

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

355



FROM: County Auditor-Controller


SUBMITTAL DATE:
June 17, 2010

SUBJECT: Introduction and adoption of Ordinance No. 860.6 of the County of Riverside amending Ordinance 860.5 related to establishing fees of the County Auditor-Controller.

RECOMMENDED MOTION:

1. That the Board of Supervisors introduce and set for hearing adoption of Ordinance 860.6 of the County of Riverside pertaining to an amendment of Ordinance 860.5 adopted March 2, 2010, for fees charged for services provided by the County Auditor-Controller.
2. Upon the close of the hearing, that the Board adopt Ordinance 860.6.

BACKGROUND: In accordance with the provision of Government Code Section 54985, this amendment revises the current fees for the issuance of warrants, journal processing and services provided by the County Auditor-Controller (see Attachment A).


BRUCE KINCAID ASST. AUD.-CONTR
 for ROBERT E. BYRD
 County Auditor-Controller

FINANCIAL DATA	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:	

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

C.E.O. RECOMMENDATION: **APPROVE** BY 
 County Executive Office Signature
 Rob Rockwell

FORM APPROVED COUNTY COUNSEL
BY: Dale A. Gardner 6/22/10
DATE

Consent
 Policy
 Consent
 Policy

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

3.18

BACKGROUND continued:

Ordinance 860.6 includes rates the Auditor-Controller will charge for 20 of the services provided to county departments, taxing agencies outside the county (example cities and redevelopment agencies), special districts (example water districts); and, employees and the general public (for garnishments and similar services) as follows:

<u>Affected Agencies</u>	<u>Number of Rates</u>
Taxing Agencies (excluding county)	6
Employees and the general public	8
Special Districts	4
County Departments	2

The rate that will be charged to all county departments is for payroll warrants and direct deposits (see Attachment B). The internal audit rate, which will be charged to the Tax Collector, is for the required quarterly verification of the assets held in the treasury.

There will be increases to current charges for five of the Auditor-Controller's audited rates, particularly for property tax services where we were not fully recovering our cost; additionally, there will be decreases to six rates and no change to an additional eight rates. One new rate for general property tax services will be introduced this year. The Auditor-Controller will also discontinue the rate for an overnight rush of county warrants.

The property tax general services fee is intended to recover costs associated with researching and providing significant amounts of information requested by consulting agencies. The rate will not be charged to taxing agencies or for requests that fall under the California Public Records Act.

These changes are primarily the result of restructuring, auditing rather than reviewing processes and cost-cutting efficiencies.

Attachment "A"

Fees Charged for Services

	<u>FY 09-10</u>	<u>Proposed FY 10-11</u>	<u>Change</u>
Special District County B Warrant (each)	\$ 4.35	\$ 4.54	\$ 0.19
Special District Processing of Journal Vouchers (per line)	1.06	0.80	-0.26
County/Flood Payroll Warrant/Direct Deposit (each)	5.38	5.10	-0.28
Special District Off-Cycle Warrant (each)	37.07	37.07	0.00
Special District Payroll Warrant (non-County) (each)	8.48	8.64	0.16
Child Support Garnishment (each)	1.50	1.50	0.00
Medical Support Garnishment (each)	1.50	1.50	0.00
Spousal Support Garnishment (each)	1.50	1.50	0.00
Earnings Withholding Orders (each)	1.50	1.50	0.00
Sheriff Writs (each)	1.50	1.50	0.00
Copies – B&W (County, Special District, Public) (each)	0.02	0.02	0.00
Copies – Color (County, Special District, Public) (each)	0.17	0.17	0.00
Internal Auditing (per hour)	82.67	76.23	-6.44
Property Tax Time-Share Assessment (per assessment)	3.01	2.62	-0.39
Property Tax Fixed Charge Transaction (per parcel)	0.06	0.17	0.11
Property Tax Fixed Charge Correction (each)	42.16	49.38	7.22
Property Tax Fixed Charge Correction (per batch)	126.47	148.13	21.66
Property Tax Fixed Charge Enrollment/Correction (per batch)	165.77	103.49	-62.28
Property Tax Redevelopment Service (per hour)	163.49	155.92	-7.57
Property Tax General Service Fee (per hour)	0.00	87.05	87.05

Attachment "B"

County/Flood Payroll Transaction Charge FY 2010/11

Note: Rate Based On Number of Employees Paid and Facts Known In FY10;
Charge Subject to Change (i.e. Change In Workforce or Payroll Costs)

DeptID Budgetary Level 5	Name	Number of Pay Warrants & Advices Per Pay Period	Trans Rate	Charge Per Pay Period	No. of Pay Periods Charged	Annual Charge FY 2010/11
10001	Board of Supervisors	55	\$5.10	\$280.53	26	\$7,293.76
10002	Clerk of the Board	8	5.10	40.80	26	1,060.91
11001	Executive Office	27	5.10	137.71	26	3,580.57
11015	County Free Library	1	5.10	5.10	26	132.61
11050	Natl Pollutant Dschrng Elim Sys	2	5.10	10.20	26	265.23
11092	OASIS Financials Production	40	5.10	204.02	26	5,304.55
11093	OASIS HRMS Production	20	5.10	102.01	26	2,652.28
11301	Human Resources	169	5.10	861.99	26	22,411.74
11303	Air Quality Division	3	5.10	15.30	26	397.84
11307	Property Insurance	1	5.10	5.10	26	132.61
11308	Workers Compensation	52	5.10	265.23	26	6,895.92
11309	Malpractice Insurance	2	5.10	10.20	26	265.23
11310	Liability Insurance	30	5.10	153.02	26	3,978.42
11312	Disability Insurance	1	5.10	5.10	26	132.61
11313	Safety Loss Control	18	5.10	91.81	26	2,387.05
11318	Temporary Assistance Pool	1,098	5.10	5,600.38	26	145,610.00
11320	Exclusive Provider Option	35	5.10	178.52	26	4,641.48
11322	Employee Assistance Program	7	5.10	35.70	26	928.30
11329	Occupational Health & Wellness	18	5.10	91.81	26	2,387.05
11501	CFD Assessment Dist Admin	5	5.10	25.50	26	663.07
12001	Assessor	206	5.10	1,050.71	26	27,318.45
12002	Clerk Recorder	171	5.10	872.19	26	22,676.97
12003	Records Management & Archives Program	25	5.10	127.51	26	3,315.35
12004	CREST	7	5.10	35.70	26	928.30
13001	Auditor-Controller	72	5.10	367.24	26	9,548.20
13002	Internal Audits	14	5.10	71.41	26	1,856.59
13003	Payroll Services	23	5.10	117.31	26	3,050.12
14001	Treasurer-Tax Collector	108	5.10	550.86	26	14,322.30
15001	County Counsel	69	5.10	351.94	26	9,150.36
17001	Registrar of Voters	41	5.10	209.12	26	5,437.17
19001	EDA Agency Administration/CDBG Home	165	5.10	841.59	26	21,881.28
19003	Workforce Development	138	5.10	703.87	26	18,300.71
19004	Housing Authority (County)	97	5.10	494.75	26	12,863.54
19107	County Airports	10	5.10	51.01	26	1,326.14
19201	Fair and Nat'l Date Festival	10	5.10	51.01	26	1,326.14
19301	Edward Dean Museum	3	5.10	15.30	26	397.84
22001	District Attorney	804	5.10	4,100.83	26	106,621.53
23001	Child Support Services	363	5.10	1,851.49	26	48,138.83
24001	Public Defender	283	5.10	1,443.45	26	37,529.72
25001	Sheriff Administration	51	5.10	260.13	26	6,763.31
25002	Sheriff Administration	344	5.10	1,754.58	26	45,619.16
25003	Sheriff Patrol/Anti Drug Abuse Grant	1,811	5.10	9,237.06	26	240,163.68
25004	Sheriff Corrections	1,308	5.10	6,671.50	26	173,458.91
25005	Sheriff Court Services	189	5.10	\$964.00	26	\$25,064.02

Attachment "B"

County/Flood Payroll Transaction Charge FY 2010/11

Note: Rate Based On Number of Employees Paid and Facts Known In FY10;
Charge Subject to Change (i.e. Change In Workforce or Payroll Costs)

DeptID Budgetary Level 5	Name	Number of Pay Warrants & Advices Per Pay Period	Trans Rate	Charge Per Pay Period	No. of Pay Periods Charged	Annual Charge FY 2010/11
25006	CAC Security	2	5.10	10.20	26	265.23
25007	Training Center	60	5.10	306.03	26	7,956.83
25008	RAID	1	5.10	5.10	26	132.61
25010	Sheriff Coroner	53	5.10	270.33	26	7,028.53
25011	Public Administraton	16	5.10	81.61	26	2,121.82
25051	Sheriff CAL-ID	27	5.10	137.71	26	3,580.57
26001	Prob. - Juvenile Hall	440	5.10	2,244.23	26	58,350.09
26002	Probation	355	5.10	1,810.69	26	47,077.92
26007	Probation - Admin & Support	64	5.10	326.43	26	8,487.29
27002	Fire Protection - Forest	169	5.10	861.99	26	22,411.74
27004	Fire Protection - Contract Services	22	5.10	112.21	26	2,917.50
28001	Agricultural Commissioner	54	5.10	275.43	26	7,161.15
29001	Local Agency Formation Comm	5	5.10	25.50	26	663.07
31001	GIS	19	5.10	96.91	26	2,519.66
31002	Transportation Land Mgt/Integrated Plan	63	5.10	321.33	26	8,354.67
31003	TLMA Counter Services	16	5.10	81.61	26	2,121.82
31005	Environmental Programs	16	5.10	81.61	26	2,121.82
31101	Building & Safety	47	5.10	239.73	26	6,232.85
31201	Planning	50	5.10	255.03	26	6,630.69
31301	Transportation	327	5.10	1,667.87	26	43,364.73
31302	Surveyor	36	5.10	183.62	26	4,774.10
31303	Crossing Guards	26	5.10	132.61	26	3,447.96
31307	Transportation Equipment	27	5.10	137.71	26	3,580.57
31308	TLMA ALUC	2	5.10	10.20	26	265.23
31401	Code Enforcement	133	5.10	678.37	26	17,637.64
41001	Mental Health Public Guardian	33	5.10	168.32	26	4,376.26
41002	Mental Health Treatment Program	627	5.10	3,198.03	26	83,148.88
41003	Mental Health Detention	53	5.10	270.33	26	7,028.53
41004	Mental Health Administration	171	5.10	872.19	26	22,676.97
41005	Mental Health Substance Abuse	111	5.10	566.16	26	14,720.14
42001	Community Health Agency	660	5.10	3,366.35	26	87,525.14
42002	Calif Childrens Services	155	5.10	790.58	26	20,555.15
42003	CHA - Admin	164	5.10	836.49	26	21,748.67
42004	Environmental Health	164	5.10	836.49	26	21,748.67
42006	Animal Control Services	199	5.10	1,015.01	26	26,390.16
43001	Riverside County Regional Medical Center	2,262	5.10	11,537.40	26	299,972.52
43002	Med Indigent Services Program	31	5.10	158.12	26	4,111.03
43003	Detention Health Systems	100	5.10	510.05	26	13,261.38
45001	Waste Management	205	5.10	1,045.61	26	27,185.84
51001	DPSS Administration	3,144	5.10	16,036.07	26	416,937.93
52001	Local Initiative Admin DCA	23	5.10	117.31	26	3,050.12
52002	DCA-Local Initiative Program	15	5.10	76.51	26	1,989.21
52003	DCA - Other Programs	1	5.10	\$5.10	26	\$132.61
53001	Office on Aging -Title III	164	5.10	836.49	26	21,748.67

Attachment "B"

County/Flood Payroll Transaction Charge FY 2010/11

Note: Rate Based On Number of Employees Paid and Facts Known In FY10;
Charge Subject to Change (i.e. Change In Workforce or Payroll Costs)

DeptID Budgetary Level 5	Name	Number of Pay Warrants & Advices Per Pay Period	Trans Rate	Charge Per Pay Period	No. of Pay Periods Charged	Annual Charge FY 2010/11
54001	Veterans Services	12	5.10	61.21	26	1,591.37
63001	Cooperative Extension	5	5.10	25.50	26	663.07
72001	Fac Mgmt Administration	60	5.10	306.03	26	7,956.83
72002	Fac Mgmt Custodial/Housekeeping	203	5.10	1,035.41	26	26,920.61
72003	Fac Mgmt Maintenance	163	5.10	831.39	26	21,616.06
72004	Fac Mgmt Real Estate	22	5.10	112.21	26	2,917.50
72005	Fac Mgmt Design & Construction	29	5.10	147.92	26	3,845.80
72006	Fac Mgmt Energy Management	1	5.10	5.10	26	132.61
72007	Fac Mgmt Parking	20	5.10	102.01	26	2,652.28
72011	Fac Mgmt Facilities Project Group	11	5.10	56.11	26	1,458.75
73001	Purchasing	22	5.10	112.21	26	2,917.50
73003	Printing Services	22	5.10	112.21	26	2,917.50
73004	Supply Services	16	5.10	81.61	26	2,121.82
73005	Fleet Services	60	5.10	306.03	26	7,956.83
73006	Central Mail	10	5.10	51.01	26	1,326.14
74001	I.T. - D.P.	181	5.10	923.20	26	24,003.11
74003	RCIT 800 Mhz Radio Project	11	5.10	56.11	26	1,458.75
91520	CSA 152 - NPDES	28	5.10	142.81	26	3,713.19
93110	Reg Parks & Open Space Dist	119	5.10	606.96	26	15,781.05
93520	RCA - Operations	10	5.10	51.01	26	1,326.14
93800	RC Children & Families First Com	28	5.10	142.81	26	3,713.19
94300	WRMD Operation	42	5.10	214.22	26	5,569.78
94720	Flood Control Administration	230	5.10	1,173.12	26	30,501.18
98510	IHSS Public Authority - Admin	3	5.10	15.30	26	397.84
98511	IHSS Public Auth-Registry/ Clerical	21	5.10	107.11	26	2,784.89
98512	IHSS Public Auth-Operations	2	5.10	10.20	26	265.23

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
26
27
28

ORDINANCE NO. 860.6

AN ORDINANCE OF THE COUNTY OF RIVERSIDE
AMENDING ORDINANCE NO. 860 RELATED TO ESTABLISHING A SCHEDULE OF FEES FOR
THE ISSUANCE OF WARRANTS AND SERVICES BY THE COUNTY AUDITOR-CONTROLLER

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

Section 1. Section 1. of Ordinance 860 is amended to read as follows:

"Section 1. The Board of Supervisors establishes the following schedule of fees
for warrants, journal processing and services provided by the County
Auditor-Controller:

WARRANTS, JOURNAL PROCESSING, AND SERVICES

Special District County B Warrant (each)	\$4.54
Special District Processing of Journal Vouchers (per line)	\$.80
County/Flood Payroll Warrants/Direct Deposit (each)	\$5.10
Special District Off-Cycle Warrant (each)	\$37.07
Special District Payroll Warrant (non-County) (each)	\$8.64
Child Support Garnishment (each)	\$1.50
Medical Support Garnishment (each)	\$1.50
Spousal Support Garnishment (each)	\$1.50
Earnings Withholding Orders (each)	\$1.50
Sheriff Writs (each)	\$1.50
Copies – B&W (County, Special District, Public) (each)	\$0.02
Copies – Color (County, Special District, Public) (each)	\$0.17
Internal Auditing (per hour)	\$76.23

FORM APPROVED COUNTY COUNSEL
BY: *[Signature]* DATE: 6/21/10
DALE S. GARDNER

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
26
27
28

Property Tax Time-Share Assessment (per assessment)	\$2.62
Property Tax Fixed Charge Transaction (per parcel)	\$0.17
Property Tax Fixed Charge Correction (each)	\$49.38
Property Tax Fixed Charge Correction (per batch)	\$148.13
Property Tax Fixed Charge Enrollment/Correction (per batch)	\$103.49
Property Tax Redevelopment Service (per hour)	\$155.92
Property Tax General Services Fee (per hour)	\$87.05"

Section 2. This ordinance shall take effect thirty (30) days after its adoption.

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

By: _____
Chairman

ATTEST:

CLERK OF THE BOARD:

By: _____
Deputy

(SEAL)