

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 6/30/03
Department Name: CoClerk, Recorder and Assessor
Department No.: 062
Agenda Date: 6/24/03 for hearing on 7/8/03
Placement: Administrative
Estimate Time: 0
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Joseph E. Holland,
County Clerk, Recorder and Assessor

STAFF CONTACT: Pamela Smith, Operations Manager
568-2578

SUBJECT: County Clerk and Recorder fee increase

Recommendation(s):

That the Board of Supervisors:

- A. Set an introductory hearing to consider and accept public testimony on an ordinance setting fees for the Office of the County Clerk, Recorder and Assessor (set hearing for July 8, 2003);
- B. Set an adoption hearing to accept public testimony and (Set hearing for July 15, 2003; estimated time 15 minutes);
 1. Approve the County Clerk, Recorder and Assessor's Notice of Exemption pursuant to County California Environmental Quality Act (CEQA Guidelines (Post));
 2. Adopt a report on costs related to fees charged by the Santa Barbara County Clerk, Recorder and Assessor, County Clerk and Recorder Division; the report on costs shall be available for public inspection at least 10 days before the hearing date at the County Clerk, Recorder and Assessor, 105 East Anapamu, Room 204; Santa Barbara, CA., week days between 8:00 AM and 5:00 pm; and
 3. Adopt an ordinance amending Section 2-10.7 of the Santa Barbara County Code to establish fees for the office of the County Clerk, Recorder and Assessor.

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with actions required by law or by routine business necessity.

Executive Summary and Discussion:

The County Clerk and Recorder Division of the County Clerk, Recorder and Assessor recommends that the Board adopt this ordinance as a routine review and change in fees. The Department updates fees every 6 to 7 years. The last fee study was completed in 1996.

The proposed fee revisions:

1. Reflect total fee increases that are 4 % less than the growth in Salaries and Benefits over the same period of time, demonstrating that the division is trying to minimize costs to our customers;
2. Are within the range of fees charged by comparable counties;
3. Based upon actual time studies done by an outside consultant who performs these studies for 30 counties within the State of California;
4. Make no changes to 6 fees, increase 12 fees, delete 1 fee and add 2 new fees;
5. The recommendation to revise existing fees and add new fees is consistent with the Board's policy of full cost recovery. The change in fees is specific to the duties of the County Clerk and Recorder. Any changes in the fee structure for the Assessor's office will be reflected under separate ordinance.

State law authorizes fees for a variety of services. In some cases state law sets a fee. In many instances the fee set forth in laws no longer covers the actual cost of service. In such cases, Government Code §§ 54985-54987 authorize the Board to adopt an ordinance establishing fees for service in an amount necessary to recover the cost.

Government Finance Research, a private consulting firm specializing in local government fees, developed the fees contained in this report. All fees are based on time studies of work related to the fees. Sample tracking forms used for the time study sheets are contained in Appendix B of the consultant's report. The recommended fee changes are contained on Table 3, page 25 of the consultant's report and are listed below:

Clerk and Recorder Fee Changes 2003		Existing Fee	GRA Fee Study	CRA Department Recommendation to BOS
1	Regular Marriage License	\$ 40.00	\$ 47.00	\$ 47.00 increase
2	Marriage Certificates (confidential)	\$ 40.00	\$ 47.00	\$ 47.00 increase
3	Marriage Ceremony	\$ 45.00	\$ 50.00	\$ 50.00 increase
4	Duplicate Marriage License	\$ 20.00	\$ 30.00	\$ 25.00 increase
5	Marriage Commissioner for a Day	\$ -	\$ 35.00	\$ 35.00 new
6	Domestic Partnership filing	\$ 35.00	\$ 35.00	\$ 35.00 no change
7	Notary Bond Filing	\$ 25.00	\$ 28.00	\$ 28.00 increase
8	Clerk's Notary Certificate (Signature)	\$ 9.00	\$ 11.00	\$ 11.00 increase
9	Fictitious Business Name filing	\$ 27.00	\$ 33.00	\$ 33.00 increase
10	Fictitious Business Name abandonment and withdrawal	\$ 5.00	\$ 6.00	\$ 6.00 increase
11	Fictitious Business Name second and additional name filing	\$ 20.00	\$ 22.00	\$ 22.00 increase
12	Dissolution of Partnership	\$ 9.00	\$ 10.00	- delete
13	Official Duplicates of Recorded Document	\$ 2.00	\$ 3.00	\$ 3.00 increase
14	Additional pages of Recorded document, Duplicates	\$ 0.50	\$ 1.00	\$ 0.50 no change
15	Certification of Document	\$ 2.00	\$ 2.00	\$ 2.00 no change
16	Conformed Copy Charges	\$ 1.00	\$ 1.00	\$ 1.00 no change
17	Involuntary Line Notices and Mailings	\$ 8.00	\$ 9.00	\$ 9.00 increase

18	Twenty-day Preliminary Notices	\$	35.00	\$	40.00	\$	35.00	no change
19	Micrographic Film Images (per image)	\$	0.02	\$	0.03	\$	0.03	increase
20	Microfiche Duplicates (per card)	\$	2.00	\$	2.50	\$	2.00	no change
21	Digital images of Official Records on CD (per month)	\$	-	\$	350.00	\$	350.00	new

The departmental recommended fees to the Board, indicated above, differ from the Government Finance Research fee study as the department anticipates increased efficiencies and effectiveness over the next few years from improved processes and systems. The increase in fees reflects current units or volumes of work, current time studies for each activity and existing technologies. The department expects requests for data in older types of medium to be eliminated in the next few years and continued reductions in cost per unit of service due to the implementation of new technologies. These improvements will translate to enhanced customer service and future reductions in fees to the public.

Although County Clerk and Recorder fees can vary widely by county, all the recommended fees are comparable with those fees of other California Counties. A comparable table of County Clerk and Recorder fees from a sample of California Counties is contained in Appendix C of the consultants report.

Mandates and Service Levels:

No change in programs or service level.

Fiscal and Facilities Impacts:

Revenue from County Clerk and Recorder fees typically amounts to approximately \$430,000 per year. The proposed change in fees is expected to increase revenues to approximately \$552,000 per year; a net increase of \$122,000. These revenue increases of 28.3 % are recommended to help recover costs and maintain services.

Special Instructions:

Direct the Clerk of the Board to publish notice for adoption of the ordinance.

Please forward a signed and dated copy of the ordinance to Santa Barbara County, Department of the County Clerk, Recorder and Assessor, attention Pam Smith.

Concurrence:

Auditor-Controller

County Counsel

Attachment

An ordinance of the Board of Supervisors
of the County of Santa Barbara amending
Section 2-10.7 of the Santa Barbara County Code to Establish fees for the Office
of the County Clerk, Recorder and Assessor

The Board of Supervisors of the County of Santa Barbara ordains as follows:

Section 1.

Section 2-10.7 of Article 1 of Chapter 2 of the Santa Barbara County Code is hereby amended to read as follows:

“Section 2-10.7. Office of the County Clerk, Recorder and Assessor fees.

Pursuant to Government Code Section 54985, the county clerk-recorder-assessor shall charge the following service fees:

- (a) Marriage licenses (regular), forty-seven dollars;
- (b) Marriage certificates (confidential), forty-seven dollars;
- (c) Marriage ceremony, fifty dollars;
- (d) Duplicate marriage licenses, twenty-five dollars;
- (e) Marriage Commissioner for a Day; thirty-five dollars;
- (f) Domestic Partnership filing, thirty-five dollars;
- (g) Notary bond certifications, public bond, twenty- eight dollars;
- (h) Clerk’s Notary Certification (Signature), eleven dollars;
- (i) Fictitious business names, thirty-three dollars;
- (j) Fictitious Business Name abandonment and withdrawals, twenty-two dollars;
- (k) Fictitious Business name second and additional name filings, six dollars;
- (l) Official duplicates of recorded documents, three dollars;
- (m) Additional pages of recorded documents, duplicates, fifty cents;
- (n) Certification of document, two dollars;
- (o) Conformed copy charges, one dollar;
- (p) Involuntary lien notices and mailings, nine dollars;
- (q) Twenty-day preliminary notices and mailings, thirty-five dollars;
- (r) Micrographic Film Images (per image), three cents;
- (s) Microfiche Duplicates (per card), two dollars;
- (t) Digital Images of Official Records on CD (monthly), three hundred and fifty dollars;
- (u) Power of attorney, eight dollars with five dollars per additional name;
- (v) Secured Roll, Diskettes/Cartridges/CD, three hundred dollars;
- (w) Secured Roll, Alpha Index/Situs Index, one hundred dollars;
- (x) Secured Roll, Ownership Update, one hundred and fifty dollars;
- (y) Unsecured Roll, one hundred dollars;
- (z) Unsecured Roll, Alpha Index, one hundred dollars;

- (aa) Map Copy, per page, four dollars;
- (bb) Radius Map Request (includes maps and labels) fifty dollars;
- (cc) Map Updating Service, two dollars;
- (dd) Subdivision/Street Map index (1 diskette), fifteen dollars;
- (ee) Copy cost, any document, (1st page/each additional page), two dollars/fifty cents;
- (ff) Certification, per document, two dollars;
- (gg) Mailing label, cost per label (minimum order 500 labels, plus report), five cents;
- (hh) Laser printed information, per page, one dollar;
- (ii) Laser Printed Map, two dollars;
- (jj) Quarterly Sales Price List, rental, ten dollars;
- (kk) Mailing and Handling Charge, small letters, two dollars;
- (ll) Mailing and Handling Charge, large packages, four dollars;
- (mm) Fax Transmittal charge (1st page/additional pages per page), three dollars/one dollar;
- (nn) Building Records, per page, two dollars;
- (oo) Physical Characteristics, Age, Size, (first three properties/each subsequent property), five dollars/two dollars;
- (pp) Parent Child, Grandparent Grandchild exclusion from reappraisal, sixty-six dollars
- (qq) Inquiries and research with verbal and/or written interpretation, thirty-two dollars per hour;
- (rr) Tax estimates, thirty-two dollars per hour;
- (ss) Owner requested Parcel Merger, forty-three dollars for the first 30 minutes; thirty-two dollars per hour thereafter;
- (tt) Owner requested parcel split, thirty-two dollars per hour.

Section 2.

All fees collected under this section shall be transmitted to the county treasurer and an amount equal thereto shall be used to pay the costs of providing the licenses, certificates and services set forth in Section 1 above.

Section 3.

As permitted by Government Code Section 54985, the fees listed in Section 1 above reflect the amount necessary to recover the cost of providing the services for which these fees are charged.

Section 4.

This ordinance shall take effect and be in force thirty (30) days from the date of its passage, and before the expiration of fifteen (15) days after its passage it, or a summary of it, shall be published once, with the names of the members of the Board of Supervisors voting for and against the same, in the

Santa Barbara News Press, a newspaper of general circulation published in the County of Santa Barbara, State of California.

PASSED, APPROVED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this _____ day of _____, 1998, by the following vote:

AYES:

NOES:

ABSENT:

Chairperson, Board of Supervisors

ATTEST:

Michael Brown
CLERK OF THE BOARD

By _____
Deputy Clerk

APPROVED AS TO FORM:
Shane Stark
County Counsel

APPROVED AS TO ACCOUNTING FORM
Robert W. Geis
Auditor-Controller

By _____ By _____
Deputy County Counsel