

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

651



**FROM:** Assessor-County Clerk-Recorder

**SUBMITTAL DATE:**  
September 15, 2008

**SUBJECT:** Proposed amendment to County Ordinance Number 729.4, relating to the fee schedule for services rendered by the Office of the Assessor-County Clerk-Recorder.

**RECOMMENDED MOTION:** That the Board of Supervisors:

- 1) Introduce the attached proposed Ordinance Number 729.5 amending Ordinance Number 729.4.
- 2) Set the proposed Ordinance amendment for public hearing and adoption.

**BACKGROUND:** The proposed Ordinance adjusts and updates certain County Clerk-Recorder fees originally established in 1993, with the last amendment adopted in 2004. Documentation for the department's costs relating to these fees is provided on the attachments and is available for public inspection during normal business hours. In addition, statutory fees that do not require an ordinance were removed. This amendment also includes removal of the Clerk of the Board fees as well. The Clerk of the Board separated from the County Clerk's office years ago. The Clerk of the Board is establishing an independent Ordinance for Board approval.

(Continued at Page 2)

*Frit Swain*

Frit Swain, Assistant Assessor-County Clerk-Recorder  
for Larry Ward, Assessor-County Clerk-Recorder

|                       |                               |      |                         |           |
|-----------------------|-------------------------------|------|-------------------------|-----------|
| <b>FINANCIAL DATA</b> | Current F.Y. Total Cost:      | \$ 0 | In Current Year Budget: | No        |
|                       | Current F.Y. Net County Cost: | \$ 0 | Budget Adjustment:      | No        |
|                       | Annual Net County Cost:       | \$ 0 | For Fiscal Year:        | 2008/2009 |

|  |   |                          |
|--|---|--------------------------|
| <b>SOURCE OF FUNDS:</b> Not Applicable | <b>Positions To Be Deleted Per A-30</b> | <input type="checkbox"/> |
|  | <b>Requires 4/5 Vote</b>                | <input type="checkbox"/> |

**C.E.O. RECOMMENDATION:**

APPROVE

BY: *Rob Rockwell*  
Rob Rockwell

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Stone, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above ordinance is approved as introduced with waiver of the reading and is set for public hearing on Tuesday, October 21, 2008 at 9:30 a.m.

Ayes: Buster, Tavaglione, Stone, Wilson, and Ashley  
Nays: None  
Absent: None  
Date: September 30, 2008  
xc: ACR, COB(2)

Nancy Romero  
Clerk of the Board  
By: *Nancy Romero*  
Deputy

**Prev. Agn. Ref.:** 04/27/04, Item 9.1 | **District:** | **Agenda Number:**

9.2

COUNTY OF RIVERSIDE  
 ROBERT E. BYRD, AUDITOR-CONTROLLER  
 BY: *[Signature]* 9/15/08  
 MICHAEL G. ALEXANDER  
 DOROTHY L. HONN  
 DATE  
 Departmental Concurrence  
 Policy  
 Policy  
 Consent  
 Consent  
 Dept's Recomm.:  
 Per Exec. Ofc.:

**BOARD OF SUPERVISORS**

**Form 11: Proposed amendment to County Ordinance 729.4**

**September 24, 2008**

**Page 2**

**BACKGROUND CONTINUED:**

**SUMMARY OF FEE MODIFICATIONS:**

Ten existing fees were reviewed to determine the cost of providing those services. We have also added one new fee. The new fee was established in accordance with Government Code Section 54985. Six of the existing fees increased, reflecting cost of living increases and other operational costs. Three existing fees remained the same. The remaining one existing fee decreased, due to a more efficient procedure.

These fees were reviewed by the Auditor-Controller's Office and County Counsel in accordance with the Board of Supervisors' Policy B-4.

(Continued at Page 3)

RIVERSIDE COUNTY ASSESSOR-CLERK-RECORDER'S OFFICE  
 AMENDED FEES PER ORDINANCE 729 FOR PRODUCTS AND SERVICES  
 FISCAL YEAR 2008/2009

|    | <u>DESCRIPTION OF PRODUCT OR SERVICE</u>            | <u>CURRENT FEE</u> | <u>PROPOSED FEE/RATE</u> |  |
|----|---|--------------------|--------------------------|--|
| 1  | Performing Marriage Ceremony                        | \$40.00            | \$65.00                  | GC 54985                                 |
| 2  | Performing Saturday Marriage Ceremony               | \$76.00            | \$90.00                  | GC 54985                                 |
| 3  | Video Tape or DVD                                   | \$10.00            | \$14.00                  | GC 54985                                 |
| 4  | Twenty Day Preliminary Notice (filing fee)          | \$100.00           | \$62.00                  | GC 27361.9 GC 54985 Res 92-266, 05/26/92 |
| 5  | Copy Charge - First Page (at time of recording)     | \$2.00             | \$3.00                   | GC 54985                                 |
| 6  | Copy Charge - First Page (not at time of recording) | \$2.00             | \$7.00                   | GC 54985                                 |
| 7  | Copy Charge - Each Additional Page                  | \$1.00             | \$1.00                   | GC 54985                                 |
| 8  | Conformed Map Copy                                  | \$1.00             | \$14.00                  | GC 54985                                 |
| 9  | Certification                                       | \$1.00             | \$1.00                   | GC 54985                                 |
| 10 | Customer Copy Label                                 | \$1.00             | \$1.00                   | GC 54985                                 |
| 11 | Extensive Research referred to Policy Analyst       | \$0.00             | \$12.50/Fifteen Minutes  | GC 54985                                 |

2 **ORDINANCE NO. 729.5**  
 3 **AN ORDINANCE OF THE COUNTY OF RIVERSIDE**  
 4 **ESTABLISHING FEES, CHARGES AND RATES FOR**  
 5 **ASSESSOR, COUNTY CLERK AND RECORDER SERVICES**

6 The Board of Supervisors of the County of Riverside, State of California, ordains that Ordinance  
 7 729 is amended in the following manner:

8 Section 1. PURPOSE AND SCOPE.

9 A. PURPOSE. The purpose of this section is to establish fees in reasonable amounts to cover  
 10 the costs of rendering certain enumerated services and supplies furnished by the Assessor-County Clerk-  
 11 Recorder's Office of the County.

12 B. AUTHORITY. The authority for the fees established herein is found in Government Code  
 13 Sections 6253, 8213, 26831, 26836, 26840, 26840.1, 26840.2, 26840.3, 26840.7, 26840.8, 26861,  
 14 26849.1, 26850, 26851, 26855.1, 26855.2, 26855.3, 27361, 27361.9, 54985, 54986 and 65092; Business  
 15 & Professions Code Sections 6404, 6405, 17926, 17929, 22352, 22353, 22453, 22455, 22457 and 27366;  
 16 Fish and Game Code Section 711.4; Public Resources Code Section 21089; and Family Code Section  
 17 360.

18 Section 2. SEVERABILITY. Should any fee herein established be held to be invalid or otherwise  
 19 unenforceable, such determination shall not affect the validity of all remaining fee provisions.

20 Section 3. LISTING NOT COMPREHENSIVE. This Ordinance is not intended to contain all fees  
 21 that are or may be charged for services and supplies furnished by the Assessor-County Clerk-Recorder for  
 22 services and supplies and to the extent that other fees are customarily charged or are established elsewhere  
 23 and are not listed below, all such fees, charges, and rates shall remain in full force and effect.

24 Section 4. FEE SCHEDULE. The Assessor, Clerk-Recorder shall hereafter collect the following  
 25 fees for the services or product rendered:

26 A. Assessor County-Clerk Recorder Fees and Charges.

- |    |   |          |
|----|---|----------|
| 27 | 1. Duplicating documents and records 8-1/2" x 14" or less in size |          |
|    | First Page (In accordance with the Public Records Act.)           | \$ .50   |
|    | Additional Pages, per page  | \$ .10   |
| 28 | 2. Micrographic Public Services                                   |          |
|    | a. Microfiche COM duplicate                                       | \$ 1.25  |
|    | b. Microfiche Map duplicate                                       | \$ 1.25  |
|    | 3. Processing Non-Sufficient Fund Checks                          | \$ 31.00 |
|    | 4. Extensive Research referred to Policy Analyst                  | \$ 12.50 |
|    | (Per 15 Minute Increments.)                                       |          |

1           B.     County Clerk Fees and Charges

|    |   |          |
|----|---|----------|
| 2  | 5. Public Marriage License  | \$ 68.00 |
| 3  | 6. Confidential Marriage License  | \$ 76.00 |
| 4  | 7. Duplicate Marriage License   | \$ 25.00 |
| 5  | 8. Marriage Ceremony:   |          |
| 6  |   |          |
| 7  | a. Performing Marriage Ceremony   | \$ 65.00 |
| 8  | b. Performing Saturday Marriage Ceremony  | \$ 90.00 |
| 9  | c. Disposable Camera  | \$ 5.00  |
| 10 | d. Video Tape or DVD  | \$ 14.00 |
| 11 | 9. License & Certificate of Declaration of Marriage   | \$ 68.00 |
| 12 | 10. Fictitious Business Name Statement (FBNS)   | \$ 35.00 |
| 13 | 11. Each Additional Name at Same Address (FBNS)   | \$ 7.00  |
| 14 | 12. Statement of Withdrawal and Abandonment of FBN  | \$ 27.00 |
| 15 | 13. Certificate of Registration of Process Server   | \$126.00 |
| 16 | 14. Cancellation, Withdrawal or Revocation of Process<br>Servers Bond/Unlawful Detainer/Legal Document<br>Assistant | \$ 23.00 |
| 17 | 15. Certificate of Registration of Legal Document<br>Assistant/Unlawful Detainer Assistant                          | \$191.00 |
| 18 | 16. Certificate of Registration of Professional Photocopier   | \$191.00 |
| 19 | 17. Cancellation, Withdrawal or Revocation of Photocopier<br>Bond   | \$ 23.00 |
| 20 | 18. Notary Public Qualification   | \$ 38.00 |
| 21 | 19. Revocation, Withdrawal or Cancellation of Notary Bond   | \$ 23.00 |
| 22 | 20. Power of Attorney for Admitted Surety Insurer-Each Name   | \$ 14.00 |
| 23 | 21. Revocation of Power of Attorney   | \$ 5.00  |
| 24 | 22. Document Handling Fee -- Fish & Game  | \$ 64.00 |

1 C. Recorder's Fees and Charges.

2 23. Twenty-Day Preliminary Notice \$ 62.00

3 24. Official Record / Public Record Copy charges:

- 4 a. First page (at time of recording) \$ 3.00  
5 b. First page (not at time of recording) \$ 7.00  
6 c. Each additional page \$ 1.00  
7 d. Certification \$ 1.00  
8 e. Customer Copy Label \$ 1.00

8 25. Conformed Map Copy \$ 14.00

9 Section 5. EFFECTIVE DATE. This Ordinance shall take effect 30 days after the date of adoption.

10  
11 BOARD OF SUPERVISORS OF THE COUNTY  
12 OF RIVERSIDE, STATE OF CALIFORNIA

13  
14 ATTEST:

14 By: \_\_\_\_\_  
15 Chairman

15 Nancy Romero  
16 Clerk of the Board

17  
18 By: \_\_\_\_\_  
19 Deputy

20 (SEAL)

21  
22 f:probate/dhonn/9-15-08  
23  
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