COUNTY OF MARIN

User Fees Study Final Report
For the
Assessor, Recorder, and County Clerk Departments

October 14, 2026

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1. EXECUTIVE SUMMARY

NBS performed a User Fees and Charges Study (Study) for the Marin County Assessor, Recorder, and County Clerk Department (Department). The purpose of this report is to present the findings of the Study and provide the County with the information needed to update and establish its fees for services. Throughout the process, the Study afforded much effort to ensure that not only are the fees and charges reasonable and equitable, but that they also meet industry standards and uphold the statutory requirements of the State of California.

1.1 Findings

The Department's main reason for conducting this Study was twofold: (1) first, to ensure that existing fees do not exceed the costs of service, and (2) second, to provide an opportunity for the Board of Supervisors to re-align fee amounts with local cost recovery policies.

This Study examined fees for services managed by the following divisions:

- Assessor
- Recorder
- County Clerk

The Study identified approximately $337,000 currently collected per year from fees for service, versus $612,000 of eligible costs for recovery from fees for service. The following table provides a summary of results:

TABLE 1. REPORT SUMMARY

Division	Annual Estimated Current Fee Revenue	Annual Estimated Full Cost Recovery Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery %
Assessor	$ 14,614	$ 129,385	$ (114,771)	11%
Recorder	$ 71,444	$ 163,496	$ (92,052)	44%
County Clerk	$ 251,426	$ 319,557	$ (68,131)	79%
Total	**$ 337,484**	**$ 612,438**	**$ (274,954)**	**55%**

As shown, the County is recovering approximately 55% of costs associated with providing fee related services. Should the Board of Supervisors adopt fee levels at 100% of the full cost recovery amounts determined by this Study, an additional $275,000 in costs could be recovered.

However, as discussed in Section 2.2.3 of this report, there are often reasons for adopting fees at less than the calculated full cost recovery amount. Since this element of the Study is subjective, NBS provided the maximum potential of fee amounts at 100% full cost recovery for the County to consider. Once the Board has reviewed and evaluated the results of the Study, the County can set appropriate cost recovery levels according to local policy goals and considerations.

1.2 Report Format

This report documents the analytical methods and data sources used in the Study, presents findings regarding current levels of cost recovery achieved from fees, and provides a comparative survey of fees to neighboring agencies for similar services. The report is organized into the following sections:

- Section 2 - Outlines the foundation of the Study and general approach.
- Sections 3 through 5 - Discusses the results of the cost-of-service analysis for each division. The analysis considers: (1) the fully burdened hourly rate(s); (2) the calculation of the costs of providing service; and, (3) the cost recovery policies of each fee category.
- Section 6 - Presents the conclusions of the analysis provided in the preceding sections.
- Appendices to this report include additional details of the analysis performed and a comparison of the fees imposed by neighboring agencies for similar services.

2. INTRODUCTION AND FUNDAMENTALS

California cities, counties, and special districts may impose user and regulatory fees for services and activities they provide through provisions set forth in the State Constitution, Article XIII C § 1(e). Under this legal framework, a fee may not exceed the reasonable cost of providing the service or performing the activity. For a fee to qualify as such, it must relate to a service or activity performed at the request of an individual or entity upon which the fee is imposed, or their actions specifically cause the local government agency to perform additional activities. In this instance, the service or underlying action causing the local agency to perform the service is either discretionary and/or is subject to regulation. As a discretionary service or regulatory activity, the user fees and regulatory fees considered in this Study fall outside of the definition and statutory requirement to impose general taxes, special taxes, and fees a result of property ownership.

2.1 Scope of Study

This Study examined fees for services managed by the following divisions:

- Assessor
- Recorder
- County Clerk

The fees examined in this Study specifically excluded development impact fees, utility rates, and any special tax assessments, all of which fall under distinct analytical and procedural requirements different from the body of user/regulatory fees analyzed in this effort. Additionally, this Study excluded most fines and penalties imposed by the County for violations to its requirements or codes. (The County is not limited to the costs of service imposing fines and penalties.)

2.2 Methods of Analysis

There are three phases of analysis completed for each County division or program studied: Cost of Service Analysis, Fee Establishment, and Cost Recovery Evaluation.

2.2.1 COST OF SERVICE ANALYSIS

The cost of service analysis is a quantitative effort that compiles the full cost of providing governmental services and activities. There are two primary types of costs considered: direct and indirect costs. Direct costs are those that specifically relate to an activity or service, including the real-time provision of the service. Indirect costs are those that support provision of services in general, but cannot be directly or easily assigned to a singular activity or service.

Components of the full cost of service include direct labor costs, indirect labor costs, specific direct non-labor costs where applicable, allocated non-labor costs, and allocated Countywide overhead. Definitions of these cost components are as follows:

Direct Costs:

- **Direct personnel costs –** Salary, wages and benefits expenses for personnel specifically involved in the provision of services and activities to the public.

- **Direct non-personnel costs –** Discrete expenses incurred by the County due to a specific service or activity performed, such as contractor costs, third-party charges, and very specific materials used in the service or activity.

Indirect Costs:

- **Indirect personnel costs –** Personnel expenses supporting the provision of services and activities. This can include line supervision and departmental management, administrative support within a department, and staff involved in technical support activities related to the direct services provided to the public.
- **Indirect non-personnel costs** – Expenses other than labor involved in the provision of services. In most cases, these costs are allocated across all services provided by a department, rather than directly assigned to individual fee categories.
- **Overhead costs** – These are expenses, both labor and non-labor, related to agency-wide support services. Support services include general administrative services such as Finance, Human Resources, etc. The amount of costs attributable to each department or program included in this Study were sourced from the Countywide Cost Allocation Plan, provided by the County.

All cost components in this Study use annual (or annualized) figures, representing a twelve-month cycle of expenses incurred by the County in the provision of all services and activities agency-wide.

Nearly all the fees under review in this Study require specific actions on the part of County staff to provide the service or conduct the activity. Because labor is the primary underlying factor in these activities, the Study expresses the full cost of service as a fully burdened cost per labor hour. NBS calculates a composite, fully burdened, hourly rate for each department, division, program, or activity, as applicable to the specific organization and needs of each area studied. The rate serves as the basis for further quantifying the average full cost of providing individual services and activities.

Deriving the fully burdened labor requires two figures: the full costs of service and the number of hours available to perform those services. The full costs of service are quantified through the earlier steps described above. NBS derives the hours available from a complete listing of all County employees and/or hours of service available from contracted professionals, factoring out any hours attributable to general leave time (vacation, sick, holidays). These available hours represent the amount of time available for providing both fee-recoverable and non-fee recoverable services and activities. The productive labor hours divided into the annual full costs of service derives the composite fully burdened labor rate. Some agencies also use the resulting rates for other purposes than setting fees, such as when the need arises to calculate the full cost of general services or structure a cost recovery agreement with another agency or third party.

Fully burdened labor rates applied at the individual fee level estimate an average full cost of providing each service or activity. This step required the development of staff time estimates for the services and activities listed in the County's fee schedule. For all fee programs studied, time tracking records (if available) were useful in identifying time spent providing general categories of service (e.g., division administration, plan review, inspection, public information assistance, etc.). However, the County does not systematically track activity service time for all departments or all individual fee-level services provided. Consequently, interviews and questionnaires were used to develop the necessary data sets describing estimated labor

time. In many cases, the County estimated the average amount of time (in minutes and hours) it would take to complete a typical occurrence of each service or activity considered.

It should be noted that the development of these time estimates was not a one-step process: estimates received were carefully reviewed by both NBS and departmental management to assess the reasonableness of such estimates. Based on this review, the County reconsidered its time estimates until both parties were comfortable that the fee models reasonably reflected the average service level provided by the County. Then, time estimates were applied to the appropriate fully burdened labor rate to yield an average total cost of the service or activity.

2.2.2 FEE ESTABLISHMENT

Establishing fees also includes a range of considerations, as described below:

- **Addition to and deletion of fees** – The Study's process provided the opportunity to propose additions and deletions to existing fee schedules. Some additions to the fee schedules were simply identification of existing services or activities performed by County staff for which no fee is currently charged. Deletions to fee schedules occur when a service is no longer provided, or a fee category unused, or no longer needed.
- **Revision to the structure of fees** – In most cases, the current structure of fees did not change; the focus is to recalibrate the fee amount to match the costs of services. In several cases, however, fee categories and fee names were simplified or re-structured to increase the likelihood of full cost recovery, or to enhance the fairness of how the fee applies to various types of fee payers. Many such revisions better conform fees to current practices, and improve the calculation and collection of fee revenues.
- **Documentation of tools to calculate special cost recovery –** The County's fee schedule should include the list of fully burdened rates developed by the Study. Documenting these rates in the fee schedule provides an opportunity for the County Board of Supervisors to approve rates for cost recovery under a "time and materials" approach, which is heavily utilized by several departments/divisions in this Study. The fee schedule should also provide language that supports special forms of cost recovery for activities and services not included in the adopted Countywide fee schedule. These rare instances use the published rates to estimate a flat fee, or bill on an hourly basis, at the discretion of the director of each department.

2.2.3 COST RECOVERY EVALUATION

The NBS fee model compares the existing fee for each service or activity to the average total cost of service quantified through this analysis. A cost recovery rate of 0% identifies no current recovery of costs from fee revenues (or insufficient information available for evaluation). A rate of 100% means that the fee currently recovers the full cost of service. A rate between 0% and 100% indicates partial recovery of the full cost of service through fees. A rate greater than 100% means that the fee exceeded the full cost of service.

User fees and regulatory fees examined in this Study should not exceed the full cost of service. In other words, the cost recovery rate achieved by a fee should not be greater than 100%. In most cases, imposing a fee above this threshold could require the consensus of the voters.

A general means of selecting an appropriate cost recovery target is to consider the public and private benefits of the service or activity in question.

- To what degree does the public at large benefit from the service?
- To what degree does the individual or entity requesting, requiring, or causing the service benefit?

When a service or activity completely benefits the public at large, there is generally little to no recommended fee amount (i.e., 0% cost recovery), reflecting that a truly public-benefit service is best funded by the general resources of the County, such as General Fund revenues (e.g., taxes). Conversely, when a service or activity completely benefits an individual or entity, there is generally closer to or equal to 100% of cost recovery from fees, collected from the individual or entity. An example of a completely private benefit service may be a request for exemption from a County regulation or process.

In some cases, a strict public-versus-private benefit judgment may not be sufficient to finalize a cost recovery target. Any of the following other factors and considerations may influence or supplement the public/private benefit perception of a service or activity:

- If optimizing revenue potential is an overriding goal, is it feasible to recover the full cost of service?
- Will increasing fees result in non-compliance or public safety problems?
- Are there desired behaviors or modifications to behaviors of the service population helped or hindered through the degree of pricing for the activities?
- Does current demand for services support a fee increase without adverse impact to the citizenry served or current revenue levels? (In other words, would fee increases have the unintended consequence of driving away the population served?)
- Is there a good policy basis for differentiating between type of users (e.g., residents and non-residents, residential and commercial, non-profit entities and business entities)?
- Are there broader County objectives that inform a less than full cost recovery target from fees, such as economic development goals and local social values?

Because this element of the Study is subjective, NBS provides the cost of service calculation based on 100% full cost recovery as well as the framework for the County to adjust in accordance with the County's goals as pertains to code compliance, cost recovery, economic development, and social values.

2.2.4 COMPARATIVE FEE SURVEY

Often policy makers request a comparison of their jurisdiction's fees to surrounding or similar communities. The purpose of a comparison is to provide a sense of the local market pricing for services, and to use that information to gauge the impact of recommendations for fee adjustments.

Appendix B presents the results of the Comparative Fee Survey for Marin County. NBS worked with the County to choose comparative agencies for each division.

- Assessor: Napa, San Mateo, Santa Clara, Sacramento, Stanislaus, Mendocino, Placer, Tuolumne, Butte, Madera, Alpine, Shasta, Kings, Humboldt, San Luis Obispo, Del Norte, Ventura, San Bernardino, and Riverside Counties
- Recorder and County Clerk: Contra Costa, Monterey, Napa, Sacramento, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Solano, and Sonoma Counties

NBS notes the following about the approach to, and use of, comparative survey data:

- Comparative surveys do not provide information about the cost recovery policies or procedures inherent in each comparison agency.
- A "market based" decision to price services below the full cost of service calculation, is the same as deciding to subsidize that service.
- Comparative agencies may or may not base their fee amounts on the estimated and reasonable cost of providing services. NBS did not perform the same level of analysis provided for this Study on the comparative agencies' fees.
- Comparative fee survey efforts are often non-conclusive for many fee categories. Comparison agencies typically use varied terminology for provision of similar services.

In general, NBS reasonably attempts to source each comparison agency's fee schedule from the Internet and compile a comparison of fee categories and amounts for the most readily comparable fee items that match the client's existing fee structure.

2.2.5 DATA SOURCES

The following data sources were used to support the cost of service analysis and fee establishment phases of this Study:

- Actual Expenditure data for Fiscal Year 2023-24
- A complete listing of Assessor, Recorder, and Clerk department personnel, salary/wage rates, regular hours, paid benefits, and paid leave amounts
- Various correspondences with County staff supporting actual expenditure data and current fees
- Prevailing fee schedules by each department/division studied
- Annual workload data from Fiscal Year 2023-24 for fee items which existed prior to this fee study process, and projections for new products and services as provided by each department/division studied

The County's actual expenditure information is the most significant source of information affecting cost of service results. NBS did not audit or validate the County's financial management and accounting practices, nor was cost information adjusted to reflect different levels of service or any specific, targeted performance benchmarks. This Study has accepted the County's expenditure data as describing the most appropriate and reasonable level of County spending. Consultants accept the County has yielded a reasonable expenditure plan, valid for use in setting cost-based fees.

3. ASSESSOR DIVISION

The County Assessor is responsible for the annual preparation of the local secured and unsecured Assessment Roll, which is the official list of all assessable property in the County which constitute the major portion of the ad valorem tax base for local government.

3.1 Cost of Service Analysis

Following the method of analysis described in report Section 2.2.1 Cost of Service analysis, the total cost of Assessor Division services is approximately $9.7 million per year, $175 per hour, and $2.92 per minute.

TABLE 2. FULLY BURDENED HOURLY RATE

Cost Element	Notes	Direct Services and Activities
Labor		$ 4,890,024
Recurring Non-Labor		124,494
Countywide Overhead		1,984,573
Division Administration		2,679,614
Division Total		**$ 9,678,705**
Fully Burdened Hourly Rate (FBHR)		**$ 175**
Fully Burdened Minute Rate (FBMR)		**$ 2.92**
Reference: Direct Hours		**55,208**

Working with the Assessor Division to gather data regarding the average estimated or tracked amount of staff time, in minutes, required to process each service request in the itemized fee list, NBS then calculated the total cost of service for each fee item. The "Cost of Service Per Activity" shown in Appendix A.1 for each fee item is the maximum fee amount that the County could adopt as a fee for service.

3.2 Fee Establishment

By law, the County Assessor is required collect and maintain specific property related information. While many of these records are available for the public's viewing at the Assessor's office, the Assessor also charges fees for issuing physical copies of the data, maps, and for processing custom report and research requests.

During this Study, Assessor staff and NBS explored several options for changes to the current fee schedule. In general, fees for copies of Assessor data needed to better delineate between different types of service requests.

I. Assessment Roll and Reports: Assessor staff process requests for copies of Assessment Roll data on a routine basis. Fees in this section are categorized according to the type of data or report generation request received.

1. **Assessment Roll (PDF Copy) –** this fee is for copies of the basic Assessment Roll data that includes information that is required to be collected and maintained per Revenue and Taxation Code 408.3 (b) and State of California Board of Equalization Property Tax Rule 252.

- Property ID (Assessor Parcel number)
- Tax Rate Area
- Use Code
- Living Units
- Situs Address
- Situs City
- Mail to Name(s)
- In Care of Name
- Attention Name
- Mail Address Line(s)
- Mail City
- Mail State
- Mail Country
- Mail Zip Code
- Land Value
- Improvement Value
- Personal Property Value
- Business Value
- Total Value
- Total Exemption
- Roll Year

Fees for copies of the basic Roll data were consolidated into two "per data set" fees for secured and unsecured data sets and assume electronic delivery in PDF format for the majority of requests. Separate fee categories for equalized Roll data were eliminated.

2. **Assessment Roll Print Out –** for customers who request hard copies of the basic Roll data for specific parcel numbers or areas of the County, current fees for this service are structured "per order", with a minimum order of 2,000 parcels. This fee category has been eliminated, as there are other fees available in the fee list to charge for customized reporting requests on an hourly basis.
3. **Research Fees for Informational Requests –** the Assessor receives several custom parcel data report requests, such as data organized by Fund Number or TRA designation. For these types of requests, a research fee has been established for each 15 minutes of research time required.
4. **Entire Property Characteristics File –** this set of proposed new fees is for copies of Roll data that includes additional property characteristics that are not required by law for the Assessor to keep and are tracked and maintained by the Assessor for various purposes. Like Marin County, many County Assessor offices across the State receive an increasing number of requests from private companies for access to this type of Roll data. The data is utilized for their business purposes (such as resale of the data) and these companies also require routine or frequent updates of the data. Fees for these services are structured as a fee per set for one-time requests as well as a data subscription service option that includes varying frequencies of data updates.
5. **Property Transfer List -** this fee is for a report prepared every two weeks that reflects sales officially recorded during that period. Data includes APN, Grantor, Grantee, Situs, Deed number, Recordation Date, Indicted Sales Price, Use Code, unit count, Design, SBE, Class, Living

Area, Construction year, Effective Year, Lot Size, Bedroom/Bath count, Pool/Garage/Fireplace, Deck and unfinished area, TRA. The indicated Sales Price in the Property Transfer list is calculated from documentary transfer tax paid and may not reflect the actual purchase price.

II. Mapping Fees - Assessor staff process requests for copies of maps, as well as parcel segregations, and parcel history reports. For this section of the Assessor Division's fee schedule, fees for copies of maps and annual dead parcel history reports will remain charged on a "per map" or "per report" basis. Requests for custom parcel maps, and segregations will be charged for an initial four hours of staff time, followed by 15-minute increments of staff time as required to process each request.

III and IV. Other Miscellaneous Fees – this section of the fee schedule is comprised of miscellaneous fees and charges for the Assessor Division that are services performed and charged for, but until now were not consolidated on one fee list for the division. Some of these fees are set by the State, and others are eligible to recover an amount equal to or less than the cost of providing each service. Several new fees fees were added to this section throughout the course of this Study, including:

- Research fee charged on a per 15 minute time basis
- Fee for services that have no other fee listed charged on a per 15 minute time basis
- Tax Default Public Auction
- Map Book Guarantee
- Permanent Road Division Affidavit

In addition, restructuring areas of the fee schedule as described above, the following fee items were deleted from the Assessor's current list of fees. These fees are no longer needed, not currently utilized, or consolidated into the fees for services listed above.

- Mailing Labels - 1,000 parcels
- Data CD (Assessor's Roll Data)
- Verification of Assessment Roll Information

Section 2.2, *Methods of Analysis*, provides additional discussion on the Study's approach to adding, deleting, and revising fee categories.

3.3 Cost Recovery Evaluation

Appendix A.1 presents the results of the detailed cost recovery analysis for the Assessor Division fees. In the Appendix, the "Cost of Service per Activity" column establishes the maximum adoptable fee amount for the corresponding service identified in the "Fee Name" list. The Cost of Service Per Activity for each fee item is compared to the County's current fee for each service, and the "Existing Cost Recovery %" shows whether each fee is under, over, or approximately equal to the cost of providing the service.1

The Assessor Division's fees currently recover approximately 11% of the total cost of providing services. As shown in the following table, the County collects approximately $14,600 per year in revenues at current fee amounts. At full cost recovery, the same demand for these services would recover approximately $129,000.

[1] *For more discussion on Cost Recovery Evaluation, consult section 2.2.3 of the Report.*

TABLE 3. COST RECOVERY OUTCOMES

Division	Annual Estimated Current Fee Revenue	Annual Estimated Full Cost Recovery Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery %
Assessor	$ 14,614	$ 129,385	$ (114,771)	11%

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, the Assessor Division staff, considered appropriate cost recovery levels at or below that full cost. Once the Board has reviewed and evaluated the results of the Study, the County can set appropriate cost recovery levels according to local policy goals and considerations.

4. RECORDER DIVISION

The Recorder Division maintains a permanent public record of documents related to the ownership and encumbrance of real property located in Marin County. The Recorder issues certified copies of birth and death records for events that occur in the County and public marriages licenses issued by Marin County.

4.1 Cost of Service Analysis

Following the method of analysis described in report Section 2.2.1 Cost of Service analysis, the total cost of Recorder Division's services is approximately $2.4 million per year, $138 per hour, and $2.29 per minute.

TABLE 4. FULLY BURDENED HOURLY RATE

Cost Element	Notes	Direct Services and Activities
Labor		$ 1,090,309
Recurring Non-Labor		58,701
Countywide Overhead		740,909
Division Admin		556,052
Division Total		**$ 2,445,972**
Fully Burdened Hourly Rate (FBHR)		**$ 138**
Fully Burdened Minute Rate (FBMR)		**$ 2.29**
Reference: Direct Hours Only		**17,764**

Working with the Recorder Division to gather data regarding the average estimated or tracked amount of staff time, in minutes, required to process each service request in the itemized fee list, NBS then calculated the total cost of service for each fee item. The "Cost of Service Per Activity" shown in Appendix A.2 for each fee item is the maximum fee amount that the County could adopt as a fee for service.

4.2 Fee Establishment

There are six main sections of the Recorder's fee schedule which correspond to the main categories of services provided. The following is a summary of considerations regarding the Recorder Division's fees, as well as of overall changes made to the fee schedule throughout the Study's process.

I. Recording – procedures and fee amounts for providing recording services are heavily regulated by the California State Government Code. Most of these fee amounts are set by the State and therefore the County is limited in the amount of cost recovery that can be achieved for providing these services. As such, the majority of these fees listed in Appendix A.2 were not subject to the cost of service analysis conducted by NBS for other Department fees. One State fee for social security truncation has expired and should be removed from the fee schedule. There are two fees in this section that were eligible for evaluation: an optional fee for involuntary lien notification, and a fee for filing a California Preliminary 20 Day Notice per the County's Municipal Code. Also, the Recorder Division wished to add two new fees: (1) Senate Bill 2 – Housing Fee, which is set by the State and (2) Property Recording Notification Fee, which supports the new

State notification program requirement effective January 1, 2027 and is eligible for evaluation based on the estimated and reasonable cost of providing this new service.

II. Documentary Transfer Tax – tax amounts were not evaluated under the scope of this Study. However, the Recorder Division does charge an administrative fee for services provided to San Rafael for transfer tax collection services. NBS evaluated the cost of providing these services on a "per document" basis. The County could utilize the results of this analysis to revise the agreement with San Rafael, if desired.

III. Filing of Maps – these fees are charged "per page", and the amount of the fee is set by the State. As such, these fees are listed in Appendix A.2, but were not evaluated by NBS during this Study.

IV. Copies – the Recorder Division processes voluminous requests for copies of official records. California State Government Code 27366 allows the County's Board of Supervisors to set a fee "…in an amount necessary to recover the direct and indirect costs of providing the product or Service…". In order to establish the fees for services in this section of the fee table, the Recorder Division tracked staff time required to process individual requests over a three-week period.

V. Vital Records – fees for obtaining copies of vital records are set by the State. As such, these fees are listed in Appendix A.2, but were not evaluated by NBS during this Study.

VI. Additional Fees – this section of the fee schedule is comprised of miscellaneous fees and charges. The Recorder Division wished to add fees for custom research, historical records retrieval, custom report requests, recorded document refunds, as well as a fee for services which have no fee listed charged on a per 15 minutes of time basis.

Section 2.2, *Methods of Analysis*, provides additional discussion on the Study's approach to adding, deleting, and revising fee categories.

4.3 Cost Recovery Evaluation

Appendix A.2 presents the results of the detailed cost recovery analysis for the County's Recorder Division fees. In the Appendix, the "Cost of Service per Activity" column establishes the maximum adoptable fee amount for the corresponding service identified in the "Fee Name" list. The Cost of Service Per Activity for each fee item is compared to the County's current fee for each service, and the "Existing Cost Recovery %" shows whether each fee is under, over, or approximately equal to the cost of providing the service.2

The County's Recorder Division fees currently recover approximately 44% of the total cost of providing services. As shown in the following table, the County collects approximately $71,000 per year in revenues at current fee amounts. At full cost recovery, the same demand for these services would recover approximately $163,000.

[2] *For more discussion on Cost Recovery Evaluation, consult section 2.2.3 of the Report.*

TABLE 5. COST RECOVERY OUTCOMES

Division	Annual Estimated Current Fee Revenue	Annual Estimated Full Cost Recovery Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery %
Recorder	$ 71,444	$ 163,496	$ (92,052)	44%

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, the Recorder Division, considered appropriate cost recovery levels at or below that full cost. Once the Board has reviewed and evaluated the results of the Study, the County can set appropriate cost recovery levels according to local policy goals and considerations.

5. COUNTY CLERK DIVISION

The County Clerk issues marriage licenses; accepts and indexes Fictitious Business Name statement filings; files notary bonds, commissions and oaths certificates and posts certain environmental documents, and maintains a list of public rosters. The County Clerk also registers Domestic Partners, Professional Photocopiers, Unlawful Detainers, Legal Document Assistants, Process Servers and Humane Officers. The County Clerk issues ID cards to Professional Photocopiers, Unlawful Detainers, Legal Document Assistants and Process Servers.

5.1 Cost of Service Analysis

Following the method of analysis described in report Section 2.2.1 Cost of Service analysis, the total cost of the County Clerk Division's services is approximately $883,000 per year, $147 per hour, and $2.45 per minute.

TABLE 6. FULLY BURDENED HOURLY RATE

Cost Element	Notes	Direct Services and Activities
Labor		$ 280,490
Recurring Non-Labor		141,615
Countywide Overhead		270,067
Division Admin		190,940
Division Total		**$ 883,111**
Fully Burdened Hourly Rate (FBHR)		**$ 147**
Fully Burdened Minute Rate (FBMR)		**$ 2.45**
Reference: Direct Hours Only		**6,016**

Working with the County Clerk Division to gather data regarding the average estimated or tracked amount of staff time, in minutes, required to process each service request in the itemized fee list, NBS then calculated the total cost of service for each fee item. The "Cost of Service Per Activity" shown in Appendix A.3 for each fee item is the maximum fee amount that the County could adopt as a fee for service.

5.2 Fee Establishment

The various sections of the Clerk's fee schedule correspond to the main services provided by the County Clerk Division. The following is a summary of considerations regarding the Division's fees, as well as of overall changes made to their fee schedule throughout the Study's process.

I. Copies – fee amounts for certification of copies are set by the California State Government Code, and therefore the County is limited in the amount of cost recovery that can be achieved for providing this service. NBS did not evaluate the cost of certifying documents. California State Government Code 26831 allows the Clerk to charge a reasonable fee to cover the cost of preparing copies of any record, proceeding, or paper on file in his or her office. To assist NBS in evaluating the cost of providing copy services, the

County Clerk Division tracked staff time required to process individual requests over a three-week period. Time was tracked in minutes required as to process the first page of the copy, as well as each additional page.

II. Domestic Partnerships – County Municipal Codes 3.35.10, 6.88.035, and 6.88.040 authorize procedures and collection of a fee for issuing and/or terminating certificates of domestic partnerships. Currently the fee is codified at two different amounts, $20 and $39, in two different sections of the Municipal Code. The County could utilize the results of this analysis to update a consistent fee amount to be stated in the Municipal Code. Also, the County Clerk Division proposes to add a new processing fee for Termination of Domestic Partnership.

III. Fictitious Business Name Filings – these fees can be established to recover the costs of processing fictitious business name filing requests. No new fees were added, and no existing fees were deleted during the course of this Study.

IV. Fish and Wildlife Environmental Filing – fees for the official filing of environmental documents are set by the State. As such, these fees are listed in Appendix A.3, but were not evaluated by NBS during this Study.

V. Marriages – fees for license and certification of marriages are a combination of fees set by the California Department of Public Health, and administrative fees for the Clerk's costs of processing these requests. For fees that are not set by the State, NBS evaluated the Clerk's costs of providing services. Also, the County Clerk Division proposes to add a new Witness fee.

VI. Notary – with the exception of bond recording fees, which are set by the State, fees in this section of the Clerk's fee schedule can be established to recover the costs of providing services. No new fees were added, and no existing fees were deleted during this Study.

VII. Other Fees – this section of the fee schedule is comprised of miscellaneous fees and charges, most of which are set by the State, County Municipal Code, or other County departments. NBS did evaluate the cost of providing certificates of aliveness, residency, or identity. The only limitation on charging of this fee is that the County may not charge for this service when the requestor is a pension claimant, per Government Code section 26858. Also, fees for Screen Print and Certificate of Admitted Surety were deleted from the Clerk's current fee list.

VIII. Process Server – registration and filing fees are set by the State, with the exception of the County's for issuance of additional ID cards.

IX. Professional Photographer – registration and bond recording fees for this service are set by the State, except for the County's processing fee for issuance of additional ID cards.

X. Legal Document Assistant / Unlawful Detainer Assistant – fees registration, bond recording, and ID cards are set by the State. As such, these fees are listed in Appendix A.3, but were not evaluated by NBS during this Study.

The County Clerk Division also wished to add a fee for services which do not have a fee previously listed. This fee will be charged per 15 minutes of time spent by Division staff.

Section 2.2, *Methods of Analysis*, provides additional discussion on the Study's approach to adding, deleting, and revising fee categories.

5.3 Cost Recovery Evaluation

Appendix A.3 presents the results of the detailed cost recovery analysis for the County's County Clerk Division fees. In the Appendix, the "Cost of Service per Activity" column establishes the maximum adoptable fee amount for the corresponding service identified in the "Fee Name" list. The Cost of Service Per Activity for each fee item is compared to the County's current fee for each service, and the "Existing Cost Recovery %" shows whether each fee is under, over, or approximately equal to the cost of providing the service.[3] The County Clerk Division's fees currently recover approximately 79% of the total cost of providing services. As shown in the following table, the County collects approximately $251,000 per year in revenues at current fee amounts. At full cost recovery, the same demand for these services would recover approximately $320,000.

TABLE 7. COST RECOVERY OUTCOMES

Division	Annual Estimated Current Fee Revenue	Annual Estimated Full Cost Recovery Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery %
County Clerk	$ 251,426	$ 319,557	$ (68,131)	79%

NBS provided the full cost of service information and the framework for considering fees, while those closest to the fee-paying population, the County Clerk Division, considered appropriate cost recovery levels at or below that full cost. Once the Board has reviewed and evaluated the results of the Study, the County can set appropriate cost recovery levels according to local policy goals and considerations.

[3] *For more discussion on Cost Recovery Evaluation, consult section 2.2.3 of the Report.*

6. CONCLUSION

Based on the Cost of Service Analysis, Fee Establishment, and Cost Recovery Evaluation outcomes presented in this Study, the proposed Countywide Schedule of Fees has been formatted for implementation and included in the Division's accompanying Staff Report.

As discussed throughout this report, the proposed fee schedule intends to improve the County's recovery of costs incurred to provide individual services, as well as to adjust fees downward where fees charged exceed the average costs incurred. Predicting the amount to which any adopted fee increases will affect County revenues is difficult to quantify. For the near-term, the County should not count on increased revenues to meet any specific expenditure plan. Experience with the revised fee amounts should be gained first before revenue projections are revised. However, unless there is some significant, long-term change in activity levels at the County, proposed fee amendments should enhance the County's cost recovery performance, over time, providing it the ability to stretch other resources further for the benefit of the public at large.

The Countywide Fee Schedule should become a living document but handled with care:

- A fundamental purpose of the fee schedule is to provide clarity and transparency to the public and to staff regarding fees imposed by the County. Once adopted by the Board of Supervisors, the fee schedule is the final word on the amount and manner in which fees should be charged. Old fee schedules should be superseded by the new document. If the document is found to be missing fees, those fees need eventually to be added to the Countywide fee schedule and should not continue to exist outside the consolidated framework.
- The County should consider adjusting these user fees and regulatory fees on an annual basis to keep pace at least with cost inflation. For all fees and charges, the County could use either a Consumer Price Index adjustment or a percentage of Labor Cost increase, and that practice would be well applied to the new fee schedule. Conducting a comprehensive user fee Study is not an annual requirement; it becomes worthwhile only over time as significant shifts in organization, local practices, legislative values, or legal requirements change.

As a final note in this Study, it is worth acknowledging the path that fees in general have taken in California. The public demands ever more precise and equitable accounting of the basis for governmental fees and a greater say in when and how they are charged. It is inevitable in the not too distant future, that user fees and regulatory fees will demand an even greater level of analysis and supporting data to meet the public's evolving expectations. Technology systems will play an increased and significant role in an agency's ability to accomplish this. Continuous improvement and refinement of time tracking abilities will greatly enhance the County's ability to set fees for service and identify unfunded activities in years to come.

Disclaimer: In preparing this report and the opinions and recommendations included herein, NBS has relied on a number of principal assumptions and considerations with regard to financial matters, conditions and events that may occur in the future. This information and assumptions, including the County's budgets, time estimate data, and workload information from County staff, were provided by sources we believe to be reliable; however, NBS has not independently verified such information and assumptions. While we believe NBS' use of such information and assumptions is reasonable for the purpose of this report, some assumptions will invariably not materialize as stated herein and may vary significantly due to unanticipated events and circumstances. Therefore, the actual results can be expected to vary from those projected to the extent that actual future conditions differ from those assumed by us or provided to us by others.

APPENDIX A.1 – ASSESSOR DIVISION

Cost of Service Analysis (Fee Tables)

Marin County
Assessor Division - User Fee Study Fiscal Year 2024
Cost of Service Estimate for Fee Related Services and Activities

APPENDIX A.1

					Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
Fee No.	Fee Name	Gov't. Code / Authority	Fee Unit / Type	Notes	Estimated Average Labor Time Per Activity (minutes)	FBMR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee
I	**Assessment Roll and Reports**	R&T 408.3, 409, GC 54985		[1]								
1	Assessment Roll - PDF Copy											
	Preliminary/Equalized Secured Roll		per set		3.20	$ 2.92	**$ 9.35**	$ 270	2888%	28	$ 7,560	$ 262
	Unsecured Roll		per set		3.20	$ 2.92	**$ 9.35**	$ 112	1198%	5	$ 560	$ 47
2	Research Fees for Informational Requests											
	Research and/or Report Development Required		each 15 minutes		15.00	$ 2.92	**$ 43.83**	new	%	70	$ -	$ 3,068
3	Entire Property Characteristics File on Physical Storage Device or via Electronic Delivery			[2]								
	Base Fee		per set/ per year		16,689	$ 2.92	**$ 48,763.70**	new	%	2	$ -	$ 97,527
	Updates			[3]								
	Daily		per year		1,305.00	$ 2.92	**$ 3,813.09**	new	%	1	$ -	$ 3,813
	Weekly		per year		260.00	$ 2.92	**$ 759.70**	new	%	-	$ -	$ -
	Monthly		per year		60.00	$ 2.92	**$ 175.31**	new	%	1	$ -	$ 175
	Quarterly		per year		20.00	$ 2.92	**$ 58.44**	new	%	-	$ -	$ -
4	Property Transfer List											
	Subscription - mailed every 2 weeks		per year		477.10	$ 2.92	**$ 1,394.04**	$ 1,344	96%	1	$ 1,344	$ 1,394
	Viewed at Public Counter	R&T 408.1 (d)	per request		5.00	$ 2.92	**$ 14.61**	no charge	%	-	$ -	$ -
II	**Assessor's Mapping Fees**											
1	Assessor's Map Copies	R&T 409, GC 54985	per map		0.20	$ 2.92	**$ 0.58**	$ 5	856%	50	$ 250	$ 29
2	Assessor Parcel Combination or Segregation Request											
	Initial/Minimum Fee (4 hours)		per request		240.00	$ 2.92	**$ 701.26**	$ 150	21%	20	$ 3,000	$ 14,025
	Additional Mapping Effort Required		each 15 minutes		15.00	$ 2.92	**$ 43.83**	new	%	50	$ -	$ 2,191
3	Dead Parcel History Report (Annual Report)		per request		21.80	$ 2.92	**$ 63.70**	$ 25	39%	8	$ 200	$ 510
4	Annual Assessor Map Page Update on Physical Storage Device or via Electronic Delivery		per request		31.07	$ 2.92	**$ 90.78**	$ 250	275%	2	$ 500	$ 182

Marin County
Assessor Division - User Fee Study Fiscal Year 2024
Cost of Service Estimate for Fee Related Services and Activities

APPENDIX A.1

					Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
Fee No.	Fee Name	Gov't. Code / Authority	Fee Unit / Type	Notes	Estimated Average Labor Time Per Activity (minutes)	FBMR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee
III	**Other Fees**											
1	Appraisal Record Copy - Physical / Mailed Copy	R&T 162 & 162.1	per page	[4]	0.20	$ 2.92	**$ 0.58**	$ 1.00	171%	1,105	$ 1,105	$ 646
2	Appraisal Record Copy - Emailed / Electronic Copy		per record		1.73	$ 2.92	**$ 5**	no charge	%	17	$ -	$ 86
3	Certification Fee		per page		1.62	$ 2.92	**$ 5**	$ 3.00	63%	2	$ 6	$ 9
4	Research		each 15 minutes		15.00	$ 2.92	**$ 44**	new	%	30	$ -	$ 1,315
5	Base Year Transfer Rescission	(R&T 69.5 i3)	per request		60.00	$ 2.92	**$ 175**	new	%	1	$ -	$ 175
6	Historical Aircraft Fee - One time only for 1st Time Filing	R&T 220.5(e)	CAP		n/a			$ 35.00				
7	Late-Filed Parent/Child Exclusion	R&T 63.1	CAP		120.00	$ 2.92	**$ 351**	$ 175.00	50%		$ -	$ -
8	NSF Check (per check)	GC 6157	COS		15.00	$ 2.92	**$ 44**	$ 30.00	68%	2	$ 60	$ 88
9	For services requested which have no fee listed	GC 54985	each 15 minutes		15.00	$ 2.92	**$ 44**	new	%	30	$ -	$ 1,315
IV	**Other Department Support Fees**											
1	Duplicate Bill											
	By Counter				n/a			no charge				
	By Mail				n/a			no charge				
2	Separate Valuation	R&T 2802, 4151, GC 54985			n/a			no charge				
3	Tax Default Public Auction				10.00	$ 2.92	**$ 29**	new	%	45	$ -	$ 1,315
4	Map Book Guarantee				20.35	$ 2.92	**$ 59**	new	%	8	$ -	$ 476
5	Permanent Road Division Affidavit (PRD)	GC 54985	per request		155.00	$ 2.92	**$ 453**	new	%	1	$ -	$ 453
TOTAL											14,614	129,385

[Notes]

[1] Includes List of Required Fields per Prop Tax rule 252. Most reports are delivered electronically. Material costs for non-electronic delivery, when needed, are included in the fee shown

[2] Includes List of Additional Data Above Required Data, as defined by County

[3] Fee applies once per year and frequency can only be changed once per year.

[4] RTC 162 in part "The fee for providing a copy of a record or document by photographic process shall be the actual cost thereof plus the sum of one dollar ($1). The fee shall be placed in the county general fund." The NBS fee study determined the cost of service. The County needs to remember to add the $1 fee from the State if desired.

APPENDIX A.2 – RECORDER DIVISION

Cost of Service Analysis (Fee Tables)

				Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
Fee No.	**Fee Name**	**Gov't. Code / Authority**	**Notes**	**Estimated Average Labor Time Per Activity**	**FBMR**	**Cost of Service Per Activity**	**Current Fee / Deposit**	**Existing Cost Recovery %**	**Estimated Volume of Activity**	**Annual Estimated Revenues at Current Fee**	**Annual Estimated Revenues at Full Cost**
I.	**Recording**	[GC 27361]									
1	First page (8 1/2" x 11")	[GC 27361 (a)]	CAP	n/a			$ 10.00				
	Converting to Micrographics	[GC 27361 (a) - (c)]	CAP [1]	n/a			$ 1.00				
	Hours of Operation	[GC 27361 (a) - (c)]	CAP [1]	n/a			$ 1.00				
	2-Day Indexing	[GC 27361 (a) - (c)]	CAP [1]	n/a			$ 1.00				
	Electronic Recording Delivery System	27937	CAP [1]	n/a			$ 1.00				
	Subtotal			**n/a**			**$ 14.00**				
2	For the following titles, add $3.00 per title unless recorded concurrently with, or on the same business day as, a transfer subject to the imposition of Documentary Transfer Tax:										
	DA Fee	[GC 27388, MC R2008-137]	CAP [1]	n/a			$ 9.00				
	County percentage for administration	[GC 27388, MC R2008-137]	CAP [1]	n/a			$ 1.00				
	Deed of Trust										
	Assignment of Deed of Trust										
	Reconveyance										
	Notice of Default										
	Request for Notice of Default										
	Substitution of Trustee										
	Notice of Trustee's Sale										
	Notice of Rescission of Declaration of Default [GC 27388]										
3	Each additional page (8 1/2" x 11")	[GC 27361 (a)]	CAP	n/a			$ 3.00				
4	Combined documents (per additional title except as listed above)	[GC 27361-1]	CAP	n/a			$ 10.00				
	Converting to Micrographics	[GC 27361 (a) - (c)]	CAP [1]	n/a			$ 1.00				
	Hours of Operation	[GC 27361 (a) - (c)]	CAP [1]	n/a			$ 1.00				
	2-Day Indexing	[GC 27361 (a) - (c)]	CAP [1]	n/a			$ 1.00				
	Electronic Recording Delivery System	27937	CAP [1]	n/a			$ 1.00				
	Subtotal			**n/a**			**$ 14.00**				
5	Penalty fee for non-standard page (other than 8 ½ x 11") applies to all pages of document	[GC 27361 (a)(2)]	CAP [1], [2]	n/a			$ 3.00				

				Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
Fee No.	Fee Name	Gov't. Code / Authority	Notes	Estimated Average Labor Time Per Activity	FBMR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost
6	Penalty for small print (more than 22 characters or 10 or more lines per inch)	[GC 27361 (a)(1)]	CAP [1], [2]	n/a			$ 1.00				
7	Additional indexing fees										
a	For Each group of 10 names (or portion thereof) after first 10	[GC 27361.8]	CAP	n/a			$ 1.00				
b	For each reference to a previously recorded document after the first	[GC 27361.2]	CAP	n/a			$ 1.00				
8	Optional fee for Involuntary Lien Notification (per debtor)	27387	COS	10.00	$ 2.29	**$ 22.95**	$ 11.00	48%	61	$ 671	$ 1,400
9	Release State or Local Government Lien	27361.3	CAP	n/a			$ 13.00				
10	Fee for not filing a Change of Ownership Report at time of transfer documents	R & T code section 480.3 & 480.4	CAP [1], [2]	n/a			$ 20.00				
11	Survey Monument Preservation Fee (Applies to transfer documents only)	[GC 27585, MC Code Ch 3.49]	CAP [1]	N/A DPW FEE			$ 10.00				
12	UCC Financing Statement-standard national form	[GC 12194]	CAP								
a	1 - 2 pages			n/a			$ 15.00				
b	3 or more pages			n/a			$ 25.00				
13	Fee for filing a California Preliminary 20 Day Notice	[MC Code Ch 3.31.020]	COS	30.00	$ 2.29	**$ 68.85**	$ 50.00	73%	20	$ 1,000	$ 1,377
14	SB2 - Housing Fee	CAP		n/a			$75 per document, not to exceed $225 per packet				
15	Property Recording Notification Fee	GC 27297.7	COS	3.61	$ 2.29	**$ 8.28**	new	%	7,750	$ -	$ 64,205
II	**Documentary Transfer Tax**										
1	Documentary Transfer Tax: County Transfer Tax (all areas) - based on full value less assumed liens		TAX	n/a			$ 0.55				
2	City of San Rafael Tax in addition to County tax - based on full value		TAX	n/a			$ 2.00				
3	County Administrative Fee / "Collection Charge", per document for San Rafael Transfer Tax Collection Services	Agreement between City/County 2015	COS	6.30	$ 2.29	**$ 14.45**	$ 25.00	173%	555	$ 13,875	$ 8,021

				Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
Fee No.	Fee Name	Gov't. Code / Authority	Notes	Estimated Average Labor Time Per Activity	FBMR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost
III	**Filing of Maps**	GC 27372									
1	First page		CAP	n/a			$ 9.00				
2	Each additional page		CAP	n/a			$ 2.00				
IV	**Copies**	[GC 27364, 27366, Ch. 3.38 MC Code]									
1	Official Records (Per document)										
	First Page	GC 27366, 54985	COS	5.00	$ 2.29	**$ 11.47**	$ 4.00	35%	4,580	$ 18,320	$ 52,553
	Each Additional Page	GC 27366, 54985	COS	0.25	$ 2.29	**$ 0.57**	$ 2.00	349%	12,252	$ 24,504	$ 7,029
2	Official Records - Bulk Images - Subscription Service										
	CD - Daily	GC 27366, 54985	COS	12.25	$ 2.29	**$ 28.11**	$ 6.54	23%	247	$ 1,615	$ 6,944
	CD - Weekly	GC 27366, 54985	COS	18.50	$ 2.29	**$ 42.46**	$ 17.78	42%	208	$ 3,698	$ 8,831
3	Maps - Subdivision, Parcel, Survey, Assessment Diagrams (18" x 26") each page	GC 27366, 54985	COS	2.23	$ 2.29	**$ 5.12**	$ 5.00	98%	796	$ 3,980	$ 4,074
4	Maps - Bulk Images - 6 month Update CD										
	At Copy Center Counter	GC 27366, 54985	COS	7.25	$ 2.29	**$ 16.64**	$ 5.75	35%	15	$ 86	$ 250
	By Mail	GC 27366, 54985	COS	10.00	$ 2.29	**$ 22.95**	$ 9.28	40%	15	$ 139	$ 344
	Monthly Map CD Update	GC 27366, 54985	COS	9.10	$ 2.29	**$ 20.88**	$ 9.28	44%	-	$ -	$ -
5	Maps - DVD Map Library										
	At Copy Center Counter	GC 27366, 54985	COS	39.50	$ 2.29	**$ 90.65**	$ 36.75	41%	-	$ -	$ -
	By Mail	GC 27366, 54985	COS	41.50	$ 2.29	**$ 95.24**	$ 40.40	42%	52	$ 2,101	$ 4,952
6	Grantor/Grantee Index - Weekly Subscription	GC 27366, 54985	COS	5.00	$ 2.29	**$ 11.47**	$ 4.03	35%	208	$ 838	$ 2,387
7	Certification under seal - additional fee per document (complete documents only)	27364	COS	0.50	$ 2.29	**$ 1.15**	$ 4.00	349%	109	$ 436	$ 125
8	Courtesy Copy /Acknowledgment of Recording (requested at the time of recording)		COS	1.00	$ 2.29	**$ 2.29**	no charge	%	-	$ -	$ -

				Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
Fee No.	Fee Name	Gov't. Code / Authority	Notes	Estimated Average Labor Time Per Activity	FBMR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost
V	**Vital Records**	[H&S 103625]									
1	Birth										
	Retained by issuing agency	H&S 103625(b), 100430, 103625(f), 103525.5, 103625(b), 103625(b1), 103625(b2) W&I 18966	CAP [1],[3]	n/a			$ 15.20				
	To State Registrar/ County Children's Trust Fund/ Umbilical Cord Blood Collection	H&S 103625(b), 100430, 103625(f), 103525.5, 103625(b), 103625(b1), 103625(b2) W&I 18966	CAP [1],[3]	n/a			$ 13.80				
2	Death										
	Retained by issuing agency	H&S 103625(a), 100430, 103625(f), 103525.5, Penal Code 14251	CAP [1],[3]	n/a			$ 14.05				
	To State Registrar/ Department of Justice Missing Persons DNA Data Base Fund	H&S 103625(a), 100430, 103625(f), 103525.5, Penal Code 14251	CAP [1],[3]	n/a			$ 9.95				
3	Marriage										
	Retained by issuing agency	H&S 103625(c), 100430, 103625(f), 103625(c), 103525.5, Family Code 1852, 506	CAP [1],[3]	n/a			$ 6.70				
	To State Registrar/ Family Law Trust Fund	H&S 103625(c), 100430, 103625(f), 103625(c), 103525.5, Family Code 1852, 506	CAP [1],[3]	n/a			$ 10.30				

				Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
Fee No.	Fee Name	Gov't. Code / Authority	Notes	Estimated Average Labor Time Per Activity	FBMR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost
VI	**Additional Fees**										
1	Research Fee (per 15 minutes)	GC 27366, 54985	COS	15.00	$ 2.29	**$ 34.42**	new	%	2	$ -	$ 69
2	Historical Records Retrieval	GC 27366, 54985	COS	40.00	$ 2.29	**$ 91.80**	new	%	6	$ -	$ 551
3	Custom Report Request										
	Print Screen (Per Page)	GC 27366, 54985	COS	3.00	$ 2.29	**$ 6.88**	$ 2.00	29%	-	$ -	$ -
	Email (Per Request)	GC 27366, 54985	COS	3.00	$ 2.29	**$ 6.88**	$ -	0%	-	$ -	$ -
4	NSF Check (per check)	GC 6157	COS	15.00	$ 2.29	**$ 34.42**	$ 30.00	87%	6	$ 180	$ 207
5	Subpoena		CAP	n/a			$ 200.00				
6	Refund for Recorded Document [4,5]	R & T chapter 5, code section 5096, part 9	COS	24.00	$ 2.29	**$ 55.08**	new	%	2	$ -	$ 110
7	For services requested which have no fee listed	each 15 minutes	COS	15.00	$ 2.29	**$ 34.42**	new	%	2	$ -	$ 69
TOTAL										71,444	163,496

[Notes]

COS Fee established based on the estimated and reasonable cost of providing service

CAP Fee amount is not to exceed designated amount per State law, and intends to reimburse the County for the costs of services rendered. NBS Cost of Service Analysis quantifies the gap between the County's cost and State limitation

CAP [1] Fee amount is not to exceed designated amount per State law; revenues are required by law to be tracked and spent for specific purposes

CAP [2] Amount charged is a penalty established by State law

[3] Majority of fee revenue not kept by County.

[4] Processing fee may be deducted from refunds resulting from overpayment of fees.

[5] May also include a $75 SB2 fee when no exclusion is noted on the document, an overpayment of documentary transfer tax because inadequate/improper documentation was provided, etc.

APPENDIX A.3 – COUNTY CLERK DIVISION

Cost of Service Analysis (Fee Tables)

				Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
Fee No.	**Fee Name**	**Gov't. Code / Authority**	**Notes**	**Estimated Average Labor Time Per Activity (minutes)**	**FBMR**	**Cost of Service Per Activity**	**Current Fee / Deposit**	**Existing Cost Recovery %**	**Estimated Volume of Activity**	**Annual Estimated Revenues at Current Fee**	**Annual Estimated Revenues at Full Cost Recovery Fee**
I	**Copy Fees**	GC 26831									
1	Certification		CAP	N/A			$ 3.00				
2	Regular copies, first page	26831	COS	9.50	$ 2.45	**$ 23.24**	$ 2.00	9%	60	$ 120	$ 1,395
	Each additional page	26831	COS	0.25	$ 2.45	**$ 0.61**	$ 0.15	25%	-	$ -	$ -
II	**Domestic Partnerships**										
	Issuing a Certificate	MC Code 3.35.10 & 6.88.035	COS	20.00	$ 2.45	**$ 49**	$ 20.00	41%	23	$ 460	$ 1,125
	Termination of Domestic Partnership	MC Code 6.88.040, GC 54985	COS	15.00	$ 2.45	**$ 37**	new	%	1	$ -	$ 37
III	**Fictitious Business Name**	[GC 54985]									
1	Fictitious Business Name Statement: First name	[GC 17929]	COS	22.00	$ 2.45	**$ 54**	$ 42.00	78%	1,907	$ 80,094	$ 102,648
2	Fictitious Business Name Statement: Each additional FBN after the first	[GC 17929]	COS	5.00	$ 2.45	**$ 12**	$ 7.00	57%	298	$ 2,086	$ 3,646
3	Fictitious Business Name Statement: Each additional registrant	[GC 17929]	COS	5.00	$ 2.45	**$ 12**	$ 7.00	57%	196	$ 1,372	$ 2,398
4	Statement of Abandonment of a Fictitious Business Name Statement	[GC 17929]	COS	10.00	$ 2.45	**$ 24**	$ 28.00	114%	33	$ 924	$ 807
5	Statement of Withdrawal of General Partner of a Fictitious Business Name	[GC 17929]	COS	10.00	$ 2.45	**$ 24**	$ 28.00	114%	2	$ 56	$ 49
6	Search Fee for each Fictitious/Registrant Name	[GC 17929]	COS	7.00	$ 2.45	**$ 17**	$ 5.00	29%	-	$ -	$ -
7	Certificate of Filing/Non-Filing of any Fictitious Business Name/Registrant	[GC 17929]	COS	7.50	$ 2.45	**$ 18**	$ 5.00	27%	-	$ -	$ -
8	Certified Copies	[GC 17926]	COS	5.00	$ 2.45	**$ 12**	$ 3.00	25%	17	$ 51	$ 208
9	FBN Filings Monthly List		COS	10.00	$ 2.45	**$ 24**	$ 25.00	102%	20	$ 500	$ 489
IV	**Fish and Wildlife Environmental Filing Fees**	[F&G 711.4]									
1	Environmental Impact Report	[F&G 711.4]	CAP [3]	n/a			$ 4,123.50				
2	Negative Declaration	[F&G 711.4]	CAP [3]	n/a			$ 2,968.75				
3	Projects Subject to Certified Regulatory Programs	[F&G 711.4]	CAP [3]	n/a			$ 1,401.75				
4	County Clerk Administrative/Processing Fee	[F&G 711.4,GC 11349, 54985]	CAP	n/a			$ 50.00				

				Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
Fee No.	**Fee Name**	**Gov't. Code / Authority**	**Notes**	**Estimated Average Labor Time Per Activity (minutes)**	**FBMR**	**Cost of Service Per Activity**	**Current Fee / Deposit**	**Existing Cost Recovery %**	**Estimated Volume of Activity**	**Annual Estimated Revenues at Current Fee**	**Annual Estimated Revenues at Full Cost Recovery Fee**
V	**Marriages**										
1	License and Certificate of Marriage	GC 26840, 26840.7, H&S 100435, W&I 18305									
	CA Dept Public Health Fees		CAP [1]	n/a			$ 32.00				
	County of Marin Processing/Administrative Fee		COS	25.00	$ 2.45	**$ 61.17**	$ 53.00	87%	1,265	$ 67,045	$ 77,376
2	License and Certificate of Confidential Marriage	GC 26840.1, 26840.8, W&I 18305									
	CA Dept Public Health Fees		CAP [1]	n/a			$ 33.00				
	County of Marin Processing/Administrative Fee		COS	30.00	$ 2.45	**$ 73.40**	$ 60.00	82%	238	$ 14,280	$ 17,469
3	License and Certificate of Declaration of Marriage	GC 26840, 26840.7, H&S 100435, W&I 18305									
	CA Dept Public Health Fees		CAP [1]	n/a			$ 35.00				
	County of Marin Processing/Administrative Fee		COS	25.00	$ 2.45	**$ 61.17**	$ 50.00	82%	1	$ 50	**$ 61**
4	License and Certificate of Marriage for Denominations not having Clergy	GC 26840, 26840.7, H&S 100435, W&I 18305									
	CA Dept Public Health Fees		CAP [1]	n/a			$ 35.00				
	County of Marin Processing/Administrative Fee		COS	20.00	$ 2.45	**$ 48.93**	$ 50.00	102%	1	$ 50	**$ 49**
5	Certified copy of confidential marriage certificate	H&S 103625 (c)	CAP	n/a			$ 17.00				
6	Duplicate Marriage License	FC 360	COS	25.00	$ 2.45	**$ 61.17**	$ 56.00	92%	730	$ 40,880	$ 44,652
7	Search Marriage Records / Certificate of No Record Found	H&S103650	CAP	n/a			$ 17.00				
8	Marriage Ceremony	GC 26861 & 54985, MC 3.35.10	COS	30.00	$ 2.45	**$ 73.40**	$ 56.00	76%	556	$ 31,136	$ 40,810
9	Commissioner of Civil Marriages - Single Ceremony	FC 401 / GC 54985	COS	25.00	$ 2.45	**$ 61.17**	$ 60.00	98%	93	$ 5,580	$ 5,689
10	Amendment of a Confidential Marriage License	H&S 103700 (c)		20.00	$ 2.45	**$ 48.93**	$ 20.00	41%	1	$ 20	$ 49
11	Witness Fee	GC 54985	COS	25.00	$ 2.45	**$ 61.17**	new	%	234	$ -	$ 14,313

				Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
Fee No.	Fee Name	Gov't. Code / Authority	Notes	Estimated Average Labor Time Per Activity (minutes)	FBMR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues at Current Fee	Annual Estimated Revenues at Full Cost Recovery Fee
VI	**Notary**										
1	Filing oath of notary public	GC 8201.1(f), 26849.1, 27361, 54985	COS	10.00	$ 2.45	**$ 24**	$ 29.00	119%	187	$ 5,423	$ 4,575
2	Bond recording fee: first page		CAP	n/a			$ 14.00				
	Bond recording fee: each additional page		CAP	n/a			$ 3.00				
3	Notary signature authentication	GC 26852, 54985	COS	6.00	$ 2.45	**$ 15**	$ 13.00	89%	73	$ 949	$ 1,072
VII	**Other Fees**										
1	Filing Power of Attorney for an Admitted Surety Insurer: First name	GC 26855.1, 54985	CAP	n/a			$ 12.00				
	Filing Power of Attorney for an Admitted Surety Insurer: Per additional name	GC 26855.1, 54985	CAP	n/a			$ 9.00				
2	Filing record of Humane Officer	CORP 14502(d)	CAP	n/a			$ 5.00				
3	Bingo License: License Fee	[MC Code 6.18.040]	CAP	n/a			$ 10.00				
4	Bingo License: Building Inspection Fee	Bldg dept		n/a			$ 180.76				
5	Translation Certification	GC 27293(c)	CAP	n/a			$ 10.00				
6	Certificate of Aliveness/ Residency/ Identity	GC 54985; 26858	COS	10.00	$ 2.45	**$ 24**	$ 10.00	41%	8	$ 80	$ 196
7	NSF Check (per check)	GC 6157	COS	15.00	$ 2.45	**$ 37**	$ 30.00	82%	8	$ 240	$ 294
VIII	**Process Server**										
1	Registration and filing fee	BP 22352									
	Registration of Process Server (Includes one ID Card)		CAP	n/a			$ 100.00				
	Bond file/cancel/withdraw/revoke		CAP	n/a			$ 7.00				
2	Bond recording fee: first page		CAP	n/a			$ 14.00				
	Bond recording fee: each additional page		CAP	n/a			$ 3.00				
3	ID card	BP 22352(c)	COS	7.00	$ 2.45	**$ 17**	$ 15.00	88%	1	$ 15	$ 17
IX	**Professional Photocopier**										
1	Registration and filing fee										
	Registration of Process Server (Includes one ID Card)	BP 22453	CAP	n/a			$ 175.00				
	Bond file/cancel/withdraw/revoke		CAP	n/a			$ 7.00				
2	Registration and filing fee: if also registered as a process server	BP 22453.1	CAP	n/a			$ 100.00				
3	Bond recording fee: first page		CAP	n/a			$ 14.00				
	Bond recording fee: each additional page		CAP	n/a			$ 3.00				
4	Additional ID card	B&P 22453	COS	25.00	$ 2.45	**$ 61**	$ 15.00	25%	1	$ 15	$ 61

				Activity Service Cost Analysis			Cost Recovery Analysis		Annual Estimated Revenue Analysis		
Fee No.	**Fee Name**	**Gov't. Code / Authority**	**Notes**	**Estimated Average Labor Time Per Activity (minutes)**	**FBMR**	**Cost of Service Per Activity**	**Current Fee / Deposit**	**Existing Cost Recovery %**	**Estimated Volume of Activity**	**Annual Estimated Revenues at Current Fee**	**Annual Estimated Revenues at Full Cost Recovery Fee**
X	**Legal Document Assistant / Unlawful Detainer Assistant**										
1	Registration and filing fee										
	Registration of Process Server (includes one ID card)	BP 6404	CAP	n/a			$ 175.00				
	Bond file/cancel/withdraw/revoke		CAP	n/a			$ 7.00				
2	Bond recording fee: first page		CAP	n/a			$ 14.00				
	Bond recording fee: each additional page		CAP	n/a			$ 3.00				
3	Additional ID cards	BP 6404	CAP	n/a			$ 10.00				
new	For services requested which have no fee listed	each 15 minutes		15.00	$ 2.45	**$ 37**	new	%	2	$ -	$ 73
TOTAL										**251,426**	**319,557**

[Notes]

COS	Fee established based on the estimated and reasonable cost of providing service
CAP	Fee amount is not to exceed designated amount per State law, and intends to reimburse the County for the costs of services rendered. NBS Cost of Service Analysis quantifies the gap between the County's cost and State limitation
CAP [1]	Fee amount is not to exceed designated amount per State law; revenues are required by law to be tracked and spent for specific purposes
CAP [2]	Amount charged is a penalty established by State law
CAP [3]	Fee collected is set by outside agency. Services not provided by Marin County.

APPENDIX B.1 – ASSESSOR DIVISION

Comparison Survey

			Comparative Agencies									
Fee No.	**Fee Description**	**Current Fee**	**Napa County**	**San Mateo County**	**Santa Clara County**	**Sacramento County**	**Stanislaus County**	**Mendocino County**	**Placer County**	**Monterey County**	**Tuolumne County**	**Butte County**
I	**Assessment Roll and Reports**											
1	Assessment Roll - PDF Copy											
	Preliminary/Equalized Secured Roll	$ 270		Formatted in fixed ASCI Test: $305 Formatted in PDF: $120	Secured Roll w/ Use Codes: $2,485 Secured Roll w/o Use Codes: $495 Unsecured: $820	Secured Roll: $1,428 Unsecured Roll: $91	Secured: $220 Unsecured: $220	Data Processing Services: Actual Cost to Department	$ 900	$ 565	Per Parcel w/ Prop. Char.: $0.40 Per Parcel w/o use codes: $0.03 Per Parcel w/ use codes: $0.10	$ 300
	Unsecured Roll	$ 112										
2	Research Fees for Informational Requests											
	Research and/or Report Development Required	new										
3	Entire Property Characteristics File on Physical Storage Device or via Electronic Delivery											
	Base Fee	new										
	Updates											
	Daily	new										
	Weekly	new										
	Monthly	new										
	Quarterly	new										
4	Property Transfer List											
	Subscription - mailed every 2 weeks	$ 1,344										
	Viewed at Public Counter	no charge										
II	**Assessor's Mapping Fees**											
1	Assessor's Map Copies	$ 5	$ 2	$ 2	$ 6.00	$ 3.25	$3-$5	$ 4	$ 2.75	$ 2	$ 3.25	$ 60

			Comparative Agencies									
Fee No.	**Fee Description**	**Current Fee**	**Madera County**	**Alpine County**	**Shasta County**	**Kings County**	**Humboldt County**	**San Luis Obispo County**	**Del Norte County**	**Ventura County**	**San Bernadino County**	**Riverside County**
I	**Assessment Roll and Reports**											
1	Assessment Roll - PDF Copy											
	Preliminary/Equalized Secured Roll	$ 270	Secured: $250 Unsecured: $250	Secured tax roll of the whole county (ownership, values & mailing address, etc.): $300 Unsecured tax roll of the whole county (ownership, values & mailing	Secured: $480 Unsecured: $175	$ 480	Per Parcel: $0.05	Secured Summary: $1,500 Secured Full Extract: $2,000	Secured: $60 Unsecured: $60	Per year includes 11 monthly updates: $2,200 One time request of changes occurring July thru May: $0.03 per record ($50 min.)	Secured: $840 Unsecured: $312	Per Page: $1 Each additional page: $0.10
	Unsecured Roll	$ 112										
2	Research Fees for Informational Requests							$ 70				
	Research and/or Report Development Required	new										
3	Entire Property Characteristics File on Physical Storage Device or via Electronic Delivery											
	Base Fee	new										
	Updates											
	Daily	new										
	Weekly	new										
	Monthly	new										
	Quarterly	new										
4	Property Transfer List											
	Subscription - mailed every 2 weeks	$ 1,344										
	Viewed at Public Counter	no charge										
II	**Assessor's Mapping Fees**											
1	Assessor's Map Copies	$ 5	Entire County: $250	"APN" Assessor Parcel Maps 11x17 (each) $2.00 Mylar Map 18x26 (1st page of set) $12.00 Recorded Map 18x26 (1st page of set) $6.00	1-25 copies: $3 each 26-50 copies: $2 each 51+ copies: $1 each	1 Copy: $4 Entire County: $320	$ 2	$ 5	$ 5	$1 per parcel $50 entire county	$ 2	$ 6.50

Fee No.	Fee Description	Current Fee	Comparative Agencies									
			Napa County	San Mateo County	Santa Clara County	Sacramento County	Stanislaus County	Mendocino County	Placer County	Monterey County	Tuolumne County	Butte County
2	Assessor Parcel Combination or Segregation Request											
	Initial/Minimum Fee (4 hours)	$ 150	$ 585				Initial Request - 2 APNs: $115 Each Additional Parcel: $25		Initial Request - 2 APNs: $73 Each Additional Parcel: $36.50	$ 45		$ 229
	Additional Mapping Effort Required	new										
3	Dead Parcel History Report (Annual Report)	$ 25										
4	Annual Assessor Map Page Update on Physical Storage Device or via Electronic Delivery	$ 250										
III	**Other Fees**											
1	Appraisal Record Copy - Physical / Mailed Copy	$ 1	$ 16									$ 2
2	Appraisal Record Copy - Emailed / Electronic Copy	no charge										
3	Certification Fee	$ 3	$ 5					$ 15		$ 10	$1 + copy fees	$ 2
4	Research	new	$ 90				Property Ownership: $31 Property Description: $37.94	$ 45	$46-$70 depending on staff.			$ 51
5	Base Year Transfer Rescission	new	$ 35								$ 35	
6	Historical Aircraft Fee - One time only for 1st Time Filing	$ 35										
7	Late-Filed Parent/Child Exclusion	$ 175										
8	NSF Check (per check)	$ 30										

			Comparative Agencies									
Fee No.	**Fee Description**	**Current Fee**	**Madera County**	**Alpine County**	**Shasta County**	**Kings County**	**Humboldt County**	**San Luis Obispo County**	**Del Norte County**	**Ventura County**	**San Bernadino County**	**Riverside County**
2	Assessor Parcel Combination or Segregation Request											
	Initial/Minimum Fee (4 hours)	$ 150				$ 49	$ 74		$ 50		$ 108	
	Additional Mapping Effort Required	new										
3	Dead Parcel History Report (Annual Report)	$ 25										
4	Annual Assessor Map Page Update on Physical Storage Device or via Electronic Delivery	$ 250										
III	**Other Fees**											
1	Appraisal Record Copy - Physical / Mailed Copy	$ 1										
2	Appraisal Record Copy - Emailed / Electronic Copy	no charge										
3	Certification Fee	$ 3			$ 1					$ 2		$ 1
4	Research	new						$ 75	$ 50			
5	Base Year Transfer Rescission	new						$ 35				$ 35
6	Historical Aircraft Fee - One time only for 1st Time Filing	$ 35										
7	Late-Filed Parent/Child Exclusion	$ 175										
8	NSF Check (per check)	$ 30										

Fee No.	Fee Description	Current Fee	Comparative Agencies									
			Napa County	San Mateo County	Santa Clara County	Sacramento County	Stanislaus County	Mendocino County	Placer County	Monterey County	Tuolumne County	Butte County
IV	**Other Department Support Fees**											
1	Duplicate Bill											
	By Counter	no charge										
	By Mail	no charge										
2	Separate Valuation	no charge										
3	Tax Default Public Auction	new										
4	Map Book Guarantee	new										
5	Permanent Road Division Affidavit (PRD)	new										

Notes

[1] Source: "Napa Assessor Fee Schedule 7-2016"
[2] Source: "San Mateo_County Clerk Assessor Recorder Fees"
[3] Source: "Santa Clara Assessor Schedule 7-1-16"
[4] Source: "Sacramento_Fees 2016-17 Assessment Roll"
[5] Source: "Stanislaus_Assessor_FeeSchedule"
[6] Source: "Mendocino County — Assessor — Fee Schedule - Assessor"
[7] Source: "Placer_Assessor_PCA481"
[8] Source: "Monterey County, CA _ Fee Schedule"
[9] Source: "Tuolumne_Assessor Recorder_Assessor Fee
[10] Source: "Butte_Assessor_Fee Schedule"
[11] Source: "Madera_Assessor_Fee Schedule"
[12] Source: "Alpine Assessor Recorder FEESCH1-2017"
[13] Source: "Shasta Assessor Fees"
[14] Source: "Kings_MFS_201516"
[15] Source: "Humboldt_Assessor_Fee Schedule 2016-17 Including
[16] Source: "San Luis Obispo_109 Assessor Fees Schedule B"
[17] Source: "Del Norte_Master Fee Schedule"
[18] Source: "Venture_Assessor_Public Information Fees Schedule"
[19] Source: "San Bernadino Assessor DataSales3"
[20] Source: "Riverside_Fee Schedule"

			Comparative Agencies									
Fee No.	**Fee Description**	**Current Fee**	**Madera County**	**Alpine County**	**Shasta County**	**Kings County**	**Humboldt County**	**San Luis Obispo County**	**Del Norte County**	**Ventura County**	**San Bernadino County**	**Riverside County**
IV	**Other Department Support Fees**											
1	Duplicate Bill											
	By Counter	no charge										
	By Mail	no charge										
2	Separate Valuation	no charge										
3	Tax Default Public Auction	new										
4	Map Book Guarantee	new										
5	Permanent Road Division Affidavit (PRD)	new										

Notes

[1] Source: "Napa Assessor Fee Schedule 7-2016"
[2] Source: "San Mateo_County Clerk Assessor Recorder Fees"
[3] Source: "Santa Clara Assessor Schedule 7-1-16"
[4] Source: "Sacramento_Fees 2016-17 Assessment Roll"
[5] Source: "Stanislaus_Assessor_FeeSchedule"
[6] Source: "Mendocino County — Assessor — Fee Schedule - Assessor"
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[8] Source: "Monterey County, CA _ Fee Schedule"
[9] Source: "Tuolumne_Assessor Recorder_Assessor Fee
[10] Source: "Butte_Assessor_Fee Schedule"
[11] Source: "Madera_Assessor_Fee Schedule"
[12] Source: "Alpine Assessor Recorder FEESCH1-2017"
[13] Source: "Shasta Assessor Fees"
[14] Source: "Kings_MFS_201516"
[15] Source: "Humboldt_Assessor_Fee Schedule 2016-17 Including
[16] Source: "San Luis Obispo_109 Assessor Fees Schedule B"
[17] Source: "Del Norte_Master Fee Schedule"
[18] Source: "Venture_Assessor_Public Information Fees Schedule"
[19] Source: "San Bernadino Assessor DataSales3"
[20] Source: "Riverside_Fee Schedule"

APPENDIX B.2 – RECORDER DIVISION

Comparison Survey

Marin County
Recorder - User Fee Study Fiscal Year 2019
Comparison of Charges for Fee Related Activities and Services

APPENDIX B.2

			Comparative Agencies									
Fee No.	**Fee Description**	**Current Fee**	**Contra Costa County**	**Monterey County**	**Napa County**	**Sacramento County**	**San Mateo County**	**Santa Barbara County**	**Santa Clara County**	**Santa Cruz County**	**Solano County**	**Sonoma County**
I	**RECORDING**											
1	First page (8 1/2" x 11")	$ 14.00	$ 14	$ 12	$ 16	$ 21	$ 15	$ 15	$ 15	$ 1	$ 13	$ 14
	Converting to Micrographics											
	Hours of Operation											
	2-Day Indexing											
	Electronic Recording Delivery System											
2	For the following titles, add $3.00 per title unless recorded concurrently with, or on the same business day as, a transfer subject to the imposition of Documentary Transfer Tax:											
	DA Fee	$ 9.00										
	County percentage for administration	$ 1.00										
3	Each additional page (8 1/2" x 11")	$ 3.00	$ 3	$ 3	$ 3	$ 3	$ 3	$ 3	$ 3	$ 1	$ 3	$ 3
4	Combined documents (per additional title except as listed above)	$ 14.00	$ 14		$ 16		$ 15	$ 15	$ 15	$ 1	$ 13	$ 14
5	Penalty fee for non-standard page (other than 8 ½ x 11") applies to all pages of document	$ 3.00	$ 3		$ 3	$ 3	$ 3	$ 1	$ 3		$ 1	$ 3
6	Penalty for small print (more than 22 characters or 10 or more lines per inch)	$ 1.00		$ 1	$ 1	$ 1	$ 1	$ 1	$ 1			$ 1
7	Additional indexing fees											
a	For Each group of 10 names (or portion thereof) after first 10	$ 1.00	$ 1	$ 1	$ 1	$ 1	$ 1	$ 1	$ 1	$ 1	$ 1	$ 1
b	For each reference to a previously recorded document after the first	$ 1.00	$ 1	$ 1	$ 1	$ 1	$ 1	$ 1	$ 1	$ 1	$ 1	$ 1
8	Optional fee for Involuntary Lien Notification (per debtor)	$ 11.00	$ 7		$ 10	$ 10	$ 7	$ 31	$ 4	$7 + $3 per debtor	$ 7	$ 7
9	Release State or Local Government Lien	$ 13.00	$ 15	$ 25	$12-$16		$ 13	$ 13	$ 13	$ 13	$12-$23	$ 12
10	Fee for not filing a Change of Ownership Report at time of transfer documents	$ 20.00	$ 20	$ 20	$ 20		$ 20	$ 20	$ 10		$ 20	
11	Survey Monument Preservation Fee (Applies to transfer documents only)	$ 10.00	$ -					$ 10	$ -	$ 10	$ 10	$ 10
12	UCC Financing Statement-standard national form											
a	1 - 2 pages	$ 15.00		$ 21	$ 11	$30 per name	$ 15	$ 22	$ 10	$ 12	$10-$20	$ 10
b	3 or more pages	$ 25.00		$ 25	$ 21		$ 3	$ 32	$ 20	$ 22	$20-$30	$ 20
13	Fee for filing a California Preliminary 20 Day Notice	$ 50.00	$ 30		$ 35	$ 29	$ 84	$ 42	$ 50		$ 47	$ 35
14	SB2 - Housing Fee	$75 per document, not to exceed $225 per packet										
II	**DOCUMENTARY TRANSFER TAX**											
1	Documentary Transfer Tax: County Transfer Tax (all areas) - based on full value less assumed liens	$ 0.55	$ 1	$ 1	$ 1			$ 1				

Fee No.	Fee Description	Current Fee	Comparative Agencies									
			Contra Costa County	Monterey County	Napa County	Sacramento County	San Mateo County	Santa Barbara County	Santa Clara County	Santa Cruz County	Solano County	Sonoma County
2	City of San Rafael Tax in addition to County tax - based on full value	$ 2.00										
3	County Administrative Fee / "Collection Charge", per document for San Rafael Transfer Tax Collection Services	$ 25.00										
III	**Filing of Maps (Government Code 27372)**											
1	First page	$ 9.00	$ 9	$ 19	$ 8	$ 27	$ 10	$35-$49	$ 8	$ 10	$ 12	$ 9
2	Each additional page	$ 2.00	$ 3	$ 2	$ 2	$ 19	$ 2	$ 7	$ 2	$ 2	$ 4	$ 2
IV	**Copies**											
1	Official Records (Per document)											
	First Page	$ 4.00	$ 1	$ 2	$ 2	$ 12	$ 5				$ 7	$ 2
	Each Additional Page	$ 2.00	$ 1	$ 2		$ 2	$ 1				$ 1	
2	Official Records - Bulk Images - Subscription Service											
	CD - Daily	$ 6.54										
	CD - Weekly	$ 17.78										
3	Maps: Subdivision, Parcel, Survey, Assessment Diagrams (18" x 26") each page	$ 5.00	$ 4	$ 5	$ 4						$ 14	
4	Maps - Bulk Images - 6 month Update CD											
	At Copy Center Counter	$ 5.75										
	By Mail	$ 9.28										
	Monthly Map CD Update	$ 9.28										
5	Maps - DVD Map Library											
	At Copy Center Counter	$ 36.75										
	By Mail	$ 40.40										
6	Grantor/Grantee Index - Weekly Subscription	$ 4.03										
7	Certification under seal - additional fee per document (complete documents only)	$ 4.00	$ 3	$ 2	$ 5	$ 1	$ 5	$ 2			$ 4	
8	Courtesy Copy /Acknowledgment of Recording (requested at the time of recording)	no charge					$ 10					
V	**Vital Records**											
1	Birth											
	Retained by issuing agency	$ 15.20										
	To State Registrar/ County Children's Trust Fund/ Umbilical Cord Blood Collection	$ 13.80	$ 32	$ 25	$ 28	$ 28	$ 28	$ 28	$ 28	$ 28	$ 30	$ 28
2	Death											
	Retained by issuing agency	$ 14.05										
	To State Registrar/ Department of Justice Missing Persons DNA Data Base Fund	$ 9.95	$ 25	$ 21	$ 21	$ 21	$ 21	$ 21	$ 21	$ 21	$ 23	$ 21
3	Marriage											
	Retained by issuing agency	$ 6.70										
	To State Registrar/ Family Law Trust Fund	$ 10.30	$ 19	$ 15	$ 15	$ 15	$ 15	$ 15	$ 15	$ 15	$ 17	$ 15

Fee No.	Fee Description	Current Fee	Comparative Agencies									
			Contra Costa County	Monterey County	Napa County	Sacramento County	San Mateo County	Santa Barbara County	Santa Clara County	Santa Cruz County	Solano County	Sonoma County
VI	**Additional Fees**											
1	Research Fee (per 15 minutes)	new										
2	Historical Records Retrieval	new										
3	Custom Report Request											
	Print Screen (Per Page)	$ 2.00										
	Email (Per Request)	$ -										
4	NSF Check (per check)	$ 30.00										
5	Subpoena	$ 200.00										
6	Refund for Recorded Document [4,5]	new										

Notes

[1] Source: "Contra Costa County, CA Clerk Recorder"
[2] Source: "Monterey County, CA Fee Schedule"
[3] Source: "Napa_Clerk Recorder Fee Schedule 1-1-2017"
[4] Source: "Sacramento Recorder Clerk Fee Schedule"
[5] Source: "San Mateo County Clerk Assessor Recorder Fees"
[6] Source: "Santa Barbara Clerk Recorder CR - FEE BROCHURE"
[7] Source: "Santa Clara Recorder Clerk BROCHURE FEE SHEET current"
[8] Source: "Santa Cruz BASIC RECORDING FEE"
[9] Source: "Solano County_RECFEES07012016"
[10] Source: "Sonoma Recorder Fee Schedule"

APPENDIX B.3 – COUNTY CLERK DIVISION

Comparison Survey

Marin County
Clerk - User Fee Study Fiscal Year 2019
Comparison of Charges for Fee Related Activities and Services

APPENDIX B.3

Fee No.	Fee Description	Current Fee	Comparative Agencies									
			Contra Costa County	Monterey County	Napa County	Sacramento County	San Mateo County	Santa Barbara County	Santa Clara County	Santa Cruz County	Solano County	Sonoma County
I	**Copy Fees**											
1	Certification	$ 3.00	$ 2									
2	Regular copies, first page	$ 2.00		$ 2					$ 10			
	Each additional page	$ 0.15							$ 1			
II	**Domestic Partnerships**											
1	Issuing a Certificate	$ 20.00						$ 49				
2	Termination of Domestic Partnership	new										
III	**Fictitious Business Names**											
1	Fictitious Business Name Statement: First name	$ 42.00	$ 30	$ 30	$ 50		$ 34	$ 47	$ 40		$ 50	$ 40
2	Fictitious Business Name Statement: Each additional FBN after the first	$ 7.00	$ 7	$ 7	$ 7		$ 5	$ 5	$ 7		$ 7	$ 9
3	Fictitious Business Name Statement: Each additional registrant	$ 7.00	$ 7	$ 7	$ 7		$ 5	$ 5	$ 7			
4	Statement of Abandonment of a Fictitious Business Name Statement	$ 28.00	$ 30	$ 27	$ 50		$ 11	$ 30	$ 37		$ 40	$ 31
5	Statement of Withdrawal of General Partner of a Fictitious Business Name	$ 28.00	$ 30	$ 27			$ 11		$ 37			$ 31
6	Search Fee for each Fictitious/Registrant Name	$ 5.00	$ 7		$ 6		$ 10	$ 14				$ 2
7	Certificate of Filing/Non-Filing of any Fictitious Business Name/Registrant	$ 5.00	No Comparison									
8	Certified Copies	$ 3.00	$ 2	$ 2	$ 5		$ 5					
9	FBN Filings Monthly List	$ 25.00										
IV	**Fish and Wildlife Environmental Filing Fees**											
1	Environmental Impact Report	$ 4,123.50			$ 3,078	$ 3,118	$ 3,078		$ 3,128			Fee for Processing EIR: $50
2	Negative Declaration	$ 2,968.75			$ 2,216	$ 2,256	$ 2,216		$ 2,266			
3	Projects Subject to Certified Regulatory Programs	$ 1,401.75			$ 1,047		$ 1,047					
4	County Clerk Administrative/Processing Fee	$ 50.00			$ 50							
V	**Marriages**											
1	License and Certificate of Marriage											
	CA Dept Public Health Fees	$ 32.00	$ 86	$ 85	$ 83	$ 84	$ 79	$ 100	$ 80		$ 90	$ 82
	County of Marin Processing/Administrative Fee	$ 53.00										

Marin County
Clerk - User Fee Study Fiscal Year 2019
Comparison of Charges for Fee Related Activities and Services

APPENDIX B.3

Fee No.	Fee Description	Current Fee	Comparative Agencies									
			Contra Costa County	Monterey County	Napa County	Sacramento County	San Mateo County	Santa Barbara County	Santa Clara County	Santa Cruz County	Solano County	Sonoma County
2	License and Certificate of Confidential Marriage											
	CA Dept Public Health Fees	$ 33.00	$ 90	$ 90	$ 84	$ 95	$ 80	$ 111	$ 83		$ 100	$ 98
	County of Marin Processing/Administrative Fee	$ 60.00										
3	License and Certificate of Declaration of Marriage											
	CA Dept Public Health Fees	$ 35.00		$ 85				$ 110			$ 90	$ 82
	County of Marin Processing/Administrative Fee	$ 50.00										
4	License and Certificate of Marriage for Denominations not having Clergy											
	CA Dept Public Health Fees	$ 35.00		$ 85				$ 105				
	County of Marin Processing/Administrative Fee	$ 50.00										
5	Certified copy of confidential marriage certificate	$ 17.00									$ 16	$ 15
6	Duplicate Marriage License	$ 56.00		$ 20	$ 69		$ 5	$ 56			$ 32	$ 88
7	Search Marriage Records / Certificate of No Record Found	$ 17.00		$ 15								
8	Marriage Ceremony	$ 56.00	$ 60		$ 51	$ 36	$ 65	$ 23	$ 80		$ 50	$ 56
9	Commissioner of Civil Marriages - Single Ceremony	$ 60.00	$ 50	$ 85		$ 44	$ 60	$ 51	$ 80			$ 133
10	Amendment of a Confidential Marriage License	$ 20.00										
11	Witness Fee	new										
VI	**Notary**											
1	Filing oath of notary public	$ 29.00	$ 15	$ 12	$ 26	$ 22	$ 43	$ 16	$ 53		$ 40	$ 30
2	Bond recording fee: first page	$ 14.00	$ 14		$ 16	$ 21		$ 37				$ 14
	Bond recording fee: each additional page	$ 3.00	$ 3		$ 3	$ 3			$ 3			$ 3
3	Notary signature authentication	$ 13.00	$ 5		$ 10	$ 18	$ 12		$ 38		$ 15	
VII	**Other Fees**											
1	Filing Power of Attorney for an Admitted Surety Insurer: First name	$ 12.00	$ 10	$ 12	$ 21	$ 10	$ 18	$ 12	$ 16		$ 33	$ 12
	Filing Power of Attorney for an Admitted Surety Insurer: Per additional name	$ 9.00			$ 10	$ 6	$ 5	$ 2	$ 9			$ 5
2	Filing record of Humane Officer	$ 5.00	$ 5	$ 5	$ 5	$ 5	$ 5	$ 14	$ 5			
3	Bingo License: License Fee	$ 10.00										
4	Bingo License: Building Inspection Fee	$ 180.76										
5	Translation Certification	$ 10.00										
6	Certificate of Aliveness/ Residency/ Identity	$ 10.00										
7	NSF Check (per check)	$ 30.00										

Marin County
Clerk - User Fee Study Fiscal Year 2019
Comparison of Charges for Fee Related Activities and Services

APPENDIX B.3

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			Contra Costa County	Monterey County	Napa County	Sacramento County	San Mateo County	Santa Barbara County	Santa Clara County	Santa Cruz County	Solano County	Sonoma County
VIII	**Process Server**											
1	Registration and filing fee											
	Registration of Process Server (Includes one ID Card)	$ 100.00	$ 117	$ 117	$ 100	$ 110	$ 112	$ 175	$ 142		$ 110	$ 117
	Bond file/cancel/withdraw/revoke	$ 7.00										
2	Bond recording fee: first page	$ 14.00			$ 7	$ 10						$ 14
	Bond recording fee: each additional page	$ 3.00				$ 3			$ 3			$ 3
3	ID Card	$ 15.00		$ 10	$ 10	$ 37	$ 10		$ 10			
IX	**Professional Photocopier**											
1	Registration and filing fee											
	Registration of Process Server (Includes one ID Card)	$ 175.00	$ 182	$ 182		$ 55	$ 175		$ 197		$ 175	$ 182
	Bond file/cancel/withdraw/revoke	$ 7.00										
2	Registration and filing fee: if also registered as a process server	$ 100.00										
3	Bond recording fee: first page	$ 14.00				$ 21						$ 14
	Bond recording fee: each additional page	$ 3.00				$ 3			$ 3			$ 3
4	Additional ID card	$ 15.00		$ 10		$ 37	$ 10		$ 10			
X	**Legal Document Assistant / Unlawful Detainer Assistant**											
1	Registration and filing fee											
	Registration of Process Server (Includes one ID Card)	$ 175.00	$ 182	$ 182	$ 175	$ 93	$ 175	$ 175	$ 197		$ 182	$ 182
	Bond file/cancel/withdraw/revoke	$ 7.00										
2	Bond recording fee: first page	$ 14.00			$ 7	$ 21						$ 14
	Bond recording fee: each additional page	$ 3.00				$ 3			$ 3			$ 3
3	Additional ID cards	$ 10.00		$ 10	$ 10	$ 37	$ 10	$ 14	$ 10			

Notes

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[8] Source: "Santa Cruz BASIC RECORDING FEE"
[9] Source: "Solano_Clerk_TC.CC FEES 16.17"
[10] Source: "Sonoma County Clerk Fee Schedule"