

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



ITEM: 19.1
(ID # 14944)

MEETING DATE:
Tuesday, April 20, 2021

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER: Public Hearing and Adoption of Amendments to Ordinance No. 729.9, an Ordinance of the County of Riverside Amending Ordinance No. 729 Establishing Fees, Charges and Rates for Assessor, County Clerk and Recorder Services, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Open the public hearing regarding the adoption of Ordinance No. 729.9, an ordinance of the County of Riverside amending Ordinance No. 729 establishing fees, charges and rates for Assessor, County Clerk and Recorder services; and,
2. Upon the close of the public hearing, adopt Ordinance No. 729.9, an ordinance of the County of Riverside amending Ordinance No. 729 establishing fees, charges and rates for Assessor, County Clerk and Recorder services; and,
3. Direct the Clerk of the Board to publish the ordinance within 15 days pursuant to Section 25124 of the Government Code.

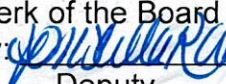
ACTION:Policy


Douglas Cady, Assistant Assessor County Clerk Recorder 4/5/2021

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, and that Ordinance 729.9 is adopted with waiver of the reading.

Ayes: Jeffries, Spiegel, Washington, Perez, and Hewitt
Nays: None
Absent: None
Date: April 20, 2021
xc: ACR, COB

Kecia R. Harper
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	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: N/A			Budget Adjustment:	No
			For Fiscal Year:	20/21

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Assessor-County Clerk-Recorder (ACR), in accordance with Riverside County Board Policy B-4 (Rates Charged for Current Services), has determined that updates to the ACR's fees are necessary to comply with new and changing legislation.

The amendment to Ordinance No. 729 will update the statutory pass-through fees pertaining to the California Environmental Quality Act and Environmental Document Filing fees. These fees are adjusted annually by the California Department of Fish and Wildlife in accordance with Fish and Game Code Sections 711.4 and 713 and are uniform throughout the State of California.

In addition, the Real Estate Fraud Prosecution fee is set to \$10.00, in compliance with County Resolution No. 2013-038. The Real Estate Fraud Prosecution fee is passed through to the Real Estate Fraud Prosecution Fund as permitted by section 27388 of the Government Code.

A pro forma version of the proposed amended ordinance has been attached as Exhibit B. The Office of County Counsel has approved the ordinance amendments as to form. The Board of Supervisors introduced the ordinance amendment in regular session on March 30, 2021 (Item 3.4).

Impact on Residents and Businesses

Upon Board approval of the proposed amendments to the related County fee ordinance, the updates will be reflected on the ACR's fee schedule and made available to the public.

Additional Fiscal Information

The updated fees are pass through and have no budgetary impact to the ACR, therefore no budget adjustment is necessary.

Attachments

Exhibit A Ordinance No. 729.9 AATF

Exhibit B Ordinance No. 729.9 Pro Forma

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


Stephanie Perez, Principal Management Analyst 4/13/2021


Gregory L. Priamos, Director County Counsel 4/8/2021

**ORDINANCE NO. 729
(AS AMENDED THROUGH 729.9)
AN ORDINANCE OF THE COUNTY OF RIVERSIDE
ESTABLISHING FEES, CHARGES AND RATES FOR
ASSESSOR, COUNTY CLERK AND RECORDER SERVICES**

Exhibit B

The Board of Supervisors of the County of Riverside, State of California, ordains as follows:

Section 1. PURPOSE AND SCOPE.

- A. **PURPOSE.** The purpose of this section is to establish fees in reasonable amounts to cover the costs of rendering certain enumerated services and supplies furnished by the Assessor-County Clerk-Recorder's Office.
- B. **AUTHORITY.** The authority for the fees established herein is found in Government Code Sections 6157, 6253, 8201.1, 8213, 12194, 26831, 26836, 26840, 26840.1, 26840.2, 26840.3, 26840.7, 26840.8, 26849.1, 26850, 26851, 26852, 26855, 26855.1, 26855.2, 26855.3, 26861, 27293, 27361, 27361.9, 27364, 27366, 27372, 27387, 27397, 27585, 54985, 54986, 65092; Business and Professional Code 6404, 6405, 17926, 17929, 22352, 22353, 22453, 22455, 22457, 27366; Civil Code 3097; Corporations Code 14502; Family Code 360, 401, 506, 536, 1852; Fish and Game 711.4, 713; Health & Safety 100430, 103525.5, 103625; Penal Code 14251; Welfare and Institutions Code 18966.

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

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

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

- A. **Assessor-County Clerk-Recorder Fees and Charges.**
- | | |
|---|----------|
| 1. Duplicating documents and records 8-1/2" x 11" in size | |
| a. First Page (In accordance with the Public Records Act) | \$ 1.00 |
| b. Additional Pages, per page | \$ 0.10 |
| 2. Photocopy or System Page Copy | |
| a. First Page | \$ 1.00 |
| b. Additional Pages, per page | \$ 0.10 |
| 3. Processing Returned Checks or ACH Debits | \$ 32.00 |
- B. **County Clerk Fees and Charges**
- | | |
|---|-----------|
| 1. Marriage: | |
| a. Public Marriage License | \$ 100.00 |
| b. Confidential Marriage License | \$ 110.00 |
| c. Affidavit to amend license (within one year) | \$ 11.00 |

d. Affidavit to amend license (after one year)	\$ 23.00
e. Duplicate Marriage License (Public and Confidential)	\$ 28.00
f. Certified Copy of a Marriage License	\$ 15.00
g. Application for Appointment as Deputy Commissioner of Civil Marriages – One Day Appointment	\$ 59.00
h. Notary Public, Approval to Issue Confidential Marriage License	\$ 300.00
2. Marriage Ceremony:	
a. Performing Marriage Ceremony (no license included)	\$ 85.00
b. Performing Marriage Ceremony 14 th St. Chapel (no license included)	\$ 120.00
c. Performing Saturday Marriage Ceremony	\$ 128.00
d. Men's Wedding Band (optional)	\$ 20.00
e. Women's Wedding Band (optional)	\$ 15.00
3. Fictitious Business Name:	
a. Fictitious Business Name Statement (FBNS)	\$ 66.00
b. Each Additional Name at Same Address (FBNS)	\$ 2.00
c. Each Additional Registrant at Same Address (FBNS)	\$ 2.00
d. Certified copy of FBNS	\$ 2.00
e. Statement of Withdrawal/Abandonment of FBN	\$ 27.00
4. Process Server:	
a. Certificate of Registration of Process Server	\$ 208.00
b. Cancellation, Withdrawal or Revocation of Process Servers Bond/Unlawful Detainer/Legal Document Assistant	\$ 25.00
5. Unlawful Detainer:	
a. Certificate of Registration of Unlawful Detainer Assistant/Legal Document Assistant	\$ 196.00
b. Cancellation, Withdrawal or Revocation Unlawful Detainer/Legal Document Assistant	\$ 25.00
c. Identification Card for Unlawful Detainer/Legal Document Assistant	\$ 10.00
6. Photocopier:	
a. Certificate of Registration of Professional Photocopier	\$ 196.00
b. Certificate of Registration of Professional Photocopier (if already Registered as Process Server)	\$ 121.00
c. Cancellation, Withdrawal or Revocation of Photocopier Bond	\$ 25.00
d. Identification Card for Photocopier	\$ 10.00
7. Notary Public:	
a. Notary Public Registration	\$ 69.00
b. Cancellation, Withdrawal or Revocation of Notary Bond	\$ 34.00
c. Conformed copy of Notary Bond	\$ 1.00
d. Certification of Notary Signature (one name)	\$22.00
e. Certification of Notary Signature (additional requests, same name)	\$ 2.25

8. Admitted Surety Insurer:

a. Power of Attorney for Admitted Surety Insurer-Each Name	\$ 27.00
b. Financial Statement – Admitted Surety Insurer	\$ 3.50
c. Revocation of Power of Attorney	\$ 27.00
d. Certificate of Proof Authority of Surety to Act	\$ 3.50

9. Certifying a copy of any filed paper \$ 1.75

10. Certificate of Translation \$ 10.00

11. Administration of Oath for Humane Officer \$ 5.00

12. Document Handling Fee – Fish & Game \$ 50.00

13. All papers for which a fee is not elsewhere provided \$ 2.25

14. Environmental Impact Report (current pass-through revenue) \$ 3,445.25

15. Negative Declaration (current pass-through revenue) \$ 2,480.25

C. Recorder Fees and Charges

1. Recording Fees	
a. First Page	\$ 14.00
b. Additional Pages, per page	\$ 3.00
c. Additional Title	\$ 14.00

2. Building Homes and Jobs Act State Fee (SB-2) Per Title up to \$225 \$75.00

3. Release of lien by government agency for each recording reference \$8.00

4. Non-Conformed Page (any page that is not 8 ½" x 11") \$ 3.00

5. Each page containing small print \$ 1.00

6. Each group of 10 names or fractional portion after first 10 \$ 1.00

7. Involuntary lien notification for each debtor address against whom
 an involuntary lien is recorded \$ 13.00

8. For each additional recording reference which requires additional
 indexing \$ 1.00

9. Customer (Conformed) Copy Label, at the time of recordation only \$ 2.00

10. Conformed Map Copy, at time of recordation only \$ 20.00

11. Official Record: Regular copy per page \$ 7.00

12. Official Record: Each additional page \$ 1.00

13. Certification of complete regular copy \$ 2.00

14. Death Certificate, copy or search \$ 21.00

15. Death Certificate, copy or search (Government Agency)	\$ 21.00
16. Birth Certificate, copy or search	\$ 28.00
17. Birth Certificate, copy or search (Government Agency)	\$ 19.00
18. Marriage Certificate, copy or search	\$ 15.00
19. Marriage Certificate, copy or search (Government Agency)	\$ 11.00
20. Filing Fees: First page, each map	\$ 9.00
21. Filing Fees: Each additional page	\$ 2.00
22. California Preliminary 20-Day Notice	\$ 65.00
23. Real Estate Fraud Prosecution Trust Fund	\$ 10.00
24. Documents evidencing a change of ownership, NOT accompanied by a completed and signed Preliminary Change of Ownership Report	\$ 20.00
25. Survey Monument Preservation Fund	\$ 10.00
26. UCC filing, 1-2 pages	\$ 11.00
27. UCC filing, 3 pages or more	\$ 21.00
28. Images of Recorded Documents via FTP	\$ 73.00/per day

Section 5. EFFECTIVE DATE. This amendment shall become effective thirty (30) days after adoption.

Adopted: 729 Item 11.1 of 05/04/1993 (Eff: 06/03/1993)

Amended: 729.1 Item 3.4 of 07/06/1993 (Eff: 08/05/1993)
729.2 Item 11.3 of 07/27/1993 (Eff: 08/26/1993)
729.3 Item 7.1 of 09/11/2001 (Eff: 10/11/2001)
729.4 Item 9.1 of 04/27/2004 (Eff: 05/27/2004)
729.5 Item 9.2 of 10/21/2008 (Eff: 11/20/2008)
729.6 Item 9.1 of 11/06/2012 (Eff: 12/06/2012)
729.7 Item 3-35 of 12/10/2013 (Eff: 01/09/2014)
729.8 Item 19.1 of 08/27/2019 (Eff: 09/26/2019)
729.9 Item X.XX of XX/XX/XXXX (Eff: XX/XX/XXXX)

The Board of Supervisors of the County of Riverside ordains as follows:

“14. Environmental Impact Report (Current Pass-Through Revenue) \$3,445.25”

“15. Negative Declaration (Current Pass-Through Revenue)	\$2,480.25”
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“23. Real Estate Fraud Prosecution Trust Fund	\$10.00”
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By: Karen S. Spiegel

By:

04.20.2021 19.1

1 APPROVED AS TO FORM:

2 March 16, 2021

3 By: 

4 Michael Thomas

5 Deputy County Counsel

6
7 ROLL CALL:

8 Ayes: Spiegel, Jeffries, Washington, Perez and Hewitt

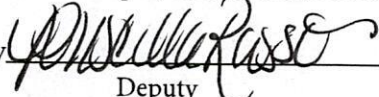
9 Nays: None

10 Absent: None

11 Abstained:

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

14 Kecia R. Harper, Clerk of said Board

15 By: 
16 Deputy

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STATE OF CALIFORNIA)
)
COUNTY OF RIVERSIDE) ss

I HEREBY CERTIFY that at a regular meeting of the Board of Supervisors of said county held on April 20, 2021, the foregoing ordinance consisting of 4 Sections was adopted by the following vote:

AYES: Jeffries, Spiegel, Washington, Perez and Hewitt
NAYS: None
ABSENT: None

DATE: April 20, 2021

KECIA R. HARPER
Clerk of the Board

BY: 
Deputy

SEAL