

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

454



FROM: Assessor-County Clerk-Recorder

SUBMITTAL DATE:
10/18/2012

SUBJECT: Approve the Recorder's office to be open to the public on December 24, 2012, and on December 31, 2012.

RECOMMENDED MOTION: Move that the Board of Supervisors:

- 1) Approve the Recorder's office located at 2724 Gateway Drive in Riverside to be open to the public between the hours of 8:00 a.m. and 5:00 p.m. on the County established holidays of December 24, 2012, and December 31, 2012.

BACKGROUND: County of Riverside Ordinance 358 establishes office hours for County business and identifies County Holidays including December 24 and December 31 when they fall on Monday. Resolution 2009-295 establishes the days and hours of operation for the Assessor-County Clerk-Recorder. Resolution 94-258 (established pursuant to Government Code Section 27361.4(b)) provides that \$1.00 is collected per recorded document when the County Recorder is open every business day except for legal and judicial holidays. December 24, 2012, and December 31, 2012 are not legal or judicial holidays as defined by Section 135 of the Code of Civil Procedure or Government Code Section 6700.

(continued)

Larry W. Ward, Assessor-County Clerk-Recorder

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 16,000	In Current Year Budget:
	Current F.Y. Net County Cost:	\$	Budget Adjustment:
	Annual Net County Cost:	\$	For Fiscal Year:

SOURCE OF FUNDS: Recorder Reserve Fund for Modernization	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE
BY:
Karen L. Johnson

County Executive Office Signature

Departmental Concurrence
 FORM APPROVED COUNTY COUNSEL
 BY: Glenn R. Beloit 10/23/12
 DATE

Policy
 Policy
 Consent
 Consent

Dep't Recomm.:
 Per Exec. Ofc.:

3.16

The Honorable Board of Supervisors

RE: Approve the Recorder's office to be open to the public on December 24, 2012, and on December 31, 2012.

October 18, 2012

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Therefore, in order to continue the collection of the \$1.00 per recorded document, the Recorder must remain open on December 24, 2012, and December 31, 2012.

On November 20, 2007, Agenda Item 3.9, the Board of Supervisors took action to allow the County Recorder to remain open for the two extra holidays during Christmas and New Year's.

2
3 RESOLUTION NO. 2009-295

4 A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE
5 ESTABLISHING OFFICE HOURS FOR THE OFFICE OF THE ASSESSOR-COUNTY CLERK-
6 RECORDER

7 BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Supervisors of the County
8 of Riverside, State of California, in regular session assembled on October 20, 2009, that the Assessor-
9 County Clerk-Recorder's Office shall be open to the public for the transaction of business on the following
10 days and times at the following locations:

Office	Days of Operation	Hours of Operation
Hemet Office 880 N. State Street, Suite B-6, Hemet, CA 92543-1496	Mondays through Thursdays	8:00 a.m.-12 p.m.; 1:00 p.m.-4:30 p.m.
Temecula Office 41002 County Circle #230, Temecula, CA 92591-6027	Mondays through Thursdays	8:00 a.m. to 4:30 p.m.
County Administrative Center (CAC) 4080 Lemon Street, Riverside, CA 92501-3659	Mondays through Thursdays	8:00 a.m. to 5:00 p.m.
Indio Office 82-675 Hwy. 111, Room 113 Indio, CA 92201-5994	Mondays through Fridays	8:00 a.m. to 4:30 p.m.
Gateway Office 2724 Gateway Drive, Riverside, CA 92507-0918	Mondays through Fridays	8:00 a.m. to 5:00 p.m.
Blythe Office 270 N. Broadway Blythe, CA 92225-1608	Mondays and Wednesdays	8:00 a.m.-12 p.m.; 1:00 p.m.-4:00 p.m.
	Recording services only – 1 st Wednesday of each month	10:00 a.m.-12:00 p.m.; 1:00 p.m.-3:00 p.m.

1 The above offices will be open during the designated days and times except for legal holidays and those
2 holidays designated as judicial holidays pursuant to Section 135 of the Code of Civil Procedure.

3 BE IT FURTHER RESOLVED, DETERMINED AND ORDERED that any and all documents
4 presented to the Department's Recording Division that are submitted without a Drop-Off Form at or before
5 the close of the business day during any day it is open to the public for the transaction of business shall be
6 deemed deposited for filing or recording that same day.

7 BE IT FURTHER RESOLVED, DETERMINED AND ORDERED that any and all resolutions and
8 orders, or portions thereof, heretofore adopted and approved by this Board of Supervisors relating to the
9 establishment of the hours of operation for the Assessor-County Clerk-Recorder, including, but not limited
10 to Resolution 92-179 and that portion of Resolution 94-258 concerning the department's hours, are hereby
11 vacated.

12 BE IT FURTHER RESOLVED, DETERMINED AND ORDERED that this Resolution shall be
13 effective on September 29, 2009.

14 ROLL CALL:

15 Ayes: Buster, Tavaglione, and Ashley
16 Nays: None
17 Absent: Stone

18 The foregoing is certified to be a true copy of a resolution duly
19 adopted by said Board of Supervisors on the date therein set forth.

20 KECIA HARPER-IHEM, Clerk of said Board

21 By: 
22 Deputy

1 Board of Supervisors

County of Riverside

2 RESOLUTION NO. 94-258

3 ESTABLISHING AN INCREASE IN FEES AND
4 OFFICE HOURS FOR THE OFFICE
5 OF THE COUNTY CLERK-RECORDER, REGISTRAR,
6 RECORDER'S DIVISION

7 WHEREAS, by virtue of the provisions contained in Section 2 of
8 County Ordinance No. 358, this Board of Supervisors may, by
9 resolution, alter the days and hours for which a County office may
10 be open for the transaction of business; and,

11 WHEREAS, it is the desire of the County Clerk-Recorder,
12 Registrar's office to establish its days and hours of operation in
13 order for the Recorder's Division to accomplish its legally
14 mandated duties and to provide an orderly and efficient use of
15 their available resources; and,

16 WHEREAS, pursuant to Government Code Section 27361.4(b) the
17 Board may authorize an additional fee of \$1.00 for filing each
18 recorded document if the days of operation of the County Clerk-
19 Recorder's Office, Recorder's Division are established as every
20 business day except for legal and judicial holidays; now,
21 therefore,

22 BE IT RESOLVED, DETERMINED AND ORDERED by the Board of
23 Supervisors of the County of Riverside, State of California, in
24 regular session assembled on August 16, 1994, that the County
25 Clerk-Recorder's Office, Recorder's Division shall be open to the
26 public for the transaction of business Monday through Friday, 8:00
27 am to 4:30 pm, except for legal holidays and those holidays
28 designated as judicial holidays pursuant to Section 135 of the Code
of Civil Procedure.

1 BE IT FURTHER RESOLVED, DETERMINED AND ORDERED that any and
2 all documents received in said Department's Recording division
3 after 2:00 p.m. during any day it is open to the public for the
4 transaction of business shall be deemed deposited for filing or
5 recording on the next day it is so opened to the public.

6 BE IT FURTHER RESOLVED, DETERMINED AND ORDERED that the
7 recording fee shall be increased by \$1.00 per recorded document.

8 BE IT FURTHER RESOLVED, DETERMINED AND ORDERED that any and
9 all resolutions and orders, or portions thereof, heretofore adopted
10 and approved by this Board of Supervisors relating to the
11 establishment of office hours for the County Clerk-Recorder,
12 Registrar's Office, Recorder's Division, including but not limited
13 to that portion of Resolution No. 92-076 concerning the County
14 Clerk-Recorder's office, are hereby vacated.

15 BE IT FURTHER RESOLVED, DETERMINED AND ORDERED that this
16 Resolution shall be effective on September 15, 1994.

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