

CLERK-RECORDER-ASSESSOR PROPOSED FEE ORDINANCES

**Presentation prepared by
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September 6, 2011: First Reading, Introduction
September 20, 2011 – Second Reading, Adoption

- **First reading (introduction) of proposed fee ordinances for offices of the Clerk-Recorder-Assessor Department**
 - Clerk-Recorder
 - Assessor
 - Elections

- **Proposed fees are paid by customers that request services.**

- **Proposed fees are only for fees which Board has authority to increase or establish.**

- **Proposed fees are in the amount necessary for full cost recovery based on current costs.**

- **Fees last updated by the Board:**
 - Clerk-Recorder – 2009 (highest volume of public services)
 - Assessor – 1997 (very low volume of public services)
 - Elections – 2002 (very low volume of public services)

- **Prospectively, the department to update fees annually.**

- **Proposed fees in line with comparable counties.**

- **Reports Provided to Board**
 - **Cost Recovery Method (Exhibit A)**
 - **Summary of Each Division (Exhibits B,C,D)**

BOARD QUESTIONS?

Clerk-Recorder Function

(Roughly 99% of department service fees are generated in the Clerk-Recorder)

- **Excluded From Fee Ordinance:**

- Document Recordings
 - fees established by the State

- **Included in Fee Ordinance**

- Clerk/Other Miscellaneous Services:

- Document Copies
- Marriage Licenses
- Marriage Performances
- Domestic Partnerships
- Document Filings
 - Notary Bonds
 - Fictitious Business Names
 - Etc...

Assessor Function

(< 1% of department service fees are generated by Assessor)

– Excluded from Fee Ordinance

- Cost of Property Tax Administration

– Included in Fee Ordinance

- Property Characteristic Requests
- Building Record Copies
- Parcel Maps
- Parcel Mapping Services
- Tax Bill Split
- Fee for failure to file claim for parent/child change in ownership after two requests
- Special Research Requests

ELECTIONS

(< 1% of department service fees are generated by Elections)

– Excluded From Fee Ordinance

- Cost of voter services and administration of elections.

– Included in Fee Ordinance

- Election Reports (voter/precinct indexes)
- Precinct Maps
- Election File Copies
- Special Research Requests