

FORM APPROVED COUNTY COUNSEL
 BY: GREGORY P. PRIAMOS
 DATE: 11/5/14

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

267



FROM: Assessor-County Clerk-Recorder

SUBMITTAL DATE:
 October 29, 2014

SUBJECT: Approve the County Recorder to be open to the public on December 26, 2014, and on January 02, 2015. Districts: All, [\$25,000.00]; Departmental Revenue (Recorder Fees 100%)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the County Recorder 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 26, 2014, and January 2, 2015.

BACKGROUND:

Summary

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 Friday. 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 26, 2014, and January 2, 2015 are not legal or judicial holidays as defined by Section 135 of the Code of Civil Procedure or Government Code Section 6700.

[Signature]
 Larry W. Ward
 Assessor-County Clerk-Recorder

Departmental Concurrence

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 25000	\$ 0	\$ 25000	\$ 0	Consent <input type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: Recorder Fees
Budget Adjustment: No
For Fiscal Year: 14/15

C.E.O. RECOMMENDATION:

APPROVE

BY: *[Signature]*
 Karen L. Johnson

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

- A-30
- Positions Added
- 4/5 Vote
- Change Order

Prev. Agn. Ref.:

District: ALL

Agenda Number:

3-20

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Approve the County Recorder to be open to the public on December 26, 2014, and on
January 02, 2015. Districts: All, [\$25,000.00]; Departmental Revenue (Recorder Fees 100%)
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BACKGROUND:

Summary (continued)

Therefore, in order to continue the collection of the \$1.00 per recorded document, the County Recorder must remain open on December 26, 2014, and January 2, 2015.

On November 6, 2012, Agenda Item 3.16, 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.

Impact on Citizens and Businesses

The County Recorder will be open for business on December 26, 2014 and January 2, 2015 at our Gateway facility in order to provide services to the general public.

SUPPLEMENTAL:

Additional Fiscal Information

The total cost of \$25,000 (that includes both work days) represents salary and benefit costs for forty two staff members.