



## CALAVERAS COUNTY BOARD OF SUPERVISORS AGENDA SUBMITTAL

|  |  |                                  |
|--|--|----------------------------------|
| <b>Short Name/Subject</b><br>Authorize Amendments to Clerk-Recorder Fee Schedule   | <b>Board Meeting Date</b><br>September 12, 2017    | <b>Agenda Number</b><br><b>4</b> |
| <b>Dept:</b> Clerk/Recorder<br><b>Contact:</b> Rebecca Turner<br><b>Phone:</b> 209/754-6371  | <b>Supervisorial District Number</b><br>Countywide | Consent Agenda                   |
| <b>Published Notice Required?</b> No<br><b>Public Hearing Required?</b> No   |  | <b>Estimated Time:</b><br>0      |
| <b>Type of Document?</b> Resolution<br><b>PowerPoint Presentation Included?</b> No<br><b>Budget Transfer Included (Must be signed by Auditor)?</b> No<br><b>Complete Agreement Required?</b> No<br><b>Position Allocation Change?</b> No |  |                                  |

**RECOMMENDATION:**

Authorize Amendments to Clerk-Recorder Fee Schedule.

**DISCUSSION/SUMMARY:**

The County Clerk-Recorder requests the adoption of a resolution to amend the Clerk-Recorder Fee Schedule to update and add new fees. The last updated fee schedule update was approved by the Board of Supervisors September 1, 2009 in Resolution 09-149.

The Clerk-Recorder conducted a thorough review of fees and services provided by this office. Staff conducted a fee study from November through February of fiscal year 15-16. Based off of that study, it was evidenced the below fees did not align with the cost to offer these services. In some cases no fee was being charged, due an out of date fee schedule. This resolution will adopt new fees and update outdated fees to allow the Clerk-Recorder's office to properly retain fees for services provided.

The fee increases presented bring Calaveras in line with neighboring counties.

| Dept.    | Activity                                       | Staff time | Current Fee | Proposed New Fee | Actual Cost |
|----------|--|------------|-------------|------------------|-------------|
| Recorder | Copy of Recorded Document-1 <sup>st</sup> Page | 3 min      | \$ 1.00     | <b>\$ 2.00</b>   | \$ 4.25     |
|          | Electronic Access to images                    | 1.5 hour+  | \$ 50.00    | <b>\$ 100.00</b> | \$ 128.00   |
| Clerk    | Marriage License                               | 1 hour     | \$ 60.00    | <b>\$ 70.00</b>  | \$ 85.00    |
|          | Confidential Marriage License                  | 1.25 hour  | \$ 65.00    | <b>\$ 80.00</b>  | \$ 108.00   |
|          | Duplicate marriage License                     | 1 hour     | \$ 5.00     | <b>\$ 70.00</b>  | \$ 85.00    |
|          | Marriage Ceremony                              | 45 min     | \$ 25.00    | <b>\$ 50.00</b>  | \$ 64.00    |

|           |  |        |          |                 |          |
|-----------|--|--------|----------|-----------------|----------|
|           | Marriage Ceremony Witness                                  | 15 min | \$ 0.00  | <b>\$ 15.00</b> | \$ 21.00 |
|           | Deputy Commissioner Appointment                            | 45 min | \$ 25.00 | <b>\$ 50.00</b> | \$ 64.00 |
|           | Fictitious Business Name (FBN)                             | 30 min | \$ 15.00 | <b>\$ 30.00</b> | \$ 43.00 |
|           | FBN Abandonment/Withdrawal                                 | 25 min | \$ 10.00 | <b>\$ 25.00</b> | \$ 35.00 |
| Elections | Registered Voter Listing- Initial Set-up fee/Custom Report | 20 min | \$ 0.00  | <b>\$ 25.00</b> | \$ 29.00 |
|           | Precinct/District Report                                   | 10 min | \$ 5.00  | <b>\$ 10.00</b> | \$ 15.00 |

**FINANCING:**

Adopting the resolution is expected to increase revenue by an estimated \$15,000.

**ALTERNATIVES:**

The Board may choose to not approve the resolution. This would result in a continued loss in revenue. Adopting the revised fee schedule will more closely align the provision of service with the actual costs incurred to provide the service to customers.

**APPROVED BY:**

Rebecca Turner, Clerk-Recorder

8/29/2017

Diane Beverud, Deputy Clerk of the Board of Supervisors

8/30/2017

David Sirias, Assistant County Counsel

8/30/2017

Tim Lutz, County Administrative Officer

8/31/2017

BOARD OF SUPERVISORS, COUNTY OF CALAVERAS  
STATE OF CALIFORNIA  
September 12, 2017

Resolution  
No. (ID # 3167)

**AUTHORIZE ADDITIONS, AND AMENDMENTS TO THE  
COUNTY CLERK-RECORDER FEE SCHEDULE**

**WHEREAS**, fees charged by the Clerk-Recorder's office are established and governed by a variety of statutes, but are set by the county resolution; and

**WHEREAS**, the County of Calaveras is authorized to adopt and implement fees for services, provided such fees do not exceed reasonable cost of providing such services; and

**WHEREAS**, the Clerk-Recorder requests to amend and add fees charged for services as listed on fee schedule in the attached Schedule A; and

**WHEREAS**, Government Code section 54985 allows counties to levy fees in the amount reasonably necessary to recover the cost of providing various services; and

**NOW THEREFORE BE IT RESOLVED**, the Board of Supervisors authorizes the additions, and amendments to the Clerk-Recorder fee schedule as put forth in the attached Schedule A effective November 1, 2017.

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Chair

**ATTEST**

Rebecca Turner, Ex-Officio Clerk  
of the Board of Supervisors, County of Calaveras

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Deputy Clerk