



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: July 27, 2010
SUBJECT: Conduct a Public Hearing and Approve Ordinance Amending Placer County Code Sect. 2.116.150 Relating to Various Fees and Fee Changes for the County Clerk-Recorder.

Jim McCauley

Recommendation

Conduct a public hearing and approve an ordinance amending Placer County Code Sect. 2.116.150 relating to the base fee for document recording and other various 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 accordingly to reflect these changes. Additionally, our department wishes to provide the public with the opportunity to obtain passport photos at the Clerk's Office when submitting passport applications, a new program and fee which requires Board approval.

Fee Increase for Recordings:

Among the most significant of the proposed fee changes for the County Clerk-Recorder is an increase of \$6.00 for the first page of any recorded document to offset actual recording costs, as authorized by SB676. This bill, passed in 2009, recognized that the base recording fee for counties had not been increased since 1984 when it was set at \$4.00 for the first page of each document. SB676 allows counties to increase their base recording fee by up to \$10.00 for the first page of each document, not to exceed actual costs. (The allowable fee for recording any additional pages was not increased by SB676.)

A review of actual costs for the tasks performed for recording, including document examining, cashing, indexing, and imaging for retrieval and permanent archive determined that the average 1st page or single page recorded document requires 8.55 – 8.8 minutes to complete, at an average full cost of \$1.31 per minute or \$11.20 - \$11.53, including cost for staff salaries and benefits, services and supplies, internal administrative and technology support, and county overhead costs. This cost significantly exceeds the current \$4.00 base recording fee that may be charged and the maximum \$10.00 base recording fee allowed under SB676. Accordingly, the increase of \$6.00 in the base recording fee as provided by SB 676 is recommended to reduce the net cost to the General Fund for recording services. Recording fees are paid directly on behalf of or by those parties recording documents.

Other Changes:

As part of its annual budget process, the State once again increased filing fees collected by the County Clerk for Notices of Determination relative to environmental impacts on fish and wildlife and made minor changes in certain vital record fees. Similarly, the US Dept. of State recently increased passport application fees. The proposed ordinance reflects these required statutory 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 changes due to technology.

New Service:

The Office of the Clerk-Recorder would also like to begin providing the public with the convenience of obtaining passport photos from the Clerk's Office at the same time as passport applications are submitted. The proposed fee for each set of two passport photos would be \$7.25 based on our Office's actual costs for photographing the applicant(s) taking and printing the photos in accordance with US Dept. of State requirements, including labor, equipment, supply and administrative support costs. We believe providing passport photos will be a useful service to the public, although of course, no one would be required to obtain their passport photos from our Office.

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. The proposed fee adjustments and additions have been published as required for the public hearing.

Fiscal Impact

Implementation of the proposed recording fee increase would result in an estimated increase of \$426,180 in Placer County revenues for FY 10-11 (for the ten months, from approx. Aug. 30, 2010 through June 30, 2011) and an estimated \$511,400 annually in FY 11-12 and FY 12-13¹ assuming no changes in the estimated number of recordings from current levels. Our Office's intent is to use the increased fee revenue to offset salary and benefit costs for timely filling of all of 55 positions (out of the 65 positions allocated) provided for in the Requested and Proposed Budget for the Clerk-Recorder-Registrar and to provide funds for continued full business days and hours of operation to meet the needs of the public, businesses and other agencies throughout the year.

Department staff will be available to discuss the recommended fee ordinance additions and changes for the County Clerk-Recorder with your Board at the July 27, 2010 meeting.

Attachments:

Proposed Ordinance with Proposed Changes Highlighted
Proposed Ordinance with Proposed Final Text (after Changes)
Schedule of Activity Costs and Task Times for Passport Photos

¹ These revenue estimates have been decreased estimates provided earlier this year, due to lower numbers of recorded documents for the first half of 2010 compared to 2009.

**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 Holm
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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:

A. RECORDING FEES		
Documents		
First page*	\$15.00	

	9.00	
Each additional page of same document	3.00	
Combined documents*	<u>15.00</u> 9.00	per document, <u>first page</u>
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	
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	
Filed documents*	9.00	
<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		
<u>Tax Price</u> 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	
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
Copies of clerk's records		
First page	2.00	
Each additional page of same document	1.00	
Certification	<u>2.00</u> 1.75	per record
Vital statistics records		
Certified/informational birth certificate copy	\$17.00	
<u>Certified birth certificate copy (govt. rate)</u>	<u>10.00</u>	
Certified/informational death certificate copy	12.00	
<u>Certified copy of fetal death certificate</u>	<u>9.00</u>	
Certified marriage <u>certificate</u> license copy	<u>14.00</u> 13.00	
<u>Certified marriage certificate copy (govt. rate)</u>	<u>10.00</u>	
Certified confidential marriage <u>certificate</u> license copy	<u>19.00</u> 18.00	
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:		
Hard copy of index	2.00	per page
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
16mm 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
**** Does not include costs for data extracts and formatting to create special reports, which are charged at actual cost per Sect. 2.116.010 of the County Code.		
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		
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	
Performed by staff away from 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	3.50	each + sales tax

same time		
Passport applications		
<u>Application for passport and mail/expedited services</u>	<u>Various</u>	<u>Passport and services fees as set by US Dept. of State</u>
Passport <u>Co. Clerk acceptance</u> processing fee	<u>25.00</u> 30.00	
<u>Passport photo</u>	<u>7.25</u>	<u>Per set of two photos for (each) passport application + sales tax</u>
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. SUBSCRIPTION FEES		
Per report	\$7.00	
G.H. MISCELLANEOUS CLERK FEES		
Process server		
Registration	\$107.00	+ rec. fees
Identification card	10.00	
Revocation of bond	7.00	
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	
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 (recording fee)	7.00	
<u>First page*</u>	<u>15.00</u>	
<u>Each additional page of bond revocation</u>	<u>3.00</u>	
Verification <u>and certification</u> of authorized translator	10.00	CA Gov't. Code Section 27293
<u>Certification of Health Officer</u>	<u>10.00</u>	
Notice of determination		
Negative declaration	<u>2,010.25</u> 1,800.00	CA Fish and Game Code Section 711.4
Environmental impact report	<u>2,792.25</u> 2,500.00	CA Fish and Game Code Section 711.4
Clerk fee for filing Fish & Game documents documentary handling fee, including for filing notices of exemption	50.00	each filing or exempt notice: CA Fish and Game Code Section 711.4

The **Office of the Placer County Clerk-Recorder** ~~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)

**ATTACHMENT:
SUPPLEMENTAL DETAIL REGARDING SERVICE COSTS
AND ACTIVITY TIMES FOR PASSPORT PHOTOS**

Service Costs

Clerk-Recorder Staff FY 09-10:

Avg. Direct Labor Clk-Rec. Technicians	\$ 48,850.58
Clk-Rec. Supv. and Management Labor per Tech.	9,855.82
Clk-Rec. IT Support Labor per Tech.	<u>5,932.77</u>
Total Dir. Clk-Rec. Tech. Salaries	\$ 64,639.17
Employee Benefits & Employer Taxes	38,334.42
Dept. Supply, Suppt. & Adm. Exp. (Net of Reimb.)	18,254.10
County Admin. and Support (Overhead) Costs	<u>15,791.35</u>
Tot. Avg. Sal., Ben. & Supp. Costs per CRE Tech.	\$137,018.05
Avg. Annual Productive Hrs. per Tech	1743 hrs. (Less holiday time, vac.& sick Accruals, etc.)
Avg. Productive Hourly Rate per Tech.	\$78.61
Avg. Rate per Minute	<u>\$ 1.31</u> per minute

Activity Times & Costs

Passport Photo - Activities

Retrieve camera from under Clerk counter; pull down background screen and position applicant:	30 seconds
Turn on camera, check image for proper lighting, size/placement; take photo and review image for State Dept. requirements:	45 seconds
<i>If not acceptable, retake photo (est. @ 20% = 12 sec. avg. per photo):</i>	12 seconds
<i>If OK, continue:</i>	
Turn on printer; retrieve and open paper pack, and load paper sheet	25 seconds
Send photo to printer (wireless link) print and retrieve photos:	30 seconds ¹
Review printed photo for compliance with State Dept. requirements:	15 seconds
<i>If not acceptable, retake and reprint photo (est. @ 10% = 12 sec. avg. retake/reprint time per "good" photo print):</i>	12 seconds
Cut two photos with cutter and attach to passport application or place in folder for customer	45 seconds
Turn off camera and printer; return camera and photo paper to under counter location	<u>20 seconds</u>
Total Time	234 seconds = 3.9 minutes

3.9 minutes per Passport Photo (2) x \$1.31/min	= \$ 5.11
Supplies (\$1.23) & Equip. Use Expense (\$0.94)	= <u>2.17</u>
	\$ 7.28 per 2 passport photos, plus tax
Proposed Passport Photo Charge	= <u>\$ 7.25</u> plus tax

¹ Check at printing start; clerk does not need to wait while printing is completed.

