

# Contra Costa County

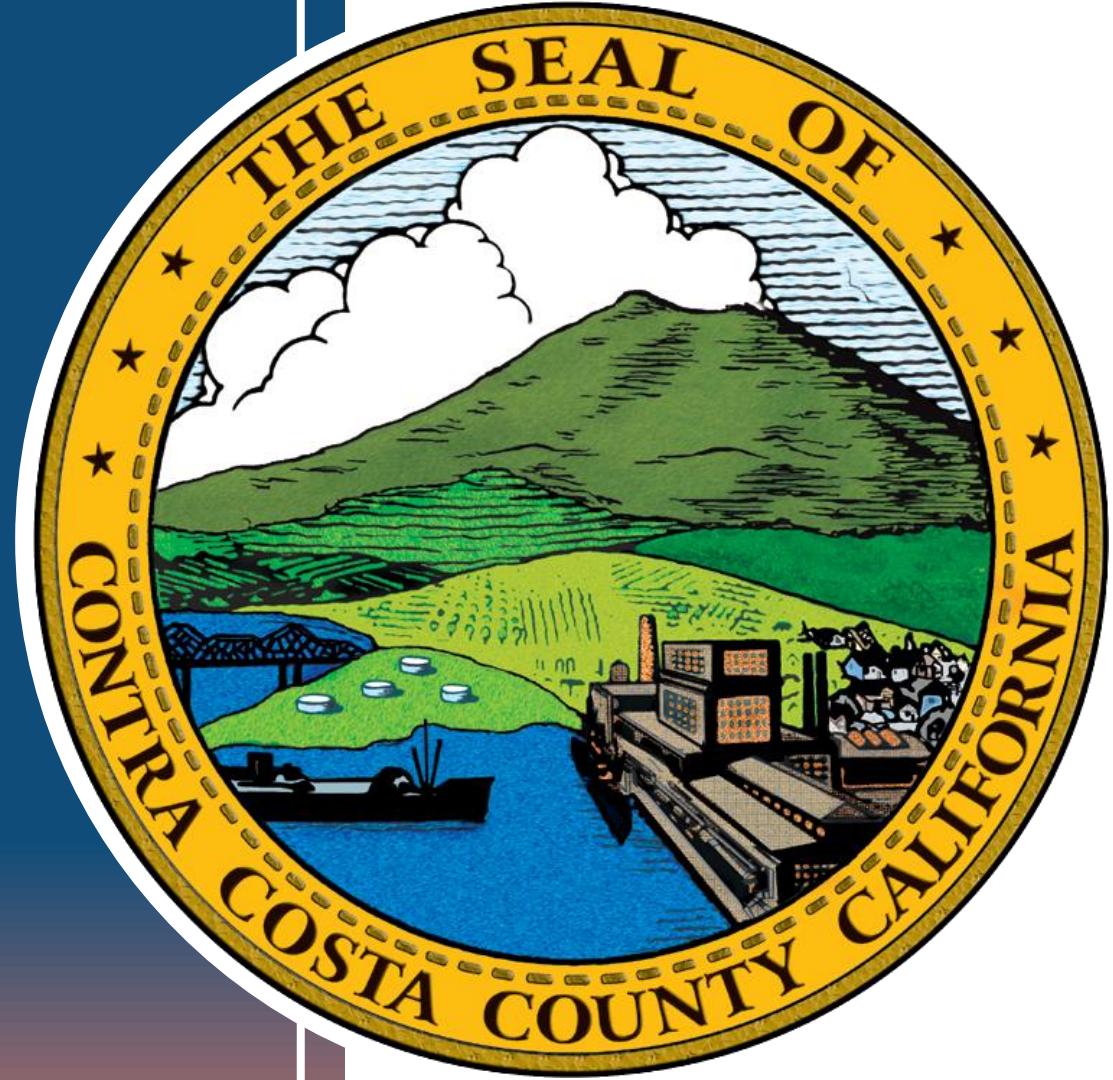
Clerk-Recorder-Elections

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## Cost Recovery and Fee Evaluation

**Tommy Gong**

Deputy County Clerk-Recorder



# Cost Recovery and Fee Evaluation

**Clerk-Recorder-Elections Department Fees have not been formally evaluated in over 15 years.**

- Departmental leadership changes and management transitions over the last 10 years
- Increased costs and inflation has warranted a review



CA High School Voter Education Weeks



Clerk-Recorder-Elections Office  
555 Escobar St., Martinez, CA



Kristin Connelly, County Clerk-Recorder,  
hosting a wedding ceremony at Mt. Diablo

# Goals for the Fee Evaluation

County Block Party

## Contracted with NBS Government Finance Group

- Provide fee analyses and time studies to update fee schedule

- 1) **Ensure that existing fees do not exceed the costs of service.**
- 2) **Provide opportunity for the Board of Supervisors to re-align fees to account for increased costs and inflation.**



Marriage License



Marriage Ceremony



Vital Documents



Clerk-Recorder services include processing marriage licenses and performing civil ceremonies, recording of vital documents such as birth and death certificates, recording property deeds, and various professional filings.



I Voted sticker

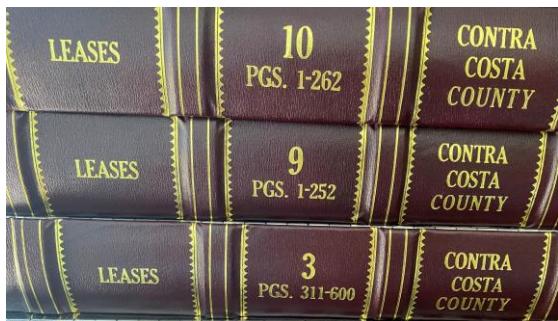


CEO Program Pin

# NBS User Fee Study Report

**Report provided information to the Department to update and establish user and regulatory fees for service**

- Ensure fee were reasonable and equitable
- Meet industry standards and uphold statutory requirement
- Compare fees to similar services from neighboring counties



Historical Books



(Left)  
Wedding at  
Cobra  
Museum



In office Wedding

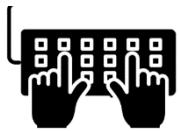


(Right)  
Weddings at  
Mt. Diablo

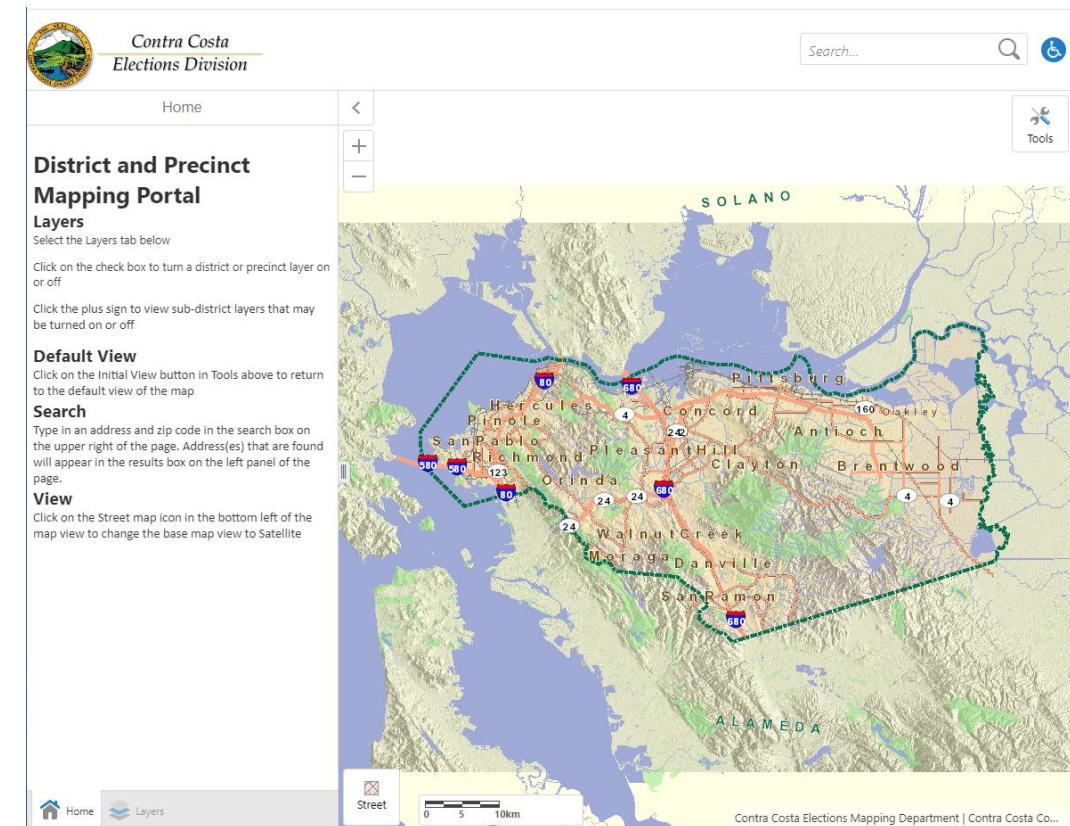
# NBS User Fee Study Report (cont.)

## Many fees for service in the Clerk-Recorder Division are heavily regulated by State Government Code

- Contra Costa is limited to the amount of cost recovery where state sets fees for services.
- Where code does not limit the allowable charge, NBS evaluated the costs of providing those services.
- Labor is the primary cost associated with providing Clerk-Recorder services. NBS calculated a composite, fully-burdened, hourly rate for both divisions, to determine average cost of certain services and activities.



Vital Documents & Land Recording, in person and electronically



Map of Contra Costa County, Online Mapping Tool

# NBS User Fee Study Report (cont.)

**Currently, the department is collecting 62% of costs associated with providing user and regulatory fee related services.**

**After careful review, staff recommends adopting a new fee schedule estimated to gain an additional \$231,000 in revenue, representing an 83% rate of cost recovery**

- Reflects desire to maintain public accessibility to the department's fundamental services to the community
- The department will monitor the new fee structure and bring additional fee adjustments to keep pace with inflation and changes to service delivery



"Scaremony"  
(Halloween) wedding



Wedding at John Muir House (Destination Weddings)



Ballot Box



# Effective Date of Fee Schedules

**January 1, 2025 – Clerk, Recorder, Election Fees**



Voter Outreach (using the Elections van)



National Voter Registration Day



Citizenship Ceremony



Election Mail



Historical Records

# Recommendations

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- **CLOSE the public hearing**
- **RECEIVE and FILE the User Fee Study report of the Clerk-Recorder-Elections Department**
- **ADOPT Resolution approving the study finding and recommendations and implementing a schedule for changes to the Clerk-Recorder-Elections Department fee schedule**



Poll Pads - Electronic Rosters of Voters



Ballot Extraction



Destination Weddings at Mt. Diablo