (estimated at approximately \$1,100 annually). These revenue increases would, however, be fully offset by the allocated costs for providing the services or products, including staff time, supplies and support costs, and for products—the purchase costs of the merchandise sold.

Finally, the increased revenues required by the State for environmental reviews and vital record copies are forwarded to the State and not retained by the County. As a result, these fee increases do not result in any net increase in County resources.

Attachment:

Proposed Ordinance with Proposed Text/Fee Changes Highlighted

**Before the Board of Supervisors
County of Placer, State of California**

In the matter of:

Ord. No.: _____

**AN ORDINANCE AMENDING SECTION 2.116.140
AND 2.116.150 OF THE PLACER COUNTY CODE
RELATING TO COUNTY ELECTION AND CLERK-
RECORDER FEES**

First Reading: _____

The following **Ordinance** was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chair, Board of Supervisors

Attest:

Clerk of said Board

Ann Holman

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1: Section 2.116.140 of the Placer County Code is hereby amended to read as follows:

2.116.140 County clerk/elections division fee schedule.

The Placer County clerk-recorder-registrar of voters shall charge and collect the following fees for services performed:

A. LOCAL JURISDICTION ELECTION CHARGES	
November consolidated general election charges (Charges exclude include costs attributable to state reimbursable mandated programs no longer reimbursed by the state)	
Election base fee per jurisdiction (applies to all local jurisdiction):	
Less than 250 voters	\$100.00

Between 251—1,000 voters	250.00	
Between 1,001—5,000 voters	500.00	
More than 5,000 voters	750.00	
Charges per local jurisdiction going to election	\$1.25 per registered voter, less allocable vote-by-mail costs for school districts, community college districts, and county board(s) of education per CA Elect. Code Sect. 3024	
Add'l. Nov. general contests for same jurisdiction	\$0.01 per registered voter, plus cost of additional sample ballot pages for measures	
Charges for all other elections not conducted at the Nov. general elections	Proportional share of cost	
B. MASTER VOTER FILE INFORMATION FEES		
County-wide, registered voter file – on CD	\$100.00	per file request
County-wide, registered voter file with voter history (may specify up to 5 elections for history) – on CD	125.00	per file request
Per district, per 30,000 voters – on CD or by e-mail	25.00	per file request
Voter labels	0.10	per label
C. VOTE BY MAIL (ABSENTEE) VOTER TRACKING INFORMATION FEES		
Initial report, provided on CD or by e-mail	\$ 35.00	per initial request, per election
Subsequent update reports, provided on CD or by e-mail	10.00	per update request, per election
D. PRECINCT INDEX FEES		
Alphabetical voter list/walking list		
Price per 5,000 names, rounded up to next 5,000	\$ 5.00	
Specialty alphabetical voter list/walking list		
Price per 1,000 names, rounded up to next 1,000	10.00	
E. STATEMENT OF VOTES CAST		
Paper copy, per election	\$ 40.00	
F. MAP CHARGES		
Precinct/district specialty maps		
Map size 8½" x 11" (per page)	\$ 5.00	
Map size 11" x 17" (per page)	8.00	
Map size 13" x 19" (per page)	9.00	
Map size 18" x 24" (per page)	10.00	
Map size 24" x 36" (per page)	15.00	
Map size 36" x 48" or less than countywide/district wide precinct or district specialty maps (per page or on CD)	20.00	
Map size 36" x 60" or countywide/district wide precinct or district specialty maps (wall size per page or on CD)	50.00	
G. MISCELLANEOUS FEES		
Historical/archive research		
Research of election/voter-related information	\$ 40.00	per hour, billable in quarter hour increments
	48.50	
Search of FPPC forms 5 years old or older	5.00	per request
Certificate of voter registration (travel card)	5.00	each
Certified copy of voter registration	1.75	each
Copies		
First page of any document	0.50	
Each additional page of same document	0.25	
Financial disclosure/conflict of interest (FPPC)	0.10	per page

<u>Fax or email of record/misc. report/map copy</u>	<u>4.25</u> <u>per request (in addition to county elections fee for record/report/map preparation, retrieval and copy)</u>
<u>Recounts – Costs for recount preparation, setup and ballot recounting are based on the type of recount requested – manual or computer recount – and the number of ballots to be recounted; costs are determined in accordance with Elections and Government Code requirements and must be paid daily in advance by the requestor.</u>	<u>Costs will include (averaged) staff labor costs including employee benefits, allowable counting board charges, services and supplies costs, administrative support and allocable overhead charges.</u>

The Placer County clerk-elections division may add estimated postage costs to the final bill for any of the items above if the purchaser requests mail delivery and the total postage is one dollar (\$1.00) or more. (Ord. 5190-B (Attach. A), 2002; Ord. 5037-B (Attach. B), 2000; prior code § 2.2900)

Section 2: Section 2.116.150 of the Placer County Code is hereby amended to read as follows:

2.116.150 County clerk/recorder fee schedule.

The Placer County clerk-recorder-registrar of voters shall charge and collect the following fees for services performed:

A. RECORDING FEES		
Documents		
First page*	\$15.00	
Each additional page of same document	3.00	
Combined documents*	15.00	per document <u>title</u> , first page
Indexing		
Each reference	1.00	
Group of 10 names	1.00	each group
Maps		
First page**	8.00	
Each additional page of same map	3.00	
Miscellaneous		
Non-conforming pages (per page of entire doc.)	3.00	<u>+ regular recording fee(s)</u>
Penalty print***	1.00	per page
Military records	No fee	
Release of government liens*	13.00	
Notification fee	6.00	per name
Preliminary 20-day notice	54.00	
<p>* This amount includes the following fees set by the county board of supervisors: extended work week - \$1.00; micrographics conversion program - \$1.00; expedited index - \$1.00; truncation/redaction of social security numbers - \$1.00; electronic recording - \$1.00.</p> <p>** Electronic recording and redaction are not applied to map recordings.</p> <p>*** Penalty print will be assessed when a document contains more than 9 lines per vertical inch or more than 22 characters and spaces per horizontal inch for not less than 3 inches in one sentence.</p>		
B. DOCUMENTARY TRANSFER TAXES		
Tax per each \$500.00 of value or portion thereof	\$ 0.55	
Documents recorded without PCOR report	20.00	
C. NOTARY FILING FEES		
Notary bond filing	\$25.00	<u>+ rec. fee</u>

Notary signature certification	10.00	
Confidential marriage authorization	300.00	CA Family Code Section 536
D. COPY AND CERTIFICATION CHARGES		
Copies of recorder's records		
First page	\$2.00	
Each additional page of same record	1.00	
Certification	2.00	per record
<u>Fax or email of record/report/map copy</u>	<u>4.25</u>	<u>per request (in addition to county recorder fee for record/report/map preparation, retrieval and copy)</u>
Copies of clerk's records		
First page	2.00	
Each additional page of same document	1.00	
Certification	2.00	per record
<u>Fax or email of record/report/map copy</u>	<u>4.25</u>	<u>per request (in addition to county clerk fee for record/report/map preparation, retrieval and copy)</u>
Vital statistics records		
Certified/informational/ <u>no record</u> birth certificate copy	\$17.00 <u>23.00</u>	
Certified birth certificate copy (gov't. rate)	10.00 <u>14.00</u>	
Certified/informational/ <u>no record</u> death certificate copy	12.00 <u>16.00</u>	
Certified copy of fetal death certificate	9.00 <u>13.00</u>	
Certified/ <u>no record</u> marriage certificate copy	14.00	
Certified marriage certificate copy (gov't. rate)	10.00	
Certified/ <u>no record</u> confidential marriage certificate copy	19.00	
Map records		
11" x 17" photocopy		
First page of photocopied map	2.00	
Each additional page of photocopied map	1.00	
18" x 26" photocopy		
First page of photocopied map	2.50	
Each additional page of photocopied map	1.50	
Maps on CD – County recorded maps – 1863 through 2005 (10 CD set)	217.00	set of 10 CD's
Maps on CD – County recorded maps – Annual updates, avail. beginning with 2006	21.50	per CD, per year
Index records:		
Monthly index on CD	24.50	per CD, per month
Weekly index extract reports	7.00	per report or \$28.00 per month
Mail order shipping and handling charges		
Small tube	2.50	
Large tube	5.00	
Micro imaging—Media and duplication costs****		
Microfiche	2.00	per page
Compact disk	7.00	per CD or CD set
16 or 35mm microfilm	17.00	per roll
Miscellaneous convenience copies (customer documents not recorded or filed with the Clerk-Recorder)		
First page of any document	0.50	each page

First copy of each additional page of the same document	0.25	each page
Additional copies of the same document	0.10	each page
E. ADMITTED SURETY INSURER FILING FEES		
Power of attorney		
First name	\$12.00	
Each additional name	6.00	
Admitted surety insurer revocation		
First name	12.00	
Each additional name	6.00	
Financial statement filing	3.50	
Certificate	3.50	
F. CLERK FEES		
Marriage licenses		
Regular marriage license	\$56.00	
Confidential marriage license	60.00	
Duplicate license	28.00	
Marriage ceremonies		
Performed by staff at Clerk office	40.00	
Deputization of one-day marriage commissioner	40.00	
Wedding ceremony on DVD	49.50	each + sales tax
Each additional DVD copy ordered at same time	18.50	each + sales tax
Commemorative wedding certificate or wedding vows certificate	6.00	each + sales tax
Commemorative wedding photo	6.50	each + sales tax
Each additional wedding photo copy ordered at same time	3.50	each + sales tax
Wedding ring – sterling silver or titanium	20.75	each + sales tax
Wedding ring – stainless steel or other metal	11.655	each + sales tax
Misc. other wedding commemorative products, ex. keepsake bridal bouquets	various	based on actual mdse., allocable staff and support costs + sales tax
Passport applications (<i>Note: This section has been moved to Sect. H below</i>)		
Application for passport and mail/expedited services	various	passport and services fees as set by U.S. Dept. of State
County Clerk acceptance processing fee	25.00	
Passport photo	7.25	per set of two photos for (each) passport application + sales tax
Fictitious businesses names (initial or renewal)		
First name	30.00	
Each additional name	5.50	
Each additional certified copy*****	2.00	
Statement of abandonment	30.00	
Statement of withdrawal	30.00	
***** One certified copy is included with each fictitious business name purchase.		
G: MISCELLANEOUS FEES		
Process server		
Registration	\$107.00	+ rec. fees
Identification card	10.00	
Professional photocopier		
Registration (if registered process server)	107.00	+ rec. fees
Registration (if not registered process server)	182.00	+ rec. fees
Identification card	10.00	
Unlawful detainer assistant		

Registration	182.00	+ rec. fees
Identification card	10.00	
Humane officer registration	5.00	
Registration	5.00	
Revocation of bond (recording fee)		
First page*	15.00	
Each additional page of bond revocation	3.00	
Verification and certification of authorized translator	10.00	CA Gov't Code Section 27293
Certification of Health Officer	10.00	
Notice of determination		
Negative declaration (ND) or mitigated negative declaration (MND), environmental impact report (EIR), or environmental document pursuant to a certified regulatory program (CRP)	2,010.25 various	CA State notice of determination fees as set by CA Fish and Game Code Section 711.4 and CEQA Guidelines 21080.5
Environmental impact report	2,792.25	CA Fish and Game Code Section 711.4
Clerk fee for filing Fish and Game documents including for filing notices of exemption	50.00	each filing or exempt notice: CA Fish and Game Code Section 711.4
H. PASSPORT FEES		
Passport applications		
Application for passport and mail/expressed services	various	passport and services fees as set by U.S. Dept. of State
County Clerk acceptance processing fee	\$25.00	per passport application
Passport photos	7.25	per set of two photos per passport application + sales tax

The office of the Placer County clerk-recorder may add estimated postage costs to the final bill for any of the items above if the purchaser requests mail delivery and the total postage is one dollar or more. (Ord. 5600-B, 2010; Ord. 5496-B, 2007; Ord. 5213-B, 2002; Ord. 5190-B (Attach. B), 2002; Ord. 5131-B, 2001; Ord. 5037-B (Attach. C), 2000; prior code § 2.2950)

Section 3: This ordinance shall take effect and be in full force thirty (30) days after the date of its passage. The Clerk is directed to publish this ordinance, or a summary thereof, within fifteen (15) days in accordance with Government Code Section 25124.

