

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



ITEM
3.9
(ID # 8235)

MEETING DATE:

Tuesday, November 6, 2018

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY-CLERK-RECORDER: Adopt Resolution No. 2018-211
Establishing Office Hours for the Office of the Assessor-County Clerk-Recorder
and Authorizing the Recorder's Gateway office to be open to the public on certain
County holidays, All Districts. [\$31,000 - Departmental Revenue (Recorder Fees
100%)]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Adopt Resolution 2018-211, A Resolution of the Board of Supervisors of the County of Riverside Establishing Office Hours for the Office of the Assessor-County Clerk-Recorder; and
2. Instruct the Clerk of the Board to forward a certified copy of the resolution to the Assessor-County Clerk-Recorder following adoption by the Board.

ACTION: Policy


Peter Aldana, Assesor-County-Clerk Recorder 10/15/2018

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: November 6, 2018
xc: ACR

Kecia Harper-Ihem
Clerk of the Board

By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 31,000	\$	\$ 31,000	\$
NET COUNTY COST	\$	\$	\$	\$
SOURCE OF FUNDS: Recorder Fees			Budget Adjustment:	
			For Fiscal Year:	18/19

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

County of Riverside Ordinance 358 establishes office hours for County business and allows the Board of Supervisors to alter those hours for a County office by resolution. Ordinance 358 also identifies County holidays, including December 24 and December 31 when they fall on Monday.

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. For example, December 24, 2018 and December 31, 2018 are not legal or judicial holidays as defined by Section 135 of the Code of Civil Procedure or Government Code Section 6700.

Therefore, to continue the collection of the \$1.00 per recorded document, the County Recorder must remain open on County holidays such as December 24, 2018 and December 31, 2018 that are not legal or judicial holidays as defined by Section 135 of the Code of Civil Procedure or Government Code Section 6700.

Resolution 2018-211 updates the days and hours of operation for the Assessor-County Clerk-Recorder and provides that, in the event County offices are closed on a day on which the Recorder's Office must remain open to comply with subdivision (b) of Section 27361.4 of the Government Code, the Recorder may open the Recorder's Office located at 2724 Gateway Drive, Riverside, California – or, alternatively, another office of the Recorder if the Recorder so designates – for any and all such days for the purpose of complying with said section of the Government Code.

Impact on Residents and Businesses

The County Recorder will be open for business on every business day except for legal and judicial holidays at our Gateway facility to provide services to the general public.

Additional Fiscal Information

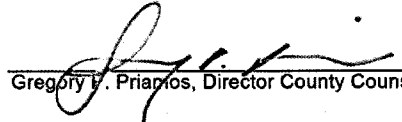
The total cost of \$31,000 (includes both work days) represents salary and benefit costs for thirty-five staff members for the Gateway facility for December 24, 2018 and December 31, 2018.

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

ATTACHMENTS:

Resolution 2018-211


Stephanie Perez, Principal Management Analyst 10/29/2018


Gregory H. Priamos, Director County Counsel 10/25/2018

2
3 RESOLUTION NO. 2018-211

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

8
9 **WHEREAS**, pursuant to the provisions contained in Section 2 of Ordinance No. 358 of the County
10 of Riverside, as currently amended, the Board of Supervisors may, by resolution, alter the days and hours
11 for which a County office may be open for the transaction of business; and,

12 **WHEREAS**, the Board of Supervisors by its Resolution No. 2009-295 of the County of Riverside
13 did alter the days and hours of operation for the Office of the Assessor-County Clerk-Recorder; and,

14 **WHEREAS**, it is the desire of the Office of the Assessor-County Clerk-Recorder for the Board of
15 Supervisors to update the days and hours of its operation by resolution; and,

16 **WHEREAS**, pursuant to subdivision (b) of Section 27361.4 of the Government Code, a board of
17 supervisors may authorize an additional fee of \$1.00 for filing each recorded document if the days of
18 operation of the county recorder's office are established as every business day except for legal holidays and
19 for judicial holidays pursuant to Section 135 of the Code of Civil Procedure; and,

20 **WHEREAS**, the Board of Supervisors by its Resolution No. 94-258 of the County of Riverside did
21 authorize such a fee; and,

22 **WHEREAS**, from time to time, County offices may be closed for business on days that are not
23 excepted from the requirements of subdivision (b) of Section 27361.4 of the Government Code; and,

24 **WHEREAS**, the Recorder's Office must remain open on those days to comply with the
25 requirements of subdivision (b) of Section 27361.4 of the Government Code;

26 **NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Board of
27 Supervisors of the County of Riverside, State of California, in regular session assembled on November 6,
28 2018 at 9:00am or soon thereafter in the meeting room of the Board of Supervisors located on the 1st floor

FORM APPROVED COUNTY COUNSEL
BY MCT 25 OCT 2018
DATE
MICHAEL C. THOMAS

1 of the County Administrative Center, 4080 Lemon Street, Riverside, California, that the Recorder's Office
2 shall be open to the public for the transaction of business on the days and times shown in the exhibit attached
3 hereto as Exhibit A. The Recorder's Office will be open on the designated days and times except for legal
4 holidays and those holidays designated as judicial holidays pursuant to Section 135 of the Code of Civil
5 Procedure.

6 **BE IT FURTHER RESOLVED, DETERMINED AND ORDERED** that, in the event County
7 offices are closed on a day on which the Recorder's Office must remain open to comply with subdivision
8 (b) of Section 27361.4 of the Government Code, the Recorder may open the Recorder's Office located at
9 2724 Gateway Drive, Riverside, California – or, alternatively, another office of the Recorder if the Recorder
10 so designates – for any and all such days for the purpose of complying with said section of the Government
11 Code.

12 **BE IT FURTHER RESOLVED, DETERMINED AND ORDERED** that any and all resolutions
13 and orders, or portions thereof, heretofore adopted and approved by this Board of Supervisors relating to
14 the establishment of the days and hours of operation for the Assessor-County Clerk-Recorder or otherwise
15 concerning the department's days and hours, are, to the extent they conflict with this resolution, hereby
16 vacated.

17 **BE IT FURTHER RESOLVED, DETERMINED AND ORDERED** that this resolution shall be
18 effective immediately upon its passage.

19
20 ROLL CALL:

21 Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
22 Nays: None
23 Absent: None

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

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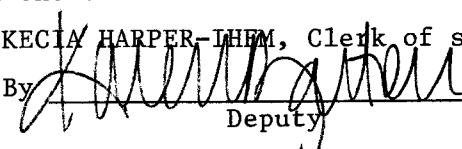
By 
Deputy

EXHIBIT A

Office	Days of Operation	Hours of Operation
Blythe 270 N Broadway Blythe, CA 92225-1608	Monday through Wednesday	8:00 am – 12:00 pm & 1:00 pm – 4:00 pm
Hemet 880 N. State Street, Suite B-6 Hemet, CA 92543-1496	Monday through Friday	8:00 am – 12:00 pm & 1:00 pm – 4:30 pm
Palm Desert 38-686 El Cerrito Road Palm Desert, CA 92211	Monday through Friday	8:00 am – 4:30 pm
Riverside (Downtown) 4080 Lemon Street, 1st Floor Riverside, CA 92501	Monday through Friday	8:00 am – 5:00 pm
Riverside Gateway 2724 Gateway Drive Riverside, CA 92507	Monday through Friday	8:00 am – 5:00 pm
Temecula 41002 County Center Drive, #230 Temecula, CA 92591	Monday through Friday	8:00 am – 4:30 pm

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