



## ATTACHMENT B

# CONTRA COSTA COUNTY CLERK-RECORDER-ELECTIONS

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*Report for:*

**User Fee Study**

**September 6, 2024**

Prepared by:



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# 1. EXECUTIVE SUMMARY

NBS performed a User Fee Study (Study) for the Elections, and Clerk-Recorder divisions of the Contra Costa County Clerk-Recorder-Elections Department (County). The purpose of this report is to present the findings and recommendations of the various fee analyses performed as part of the Study and provide the County with the information needed to update and establish user and regulatory fees for service. 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.

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. 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 as a result of property ownership.

The County’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 localized cost recovery policies.

## 1.1 Findings

This Study examined user and regulatory fees managed by the County’s Elections, and Clerk-Recorder divisions. The Study identified an estimated \$1.1 million in eligible costs for recovery from fees for service, compared to approximately \$670,000 the County is currently collecting each year from fees. The following table provides a summary of the Study’s results:

**Table 1. Report Summary – Fee for Service**

Division	Annual Estimated Current Fee Revenue	Annual Estimated Full Cost Recovery Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery %	Annual Estimated Recommended Fee Revenue	Recommended Cost Recovery %
Elections	\$ 19,965	\$ 64,472	\$ (44,507)	31%	\$ 20,168	31%
County Clerk	\$ 650,343	\$ 1,023,055	\$ (372,712)	64%	\$ 879,376	86%
Recorder	\$ 1,080	\$ 3,805	\$ (2,725)	28%	\$ 2,700	71%
<b>Total</b>	<b>\$ 671,388</b>	<b>\$ 1,091,332</b>	<b>\$ (419,944)</b>	<b>62%</b>	<b>\$ 902,244</b>	<b>83%</b>

As shown in Table 1 above, the County is recovering approximately 62% of the costs associated with providing user and regulatory fee-related services. Should the Board adopt fees at 100% of the full cost recovery amounts determined by this Study, an additional \$420,000 in costs could be recovered.

However, Section 2.2.3 later explains, there may be other local policy considerations that support 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. County staff provided initial recommended fee amounts for the Board’s consideration. If the Board elects to adopt fee levels at staff’s initial recommendations, an additional \$231,000 in annual costs could be recovered, for an 83% cost recovery outcome for services provided. Once the Board of Supervisors has reviewed and evaluated the results of the Study, the County can set fees at 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 user and regulatory fees, discusses recommended fee amounts, 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 general framework, approach, and methodology of the Fee Study.
- Sections 3 through 4 - Discusses the results of the cost of service analysis performed by division and/or fee program. The analysis includes: (1) fully burdened hourly rate(s); (2) calculation of the costs of providing service; (3) the cost recovery performance of each fee category; and (4) the staff-recommended fees for providing services.
- Section 5 – 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

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### 2.1 Scope of Study

The Study examined fees for services managed by the Elections and Clerk-Recorder Divisions. The fees examined in this report specifically exclude development impact fees, utility rates, and any special tax assessments which fall under a different set of statutory and procedural requirements from the body of user and regulatory fees analyzed in this Study. The Study also excludes facility and equipment rental rates, as well as most fines and penalties imposed by the County for violations of its requirements or codes. It should also be noted that many procedures and fee amounts for services provided by the Elections and Clerk-Recorder Divisions are heavily regulated by the California State Government Code. Many of the fees 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.

### 2.2 Methods of Analysis

Three phases of analysis were completed for each division studied:



#### 2.2.1 COST OF SERVICE ANALYSIS

This 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 the provision of services in general but cannot be directly or easily assigned to a singular activity or service.

##### 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 attributable to a specific service or activity performed, such as contractor costs, third-party charges, and 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/rate 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 County Administrator, Treasurer-Tax Collector, Human Resources, etc. The amount of costs attributable to the divisions included in this Study were sourced from the County’s annual Countywide Cost Allocation Plan located on the California State Controller’s website.

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

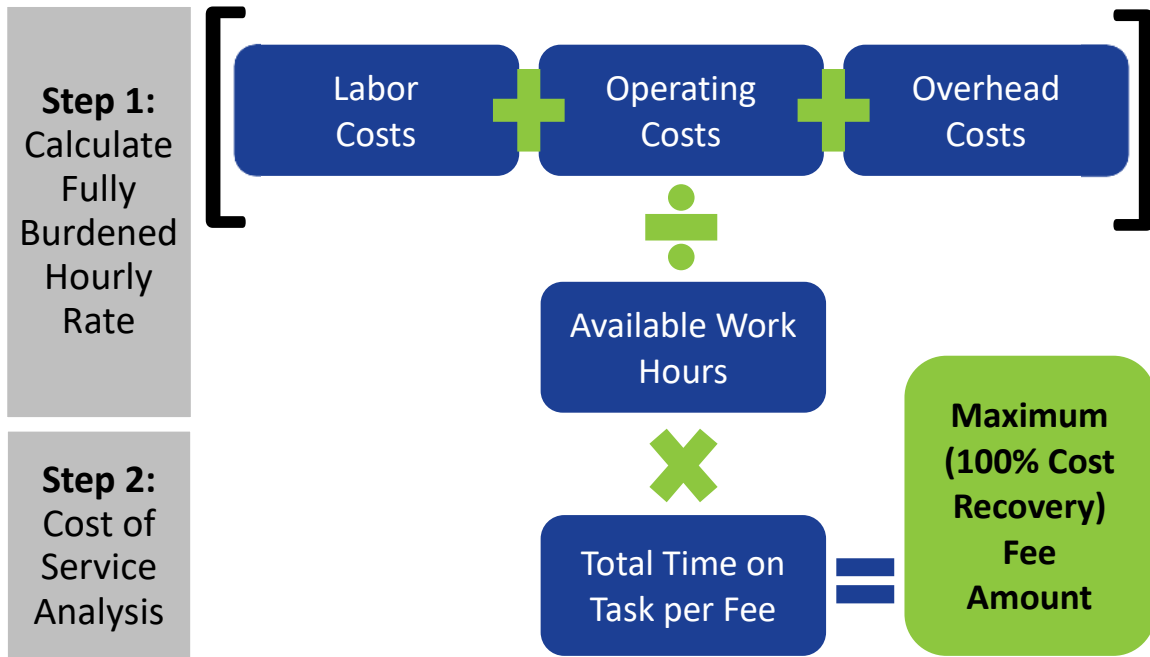
Nearly all the fees reviewed in this Study require specific actions on the part of County staff to provide the service or conduct the activity. Since labor is the primary underlying factor in these activities, the Study expresses the full cost of service as a fully burdened cost per labor hour. NBS calculated a composite, fully burdened, hourly rate for each division studied. This rate serves as the basis for further quantifying the average full cost of providing individual services and activities.

Determining the fully burdened labor rate requires two data sets: (1) the full costs of service, and (2) the number of staff hours available to perform those services. NBS derived the hours available based on the complete list of all County employees and/or available service hours of its contracted professionals (where applicable).

The County supplied NBS with the total number of paid labor hours for each employee involved in the delivery of services included in this Study. These available hours represent the amount of productive time available to provide both fee-recoverable and non-fee recoverable services and activities. Available labor hours divided into the annual full costs of service equal the composite, fully burdened, labor rate. Some agencies may also use the resulting rates for purposes other than setting fees, such as calculating the full cost of general services or structuring a cost recovery agreement with another agency or third party.

NBS also assisted the County in estimating the staff time for the services and activities listed in the Clerk-Recorder-Elections fee schedule. Time tracking records for the fee programs studied as part of this analysis, when available, proved useful in identifying time spent providing various services. However, the County does not systematically track the service time of activities for all individual fee-level services provided. Therefore, NBS also relied on interviews and questionnaires to develop the necessary data sets of estimated labor time. In many cases, the County provided estimates of the average amount of time (in minutes and hours) it took to complete a typical service or activity considered on a per-occurrence basis.

It should be noted that the development of these time estimates was not a one-step process but required careful review by both NBS and Division managers to assess the reasonableness of such estimates. Based on the results of this review, the County reconsidered its time estimates until all parties were comfortable that the fee models reasonably reflected the average service level provided by the County. Finally, the fully burdened labor rate(s) calculated in earlier steps were applied at the individual fee level time estimates, yielding an average total cost of providing each fee for service or activity. The graphic on the following page provides a visual representation of the steps discussed in this section.



## 2.2.2 FEE ESTABLISHMENT

The fee establishment process includes a range of considerations, including the following:

- Addition to and deletion of fees** – The Study provided each Division with the opportunity to propose additions and deletions to their current fee schedules, as well as re-name, re-organize, and clarify which fees were to be imposed. Many of these fee revisions allowed for better adherence to current practices, as well as the improvement in the calculation, application, and collection of the fees owed by an individual. Some additions to the fee schedule were simply the identification of existing services or activities performed by County staff for which no fee is currently charged.
- Revision to the structure of fees** – In most cases, the focus was to re-align the fee amount to match the costs of service and leave the current structure of fees unchanged. However, in several cases, fee categories and fee names had to be simplified or re-structured to increase the likelihood of full cost recovery or to enhance the fairness of how the fee is applied to the 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 the tools used to calculate special cost recovery** – The Clerk-Recorder-Elections 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 Board of Supervisors to approve rates for cost recovery under a “time and materials” approach. It also provides clear publication of those rates so that all fee payers can readily reference the basis of any fee amounts. The fee schedule should provide language that supports special forms of cost recovery for activities and services not included in the adopted Clerk-Recorder-Elections

fee schedule. In these rare instances, published rates are used to estimate a flat fee or bill on an hourly basis, which is at the Department director's discretion.

### 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. Here are the possible outcomes of the fee analysis:

- Cost recovery rate of 0% - This signifies that there is currently no current recovery of costs from fee revenues (or insufficient information available for evaluation).
- Cost recovery rate of 100% - This means that the fee currently recovers the full cost of service.
- Cost recovery rate between 0% and 100% - This indicates partial recovery of the full cost of service through fees.
- Cost recovery rate greater than 100% - This means that the fee exceeds the full cost of service. User fees and regulatory fees should not exceed the full cost of service.

In all cases, the cost recovery rate achieved by a fee should not be greater than 100%.

NBS assisted with modeling the "recommended" or "target" level of cost recovery for each fee, established at either 100% or any amount less than the calculated full cost of service. Targets and recommendations reflect discretion on the part of the agency based on a variety of factors, such as existing County policies and agency-wide or departmental revenue objectives, economic goals, community values, market conditions, level of demand, and others.

A general method of selecting an appropriate cost recovery target is to consider the public and private benefits of the service or activity in question, such as:

- 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?

In some cases, a strict public-versus-private benefit judgment may not be sufficient to finalize a cost recovery target. Any of the following factors and considerations may influence or supplement the public-versus-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 community 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 the type of user (e.g., residents vs. non-residents, residential vs. commercial, non-profit entities, and business entities)?
- Are there broader County objectives that merit a less than full cost recovery target from fees, such as economic development goals and local social values?



NBS provided the cost of service calculation based on 100% full cost recovery and the framework for the County’s use to adjust the amount of cost recovery in accordance with its broader goals as they pertain to code compliance, cost recovery, economic development, and social values.

#### **2.2.4 COMPARATIVE FEE SURVEY**

Appendix B presents the results of the Comparative Fee Survey for the County. Policy makers often request a comparison of their jurisdictional fees to those of 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.

In this effort, NBS worked with the County to choose five comparative agencies for each division.

- Elections: Marin, Santa Clara, San Mateo, Solano and Sonoma Counties
- Clerk-Recorder: Alameda, Santa Clara, San Francisco, San Mateo and Sonoma Counties

It is important to keep the following in mind when interpreting the general approach to, and use of, comparative survey data:

- Comparative surveys do not provide information about 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 of the comparative agencies’ fees.
- The results of comparative fee surveys are often non-conclusive for many fee categories. Comparison agencies typically use varied terminology for the provision of similar services.

NBS made every reasonable attempt to source each comparison agency’s fee schedule from their respective websites and compile a comparison of fee categories and amounts for the most readily comparable fee items that match the County’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:

- The County’s Adopted Budget for Fiscal Year 2023-2024.
- A complete list of all County personnel, salary/wage rates, regular hours, paid benefits, and paid leave amounts.
- Various correspondences with the County staff supporting the adopted budgets and current fees, including notes regarding details not shown in the published documents.
- Prevailing fee schedules.
- Annual workload data provided by each division evaluated in the Study.

The County’s adopted budget serves as an important source of information that affects the cost of service results. NBS did not audit or validate the County’s financial documents and budget practices, nor was the cost information adjusted to reflect different levels of service or any specific, targeted performance

benchmarks. This Study accepts the County’s budget as a legislatively adopted directive describing the most appropriate and reasonable level of County spending. NBS consultants accept the Board of Supervisors’ deliberative process and the County’s budget plan and further assert that through this legislative process, the County has yielded a reasonable and valid expenditure plan to use in setting cost-based fees.

### 3. ELECTIONS DIVISION

The Contra Costa Clerk-Recorder-Elections Department is responsible for conducting fair, accurate, secure, transparent, and timely elections. The Elections Division maximizes voter registration and opportunities for voting, ensures that all eligible citizens of Contra Costa County can exercise their right to vote, and processes State and local initiative, referendum, and recall petitions. The Division conducts Federal, State, county, local and district elections in a fair, accurate, secure, transparent, and timely manner, according to State and federal law. The following is a list of the main responsibilities of the Division:

- Issues and processes vote-by-mail, early voting, precinct, and provisional ballots, verifying all signatures prior to counting.
- Prepares and mails sample ballots and voter information materials for each election in the English, Spanish and Chinese languages.
- Recruits and trains poll workers on election rules and voting processes.
- Locates and inspects sufficient polling places, mitigating issues to meet Americans With Disabilities Act requirements.
- Maintains accurate voter registration records through timely and continual voter file maintenance.
- Conducts voter outreach and education with civic organizations, political groups, and schools, with a focus on increasing access to registration and voting.
- Maximizes opportunities for voter registration, particularly to underrepresented community members.
- Processes and verifies initiative, referendum, and recall petitions.
- Tabulates, verifies, canvasses, and reports results of county administered Federal, State, county, local, and district elections.
- Uses GIS (Geographic Information System) technology to ensure accurate precinct and district boundaries.

#### 3.1 Cost of Service Analysis

NBS developed a composite, fully burdened, hourly rate for the Elections Division as shown below:

**Table 3. Fully Burdened Hourly Rate**

Cost Element	Elections Direct - Election Services	Elections Direct - Fee for Service	Total
Labor	\$ 2,502,136	\$ 22,786	\$ 2,524,922
Recurring Non-Labor	5,594,762	15,251	5,610,014
Countywide Overhead	886,298	8,071	894,370
Administrative Costs	3,794,794	19,478	3,814,272
<b>Division Total</b>	<b>\$ 12,777,991</b>	<b>\$ 65,586</b>	<b>\$ 12,843,577</b>
<b>Fully Burdened Hourly Rate (FBHR) [1]</b>	<b>n/a</b>	<b>\$ 180</b>	
<i>Reference: Direct Hours Only</i>		<b>365</b>	

[1] Fully burdened hourly rate is rounded to the nearest dollar.

As shown above, the total cost of the Elections Division is approximately \$12.9 million annually. However, the results of the cost of service analysis identified approximately \$66,000 in costs eligible and/or targeted for recovery from fee for service activities. The remaining \$12.8 million in costs are recommended for recovery from alternate funding sources. All subsequent cost of service calculations at the individual fee level assume a fully burdened hourly rate of **\$180**.

Based on interviews with Division staff, the analysis segregated the total cost of services into two primary services categories: (1) Elections Direct – Election Services and (2) Elections Direct – Fee for Service. To clarify the underlying costs and assumptions used to calculate the fully burdened hourly rate, here is a summary of the descriptions for each cost category:

- **Elections Direct – Election Services** – Responsibilities related to conducting Federal, State, county, local and district elections. These costs are not recommended for recovery from fee for service activities. The County currently uses a billing practice that allocates costs to each jurisdiction involved in the election which should continue to be used to recover these costs.
- **Elections Direct – Fee for Service** – Fee for service-related activities. 100% of these costs are potentially recoverable from routine fees for service.

Significant analytical and policy decisions revolve around inclusion of categorized activity costs in the fully burdened hourly rate. The decision of whether to apply or exclude certain costs toward recovery in fees for service stems from basic fee setting parameters offered by the California State Constitution and Statutes, which requires that any new fee levied or existing fee increased should not exceed the estimated amount required to provide the service for which the charge is levied.

### 3.2 Fee Establishment

Overall, the Elections Division did not make significant changes to the existing fee structure. The focus of the Study was to re-align the fee amount to match the cost of service and leave the current structure of fees unchanged. The following is a summary of the overall changes to the Elections Division fee schedule:

- Addition of a passthrough fee for credit card transactions
- Addition of Election set up and candidate processing fees
- Listing the fully burdened hourly rate developed by the Study

As discussed in Section 2.1, some procedures and fee amounts for services provided by the Elections Division are regulated by the California State Government Code, therefore the County is limited in the amount of cost recovery that can be achieved for providing these services.

### 3.3 Cost Recovery Evaluation

Appendix A.1 presents the results of the detailed cost recovery analysis of fees for Contra Costa County's Elections Division. 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.

Currently, the Division is recovering approximately 31% of the total cost of providing services from fees. As Table 4 shows, the County collects approximately \$20,000 per year in revenue at the current fee amounts. At full cost recovery and the same demand level for these services, the County would recover approximately \$65,000.

**Table 4. Cost Recovery Outcomes**

Division	Annual Estimated Current Fee Revenue	Annual Estimated Full Cost Recovery Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery %	Annual Estimated Recommended Fee Revenue	Recommended Cost Recovery %
Elections	\$ 19,965	\$ 64,472	\$ (44,507)	31%	\$ 20,168	31%

NBS provided a full cost of service evaluation and the framework for considering fees, while the County Elections Division determined the appropriate cost recovery levels at or below full cost amounts.

The “Recommended Fee” column in Appendix A.1 displays County staff’s initial recommended fee amounts. These initial recommendations for adjusted fee amounts are projected to recover approximately 31% of the total costs of providing fee-related services, assuming the demand for services remains the same.

## 4. CLERK-RECORDER DIVISION

The Contra Costa Clerk-Recorder-Elections Department is responsible for accurately maintaining, protecting, and preserving all official records and indices relating to real property and vital records in Contra Costa County and providing access to public documents.

The Clerk-Recorder Division examines, records, files, images, indexes, redacts, archives, maintains, and preserves all official records; including vital records and those relating to real property, subdivision maps, assessment districts, and records of surveys. The Division also:

- Produces, preserves, and maintains indices of all records held by the County Clerk-Recorder.
- Issues and registers marriage licenses, and performs civil marriage ceremonies.
- Registers notary public commissions/oaths, Process Servers, Legal Document Assistants, Professional Photocopiers, and Unlawful Detainer Assistants.
- Files Fictitious Business Name statements.
- Develops and oversees the Recorder Records Management and Archives Program.
- Provides the public constructive notice of real estate recordings.
- Performs other County Clerk responsibilities as designated by code.
- Redacts social security numbers and illegal restrictive covenants from property records.

### 4.1 Cost of Service Analysis

NBS developed a composite, fully burdened, hourly rate for the Clerk-Recorder Division as shown below:

**Table 5. Fully Burdened Hourly Rate**

Cost Element	Recorder Micro/Mod Direct - Records Mgmt/ Micro Conv	Recorder Micro/Mod Direct - Recorder Modernization	Recorder Micro/Mod Direct - Recorder Redaction	Recorder Micro/Mod Direct - Electronic Rec Delivery System	Recorder All Other Direct Services	Total
Labor	\$ 195,692	\$ 632,474	\$ 153,125	\$ 554,032	\$ 2,393,355	\$ 3,928,679
Recurring Non-Labor	944,792	2,896,124	2,246,964	1,747,401	748,474	8,583,756
Countywide Overhead	12,085	39,058	9,456	34,214	147,799	242,611
Administrative Costs	141,207	452,153	150,946	374,891	1,437,023	2,556,220
<b>Division Total</b>	<b>\$ 1,293,776</b>	<b>\$ 4,019,808</b>	<b>\$ 2,560,492</b>	<b>\$ 2,710,537</b>	<b>\$ 4,726,652</b>	<b>\$ 15,311,265</b>
<b>Fully Burdened Hourly Rate (FBHR) [1]</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>\$ 112</b>	
<i>Reference: Direct Hours Only</i>					<b>42,116</b>	

[1] Fully burdened hourly rate is rounded to the nearest dollar.

As shown above, the total cost of the Clerk-Recorder Division is approximately \$15.3 million annually. However, the results of the cost of service analysis identified approximately \$4.7 million in costs eligible and/or targeted for recovery from fee for service activities. The remaining \$10.6 million in costs are recommended for recovery through alternate funding sources. All subsequent cost of service calculations at the individual fee level assumes a fully burdened hourly rate of **\$112**.

Based on interviews with Division staff, the analysis segregated the total cost of services into five primary services categories. To clarify the underlying costs and assumptions used to calculate the fully burdened hourly rate, here is a summary of the descriptions for each cost category:

- **Recorder Micro/Mod Direct** – The Micrographics/Modernization (Micro/Mod) Funds are restricted by law to the improvement and operation of a modernized recording system, including infrastructure, technology, equipment, and staff to efficiently process, organize, manage, maintain, preserve, and protect official documents and records in the Clerk-Recorder Division and to make them readily available to the public. Specific programs include:
  - Vital records and recordkeeping
  - Recorder Records Management and Archives Program
  - Social Security numbers and unlawful restrictive language redaction from public documents
  - Electronic recording document program
- **Recorder All Other Direct Services** – Fee for service-related activities. 100% of these costs are recoverable from routine fees for service.

Significant analytical and policy decisions revolve around inclusion of categorized activity costs in the fully burdened hourly rate. The decision of whether to apply or exclude certain costs toward recovery in fees for service stems from basic fee setting parameters offered by the California State Constitution and Statutes, which requires that any new fee levied or existing fee increased should not exceed the estimated amount required to provide the service for which the charge is levied.

## 4.2 Fee Establishment

Procedures and fee amounts for providing clerk-recorder services are heavily regulated by the California State Government Code. Most of the fee categories charged by the Clerk-Recorder Division 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 fees listed in Appendix A.2 and A.3 were not subject to the cost of services analysis conducted by NBS. However, where no code limits the allowable charge, NBS evaluated the cost of providing these services.

Overall, the Division did not make significant changes to the existing fee structure. The focus of the Study was to re-align the fee amount to match the cost of service and leave the current structure of fees unchanged. The following is a summary of the overall changes to the Clerk-Recorder Division fee schedule:

- Deletion of fees that are no longer used or needed such as Penalty Print on the Recorder fee schedule.
- Addition of new fee categories, notated as “New” in the Current Fee column of Appendix A.2<sup>1</sup> for County Clerk fees:
  - Amendments for confidential marriage licenses
  - Civil Marriage Ceremony
    - Walk-in
    - After hours
    - Vow Renewal – Walk-In

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<sup>1</sup> Refer to Section 2.2, *Methods of Analysis*, for additional discussion on the Study’s approach to adding, deleting, and revising fee categories.

- Bring Your Own Officiant – Walk-In
  - Expedited ceremony at the window
  - Witness fee
  - Appointment processing fee
  - Outdoor ceremony
- Department of insurance certificate
- Fully burdened hourly rate developed by the Study
- Addition of new fee categories, notated as “New” in the Current Fee column of Appendix A.3 for Recorder fees:
  - Records Archive Facility Appointment
  - Fully burdened hourly rate developed by the Study

### 4.3 Cost Recovery Evaluation

Appendix A.2 & A.3 presents the results of the detailed cost recovery analysis of fees for the County’s Clerk-Recorder Division. 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.

Currently, the Division is recovering approximately 63% of the total cost of providing services from fees. As Table 6 shows, the County collects approximately \$651,000 per year in revenue at the current fee amounts. At full cost recovery and the same demand level for these services, the County would recover approximately \$1 million.

**Table 6. Cost Recovery Outcomes**

Division	Annual Estimated Current Fee Revenue	Annual Estimated Full Cost Recovery Fee Revenue	Annual Cost Recovery Surplus / (Deficit)	Current Cost Recovery %	Annual Estimated Recommended Fee Revenue	Recommended Cost Recovery %
County Clerk	\$ 650,343	\$ 1,023,055	\$ (372,712)	64%	\$ 879,376	86%
Recorder	\$ 1,080	\$ 3,805	\$ (2,725)	28%	\$ 2,700	71%
<b>Total</b>	<b>\$ 651,423</b>	<b>\$ 1,026,860</b>	<b>\$ (375,437)</b>	<b>63%</b>	<b>\$ 882,076</b>	<b>86%</b>

NBS provided a full cost of service evaluation and the framework for considering fees, while the County Clerk-Recorder Division determined the appropriate cost recovery levels at or below full cost amounts.

The “Recommended Fee” column in Appendix A.2 and A.3 displays County staff’s initial recommended fee amounts. These initial recommendations for adjusted fee amounts are projected to recover approximately 86% of the total costs of providing fee-related services, assuming the demand for services remains the same.

In addition to the “Annual Estimated Revenues” amounts shown above, the Clerk-Recorder Division also collects approximately \$3.6 million in revenue from the fees that are set by the State. As mentioned above, NBS did not evaluate these fees based on the restrictions of the California State Government Code, however, to account for the total estimated revenues to be collected, these revenues would need to be accounted for.



## 5. CONCLUSION

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Based on the outcomes of the Cost of Service Analysis, Fee Establishment, and Cost Recovery Evaluation presented in this Study, the proposed Master Fee Schedule for each Division has been prepared by the County for implementation and included in the Clerk-Recorder-Elections Department's Staff Report.

As discussed throughout this report, the intent of the proposed fee schedule is to improve the County's recovery of costs incurred to provide individual services, as well as adjust fees where the 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 Clerk-Recorder-Elections Fee Schedules 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 schedules are the final word on the amount and method in which fees should be charged and supersedes all previous fee schedules. If it is discovered that the master document is missing certain fees, those fees will eventually need to be added to the master fee schedule and should not exist outside the consolidated, master framework.
- The County should consider adjusting these user fees and regulatory fees on an annual basis to keep pace with cost inflation. For all fees and charges, for example, the County could use a Consumer Price Index adjustment that is applied to the new fee schedule. Conducting a comprehensive user fee Study is not an annual requirement, and only becomes worthwhile over time as shifts in organization, local practices, legislative values, or legal requirements result in significant change.

As a final note, it is worth mentioning the path that fees, in general, have taken in the State of California. In recent years, there is more public demand for the precise and equitable accounting of the basis for governmental fees and a greater say in when and how they are charged. It is likely that into the future, user and regulatory fees will require an even greater level of analysis and supporting data to meet the public's growing expectations. An agency's ability to meet these new pressures will depend on the level of technology they invest in their current systems. 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***

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### ***Cost of Service Analysis – Elections Division***

Fee No.	Fee Name	Fee/Unit Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues		
												Current Fee	Full Cost Recovery	Rec'd Fee
<b>COUNTY ELECTIONS DIVISION FEES</b>														
<b>1</b>	<b>Vote by Mail File</b>													
	Subscription	per subscription		4.23	\$ 180	\$ 760	\$ 100	13%	\$ 100	13%	30	\$ 3,000	\$ 22,802	\$ 3,000
	Per File	per file		0.33	\$ 180	\$ 59	\$ 25	42%	\$ 30	51%	10	\$ 250	\$ 593	\$ 300
<b>2</b>	<b>Unsigned List</b>													
	Subscription	per subscription		3.75	\$ 180	\$ 674	\$ 25	4%	\$ 100	15%	15	\$ 375	\$ 10,107	\$ 1,500
	Per File	per file		0.17	\$ 180	\$ 31	\$ 5	16%	\$ 30	98%	5	\$ 25	\$ 153	\$ 150
<b>3</b>	<b>Signature Cure List</b>													
	Subscription	per subscription		3.75	\$ 180	\$ 674	\$ 25	4%	\$ 100	15%	15	\$ 375	\$ 10,107	\$ 1,500
	Per File	per file		0.17	\$ 180	\$ 31	\$ 5	16%	\$ 30	98%	5	\$ 25	\$ 153	\$ 150
<b>4</b>	<b>Master Voter File</b>													
	Entire County	per file		0.37	\$ 180	\$ 66	\$ 250	376%	\$ 65	98%	30	\$ 7,500	\$ 1,995	\$ 1,950
	Multiple Districts or Cities	per file		0.37	\$ 180	\$ 66	NEW	%	\$ 65	98%	-	\$ -	\$ -	\$ -
	Single District or City	per file		0.30	\$ 180	\$ 54	\$ 113	209%	\$ 50	93%	60	\$ 6,750	\$ 3,234	\$ 3,000
<b>5</b>	<b>Precinct List (Walking List)</b>													
	Per List	per list	[1]	0.20	\$ 180	\$ 36	\$ 15	42%	\$ 35	97%	10	\$ 150	\$ 359	\$ 350
	No additional charge when sent as PDF Printed page fee and tax applies when printed (see "Printed Pages")													
<b>6</b>	<b>Campaign Finance and Statement of Economic Interest Documents</b>	per page (no min)	[2]				\$ 0.10		\$ 0.10					
	(e.g. 460, 501, disclosure filings)													
<b>7</b>	<b>Retrieval Fee for Campaign Finance Reports (5+ years old)</b>	per request	[2]				\$ 5		\$ 5					
<b>8</b>	<b>Copy of a Candidate's Statement of Qualifications</b>	per statement	[1]				\$ 1		\$ 1					
<b>9</b>	<b>Voter Registration Certificate</b>	per copy	[1,3]				\$ 1.50		\$ 1.50					
<b>10</b>	<b>Printed Pages</b>	per page (\$1.00 min)	[1]				\$ 0.25		\$ 0.25					
<b>11</b>	<b>1:600 Color Walking Maps</b>	per request	[1]	0.33	\$ 180	\$ 59	\$ 1.50	3%	\$ 59	100%	10	\$ 15	\$ 593	\$ 593

Fee No.	Fee Name	Fee/Unit Type	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis				
				Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues			
												Current Fee	Full Cost Recovery	Rec'd Fee	
12	Wide format printing maps, charts, graphs	per map	[1]	1.58	\$ 180	\$ 284	\$ 25	9%	\$ 150	53%	50	\$ 1,250	\$ 14,195	\$ 7,500	
13	Contra Costa County Elections Precinct Shape File	per file		0.20	\$ 180	\$ 36	\$ 50	139%	\$ 35	97%	5	\$ 250	\$ 180	\$ 175	
14	Credit Card Transaction Fee	actual cost					NEW		Actual Cost						
15	Election Set Up Fee	per contest	[4]	1.12	\$ 180	\$ 201	NEW	%	\$ 200	100%					
16	Candidate Processing Fee	per filing candidate	[4]	0.80	\$ 180	\$ 144	NEW	%	\$ 140	97%					
17	For services requested, which have no fee listed in this fee schedule	actual cost					NEW		Actual Cost						
<b>TOTAL ELECTIONS DIVISION</b>													19,965	64,472	20,168

**Notes**

- [1] Taxes apply when pages are printed
- [2] CA Govt Code 81008 (2022): Copies shall be provided at a charge not to exceed ten cents (\$0.10) per page. In addition, the filing officer may charge a retrieval fee not to exceed five dollars (\$5) per request for copies of reports and statements which are five or more years old. A request for more than one report or statement or report and statement at the same time shall be considered a single request.
- [3] Set by Election code 2167
- [4] Revenue associated with this service is accounted for in a separate Elections Billing model.

## ***APPENDIX A.2***

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### ***Cost of Service Analysis – Clerk Division***

Fee No.	Fee Name	Fee/Unit Type	Gov't. Code / Authority	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
					Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues		
													Current Fee	Full Cost Recovery	Rec'd Fee
<b>COUNTY CLERK DIVISION FEES</b>															
<b>1</b>	<b>Vital Certificates / Search Fees</b>			[1,2]											
	Certified Birth Certificate	Each	[HS 103625]				\$ 36		\$ 36						
	Government Birth Certificate	Each	[HS 103625]	[3]			\$ 22		\$ 22						
	Certified Death Certificate	Each	[HS 103625]				\$ 28		\$ 28						
	Certified Fetal Death Certificate	Each	[HS 103625]				\$ 25		\$ 25						
	Government Death Certificate	Each	[HS 103625]	[3]			\$ 24		\$ 24						
	Certified Public Marriage Certificate	Each	[HS 103625]				\$ 21		\$ 21						
	Certified Confidential Marriage Certificate	Each	[HS 103625]				\$ 21		\$ 21						
	Government Marriage Certificate	Each	[HS 103625]	[3]			\$ 12		\$ 12						
<b>2</b>	<b>Official Record Fees</b>														
	Recorded Document Plain Copy - 1st page	Page	[GC 27366]		0.10	\$ 112	\$ 11	\$ 1	9%	\$ 5	45%	-	\$ -	\$ -	\$ -
	each additional page	per page	[GC 27366]		0.017	\$ 112	\$ 2	NEW	%	\$ 2	100%	-	\$ -	\$ -	\$ -
	Certified Copy (Complete Document ONLY) (Plus Plain Copy Fee)	Document	[GC 27366]		0.12	\$ 112	\$ 13	\$ 2.50	19%	\$ 6	46%	-	\$ -	\$ -	\$ -
	Maps Plain Copy (18"x23")	Page	[GC 27366]		0.17	\$ 112	\$ 19	\$ 3.50	19%	\$ 10	53%	-	\$ -	\$ -	\$ -
	Certified Copy (18" x 23" Complete Map ONLY) (Plus Map Plain Copy Fee)	Map	[GC 27366]		0.20	\$ 112	\$ 22	\$ 2.50	11%	\$ 6	27%	-	\$ -	\$ -	\$ -
<b>3</b>	<b>Fictitious Business Name (FBN) Fees</b>														
	File Fictitious Business Name Statement with one owner and one business name	Each	[GC 54985; B&P 17929]		0.55	\$ 112	\$ 62	\$ 30	49%	\$ 55	89%	6,816	\$ 204,480	\$ 421,360	\$ 374,880
	For EACH additional owner or business name	Each	[GC 54985; B&P 17929(a)]		0.05	\$ 112	\$ 6	\$ 7	125%	\$ 5	89%	-	\$ -	\$ -	\$ -
	Research name prior to filing	Each	[GC 54985; B&P 17929]		0.17	\$ 112	\$ 19	\$ 7	37%	\$ 10	53%	-	\$ -	\$ -	\$ -
	File Abandonment of FBN	Each	[GC 54985; B&P 17929(b)]		0.50	\$ 112	\$ 56	\$ 30	54%	\$ 45	81%	128	\$ 3,840	\$ 7,135	\$ 5,760
	File Withdrawal of FBN	Each			0.50	\$ 112	\$ 56	\$ 30	54%	\$ 45	81%	6	\$ 180	\$ 334	\$ 270
	Certified FBN copies	Each	[B&P 17926]		0.12	\$ 112	\$ 13	\$ 2	15%	\$ 6	46%	-	\$ -	\$ -	\$ -
	Plain FBN copies	Each	[GC 27366]		0.10	\$ 112	\$ 11	\$ 1	9%	\$ 5	45%	-	\$ -	\$ -	\$ -
<b>4</b>	<b>Notary Fees</b>														
	Registration of Notary Public (Plus Bond Recording Fees)	Each	[GC 8213, 27361]		0.45	\$ 112	\$ 50	\$ 15	30%	\$ 36	72%	1,153	\$ 17,295	\$ 57,798	\$ 41,508
	Bond Recording Fee														
	First Page	Page	[GC 27361]					\$ 14		\$ 14					
	Each additional page	Page	[GC 27361]					\$ 3		\$ 3					
	Authentication of Notary Public	Each			0.10	\$ 112	\$ 11	\$ 5	45%	\$ 10	89%	61	\$ 305	\$ 685	\$ 610

Fee No.	Fee Name	Fee/Unit Type	Gov't. Code / Authority	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis				
					Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues			
													Current Fee	Full Cost Recovery	Rec'd Fee	
<b>5</b>	<b>CEQA Filing Fees</b>															
	File Environmental Impact Reports	Each	[F&G 711.4 (e)]				\$ 50		\$ 50							
	Mitigated Negative Declaration (MND)	Each	[F&G 711.4 (d,e)]				\$2,548.00		\$ 2,916.75							
	Environmental Impact Report (EIR)	Each	[F&G 711.4 (d)(3)]				\$3,539.25		\$ 4,051.25							
	Environmental Document pursuant to a Certified Regulatory Program (CRP)	Each	[F&G 711.4 (d)(4)]	[4]			\$1,203.25		\$ 1,377.25							
	Negative Declaration	Each	[F&G 711.4 (d)(2)]				\$2,548.00		\$ 2,916.75							
<b>6</b>	<b>Marriage License and Ceremony Fees</b>															
	Public Marriage License	Each	[GC 26840, 26840.1, 26840.3, 26840.7, 54985; H&S 100435]													
	State Fees						\$ 3		\$ 3							
	County Fees - Capped						\$ 28		\$ 28							
	County - Regular Marriage License				0.67	\$ 112	\$ 75	\$ 55	73%	\$ 64	85%	4,213	\$ 231,715	\$ 317,183	\$ 269,632	
	Confidential Marriage License	Each	[GC 26840, 26840.1, 26840.3, 26840.8, 54985]													
	State Fees						\$ 4		\$ 4							
	County Fees - Capped						\$ 28		\$ 28							
	County - Regular Marriage License				0.67	\$ 112	\$ 75	\$ 58	77%	\$ 68	90%	626	\$ 36,308	\$ 47,129	\$ 42,568	
	Amendments for Confidential Marriage Licenses	Each	[H&S 103700c]		0.88	\$ 112	\$ 99	NEW	%	\$ 80	81%	-	\$ -	\$ -	\$ -	
	Declaration of Marriage	Each	[FC 425]													
	State Fees						\$ 3		\$ 3							
	County Fees - Capped						\$ 28		\$ 28							
	County - Regular Marriage License				1.05	\$ 112	\$ 118	\$ 55	46%	\$ 79	67%	-	\$ -	\$ -	\$ -	
	Duplicate Marriage License	Each	[FC 360, 501]		0.68	\$ 112	\$ 76	\$ 20	26%	\$ 50	66%	494	\$ 9,880	\$ 37,423	\$ 24,700	

Fee No.	Fee Name	Fee/Unit Type	Gov't. Code / Authority	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis				
					Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues			
													Current Fee	Full Cost Recovery	Rec'd Fee	
	Civil Marriage Ceremony	Each	[GC 26861, 54985]													
	With Appointment				0.50	\$ 112	\$ 56	\$ 60	107%	\$ 50	89%	2,341	\$ 140,460	\$ 131,364	\$ 117,050	
	Walk-in				0.58	\$ 112	\$ 65	NEW	%	\$ 65	99%	-	\$ -	\$ -	\$ -	
	After Hours	Flat			0.58	\$ 129	\$ 75	NEW	%	\$ 75	100%	-	\$ -	\$ -	\$ -	
	One Day Deputy Commissioner	Each	[GC 26861, 54985; FC 400]		0.20	\$ 112	\$ 22	\$ 50	227%	\$ 20	91%	116	\$ 5,800	\$ 2,549	\$ 2,320	
	Destination Wedding	per destination wedding ceremony			1.27	\$ 112	\$ 142	\$ 60	42%	\$ 120	84%	-	\$ -	\$ -	\$ -	
	Vow Renewal - Appt	Each			0.58	\$ 112	\$ 65	\$ 60	92%	\$ 55	84%	-	\$ -	\$ -	\$ -	
	Vow Renewal - Walk-In	Each			0.65	\$ 112	\$ 73	NEW	%	\$ 70	96%	-	\$ -	\$ -	\$ -	
	Bring Your Own Officiant - Appt	Each	[FC 400]		0.43	\$ 112	\$ 49	\$ 60	123%	\$ 40	82%	1	\$ 60	\$ 49	\$ 40	
	Bring Your Own Officiant - Walk-In	Each	[FC 400]		0.51	\$ 112	\$ 57	NEW	%	\$ 50	87%	-	\$ -	\$ -	\$ -	
	Expedited Ceremony at the window	Flat			0.40	\$ 112	\$ 45	NEW	%	\$ 35	78%	-	\$ -	\$ -	\$ -	
	Witness Fees	Each			0.20	\$ 112	\$ 22	NEW	%	\$ 20	89%	-	\$ -	\$ -	\$ -	
	Appointment Processing Fee (Non Refundable)	Flat			0.12	\$ 112	\$ 13	NEW	%	\$ 10	76%	-	\$ -	\$ -	\$ -	
	Outdoor Ceremony	Flat			0.67	\$ 112	\$ 75	NEW	%	\$ 75	100%	-	\$ -	\$ -	\$ -	
<b>7</b>	<b>Process Server</b>															
	Register Process Server (plus Bond Recording Fee)	Each	[B&P 22352]					\$ 117		\$ 117						
	Renew Process Server (plus Bond Recording Fee)	Each	[B&P 22352]					\$ 117		\$ 117						
	Bond Recording Fee															
	First Page	Each	[GC 27361]					\$ 14		\$ 14						
	Each additional page	Each	[GC 27361]					\$ 3		\$ 3						
	ID Card - Additional/Replacement	Each	BP 22352		0.17	\$ 112	\$ 19	\$ 10	53%	\$ 10	53%	1	\$ 10	\$ 19	\$ 10	
<b>8</b>	<b>Professional Photocopier Fees</b>															
	Register Professional Photocopier (plus Bond Recording Fee)	Each	[B&P 22453]					\$ 182		\$ 182						
	Bond Recording Fee															
	First Page	Each	[GC 27361]					\$ 14		\$ 14						
	Each additional page	Each	[GC 27361]					\$ 3		\$ 3						
<b>9</b>	<b>Legal Document Assist Fees</b>															
	Register Legal Document Assistant (plus Bond Recording Fee)	Each	[B&P 6404]					\$ 182		\$ 182						
	Renew Legal Document Assistant (plus Bond Recording Fee)	Each	[B&P 6404]					\$ 182		\$ 182						
	Bond Recording Fee															
	First Page	Each	[GC 27361]					\$ 14		\$ 14						
	Each additional page	Each	[GC 27361]					\$ 3		\$ 3						



Fee No.	Fee Name	Fee/Unit Type	Gov't. Code / Authority	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis				
					Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee	Existing Cost Recovery %	Recommended Fee	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues			
													Current Fee	Full Cost Recovery	Rec'd Fee	
<b>10</b>	<b>Unlawful Detainer Assistant Fees</b>															
	Register Unlawful Detainer (plus Bond Recording Fee)	Each	[B&P 6404]						\$ 182		\$ 182					
	Bond Recording Fee															
	First Page	Each	[GC 27361]						\$ 14		\$ 14					
	Each additional page	Each	[GC 27361]						\$ 3		\$ 3					
<b>11</b>	<b>Miscellaneous Fees</b>															
	Verification of a Health Officer	Each	[CORP 14502(d)]						\$ 5		\$ 5					
	Verification of a Humane Officer	Each	[CORP 14502(d)]						\$ 5		\$ 5					
	File Power of Attorney	Each	[GC 26855.1, 54985]						\$ 10		\$ 10					
	Translation Certificates								\$ 10		\$ 10					
	Return Check Fee (NSF)		[GC 6157]		0.25	\$ 112	\$ 28		\$ 10	36%	\$ 28	100%	1	\$ 10	\$ 28	\$ 28
	Department of Insurance Certificate	Each	[GC 26855.1-26855.3]						NEW		\$ 3.50					
	Notary Journal Line Item Copy	Flat							\$ 5		\$ 5					
<b>12</b>	<b>For services requested, which have no fee listed in this fee schedule</b>															
	During Business Hours	per hour			1.00	\$ 112	\$ 112		NEW	%	\$ 112	100%	-	\$ -	\$ -	\$ -
	After Business Hours	per hour			1.00	\$ 129	\$ 129		NEW	%	\$ 129	100%	-	\$ -	\$ -	\$ -
<b>TOTAL CLERK DIVISION</b>												<b>650,343</b>	<b>1,023,055</b>	<b>879,376</b>		

**Notes**

- [1] Health and Safety Code §103650: The fee for any search of the files and records performed by the custodian of the records for a specific record when no certified copy is made shall be paid in advance by the applicant. The fee shall be the same as the fee required in Section 103625.
- [2] After a thorough search has been completed, if no record is found, the fee will be retained as required by law and you will receive a "Certification of No Record"
- [3] The government certificate fee is only available for agencies that will be using the document for government specific use only.
- [4] Including, but not limited to the Forest Practice Rules, timber harvest plans, and other state agency regulatory programs (CEQA Guidelines 21080.5).

## ***APPENDIX A.3***

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### ***Cost of Service Analysis – Recorder Division***

Fee No.	Fee Name	Fee/Unit Type	Gov't. Code / Authority	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis			
					Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues		
													Current Fee	Full Cost Recovery	Rec'd Fee
<b>COUNTY RECORDER DIVISION FEES</b>															
<b>1</b>	<b>Base Recording Fees</b>														
	Base Fee - 1st Page*	Document Title	[GC 27361, 27397, 27361.4]	[1][2]				\$ 14		\$ 14					
	Base Fee - 1st Page of documents subject to Real Estate Fraud Fee*	Document Title	[GC 27388; CC Res 95-633]	[1]				\$ 17		\$ 17					
	Building Homes & Jobs Act Tax (SB2 - Atkins)	Per Title, Per Transaction	[GC 27388.1]					\$75 per title, not to exceed \$225 per transaction		\$75 per title, not to exceed \$225 per transaction					
	Each Additional Page (8.5"x11")	Page	[GC 27361(a)]					\$ 3		\$ 3					
	Combined Documents (containing more than one title)*	Title	[GC 27361.1]	[1][2]				\$ 14		\$ 14					
<b>2</b>	<b>Additional Recording Fees</b>														
	Survey Monument Fee		[GC 27584, 27585; CCC Res 78-670]					\$ 10		\$ 10					
	Nonconforming Fee Page	per page	[GC 27361(a)(2)]					\$ 3		\$ 3					
	Indexing Fee (more than 10 names)		[GC 27361.8]					\$ 1		\$ 1					
	Indexing Fee (more than 1 recording reference)	per reference	[GC 27361.2]					\$ 1		\$ 1					
	Preliminary Change of Ownership Report (PCOR) (Fee in Lieu of)		[RT 480.3(b)]					\$ 20		\$ 20					
	Involuntary Lien Notification Fee (e.g., Abstract of Judgement)	per owner/debtor	[GC 27297.5, 27387]		0.08	\$ 112	\$ 9	\$ 7	75%	\$ 9	100%	-	\$ -	\$ -	
<b>3</b>	<b>Document Transfer Fee</b>			[3]											
	Countywide Documentary Transfer Tax (DDT)	per \$500	[RT 11911; CC Ord 64.6]					\$ 0.55		\$ 0.55					
	Richmond City Transfer Tax		[Richmond Ord 35-90]												
	Under \$1 million	per \$1000						\$ 7		\$ 7					
	\$1 million - \$3 million	per \$1000						\$ 12.50		\$ 12.50					
	\$3 million - \$10 million	per \$1000						\$ 25		\$ 25					
	Over \$10 million	per \$1000						\$ 30		\$ 30					
	El Cerrito City Transfer Tax	per \$1000	[El Cerrito Ord 18-03]					\$ 12		\$ 12					
<b>4</b>	<b>Map Recording Fee</b>														
	Filing or Recording of Map - 1st page*	page	[GC 27372, 27361, 27361.4]	[1]				\$ 9		\$ 9					
	Each Additional Page	page	[GC 27372, 27361(c)]					\$ 3		\$ 3					

Fee No.	Fee Name	Fee/Unit Type	Gov't. Code / Authority	Notes	Activity Service Cost Analysis			Cost Recovery Analysis				Annual Estimated Revenue Analysis					
					Estimated Average Labor Time Per Activity (hours)	FBHR	Cost of Service Per Activity	Current Fee / Deposit	Existing Cost Recovery %	Recommended Fee	Rec'd Cost Recovery %	Estimated Volume of Activity	Annual Estimated Revenues				
													Current Fee	Full Cost Recovery	Rec'd Fee		
<b>5</b>	<b>Government Lien Recording Fees</b>																
	Release of Lien, Judgement, Encumbrance or Notice		[GC 27361.3, 27361.4, 27388, 27397(c)(1), 27361(d)(1); CCC Res 95-633]						\$ 20		\$ 20						
	Release of Lien, Judgement, Encumbrance or Notice Recorded in Error by the state or any political subdivision of the state		[GC 27361.3, 27361.4]						\$ -		\$ -						
	Federal Tax Lien or Release (additional page fees apply)	per document title	[GC 27361, 27397, 27361.4]						\$ 14		\$ 14						
<b>6</b>	<b>Financing Statements</b>																
	UCC - 1 or 2 pages*	per document	[GC 27388; CCC Res 95-633]	[4]					\$ 13		\$ 13						
	UCC - 3 or more pages*	pre document	[GC 12194(a)]	[1]					\$ 23		\$ 23						
<b>7</b>	<b>Copy and Filing Fees</b>																
	Preliminary 20-day Notice	each			0.94	\$ 112	\$ 106	\$ 30	28%	\$ 75	71%	36	\$ 1,080	\$ 3,805	\$ 2,700		
	Preliminary 20-day Notice - Each additional lot notice	each additional			0.25	\$ 112	\$ 28	\$ 5	16%	\$ 5	18%	-	\$ -	\$ -	\$ -		
	Official Record Copy - 1st page	per page	[GC 27366, BOS Order 1/4/1994]		0.10	\$ 112	\$ 11	\$ 1	9%	\$ 5	45%	-	\$ -	\$ -	\$ -		
	each additional page	per page	[GC 27366, BOS Order 1/4/1994]		0.02	\$ 112	\$ 2	NEW	%	\$ 2	100%	-	\$ -	\$ -	\$ -		
	Map Copy Fee (18"x26")	per page	[GC 27366, BOS Order 1/4/1994]		0.17	\$ 112	\$ 19	\$ 3.50	19%	\$ 10	53%	-	\$ -	\$ -	\$ -		
	Certified Copy	per certification	[GC 27366]		0.20	\$ 112	\$ 22	\$ 2.50	11%	\$ 6	27%	-	\$ -	\$ -	\$ -		
	Conformed Copy				0.03	\$ 112	\$ 4	\$ -	0%	\$ 2	53%	-	\$ -	\$ -	\$ -		
<b>8</b>	<b>Contracts, Plans &amp; Specs Filing Fee</b>	flat	GC 27380					\$ 8		\$ 3							
<b>9</b>	<b>Records Archive Facility Appointment</b>	flat	[GC 27366, 54985]		0.50	\$ 112	\$ 56	NEW	%	\$ 25	45%	-	\$ -	\$ -	\$ -		
<b>10</b>	<b>For services requested, which have no fee listed in this fee schedule</b>																
	During Business Hours	per hour			1.00	\$ 112	\$ 112	NEW	%	\$ 112	100%	-	\$ -	\$ -	\$ -		
	After Business Hours	per hour			1.00	\$ 129	\$ 129	NEW	%	\$ 129	100%	-	\$ -	\$ -	\$ -		
<b>TOTAL RECORDER DIVISION</b>															1,080	3,805	2,700

- Notes**
- [1] Fees on this schedule marked with an asterisk (\*) are subject to the State-mandated Building Homes and Jobs Act (SB2-Atkins) tax of up to an additional \$225 in accordance with the legislative amendment of Government Code §27388.1, unless an exemption is claimed on the first page of this document.
  - [2] The Real Estate Fraud Fee is collected on numerous document titles, and will require an additional \$3.00 payment. The list of document titles may be found on the Real Estate Fraud Recording tab.  
<https://www.contracostavote.gov/recorder/recording-fees/recorder-fee-schedule/real-estate-fraud-recording/>
  - [3] Any amount over \$1.00 must be rounded up to the nearest \$500 for the Countywide Documentary Transfer Tax.
  - [4] Effective April 1, 2018 a real estate fraud fee of \$3.00 (above the Base \$10.00 or \$20.00 fee) will be charged for all uniform commercial code (UCC) document unless recorded concurrently with a transfer subject to the imposition of Transfer Tax.

## ***APPENDIX B.1***

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### ***Comparative Fee Survey – Elections Division***

Contra Costa County							Comparison Agencies				
Fee No.	Fee Name	Fee/Unit Type	Notes	Current Fee	Full Cost Recovery	Rec Fee	Marin County	Santa Clara County	San Mateo County	Solano County	Sonoma County
<b>COUNTY ELECTIONS DIVISION FEES</b>											
<b>1</b>	<b>Vote by Mail File</b>										
	Subscription	per subscription		\$ 100	\$ 760	\$ 100	\$30 for every 50k voters	\$66 - daily or weekly	<i>no comparison available</i>	Vote by Mail Voters File Subscription: \$329.42	\$20 processing fee + \$1.00 per 1,000 records
	Per File	per file		\$ 25	\$ 59	\$ 30	\$20 each addtl update	\$132 - electronic			
<b>2</b>	<b>Unsigned List</b>										
	Subscription	per subscription		\$ 25	\$ 674	\$ 100	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Per File	per file		\$ 5	\$ 31	\$ 30					
<b>3</b>	<b>Signature Cure List</b>										
	Subscription	per subscription		\$ 25	\$ 674	\$ 100	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>
	Per File	per file		\$ 5	\$ 31	\$ 30					
<b>4</b>	<b>Master Voter File</b>										
	Entire County	per file		\$ 250	\$ 66	\$ 65	\$ 90	Voter file - \$132	Voter information (per file) - \$125	Voter File - Countywide (pre-made): \$15 \$10 for county-issued flash drive	\$ 270
	Multiple Districts or Cities	per file		NEW	\$ 66	\$ 65	\$ 70				\$20 processing fee + \$1.00 per 1,000 records
	Single District or City	per file		\$ 113	\$ 54	\$ 50	\$30 for every 50k voters				
<b>5</b>	<b>Precinct List (Walking List)</b>										
	Per List	per list	[1]	\$ 15	\$ 36	\$ 35	\$0.60 per 1,000 voters	Precinct Map (11x17) - \$5 per page	<i>no comparison available</i>	\$0.50 per 1,000 names	\$0.50 per 1,000 records
	No additional charge when sent as PDF Printed page fee and tax applies when printed (see "Printed Pages")										
<b>6</b>	<b>Campaign Finance and Statement of Economic Interest Documents</b>	per page (no min)	[2]	\$ 0.10		\$ 0.10					
	(e.g. 460, 501, disclosure filings)										
<b>7</b>	<b>Retrieval Fee for Campaign Finance Reports (5+ years old)</b>	per request	[2]	\$ 5		\$ 5					
<b>8</b>	<b>Copy of a Candidate's Statement of Qualifications</b>	per statement	[1]	\$ 1		\$ 1	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	\$0.10 per page	<i>no comparison available</i>
<b>9</b>	<b>Voter Registration Certificate</b>	per copy	[1]	\$ 1.50		\$ 1.50	\$ 1.50	<i>no comparison available</i>	\$ 1.50	\$ 1.50	<i>no comparison available</i>
<b>10</b>	<b>Printed Pages</b>	per page (\$1.00 min)	[1]	\$ 0.25		\$ 0.25	\$0.29 per page	\$0.10 per page	<i>no comparison available</i>	\$0.75 first page, \$0.10 each additional page	<i>no comparison available</i>
<b>11</b>	<b>1:600 Color Walking Maps</b>	per request	[1]	\$ 1.50	\$ 59	\$ 59	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	<i>no comparison available</i>	\$2.00 to \$10.00 per map
<b>12</b>	<b>Wide format printing maps, charts, graphs</b>	per map	[1]	\$ 25	\$ 284	\$ 150	<i>no comparison available</i>	\$115 set up fee + print  11x17 - \$5 per page 17x22 - \$12 per page 22x34 - \$20 per page 34x44 - \$25 per page 40x60 - \$30 per page	<i>no comparison available</i>	Production maps: \$100- \$250  Custom maps: \$50.25 per 1/4 hr + direct material cost	\$2.00 to \$10.00 per map

Contra Costa County							Comparison Agencies				
Fee No.	Fee Name	Fee/Unit Type	Notes	Current Fee	Full Cost Recovery	Rec Fee	Marin County	Santa Clara County	San Mateo County	Solano County	Sonoma County
13	Contra Costa County Elections Precinct Shape File	per file		\$ 50	\$ 36	\$ 35	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
14	Credit Card Transaction Fee	actual cost		NEW		Actual Cost	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
15	Election Set Up Fee	per contest	[4]	NEW	\$ 201	\$ 200	Cities: \$50 All other jurisdictions: \$250	\$1,201 for City \$2,136 for Special District \$1,837 for School District  All fees charges per contest, plus cost of legal publications	no comparison available	no comparison available	no comparison available
16	Candidate Processing Fee	per candidate filline	[4]	NEW	\$ 144	\$ 140	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available

## ***APPENDIX B.2***

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### ***Comparative Fee Survey – Clerk Division***



Contra Costa County							Comparison Agencies				
Fee No.	Fee Name	Fee/Unit Type	Notes	Current Fee	Full Cost Recovery	Rec Fee	Alameda County	Santa Clara County	San Francisco County	San Mateo County	Sonoma County
<b>COUNTY CLERK DIVISION FEES</b>											
<b>1</b>	<b>Vital Certificates / Search Fees</b>		[1, 2]								
	Certified Birth Certificate	Each		\$ 36		\$ 36					
	Government Birth Certificate	Each	[3]	\$ 22		\$ 22					
	Certified Death Certificate	Each		\$ 28		\$ 28					
	Certified Fetal Death Certificate	Each		\$ 25		\$ 25					
	Government Death Certificate	Each	[3]	\$ 24		\$ 24					
	Certified Public Marriage Certificate	Each		\$ 21		\$ 21					
	Certified Confidential Marriage Certificate	Each		\$ 21		\$ 21					
	Government Marriage Certificate	Each	[3]	\$ 12		\$ 12					
<b>2</b>	<b>Official Record Fees</b>										
	Recorded Document Plain Copy - 1st page	Page		\$ 1	\$ 11	\$ 5	\$ 3.50	\$4/1st page \$2/add'l page	\$3/1st page \$0.50/add'l page	\$5/1st page \$1/add'l page	\$ 5
	Certified Copy (Complete Document ONLY) (Plus Plain Copy Fee)	Document		\$ 2.50	\$ 13	\$ 6	\$ 1	\$ 2	\$ 1	\$ 5	\$ 4
	Maps Plain Copy (18"x23")	Page		\$ 3.50	\$ 19	\$ 10	\$ 3.50	\$4/1st page \$2/add'l page	\$5/1st page \$3/add'l page	\$ 2	\$ 5
	Certified Copy (18" x 23" Complete Map ONLY) (Plus Map Plain Copy Fee)	Map		\$ 2.50	\$ 22	\$ 6	\$ 1	\$ 2	\$ 1	\$ 5	\$ 4
<b>3</b>	<b>Fictitious Business Name (FBN) Fees</b>										
	File Fictitious Business Name Statement with one owner and one business name	Each		\$ 30	\$ 62	\$ 55	\$ 40	\$ 40	\$ 63	\$ 34	\$ 55
	For EACH additional owner or business name	Each		\$ 7	\$ 6	\$ 5	\$ 7	\$ 7	\$ 16	\$ 5	\$ 9
	Research name prior to filing	Each		\$ 7	\$ 19	\$ 10	\$ 25	\$ 30	no comparison available	\$ 10	\$ 1.75
	File Abandonment of FBN	Each		\$ 30	\$ 56	\$ 45	\$ 35	\$ 37	\$ 51	\$ 11	\$ 31
	File Withdrawal of FBN	Each		\$ 30	\$ 56	\$ 45	\$ 35	\$ 37	\$ 51	\$ 11	\$ 31
	Certified FBN copies	Each		\$ 2	\$ 13	\$ 6	\$ 2.00	\$10/copy \$1/add'l page	no comparison available	\$ 5	\$ 2
	Plain FBN copies	Each		\$ 1	\$ 11	\$ 5	\$ 0.75	\$7/copy \$1/add'l page		\$ 1	\$ 2
<b>4</b>	<b>Notary Fees</b>										
	Registration of Notary Public (Plus Bond Recording Fees)	Each		\$ 15	\$ 50	\$ 36	\$ 50	\$ 63	\$ 51	\$ 42	\$ 50
	Bond Recording Fee										
	First Page	Page		\$ 14		\$ 14					
	Each additional page	Page		\$ 3		\$ 3					
	Authentication of Notary Public	Each		\$ 5	\$ 11	\$ 10	no comparison available	\$ 38	\$ 17	\$ 12	\$ 15
<b>5</b>	<b>CEQA Filing Fees</b>										
	File Environmental Impact Reports	Each		\$ 50		\$ 50					
	Mitigated Negative Declaration (MND)	Each		\$2,548.00		\$2,916.75					
	Environmental Impact Report (EIR)	Each		\$3,539.25		\$4,051.25					
	Environmental Document pursuant to a Certified Regulatory Program (CRP)	Each	[4]	\$1,203.25		\$1,377.25					
	Negative Declaration	Each		\$2,548.00		\$2,916.75					

Contra Costa County						Comparison Agencies					
Fee No.	Fee Name	Fee/Unit Type	Notes	Current Fee	Full Cost Recovery	Rec Fee	Alameda County	Santa Clara County	San Francisco County	San Mateo County	Sonoma County
<b>6</b>	<b>Marriage License and Ceremony Fees</b>										
	Public Marriage License	Each									
	State Fees			\$ 3		\$ 3					
	County Fees - Capped			\$ 28		\$ 28					
	County - Regular Marriage License			\$ 55	\$ 75	\$ 64	\$ 81	\$ 80	\$ 120	\$ 79	\$ 82
	Confidential Marriage License	Each									
	State Fees			\$ 4		\$ 4					
	County Fees - Capped			\$ 28		\$ 28					
	County - Regular Marriage License			\$ 58	\$ 75	\$ 68	\$ 90	\$ 83	\$ 120	\$ 80	\$ 98
	Amendments for Confidential Marriage Licenses	Each		NEW	\$ 99	\$ 80	no comparison available	no comparison available	\$ 34	no comparison available	\$ 26
	Declaration of Marriage	Each									
	State Fees			\$ 3		\$ 3					
	County Fees - Capped			\$ 28		\$ 28					
	County - Regular Marriage License			\$ 55	\$ 118	\$ 79	no comparison available	no comparison available	no comparison available	no comparison available	\$ 82
	Duplicate Marriage License	Each		\$ 20	\$ 76	\$ 50	\$ 5	no comparison available	\$ 28	\$ 5	\$ 56
	Civil Marriage Ceremony	Each									
	With Appointment			\$ 60	\$ 56	\$ 50	\$ 75	\$ 80	\$ 103	\$ 65	\$ 60
	Walkin			NEW	\$ 65	\$ 65					
	After Hours	Flat		NEW	\$ 75	\$ 75		no comparison available	no comparison available	no comparison available	no comparison available
	One Day Deputy Commissioner	Each		\$ 50	\$ 22	\$ 20		\$ 80	\$ 171	\$ 60	\$ 133
	Destination Wedding	per destination wedding ceremony		\$ 60	\$ 142	\$ 120					
	Vow Renewal - Appt	Each		\$ 60	\$ 65	\$ 55		no comparison available			no comparison available
	Vow Renewal - Walk-In	Each		NEW	\$ 73	\$ 70	no comparison available				no comparison available
	Bring Your Own Officiant - Appt	Each		\$ 60	\$ 49	\$ 40			no comparison available	no comparison available	
	Bring Your Own Officiant - Walk-In	Each		NEW	\$ 57	\$ 50					
	Expedited Ceremony at the window	Flat		NEW	\$ 45	\$ 35		\$ 120			
	Witness Fees	Each		NEW	\$ 22	\$ 20		\$ 10			\$ 22
	Appointment Processing Fee (Non Refundable)	Flat		NEW	\$ 13	\$ 10		no comparison available			
	Outdoor Ceremony	Flat		NEW	\$ 75	\$ 75		Chapel Usage Fee: \$40 (per 10 mins)			no comparison available
<b>7</b>	<b>Process Server</b>										
	Register Process Server (plus Bond Recording Fee)	Each		\$ 117		\$ 117					
	Renew Process Server (plus Bond Recording Fee)	Each		\$ 117		\$ 117					
	Bond Recording Fee										
	First Page	Each		\$ 14		\$ 14					
	Each additional page	Each		\$ 3		\$ 3					
	ID Card - Additional/Replacement	Each		\$ 10	\$ 19	\$ 10	\$ 10	\$ 10	\$ 17	\$ 10	\$ 10

Contra Costa County							Comparison Agencies				
Fee No.	Fee Name	Fee/Unit Type	Notes	Current Fee	Full Cost Recovery	Rec Fee	Alameda County	Santa Clara County	San Francisco County	San Mateo County	Sonoma County
<b>8</b>	<b>Professional Photocopier Fees</b>										
	Register Professional Photocopier (plus Bond Recording Fee)	Each		\$ 182		\$ 182					
	Bond Recording Fee										
	First Page	Each		\$ 14		\$ 14					
	Each additional page	Each		\$ 3		\$ 3					
<b>9</b>	<b>Legal Document Assist Fees</b>										
	Register Legal Document Assistant (plus Bond Recording Fee)	Each		\$ 182		\$ 182					
	Renew Legal Document Assistant (plus Bond Recording Fee)	Each		\$ 182		\$ 182					
	Bond Recording Fee										
	First Page	Each		\$ 14		\$ 14					
	Each additional page	Each		\$ 3		\$ 3					
<b>10</b>	<b>Unlawful Detainer Assistant Fees</b>										
	Register Unlawful Detainer (plus Bond Recording Fee)	Each		\$ 182		\$ 182					
	Bond Recording Fee										
	First Page	Each		\$ 14		\$ 14					
	Each additional page	Each		\$ 3		\$ 3					
<b>11</b>	<b>Miscellaneous Fees</b>										
	Verification of a Health Officer	Each		\$ 5		\$ 5					
	Verification of a Humane Officer	Each		\$ 5		\$ 5					
	File Power of Attorney	Each		\$ 10		\$ 10					
	Translation Certificates			\$ 10		\$ 10					
	Return Check Fee (NSF)			\$ 10	\$ 28	\$ 28	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Department of Insurance Certificate	Each		NEW		\$ 4					
	Notary Journal Line Item Copy	Flat		\$ 5		\$ 5					
<b>12</b>	<b>For services requested, which have no fee listed in this fee schedule</b>										
	During Business Hours	per hour		NEW	\$ 112	\$ 112	no comparison available	no comparison available	no comparison available	Technical Work: \$50/half hour	no comparison available
	After Business Hours	per hour		NEW	\$ 129	\$ 129	no comparison available	no comparison available	no comparison available		no comparison available

## ***APPENDIX B.3***

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### ***Comparative Fee Survey – Recorder Division***

Contra Costa County							Comparison Agencies				
Fee No.	Fee Name	Fee/Unit Type	Notes	Current Fee	Full Cost Recovery	Rec Fee	Alameda County	Santa Clara County	San Francisco County	San Mateo County	Sonoma County
<b>COUNTY RECORDER DIVISION FEES</b>											
<b>1</b>	<b>Base Recording Fees</b>										
	Base Fee - 1st Page*	Document Title	[1][2]	\$ 14		\$ 14					
	Base Fee - 1st Page of documents subject to Real Estate Fraud Fee*	Document Title	[1]	\$ 17		\$ 17					
	Building Homes & Jobs Act Tax (SB2 - Atkins)	Per Title, Per Transaction		\$75 per title, not to exceed \$225 per transaction		\$75 per title, not to exceed \$225 per transaction					
	Each Additional Page (8.5"x11")	Page		\$ 3		\$ 3					
	Combined Documents (containing more than one title)*	Title	[1][2]	\$ 14		\$ 14					
<b>2</b>	<b>Additional Recording Fees</b>										
	Survey Monument Fee			\$ 10		\$ 10					
	Nonconforming Fee Page	per page		\$ 3		\$ 3					
	Indexing Fee (more than 10 names)			\$ 1		\$ 1					
	Indexing Fee (more than 1 recording reference)	per reference		\$ 1		\$ 1					
	Preliminary Change of Ownership Report (PCOR) (Fee in Lieu of)			\$ 20		\$ 20					
	Involuntary Lien Notification Fee (e.g., Abstract of Judgement)	per owner/debtor		\$ 7	\$ 9	\$ 9	\$ 7	no comparison available	\$ 6	\$ 7	\$ 7
<b>3</b>	<b>Document Transfer Fee</b>		[3]								
	Countywide Documentary Transfer Tax (DDT)	per \$500		\$ 0.55		\$ 0.55					
	Richmond City Transfer Tax										
	Under \$1 million	per \$1000		\$ 7		\$ 7					
	\$1 million - \$3 million	per \$1000		\$ 12.50		\$ 12.50					
	\$3 million - \$10 million	per \$1000		\$ 25		\$ 25					
	Over \$10 million	per \$1000		\$ 30		\$ 30					
	El Cerrito City Transfer Tax	per \$1000		\$ 12		\$ 12					
<b>4</b>	<b>Map Recording Fee</b>										
	Filing or Recording of Map - 1st page*	page	[1]	\$ 9		\$ 9					
	Each Additional Page	page		\$ 3		\$ 3					
<b>5</b>	<b>Government Lien Recording Fees</b>										
	Release of Lien, Judgement, Encumbrance or Notice			\$ 20		\$ 20					
	Release of Lien, Judgement, Encumbrance or Notice Recorded in Error by the state or any political subdivision of the state			\$ -		\$ -					
	Federal Tax Lien or Release (additional page fees apply)	per document title		\$ 14		\$ 14					
<b>6</b>	<b>Financing Statements</b>		[4]								
	UCC - 1 or 2 pages*	per document	[1]	\$ 13		\$ 13					
	UCC - 3 or more pages*	pre document	[1]	\$ 23		\$ 23					

Contra Costa County							Comparison Agencies				
Fee No.	Fee Name	Fee/Unit Type	Notes	Current Fee	Full Cost Recovery	Rec Fee	Alameda County	Santa Clara County	San Francisco County	San Mateo County	Sonoma County
<b>7</b>	<b>Copy and Filing Fees</b>										
	Preliminary 20-day Notice	each		\$ 30	\$ 106	\$ 75	\$ 45	\$ 50	\$ 22	\$ 84	\$ 35
	Preliminary 20-day Notice - Each additional lot notice	each additional		\$ 5	\$ 28	\$ 5	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
	Official Record Copy- 1st page	per page		\$ 1	\$ 11	\$ 5	\$ 3.50	\$4/1st page \$2/addt'l page	\$3/1st page \$0.50/addt'l page	\$5/1st page \$1/addt'l page	\$ 5
	Map Copy Fee (18"x26")	per page		3.50	\$ 19	\$ 10	\$ 3.50	\$4/1st page \$2/addt'l page	\$5/1st page \$3/addt'l page	\$ 2	\$ 5
	Certified Copy	per certification		\$ 2.50	\$ 22	\$ 6	\$ 1	\$ 2	\$ 1	\$ 5	\$ 4
	Conformed Copy			\$ -	\$ 4	\$ 2	no comparison available	\$ 5	\$ 1	\$ 10	no comparison available
<b>8</b>	Contracts, Plans & Specs Filing Fee	flat		\$ 8	\$ -	\$ 3	Builders Contract Filing: \$81	Builders Contract Filing: \$15	no comparison available	no comparison available	no comparison available
<b>9</b>	Records Archive Facility Appointment	flat		NEW	\$ 56	\$ 25	no comparison available	no comparison available	no comparison available	no comparison available	no comparison available
<b>10</b>	For services requested, which have no fee listed in this fee schedule										
	During Business Hours	per hour		NEW	\$ 112	\$ 112	no comparison available	no comparison available	no comparison available	Technical Work: \$50/half hour	no comparison available
	After Business Hours	per hour		NEW	\$ 129	\$ 129					