ORANGE COUNTY BOARD OF SUPERVISORS
MINUTE ORDER
October 04, 2011

Submitting Agency/Department: Clerk-Recorder

Approve reduction in fees for regular Marriage License, ($0.50 reduced; new total $61.00); Confidential Marriage License, ($0.25 reduced; new total $66.00); Notary Public Registration ($0.25 reduced; new total $28.00); Certificate of Filing/Non-Filing Fictitious Business Name/registrant, ($0.25 reduced; new total $9.00) - All Districts

The following is action taken by the Board of Supervisors:

APPROVED AS RECOMMENDED ☒ OTHER ☐

Unanimous ☒ (1) NGUYEN: **Y** (2) MOORLACH: **Y** (3) CAMPBELL: **Y** (4) NELSON: **Y** (5) BATES: **Y**
Vote Key: Y=Yes; N=No; A=Abstain; X=Excused; B.O.=Board Order

Documents accompanying this matter:

- ☐ Resolution(s)
- ☐ Ordinances(s)
- ☐ Contract(s)

Item No. 4

Special Notes:

Copies sent to:

Clerk- Recorder – Tom Daly
10/6/11

I certify that the foregoing is a true and correct copy of the Minute Order adopted by the Board of Supervisors , Orange County, State of California.
DARLENE J. BLOOM, Clerk of the Board

By:_____
Deputy

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Agenda Item

AGENDA STAFF REPORT

ASR Control 11-001501

MEETING DATE:	10/04/11
LEGAL ENTITY TAKING ACTION:	Board of Supervisors
BOARD OF SUPERVISORS DISTRICT(S):	All Districts
SUBMITTING AGENCY/DEPARTMENT:	Clerk-Recorder (Approved)
DEPARTMENT CONTACT PERSON(S):	Tom Daly (714) 834-2510

SUBJECT: Reduce fees for various Clerk-Recorder Services

CEO CONCUR	**COUNTY COUNSEL REVIEW**	**CLERK OF THE BOARD**
Concur	N/A	Consent Calendar 3 Votes Board Majority

Budgeted: N/A **Current Year Cost:** N/A **Annual Cost:** N/A

Staffing Impact: No **# of Positions:** **Sole Source:** N/A
Current Fiscal Year Revenue: N/A
Funding Source: N/A

Prior Board Action: No

RECOMMENDED ACTION(S):

1. Authorize the Clerk-Recorder Department to reduce the fee for a Regular Marriage License by $0.50, from $61.50 to $61.00, and the fee for a Confidential Marriage License by $0.25, from $66.25 to $66.00.

2. Authorize the Clerk-Recorder Department to reduce the filing fee for a Notary Public Registration by $0.25, to $28.00.

3. Authorize the Clerk-Recorder Department to reduce the fee for a Certificate of Filing/Non-Filing for each Fictitious Business Name/registrant by $0.25, to $9.00.

SUMMARY:

The Clerk-Recorder Department requests approval to reduce the following fees, effective January 1, 2012:

(a) Regular Marriage License fee to $61.00 from $61.50,
(b) Confidential Marriage License fee to $66.00 from $66.25,
(c) Notary Public Registration and Filing fee to $28.00 from $28.25, and
(d) Certificate of Filing/Non-Filing for each Fictitious Business Name/registrant to $9.00 from $9.25.

BACKGROUND INFORMATION:

The Clerk-Recorder Department issues two general types of Marriage Licenses, a Regular Marriage License and a Confidential Marriage License. The more commonly issued is the regular Marriage License, which is maintained as public record after it is recorded. The Confidential Marriage License is maintained as confidential record and is not accessible to the general public.

The department charges and collects a fee for issuing Regular and Confidential Marriage Licenses.

The Regular Marriage License fee is $61.50. Of this amount, $35.00 is state-mandated funding for various government services ($5.00 to Family Conciliation Court, $23.00 to Domestic Violence, $5.00 to Orange County Victim Witness and $2.00 to the State Vital Statistic Fund). The remaining $26.50 is allocated back to the department to cover the cost of providing the service.

The Confidential Marriage License fee is $66.25. Of this amount, $37.00 is state-mandated funding for various government services ($5.00 to Family Conciliation Court, $23.00 to Domestic Violence, $5.00 to Orange County Victim Witness and $4.00 to the State Vital Statistic Fund). The remaining $29.25 is allocated back to the department to cover the cost of providing the service.

The department also charges and collects fees for registering and filing oaths for Notary Publics, and for certifying that Fictitious Business Names are not otherwise registered. The fee for registering and filing oaths for Notary Publics is $28.25. The fee for certifying that Fictitious Business Names are not otherwise registered is $9.25 per name or registrant. Revenue from both of these fees is allocated to the department.

The amount of these fees not otherwise set by statute may be adjusted at the discretion of the Board of Supervisors [pursuant to Government Code Section 54985(a)]. The fee reduction will not impact any state-mandated allocations.

The reductions will have a nominal impact on department revenues while increasing efficiency. Collecting fees that are not rounded to the nearest dollar can contribute to cash drawer balancing issues and increased chances for clerical error. Dispensing change can be time consuming and requires staff to ensure that sufficient coins are on hand to process transactions. All of these factors contribute to inefficiencies in serving customers, especially on busy days.

The department has taken steps to increase efficiency and accessibility for customers to our Marriage License services, our Fictitious Business Name services and the registration of Notary Publics. Initiation of the process for marriage licenses, FBNs and Notary Publics may be done online. These steps have reduced the cost to the department of providing these services.

If these fees are reduced, only one remaining fee collected by the department will not be rounded to the nearest dollar. The fee for filing an Environmental Impact Report is $2,839.25, set by state law. The department acts solely as a pass-through collector. This entire revenue is sent to the State.

FINANCIAL IMPACT:

Overall, the financial impact is approximately $10,500 in revenue reduction per fiscal year.

The department issues approximately 17,000 Regular Marriage Licenses a year. A reduction of $0.50 per license equals approximately $8,500 in reduced revenue per fiscal year.

The department issues approximately 3,500 Confidential Marriage Licenses a year. A reduction of $0.25 per license equals approximately $875 in reduced revenue per fiscal year.

The department registers approximately 4,800 Notary Publics each year. A reduction of $0.25 per registration equals approximately $1,200 in reduced revenue per fiscal year.

The department conducts approximately 240 searches per year to certify that a Fictitious Business Name is available. A reduction of $0.25 per search equals approximately $60 in revenue reduction per fiscal year.

STAFFING IMPACT:

N/A