

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

694



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

**SUBMITTAL DATE**  
May 21, 2014

**SUBJECT:** Proposed amendment to County Ordinance No. 654.18 relating to the fee schedule for services rendered by the Office of the Treasurer-Tax Collector; Exemption from CEQA [0]

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

1. Introduce proposed Ordinance No. 654.19 amending Ordinance No. 654.18, 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.
3. Find that the adoption of Ordinance No. 654.19 is exempt from California Environmental Quality Act pursuant to CEQA Guidelines Section 15061 (b) (3); and
4. Direct the Clerk of the Board to file a Notice of Exemption with the County Clerk for posting.

**BACKGROUND:**

Summary

(continued on page 2)



Don Kent  
Treasurer-Tax Collector

| FINANCIAL DATA  | Current Fiscal Year: | Next Fiscal Year: | Total Cost: | Ongoing Cost:                | POLICY/CONSENT<br>(per Exec. Office)  |
|---|----------------------|-------------------|-------------|------------------------------|---|
| COST  | \$ 0                 | \$ 0              | \$ 0        | \$ 0                         | Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/> |
| NET COUNTY COST   | \$ 0                 | \$ 0              | \$ 0        | \$ 0                         |   |
| <b>SOURCE OF FUNDS:</b> General public, taxing agencies and special districts |                      |                   |             | <b>Budget Adjustment:</b> No |   |
|   |                      |                   |             | For Fiscal Year: 2014-15     |   |

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

APPROVE

BY:

  
Karen L. Johnson

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

PAUL ANGULO, CPA, AUDITOR, CONTROLLER  
 BY:  FORM APPROVED COUNTY COUNSEL  
 DATE: 5/21/14  
 DALE A. GARDNER  
 Departmental Concurrence

- A-30
- 4/5 Vote
- Positions Added
- Change Order

Prev. Agn. Ref.:

District: ALL

Agenda Number:

3-70

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11: Proposed amendment to County Ordinance No. 654.18 relating to the fee schedule for services rendered by the Office of the Treasurer-Tax Collector; Exemption from CEQA**

**DATE: May 21, 2014**

**PAGE: 2 of 2**

**BACKGROUND:**

**Summary (continued)**

The proposed ordinance adjusts and updates fees originally established in 1992, amended in 1994, 1999, and annually thereafter. Typically, fees are set as a result of our calculation of costs of providing services based on our operating costs. The current fee schedule was last adopted by the Board in June 2012. For 2014-15, the rate changes are a result of our calculation of costs of providing the services by applying the year-to-year increase in the local CPI (Consumer Price Index) to the cost of providing the services determined in 2012 to reasonably recover the general increases in labor and overhead costs. Other than increases in salary and overhead costs, there have been no changes in the business practice and there has been no significant turn-over of staff performing the services since. The aggregate annual advance in CPI for 2012 and 2013 is 3%. As a result, 27 of 28 fees have increased 3% accordingly whereas one is a direct bank fee, which stays the same.

This amendment to Ordinance No. 654 is exempt from CEQA. The amendment merely updates fees charged by the Office of the Treasurer-Tax Collector to recover costs of providing the services. This amendment is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA as reflected in CEQA Guidelines section 151061(b)(3). Because it can be seen with certainty that there is no possibility that the adjustment of the fee schedule imposed by the Treasurer-Tax Collector may have a significant effect on the environment, the amendment of Ordinance 654 is exempt from CEQA.

County Counsel has approved the ordinance amendment as to form.

**Impact on Citizens and Businesses**

Ordinance 654-19 updates rates the Treasurer-Tax Collector will charge for 28 types of services provided to the general public, taxing agencies and special districts.

**ATTACHMENTS:**

Ordinance Amendment No. 654.19

Notice of Exemption

1 ORDINANCE NO. 654.19

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

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

8 Section 1. Ordinance No. 654 is amended in its entirety to read as follows:

9 “ORDINANCE NO. 654

10  
11 AN ORDINANCE OF THE COUNTY OF RIVERSIDE  
12 ESTABLISHING A FEE SCHEDULE FOR SERVICES RENDERED  
13 BY THE OFFICE OF THE TREASURER-TAX COLLECTOR  
14

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

16 Section 1. PURPOSE. The purpose of this ordinance is to establish a  
17 schedule of fees, otherwise authorized by law, in the amount reasonably necessary to  
18 recover the cost incurred by the County Treasurer-Tax Collector on behalf of the County in  
19 providing the products or services enumerated herein.

20 Section 2. AUTHORITY. The fees established herein are authorized  
21 by Government Code Sections 6157, 5077(b), 54985, 54986, 66010 et seq., 66016, and  
22 66451.2, and Revenue and Taxation Code Sections 162, 2188.8(g), 2509.1, 2511.1, 2706,  
23 2922, 3698.5, 3704.7, 4807, 4112, 4217, 4672.1, 4672.2, 4674, 4837.5 and 5832.

24 Section 3. FEE SCHEDULE. The Treasurer-Tax Collector will  
25 hereafter collect the following fees for the products or services provided:

26 ///  
27 ///  
28 ///

FORM APPROVED COUNTY COUNSEL  
BY: Debra A. Gardner DATE: 5/21/14  
DEBRA A. GARDNER

|    | <u>Products/Services</u>                        | <u>Fee</u> |
|----|---|------------|
| 1  |   |            |
| 2  | 1. CERTIFIED COPY OF ASSESSMENT                 | \$3.32     |
| 3  | 2. MICROFICHE COPY (PER ASSESSMENT)             | \$10.28    |
| 4  | 3. MICROFILM COPY (PER ASSESSMENT)              | \$10.10    |
| 5  | 4. PHOTOCOPY-FIRST PAGE                         | \$2.11     |
| 6  | EACH ADDITIONAL PAGE                            | \$0.75     |
| 7  | 5. DUPLICATE TAX BILL                           | \$2.14     |
| 8  | 6. COMPUTER COPY                                | \$2.14     |
| 9  | 7. PROCESSING UNPAID NEGOTIABLE PAPER           | \$76.88    |
| 10 | 8. PROCESSING FINAL SUB-DIVISION MAPS (PER MAP) | \$69.46    |
| 11 | 9. SUBSEQUENT TAX CLEARANCE CERTIFICATES        | \$9.17     |
| 12 | 10. REVIEW OF EXCESS PROCEEDS                   | \$511.55   |
| 13 | 11. INSTALLMENT PAYMENT PLAN START-UP           | \$19.22    |
| 14 | 12. INSTALLMENT PAYMENT PLAN ANNUAL MAINT. FEE  | \$36.36    |
| 15 | 13. UNSECURED FIELD COLLECTION FEE (PER HOUR)   | \$88.90    |
| 16 | 14. BULK TRANSFERS (PER TRANSFER)               | \$18.87    |
| 17 | 15. 4 YEAR PAYMENT PLAN START-UP                | \$22.37    |
| 18 | 16. 4 YEAR PAYMENT PLAN MAINT. FEE (YR 2-4)     | \$36.41    |
| 19 | 17. PREPARATION OF DELINQUENT TAX RECORD        | \$38.63    |
| 20 | 18. MERCHANT CHARGEBACKS                        | \$12.00    |
| 21 | 19. TIMESHARE SEPARATE ASSESSMENT FEE           | \$9.04     |
| 22 | 20. UNSECURED PARTIAL PAYMENT                   | \$17.51    |
| 23 | 21. UNSECURED INVENTORY                         | \$80.81    |
| 24 | 22. SPECIAL ASSESSMENT FEE                      | \$0.40     |
| 25 | 23. FIXED CHARGE CORRECTION FEE                 | \$9.04     |
| 26 | 24. UNSECURED DELINQUENT COLLECTION FEE         | \$18.53    |
| 27 | 25. PERSONAL CONTACT FEE – TAX SALE             | \$229.34   |
| 28 | 26. REDEMPTION OF TAX-DEFAULTED PROPERTY        | \$36.77    |

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27. COST OF NOTICE OF SALE \$1,051.75

28. POWER TO SELL FEE \$139.31

Section 4. 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 2. EFFECTIVE DATE. 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)

**NOTICE OF EXEMPTION**

May 21, 2014

To: County Clerk  
County of Riverside  
4080 Lemon Street, 1<sup>st</sup> Floor  
Riverside, CA 92501

From: Riverside County  
c/o Clerk of the Board  
4080 Lemon Street  
Riverside, CA 92501

**Project Title:** Ordinance No. 659.19 – Revised Schedule of Fees for Services Rendered by the County Treasurer-Tax Collector

**Project Location:** Not site specific.


**Description of Project:** Ordinance No. 654.19 sets a revised fee schedule for services rendered by the Office of Treasurer-Tax Collector

**Name of Public Agency Approving Project:** Riverside County Board of Supervisors

**Name of person or Agency Carrying Out Project:** Riverside County Treasurer-Tax Collector

**Exempt Status:** California Environmental Quality Act (CEQA) Guidelines, Section 15061(b)(3)

**Reasons Why Project is Exempt:** Adoption of Ordinance No. 654.19 is exempt from CEQA pursuant to CEQA Guidelines, Section 15061(b)(3). Adoption of Ordinance No. 654.19 merely adjusts and updates fees first established in 1992 so that the Treasurer-Tax Collector can recover the actual costs of providing the services as authorized by law. The adoption of Ordinance No. 654.19 is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Because it can be seen with certainty that there is no possibility that the updated adjustment of service fees may have a significant effect on the environment, the adoption of Ordinance No. 654.19 is exempt from CEQA.

**Signed:**   
Dale A. Gardner  
Deputy County Counsel  
Office of County Counsel, County of Riverside

**Date:** 5/21/14

**AMENDMENT NO. 1 TO AGREEMENT**

**for Engineering On-call Services**

**between County of Riverside – Transportation Department**

**and RBF Consulting**

THIS AMENDMENT (hereinafter the "1st Amendment") to an agreement is made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between the County of Riverside, a political subdivision of the State of California (hereinafter the "COUNTY"), and RBF Consulting (hereinafter "ENGINEER").

**RECITALS**

- A. COUNTY and ENGINEER have entered in an agreement entitled "Engineering On-call Services Agreement for National Pollutant Discharge Elimination System (NPDES) Consulting Services between County of Riverside – Transportation Department RBF Consulting" that was approved by the Board of Supervisors on October 18, 2011 (M.O. 3.36) (hereinafter the "Agreement"). The Agreement provides the terms and conditions, scope of work, schedule and budget for the performance of professional and technical services necessary to provide on-call engineering services.
- B. Appendix B • Article B1 establishes the time period for allowing work assignments to be authorized under the original Agreement. The terms and conditions specify that work assignments can be authorized until June 30, 2014 and that the authority to approve and execute work assignments can be modified through one-year supplemental extensions. The Agreement allows for two separate one-year extensions.
- C. The ENGINEER is satisfactorily performing the duties under the Agreement and the Transportation Department continues to need the services provided. The parties therefore now desire to implement the first one-year extension of the authority to approve and execute work assignments.

**AGREEMENT**

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties agree as follows:

- 1. The authority to authorize work assignments under this contract is hereby extended from July 1, 2014 to June 30, 2015 in accordance with Appendix B • Article B1 of the original Agreement.
- 2. The contract maximum as set forth in Article VI • COMPENSATION subsection B.1. and Appendix C Article CIV • COST PROPOSAL are hereby modified and shall reflect that the compensation for the first one year extension period will not exceed \$50,000.00 annually upon execution of this Amendment.
- 3. Except to the extent specifically modified or amended hereunder, all of the terms, covenants and conditions of

1 the Agreement shall remain in full force and effect between the parties hereto.

2 IN WITNESS HEREOF, the parties hereto have caused this Amendment to the Agreement to be duly executed  
3 this day and year first written above.

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1 APPROVALS

2 COUNTY Approvals

3 RECOMMENDED FOR APPROVAL:

4  
5 Patricia Romo Dated: 5-19-14

7 JUAN C. PEREZ

8 Director Transportation & Land Management Agency  
9 **Patricia Romo**  
Assistant Director of Transportation

10 APPROVED AS TO FORM:

11  
12  
13 Maisha O. Victor Dated: 5/21/14  
14 Deputy for  
PAMELA J. WALLS

15 County Counsel

17 APPROVAL BY THE BOARD OF SUPERVISORS

20 \_\_\_\_\_ Dated: \_\_\_\_\_

21 PRINTED NAME

22 Chairman, Riverside County Board of Supervisors

24 ATTEST:

27 \_\_\_\_\_ Dated: \_\_\_\_\_

28 KECIA HARPER-IHEM

29 Clerk of the Board (SEAL)

ENGINEER Approvals

ENGINEER:

Anna Y. Lantini Dated: 3/3/14

ANNA LANTINI  
PRINTED NAME

VICE PRESIDENT  
TITLE

ENGINEER:

\_\_\_\_\_ Dated: \_\_\_\_\_

PRINTED NAME

TITLE