



**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  
**DATE:** December 11, 2007  
**SUBJECT:** Approve Various Fees and Fee Changes for Clerk-Recorder Transactions

---

**Recommendation**

Conduct a public hearing, amending Placer County Code Sect. 2.116.150 relating to various fees and fee changes for the County Clerk-Recorder.

**Background**

State law periodically makes mandated and permissive changes in various fees collected by local governments, including those collected by the County Clerk-Recorder, and our department has initiated an update of its fee ordinance for 2008 accordingly, to reflect these changes. Additionally, our department has developed several new means of providing recorded documents and/or images for the public, including items commemorating civil marriages at the department, which require Board approval for charges.

**Fee Increases for Recordings:**

Among the most significant of the proposed fee changes for the County Clerk-Recorder is an increase of \$1.00 per recorded document to offset the outlay costs for electronic recording, including equipment, software, telecommunications costs, computer security studies and oversight by the Attorney General. As we are moving toward implementing electronic recording early in 2008, it is appropriate to begin to collect the permitted \$1.00 per document charge in January. This fee was authorized by the Electronic Recording Delivery Act of 2004, AB 578, and was previously presented in concept to your Board, pending development of implementing regulations by the State Attorney General. These regulations have now been completed, and counties may proceed with development of programs for electronic recording in accordance with the regulations and under Attorney General oversight. Placer is working to utilize a web-based portal for electronic recording that was developed by the Iowa County Recorders Association for use throughout that state.

The other significant new fee would be \$1.00 per recorded document for partial redaction or truncation of social security numbers on recorded documents—both prospectively, beginning not later than January 1, 2009 and retrospectively, including for all recorded documents as far back as January 1, 1980, to the extent the \$1.00 fee funding permits. The intent of AB 1168, the enacting legislation for this new program, is to reduce the possibility of identify theft through misappropriation of social security numbers from recorded documents. Both this proposed fee and the fee for electronic recording have been discussed with local representatives of the title insurance industry who expressed no opposition to the fees.

Other Changes:

The State adopted SB 1535 for 2007, increasing filing fees collected by the County Clerk for Notices of Determination relative to environmental impacts on fish and wildlife and authorizing an increase in the Clerk collection and administrative fee for the Notices to \$50. Our County implemented the mandatory increase (for revenues to the State) in the Notices of Determination filing fee for 2007, but deferred the permitted increase in the administrative fee pending review of actual costs. Our subsequent review has substantiated that the \$50 fee will recover about 91.5% of the full costs for the County Clerk's process required to administer these filings, including for exempt projects, and accordingly, the increase to the \$50 allowed by state law is recommended.

The California Family Code § 536 was amended to increase the fee for notary applications or renewals to issue confidential marriage licenses from \$175 to \$300 effective January 1, 2008. Amendment to Family Code § 360 removed the previous limit of \$5.00 for issuance of a duplicate marriage license, permitting the recovery of actual cost for replacement, which has been determined at \$28.00 for the County Clerk. Commercial Code § 9403-9407 was amended to no longer require the County Clerk-Recorder to perform Certification of Uniform Commercial Code (UCC) searches, and the fee for such searches is therefore proposed to be deleted from our fee ordinance.

Finally, the proposed ordinance also updates the descriptions and/or fee amounts charged for various map and vital records copies, registrations, and for other statutory fee changes that have been enacted since the last ordinance update.

New Services:

Our department would like to begin providing copies of the County's recorded maps on CD and propose to provide a set of 10 CD's for maps recorded from 1863 through 2005, at a cost of \$217.00 per set, and annual CD's for maps recorded during the year, beginning with 2006, at a cost of \$21.50 each. Additionally, the department would like to provide the Recorder's Index monthly on CD, at a cost of \$24.50 each. The department would also like to move forward with providing enhancements to our civil marriage ceremonies, including the offering of DVD's of wedding ceremonies performed, commemorative wedding certificates and photos. On a test basis for the last several months, these items have proven quite popular as they give those applicants having civil marriage ceremonies performed in our office the opportunity to secure lasting remembrances of the occasion. All of the fees for CD's of maps, the recorder's index, and for the wedding commemorative items have been set to recover full cost of production of the items, rounded down to the nearest half dollar to facilitate change-making.

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.

Fiscal Impact

Implementation of the proposed fees and fee changes would result in an estimated annual increase of \$261,050 in Placer County revenues, based on current or expected activity levels. However, the fees imposed for electronic recording (\$125,000 in estimated, current annual revenues), for redaction of social security numbers (\$125,000), and for administration of confidential marriage authorizations (\$1,250) are required by statute to be deposited into

separate trust funds for the support of those specific programs. As a result, \$251,250 of the total estimated annual revenue increase would be from these restricted sources and not available as general purpose revenues, with the remaining \$9,800 in estimated revenue increases expected to offset General Fund costs of various County Clerk-Recorder programs and activities, as set forth in this memo.

Department staff will be available to discuss the recommended fee ordinance additions and changes for the County Clerk-Recorder with your Board at the December 11, 2007 meeting.

Attachment:  
Proposed Ordinance

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

**In the matter of: AN ORDINANCE  
AMENDING SECTION 2.116.150 OF THE PLACER  
COUNTY CODE RELATING TO COUNTY  
CLERK-RECORDER FEES**

Ord. No.: \_\_\_\_\_

**FIRST READING:** \_\_\_\_\_  
**SECOND 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.

\_\_\_\_\_  
Chairman, 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:**

**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:

<b>A. RECORDING FEES</b>		
Documents:		
First page*	\$9.00	7.00

Each additional page of same document	3.00	
Combined documents*	<del>9.00</del> 7.00	per document
<b>Indexing:</b>		
Each reference	1.00	
Group of 10 names	1.00	each group
<b>Maps:</b>		
First page**	8.00	
Each additional page of same map	3.00	
<b>Miscellaneous:</b>		
Non-conforming pages (per page of entire doc.)	3.00	
Penalty print***	1.00	per page
Military records	No fee	
Release of government liens*	<del>13.00</del> 11.00	
Notification fee	6.00	per name
Preliminary 20-day notice	54.00	
Filed documents*	<del>9.00</del> 7.00	
Certificate of UCC search	15.00	per name
<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; <u>truncation/redaction of social security numbers - \$1.00; electronic recording - \$1.00.</u></p> <p>** <u>Electronic recording and redaction are not applied to map recordings.</u></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>B. DOCUMENTARY TRANSFER TAXES</b>		
Price per each \$500.00 value or portion thereof	\$ .55	
Documents recorded without PCOR report	20.00	
<b>C. NOTARY FILING FEES</b>		
Notary bond filing	\$25.00	
Notary signature certification	10.00	
Confidential marriage authorization	<del>300.00</del> 175.00	<b>CA Family Code § 536</b>
<b>D. COPY AND CERTIFICATION CHARGES</b>		
Copies of recorder's records:		
First page	\$2.00	
Each additional page of same record	1.00	
Certification	2.00	per record
Copies of clerk's records:		
First page	2.00	
Each additional page of same document	1.00	
Certification	1.75	per record
Vital statistics records:		
Certified/ <del>informational</del> birth certificate copy	<del>\$17.00</del> 18.00	
Certified/ <del>informational</del> death certificate copy	<del>12.00</del> 13.00	
Certified marriage license copy	13.00	
Certified confidential marriage license copy	18.00	
Map records:		
11" x 17" photocopy:		
First page of photocopied map	2.00	
Each additional page of photocopied map	1.00	
<b>Blue-line maps - 18" x 26" photocopy:</b>		
First page of photocopied blue-line map	2.50	
Each additional page of photocopied blue-line map	1.50	
Sepia maps - 18" x 26":		
First page of sepia map	4.00	

Each additional page of sepia map	2.10	
<b>Maps on CD - County recorded maps - 1863 - 2005 (10 CD set)</b>	<b>217.00</b>	<b>set of 10 CD's</b>
<b>Maps on CD - County recorded maps - Annual updates, avail. beginning with 2006</b>	<b>21.50</b>	<b>per CD, per year</b>
<b>Index records:</b>		
Hard copy of index	2.00	per page
Monthly index on CD	24.50	per CD, per month
<b>Map-Mail order shipping and handling charges:</b>		
Small tube	2.50	
Large tube	5.00	
<b>Micro imaging:</b>		
Microfiche	2.00	per page
Compact disk	7.00	per CD <u>or CD set</u>
35mm microfilm	17.00	per roll
16mm microfilm	17.00	per roll
Hard copy of index	2.00	per page
<b>E. ADMITTED SURETY INSURER FILING FEES</b>		
<b>Power of attorney:</b>		
First name	\$12.00	
Each additional name	6.00	
<b>Admitted surety insurer revocation:</b>		
First name	12.00	
Each additional name	6.00	
Financial statement filing Certificate	3.50	
	3.50	
<b>F. CLERK FEES</b>		
<b>Marriage licenses:</b>		
Regular marriage license	\$56.00	
Confidential marriage license	60.00	
Duplicate license	<del>28.00</del> 5.00	
<b>Marriage ceremonies:</b>		
Performed by staff at office	40.00	
Performed by staff away from office	40.00	
Deputization of one-day marriage commissioner	40.00	
<b>Wedding ceremony on DVD</b>	<b>49.50</b>	<b>each</b>
<b>Each additional DVD copy ordered at same time</b>	<b>18.50</b>	<b>each</b>
<b>Commemorative wedding certificate or wedding vows certificate</b>	<b>6.00</b>	<b>each</b>
<b>Commemorative wedding photo</b>	<b>6.50</b>	<b>each</b>
<b>Each additional wedding photo copy ordered at same time</b>	<b>3.50</b>	<b>each</b>
Passport processing fee	30.00	
<b>Fictitious businesses names (initial or renewal):</b>		
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.		
<b>G. SUBSCRIPTION FEES</b>		
Per report	\$7.00	
<b>H. MISCELLANEOUS FEES</b>		
Process server:		

Registration	<del>107.00</del> 100.00	+ rec. fees
Identification card	10.00	
Revocation of bond	7.00	
Professional photocopier:		
Registration (if registered process server)	<del>107.00</del> 100.00	+ rec. fees
Registration (if not registered process server)	<del>182.00</del> 175.00	+ rec. fees
Identification card	10.00	
Revocation of bond	7.00	
Unlawful detainer assistant:		
Registration	182.00	- rec. fees
Identification card	10.00	
Revocation of bond	7.00	
Humane officer:		
Registration	5.00	
Revocation of bond	7.00	
<b>Verification of authorized translator</b>	<b>10.00</b>	<b>CA Gov't. Code § 27293</b>
Notice of determination:		
Negative declaration	<del>1,800.00</del> 1,250.00	<b>CA Fish and Game Code § 711.4</b>
Environmental impact report	<del>2,500.00</del> 850.00	<b>CA Fish and Game Code § 711.4</b>
<b>Clerk <u>documentary handling</u> fee, <u>including for notice of exemption</u></b>	<del>50.00</del> 30.00	each <u>filing or exempt notice</u> ; <b>CA Fish and Game Code § 711.4</b>

The Placer County clerk-recorder's 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. 5213-B, 2002; Ord. 5190-B (Attach. B), 2002; Ord. 5131-B, 2001; Ord. 5037-B (Attach. C), 2000; prior code § 2.2950)

