

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



ITEM: 3.3
(ID # 17627)

MEETING DATE:
Tuesday, November 16, 2021

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER: Introduction of Ordinance No. 729.10, 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] (Clerk to set Public Hearing on December 7, 2021)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Introduce and waive further reading of proposed Ordinance No. 729.10, 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. Direct the Clerk of the Board to set a public hearing for the proposed ordinance to be heard on December 7, 2021; and
3. Direct the Clerk of the Board to provide notice of the public hearing in accordance with Section 54986 of the Government Code.

ACTION: Set for Hearing

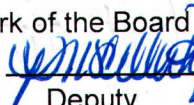


Kan Wang, Assistant Assesor-County-Clerk Recorder 11/8/2021

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; the above Ordinance is approved as introduced with a waiver of reading, and is set for public hearing on Tuesday, December 7, 2021, at 9:30 a.m. or as soon as possible thereafter.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: November 16, 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: | 21/22 |

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 California Department of Fish and Wildlife put forth their annual fee updates to the California Environmental Quality Act (CEQA) and Environmental Document Filing fees. The California Department of Public Health published changes for Vital Record fees based on the passing of Assembly Bill 128. These changes require an amendment to Ordinance No. 729.

California Environmental Quality Act and Environmental Document Filing Fees

These statutory pass-through fees pertain to the California Environmental Quality Act and Environmental Document Filing and 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.

Due to these fees being pass-through, no budget adjustment is necessary.

| Fee Descriptions: | <u>Current Fee</u> | <u>New Fee</u> | <u>Incr/Decr</u> |
|--|--------------------|----------------|------------------|
| Environmental Impact Report (pass-through revenue) | \$3,445.25 | \$ 3,539.25 | \$94.00 |
| Negative Declaration (pass-through revenue) | \$2,480.25 | \$ 2,548.00 | \$67.75 |

Copy and Certification of Vital Records Fees

In 2021, the State Assembly passed Assembly Bill 128, which authorized an increase to the vital fees for certified copies of birth, death, and public marriage licenses. The State will require the increase effective January 1, 2022.

The ministerial fees required by Health and Safety Code Section 103625 are listed below and are uniform throughout the State of California.

Copy and Certification of Vital Records Fees

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

| | <u>Current Fee</u> | <u>New Fee</u> | <u>Incr/Decr</u> |
|--|--------------------|----------------|------------------|
| Birth Certificate, copy or search | \$28.00 | \$30.00 | \$2.00 |
| Birth Certificate, Government Agency fee for copy or search | \$19.00 | \$21.00 | \$2.00 |
| Death Certificate, copy or search | \$21.00 | \$23.00 | \$2.00 |
| Death Certificate, Government Agency fee for copy or search | \$21.00 | \$23.00 | \$2.00 |
| Marriage Certificate, copy or search | \$15.00 | \$16.00 | \$1.00 |
| Marriage Certificate, Government Agency fee for copy or search | \$11.00 | \$12.00 | \$1.00 |

Riverside County Ordinance No. 729 is only being amended to reflect these state-mandated increases. A pro forma version of the proposed amended ordinance has been attached as Exhibit A. The Office of County Counsel has approved the ordinance amendments as to form.

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

No budget adjustment is necessary.

Attachment

Exhibit A: Pro forma version of the proposed amended ordinance


Stephanie Perez, Principal Management Analyst 11/10/2021


Gregory L. Priarios, Director County Counsel 11/9/2021

COPY

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ORDINANCE NO. 729.10
AN ORDINANCE OF THE COUNTY OF RIVERSIDE
AMENDING ORDINANCE NO. 729
ESTABLISHING FEES, CHARGES AND RATES FOR ASSESSOR, COUNTY CLERK AND
RECORDER SERVICES

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

Section 1. Subsection B.14. of Section 4 of Ordinance No. 729 is amended to read as follows:

“14. Environmental Impact Report (Current Pass-Through Revenue) \$3,539.25”

Section 2. Subsection B.15. of Section 4 of Ordinance No. 729 is amended to read as follows:

“15. Negative Declaration (Current Pass-Through Revenue) \$2,548.00”

Section 3. Subsection C.14. of Section 4 of Ordinance No. 729 is amended to read as follows:

“14. Death Certificate, Copy or Search \$23.00”

Section 4. Subsection C.15. of Section 4 of Ordinance No. 729 is amended to read as follows:

“15. Death Certificate, Copy or Search (Government Agency) \$23.00”

Section 5. Subsection C.16. of Section 4 of Ordinance No. 729 is amended to read as follows:

“16. Birth Certificate, Copy or Search \$30.00”

Section 6. Subsection C.17. of Section 4 of Ordinance No. 729 is amended to read as follows:

“17. Birth Certificate, Copy or Search (Government Agency) \$21.00”

Section 7. Subsection C.18. of Section 4 of Ordinance No. 729 is amended to read as follows:

“18. Marriage Certificate, Copy or Search \$16.00”

Section 8. Subsection C.19. of Section 4 of Ordinance No. 729 is amended to read as follows:

“19. Marriage Certificate, copy or search (Government Agency) \$12.00”

Section 9. EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after its adoption.

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

By: _____
Chair

1 ATTEST:

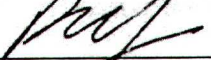
2 **KECIA R. HARPER**
3 **CLERK OF THE BOARD**

4 By: _____

5 Deputy

6 APPROVED AS TO FORM:

7 November 9, 2021

8 By:  _____

9 Ryan Yabko
10 Deputy County Counsel

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**ORDINANCE NO. 729
(AS AMENDED THROUGH 729.10)
AN ORDINANCE OF THE COUNTY OF RIVERSIDE
ESTABLISHING FEES, CHARGES AND RATES FOR
ASSESSOR, COUNTY CLERK AND RECORDER SERVICES**

Exhibit A

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) | \$ 3,539.25 |
| 15. Negative Declaration (current pass-through revenue) | \$ 2,548.00 |

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 | \$ 23.00 |
| 15. Death Certificate, copy or search (Government Agency) | \$ 23.00 |
| 16. Birth Certificate, copy or search | \$ 30.00 |
| 17. Birth Certificate, copy or search (Government Agency) | \$ 21.00 |
| 18. Marriage Certificate, copy or search | \$ 16.00 |
| 19. Marriage Certificate, copy or search (Government Agency) | \$ 12.00 |
| 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 19.1 of 04/20/2021 (Eff: 05/19/2021)
729.10 Item X-XX of XX/XX/XXXX (Eff: XX/XX/XXXX)

RECEIVED RIVERSIDE COUNTY CLERK / BOARD OF SUPERVISORS

2021 DEC -6 AM 8:11

PROOF OF PUBLICATION

**STATE OF CALIFORNIA SS.
COUNTY OF RIVERSIDE**

RIVERSIDE COUNTY-BOARD OF SUP.
4080 LEMON ST
RIVERSIDE CA 92501

I am over the age of 18 years old, a citizen of the United States and not a party to, or have interest in this matter. I hereby certify that the attached advertisement appeared in said newspaper (set in type not smaller than non paniel) in each and entire issue of said newspaper and not in any supplement thereof of the following issue dates, to wit:

11/24/2021

I acknowledge that I am a principal clerk of the printer of The Desert Sun, printed and published weekly in the City of Palm Springs, County of Riverside, State of California. The Desert Sun was adjudicated a Newspaper of general circulation on March 24, 1988 by the Superior Court of the County of Riverside, State of California Case No. 191236.

I certify under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.. Executed on this 24th of November 2021 in Green Bay, WI, County of Brown.



DECLARANT

Ad#:0005010712
P O : Intro. of Ord. No. 729.10
This is not an invoice
of Affidavits: 1

ACR
11/16/21
Item 3.3

RIVERSIDE COUNTY BOARD OF SUPERVISORS

NOTICE IS HEREBY GIVEN that a public hearing at which all interested persons will be heard, will be held before the Board of Supervisors of Riverside County, California, on the 1st Floor Board Chambers, County Administrative Center, 4080 Lemon Street, Riverside, on Tuesday, December 7, 2021 at 9:30 a.m., or as soon as possible thereafter, to consider adoption of the following Ordinance:

**ORDINANCE NO. 729.10
AN ORDINANCE OF THE COUNTY OF RIVERSIDE
AMENDING ORDINANCE NO. 729 ESTABLISHING FEES, CHARGES AND RATES FOR ASSESSOR, COUNTY CLERK AND RECORDER SERVICES**

The Board of Supervisors of the County of Riverside ordains as follows:
Section 1. Subsection B.14. of Section 4 of Ordinance No. 729 is amended to read as follows:
"14. Environmental Impact Report (Current Pass-Through Revenue) \$3,539.25"
Section 2. Subsection B.15. of Section 4 of Ordinance No. 729 is amended to read as follows:
"15. Negative Declaration (Current Pass-Through Revenue) \$2,548.00"
Section 3. Subsection C.14. of Section 4 of Ordinance No. 729 is amended to read as follows:
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"18. Marriage Certificate, Copy or Search \$16.00"
Section 8. Subsection C.19. of Section 4 of Ordinance No. 729 is amended to read as follows:
"19. Marriage Certificate, copy or search (Government Agency) \$12.00"
Section 9. EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after its adoption

Please send all written correspondence to: Clerk of the Board, 4080 Lemon Street, 1st Floor, Post Office Box 1147, Riverside, CA 92502-1147 or email cob@rivco.org.

Alternative formats available upon request to individuals with disabilities. If you require reasonable accommodation, please contact Clerk of the Board at (951) 955-1069, at least 72 hours prior to the meeting.

Dated: November 17, 2021
Kecia R. Harper, Clerk of the Board
By: Zuly Martinez, Board Assistant
Published: 11/24/2021

RIVERSIDE COUNTY BOARD OF SUPERVISORS

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Dated: November 17, 2021
Kecia R. Harper, Clerk of the Board
By: Zuly Martinez, Board Assistant
Published: 11/24/2021