

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

450



FROM: Assessor-County Clerk-Recorder **SUBMITTAL DATE:** Jan. 24, 2003

SUBJECT: Billing rates for fees for the County Assessor-County Clerk-Recorder for Fiscal Year 2002-2003, and for Fiscal Year 2003-2004.

RECOMMENDED MOTION: Move that the Board of Supervisors approve:

- 1) Revised rates and fees effective February 4, 2003, contained in Attachment A.
- 2) Establishing a new fee for "Commissioner for a Day" effective February 4, 2003, contained in Attachment A.

BACKGROUND: The revised billing fees for Fiscal Year 2002-2003 contain some rate increases and decreases. The revised fees are a pass through of increased costs our department incurs from the County Information Technology Department. These are costs of doing business for outside customers, and in order to cover these costs the revised rates are proposed. An internal fee study was conducted and reviewed by the Auditor-Controller in compliance with county policy, which determined certain line-item fees which required updating.

The department also requests to establish a fee for a new service of the County Clerk that has been established in many of our neighboring counties. This fee is for an individual to complete necessary required county and state forms to be appointed commissioner for a day.

The rate increases will generate revenue to cover the costs of material, labor and maintenance charges currently required to provide these public services.

Gary L. Orso

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Assessor-County Clerk-Recorder

FINANCIAL DATA:

CURRENT YEAR COST	N/A	ANNUAL COST	N/A
NET COUNTY COST	\$0	IN CURRENT YEAR BUDGET:	No
		BUDGET ADJUSTMENT:	No FOR FY: N/A

SOURCE OF FUNDS:

C.E.O. RECOMMENDATION: APPROVE.

County Executive Officer Signature

Dennis C. Hardin

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Venable and duly carried by unanimous vote, IT WAS ORDERED that the above Revised rates and fees effective February 4, 2003, contained in Attachment A are approved as recommended; and,

IT WAS FURTHER ORDERED that the new fee for "Commissioner for a Day" contained in Attachment A is scheduled for hearing on Tuesday, February 25, 2003 at 10:00 a.m.

Ayes: Buster, Tavaglione, Venable, Wilson and Ashley

Noes: None

Absent: None

Date: February 4, 2003

xc: Assessor-Co.Clerk-Recorder, IT, Auditor, COB(2)

Nancy Romero
Clerk to the Board
By: *[Signature]*
Deputy

AGENDA NO.

9.1

FISCAL PROCEDURES APPROVED
ROBERT E. BYRD, Auditor-Controller
BY: *[Signature]* Deputy
1/25/03

Policy
 Policy

Consent
 Consent

Department Recommendation:
Per Executive Office:

Attachment A

Assessor Fee Proposal

FY 2002-2003

Fee Description		Current Fee	Proposed Fee
1	ASSESSMENT ROLL TAPE - YEARLY/JULY	\$185.00 + Cart/CD Chg	\$179.00 + Cart/CD Chg
2	EXTENDED ROLL TAPE - TAX COLLECTOR'S - YEARLY/OCTOBER	\$154.00 + Cart/CD Chg	\$129.00 + Cart/CD Chg
2A	SPECIAL "A" VERSION OF EXTENDED ROLL		\$37.00
2B	SPECIAL "B" VERSION OF EXTENDED ROLL		\$37.00
3	PARCEL CHANGE TAPE - PARCEL HISTORY - YEARLY/MAY	\$594.00 + Cart/CD Chg	\$78.00 + Cart/CD Chg
	COMMERCIAL PROPERTY INQUIRIES REQUIRE MANUAL RESEARCH - CHARGE BASED ON HOURLY RATE	\$22.30 / hr	\$25.00 / hr
14	OUTSID (KEYINFO) - MONTHLY	\$200.00 + \$23.00 / hr + Cart/CD Chg	\$200.00 + \$29.00 / hr + Cart/CD Chg
15.1	WORK100 - PARTIAL - AS REQUESTED	\$250.00 + \$23.00 / hr + Cart/CD Chg	\$773.00 + \$29.00 / hr + Cart/CD Chg
15.2	WORK100 - DISKETTE LIMITED - MONTHLY	\$75.00 to \$150.00 + \$23.00 / hr	\$75.00 to \$150.00 + \$29.00 / hr
16	ASSESSMENT APPEALS INFORMATION ON DISKETTE	\$86.24 + \$23.00 / hr	\$86.24 + \$29.00 / hr
17	DISTFIXD - SPECIAL DISTRICT FILE - FIXED BLOCKING	Actual + Cart/CD Chg + \$23.00 / hr	Actual + Cart/CD Chg + \$29.00 / hr
18	DISTCOPY - SPECIAL DISTRICT FILE - VARIABLE BLOCKING	Actual + Cart/CD Chg + \$23.00 / hr	Actual + Cart/CD Chg + \$29.00 / hr
19	DISTLIST - SPECIAL DISTRICT PRINTOUT	Actual + Cart/CD Chg + \$23.00 / hr	Actual + Cart/CD Chg + \$29.00 / hr
20	MAILING LIST	\$.30 to \$200.02 +	\$.20 to \$200.02 +
20.1	REQUEST VALUE	\$.30 to \$200.02 +	\$.20 to \$200.02 +
20.2	REQUEST ROLL	\$.30 to \$200.02 +	\$.20 to \$200.02 +
21	MAILING LABELS	\$.32 to \$400.04 +	\$.22 to \$300.03 +
	Public Information		
45	ASSESSOR MAP COPY	\$2.00	\$3.00

CD Charge = \$10.00

Cartridge Charge = \$18.79

County Clerk-Recorder Fee Proposal

FY 2002-2003

Fee Description	Current Fee	Proposed Fee
Commissioner for a Day		\$58.00

This allows an individual the right to perform a marriage ceremony.