

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



724

**FROM:** Don Kent, Treasurer/Tax Collector

**SUBMITTAL DATE:**  
MAY 07 2009

**SUBJECT:** Proposed amendment to County Ordinance No. 654.14 relating to the fee schedule for services rendered by the Office of the Treasurer-Tax Collector.

**RECOMMENDED MOTION:** That the Board of Supervisors:

- 1) Introduce proposed Ordinance No. 654.15 amending Ordinance 654.14, relating to the Fee Schedule for services rendered by the Office of the Treasurer-Tax Collector.
- 2) Set the proposed ordinance amendment for public hearing and adoption.

**BACKGROUND:** The proposed ordinance adjusts and updates certain fees originally established in 1992, amended in 1994, 1999, and 2001 through 2008. Documentation of the department's costs relating to these fees is provided on the attachments and is available for public inspection during normal business hours.

  
Don Kent, Treasurer-Tax Collector

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	NO
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	NO
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2009-2010

<b>SOURCE OF FUNDS:</b>	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

**APPROVE**  
BY:   
Christopher M. Hans

County Executive Office Signature

Prev. Agn. Ref.:

District:

Agenda Number:

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

3.42

FISCAL PROCEDURES APPROVED  
 ROBERT E. BYRD, AUDITOR-CONTROLLER  
 By  5/27/09  
 Russell Dominick

FORM APPROVED COUNTY COUNSEL  
 BY: DOROTHY L. HONN  
 DATE: 5-16-09  
 Departmental Concurrence

Dept Recomm.:  Consent  Policy  
 Per Exec. Ofc.:  Consent  Policy

BOARD OF SUPERVISORS

Form 11: Ordinance No. 654.15

May 07, 2009

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**SUMMARY OF FEE MODIFICATIONS:** We reviewed **twenty-five (25) existing fees** to determine the cost of providing those services based on our operating costs. We have also added **one (1) new fee**. Revenue and Taxation Code 4102 and Government Code 54985 have established the cost for the new fee. **Eighteen of the existing fees decreased, five increased and two remained the same**, lowering our overall total by 11% from the 2008-2009 fiscal year.

On November 9, 2004, the Board approved the Professional Services agreement for audit services of the County Treasurer by RSM McGladrey. The scope of services specifically included the annual review of departmental fees. The methodology, formula and calculation were again reviewed by RSM McGladrey for the fees presented without any findings.

**POLICY EXCEPTION:**

In accordance with Board Policy B-4, which requires annual review, the existing fees have been calculated to recover the full cost of providing the enumerated services.

RIVERSIDE COUNTY TREASURER-TAX COLLECTOR'S OFFICE  
 SCHEDULE OF FEES FOR PRODUCTS AND SERVICES  
 2009-2010 FISCAL YEAR

	DESCRIPTION OF PRODUCT OR SERVICE	2008-2009 CURRENT FEES	2009-2010 PROPOSED FEES
1	CERTIFIED COPY OF ASSESSMENT	\$4.50	\$3.75
2	MICROFICHE COPY (PER ASSESSMENT)	\$13.00	\$12.00
3	MICROFILM COPY (PER ASSESSMENT)	\$13.00	\$12.00
4	PHOTOCOPY-FIRST PAGE	\$2.25	\$2.00
	EACH ADDITIONAL PAGE	\$0.75	\$0.75
5	DUPLICATE TAX BILL	\$2.25	\$2.00
6	COMPUTER COPY	\$2.25	\$2.00
7	PROCESSING UNPAID NEGOTIABLE PAPER	\$65.50	\$71.75
8	PROCESSING FINAL SUB-DIVISION MAPS (PER MAP)	\$97.25	\$80.00
9	SUBSEQUENT TAX CLEARANCE CERTIFICATES	\$19.75	\$12.00
10	REVIEW OF EXCESS PROCEEDS	\$542.00	\$460.25
11	INSTALLMENT PAYMENT PLAN START-UP	\$21.25	\$22.25
12	INSTALLMENT PAYMENT PLAN ANNUAL MAINT. FEE	\$49.00	\$41.50
13	UNSECURED FIELD COLLECTION FEE (PER HOUR)	\$127.25	\$111.25
14	BULK TRANSFERS (PER TRANSFER)	\$40.25	\$23.25
15	4 YEAR PAYMENT PLAN START-UP	\$48.00	\$33.50
16	4 YEAR PAYMENT PLAN MAINT. FEE (YR 2-4)	\$62.00	\$45.00
17	PREPARATION OF DELINQUENT TAX RECORD	\$31.00	\$28.00
18	MERCHANT CHARGEBACKS	\$12.00	\$12.00
19	TIMESHARE SEPARATE ASSESSMENT FEE	\$7.43	\$9.81
20	UNSECURED PARTIAL PAYMENT	\$23.50	\$18.00
21	UNSECURED INVENTORY	\$127.25	\$111.25
22	SPECIAL ASSESSMENT FEE	\$0.29	\$0.39
23	FIXED CHARGE CORRECTION FEE	\$7.65	\$10.00
24	UNSECURED DELINQUENT COLLECTION FEE	\$24.50	\$21.00
25	PERSONAL CONTACT FEE - TAX SALE	\$100.00	\$100.00
26	REDEMPTION FEE	\$0.00	\$30.00

2 ORDINANCE NO. 654.15  
 3 AN ORDINANCE OF THE COUNTY OF RIVERSIDE  
 4 AMENDING ORDINANCE NO. 654  
 5 RELATING TO THE FEE SCHEDULE FOR SERVICES RENDERED  
 6 BY THE OFFICE OF THE TREASURER-TAX COLLECTOR

7 The Board of Supervisors of the County of Riverside ordains as follows:

8 Section 1. Ordinance 654 is amended in its entirety to read as follows:

9 A. Purpose. The purpose of the Ordinance is to establish a schedule of fees,  
 10 otherwise authorized by law, in the amount reasonably necessary to recover the cost incurred by the  
 11 County Treasurer-Tax Collector on behalf of the County in providing the products or services  
 12 enumerated herein.

13 B. Authority. The authority for the fees established herein is found in the California  
 14 Government Code, Sections 6157, 50077(b), 54985, 54986, 66010 et seq., 66016, and 66451.2, and the  
 15 California Revenue and Taxation Code, Sections 162, 2188.8(g), 2509.1, 2511.1, 2706, 2922(e), 3704.7,  
 16 4102(d), 4217, 4674, 4837.5 and 5832.

17 C. Fee Schedule. The Treasurer-Tax Collector shall hereafter collect the following  
 18 fees for the services or product rendered:

<u>Product/Services</u>	<u>Fee</u>
1. Certified Copy of Assessment	\$ 3.75
2. Microfiche Copy (Per Assessment)	\$ 12.00
3. Microfilm Copy (Per Assessment)	\$ 12.00
4. Photocopy-First Page	\$ 2.00
Each Additional Page	\$ .75
5. Duplicate Tax Bill	\$ 2.00
6. Computer Copy	\$ 2.00
7. Processing Unpaid Negotiable Paper	\$ 71.75
8. Processing Final Sub-Division Maps (Per Map)	\$ 80.00
9. Subsequent Tax Clearance Certificates	\$ 12.00
10. Review of Excess Proceeds	\$460.25

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11.	Installment Payment Plan Start Up	\$ 22.25
12.	Installment Payment Plan Annual Maintenance Fee	\$ 41.50
13.	Unsecured Field Collection Fee (per hour)	\$111.25
14.	Bulk Transfers (Per Transfer)	\$ 23.25
15.	Four Year Payment Plan Start Up	\$ 33.50
16.	Four Year Payment Plan Maintenance Fee (Yr. 2-4)	\$ 45.00
17.	Preparation of Delinquent Tax Record	\$ 28.00
18.	Merchant Chargebacks	\$ 12.00
19.	Timeshare Separate Assessment Fee	\$ 9.81
20.	Unsecured Partial Payment	\$ 18.00
21.	Unsecured Inventory	\$111.25
22.	Special Assessment Fee	\$ .39
23.	Fixed Charge Correction Fee	\$ 10.00
24.	Unsecured Delinquent Collection Fee	\$ 21.00
25.	Personal Contact Fee-Tax Sale	\$100.00
26.	Redemption of Tax-Defaulted Property	\$ 30.00

Section 2. Severability. Should any fee herein established be held to be invalid or otherwise unenforceable, such determination shall not affect the validity of all remaining provisions.

Section 3. This Ordinance shall take effect 30 days after the date of adoption.

BOARD OF SUPERVISORS OF THE COUNTY  
OF RIVERSIDE, STATE OF CALIFORNIA

By: \_\_\_\_\_  
Chairman

ATTEST:  
Nancy Romero  
Clerk of the Board

By: \_\_\_\_\_  
Deputy

(SEAL)

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

1. CERTIFIED COPY OF ASSESSMENT:

LEGAL AUTHORITY: REVENUE & TAXATION CODE 162

DESCRIPTION OF SERVICE: CERTIFICATION STAMP APPLIED TO A COPY OF AN ASSESSMENT AS ENTERED ON THE ASSESSMENT ROLL (PER ASSESSMENT).

JOB CLASSIFICATION AND GROUP NUMBER:

GROUP ONE: PROCESSING AND APPLYING THE CERTIFICATION STAMP.

JOB CLASSIFICATION:

SUPERVISING ACCOUNTING TECHNICIAN - EMILY THOMAS, NATALIE RABONE, FELICIA FIELDS

ACCOUNTING TECHNICIAN I- SUSAN JANOSZ, DELANA JONES, DAVID JOHNSON

SENIOR ACCOUNTING ASSISTANT- SUSAN LOERA, COURTNEY SMITH

ACCOUNTING ASSISTANT II- SYLVIA SALINAS, ALICE ROBERTS  
DENISE TINAJERO

ACCOUNTING ASSISTANT I - CARMEN ZEPEDA

HOURLY DEPT. COST	X TIME	NON-SALARY OVERHEAD +	SUPERVISORIAL OVERHEAD =	TOTAL COST	
\$36.33	0.05	\$1.42	\$0.67	\$3.91	GROUP ONE-PUBLIC SERVICE (1ST FLOOR, PALM SPRINGS, TEMECULA)
<u>\$36.33</u>	<u>0.05</u>	<u>\$1.42</u>	<u>\$0.67</u>	<u>\$3.91</u>	ACTUAL COST

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1611 Productive Hours)

\*\* Time To Perform: 3 Minutes

\*\*\* Non-Salary Overhead consists of =((Average Current Rate of Pay w/Benefits within employee group)\*Time)/(Total Salaries & Benefits)\*(Non-Salary Benefit Expense).

\*\*\*\*Supervisorial Overhead consists of =((Average Current Rate of Pay w/ Benefits within employee group \* Time)/(Total Salaries & Benefits))\*(Mgmt. And Supvstr. Salaries & Benefits)

PROPOSED NEW FEE (PER ASSESSMENT): \$3.75

FEE SCHEDULE 2008-2009

CURRENT FEE (PER ASSESSMENT): \$4.50

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

2. MICROFICHE COPY (PER ASSESSMENT):

LEGAL AUTHORITY: REVENUE & TAXATION CODE 162

DESCRIPTION: PAPER COPY FROM MICROFICHE MACHINE (PER ASSESSMENT).

JOB CLASSIFICATION AND GROUP NUMBER:

GROUP ONE: PROCESSING AND RESEARCHING MICROFICHE REQUESTS.

JOB CLASSIFICATION:

SUPERVISING ACCOUNTING TECHNICIAN- EMILY THOMAS

ACCOUNTING TECHNICIAN I- SUSAN JANOSZ

ACCOUNTING ASSISTANT II- SYLVIA SALINAS

\*

HOURLY DEPT.	** TIME	*** NON-SALARY OVERHEAD +	**** SUPERVISORIAL OVERHEAD	TOTAL COST	
COST X				=	COST
\$38.94	0.13	\$4.05	\$1.93	\$11.17	GROUP ONE- PUBLIC SERVICE ( PALM SPRINGS)
				\$1.00	Per R & T Code 162
<u>\$38.94</u>	<u>0.13</u>	<u>\$4.05</u>	<u>\$1.93</u>	<u>\$12.17</u>	ACTUAL COST

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1611 Productive Hours)

\*\* Time To Perform: 8 minutes

\*\*\* Non-Salary Overhead consists of =(((Average Current Rate of Pay w/Benefits within employee group)\*Time)/((Total Salaries & Benefits))\*(Non-Salary Benefit Expense).

\*\*\*\*Supervisorial Overhead consists of =(((Average Current Rate of Pay w/ Benefits within employee group \* Time)/((Total Salaries & Benefits))\*(Mgmt. And Supvsr. Salaries & Benefits)

PROPOSED NEW CHARGE (PER ASSESSMENT): \$12.00

FEE SCHEDULE 2008-2009

CURRENT CHARGE (PER ASSESSMENT): \$13.00

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

3. MICROFILM COPY (PER ASSESSMENT):

LEGAL AUTHORITY: REVENUE & TAXATION CODE 162

DESCRIPTION: PAPER COPY FROM MICROFILM MACHINE (PER ASSESSMENT).

JOB CLASSIFICATION AND GROUP NUMBER:

GROUP ONE: PROCESSING AND RESEARCHING MICROFILM REQUESTS.

JOB CLASSIFICATION:

SUPERVISING ACCOUNTING TECHNICIAN- EMILY THOMAS

ACCOUNTING TECHNICIAN I- SUSAN JANOSZ

ACCOUNTING ASSISTANT II- SYLVIA SALINAS

\*

HOURLY DEPT.	** COST X TIME	*** OVERHEAD +	**** NON-SALARY SUPERVISORIAL OVERHEAD	TOTAL COST
	0.13	\$4.05	\$1.93	\$11.17
				\$1.00
	0.13	\$4.05	\$1.93	\$12.17

GROUP ONE- PUBLIC SERVICE (PALM SPRINGS)  
Per R & T Code 162  
ACTUAL COST

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1611 Productive Hours)

\*\* Time To Perform: 8 minutes

\*\*\* Non-Salary Overhead consists of =((Average Current Rate of Pay w/Benefits within employee group)\*Time)/(Total Salaries & Benefits)\*(Non-Salary Benefit Expense).

\*\*\*\*Supervisorial Overhead consists of =((Average Current Rate of Pay w/ Benefits within employee group \* Time)/(Total Salaries & Benefits))\*(Mgmt. And Supvsr. Salaries & Benefits)

PROPOSED NEW CHARGE (PER ASSESSMENT): \$12.00

FEE SCHEDULE 2008-2009

CURRENT CHARGE (PER ASSESSMENT): \$13.00

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

4. PHOTOCOPY:

LEGAL AUTHORITY: REVENUE & TAXATION CODE 162

DESCRIPTION: PHOTOCOPY OF A DOCUMENT AS REQUESTED.

JOB CLASSIFICATION AND GROUP NUMBER:

GROUP ONE: PRODUCING A PHOTOCOPY OF A DOCUMENT

JOB CLASSIFICATION:

SUPERVISING ACCOUNTING TECHNICIAN- EMILY THOMAS, NATALIE RABONE,  
FELICIA FIELDS

ACCOUNTING TECHNICIAN I- SUSAN JANOSZ, DELANA JONES, DAVID JOHNSON

SENIOR ACCOUNTING ASSISTANT- ROBERT KENNEDY, SUSAN LOERA,  
COURTNEY SMITH, MARIA DAMACIO, LANCE LIENG, YVETTE MEDINA

ACCOUNTING ASSISTANT II- SYLVIA SALINAS, MEG FARLAND  
ALICE ROBERTS, DENISE TINAJERO, MARIA QUINTERO, LAURA WRAY  
APRIL BALLARD, ERNEST MASSEY, DEBBIE GOMEZ, DEBRA RUTH,  
ROSA ESPINOZA-LOPEZ, ANGELA RODRIGUEZ, ERMELINDA MAYA

ACCOUNTING ASSISTANT I - CARMEN ZEPEDA

HOURLY DEPT. COST	X TIME	** NON-SALARY OVERHEAD +	*** SUPERVISORIAL OVERHEAD =	TOTAL COST	
\$33.00	0.02	\$0.43	\$0.20	\$1.18	GROUP ONE-PUBLIC SERVICES (1ST FLOOR, PALM SPRINGS, TEMECULA, SPECIAL PROCESSING)
\$33.00	0.02	\$0.43	\$0.20	\$2.18	Per R & T Code 162 ACTUAL COST

\* Hourly Dept. Cost Formula consists of  $=(\text{Average Current Rate of Pay w/Benefits within employee group}) \times (2080 \text{ Hours in a Year} / 1611 \text{ Productive Hours})$

\*\* Time To Perform: 1 Minute

\*\*\* Non-Salary Overhead consists of  $=(\text{Average Current Rate of Pay w/Benefits within employee group}) \times \text{Time} / (\text{Total Salaries \& Benefits}) \times (\text{Non-Salary Benefit Expense})$ .

\*\*\*\*Supervisorial Overhead consists of  $=(\text{Average Current Rate of Pay w/ Benefits within employee group} * \text{Time}) / (\text{Total Salaries \& Benefits}) * (\text{Mgmt. And Supvrsr. Salaries \& Benefits})$

PROPOSED NEW CHARGE (PER ASSESSMENT):

\$2.00 First page  
\$0.75 Each additional page

FEE SCHEDULE 2008-2009

CURRENT CHARGE:

\$2.25 First page  
\$0.75 Each additional page

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

5. DUPLICATE TAX BILL:

LEGAL AUTHORITY: REVENUE & TAXATION CODE 162

DESCRIPTION: PRINTING A DUPLICATE TAX BILL WHEN REQUESTED BY OTHER THAN ASSESSEE.

JOB CLASSIFICATION AND GROUP NUMBER:

GROUP ONE: PRINTING A DUPLICATE TAX BILL  
 SUPERVISING ACCOUNTING TECHNICIAN- EMILY THOMAS, NATALIE RABONE,  
 FELICIA FIELDS

ACCOUNTING TECHNICIAN I- SUSAN JANOSZ, DELANA JONES, DAVID JOHNSON

SENIOR ACCOUNTING ASSISTANT- ROBERT KENNEDY, SUSAN LOERA,  
 COURTNEY SMITH, MARIA DAMACIO, LANCE LIENG, YVETTE MEDINA

ACCOUNTING ASSISTANT II- SYLVIA SALINAS, MEG FARLAND  
 ALICE ROBERTS, DENISE TINAJERO, MARIA QUINTERO, LAURA WRAY  
 APRIL BALLARD, ERNEST MASSEY, DEBBIE GOMEZ, DEBRA RUTH,  
 ROSA ESPINOZA-LOPEZ, ANGELA RODRIGUEZ, ERMELINDA MAYA

ACCOUNTING ASSISTANT I - CARMEN ZEPEDA

HOURLY DEPT.	*** COST X TIME	**** NON-SALARY OVERHEAD +	SUPERVISORIAL OVERHEAD	TOTAL = COST	
\$33.00	0.02	\$0.43	\$0.20	\$1.18	GROUP ONE-PUBLIC SERVICES (1ST FLOOR, PALM SPRINGS, TEMECULA, SPECIAL PROCESSING)
\$33.00	0.02	\$0.43	\$0.20	\$2.18	Per R & T Code 162 ACTUAL COST

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1611 Productive Hours)

\*\* Time To Perform: 1 Minute

\*\*\* Non-Salary Overhead consists of =((Average Current Rate of Pay w/Benefits within employee group)\*Time)/(Total Salaries & Benefits)\*(Non-Salary Benefit Expense).

\*\*\*\*Supervisory Overhead consists of =((Average Current Rate of Pay w/ Benefits within employee group \* Time)/(Total Salaries & Benefits))\*(Mgmt. And Supvsr. Salaries & Benefits)

PROPOSED NEW CHARGE (PER ASSESSMENT): \$2.00

FEE SCHEDULE 2008-2009

CURRENT CHARGE: \$2.25

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

6. COMPUTER COPY:

LEGAL AUTHORITY: R & T CODE 162

DESCRIPTION: COMPUTER COPY-PER ASSESSMENT.

JOB CLASSIFICATION AND GROUP NUMBER:

GROUP ONE: PRODUCING A COMPUTER COPY  
SUPERVISING ACCOUNTING TECHNICIAN- EMILY THOMAS, NATALIE RABONE,  
FELICIA FIELDS

ACCOUNTING TECHNICIAN I- SUSAN JANOSZ, DELANA JONES, DAVID JOHNSON

SENIOR ACCOUNTING ASSISTANT- ROBERT KENNEDY, SUSAN LOERA,  
COURTNEY SMITH, MARIA DAMACIO, LANCE LIENG, YVETTE MEDINA

ACCOUNTING ASSISTANT II- SYLVIA SALINAS, MEG FARLAND  
ALICE ROBERTS, DENISE TINAJERO, MARIA QUINTERO, LAURA WRAY  
APRIL BALLARD, ERNEST MASSEY, DEBBIE GOMEZ, DEBRA RUTH,  
ROSA ESPINOZA-LOPEZ, ANGELA RODRIGUEZ, ERMELINDA MAYA

ACCOUNTING ASSISTANT I - CARMEN ZEPEDA

HOURLY DEPT.	** COST X TIME	*** NON-SALARY OVERHEAD	**** SUPERVISORIAL OVERHEAD	TOTAL = COST	
	\$33.00	0.02	\$0.43	\$0.20	\$1.18
					GROUP ONE-PUBLIC SERVICES (1ST FLOOR, PALM SPRINGS, TEMECULA, SPECIAL PROCESSING)
					Per R & T Code 162
	<u>\$33.00</u>	<u>0.02</u>	<u>\$0.43</u>	<u>\$0.20</u>	<u>\$2.18</u> ACTUAL COST

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1611 Productive Hours)  
\*\* Time To Perform: 1 Minute

\*\*\* Non-Salary Overhead consists of =((Average Current Rate of Pay w/Benefits within employee group)\*Time)/((Total Salaries & Benefits))\*(Non-Salary Benefit Expense).  
\*\*\*\*Supervisorial Overhead consists of =((Average Current Rate of Pay w/ Benefits within employee group \* Time)/(Total Salaries & Benefits))\*(Mgmt. And Supvsr. Salaries & Benefits)

PROPOSED NEW CHARGE (PER ASSESSMENT): \$2.00  
FEE SCHEDULE 2008-2009  
CURRENT CHARGE (PER ASSESSMENT): \$2.25

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

7. PROCESSING UNPAID NEGOTIABLE PAPER:

LEGAL AUTHORITY: GOVERNMENT CODE 6157 AND R & T CODE 2509.1

DESCRIPTION: PROCESSING NON-SUFFICIENT FUNDS, REFER TO MAKER, UNABLE TO LOCATE, STOP PAYMENT, ACCOUNT CLOSED, AND POST DATED CHECKS.

JOB CLASSIFICATION AND GROUP NUMBER:

GROUP ONE: PROCESSING AND RECORDING THE NON-NEGOTIABLE ITEM( IE PREPARING TCR AND CASH SHEET)  
DEPUTY TREASURER-TAX COLLECTOR- GRACE PRESTO  
ACCOUNTING TECHNICIAN I- CORRINE ZAMBRANO, JILL HAZEN  
SENIOR ACCOUNTING ASSISTANT- LISA LEE

GROUP TWO: PROCESSING AND REMOVING MONIES FROM SYSTEM. CREATING FILES AND PREPARING LETTERS TO TAXPAYERS/TAXING AGENCIES. COLLECTING REPLACEMENT MONIES AND DISTRIBUTING APPROPRIATELY.  
SENIOR ACCOUNTING ASSISTANT- JAIME CARVALY  
ACCOUNTING ASSISTANT II- AMY LINARD

GROUP THREE: DAILY POSTING TO DISTRIBUTION; RECONCILING MONTHLY DISTRIBUTION & PREPARING JOURNAL ENTRY.  
SENIOR ACCOUNTANT- ALEJANDRO IGNACIO  
ACCOUNTANT II- KENIA VARELA

GROUP FOUR: RESEARCH AND AUDITING 12,382 NSF FILES  
SENIOR ACCOUNTANT - ALEJANDRO IGNACIO

GROUP FIVE: PROCESSING A SINGLE TRANSACTION FROM REMITTANCE TO POSTING.  
SUPERVISING ACCOUNTING TECHNICIAN- SUSAN BURNS  
ACCOUNTING TECHNICIAN I- SHEREE RAFAEL  
SENIOR ACCOUNTING ASSISTANT- PATRICIA SIX, RUBY GALINDO  
ACCOUNTING ASSISTANT II- CHRISTINA SLOCUM, ARLEEN TAGATAC

GROUP SIX: VALIDATING PAYMENT REMOVALS AND NONCASH TRANSFER ENTRIES ON DAILY ACTIVITY REPORT  
ACCOUNTANT I - KIMBERLY REEDER, TUPOU ESAU

GROUP SEVEN: VALIDATING NSF RECEIPTS TO DAILY ACTIVITY REPORT AND FILING RECEIPTS  
SENIOR ACCOUNTING ASSISTANT- CINDY DELEON

GROUP EIGHT: PROCESSING AND PREPARING AN NSF NEGATIVE APPORTIONMENT TO THE AUDITOR'S OFFICE.  
ACCOUNTANT I - KIMBERLY REEDER

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

7. PROCESSING UNPAID NEGOTIABLE PAPER:

HOURLY DEPT. COST	* X TIME	** NON-SALARY OVERHEAD +	*** SUPERVISORIAL OVERHEAD =	**** TOTAL COST	
\$45.28	0.17	\$0.00	\$0.00	\$0.00	GROUP ONE-TREASURY
\$30.56	0.67	\$15.88	\$7.56	\$43.81	GROUP TWO-ACCOUNTING
\$46.30	0.05	\$1.80	\$0.86	\$4.98	GROUP THREE-AUDITS
\$49.81	0.10	\$3.88	\$1.85	\$10.71	GROUP FOUR-AUDITS
\$39.13	0.03	\$1.02	\$0.48	\$2.81	GROUP FIVE-REMITTANCE PROCESSING
\$40.13	0.02	\$0.52	\$0.25	\$1.44	GROUP SIX - AUDITS
\$31.97	0.02	\$0.42	\$0.20	\$1.15	GROUP SEVEN- AUDITS
\$39.27	0.08	\$2.55	\$1.22	\$7.04	GROUP EIGHT- AUDITS
<u>\$53.74</u>	<u>1.13</u>	<u>\$26.06</u>	<u>\$12.42</u>	<u>\$71.93</u>	ACTUAL COST

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1611 Productive Hours)

\*\* Time To Perform: 1 hour 13 minutes

\*\*\* Non-Salary Overhead consists of =((Average Current Rate of Pay w/Benefits within employee group)\*Time)/(Total Salaries & Benefits)\*(Non-Salary Benefit Expense).

\*\*\*\*Supervisorial Overhead consists of =((Average Current Rate of Pay w/ Benefits within employee group \* Time)/(Total Salaries & Benefits))\*(Mgmt. And Supvtr. Salaries & Benefits)

**PROPOSED NEW CHARGE (PER CHECK): \$71.75**

FEE SCHEDULE 2008-2009  
CURRENT CHARGE (PER CHECK): \$65.50

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

8. PROCESSING FINAL SUB-DIVISION MAPS (PER MAP):

LEGAL AUTHORITY: GOVERNMENT CODES 66010, 66016 AND 66451.2

DESCRIPTION: PROCESSING FINAL SUB-DIVISION MAPS, PER MAP, EACH SUBMITTAL.

JOB CLASSIFICATION AND GROUP NUMBER:

GROUP ONE: RESEARCHING AND PROCESSING MAP REQUESTS.

SENIOR ACCOUNTING ASSISTANT- COURTNEY SMITH

ACCOUNTING ASSISTANT I- CARMEN ZEPEDA

GROUP TWO: PROCESSING A SINGLE TRANSACTION FROM REMITTANCE TO POSTING.

SUPERVISING ACCOUNTING TECHNICIAN- SUSAN BURNS

ACCOUNTING TECHNICIAN I- SHEREE RAFAEL

SENIOR ACCOUNTING ASSISTANT- PATRICIA SIX, RUBY GALINDO

ACCOUNTING ASSISTANT II- CHRISTINA SLOCUM, ARLEEN TAGATAC

GROUP THREE: CREATING CASH RECEIPT AND WORKING THE BACK-END ENTRIES.

SUPERVISING ACCOUNTING TECHNICIAN- MARLENE PRATT

ACCOUNTING TECHNICIAN I- CORRINE ZAMBRANO, ROSA GONZALEZ

GROUP FOUR: RECONCILING/PREPARING ADJUSTMENTS TO THE DAILY ACTIVITY REPORT.

ACCOUNTANT I- KIMBERLY REEDER, TUPOU ESAU

GROUP FIVE: DAILY POSTING TO DISTRIBUTION; RECONCILING MONTHLY DISTRIBUTION & PREPARING JOURNAL ENTRY.

SENIOR ACCOUNTANT- ALEJANDRO IGNACIO

ACCOUNTANT II- KENIA VARELA

* HOURLY DEPT.	** COST X TIME	*** NON-SALARY OVERHEAD +	**** SUPERVISORIAL OVERHEAD =	TOTAL COST	
\$31.07	1.08	\$26.23	\$12.50	\$72.39	GROUP ONE-PUBLIC SERVICES (1ST FLOOR)
\$39.13	0.02	\$0.51	\$0.24	\$1.40	GROUP TWO-REMITTANCE PROCESSING
\$39.39	0.05	\$0.00	\$0.00	\$0.00	GROUP THREE-TREASURY
\$40.13	0.02	\$0.52	\$0.25	\$1.44	GROUP FOUR-AUDITS
\$46.30	0.05	\$1.80	\$0.86	\$4.98	GROUP FIVE-AUDITS
\$39.20	1.22	\$29.06	\$13.85	\$80.21	ACTUAL COST

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1611 Productive Hours)

\*\* Time To Perform: 1hour 13 minutes

\*\*\* Non-Salary Overhead consists of =((Average Current Rate of Pay w/Benefits within employee group)\*Time)/(Total Salaries & Benefits)\*(Non-Salary Benefit Expense).

\*\*\*\*Supervisorial Overhead consists of =((Average Current Rate of Pay w/ Benefits within employee group \* Time)/(Total Salaries & Benefits))\*(Mgmt. And Supvtr. Salaries & Benefits)

PROPOSED NEW CHARGE (PER MAP): \$80.00

FEE SCHEDULE 2008-2009

CURRENT CHARGE (PER MAP): \$97.25

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

9. SUBSEQUENT TAX CLEARANCE CERTIFICATE:

LEGAL AUTHORITY: R & T CODE 5832

DESCRIPTION: AS REQUIRED BY STATE LAW, PRIOR TO THE CLOSE OF SALE FOR MOBILE HOMES, COMPLETION OF AN ADDITIONAL TAX CLEARANCE CERTIFICATE STATING ALL APPROPRIATE TAXES HAVE BEEN PAID WITH REGARD TO A MOBILE HOME, OR A CONDITIONAL TAX CLEARANCE CERTIFICATE STATING THAT TAXES ARE DUE. AN ADDITIONAL CERTIFICATE IS NECESSARY IF THE ORIGINAL CERTIFICATE ISSUED EXPIRES WITHIN 30 DAYS FROM ISSUANCE.

JOB CLASSIFICATION AND GROUP NUMBER:

GROUP ONE: PREPARING AND COMPLETING A TAX CLEARANCE CERTIFICATE.

JOB CLASSIFICATION:

SUPERVISING ACCOUNTING TECHNICIAN- EMILY THOMAS, FELICIA FIELDS, CATHY HANKUS

ACCOUNTING TECHNICIAN I- SUSAN JANOZ, DONALD JACKSON

SENIOR ACCOUNTING ASSISTANT- ROBERT KENNEDY, MARIA DAMACIO  
YVETTE MEDINA, MATTHEW FREULER

ACCOUNTING ASSISTANT II - MEG FARLAND, MARIA QUINTERO  
ANGELA RODRIGUEZ, ALICIA HOAR, RONNECIA HODGES, MAGGIE LOPEZ

ACCOUNTING ASSISTANT I- SELENA ANZURES, MARIBEL MERLAN

HOURLY DEPT. COST X TIME	*** NON-SALARY OVERHEAD	**** SUPERVISORIAL OVERHEAD	TOTAL COST
\$33.85	0.17	\$4.40	\$12.13
<u>\$33.85</u>	<u>0.17</u>	<u>\$4.40</u>	<u>\$12.13</u>

ACTUAL COST

GROUP ONE-PUBLIC SERVICE (TEMECULA, SPECIAL PROCESSING, PALM SPRINGS, SPRUCE)

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1611 Productive Hours)

\*\* Time To Perform: 10 Minutes

\*\*\* Non-Salary Overhead consists of =((Average Current Rate of Pay w/Benefits within employee group)\*Time)/(Total Salaries & Benefits)\*(Non-Salary Benefit Expense).

\*\*\*\*Supervisorial Overhead consists of =((Average Current Rate of Pay w/ Benefits within employee group \* Time)/(Total Salaries & Benefits))\*(Mgmt. And Supvsr. Salaries & Benefits)

PROPOSED NEW CHARGE (PER CERTIFICATE): \$12.00

FEE SCHEDULE 2008-2009

CURRENT CHARGE (PER CERTIFICATE): \$19.75

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

10. REVIEW OF EXCESS PROCEEDS:

LEGAL AUTHORITY: REVENUE & TAXATION CODE 4674

DESCRIPTION: AFTER A PUBLIC AUCTION IF MONEY REMAINS ON A SOLD PROPERTY, A LIEN HOLDER OR LAST KNOWN ASSESSES WHO HAVE AN INTEREST IN THE PROPERTY MAY FILE A CLAIM FORM TO COLLECT ON THE EXCESS PROCEEDS.

JOB CLASSIFICATION AND GROUP NUMBER:

GROUP ONE: RESEARCHING FOR AND NOTIFYING PARTIES OF INTERESTS  
 SUPERVISING ACCOUNTING TECHNICIAN - COLLEEN ESPINO  
 SENIOR ACCOUNTING ASSISTANT - DESIREE TAYLOR, ISELA LICEA  
 ACCOUNTING ASSISTANT II - DONNETTE BOWMAN

GROUP TWO: SYSTEM SET-UP & TROUBLE-SHOOTING FOR PRINTING LETTERS/ENVELOPES  
 BUSINESS SYSTEM ANALYST - JOHN WAGONER

GROUP THREE: PROCESSING CLAIMS FOR EXCESS PROCEEDS.  
 SENIOR ACCOUNTING ASSISTANT- DESIREE TAYLOR

GROUP FOUR: REVIEWING AND APPROVAL OF EXCESS PROCEEDS.  
 SUPERVISING ACCOUNTING TECHNICIAN- COLLEEN ESPINO

* HOURLY DEPT. COST	** X TIME	*** NON-SALARY OVERHEAD +	**** SUPERVISORIAL OVERHEAD +	TOTAL COST	
\$36.21	3.00	\$84.66	\$40.34	\$233.64	GROUP ONE-TAX ENFORCEMENT
\$83.63	0.03	\$2.17	\$1.04	\$5.99	GROUP TWO - IT/NETWORKING
\$34.35	1.58	\$42.38	\$20.20	\$116.97	GROUP THREE - TAX ENFORCEMENT
\$48.21	1.00	\$37.57	\$17.90	\$103.67	GROUP FOUR - TAX ENFORCEMENT
<u>\$50.60</u>	<u>5.62</u>	<u>\$166.78</u>	<u>\$79.47</u>	<u>\$460.27</u>	ACTUAL COST

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1611 Productive Hours)  
 \*\* Time To Perform: 5 Hours 37 Minutes  
 \*\*\* Non-Salary Overhead consists of =((Average Current Rate of Pay w/Benefits within employee group)\*Time)/(Total Salaries & Benefits)\*(Non-Salary Benefit Expense).  
 \*\*\*\*Supervisorial Overhead consists of =((Average Current Rate of Pay w/ Benefits within employee group \* Time)/(Total Salaries & Benefits))\*(Mgmt. And Supvsr. Salaries & Benefits)

**PROPOSED NEW CHARGE (PER ASSESSMENT): \$460.25**  
 FEE SCHEDULE 2008-2009  
 CURRENT CHARGE (PER ASSESSMENT): \$542.00

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

11. INSTALLMENT PAYMENT PLAN START UP:

LEGAL AUTHORITY: REVENUE & TAXATION CODE 4217

DESCRIPTION: CHARGE TO SET UP NEW OR REINSTATE LAPSED INSTALLMENT PAYMENT PLAN

JOB CLASSIFICATION AND GROUP NUMBER:

GROUP ONE: RESEARCH AND CALCULATE PAYMENT SCHEDULE. ASSIST IN APPLICATION AND COLLECTION OF MONIES TO INITIATE PLAN.  
SUPERVISING ACCOUNTING TECHNICIAN- NATALIE RABONE, EMILY THOMAS, FELICIA FIELDS, CATHY HANKUS  
ACCOUNTING TECHNICIAN I- DELANA JONES, SUSAN JANOSZ, DAVID JOHNSON, DONALD JACKSON  
SENIOR ACCOUNTING ASSISTANT- SUSAN LOERA, COURTNEY SMITH, MATTHEW FREULER  
ROBERT KENNEDY, MARIA DAMACIO, YVETTE MEDINA, LANCE LIENG  
ACCOUNTING ASSISTANT II- ALICE ROBERTS, DENISE TINAJERO, MEG FARLAND,  
SYLVIA SALINAS, MARIA QUINTERO, LAURA WRAY, ROSA ESPINOZA-LOPEZ  
APRIL BALLARD, ERNEST MASSEY, DEBBIE GOMEZ, DEBRA RUTH,  
ANGELA RODRIGUEZ, ERMELINDA MAYA, ALICIA HOAR, RONNECIA HODGES, MAGGIE LOPEZ  
ACCOUNTING ASSISTANT I - CARMEN ZEPEDA, SELENA ANZURES, MARIBEL MERLAN

GROUP TWO: PROCESSING A SINGLE TRANSACTION FROM REMITTANCE TO POSTING.  
SUPERVISING ACCOUNTING TECHNICIAN- SUSAN BURNS  
ACCOUNTING TECHNICIAN I- SHEREE RAFAEL  
SENIOR ACCOUNTING ASSISTANT- PATRICIA SIX, RUBY GALINDO  
ACCOUNTING ASSISTANT II- CHRISTINA SLOCUM, ARLEEN TAGATA

GROUP THREE: RECONCILING & MAKING ADJUSTMENTS ON THE DAILY FUND ACTIVITY REPORT.  
ACCOUNTANT I - KIMBERLY REEDER, TUPOU ESAU

GROUP FOUR: POSTING DAILY COLLECTION TO THE MONTHLY DISTRIBUTION WORKSHEET,  
RECONCILING THE MONTHLY DISTRIBUTION & PREPARING JOURNAL ENTRIES.  
SENIOR ACCOUNTANT - ALEJANDRO IGNACIO  
ACCOUNTANT II - KENIA VARELA

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

11. INSTALLMENT PAYMENT PLAN START UP:

HOURLY DEPT. COST	** TIME	*** NON-SALARY OVERHEAD +	**** SUPERVISORIAL OVERHEAD =	TOTAL COST	
\$32.54	0.17	\$4.23	\$2.01	\$11.66	GROUP ONE-PUBLIC SERVICE (1ST FLOOR, PALM SPRINGS, TEMECULA, SPECIAL PROCESSING, SPRUCE)
\$39.13	0.02	\$0.51	\$0.24	\$1.40	GROUP TWO - REMITTANCE PROCESSING
\$40.13	0.05	\$1.56	\$0.75	\$4.32	GROUP THREE - AUDITS
\$46.30	0.05	\$1.80	\$0.86	\$4.98	GROUP FOUR - AUDITS
<u>\$39.53</u>	<u>0.28</u>	<u>\$8.10</u>	<u>\$3.86</u>	<u>\$22.36</u>	COST PER PLAN

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1611 Productive Hours)

\*\* Time To Perform: 17 Minutes

\*\*\* Non-Salary Overhead consists of =(((Average Current Rate of Pay w/Benefits within employee group)\*Time)/(Total Salaries & Benefits))\*(Non-Salary Benefit Expense).

\*\*\*\*Supervisory Overhead consists of =(((Average Current Rate of Pay w/ Benefits within employee group \* Time)/(Total Salaries & Benefits))\*(Mgmt. And Supvsr. Salaries & Benefits)

PROPOSED NEW CHARGE (PER PAYMENT PLAN) : \$22.25

FEE SCHEDULE 2008-2009

CURRENT CHARGE (PER PAYMENT PLAN SET UP): \$21.25

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

12. INSTALLMENT PAYMENT PLAN ANNUAL MAINTENANCE FEE:

HOURLY DEPT. COST	** X TIME	***		****		TOTAL COST
		NON-SALARY OVERHEAD +	SUPERVISORIAL OVERHEAD	=	COST	
\$32.54	0.10	\$2.54	\$1.21		\$7.00	GROUP ONE-PUBLIC SERVICE (1ST FLOOR, PALM SPRINGS, TEMECULA, SPECIAL PROCESSING, SPRUCE)
\$73.44	0.03	\$1.91	\$0.91		\$5.26	GROUP TWO-AUDITS
\$40.13	0.05	\$1.56	\$0.75		\$4.32	GROUP THREE-AUDITS
\$39.13	0.02	\$0.51	\$0.24		\$1.40	GROUP FOUR-REMITTANCE PROCESSING
\$39.27	0.08	\$2.55	\$1.22		\$7.04	GROUP FIVE-AUDITS
\$39.39	0.25	\$0.00	\$0.00		\$0.00	GROUP SIX-TREASURY
\$46.30	0.05	\$1.80	\$0.86		\$4.98	GROUP SEVEN-AUDITS
\$73.44	0.02	\$0.95	\$0.45		\$2.63	GROUP EIGHT-AUDITS
\$104.67	0.02	\$1.36	\$0.65		\$3.75	GROUP NINE- IT
\$196.65	0.02	\$1.39	\$0.66		\$5.32	GROUP TEN- CREST
<u>\$97.85</u>	<u>0.63</u>	<u>\$14.57</u>	<u>\$6.94</u>		<u>\$41.70</u>	<u>COST PER PLAN</u>

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1611 Productive Hours)

\*\* Time To Perform: 38 Minutes

\*\*\* Non-Salary Overhead consists of =((Average Current Rate of Pay w/Benefits within employee group)\*Time)/(Total Salaries & Benefits)\*(Non-Salary Benefit Expense).

\*\*\*\*Supervisorial Overhead consists of =((Average Current Rate of Pay w/ Benefits within employee group \* Time)/(Total Salaries & Benefits))\*(Mgmt. And Supvsr. Salaries & Benefits)

PROPOSED NEW CHARGE (PER PAYMENT PLAN) : \$41.50

FEE SCHEDULE 2008-2009

CURRENT CHARGE (PER PAYMENT PLAN): \$49.00

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

12. INSTALLMENT PAYMENT PLAN ANNUAL MAINTENANCE FEE:

LEGAL AUTHORITY: REVENUE & TAXATION CODE 4217

DESCRIPTION: ANNUAL CHARGE TO MONITOR INSTALLMENT PAYMENT PLAN.

JOB CLASSIFICATION AND GROUP NUMBER:

GROUP ONE: RESEARCH AND CALCULATE PAYMENT SCHEDULE. ASSIST IN APPLICATION AND COLLECTION OF MONIES TO REINSTATE A LAPSED PLAN.  
SUPERVISING ACCOUNTING TECHNICIAN- NATALIE RABONE, EMILY THOMAS, FELICIA FIELDS, CATHY HANKUS  
ACCOUNTING TECHNICIAN I- DELANA JONES, SUSAN JANOSZ, DAVID JOHNSON, DONALD JACKSON  
SENIOR ACCOUNTING ASSISTANT- SUSAN LOERA, COURTNEY SMITH, MATTHEW FREULER  
ROBERT KENNEDY, MARIA DAMACIO, YVETTE MEDINA, LANCE LIENG  
ACCOUNTING ASSISTANT II- ALICE ROBERTS, DENISE TINAJERO, MEG FARLAND,  
SYLVIA SALINAS, MARIA QUINTERO, LAURA WRAY, ROSA ESPINOZA-LOPEZ  
APRIL BALLARD, ERNEST MASSEY, DEBBIE GOMEZ, DEBRA RUTH,  
ANGELA RODRIGUEZ, ERMELINDA MAYA, ALICIA HOAR, RONNECIA HODGES, MAGGIE LOPEZ  
ACCOUNTING ASSISTANT I - CARMEN ZEPEDA, SELENA ANZURES, MARIBEL MERLAN

GROUP TWO: RESEARCH AND AUDITING OF 1,456 ACTIVE INSTALLMENT PAYMENT PLANS.  
PRINCIPAL ACCOUNTANT- KIEU NGO

GROUP THREE: RECONCILING/PREPARING ADJUSTMENTS TO THE DAILY ACTIVITY REPORT.  
ACCOUNTANT I- KIMBERLY REEDER, TUPOU ESAU

GROUP FOUR: PROCESSING A SINGLE TRANSACTION FROM REMITTANCE TO POSTING.  
SUPERVISING ACCOUNTING TECHNICIAN- SUSAN BURNS  
ACCOUNTING TECHNICIAN I- SHEREE RAFAEL  
SENIOR ACCOUNTING ASSISTANT- RUBY GALINDO, PATRICIA SIX  
ACCOUNTING ASSISTANT II- CHRISTINA SLOCUM, ARLEEN TAGATA

GROUP FIVE: PROCESSING AND PREPARING AN IPP NEGATIVE APPORTIONMENT TO THE AUDITOR'S OFFICE.  
ACCOUNTANT I - KIMBERLY REEDER

GROUP SIX: CREATING CASH RECEIPT AND WORKING THE BACK END ENTRIES.  
SUPERVISING ACCOUNTING TECHNICIAN- MARLENE PRATT  
ACCOUNTING TECHNICIAN I- CORRINE ZAMBRANO, ROSA GONZALEZ

GROUP SEVEN: DAILY POSTING TO DISTRIBUTION; RECONCILING MONTHLY DISTRIBUTION & PREPARING JOURNAL ENTRY.  
SENIOR ACCOUNTANT- ALEJANDRO IGNACIO  
ACCOUNTANT II- KENIA VARELA

GROUP EIGHT: COMPARING AND VALIDATING IPP PAYMENT TRANSFERS AGAINST SUBSIDIARY LIST & RESEARCH EXCEPTIONS  
PRINCIPAL ACCOUNTANT- KIEU NGO

GROUP NINE: DOWNLOADING DAILY COLLECTION ACTIVITY FROM MAINFRAME INTO PARADOX & IMPORT INTO EXCEL  
DEB BASHE

GROUP TEN: MAKING ADJUSTMENTS TO IPP TRANSFER FILE  
GARY COTTERILL  
JOHN PARRISH

**FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS**

**13. UNSECURED FIELD COLLECTION FEE (PER HOUR):**

LEGAL AUTHORITY: REVENUE & TAXATION CODE 2922

DESCRIPTION: FEE IS CHARGED PER FIELD CALL (VISIT) FOR THE INVESTIGATION AND COLLECTION OF UNSECURED TAXES.

**JOB CLASSIFICATION:**

MANAGER OF FIELD COLLECTIONS- JOHN MORSE  
FIELD INVESTIGATIVE OFFICER- BOB CASTILLO

* HOURLY DEPT.	** COST X TIME +	*** OVERHEAD +	**** NON-SALARY SUPERVISORIAL OVERHEAD =	**** TOTAL COST
\$51.83	1.00	\$40.39	\$19.24	\$111.46

GROUP-FIELD INVESTIGATIONS

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1611 Productive Hours)

\*\* Time To Perform: 60 minutes

\*\*\* Non-Salary Overhead consists of =((Average Current Rate of Pay w/Benefits within employee group)\*Time)/(Total Salaries & Benefits)\*(Non-Salary Benefit Expense).

\*\*\*\*Supervisory Overhead consists of =((Average Current Rate of Pay w/ Benefits within employee group \* Time)/(Total Salaries & Benefits))\*(Mgmt. And Supvsr. Salaries & Benefits)

**PROPOSED NEW CHARGE (PER HOUR): \$111.25**

FEE SCHEDULE 2008-2009

CURRENT CHARGE (PER HOUR): \$127.25

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

14. BULK TRANSFERS (PER TRANSFER):

LEGAL AUTHORITY: REVENUE & TAXATION CODE 2922

DESCRIPTION: STATEMENT ISSUED CONFIRMING ALL APPROPRIATE TAXES HAVE BEEN PAID REGARDING BULK TRANSFERS. ALSO CERTIFYING TO AN ESCROW COMPANY IF TAXES ARE OWED AND/OR PAID WHEN A BUSINESS IS BEING SOLD.

GROUP ONE: PROCESSING AND CERTIFYING A STATEMENT OF TAXES PAID.

JOB CLASSIFICATION:  
SENIOR ACCOUNTING ASSISTANT - LANCE LIENG

HOURLY DEPT. COST	X TIME	*** NON-SALARY OVERHEAD +	**** SUPERVISORIAL OVERHEAD =	TOTAL COST	
\$32.54	0.33	\$8.45	\$4.03	\$23.33	GROUP ONE- SPECIAL PROCESSING UNIT
<u>\$32.54</u>	<u>0.33</u>	<u>\$8.45</u>	<u>\$4.03</u>	<u>\$23.33</u>	ACTUAL COST

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1611 Productive Hours)

\*\* Time To Perform: 20 Minutes

\*\*\* Non-Salary Overhead consists of =(Average Current Rate of Pay w/Benefits within employee group)\*Time)/(Total Salaries & Benefits)\*(Non-Salary Benefit Expense).

\*\*\*\*Supervisorial Overhead consists of =(Average Current Rate of Pay w/ Benefits within employee group \* Time)/(Total Salaries & Benefits)\*(Mgmt. And Supvsr. Salaries & Benefits)

PROPOSED NEW CHARGE (PER TRANSFER): \$23.25

FEE SCHEDULE 2008-2009 CURRENT CHARGE (PER TRANSFER): \$40.25

**FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS**

**15. 4 YEAR PAYMENT PLAN START UP:**

LEGAL AUTHORITY: REVENUE & TAXATION CODE 4837.5 (i)

DESCRIPTION: CHARGE TO SET UP NEW FOUR YEAR PAYMENT PLAN (YEAR 1.)

JOB CLASSIFICATION AND GROUP NUMBER:

GROUP ONE: RECONCILING/PREPARING ADJUSTMENTS TO THE DAILY ACTIVITY REPORT.  
ACCOUNTANT I- KIMBERLY REEDER, TUPOU ESAU

GROUP TWO: PROCESSING A SINGLE TRANSACTION FROM REMITTANCE TO POSTING.  
SUPERVISING ACCOUNTING TECHNICIAN- SUSAN BURNS  
ACCOUNTING TECHNICIAN I- SHEREE RAFAEL  
SENIOR ACCOUNTING ASSISTANT- RUBY GALINDO, PATRICIA SIX  
ACCOUNTING ASSISTANT II- CHRISTINA SLOCUM, ARLEEN TAGATAC

GROUP THREE: SETTING UP AND INITIATING PLAN.  
SENIOR ACCOUNTING ASSISTANT - YVETTE MEDINA

GROUP FOUR: POSTING OF DAILY COLLECTION TO THE MONTHLY DISTRIBUTION WORKSHEET,  
PREPARING THE MONTHLY DISTRIBUTION AND JOURNAL ENTRIES  
SENIOR ACCOUNTANT - ALEJANDRO IGNACIO  
ACCOUNTANT II - KENIA VARELA

HOURLY DEPT.	** COST	X	TIME	*** NON-SALARY OVERHEAD +	**** SUPERVISORIAL OVERHEAD	TOTAL COST	
	\$40.13		0.05	\$1.56	\$0.75	\$4.32	GROUP ONE-AUDITS
	\$39.13		0.02	\$0.51	\$0.24	\$1.40	GROUP TWO-REMITTANCE PROCESSING
	\$31.92		0.33	\$8.29	\$3.95	\$22.88	GROUP THREE-SPECIAL PROCESSING UNIT
	\$46.30		0.05	\$1.80	\$0.86	\$4.98	GROUP FOUR - AUDITS
	<u>\$39.37</u>		<u>0.45</u>	<u>\$10.36</u>	<u>\$4.94</u>	<u>\$33.57</u>	COST PER PLAN

\* Hourly Dept. Cost Formula consists of  $=(\text{Average Current Rate of Pay w/Benefits within employee group}) \times (2080 \text{ Hours in a Year} / 1611 \text{ Productive Hours})$

\*\* Time To Perform: 27 Minutes

\*\*\* Non-Salary Overhead consists of  $=(\text{Average Current Rate of Pay w/Benefits within employee group}) \times \text{Time} / (\text{Total Salaries \& Benefits})$  (Non-Salary Benefit Expense).

\*\*\*\*Supervisorial Overhead consists of  $=(\text{Average Current Rate of Pay w/ Benefits within employee group} * \text{Time}) / (\text{Total Salaries \& Benefits})$  (Mgmt. And Supvsr. Salaries & Benefits)

**PROPOSED NEW CHARGE (PER ESCAPE): \$33.50**

FEE SCHEDULE 2008-2009

CURRENT CHARGE (PER ESCAPE): \$48.00

**FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS**

**16. 4 YEAR PAYMENT PLAN MAINTENANCE FEE:**

LEGAL AUTHORITY: REVENUE & TAXATION CODE 4837.5 (I)

DESCRIPTION: ANNUAL CHARGE TO MONITOR FOUR YEAR PAYMENT PLAN (YEARS 2-4.)

JOB CLASSIFICATION AND GROUP NUMBER:

GROUP ONE: RECONCILING/PREPARING ADJUSTMENTS TO THE DAILY ACTIVITY REPORT.  
ACCOUNTANT I- KIMBERLY REEDER, TUPOU ESAU

GROUP TWO: PROCESSING A SINGLE TRANSACTION FROM REMITTANCE TO POSTING.  
SUPERVISING ACCOUNTING TECHNICIAN-SUSAN BURNS  
ACCOUNTING TECHNICIAN-SHEREE RAFAEL  
SENIOR ACCOUNTING ASSISTANT-PAT SIX, RUBY GALINDO  
ACCOUNTING ASSISTANT II- CHRISTINA SLOCUM, ARLEEN TAGATAC

GROUP THREE: PREPARING LETTERS TO TAXPAYERS AND POSTING OF PAYMENT MONIES.  
SENIOR ACCOUNTING ASSISTANT- YVETTE MEDINA

GROUP FOUR: DAILY POSTING TO DISTRIBUTION; RECONCILING MONTHLY DISTRIBUTION & PREPARING JOURNAL ENTRY.  
SENIOR ACCOUNTANT- ALEJANDRO IGNACIO  
ACCOUNTANT II- KENIA VARELA

GROUP FIVE: CREATING CASH RECEIPT AND WORKING THE BACK END ENTRIES.  
SUPERVISING ACCOUNTING TECHNICIAN- MARLENE PRATT  
ACCOUNTING TECHNICIAN I- CORRINE ZAMBRANO, ROSA GONZALEZ

* HOURLY DEPT.	** COST	X	TIME	*** NON-SALARY OVERHEAD +	**** SUPERVISORIAL OVERHEAD =	TOTAL COST	
\$40.13	0.05			\$1.56	\$0.75	\$4.32	GROUP ONE-AUDITS
\$39.13	0.02			\$0.51	\$0.24	\$1.40	GROUP TWO-REMITTANCE PROCESSING
\$31.92	0.50			\$12.44	\$5.93	\$34.32	GROUP THREE-SPECIAL PROCESSING UNIT
\$46.30	0.05			\$1.80	\$0.86	\$4.98	GROUP FOUR-AUDITS
\$39.39	0.05			\$0.00	\$0.00	\$0.00	GROUP FIVE-TREASURY
				<u>\$16.31</u>	<u>\$7.77</u>	<u>\$45.01</u>	COST PER PLAN

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1611 Productive Hours)

\*\* Time To Perform: 40 Minutes

\*\*\* Non-Salary Overhead consists of =((Average Current Rate of Pay w/Benefits within employee group)\*Time)/(Total Salaries & Benefits)\*(Non-Salary Benefit Expense).

\*\*\*\*Supervisorial Overhead consists of =((Average Current Rate of Pay w/ Benefits within employee group \* Time)/(Total Salaries & Benefits))\*(Mgmt. And Supvsr. Salaries & Benefits)

**PROPOSED NEW CHARGE (PER ESCAPE): \$45.00**

FEE SCHEDULE 2008-2009

CURRENT CHARGE (PER ESCAPE): \$62.00

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

17. PREPARATION OF DELINQUENT TAX RECORD:

LEGAL AUTHORITY: REVENUE & TAXATION CODE 2706 ; GOVERNMENT CODE 54985

DESCRIPTION OF SERVICE: PREPARING THE DELINQUENT TAX RECORDS AND GIVING  
NOTICE OF DELINQUENCY ON EACH DELINQUENT ASSESSMENT  
ON THE TAX ROLL.

JOB CLASSIFICATIONS & GROUP NUMBERS:

GROUP 1: PUBLIC SERVICES - ANSWERING PHONE CALLS & CORRESPONDENCES REGARDING  
DELINQUENCIES - A TOTAL OF 26 EMPLOYEES IN PUBLIC SERVICES.  
SUPERVISING ACCOUNTING TECHNICIAN - NATALIE RABONE, CATHY HANKUS, FELICIA FIELDS, EMILY THOMAS  
ACCOUNTING TECHNICIAN I - DELANA JONES, DONALD JACKSON, DAVID JOHNSON, SUSAN JANOSZ  
SENIOR ACCOUNTING ASSISTANT- SUSAN LOERA, MATTHEW FREULER, ROBERT KENNEDY  
ACCOUNTING ASSISTANT II- DENISE TINAJEROS, ALICIA HOAR, RONNECIA HODGES  
MAGGIE LOPEZ, LAURA WRAY, MARIA QUINTERO, SYLVIA SALINAS  
MEG FARLAND, ROBERT SLOCUM, ELIZABETH HAYNES, JENNIFER SANDOVAL  
ACCOUNTING ASSISTANT I - SELENA ANZURES, MARIBEL MERLAN,  
JESSICA ANGULO, RIGOBERTO MORENO

GROUP 2: REMITTANCE PROCESSING UNIT - PULLING PAYMENT ERRORS - SHORTS/2ND-NO-1ST  
SUPERVISING ACCOUNTING TECHNICIAN - SUSAN BURNS  
ACCOUNTING TECHNICIAN I - SHEREE RAFAEL  
SR: ACCOUNTING ASSISTANT - RUBY GALINDO, PATRICIA SIX  
ACCOUNTING ASSISTANT II- CHRISTINA SLOCUM, ARLEEN TAGATAC

GROUP 3: REMITTANCE ACCOUNTING UNIT - PUTTING SHORT/LATE PAYMENTS INTO REFUND ACCOUNT & SEND A LETTER  
SENIOR ACCOUNTING ASSISTANT - MYRNA WHEELING  
ACCOUNTING ASSISTANT II- JENNY WU, JENNIFER LEE, LUPE JOYA

GROUP 4: PREPARING CONTRACTS WITH VARIOUS NEWSPAPERS, PREPARING &  
PROOFING THE LIST OF DELINQUENT PARCELS TO BE PUBLISHED.  
ACCOUNTING TECHNICIAN I - SANDY FINLEY  
SR: ACCOUNTING ASSISTANT - ISELA LICEA

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

17. PREPARATION OF DELINQUENT TAX RECORD:

HOURLY DEPT. COST	** X TIME	*** NON-SALARY OVERHEAD	**** SUPERVISORIAL OVERHEAD	TOTAL COST	DESCRIPTION
\$33.04	0.13	\$3.43	\$1.64	\$9.47	GROUP 1- PUBLIC SERVICES (1ST FLOOR, PALM SPRINGS, TEMECULA, SPRUCE)
\$39.13	0.02	\$0.51	\$0.24	\$1.40	GROUP 2- REMITTANCE PROCESSING
\$32.50	0.12	\$2.95	\$1.41	\$8.15	GROUP 3- ACCOUNTING
\$35.35	0.03	\$0.92	\$0.44	\$2.53	GROUP 4- TAX ENFORCEMENT
<u>\$35.00</u>	<u>0.30</u>	<u>\$7.81</u>	<u>\$3.72</u>	<u>\$21.56</u>	LABOR COST
				<u>\$0.39</u>	PRINTING/MAILING COST PER NOTICE
132,126 Notices Mailed for a total cost of \$52,070.36				<u>\$6.20</u>	PUBLICATION COST PER DELINQUENT PARCEL
3,477 Delinquent parcels published for a cost of \$21,557.11				<u>\$28.16</u>	TOTAL COST

\* Hourly Dept. Cost = (Average Current Rate of Pay/w Benefits within employee group)\*(2080 Hours in a Year/1611 Productive Hours)

\*\* Time To Perform: 16 Minutes

\*\*\* Non-Salary Overhead = ((Average Current Rate of Pay w/ Benefits within employee group)\*Time)/(Total Salaries & Benefits)\*(Non-Salary Benefit Expense).

\*\*\*\*Supervisorial Overhead = ((Average Current Rate of Pay w/ Benefits within employee group\* Time)/(Total Salaries & Benefits))\*(Mgmt. And Supvsr. Salaries & Benefits)

**PROPOSED NEW FEE (PER ASSESSMENT): \$28.00**

FEE SCHEDULE 2008-2009

CURRENT FEE (PER ASSESSMENT): \$31.00

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

18. MERCHANT CHARGEBACKS:

LEGAL AUTHORITY: REVENUE & TAXATION CODE 2511.1

DESCRIPTION: WHEN A CREDIT CARD DRAFT IS CHARGED BACK TO THE COUNTY, UNION BANK IS ASSESSING A CHARGEBACK FEE.

PROPOSED NEW CHARGE (FLAT FEE PER DIEM): \$12.00

FEE SCHEDULE 2008-2009  
CURRENT CHARGE (PER ASST): \$12.00

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

19. TIMESHARE SEPARATE ASSESSMENT FEE:

LEGAL AUTHORITY: REVENUE & TAXATION CODE 2188.8 (G); GOVERNMENT CODE 54985

DESCRIPTION OF SERVICE: PROCESSING AN APPLICATION FOR SEPARATE ASSESSMENT,  
AND FOR THE INITIAL AND ONGOING COSTS OF THE SEPARATE  
ASSESSMENT AND BILLING & MAILING.

ALLOCATED T/C COSTS	X %	% OF TIMESHARE VS SEC. ASSMTS	/	# OF TIMESHARE ASSESSMENTS	=	COST PER TIMESHARE
\$8,781,402.70		11.06%		98,974		\$9.81

PROPOSED NEW FEE (PER ASSESSMENT):

\$9.81

FEE SCHEDULE 2008-2009

CURRENT FEE (PER ASSESSMENT):

\$7.43

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

20. UNSECURED PARTIAL PAYMENT:

LEGAL AUTHORITY: REVENUE & TAXATION CODE 2922 (e)

DESCRIPTION: CHARGE TO ACCEPT PARTIAL PAYMENTS ON UNSECURED PARCELS

JOB CLASSIFICATION AND GROUP NUMBER:

GROUP ONE: RECONCILING/PREPARING ADJUSTMENTS TO THE DAILY ACTIVITY REPORT.  
ACCOUNTANT I- KIMBERLY REEDER, TUPOU ESAU

GROUP TWO: BILLING, APPLYING PAYMENT AND PROCESSING UNSECURED PARTIAL PAYMENTS  
SUPERVISING ACCOUNTING TECHNICIAN- EMILY THOMAS  
ACCOUNTING TECHNICIAN I- SUSAN JANOSZ  
SENIOR ACCOUNTING ASSISTANT- ROBERT KENNEDY  
ACCOUNTING ASSISTANT II- DEBBIE GOMEZ, SYLVIA SALINAS, MEG FARLAND  
ROBERT SLOCUM, ELIZABETH HAYNES, JENNIFER SANDOVAL  
ACCOUNTING ASSISTANT I- JESSICA ANGULO, RIGOBERTO MORENO

GROUP THREE: PROCESSING A SINGLE TRANSACTION FROM REMITTANCE TO POSTING.  
SUPERVISING ACCOUNTING TECHNICIAN- SUSAN BURNS  
ACCOUNTING TECHNICIAN I- SHEREE RAFAEL  
SENIOR ACCOUNTING ASSISTANT- RUBY GALINDO, PAT SIX  
ACCOUNTING ASSISTANT II- CHRISTINA SLOCUM, ARLEEN TAGATAC

GROUP FOUR: RESEARCH AND AUDITING OF PARTIAL PAYMENTS  
SENIOR ACCOUNTANT- ALEJANDRO IGNACIO

GROUP FIVE: DAILY POSTING TO DISTRIBUTION; RECONCILING MONTHLY DISTRIBUTION & PREPARING JOURNAL ENTRY.  
SENIOR ACCOUNTANT- ALEJANDRO IGNACIO  
ACCOUNTANT II- KENIA VARELA

GROUP SIX: CREATING CASH RECEIPT & WORKING BACK END ENTRIES.  
SUPERVISING ACCOUNTING TECHNICIAN- MARLENE PRATT  
ACCOUNTING TECHNICIAN I- CORRINE ZAMBRANO, ROSA GONZALEZ

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

20. UNSECURED PARTIAL PAYMENT:

HOURLY DEPT. COST	** TIME	*** NON-SALARY OVERHEAD +	**** SUPERVISORIAL OVERHEAD =	TOTAL COST	
\$40.13	0.05	\$1.56	\$0.75	\$4.32	GROUP ONE-AUDITS
\$31.06	0.08	\$2.02	\$0.96	\$5.57	GROUP TWO-PUBLIC SERVICES (PALM SPRINGS, SPECIAL PROCESSING)
\$39.13	0.02	\$0.51	\$0.24	\$1.40	GROUP THREE-REMITTANCE PROCESSING
\$49.81	0.03	\$1.29	\$0.62	\$3.57	GROUP FOUR-AUDITS
\$46.30	0.03	\$1.20	\$0.57	\$3.32	GROUP FIVE-AUDITS
\$39.39	0.05	\$0.00	\$0.00	\$0.00	GROUP SIX-TREASURY
<u>\$35.12</u>	<u>0.27</u>	<u>\$6.58</u>	<u>\$3.14</u>	<u>\$18.17</u>	ACTUAL COST

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1611 Productive Hours)

\*\* Time To Perform: 15 Minutes

\*\*\* Non-Salary Overhead consists of =(Average Current Rate of Pay w/Benefits within employee group)\*Time)/(Total Salaries & Benefits)\*(Non-Salary Benefit Expense).

\*\*\*\*Supervisorial Overhead consists of =(Average Current Rate of Pay w/ Benefits within employee group \* Time)/(Total Salaries & Benefits)\*(Mgmt. And Supvrs. Salaries & Benefits)

PROPOSED NEW CHARGE (PER PAYMENT): \$18.00

FEE SCHEDULE 2008-2009

CURRENT CHARGE (PER PAYMENT): \$23.50

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

21. UNSECURED INVENTORY:

LEGAL AUTHORITY: REVENUE & TAXATION CODE 2922 (e)

DESCRIPTION: PHYSICAL INVENTORY ON UNSECURED SEIZURE

JOB CLASSIFICATION AND GROUP NUMBER:

GROUP ONE: ACCOUNTING AND RECORDKEEPING OF PHYSICAL INVENTORY ON A UNSECURED SEIZURE  
 MANAGER OF FIELD COLLECTIONS- JOHN MORSE  
 FIELD INVESTIGATIVE OFFICER- BOB CASTILLO

HOURLY DEPT. COST	** TIME	*** NON-SALARY OVERHEAD	**** SUPERVISORIAL OVERHEAD	TOTAL COST
\$51.83	1.00	\$40.39	\$19.24	\$111.46
\$51.83	1.00	\$40.39	\$19.24	\$111.46

GROUP ONE-FIELD INVESTIGATIONS  
 ACTUAL COST

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1611 Productive Hours)

\*\* Time To Perform: 1 Hour

\*\*\* Non-Salary Overhead consists of =((Average Current Rate of Pay w/Benefits within employee group)\*Time)/(Total Salaries & Benefits)\*(Non-Salary Benefit Expense).

\*\*\*\*Supervisorial Overhead consists of =((Average Current Rate of Pay w/ Benefits within employee group \* Time)/(Total Salaries & Benefits))\*(Mgmt. And Supvsr. Salaries & Benefits)

PROPOSED NEW CHARGE (PER HOUR): \$111.25

FEE SCHEDULE 2008-2009

CURRENT CHARGE (PER HOUR): \$127.25

**FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS**

**22. SPECIAL ASSESSMENT FEE:**

LEGAL AUTHORITY: GOVERNMENT CODE 50077 (b)

DESCRIPTION OF SERVICE: BILLING & COLLECTION OF THE SPECIAL TAX LEVIED BY SPECIAL ASSESSMENT DISTRICTS.

ALLOCATED T/C COSTS	% OF FIXED CHG X VS SEC. ASSMTS	# OF FIXED CHG. / ASSESSMENTS	COST PER = ASSESSMENT
\$8,781,402.70	17.01%	3,860,219	\$0.39

**PROPOSED NEW FEE (PER ASSESSMENT):**

**\$0.39**

FEE SCHEDULE 2008-2009

CURRENT FEE (PER ASSESSMENT):

\$0.29

**FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS**

**23. FIXED CHARGE CORRECTION FEE**

LEGAL AUTHORITY: GOVERNMENT CODE 50077 (b)

DESCRIPTION OF SERVICE: BILLING & COLLECTION OF CORRECTED FIXED CHARGES WHICH ARE LEVIED BY SPECIAL ASSESSMENT DISTRICTS

ALLOCATED T/C COSTS	X	% OF FIXED CHG CORR VS SEC. ASSMTS	/	# OF FIXED CHG. CORRECTIONS	=	COST PER CORRECTION
\$8,781,402.70		1.55%		13,640		\$10.01

**PROPOSED NEW FEE (PER ASSESSMENT):** \$10.00

FEE SCHEDULE 2008-2009  
CURRENT FEE (PER FIXED CHARGE CORRECTION): \$7.65

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

24. UNSECURED DELINQUENT COLLECTION FEE

LEGAL AUTHORITY: REVENUE & TAXATION CODE 2922 (e)

DESCRIPTION: COST FOR COLLECTION OF DELINQUENT UNSECURED TAXES

JOB CLASSIFICATION AND GROUP NUMBER:

GROUP ONE: RUNNING VARIOUS JOBS TO ADD PENALTIES, CREATE DELINQUENT BILLS,  
PRODUCE DELINQUENT REPORT AND CREATE A LIEN FILING FILE  
CHIEF DEPUTY - GARY COTTERILL

GROUP TWO: EDITING & PULLING ITEMS FROM LIEN FILING FILE  
ACCOUNTING ASSISTANT II - DEBBIE GOMEZ

GROUP THREE: UPLOADING THE LIEN FILE INTO INGENEO ELECTRONIC FILING SYSTEM AND  
MAINFRAME  
IT NETWORK ADMINISTRATOR III - LOREN BOWLES

GROUP FOUR: RELEASE OF LIENS & BALANCE BILLING STATEMENTS FROM THE ACR  
SUPERVISING ACCOUNTING TECHNICIAN - LAINIE SMITH

GROUP FIVE: RECEIVING, LOGGING, TRACKING BILLING STATEMENTS FOR RELEASE OF LIENS  
ADMINISTRATIVE SERVICE ANALYST II - ERICA CERVANTES

GROUP SIX: PROVIDING CUSTOMER SERVICE IN ANSWERING PHONE CALLS & CORRESPONDENCE  
REGARDING DELINQUENCY - A TOTAL OF 26 EMPLOYEES  
SUPERVISING ACCOUNTING TECHNICIAN - NATALIE RABONE; CATHY HANKUS; FELICIA FIELDS; EMILY THOMAS  
ACCOUNTING TECHNICIAN I - DELANA JONES, DONALD JACKSON, DAVID JOHNSON, SUSAN JANOSZ  
SENIOR ACCOUNTING ASSISTANT - SUSAN LOERA, MATTHEW FREULER  
ROBERT KENNEDY  
ACCOUNTING ASSISTANT II - DENISE TINAJEROS, ALICIA HOAR, RONNECIA HODGES  
MAGGIE LOPEZ, LAURA WRAY, MARIA QUINTERO, SYLVIA SALINAS  
MEG FARLAND, ROBERT SLOCUM, ELIZABETH HAYNES, JENNIFER SANDOVAL  
ACCOUNTING ASSISTANT I - SELENA ANZURES, MARIBEL MERLAN,  
JESSICA ANGULO, RIGOBERTO MORENO

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

24. UNSECURED DELINQUENT COLLECTION FEE

* HOURLY DEPT. COST X	** TIME	***		****		TOTAL COST
		NON-SALARY OVERHEAD +	SUPERVISORIAL OVERHEAD =	NON-SALARY OVERHEAD +	SUPERVISORIAL OVERHEAD =	
\$106.65	0.02	\$1.39	\$0.66	\$3.82		GROUP ONE - SYSTEMS
\$27.67	0.03	\$0.72	\$0.34	\$1.98		GROUP TWO - SPECIAL PROCESSING
\$66.83	0.02	\$0.87	\$0.41	\$2.40		GROUP THREE - IT/NETWORKING
\$43.80	0.02	\$0.57	\$0.27	\$1.57		GROUP FOUR - SPECIAL PROCESSING
\$55.68	0.02	\$0.72	\$0.34	\$2.00		GROUP FIVE - AUDITS
\$33.04	0.13	\$3.43	\$1.64	\$9.47		GROUP SIX - PUBLIC SERVICES (1ST FLOOR, SPRUCE, TEMECULA, PALM SPRINGS)
<u>\$55.61</u>	<u>0.23</u>	<u>\$7.70</u>	<u>\$3.67</u>	<u>\$21.24</u>		ACTUAL COST

\* Hourly Dept. Cost Formula consists of  $\text{[(Average Current Rate of Pay w/Benefits within employee group) * (2080 Hours in a Year/1611 Productive Hours)]}$

\*\* Time To Perform: 14 Minutes

\*\*\* Non-Salary Overhead consists of  $\text{[(Average Current Rate of Pay w/Benefits within employee group) * Time] / [(Total Salaries & Benefits) * (Non-Salary Benefit Expense)]}$

\*\*\*\*Supervisorial Overhead consists of  $\text{[(Average Current Rate of Pay w/ Benefits within employee group * Time) / (Total Salaries & Benefits)] * (Mgmt. And Supvsr. Salaries & Benefits)}$

**PROPOSED NEW CHARGE (PER PAYMENT): \$21.00**

FEE SCHEDULE 2008-2009

CURRENT CHARGE (PER PAYMENT): \$24.50

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

25. PERSONAL CONTACT FEE - TAX SALE

LEGAL AUTHORITY: REVENUE & TAXATION CODE 3704.7

DESCRIPTION: MAKING FIELD VISIT FOR POSTING NOTICE OF TAX SALE

JOB CLASSIFICATIONS AND GROUP NUMBER:

GROUP ONE: PREPARING PACKAGE FOR POSTING  
SUPERVISING ACCOUNTING TECHNICIAN - COLLEEN ESPINO

GROUP TWO: SYSTEM SET-UP & TROUBLE-SHOOT IN PRINTING OF LETTERS  
IT SUPV. BUSINESS SYSTEMS ANALYST - JOHN WAGONER  
IT NETWORK ADMINISTRATOR II - JOSEPH PAYAN

GROUP THREE: MAKING FIELD VISIT TO POST THE NOTICE  
MANAGER OF COLLECTIONS - JOHN MORSE  
FIELD COLLECTION OFFICER - BOB CASTILLO

* HOURLY DEPT. COST	** TIME	***		****		TOTAL COST
		NON-SALARY OVERHEAD	+	SUPERVISORIAL OVERHEAD	=	
\$48.21	0.02	\$0.63		\$0.30		\$1.73
\$67.25	0.02	\$0.87		\$0.42		\$2.41
\$103.65	0.50	\$40.39		\$19.24		\$111.46
<u>\$31.30</u>	<u>0.53</u>	<u>\$41.89</u>		<u>\$19.96</u>		<u>\$115.60</u>

GROUP ONE - TAX ENFORCEMENT  
GROUP TWO - IT/NETWORKING  
GROUP THREE - FIELD INVESTIGATION  
ACTUAL COST

\* Hourly Dept. Cost Formula consists of  $\text{= (Average Current Rate of Pay w/Benefits within employee group) * (2080 Hours in a Year / 1611 Productive Hours)}$

\*\* Time To Perform: 32 Minutes

\*\*\* Non-Salary Overhead consists of  $\text{= ((Average Current Rate of Pay w/Benefits within employee group) * Time) / (Total Salaries & Benefits)}$  \* (Non-Salary Benefit Expense).

\*\*\*\* Supervisorial Overhead consists of  $\text{= ((Average Current Rate of Pay w/ Benefits within employee group * Time) / (Total Salaries & Benefits)) * (Mgmt. And Supv. Salaries & Benefits)}$

PROPOSED NEW CHARGE (PER VISIT): \$100.00

FEE SCHEDULE 2008-2009

CURRENT CHARGE (PER VISIT): \$100.00

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

26. REDEMPTION OF TAX-DEFAULTED PROPERTY

LEGAL AUTHORITY: REVENUE & TAXATION CODE 4102 ; GOVERNMENT CODE 54985

DESCRIPTION OF SERVICE: PREPARING & GIVING NOTICE OF THE PRIOR YEAR TAX DELINQUENCIES  
& PROCESSING REDEMPTION OF TAX-DEFAULTED PROPERTIES

JOB CLASSIFICATIONS & GROUP NUMBERS:

GROUP 1: PUBLIC SERVICES - ANSWERING PHONE CALLS & CORRESPONDENCES REGARDING  
DELINQUENCIES - A TOTAL OF 26 EMPLOYEES IN PUBLIC SERVICES.  
SUPERVISING ACCOUNTING TECHNICIAN - NATALIE RABONE, CATHY HANKUS, FELICIA FIELDS, EMILY THOMAS  
ACCOUNTING TECHNICIAN I - DELANA JONES, DONALD JACKSON, DAVID JOHNSON, SUSAN JANOSZ  
SENIOR ACCOUNTING ASSISTANT - SUSAN LOERA, MATTHEW FREULER, ROBERT KENNEDY  
ACCOUNTING ASSISTANT II - DENISE TINAJEROS, ALICIA HOAR, RONNECIA HODGES  
MAGGIE LOPEZ, LAURA WRAY, MARIA QUINTERO, SYLVIA SALINAS  
MEG FARLAND, ROBERT SLOCUM, ELIZABETH HAYNES, JENNIFER SANDOVAL  
ACCOUNTING ASSISTANT I - SELENA ANZURES, MARIBEL MERLAN,  
JESSICA ANGULO, RIGOBERTO MORENO

GROUP 2: REMITTANCE PROCESSING UNIT - PROCESSING PAYMENTS & PULLING PAYMENT ERRORS  
SUPERVISING ACCOUNTING TECHNICIAN - SUSAN BURNS  
ACCOUNTING TECHNICIAN I - SHEREE RAFAEL  
SR. ACCOUNTING ASSISTANT - RUBY GALINDO, PATRICIA SIX  
ACCOUNTING ASSISTANT II - CHRISTINA SLOCUM, ARLEEN TAGATAC

GROUP 3: REMITTANCE ACCOUNTING UNIT - PUTTING INTO REFUND ACCOUNT, RETURNING SHORT/LATE PAYMENT WITH LETTERS  
ACCOUNTING ASSISTANT II - MYRNA WHEELING

GROUP 4: AUDITS UNIT - RECONCILING & MAKING ADJUSTMENTS TO THE DAILY COLLECTION REPORT  
ACCOUNTANT I - KIMBERLY REEDER, TUPOU ESAU

GROUP 5: SYSTEMS - CORRECTING RECORDS ON THE PAYMENT-FILE & DATABASE TO BALANCE THE DAILY COLLECTION REPORT  
PROGRAMMING CONTRACTOR - JOHN PARISH, BOB KIRKREIT

GROUP 6 : AUDITS UNIT - DISTRIBUTION OF DELINQUENT TAXES  
SENIOR ACCOUNT - ALEX IGNACIO  
ACCOUNTANT II - KENIA VARELA

GROUP 7: ROLLING DELINQUENT ASSESSMENTS INTO PRIOR-YEAR DELINQUENT TAX ROLL & RESOLVING ROLL-OVER PROBLEMS  
CHIEF DEPUTY TREASURER-TAX COLLECTOR - GARY COTTERILL

FISCAL YEAR 2009-2010 FEE SCHEDULE CALCULATIONS

26. REDEMPTION OF TAX-DEFAULTED PROPERTY

HOURLY DEPT. COST	** X TIME	*** NON-SALARY OVERHEAD	**** SUPERVISORIAL OVERHEAD	=	TOTAL COST
\$33.04	0.13	\$3.43	\$1.64		\$9.47
\$39.13	0.02	\$0.51	\$0.24		\$1.40
\$39.62	0.12	\$3.60	\$1.72		\$9.94
\$40.13	0.03	\$1.04	\$0.50		\$2.88
\$87.50	0.02	\$0.00	\$0.00		\$1.46
\$46.30	0.05	\$1.80	\$0.86		\$4.98
\$106.65	0.02	\$1.39	\$0.66		\$3.82
\$71.43	0.37	\$10.39	\$4.95		\$30.13
83,378 SPY bills mailed for a total cost of \$41,363.68					+
					\$0.50
					=
					\$30.63

GROUP 1 - PUBLIC SERVICES  
 GROUP 2 - REMITTANCE PROCESSING  
 GROUP 3 - ACCOUNTING  
 GROUP 4 - AUDITS  
 GROUP 5 - SYSTEMS  
 GROUP 6 - AUDITS  
 GROUP 7 - SYSTEMS

LABOR COST  
 PRINTING/MAILING COST PER NOTICE  
 TOTAL COST

\* Hourly Dept. Cost = (Average Current Rate of Pay/w Benefits within employee group)\*(2080 Hours in a Year/1611 Productive Hours)  
 \*\* Time To Perform: 21 Minutes  
 \*\*\* Non-Salary Overhead = ((Average Current Rate of Pay w/ Benefits within employee group)\*Time)/(Total Salaries & Benefits)\*(Non-Salary Benefit Expense).  
 \*\*\*\*Supervisorial Overhead = ((Average Current Rate of Pay w/ Benefits within employee group\* Time)/(Total Salaries & Benefits))\*(Mgmt. And Supvr. Salaries & Benefits)

PROPOSED NEW FEE (PER ASSESSMENT): \$30.00

CURRENT FEE (PER ASSESSMENT): \$0.00

# TIME EQUIVALENCE CHART

STANDARD MINUTE	MINUTE CONVERSION	STANDARD MINUTE	MINUTE CONVERSION	STANDARD MINUTE	MINUTE CONVERSION	STANDARD MINUTE	MINUTE CONVERSION
30 seconds	0.01	26	0.43	51	0.85		
1	0.02	27	0.45	52	0.87		
2	0.03	28	0.47	53	0.88		
3	0.05	29	0.48	54	0.90		
4	0.07	30	0.50	55	0.92		
5	0.08	31	0.52	56	0.93		
6	0.10	32	0.53	57	0.95		
7	0.12	33	0.55	58	0.97		
8	0.13	34	0.57	59	0.98		
9	0.15	35	0.58	60	1.00		
10	0.17	36	0.60				
11	0.18	37	0.62				
12	0.20	38	0.63				
13	0.22	39	0.65				
14	0.23	40	0.67				
15	0.25	41	0.68				
16	0.27	42	0.70				
17	0.28	43	0.72				
18	0.30	44	0.73				
19	0.32	45	0.75				
20	0.33	46	0.77				
21	0.35	47	0.78				
22	0.37	48	0.80				
23	0.38	49	0.82				
24	0.40	50	0.83				
25	0.42						