

**COUNTY OF SANTA BARBARA
CLERK-RECORDER DIVISION
COST RECOVERY REPORT
(2008 Study of Proposed Fees and Fee Adjustments)**



December, 2008

**By:
Rose Rodarte
CRA Fiscal Manager**

TABLE OF CONTENTS

Section	Topic	Page
A.	Executive Summary.....	3-4
B.	Department Organization	5
C.	Legal & Statutory Background	6-8
D.	Average Labor Costs	9
E.	Indirect & Overhead Costs	10-11
F.	Calculation of Productive Hours	12
G.	Development of Cost Rates	13
H.	Development of Service Times	14
I.	Assignment of Costs / Fee Development.....	15
J.	Clerk-Recorder Division Summary of Proposed Fees..... And Revenue Impacts	16-19
K.	Summary of Selected Fees Charged by Other Counties	20
	And Revenue Impact	

Section A.

EXECUTIVE SUMMARY

In complying with the County's policy of full cost recovery, where permissible by law, the Clerk-Recorder Division of the Clerk, Recorder, and Assessor Department initiated a cost-recovery study to update existing fees for services, and identify new fee opportunities where feasible and available. Unlike private business sector, there is no profit motive for services offered by the County, thus the objective of this cost study was limited to only identifying the resources spent in providing specific services in an effort to recover costs reasonably incurred in providing the service. While full costs should be considered as the primary basis for setting fees, this fee study incorporates a combination of costing and pricing policies where fees set may not necessarily equal the full cost of the service. After due consideration, the study omitted certain costs inherent in business environments, such as cost of training, error handling, general customer support, and work exceptions in an effort to encourage, promote, and make reasonably affordable the cost of public service to customers. Full cost as used in this report does not include these incidental business costs.

The division's last cost-recovery study was conducted in 2003 by Government Finance Research. A review of the division fees are well overdue as the department has not adjusted these fees since 2003. This fee study strives to review the process of providing certain services in order to develop a fee structure for cost recovery. Prospectively, the department plans to establish an annual review of its business processes and fees to assure that the implemented fees meet the objective of reasonable full cost recovery and to assure that fee levels are consistent with the business environment and current costs. Additionally, conducting an annual review will minimize the impact of large increases that can occur when fees are not consistently updated.

Many of the fees for the services offered by the Clerk-Recorder are prescribed and limited by State law and may not be adjusted for full cost recovery. However, state statutes do allow full cost recovery through fees and charges for certain services. An objective of this fee study is to establish a cost methodology that accumulates full costs and assign costs to those services for which full costs can be recovered.

The cost recovery method utilized in this fee study involved the following steps;

1. Identification of Accumulated Costs
2. Identification of Direct and Indirect Costs
3. Development of Cost Rates
4. Calculation of Service Times
5. Assignment of Costs

The Department of the Clerk-Recorder-Assessor consists of three functional areas, each with distinct service objectives. As such, a reliable cost accounting system is crucial in assigning, accumulating and reporting on costs of services or products that each segment produces or delivers. Cost information for this cost recovery study is accumulated and obtained through the use of the County's Financial Information Network (FIN) System. FIN is the county's financial and cost accounting system that allows for segment accounting or accounting of costs by cost

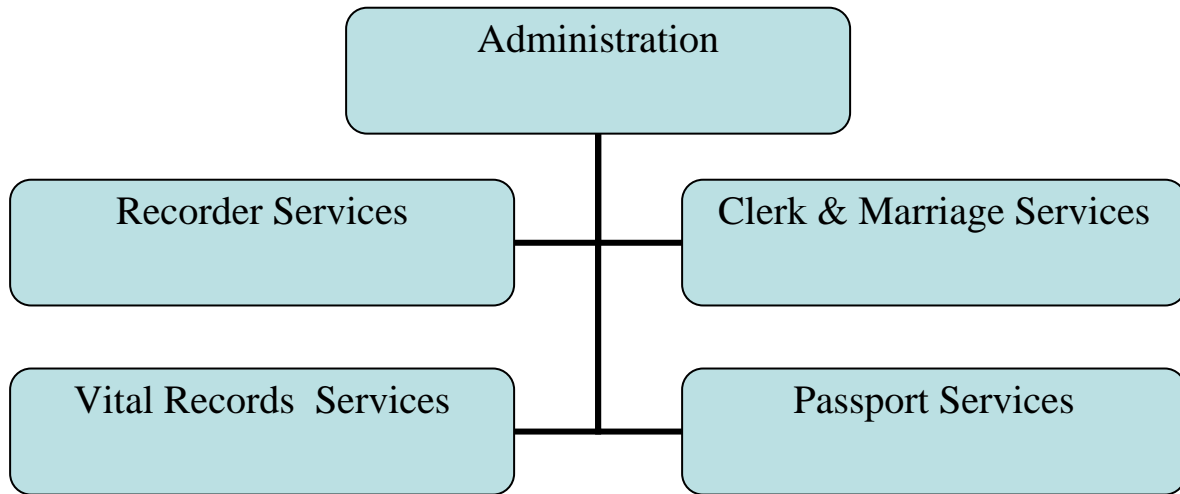
objective. The county's FIN System accommodates this type of accounting through the use of budget units that can be further broken into more detail through the use of program accounting. Cost accounting for the division of the Clerk-Recorder is accomplished through the use of program accounting used to assign, compile and provide cost information for a group of related activities within a division. Through the use of FIN information, full costs of resources that contribute to the services provided by the division are assigned as direct or indirect costs.

Full cost recovery encompasses accumulation and identification of all direct and indirect costs. For the purpose of this fee study, and in accordance with the method of computing the division's indirect cost rate proposal, direct costs include salaries and benefits of employees while directly working on delivery of the service. Indirect costs include shared administrative expenses, such as management and supervisory labor costs, plus all services and supplies which benefit the division as a whole. These shared costs are allocated to some portion of direct wages using direct labor as the indirect cost driver. The method of assigning full to service outputs is accomplished by directly tracing the amount of labor time involved in providing or producing the specific services.

The study of services provided by the Clerk-Recorder Division was carefully conducted with the assistance of office staff responsible for directly providing the services, as well as division supervisors and managers responsible for overseeing the operations of the division.

Section B.

**Clerk-Recorder Division
Service Structure**



Recorder Services:

The official duties of the County Recorder are prescribed in Government Code section 27201 through 27399. In part, the official duties of the Recorder is to accept for recordation documents related to real property transactions and any instrument, paper, or notice that is authorized or required by statute to be recorded. The Recorder maintains an index of recorded information, issues copies of official records, and maintains an archive of all recorded official records and documents.

Vital Records Services:

Pursuant to Health and Safety Code section 103525, the County Recorder is also charged with the duty of supplying applicants with certified copies of vital records (records of birth, death, and marriages registered).

Clerk and Marriage Services:

Pursuant to Government Code section 26820 through 26861 and the Business and Professions Code commencing with section 17900, 6402, 22350 and 22450, the County Clerk performs services related to filing of fictitious business name statements, notary bonds registrations, and other miscellaneous filings. The County Clerk also issues and performs marriage services pursuant to Divisions 2.5, 3 and 4 (commencing with section 297) of the Family Code. Marriage services performed include issuing marriage licenses, performing marriage ceremonies, appointing marriage commissioners, and maintaining a domestic partnership registry.

Passport Services:

As an official passport acceptance agency, the County Clerk-Recorder issues, accepts and processes passport applications and provides passport photo services.

Section C.

Legal & Statutory Background

Some fees for services in the Clerk-Recorder are limited to fees prescribed by provisions of law, however other fees are not limited or prohibited and may be increased in an amount necessary to recover the cost of providing the service. Where provisions of law do not prescribe or otherwise limit the amount of a fee that can be charged, Government Code section 54985 and section 54986 allows the county's board of supervisors to increase or prescribe a fee in an amount reasonably necessary to recover the cost of providing the service, including indirect costs. This section also lists specific sections of law for which the provisions of Government Code section 54985 do not apply, such as recording fees pursuant to Government Code section 27361 through 27361.8. The following state statutes prescribe fees that can be adjusted by the Clerk-Recorder in an amount reasonably necessary to recover the cost of the service:

Recorder Services:	Government Code 27361.9 through 27388
Clerk Services:	Government Code 26820 through 26861
	Business & Professions Code 17900
	Business & Professions Code 6404 through 6405
	Business & Professions Code 22350
	Business & Professions Code 22450

Whereas the Clerk-Recorder Division provides various regulatory services, it also provides various services not mandated by law, but rather provided as an extension of the official duties of the Clerk-Recorder or as an ancillary service to promote increased customer service and efficiencies. When no provisions of law exist that require a service be provided, the County Board of Supervisor has the authority to establish fees for these services in an amount necessary to recover the cost of the service. This fee study identified those services and is proposing fixed fees in an amount necessary to recover cost of these services.

Section C.

Legal & Statutory Background Continued

Government Code Section 54985 States:

54985. (a) Notwithstanding any other provision of law that prescribes an amount or otherwise limits the amount of a fee or charge that may be levied by a county, a county service area, or a county waterworks district governed by a county board of supervisors, a county board of supervisors shall have the authority to increase or decrease the fee or charge, that is otherwise authorized to be levied by another provision of law, in the amount reasonably necessary to recover the cost of providing any product or service or the cost of enforcing any regulation for which the fee or charge is levied. The fee or charge may reflect the average cost of providing any product or service or enforcing any regulation. Indirect costs that may be reflected in the cost of providing any product or service or the cost of enforcing any regulation shall be limited to those items that are included in the federal Office of Management and Budget Circular A-87 on January 1, 1984.

(b) If any person disputes whether a fee or charge levied pursuant to subdivision (a) is reasonable, the board of supervisors may request the county auditor to conduct a study and to determine whether the fee or charge is reasonable.

Nothing in this subdivision shall be construed to mean that the county shall not continue to be subject to fee review procedures required by Article XIII B of the California Constitution.

(c) This chapter shall not apply to any of the following:

(1) Any fee charged or collected by a court clerk pursuant to Chapter 5.5 (commencing with Section 116.110) of Title 1 of Part 1 of the Code of Civil Procedure, Title 8 (commencing with Section 68070) of the Government Code, or Section 103470 of the Health and Safety Code, or any other fee or charge that may be assessed, charged, collected, or levied pursuant to law for filing judicial documents or for other judicial functions.

(2) Any fees charged or collected pursuant to Chapter 2 (commencing with Section 6100) of Division 7 of Title 1.

(3) Any standby or availability assessment or charge.

(4) Any fee charged or collected by a county agricultural commissioner.

(5) Any fee charged or collected pursuant to Article 2.1 (commencing with Section 12240) of Chapter 2 of Division 5 of the Business and Professions Code.

(6) Any fee charged or collected by a county recorder or local registrar for filing, recording, or indexing any document, performing any service, issuing any certificate, or providing a copy of any document pursuant to Section 2103 of the Code of Civil Procedure, Section 27361, 27361.1, 27361.2, 27361.3, 27361.4, 27361.8, 27364, 27365, or 27366 of the Government Code, Section 103625 of the Health and Safety Code, or Section 9525 of the Commercial Code.

(7) Any fee charged or collected pursuant to Article 7 (commencing with Section 26720) of Chapter 2 of Part 3 of Division 2 of Title 3 of the Government Code.

Section C.

Legal & Statutory Background Continued

Government Code Section 54986 States:

54986. (a) Prior to either approving an increase in an existing fee or charge or initially imposing a new fee or charge pursuant to Section 54985, the board of supervisors shall hold at least one public meeting, at which oral or written presentations may be made, as part of a regularly scheduled meeting. Notice of the time and place of the meeting, including a general explanation of the matter to be considered, and a statement that the data required by this section is available, shall be mailed at least 14 days prior to the meeting to any interested party who files a written request with the clerk of the board of supervisors for mailed notice of the meeting on new or increased fees or charges. Any written request for such mailed notices shall be valid for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for such mailed notices shall be filed on or before April 1st of each year. The board of supervisors may establish a reasonable annual charge for sending those notices based on the estimated cost of providing that service. At least 10 days prior to the meeting, the board of supervisors shall make available to the public data indicating the amount of cost, or estimated cost, required to provide the product or service or the cost of enforcing any regulation for which the fee or charge is levied and the revenue sources anticipated to provide the product or service or the cost of enforcing any regulation, including general fund revenues.

(b) Any action by a board of supervisors to levy a new fee or charge or to approve an increase in an existing fee or charge pursuant to Section 54985 shall be taken only by ordinance.

(c) Any costs incurred by a county, a county service area, or county waterworks district governed by a county board of supervisors in conducting the meeting or meetings required pursuant to subdivision (a) may be recovered from fees charged for the product or service or the cost of enforcing any regulation which were the subject of the meeting.

Section D.

Direct Labor Costs

As previously stated, full cost recovery encompasses identifying all direct and indirect costs incurred in providing the service. Direct costs are those costs that can be specifically traced to an output of work. In this cost study, labor costs are the only direct costs specifically identifiable in providing delivery of a service. The average labor cost of an employee was computed by job class. The Administrative Office Professional job class is generally responsible for directly providing the services of the Clerk-Recorder. The computed average labor cost for this job class includes salaries and benefits. Average wages were computed based on the current minimum and maximum wage rates for this job classes, plus benefit costs using the assumptions in the Fiscal Year 2008-09 Salary Model. This computed average labor cost is a component of developing the cost rates for establishing fees.

Administrative Office Professional I:		
	Minimum Annual Labor Cost	Maximum Annual Labor Cost
Base Pay	\$ 34,558	\$ 41,343
Benefits	<u>\$ 15,190</u>	<u>\$ 17,319</u>
Total Salaries and Benefits:	\$ 49,748	\$ 58,662
Administrative Office Professional III :		
	Minimum Annual Labor Cost	Maximum Annual Labor Cost
Base Pay	\$ 54,674	\$ 66,263
Benefits	<u>\$ 21,502</u>	<u>\$ 25,139</u>
Total Salaries and Benefits:	\$ 76,176	\$ 91,402
	Minimum Annual Labor Cost	Maximum Annual Labor Cost
Average Min/Max:	\$ 62,962	\$ 75,032
Average Annual Cost of an Administrative Office Professional:		\$ 68,997

Section E.

Indirect Costs

In addition to recovery of direct costs, full cost recovery encompasses recovery of all indirect costs. Indirect costs are those costs which are incurred for a common or joint purpose benefiting more than one cost objective (shared costs.) The Clerk-Recorder division's indirect costs include departmental administrative costs, division management and supervisory labor costs, and all services and supplies of the division, and an allocation of the county's central service costs generally referred to as cost allocation plan costs. Annually, the department develops and indirect cost rate proposal (ICRP) for each of its divisions in accordance with the federal principles and standards of OMB Circular A-87. The rate represents the ratio of division's indirect costs to some level of its wages. Following the principles and guidelines in the OMB Circular A-87 circular to determine full cost recovery of services provided, the ICRP developed for the division is applied to the wages directly attributed to providing a service. Application of indirect costs to direct labor costs yields total cost for determining full cost recovery. Government Code section 54985 specifically states that the indirect and overhead costs included the county's ICRP prepared in accordance with OMB Circular A-87 may be reflected and recoverable in the cost of providing services.

Section E.

Indirect Costs – Continued

**Fiscal Year 2008-09
Clerk-Recorder Indirect Cost Rate Proposals**

COUNTY OF SANTA BARBARA							
INDIRECT COST RATE PROPOSAL							
Department:	<u>Clerk-Recorder-Assessor</u>						
Division:	<u>Recorder</u>						
ICRP Use:	<u>2008-2009 Claims and Billings</u>						
Data File:	<u>DATA.XLS</u>	(1)	+	(2)			
Data Date:	<u>June 30, 2007</u>		=	(3)			
				(4)			
DESCRIPTION OF COSTS	Total Costs	+	Excludable / Unallowable / Adjustments	=	Allowable Indirect Costs	+	Allowable Direct Costs
Personnel Services:							
6000 Salaries & Benefits	1,500,406				375,443		1,124,964
ADJ:							-
6700 Unemployment Ins Contribution	2,019				2,019		-
6900 Workers Compensation	52,313				52,313		-
Divns 02,03,04,05 Indirect S&B							-
Sub-total	<u>1,554,738</u>		-		<u>429,774</u>		<u>1,124,964</u>
Line Item Costs (Services, Supplies & Other):							
7050 Communications	2,417				2,417		-
7120 Maintenance - Equipment	21,867				21,867		-
7124 Software Maintenance	1,500				1,500		-
7200 MTC-Struct/Impr & Grounds	1,056				1,056		-
7347 Furniture & Fixtures < \$5000	1,429				1,429		-
7348 Instruments & Equip. < \$5000	10,342				10,342		-
7430 Memberships	-		-		-		-
7441 Cash Shortages	102				102		-
7450 Office Expense	39,352				39,352		-
7451 Postage	70,212				70,212		-
7453 Copier Expense	3,198				3,198		-
7454 Books & Subscriptions	3,219				3,219		-
7455 Computers/Software < \$5000	30,333				30,333		-
7460 Professional & Special Service	84,434				84,434		-
7471 In Service Training	1,880				1,880		-
7580 Rents/Leases-Structure	-				-		-
7650 Special Departmental Expense	418,161				418,161		-
7732 Training and Travel	8,269				8,269		-
7891 Reprographics Services Exp	13,419				13,419		-
7892 Data Processing Service	60,181				60,181		-
7893 Motor Pool Charges	1,825				1,825		-
7894 MTC/Radio,Communication	-				-		-
7895 Liability Insurance	24,507				24,507		-
7897 Telephone Services	16,797				16,797		-
8300 Equipment	-		-		-		-
7901 Oper Trf (Out)	5,771		(5,770.85)		-		-
7905 Oper Trf (Out)-COP/Debt	388,144		(388,143.91)		-		-
9300 Intrafund Transfers(+)	-				-		-
Sub-total	<u>\$ 1,208,412</u>		<u>\$ (393,915)</u>		<u>\$ 814,498</u>		<u>\$ -</u>
Divisional Total	<u>\$ 2,763,150</u>		<u>\$ (393,915)</u>		<u>\$ 1,244,272</u>		<u>\$ 1,124,964</u>
Divisional Indirect Cost Rate							110.61%
Cost Plan Costs:							
OMB A-87 CAP for use in 2008-09	<u>\$ 474,413</u>		-		<u>\$ 474,413</u>		
TOTAL COSTS	<u>\$ 3,237,563</u>		<u>\$ (393,915)</u>		<u>\$ 1,718,685</u>		<u>\$ 1,124,964</u>
COMBINED INDIRECT COST RATE:	Allowable Indirect Costs ÷ Allowable Direct S&B =						152.78%
COST RATE ROLL-FORWARD:	Divisional - current vs. 2 yr prior of						1.20%
DEPT ADMIN COST RATE:	From Dept Indirect Cost Rate Proposal						16.16%
PROPOSED INDIRECT COST RATE:	To be applied to Direct Salaries & Benefits						170.13%
Prepared by:	<u>Div Rate by Rose Rodarte (CRA)/Cap Split by AC</u>		CRA Dept Approval:		_____		
			AC Dept Approval:		_____		

Section F.

Calculation of Productive Hours

Productive hours are those hours that an employee is considered to be on the job actively performing job related tasks or providing a service, and thus is used as a component of computing cost per productive hour. An employee may be paid a total of 2,080 in a year (maximum available hours) however in reality, less than 2,080 will be spent on the job. This results from paid time off such as for break times, vacation, sick leave, and holidays. Since such non-productive time off is a paid benefit, it is a cost of business and thus should be taken into account for full cost recovery.

The estimated productive hour computation was derived by developing a department ratio of productive hours paid to gross hours paid for the most recent preceding year (Fiscal Year 2007-08). This ratio was then applied to the total maximum hours available to an employee per year. Available hours for employee breaks were also deducted to determine the final net productive hours per year per individual employee.

The number of productive hours per individual employee is the base in computing cost ratios (cost per productive hour, minute, second) for developing fees.

Productive Hours Computation:	
Department Rate Calculation:	
Gross Hours Paid	125,369
Productive Hours Paid	102,048
Department Productive Hour Ratio	81%
Individual Rate Calculation:	
Maximum Hours Available Per Year	2,080
Multiplied by: Dept Ratio	81%
Individual Productive Hours per Year	1,693
Less: Max Break Hours Available	<u>(124)</u>
Net Individual Productive Hours per Year	1,569

Section G.

Development of Cost Rates

Full cost rates are developed in order to apply these rates to time directly involved in providing a service. The indirect cost rate developed for the division is applied to the computed average labor cost to determine full costs. This total costs is divided by the total productive hours to determine the total cost per productive hour. This rate is further broken down to develop half-hour rate, rate per minute and rate per second. These cost rates are allocated to service times to develop service fees.

The Fiscal Year 2008-09 computed cost rates for the Clerk-Recorder Division are presented below.

	<u>Clerk-Recorder</u>
Administrative Office Professional:	
Average Labor Cost	\$68,997
Indirect Cost Rate	170.13%
Indirect Costs Applied	<u>\$117,385</u>
Total Cost	\$186,382
Productive Hours	1,569
<u>Cost Rates:</u>	
Cost per Productive Minute	\$ 1.98
Cost per Productive Second	\$.03

Section H.

Calculation of Service Times

The division tracked the amount of labor time involved in directly providing a service by using a time survey template. Staff used the templates to document the tasks involved in each service and the time involved in processing the services. The time studies were completed by staff generally responsible for directly processing the service requests. The completed time studies were then reviewed by the division managers and supervisors responsible for overseeing the operations. Further analysis involved review for accuracy, consistency, and/or reasonableness by the division manager and the fiscal manager. As discussed in the executive summary section of this report, these service times do not include time involved for training, error handling, general customer support, and exceptions. Service fees were developed by applying the cost rate(s) to the service processing time for each service.

SANTA BARBARA COUNTY CLERK RECORDER ASSESSOR
 DIVISION: CLERK-RECORDER

TIME SURVEY

SERVICE: - _____

Fee Authority:
 Resolution or Ordinance

Task #	Tasks/Actions (list every task in providing this service)	Estimated Task Time (in minutes)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
	TOTAL TIME:	-

Section I.

Assignment of Costs (Proposed Service Fee)

Cost assignment refers to the process of assigning costs to services or products. In this fee study, costs are assigned by applying the developed cost rates to the service times. The cost assignment to each service type is the fee required for cost recovery.

Example Service Fee Computation:

Cost per Productive minute	\$1.98
Minutes to Process the Service	5

Service Fee = 5 minutes @ \$1.98 = **\$9.90**

Section J.

RECORDER FEE SUMMARY

FEE STUDY 2008

		<u>Proposed</u>	<u>Current</u>	<u>Est</u>	<u>New</u>	<u>Old</u>	<u>Addl</u>
<u>Service Description</u>		<u>Fee</u>	<u>Fee</u>	<u>Units</u>	<u>Revenue</u>	<u>Revenue</u>	<u>Annual</u>
RECORDER FUNCTIONS:		-	-	-	-	-	-
1.	Daily CD of Official Records Digital Images	24.00	17.50	560	13,440	9,800	3,640
	Mail Preparation-Priority	4.00	-	560	2,240	-	2,240
	Mail Preparation-First Class	2.00	-	-	-	-	-
	Priority Mail Fee	Actual Cost	-	-	-	-	-
2.	CD of Monthly Official Record Digital Images	65.00	350.00	-	-	-	-
	Mail Preparation-Priority	4.00	-	-	-	-	-
	Mail Preparation-First Class		-	-	-	-	-
	Priority Mail Fee	Actual Cost	-	-	-	-	-
3.	Customer Made OR Microfilm Copies- per page	0.50	0.50	2,875	1,438	1,438	-
4.	Official Record Copy - Per Page	2.00	-	24,975	49,950	-	49,950
	Official Record Copy - Per Document	-	4.50	6,276	-	28,242	(28,242)
5.	Involuntary Lien Notice & Mailing	12.00	9.00	2,110	25,320	18,990	6,330
	Mail Preparation -1st Class	2.00	-	2,110	4,220	-	4,220
6.	Involuntary Lien Notice & Mailing-Addtl Debtors	4.00	2.00	511	2,044	1,022	1,022
	Mail Preparation -1st Class	2.00	-	511	1,022	-	1,022
7.	Recording/Filing/Indexing MAP-1st Page (Subdivision & Parcel Maps)	40.00	5.00	124	4,960	620	4,340
	Recording/Filing/Indexing MAP-Addtl Pages (All maps)	6.00	3.00	124	744	372	372
8.	Recording/Filing/Indexing MAP-1st Page (All other Maps)	28.00	5.00	unk	-	-	-
	Recording/Filing/Indexing MAP-Addtl Pages (All maps)	6.00	3.00	unk	-	-	-
9.	MAP Certification	8.00	2.00	2	16	4	12
10.	Official Record Certification	2.00	2.00	1,887	3,774	3,774	-
11.	Official Record Conformed Copy	2.00	1.00	7,112	14,224	7,112	7,112
12.	Clerk Translation Verification	20.00	10.00	3	60	30	30
13.	20-Day Preliminary Notice	36.00	35.00	32	1,152	1,120	32
CLERK FUNCTIONS:					-	-	-

14.	Vital Record Expedite Service - IVR Request	10.00	-	300	3,000	-	3,000
	Mail Preparation - Priority	4.00	-	300	1,200	-	1,200
	Priority Mail Fee	Actual Cost	-	-	-	-	-
15.	Vital Record Expedite Service - Fax Request	6.00	-	300	1,800	-	1,800
	Mail Preparation - Priority	4.00	-	300	1,200	-	1,200
	Priority Mail Fee	Actual Cost	-	-	-	-	-
16.	Vital Record Expedite Service - Website Requests	-	-	-	-	-	-
	Mail Preparation - Priority	4.00	-	2,400	9,600	-	9,600
	Priority Mail Fee	Actual Cost	-	-	-	-	-
17.	Filing/Indexing -Miscellaneous Filings	14.00	-	unk	-	-	-
18.	Clerk Certification (signed official seal)	2.00	1.75	unk	-	-	-
19.	Clerk File Copy - Set-up	4.00	-	unk	-	-	-
	Clerk Record Search (per record)	6.00	-	-	-	-	-
	Clerk File Copy Fee - per page	0.49	-	-	-	-	-
20.	Clerk Filing Confirmation Certificate	6.00	-	unk	-	-	-
	Clerk Record Search (per record)	6.00	-	-	-	-	-
21.	Surety-Financial Statement Filing	12.00	3.50	1	12	4	9
22.	Surety -Certificate of Surety Authority Filing	12.00	3.50	6	72	21	51
23.	Surety - Power of Attorney Filing/ Can/Revoc/WD	10.00	8.00	5	50	40	10
24.	Surety - Power of Attorney Filing each Addtl name	2.25	2.25	82	185	185	-
25.	Statement of Domestic Partnership (DMP) Filing	42.00	35.00	30	1,260	1,050	210
26.	DMP Statement of Amend/Term/Death	28.00	10.00	6	168	60	108
27.	DMP Certified Copy of Original Stmt Filed	10.00	3.00	2	20	6	14
28.	DMP Re-Issuance of Certificate	26.00	25.00	-	-	-	-
29.	Notary Public Bond Filing/Canc/Revok/WD	32.00	28.00	452	14,464	12,656	1,808
30.	Notary Bond Certificate of Filing	6.00	11.00	611	3,666	6,721	(3,055)
	Clerk Record Search (per record)	6.00	-	611	3,666	-	3,666
31.	Notary Journal Return Receipt	2.00	-	2	4	-	4
32.	Notary Journal Page Copy - Setup	2.00	-	3	6	-	6
	Clerk Record Search (per record)	6.00	-	3	18	-	18
	Clerk File Copy Per page	0.49	-	3	1	-	1
33.	Certificate to Official Capacity of a Public Official	12.00	11.00	1	12	11	1
34.	Fictitious Business Name Filing	40.00	33.00	3,903	156,120	128,799	27,321
	FBN Notice of Expiration	1.00	-	3,903	3,903	-	3,903

	Fictitious Business Name Filing - Addtl Names/Partner	4.00	6.00	1,493	5,972	8,958	(2,986)
	Fictitious Business Name Websearch (for LLC or Corp.)	4.00	-	5	20	-	20
35.	Fictitious Business Name Renewal	40.00	33.00	222	8,880	7,326	1,554
36.	FBN Aband/WD	26.00	22.00	146	3,796	3,212	584
37.	FBN Certified Copy	4.00	7.00	124	496	868	(372)
	Clerk Record Search (per record)	6.00	-	124	744	-	744
	Clerk Certification (signed seal)	2.00	1.75	124	248	217	31
38.	FBN Regular Copy	4.00	2.00	296	1,184	592	592
	Clerk Record Search (per record)	6.00	-	296	1,776	-	1,776
39.	FBN Monthly CD	44.00	17.50	74	3,256	1,295	1,961
	Mail Preparation-Priority	4.00	-	74	296	-	296
	Priority Mail Fee	Actual Cost	-	-	-	-	-
40.	FBN List (Hard Copy List)	6.00	5.00	89	534	445	89
	Mail Preparation -1st Class		-	89	-	-	-
41.	Passport Photo	14.00	12.00	4,502	63,028	54,024	9,004
42.	Regular Marriage License	57.00	49.00	2,676	152,532	131,124	21,408
	60-day Notice	2.00		2,676	5,352	-	5,352
	State Fees	28.00	28.00	2,676	74,928	74,928	-
43.	Confidential Marriage License	67.00	51.00	154	10,318	7,854	2,464
	State Fees	28.00	28.00	154	4,312	4,312	-
44.	Declaration of Marriage (SB County)	67.00	49.00	1	67	49	18
	State Fees	28.00	28.00	1	28	28	-
45.	Declaration of Marriage (Other County)	77.00	49.00	-	-	-	-
	State Fees	28.00	28.00	-	-	-	-
46.	Non-Clergy Marriage License	63.00	49.00	-	-	-	-
	State Fees	28.00	28.00	-	-	-	-
47.	Expedite Marriage License Recording	10.00	-	100	1,000	-	1,000
48.	Marriage Lic Duplicate	48.00	25.00	104	4,992	2,600	2,392
49.	Confidential Marriage Lic Duplicate	48.00	25.00	13	624	325	299
50.	Confidential Marriage License Amendment	30.00	-	9	270	-	270
51.	Marriage Commissioner Appointment	44.00	35.00	181	7,964	6,335	1,629
52.	Marriage Officiants Training	59.00	-	2	118	-	118
53.	Marriage Ceremony	83.00	50.00	200	16,600	10,000	6,600
54.	Marriage Ceremony Witness Fee	44.00	-	10	440	-	440

55.	Process Server Registration					-	-	-
	Proc Svr-Perm ID Cards	12.00	10.00	-	-	-	-	-
	Proc Svr-Perm ID Cards Laminated (optional)	16.00	10.00	-	-	-	-	-
	Proc Svr Bond Filing/Can/Revok/WD	18.00	7.00	7	126	49	77	
56.	Professional Photocopier Registration					-	-	-
	Prof Photocopier Addtl ID Cards	12.00	10.00	-	-	-	-	-
	Prof Photocopier Addtl ID Cards Laminated (Optional)	16.00	10.00	-	-	-	-	-
	Prof Photocopier Filing/Can/Revok/WD	18.00	7.00	1	18	7	11	
57.	Unlawful Detainer Asst & Legal Doc Asst					-	-	-
	UD &LA Addtl ID Cards	12.00	10.00	-	-	-	-	-
	UD &LA Addtl ID Cards Laminated (optional)	16.00	10.00	-	-	-	-	-
	UD &LA Filing/Can/Revok/WD	18.00	7.00	3	54	21	33	
MISC SERVICES:						-	-	-
58.	Mail Preparation -1st Class	2.00	-	-	-	-	-	-
59.	Mail Preparation - Priority	4.00	-	-	-	-	-	-
60.	Priority Mail Fee	Actual Cost	-	-	-	-	-	-
61.	Misc File Copy per Page (OR or Clerk File)	0.49	1.00	-	-	-	-	-
62.	NSF Fee	70.00	10.00	36	2,527	361	2,166	
63.	Credit Card Surcharge	1.00	-	9,000	9,000	-	9,000	
ESTIMATED ADDITIONAL ANNUAL REVENUE								169,525
							Monthly	14,127
							Apr- June 2008	42,381

Section K.

Summary of Selected Clerk-Recorder Fees Charged by Other Counties

Summary of Selected Fees for Other Counties									
County	Sonoma	Tulare	Monterey	Ventura	San Luis Obispo	Solano	Sacramento	Placer	SB Proposed
Recorder Fees:									
Maps	9.00	8.00	8.00	6.00	8.00	12.00	24.00	8.00	27.00
Prelim 20-Day Notice	35.00	58.00		31.00	22.00	20.00	27.00	54.00	35.00
Copy Fee - 1st Page	1.75	3.00	2.00	2.00	1.00	5.00	11.00	2.00	6.00
Copy Fee - addtl pages		1.00	-	1.00		1.00	2.00	1.00	-
Daily CD of OR		-		37.00					23.00
Monthly CD of OR		450.00		101.00					64.00
Clerk Fees:									
Fictitious Business Name Statement	34.00	45.00	30.00	53.00	35.00			30.00	40.00
FBN Stmt of Abandonment/WD	28.00	30.00	27.00	39.00	35.00			30.00	25.00
FBN Monthly CD		55.00		69.00					43.00
Notary Public Filing	35.00	47.00		50.00	35.00		20.00	25.00	31.00
Marriage License Fee	75.00	92.00	75.00	97.00	80.00		77.00	56.00	101.00
Confidential Marriage License	90.00	95.00	80.00	109.00	80.00		86.00	60.00	109.00
Duplicate Marriage License	37.00	62.00	20.00	69.00	20.00	-	21.00	28.00	47.00
Marriage Commissioner	120.00	64.00		95.00	30.00			40.00	43.00
Marriage Ceremony	50.00	-		45.00	30.00		31.00	40.00	82.00
Marriage Ceremony Witness Fees		-		-	-	-	22.00		43.00