



Monterey County

Board Order

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

Upon motion of Supervisor Salinas, seconded by Supervisor Armenta, and carried by those members present, the Board of Supervisors hereby:

Adopt Resolution 12-365 to:

Approved the Amendment of Article XIII, Section 3 of the Master Fee Resolution related to the County Recorder to set and authorize the collection of an additional three dollars (\$3.00) in the base recording fee pursuant to Government Code Section 27361(a), resulting in a base recording fee of eight dollars (\$8), effective January 1, 2013

PASSED AND ADOPTED on this 4th day of December 2012, by the following vote, to wit:

AYES: Supervisors Armenta, Calcagno, Salinas, Potter, and Parker

NOES: None

ABSENT: None

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 76 for the meeting on December 4, 2012

Dated: December 11, 2012
File Number: RES 12-0108

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By Denise Hancock
Deputy

Before the Board of Supervisors in and for the County of Monterey, State of California

Resolution No. 12-365

Approves and adopts a Resolution amending Article) XIII, Section 3 of the Monterey County Master Fee) Resolution relating to the County Recorder to set a base) recording fee of eight dollars effective January 1, 2013,) as set forth in the attached Exhibit A.....)

THE MONTEREY COUNTY BOARD OF SUPERVISORS FINDS:

- A. Section 1.40.010 of Chapter 1.40 of Monterey County Code provides that all fees, penalties, refunds, reimbursements and charges of any kind by the County may be specified in the Monterey County Fee Resolution.
B. The County Recorder has service fees, specifically those related to the direct cost of recording of every instrument, paper, or notice required or permitted by law to be recorded, as set forth in California Government Code section 27361(a), which are appropriate to specify in the Monterey County Master Fee Resolution, Article XIII, section 3 effective January 1, 2013.
C. Any and all adjustments to charges for these services reflect no more than the actual cost of the service or benefit received by the payor, and do not exceed the maximums permitted pursuant to applicable law (California Government Code section 27361(a)).
D. By definition, these charges are not a 'tax' and are exempt from voter approval pursuant to California Constitution Code Article XIII C, section 1, paragraph(e)(1)[charge for specific benefit conferred]/(2)[charge for specific service provided] (Prop. 26).

THE MONTEREY COUNTY BOARD OF SUPERVISORS RESOLVES:

- I. Article XIII, Section 3 of the Monterey County Fee Resolution is amended effective January 1, 2013, and all schedules, tables, fees, taxes, penalties, and charges contained therein are hereby adopted as described in the attachment to this Resolution.
II. All prior resolutions regarding such fees are hereby repealed.

ASSESSED AND ADOPTED upon motion of Supervisor Salinas, seconded by Supervisor Armenta, and carried this 4th day of December 2012, by the following vote, to wit:

AYES: Supervisors Armenta, Calcagno, Salinas, Potter and Parker
NOES: None
ABSENT: None

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 76 for the meeting on December 4, 2012

Dated: December 11, 2012
File Number: RES 12-0108

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By Denise Hancock Deputy

**ARTICLE XIII
ASSESSOR-COUNTY CLERK-RECORDER**

I. ASSESSOR

A. Fees allowed pursuant to Section 5.28.020 of the Monterey County Code for preparation and furnishing of copies by the Assessor's Office.

<u>Description</u>	<u>Amount</u>	<u>Unit</u>
1. Copy of Print of Assessor's Maps.....	\$ 2.00	Each
2. Copies of ten or more Assessor's Maps in a series.....	\$ 1.50	Each
3. Photocopy.....	\$ 1.00	Page
4. Computer Screen Laser Print.....	\$ 1.00	Page

B. Fees allowed pursuant to Section 408.3 of the California Revenue and Taxation Code for public inspection of property characteristics information maintained by the Assessor.

<u>Description</u>	<u>Amount</u>	<u>Unit</u>
1. Request for property characteristics.....	\$ 8.00	Per Request

C. The Assessor shall charge the following fees for the following services:

<u>Description</u>	<u>Amount</u>	<u>Unit</u>
1. Splits and Combinations.....	\$ 45.00	Per request
2. Lot Line Adjustments.....	\$ 45.00	Per request
3. Tax Clearance letters.....	\$ 50.00	Per request
4. Reports of Appeal Activity for Bond Analysis.....	\$ 50.00	Per request
5. Assessor's Roll Data		
• Community Reports		
Ownership/Mailing list.....	\$65.00	Per request
Ownership plus Assessed Valuations.....	\$100.00	Per request
Ownership, Assessed Valuations & Characteristics..	\$200.00	Per request
<u>Media</u> (added cost)		
Electronic delivery.....	No Cost	
CD Creation.....	\$25.00	Per request
Hardcopy.....	\$65.00	Per request
• Countywide Report		
Ownership/Mailing list.....	\$100.00	Per request
Ownership plus Assessed Valuations.....	\$200.00	Per request
Ownership, Assessed Valuations & Characteristics..	\$500.00	Per request
<u>Media</u> (added cost)		
Electronic delivery.....	No Cost	
CD Creation.....	\$65.00	Per request
Hardcopy.....	\$150.00	Per request

- **Custom Report**
- Ownership/Mailing list.....\$150.00 Per request
- Ownership plus Assessed Valuations.....\$225.00 Per request
- Ownership, Assessed Valuations & Characteristics.. \$400.00 Per request
- Media (added cost)
- Electronic delivery.....No Cost
- CD Creation.....\$25.00 Per request
- Hardcopy.....\$65.00 Per request
- Specific requests of limited data is charged on a case-by-case basis @ \$1.15/minute.

6. Internet Subscription Service.....\$500.00 Annual fee
Per subscriber

7. Change of Ownership

- Beneficial Ownership Statement request.....\$50.00 Per request
- Beneficial Ownership request late filing (30 days)...\$100.00 Per request
- Affidavit of Entity Transfer request.....\$50.00 Per request
- Affidavit of Entity Transfer late filing (30 days).....\$100.00 Per request
- Apply Penalty if Change of Ownership statements not returned in 45 days..... \$20.00 Per recording

D. Fess allowed pursuant to Section 63.1(j)(2) of the California Revenue & Taxation Code to process Claim forms for exemption from real property reassessment.

1. Fee for reasonable costs incurred by assessor for reassessment work done due to failure to file exemption claim for exclusion.....\$175.00 Per request

II. COUNTY CLERK

The County Clerk shall charge the following fees for the following services:

<u>Description</u>	<u>Amount</u>	<u>Unit</u>
Marriage Licenses (Regular, Declaration & Non-Denomination)....	\$ 75.00	Each
Marriage Licenses (Confidential).....	\$ 80.00	Each
Marriage Licenses (Duplicate).....	\$ 20.00	Each
Fictitious Business Name Filing.....	\$ 30.00	Each
Fictitious Business Name Filing (Additional Names).....	\$ 7.00	Each
Abandonment/Withdrawal of Fictitious Business Name.....	\$ 27.00	Each
Notary Bond Filing.....	\$ 25.00	Each
Power of Attorney Filing/Revoking.....	\$ 12.00	Name
Copy/Print Fee.....	\$ 2.00	Page
Civil Marriage Ceremony.....	\$ 25.00	Each
Clerk's Signature Verification Certificate.....	\$ 10.00	Signature
Notice of Dissolution of Partnership Filing.....	\$ 10.00	Each
Miscellaneous Proof of Publication Filing.....	\$ 10.00	Each
Interpreter/Translator verification/certification [GC 27293(a)(2)(C)]	\$ 10.00	Signature

III. RECORDER

The County Recorder shall charge the following fees for the following services:

<u>Description</u>	<u>Amount</u>	<u>Unit</u>
Lien Notification Mailing [GC 27387].....	\$ 7.00	Per Debtor
Twenty Day Preliminary Notice Filing [GC 27361.9].....	\$ 40.00	Each
Map Copy Fee [GC 27372].....	\$ 5.00	Sheet
Copy/Print Fee [GC 27366].....	\$ 2.00	Page
Microfilm/Microfiche Sale [GC 27366].....	\$ 0.02	Image/Frame
Certification Under Seal [GC 27364].....	\$ 2.00	Each
Recording Base Fee/1st Page/Title [GC 27361(a)].....	\$ 5.00	Per 1st Page/Title
(\$1.00 of the base goes to the Modernization Fund [GC 27361(c)])		
Recording Base Fee/2 nd Page [GC 27361(a)].....	\$ 3.00	Per addtl page
(\$1.00 of the 2 nd Page Base Fee goes to the Modernization Fund [GC 27361(c)])		
(\$1.00 of the 2 nd Page Base Fee goes to the General Fund [GC 27361(b)])		
Recording Fee [Micrographic Fee GC 27361.4(a)].....	\$ 1.00	Per 1 st Page/Title
Recording Fee [Grantor/Grantee Index w/in 2 Days GC 27361.4(c)].....	\$ 1.00	Per 1 st Page/Title
Recording Fee [SSN Truncation Fee pursuant to GC 27361(d)(1)].....	\$ 1.00	Per 1 st Page/Title
Recording Fee [DA Real Estate Fraud Protection Fund GC 27388(a)].....	\$ 3.00	Per 1 st Page/Title
(\$2.70 goes to the DA Real Estate Fraud Protection Fund [GC 27388(a)])		
(0.30 cents goes to the Recorder's Office for Administrative costs [GC 27388(a)])		
Electronic Recording Delivery System (ERDS)[GC 27397(c)(1)].....	\$ 1.00	Per 1 st Page/Title

CD's [GC 27366]

The following CD creation fees shall be collected by the Recorder-County Clerk's Office, and once a month a portion of the fee will be transfer to the Information Technology department for reimbursement of direct cost fees for producing CD's.

The Recorder-County Clerk and Information Technology department shall charge the following fees for on going CD creation requests:

Daily data CD	\$ 31.50	Daily
Weekly data CD.....	\$ 131.85	Weekly
Monthly data CD.....	\$ 512.85	Monthly
Duplicate CD's created same time as original request.....	\$ 5.00	Each CD

(Specific requests of CD data requirements that are not list above shall be charged on a case-by-case basis.)

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COUNTY OF MONTEREY
AUDITOR-CONTROLLER'S OFFICE
INTERNAL AUDIT DIVISION
RECORDING FEE STUDY FOR RECORDER-COUNTY CLERK
FOR THE FISCAL YEAR 2009-2010

Fee Study for the Recorder Office Budget Unit 201
12-20-09

Annual Salary	Percentage of 35% benefit	Benefit Package Average 35%	Net Production Hours Per Position	Total Cost	Average time to support function	Average Cost to Support Function
\$ 50,508.00	12%	\$ 17,617.80	1,680.00	\$ 68,125.80	40%	\$ 27,274.32
\$ 70,880.00	17%	\$ 24,733.00	3,360.00	\$ 95,613.00	10%	\$ 9,561.30
\$ 212,868.00	51%	\$ 74,503.80	10,080.00	\$ 287,371.80	100%	\$ 287,371.80
\$ 82,392.00	20%	\$ 28,837.20	3,360.00	\$ 111,229.20	100%	\$ 111,229.20
\$ 416,448.00	100%	\$ 145,796.80	18,480.00	\$ 562,244.80	63%	\$ 435,417.12

Average Hours to Support Function
672
336
10,080
3,360
14,448

Total Allocated Cost

\$ 435,417.12

Annual Salary	Percentage of 35% benefit	Benefit Package Average 35%	Net Production Hours Per Position	Total Cost	Average time to support function	Average Cost to Support Function
\$ 182,724.00	43%	\$ 63,953.40	1,680.00	\$ 246,677.40	25%	\$ 61,669.35
\$ 81,938.00	19%	\$ 28,677.60	1,680.00	\$ 110,615.60	60%	\$ 66,369.16
\$ 67,032.00	16%	\$ 23,481.20	1,680.00	\$ 90,493.20	60%	\$ 54,295.92
\$ 46,464.00	11%	\$ 16,262.40	1,680.00	\$ 62,726.40	60%	\$ 50,181.12
\$ 48,036.00	11%	\$ 16,812.60	1,680.00	\$ 64,848.60	20%	\$ 12,969.72
\$ 428,192.00	100%	\$ 148,187.20	8,400.00	\$ 576,379.20	49%	\$ 245,494.27

Average Hours to Support Function
420
1,008
1,008
1,344
336
4,116
18,564

\$ 245,494.27
\$ 412,691.10
\$ 282,470.40
\$ 1,375,352.93
\$ 10.39
33.28

Annual Salary	Percentage of 35% benefit	Benefit Package Average 35%	Net Production Hours Per Position	Total Cost	Average time to support function	Average Cost to Support Function
\$ 842,640.00		\$ 294,824.00	26,060.00	\$ 1,137,464.00	96%	\$ 412,691.10
				\$ 313,650.00	96%	\$ 282,470.40
				\$ 1,910,299.00		\$ 1,375,352.93

Total hours
Total minutes
Cost per minute

\$ 245,494.27
\$ 412,691.10
\$ 282,470.40
\$ 1,375,352.93
\$ 10.39
33.28

Days	Hours	Total Hours
Govt holidays	11	88
Vacation	10	120
Sick days	12	60
Break time	14	112
Totals		400
Total budget work hours		2080
Net production hours		1680

11 minutes to complete job
6 minutes to complete job
5 minutes to complete job
Average
8.00

Annual Salary	Percentage of 35% benefit	Benefit Package Average 35%	Net Production Hours Per Position	Total Cost	Average time to support function	Average Cost to Support Function
\$ 842,640.00		\$ 294,824.00	26,060.00	\$ 1,137,464.00	96%	\$ 412,691.10
				\$ 313,650.00	96%	\$ 282,470.40
				\$ 1,910,299.00		\$ 1,375,352.93

Estimated Annual Hours Lost
Cost Per Page
Minutes to complete job

\$ 1,375,352.93
\$ 10.39
33.28