

344



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

FROM: Larry W. Ward, Assessor-County Clerk-Recorder

SUBMITTAL DATE:
September 16, 2009

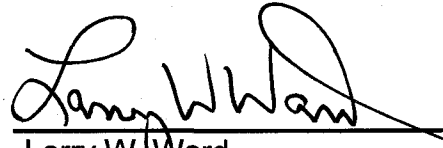
SUBJECT: Proposed Assessor Fees related to the Fee Schedule for services rendered by the Assessor's Office.

RECOMMENDED MOTION: That the Board of Supervisors:


- 1) Introduce one new Ordinance: Number 891, with general Assessor fees [Attachment A];
- 2) Introduce amended Ordinance Number 831.1, with Undivided Interest and Separate Valuation [Attachment B]; &
- 3) Set the proposed Ordinances for public hearing and adoption.

BACKGROUND: The Assessor's Office conducted a review of its existing fee schedule and determined that the listed fees either do not reflect newly enacted legislation and/or current prevailing labor and material costs. A fee study was conducted and documentation of the department's costs supporting the newly revised fee schedule is attached and will be made available to the public during normal business hours.

(Continued at Page 2)
Attachments



 Larry W. Ward
 Assessor-County Clerk-Recorder

FISCAL PROCEDURES APPROVED
 ROBERT E. BYRD, AUDITOR-CONTROLLER
 By: 
 Russell Dominiski
 9/16/09

FORM APPROVED COUNTY COUNSEL
 BY: ANNA W. WANG
 DATE: 9/17/09

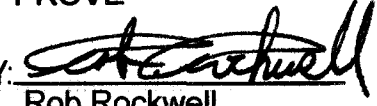
Dept's Recomm.: Consent Policy
 Per Exec. Ofc.: Consent Policy

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	09/10

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

C.E.O. RECOMMENDATION:

APPROVE

BY: 
 Rob Rockwell

County Executive Office Signature

Prev. Agn. Ref.: | **District:** All | **Agenda Number:**

3.19

Subject: Proposed Assessor Fees related to the Fee Schedule for services rendered by the Assessor's Office
September 16, 2009
Page 2

BACKGROUND CONTINUED:

SUMMARY OF FEE MODIFICATIONS:

Nine (9) existing fees were reviewed to determine the cost of providing services. We have also added four (4) new fees. Of the existing fees reviewed, four (4) remain unchanged while the remaining five (5) have been revised to reflect an increase in the cost of living and other operational costs. The new fees were established in accordance with applicable cited legislation. In addition, the Assessor's Office proposes to include a line item to the fee schedule for charges from other County departments, and/or third party vendors, which may be necessary to complete a customer's requested service and/or product. These charges will be passed directly to the customer. The Assessor also proposes adding a line item for applicable sales tax to be applied in accordance with State law.

These fees were reviewed by the Auditor-Controller's Office and County Counsel in accordance with the Board of Supervisors' Policy B-4.

(Continued at Page 3)

**COUNTY OF RIVERSIDE ASSESSOR'S OFFICE
 SCHEDULE OF FEES**

NO.	DESCRIPTION	CURRENT FEE	PROPOSED FEE	LEGAL CRITERIA	ESTIMATED ANNUALIZED INCREASE
1	Assessor Map Copy	\$3.00	\$3.00	GC 54985	\$0
2	Residential Property Characteristics Report Per Parcel - See Note 1	\$10.00	\$15.00	R&T 408.3	\$1,345
3	Commercial Property Characteristics Report Per Parcel - See Note 1	\$10.00	\$24.00	R&T 408.3	\$420
4	Undivided Interest Set-Up	\$90.00	\$177.00	R&T 2821 & Ord.	\$261
5	Undivided Interest Ongoing	\$0.00	\$77.00	R&T 2821; 2802;	\$46,200
6	Separate Valuation Set-Up	\$236.00	\$247.00	R&T 2821; 2827;	\$11
7	Separate Timeshare Assessment - New	\$14.59	\$14.59	R&T 2188.8 & Ord. 735	\$0
8	Separate Timeshare Assessment - Ongoing	\$9.38	\$9.38	R&T 2188.9 & Ord. 735	\$0
9	Historical Aircraft Exemption Claim	\$35.00	\$35.00	R&T 220.5(e)	\$0
10	Data Property Center Hourly Rate	\$29.00	\$117.00	GC 54985 & R&T 409	\$0 - See Note 2
11	Photocopy or System Copy per	\$0.00	\$1.00	GC 54985	\$500
12	Certification - Statutory - See Note	\$0.00	\$1.00	R&T 162	\$0
13	Charges from other County Departments/third party vendors - See Note 4	NA	NA	GC 54985	Varies
14	Sales tax will be applied in accordance with State law - See Note 5	NA	NA	GC 7202	Varies
15	Geographic Information System Hourly Rate	\$0.00	\$101.00	GC 54985 & R&T 409	\$505

NOTES

- 1: Currently the fee of \$10 is for up to 10 parcels; the new fee will be for each parcel requested.
- 2: Due to the projected decrease in demand due to economic conditions, we do not anticipate a change in annualized income.
- 3: Previously documents were certified without a certification fee. The \$1 charge is in accordance with R & T 162.
- 4: Periodically, the Assessor incurs additional charges from another department or vendor to complete a special request. This would enable the Assessor to charge the customer directly for such charges.
- 5: Sales tax is currently applied to the media, e.g., Compact Discs, used to place information on for products such as the sale of assessment information in accordance with GC 7202.

ORDINANCE NO. 891

AN ORDINANCE OF THE COUNTY OF RIVERSIDE
ESTABLISHING FEES, CHARGES AND RATES FOR ASSESSOR
PRODUCTS AND SERVICES

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

Section 1. PURPOSE AND SCOPE. The purpose of this section is to establish fees in reasonable amounts to cover the costs of rendering certain enumerated services and products furnished by the Assessor as authorized by Revenue & Taxation Code Sections 162, 220.5, 408.3, and 409, and Government Code Sections 54985 and 54986.

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 fee provisions.

Section 3. LISTING NOT COMPREHENSIVE. This Ordinance is not intended to contain all fees that are or may be charged for services and supplies furnished by the Assessor for products and services and to the extent that other fees are customarily charged or are established elsewhere and are not listed below, all such fees, charges, and rates shall remain in full force and effect.

<u>Section 4.</u>	FEES AND CHARGES.	FEE AMOUNT.
1.	Assessor Map Copy	\$3.00
2.	Residential Property Characteristics per Parcel	\$15.00
3.	Commercial Property Characteristics per Parcel	\$24.00
4.	Historical Aircraft Exemption Claim	\$35.00
5.	Data Property Center Hourly Rate (5 minute minimum; billed in increments of 5 minutes)	\$117.00
6.	Photocopy or System Copy per Page	\$1.00

Attachment A

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- 7. Certification Stamp of Printed Assessment Roll Information \$1.00
- 8. Geographic Information System Hourly Rate \$101.00
(5 minute minimum; billed in increments of 5 minutes)
- 9. Charges from other County Departments/Third-Party Vendor Varies
- 10. Sales Tax will be applied in accordance with State Law Varies

Section 5. EFFECTIVE DATE. This Ordinance shall become effective 30 days after adoption.

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

By: _____
Chairman

ATTEST:

CLERK OF THE BOARD:

By: _____
Deputy

(SEAL)

AWW/cw
09/10/09

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ORDINANCE NO. 831.1

AN ORDINANCE OF THE COUNTY OF RIVERSIDE
ESTABLISHING ASSESSOR FEES FOR UNDIVIDED INTERESTS
AND SEPARATE VALUATIONS

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

Section 1. Ordinance No. 831.1 is hereby amended in its entirety to read as follows:

“Section 1. PURPOSE. This Ordinance adopts and establishes fees authorized by law, in the amount reasonably necessary to recover the cost incurred by the County Assessor in providing the services enumerated herein.

Section 2. AUTHORITY. The authority for the fees established herein is found in the California Revenue and Taxation Code, Sections 2821, 2802 and 4151.

Section 3. SEVERABILITY. Should any fee herein established be held to be invalid or otherwise unenforceable such determination shall not affect the validity of the remaining fee provision.

Section 4. FEES. The Assessor shall collect the following fees for the services or product rendered:

- a. Undivided Interest (Set-Up) \$177.00.
- b. Undivided Interest (Ongoing) \$ 77.00.
- c. Separate Valuations \$247.00.

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Attachment B

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Section 2. EFFECTIVE DATE. This amendment shall become effective 30 days after adoption.

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

By: _____
Chairman

ATTEST:

CLERK OF THE BOARD:

By: _____
Deputy

(SEAL)