

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: March 17, 2020	TYPE OF AGENDA ITEM: <input type="checkbox"/> Regular <input type="checkbox"/> Timed <input checked="" type="checkbox"/> Consent
--	---

DEPARTMENT: Elections
APPROVING PARTY: Heather Foster, Clerk-Recorder/Registrar of Voters
PHONE NUMBER: 530-289-3295

AGENDA ITEM: Resolution adopting amended Clerk-Recorder Fees and Charges - Schedule D to Resolution 2018-024, Sierra County Fee Schedules.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION: This resolution makes necessary adjustments to the Sierra County Clerk-Recorder's fee schedule. Specific changes are highlighted on the attached amended Schedule D.

FUNDING SOURCE:
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$ N/A

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION:</p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

COMMENTS:

CLERK TO THE BOARD

DATE

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

**RESOLUTION ADOPTING AMENDED
SCHEDULE D – CLERK-RECORDER
TO RESOLUTION 2018-024
SIERRA COUNTY FEE SCHEDULES**

Resolution 2020 -

BE IT RESOLVED that the Sierra County Board of Supervisors hereby approves the amendment to Sierra County Resolution 2018-024, Schedule D, Fees and Charges for Sierra County Clerk-Recorder, attached hereto.

ADOPTED by the Board of Supervisors of the County of Sierra on the 17th day of March, 2020, by the following vote:

AYES: Supervisors
NOES: None
ABSTAIN: None
ABSENT: None

COUNTY OF SIERRA

JIM BEARD, CHAIRMAN
BOARD OF SUPERVISORS

ATTEST:

APPROVED AS TO FORM:

HEATHER FOSTER
CLERK TO THE BOARD

DAVID PRENTICE
COUNTY COUNSEL

**SCHEDULE OF SIERRA COUNTY
FEES AND CHARGES
CLERK-RECORDER
SCHEDULE D**

SERVICE	FEE	LEGAL AUTHORITY
RECORDER FEE SCHEDULE		
Regular Recording Fee · First Page · Each Additional Page · Combined Documents	\$14.00 \$3.00 \$14.00 (each additional title)	GC 27361 (a) GC 27361(c) GC 27361 (d) <i>This section is no longer applicable.</i> GC 27361.4(a) GC 27361.4(b) GC 27361.4(c) GC 27361(a) GC 27361(b) GC 27361(c) GC 77205 GC 27361.1
Senate Bill (SB) 2 Building Homes and & Job Act	\$75.00, per parcel, per transaction with a cap of \$225.00	GC 27388.1
Non-Conforming Document (8½ x 11 page in document)	Regular Recording Fee plus \$3 per page (all pages)	GC 27361(a)(2) GC 27361.5
Additional Indexing · Each Group of 10 Names or Fraction Thereof After First 10 · Each Additional Referenced Indexed, e.g., Mining Claims	\$1.00 \$1.00	GC 27361.8 GC 27361.2
Military Records	No Fee	GC 27381
Liens · Release of Liens (State, County, Etc.) · Involuntary Lien Notification · Lien for State, Municipality, County	\$11.00 \$20.00 (SB 780/eff. 01/2020) \$3.00 No Fee	GC 27361.3 GC 27387 GC 27383
Preliminary Change of Ownership Report Penalty Fee (Form not filed if recording evidences a change of ownership)	\$20.00	R&T 480.3
Recording of Maps · First Page · Each Additional Page	\$6.00 \$2.00	GC 27372

**SCHEDULE OF SIERRA COUNTY
FEES AND CHARGES
CLERK-RECORDER
SCHEDULE D**

SERVICE	FEE	LEGAL AUTHORITY
Financing Statements · Recording UCC · Recording UCC (3 Pages or More) · Request for Information (Search Files) · Copies	\$10.00 \$20.00 \$5.00 \$1.00 per page	GC 12194(b)
Documentary Transfer Tax	\$0.55 per \$500.00 value	R&T 11911
Copies · Official Records · Grantor/Grantee Index	\$1.00 per page \$1.00 per page	GC 27366
CD's · Monthly Recordings · Maps (Full Set)	\$125.00 \$250.00	
Administering and Certifying Oaths and Affirmations	\$0.50 each	GC 27379
Certification of Any Recorded Document	\$1.75	GC 26833
CLERK FEE SCHEDULE		
Clerk's Certification and Copies · Paper or Record on File in the Clerk's Office · Certifying a Copy of a Document on File · Clerk's Certificate, Not Otherwise Fixed · Conflict of Interest Statement · Exemplification of Paper · 20 Day Notice Filing · Fee for Certificate of Official Capacity of any Public Official	\$0.50 \$1.75 \$1.75 \$0.10 per page \$20.00 \$9.00 \$2.25	GC 26831 GC 26833 GC 26836 GC 81008 GC 26839 GC 27361.9 GC 26833
Faxing Official Documents	Regular document copy fee plus \$2.00 fax fee	GC 26831
Miscellaneous Fees (Filing, Indexing, Amending or Certifying Copies of Articles of Incorporation)	\$2.25	GC 26851
Environmental Documents · Environmental Impact Report (EIR) · Mitigated/Negative Declaration (MND)/(ND) · Environmental Document per CRP · Clerk's Filing Fee	\$3,168.00 \$3,343.25 \$2,280.75 \$2,406.75 \$1,046.50 \$1,136.50 \$50.00	CCR, title 14, section 753.5 Fees are adjusted annually by the California Dept. of Fish and Wildlife.

**SCHEDULE OF SIERRA COUNTY
FEES AND CHARGES
CLERK-RECORDER
SCHEDULE D**

SERVICE	FEE	LEGAL AUTHORITY
Admitted Surety Insurers · Filing Power of Attorney or Revocation One Name Two or More Names · Filing Final Statement of Admitted Surety Insurer · Certification that Corporation Sureties Certificate is not Surrendered/Revoked	\$12.00 \$9.00 each \$12.00 \$12.00	GC 28655.1
Legal Document Assistant (Filing Certificate) Unlawful Detainer Assistant to be Accompanied by \$25,000 Surety Bond · Filing · File Stamp Bond · Each Additional ID Card · Recorded Bond (First Page) · Each Additional Page	\$175.00 \$7.00 \$10.00 \$14.00 \$3.00	B&P 6404 & 6405
Professional Photocopier (Filing Certificate) to be accompanied by \$5,000 surety bond · Filing · File Stamp Bond · Each Additional ID Card · Recorded Bond (First Page) · Each Additional Page	\$175.00 \$7.00 \$10.00 \$14.00 \$3.00	B&P 22453
Registration Process Server (Filing Certificate) to be accompanied by \$2,000 surety bond · Filing · File Stamp Bond · Each Additional ID Card · Recorded Bond (First Page) · Each Additional Page	\$100.00 \$7.00 \$10.00 \$14.00 \$3.00	B&P 22353
Registration Process Server (Filing Certificate) to be accompanied by \$2,000 surety bond · Filing · File Stamp Bond · Each Additional ID Card · Recorded Bond (First Page) · Each Additional Page	\$100.00 \$7.00 \$10.00 \$14.00 \$3.00	B&P 22353

**SCHEDULE OF SIERRA COUNTY
FEES AND CHARGES
CLERK-RECORDER
SCHEDULE D**

SERVICE	FEE	LEGAL AUTHORITY
Fictitious Business Name Statements <ul style="list-style-type: none"> · First Filing, Renewal, Renewal with changes · First Business Name and One Partner · Each Additional Name (Business or Partner) · Abandonment, Withdrawal · Filing Affidavit of Publication of Dissolution of Partnership · Certified Copy · Business Name Index 	\$35.00 \$5.00 \$10.00 \$5.00 \$5.00 \$15.00 (base fee)	B&P 17929 B&P 17926 B&P 17928
Marriages <ul style="list-style-type: none"> · Issuing Marriage License · Issuing/Filing Confidential Marriage License · Issuing Marriage License (After Hours) · Issuing Confidential Marriage License (After Hours) · Solemnizing Marriage Ceremony (M-F) · Issuing Duplicate Marriage License · Deputization to Perform Marriage 	\$65.00 \$71.00 \$70.00 \$76.00 \$50.00 \$5.00 \$25.00	H&S 103650 GC 26840 et seq.
Notary Public <ul style="list-style-type: none"> · Filing and recording Bond of Notary Public · Certificate to Capacity of Public Official or Notary Public 	\$10.00 filing fee plus regular recording fee \$2.25	GC 26849.1
VITAL RECORDS		
Vital Record Copies <ul style="list-style-type: none"> · Birth Certificate · Death Certificate · Marriage Certificate · Birth (Gov.) · Amendments to Above · Permit for Disposition · Cross Filing Permit for Disposition 	\$25.00 \$21.00 \$15.00 \$19.00 \$20.00 \$12.00 \$16.00	State Annual Vital Record Fee Schedule - multiple state statutes
Searching Vital Records <ul style="list-style-type: none"> · Birth · Marriage · Death 	\$25.00 \$21.00 \$16.00	H&S 103650; GC 27369

**SCHEDULE OF SIERRA COUNTY
FEES AND CHARGES
CLERK-RECORDER
SCHEDULE D**

SERVICE	FEE	LEGAL AUTHORITY
BOARD OF EQUALIZATION FEE SCHEDULE		
Copies of Documents	\$0.50 per page	GC 26831
Finding of Fact (This is a deposit, applicant is responsible for all costs incurred by the County in preparing the Findings of Fact)	\$150.00	R&T 1611.5 SC BOE Res 2014-001
BOARD OF SUPERVISORS FEE SCHEDULE		
Copies of Documents	\$0.50 per page	GC 26831
Audio Recordings of Board Meetings provided on a CD	\$10.00	GC 26831
Agenda and Public Notices (Hard Copy)	\$40.00 annually	GC 26831
Minutes (Hard Copy)	\$70.00 annually	GC 26831
Board Packets provided on a CD	\$10.00	GC 26831
<p>Appeals (Amounts shown are required as deposits to be applied to all actual costs, including actual clerical, administrative, and county counsel costs, document duplication costs, telephone, fax & reporter per diem and transcription costs. Costs will be subtracted from initial deposit and any overage refunded, or additional costs billed to and shall be paid by the person or entity filing the appeal. This provision shall supersede anything to the contrary in the County Code or any County resolution, policy or procedure.)</p> <ul style="list-style-type: none"> · Administrative Appeals · Planning Commission Appeals 	<p>\$200.00 deposit \$500.00 deposit</p>	GC 26831
County Code — Hard Copy	\$50.00	GC 26831
<i>This service is no longer necessary as the full code is available to the public online for viewing, downloading and printing.</i>		

**SCHEDULE OF SIERRA COUNTY
FEES AND CHARGES
CLERK-RECORDER
SCHEDULE D**

SERVICE	FEE	LEGAL AUTHORITY
ELECTIONS FEE SCHEDULE		
<p><i>Available for Election, Scholarly, Journalistic, Political, or Governmental Purposes Only</i></p> <p>Voter Index</p> <ul style="list-style-type: none"> · Candidates or Committees (Hard Copy or CD) \$0.50 per 1,000 voters up to 2 requests · Non-Candidates or Committees (Hard Copy) \$0.50 per page · Non-Candidates or Committees (CD Countywide) \$50.00 · Non-Candidate or Committees (CD Single District) \$10.00 		<p>EC 2184 EC 2191</p>
<p>Voter Labels – per voter/household</p> <p><i>This is a new fee as this office receives a number of requests for mailing labels during elections.</i></p>	<p>\$10.00 Single District \$50.00 Countywide</p>	<p>EC 2191</p>
<p>Select Election Specific Reports</p>	<p>\$5.00 each</p>	<p>EC 2191</p>
<p>Weekly AVM files during election cycles</p>	<p>\$50.00</p>	<p>EC 2191</p>
<p>Political Reform Documents</p> <ul style="list-style-type: none"> · Copy \$0.10 per page · Retrieval, per request for reports and statements 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). \$5.00 		<p>GC 81008</p>
<p>Certified Copy of Voter Registration</p>	<p>\$1.50</p>	<p>EC 2167</p>
<p>Precinct Map</p>	<p>\$4.00</p>	<p>GC 26831</p>
<p>Candidate Statement</p>	<p>\$200.00</p>	<p>EC 13307</p>
<p>Legislative Candidate Statement</p>	<p>\$200.00</p>	<p>EC 13307.5</p>
<p>Copies of Documents</p>	<p>\$0.50 per page</p>	<p>GC 26831</p>

**SCHEDULE OF SIERRA COUNTY
FEES AND CHARGES
CLERK-RECORDER
SCHEDULE D**

SERVICE	FEE	LEGAL AUTHORITY
RECORDER FEE SCHEDULE		
Regular Recording Fee · First Page · Each Additional Page · Combined Documents	\$14.00 \$3.00 \$14.00 (each additional title)	GC 27361 (a) GC 27361(c) GC 27361.4(a) GC 27361.4(b) GC 27361.4(c) GC 27361(a) GC 27361(b) GC 27361(c) GC 77205 GC 27361.1
Senate Bill (SB) 2 Building Homes and & Job Act	\$75.00, per parcel, per transaction with a cap of \$225.00	GC 27388.1
Non-Conforming Document (8½ x 11 page in document)	Regular Recording Fee plus \$3 per page (all pages)	GC 27361(a)(2) GC 27361.5
Additional Indexing · Each Group of 10 Names or Fraction Thereof After First 10 · Each Additional Referenced Indexed, e.g., Mining Claims	\$1.00 \$1.00	GC 27361.8 GC 27361.2
Military Records	No Fee	GC 27381
Liens · Release of Liens (State, County, Etc.) · Involuntary Lien Notification · Lien for State, Municipality, County	\$20.00 \$3.00 No Fee	GC 27361.3 GC 27387 GC 27383
Preliminary Change of Ownership Report Penalty Fee (Form not filed if recording evidences a change of ownership)	\$20.00	R&T 480.3
Recording of Maps · First Page · Each Additional Page	\$6.00 \$2.00	GC 27372

**SCHEDULE OF SIERRA COUNTY
FEES AND CHARGES
CLERK-RECORDER
SCHEDULE D**

SERVICE	FEE	LEGAL AUTHORITY
Financing Statements · Recording UCC · Recording UCC (3 Pages or More) · Request for Information (Search Files) · Copies	\$10.00 \$20.00 \$5.00 \$1.00 per page	GC 12194(b)
Documentary Transfer Tax	\$0.55 per \$500.00 value	R&T 11911
Copies · Official Records · Grantor/Grantee Index	\$1.00 per page \$1.00 per page	GC 27366
CD's · Monthly Recordings · Maps (Full Set)	\$125.00 \$250.00	
Administering and Certifying Oaths and Affirmations	\$0.50 each	GC 27379
Certification of Any Recorded Document	\$1.75	GC 26833
CLERK FEE SCHEDULE		
Clerk's Certification and Copies · Paper or Record on File in the Clerk's Office · Certifying a Copy of a Document on File · Clerk's Certificate, Not Otherwise Fixed · Conflict of Interest Statement · Exemplification of Paper · 20 Day Notice Filing · Fee for Certificate of Official Capacity of any Public Official	\$0.50 \$1.75 \$1.75 \$0.10 per page \$20.00 \$9.00 \$2.25	GC 26831 GC 26833 GC 26836 GC 81008 GC 26839 GC 27361.9 GC 26833
Faxing Official Documents	Regular document copy fee plus \$2.00 fax fee	GC 26831
Miscellaneous Fees (Filing, Indexing, Amending or Certifying Copies of Articles of Incorporation)	\$2.25	GC 26851
Environmental Documents · Environmental Impact Report (EIR) · Mitigated/Negative Declaration (MND)/(ND) · Environmental Document per CRP · Clerk's Filing Fee	\$3,343.25 \$2,406.75 \$1,136.50 \$50.00	CCR, title 14, section 753.5 Fees are adjusted annually by the California Dept. of Fish and Wildlife.

**SCHEDULE OF SIERRA COUNTY
FEES AND CHARGES
CLERK-RECORDER
SCHEDULE D**

SERVICE	FEE	LEGAL AUTHORITY
Admitted Surety Insurers · Filing Power of Attorney or Revocation One Name Two or More Names · Filing Final Statement of Admitted Surety Insurer · Certification that Corporation Sureties Certificate is not Surrendered/Revoked	\$12.00 \$9.00 each \$12.00 \$12.00	GC 28655.1
Legal Document Assistant (Filing Certificate) Unlawful Detainer Assistant to be Accompanied by \$25,000 Surety Bond · Filing · File Stamp Bond · Each Additional ID Card · Recorded Bond (First Page) · Each Additional Page	\$175.00 \$7.00 \$10.00 \$14.00 \$3.00	B&P 6404 & 6405
Professional Photocopier (Filing Certificate) to be accompanied by \$5,000 surety bond · Filing · File Stamp Bond · Each Additional ID Card · Recorded Bond (First Page) · Each Additional Page	\$175.00 \$7.00 \$10.00 \$14.00 \$3.00	B&P 22453
Registration Process Server (Filing Certificate) to be accompanied by \$2,000 surety bond · Filing · File Stamp Bond · Each Additional ID Card · Recorded Bond (First Page) · Each Additional Page	\$100.00 \$7.00 \$10.00 \$14.00 \$3.00	B&P 22353
Registration Process Server (Filing Certificate) to be accompanied by \$2,000 surety bond · Filing · File Stamp Bond · Each Additional ID Card · Recorded Bond (First Page) · Each Additional Page	\$100.00 \$7.00 \$10.00 \$14.00 \$3.00	B&P 22353

**SCHEDULE OF SIERRA COUNTY
FEES AND CHARGES
CLERK-RECORDER
SCHEDULE D**

SERVICE	FEE	LEGAL AUTHORITY
Fictitious Business Name Statements <ul style="list-style-type: none"> · First Filing, Renewal, Renewal with changes · First Business Name and One Partner · Each Additional Name (Business or Partner) · Abandonment, Withdrawal · Filing Affidavit of Publication of Dissolution of Partnership · Certified Copy · Business Name Index 	\$35.00 \$5.00 \$10.00 \$5.00 \$5.00 \$15.00 (base fee)	B&P 17929 B&P 17926 B&P 17928
Marriages <ul style="list-style-type: none"> · Issuing Marriage License · Issuing/Filing Confidential Marriage License · Issuing Marriage License (After Hours) · Issuing Confidential Marriage License (After Hours) · Solemnizing Marriage Ceremony (M-F) · Issuing Duplicate Marriage License · Deputization to Perform Marriage 	\$65.00 \$71.00 \$70.00 \$76.00 \$50.00 \$5.00 \$25.00	H&S 103650 GC 26840 et seq.
Notary Public <ul style="list-style-type: none"> · Filing and recording Bond of Notary Public · Certificate to Capacity of Public Official or Notary Public 	\$10.00 filing fee plus regular recording fee \$2.25	GC 26849.1
VITAL RECORDS		
Vital Record Copies <ul style="list-style-type: none"> · Birth Certificate · Death Certificate · Marriage Certificate · Birth (Gov.) · Amendments to Above · Permit for Disposition · Cross Filing Permit for Disposition 	\$25.00 \$21.00 \$15.00 \$19.00 \$20.00 \$12.00 \$16.00	State Annual Vital Record Fee Schedule - multiple state statutes
Searching Vital Records <ul style="list-style-type: none"> · Birth · Marriage · Death 	\$25.00 \$21.00 \$16.00	H&S 103650; GC 27369

**SCHEDULE OF SIERRA COUNTY
FEES AND CHARGES
CLERK-RECORDER
SCHEDULE D**

SERVICE	FEE	LEGAL AUTHORITY
BOARD OF EQUALIZATION FEE SCHEDULE		
Copies of Documents	\$0.50 per page	GC 26831
Finding of Fact (This is a deposit, applicant is responsible for all costs incurred by the County in preparing the Findings of Fact)	\$150.00	R&T 1611.5 SC BOE Res 2014-001
BOARD OF SUPERVISORS FEE SCHEDULE		
Copies of Documents	\$0.50 per page	GC 26831
Audio Recordings of Board Meetings provided on a CD	\$10.00	GC 26831
Agenda and Public Notices (Hard Copy)	\$40.00 annually	GC 26831
Minutes (Hard Copy)	\$70.00 annually	GC 26831
Board Packets provided on a CD	\$10.00	GC 26831
<p>Appeals (Amounts shown are required as deposits to be applied to all actual costs, including actual clerical, administrative, and county counsel costs, document duplication costs, telephone, fax & reporter per diem and transcription costs. Costs will be subtracted from initial deposit and any overage refunded, or additional costs billed to and shall be paid by the person or entity filing the appeal. This provision shall supersede anything to the contrary in the County Code or any County resolution, policy or procedure.)</p> <ul style="list-style-type: none"> · Administrative Appeals · Planning Commission Appeals 	<p>\$200.00 deposit \$500.00 deposit</p>	GC 26831

**SCHEDULE OF SIERRA COUNTY
FEES AND CHARGES
CLERK-RECORDER
SCHEDULE D**

SERVICE	FEE	LEGAL AUTHORITY
ELECTIONS FEE SCHEDULE		
<i>Available for Election, Scholarly, Journalistic, Political, or Governmental Purposes Only</i> Voter Index <ul style="list-style-type: none"> · Candidates or Committees (Hard Copy or CD) · Non-Candidates or Committees (Hard Copy) · Non-Candidates or Committees (CD Countywide) · Non-Candidate or Committees (CD Single District) 	\$0.50 per 1,000 voters up to 2 requests \$0.50 per page \$50.00 \$10.00	EC 2184 EC 2191
Voter Labels – per voter/household	\$10.00 Single District \$50.00 Countywide	EC 2191
Select Election Specific Reports	\$5.00 each	EC 2191
Weekly AVM files during election cycles	\$50.00	EC 2191
Political Reform Documents <ul style="list-style-type: none"> · Copy · Retrieval, per request for reports and statements 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). 	\$0.10 per page \$5.00	GC 81008
Certified Copy of Voter Registration	\$1.50	EC 2167
Precinct Map	\$4.00	GC 26831
Candidate Statement	\$200.00	EC 13307
Legislative Candidate Statement	\$200.00	EC 13307.5
Copies of Documents	\$0.50 per page	GC 26831