

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

823



**FROM:** Probation Department

**SUBMITTAL DATE:**  
January 12, 2010

**SUBJECT:** Proposed Amendment to County Ordinance 720 Relating to the Fee Schedule for Administrative Services Rendered by the Probation Department.

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

1. Introduce and set for Public Hearing the proposed Ordinance 720.1 amending Ordinance 720, relating to the Fee Schedule for services rendered by the Probation Department as outlined in Attachment A.
2. Upon the close of the Public Hearing, adopt Ordinance 720.1 amending Ordinance 720.

**BACKGROUND:** In accordance with Board of Supervisors Policy Number B-4, county departments may evaluate existing rates for services on an annual basis and make recommendations for changes. The California Penal Code provide for administrative fees to defray the cost of specified services rendered by the Probation Department.

In an effort to ensure compliance with Board Policy B-4, the department has taken a proactive role in reviewing prior year records and documentation in order to bring the department fees current. Ordinance 720 was last amended on August 11, 1992, Agenda Item 11.10, to establish a fee schedule for the administrative fees such as change of plea, setting aside a verdict, sealing misdemeanor records and step-parent adoptions.

Continued on Page 2

PBR-017-09/10:CM

Alan M. Crogan, Chief Probation Officer

<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:	FY 2009/10

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

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

**County Executive Office Signature** BY:   
Elizabeth J. Olson

**Prev. Agn. Ref.:** 08/11/1992, 11.10 | **District:** All | **Agenda Number:**

3.38

FISCAL PROCEDURES APPROVED  
 ROBERT E. BYRD, AUDITOR-CONTROLLER  
 BY:   
 Russell Dominicki  
 1/28/10  
 Departmental Concurrent  
 FORM APPROVED COUNTY COUNSEL  
 BY:   
 BEAUFORD T. MILLER, JR.  
 DATE: 1/27/10

Dep't Recomm.:  Consent  Policy  
 Per Exec. Ofc.:  Consent  Policy

EXECUTIVE  
OFFICE

10 JAN 26 AM 10:32  
COUNTY OF RIVERSIDE

RIVERSIDE COUNTY  
AUDITOR-CONTROLLER  
10 JAN 28 PM 1:57

COUNTY OF RIVERSIDE

10 JAN 28 PM 3:37

EXECUTIVE  
OFFICE

RECEIVED RIVERSIDE COUNTY  
SUPERVISORS  
2010 FEB -2 PM 12:01

28

Form 11: Proposed Amendment to County Ordinance 720 Relating to the Fee Schedule for Administrative Services Rendered by the Probation Department.

Page 2

The Probation Department has completed an analysis of current costs and has recalculated the fees to reflect full cost recovery for all services provided based on FY2008/09 actual cost data. The appropriate updated billing rates are in accordance with the associated legal authority.

**FINANCIAL DATA**

These proposed rates have been reviewed by the Auditor-Controller's Office and approved as to form by County Counsel in accordance with the Board of Supervisors Policy B-4. If approved, the fee adjustments will result in an increase in revenue. The department anticipates a minimal increase in FY2009/10 and no budget adjustment will be required at this time.

## Attachment A

Riverside County Probation Department  
 Schedule of Fees  
 Cost of Administrative Services  
 FY 2009/2010

	<b>Legal Authority</b>	<b>Revenue Code</b>	<b>Current Approved Fees</b>	<b>Proposed FY 09/10 Fees</b>	
<b>Administrative Charges</b>					
(Each)	Juvenile Record Sealing	WIC 903.3	777430	\$60.00	\$150.00
	Step-Parent Adoption Report	FC 9002	777430	\$60.00	\$344.00
	Change of Plea/Set Aside Verdict	PC 1203.4(d)	777430	\$60.00	\$150.00
	Administrative Costs (Payment Processing)	PC 1203.1b(h)	777430	\$30.00	\$75.00
	Batterer Program	PC 1203.0979(c)(2)(D)	777430	NONE	\$250.00

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

ORDINANCE NO. 720.1

AN ORDINANCE OF THE COUNTY OF RIVERSIDE, AMENDING ORDINANCE NO. 720  
ESTABLISHING ADMINISTRATIVE FEES FOR THE PROBATION DEPARTMENT:  
INSTALLMENT PAYMENT OF FINES, CHANGE OF PLEA, SETTING ASIDE A  
VERDICT, SEALING MISDEMEANOR RECORDS AND STEPPARENT ADOPTIONS

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

Section 1. Section 2. Of Ordinance No. 720 is amended to read as follows:

"Pursuant to Penal Code Section 1203.1b(h), when a judgment has been made that a defendant pays a fine, the fine may be paid by installment payments. The Board of Supervisors authorizes a fee of \$75.00 for the processing of installment accounts."

Section 2. Section 3. Of Ordinance No. 720 is amended to read as follows:

"Pursuant to Penal Code Section 1203.4(d), the Board of Supervisors authorizes a fee of \$150.00 to be charged to a person requesting a change of plea or setting aside a verdict. Pursuant to Penal Code Section 1203.45(g), the Board of Supervisors authorizes a fee of \$150 for the sealing of misdemeanor records."

Section 3. Section 4. Of Ordinance No. 720 is amended to read as follows:

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

"Pursuant to Family Code Section 9002, the Board of Supervisors authorizes the collection of a fee of \$344 for the reasonable cost incurred in connection with stepparent adoptions, including but not limited to costs incurred for the investigation required by Family Code Section 9001."

Section 4. Ordinance 720 is amended to add Section 5. to read as follows:

"Pursuant to Penal Code Section 1203.097(c)(5)(B) the Board of Supervisors authorizes a fee of up to \$250 each for approval and annual renewal of Batterers Diversion Programs."

Section 5. This Ordinance shall take effect thirty (30) days from the date of its adoption.

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

BY: \_\_\_\_\_  
Chairman

ATTEST:

CLERK OF THE BOARD:

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

(SEAL)

FORM APPROVED COUNTY COUNSEL  
BY: B.T.M. 1/21/10  
BEAUFORD T. MILLER, JR DATE