

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



**9.6**

9:30 a.m. being the time set for public hearing on the Adoption of Ordinance 654.17, an Ordinance of the County of Riverside amending Ordinance 654 Relating to the fee schedule for services rendered by the Office of the Treasurer-Tax Collector, the chairman called the matter for hearing.

The chairman closed the public hearing.

On motion of Supervisor Ashley, seconded by Supervisor Stone and duly carried by unanimous vote, IT WAS ORDERED the reading being waived, that an Ordinance bearing the following title, is adopted.

**ORDINANCE 654.17**

**AN ORDINANCE OF THE COUNTY OF RIVERSIDE AMENDING ORDINANCE NO. 654 RELATING TO THE FEE SCHEDULE FOR SERVICES RENDERED BY THE OFFICE OF THE TREASURER-TAX COLLECTOR**

I hereby certify that the foregoing is a full true, and correct copy of an order made and entered on May 24, 2011 of Supervisors Minutes.

(seal) WITNESS my hand and the seal of the Board of Supervisors  
Dated: May 24, 2011  
Kecia Harper-Ihem, Clerk of the Board of Supervisors, in  
and for the County of Riverside, State of California.

By: *Kecia Harper-Ihem* Deputy

AGENDA NO.  
9.6

xc: Treasurer, MC, COB

1 ORDINANCE NO. 654.17

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  
10 "ORDINANCE NO. 654

11  
12 AN ORDINANCE OF THE COUNTY OF RIVERSIDE  
13 ESTABLISHING A FEE SCHEDULE FOR SERVICES RENDERED  
14 BY THE OFFICE OF THE TREASURER-TAX COLLECTOR  
15

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

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

21 Section 2. AUTHORITY. The fees established herein are authorized by  
22 Government Code Sections 6157, 5077(b), 54985, 54986, 66010 et seq., 66016, and  
23 66451.2, and Revenue and Taxation Code Sections 162, 2188.8(g), 2509.1, 2511.1, 2706,  
24 2922, 3704.7, 4217, 4674, 4837.5 and 5832.

25 Section 3. FEE SCHEDULE. The Treasurer-Tax Collector will hereafter  
26 collect the following fees for the products or services provided:  
27

FORM APPROVED COUNTY COUNSEL

BY: *Allyce A. Gardner* 5/23/11  
DATE AS AGARDNER

	<u>Products/Services</u>	<u>Fee</u>
1		
2	1. CERTIFIED COPY OF ASSESSMENT	\$3.75
3	2. MICROFICHE COPY (PER ASSESSMENT)	\$11.50
4	3. MICROFILM COPY (PER ASSESSMENT)	\$11.50
5	4. PHOTOCOPY-FIRST PAGE	\$2.00
6	EACH ADDITIONAL PAGE	\$0.75
7	5. DUPLICATE TAX BILL	\$2.00
8	6. COMPUTER COPY	\$2.00
9	7. PROCESSING UNPAID NEGOTIABLE PAPER	\$68.00
10	8. PROCESSING FINAL SUB-DIVISION MAPS (PER MAP)	\$76.50
11	9. SUBSEQUENT TAX CLEARANCE CERTIFICATES	\$9.75
12	10. REVIEW OF EXCESS PROCEEDS	\$458.25
13	11. INSTALLMENT PAYMENT PLAN START-UP	\$20.25
14	12. INSTALLMENT PAYMENT PLAN ANNUAL MAINT. FEE	\$42.75
15	13. UNSECURED FIELD COLLECTION FEE (PER HOUR)	\$82.50
16	14. BULK TRANSFERS (PER TRANSFER)	\$20.00
17	15. 4 YEAR PAYMENT PLAN START-UP	\$21.50
18	16. 4 YEAR PAYMENT PLAN MAINT. FEE (YR 2-4)	\$34.50
19	17. PREPARATION OF DELINQUENT TAX RECORD	\$31.00
20	18. MERCHANT CHARGEBACKS	\$12.00
21	19. TIMESHARE SEPARATE ASSESSMENT FEE	\$8.61
22	20. UNSECURED PARTIAL PAYMENT	\$17.75
23	21. UNSECURED INVENTORY	\$82.50
24	22. SPECIAL ASSESSMENT FEE	\$0.38
25	23. FIXED CHARGE CORRECTION FEE	\$8.64
26	24. UNSECURED DELINQUENT COLLECTION FEE	\$21.50
27	25. PERSONAL CONTACT FEE – TAX SALE	\$100.00
28		

26. REDEMPTION OF TAX-DEFAULTED PROPERTY

\$35.00

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 5. EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after its adoption.”

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: Bob Buster  
Chairman

BOB BUSTER

ATTEST: KECIA HARPER-IHEM

CLERK OF THE BOARD:

By: Kecia Harper-Ihem  
Deputy

(SEAL)

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STATE OF CALIFORNIA        )  
  )  
COUNTY OF RIVERSIDE        )        SS

I HEREBY CERTIFY that at a regular meeting of the Board of Supervisors of said county held on May 24, 2011, the foregoing ordinance consisting of 2 Sections was adopted by the following vote:

AYES:            Buster, Tavaglione, Stone, Benoit and Ashley  
NAYS:            None  
ABSENT:         None

DATE:            May 24, 2011

KECIA HARPER-IHEM  
Clerk of the Board  
BY: *Kecia Harper-Ihem*  
Deputy

SEAL

FISCAL YEAR 2011-2012 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, DON JACKSON, DAVID JOHNSON

SENIOR ACCOUNTING ASSISTANT- COURTNEY SMITH, MARIA DAMACIO

ACCOUNTING ASSISTANT II- SYLVIA SALINAS, APRIL ASHLEY  
DENISE TINAJERO

ACCOUNTING ASSISTANT I - PERLA WALL, DANIELA HATFIELD

HOURLY DEPT. COST	X	TIME	+	NON-SALARY OVERHEAD	+	SUPERVISORIAL OVERHEAD	=	TOTAL COST
\$36.20		0.05		\$1.18		\$0.81		\$3.80
								GROUP ONE-PUBLIC SERVICE (1ST FLOOR, PALM SPRINGS, TEMECULA)
\$36.20		0.05		\$1.18		\$0.81		\$3.80
								ACTUAL COST

\* Hourly Dept. Cost Formula consists of  $=(\text{Average Current Rate of Pay w/Benefits within employee group}) \times (2080 \text{ Hours in a Year} / 1732 \text{ Productive Hours})$

\*\* Time To Perform: 3 Minutes

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

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

PROPOSED NEW FEE (PER ASSESSMENT): **\$3.75**

FEE SCHEDULE 2010-2011  
CURRENT FEE (PER ASSESSMENT): **\$3.50**

**FISCAL YEAR 2011-2012 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. COST X TIME +	*** NON-SALARY OVERHEAD +	**** SUPERVISORIAL OVERHEAD =	TOTAL COST	
\$38.35	0.13	\$3.34	\$2.28	\$10.74
				GROUP ONE- PUBLIC SERVICE ( PALM SPRINGS)
				Per R & T Code 162
<u>\$38.35</u>	<u>0.13</u>	<u>\$3.34</u>	<u>\$2.28</u>	<u>\$11.74</u>
				ACTUAL COST

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1732 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): \$11.50**

FEE SCHEDULE 2010-2011

CURRENT CHARGE (PER ASSESSMENT): \$11.25

FISCAL YEAR 2011-2012 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	**** SUPERVISORIAL TOTAL COST	ACTUAL COST
\$38.35	0.13	\$3.34	\$2.28	\$10.74
				\$1.00
				GROUP ONE- PUBLIC SERVICE (PALM SPRINGS)
				Per R & T Code 162
				ACTUAL COST
				<u>\$38.35</u> <u>0.13</u> <u>\$3.34</u> <u>\$2.28</u> <u>\$11.74</u>

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1732 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).

\*\*\*\*Supervisory 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 ASSESSMENT): \$11.50

FEE SCHEDULE 2010-2011

CURRENT CHARGE (PER ASSESSMENT): \$11.25



FISCAL YEAR 2011-2012 FEE SCHEDULE CALCULATIONS

4. PHOTOCOPIY:

LEGAL AUTHORITY: REVENUE & TAXATION CODE 162

DESCRIPTION: PHOTOCOPIY OF A DOCUMENT AS REQUESTED.

JOB CLASSIFICATION AND GROUP NUMBER:

GROUP ONE: PRODUCING A PHOTOCOPIY OF A DOCUMENT

JOB CLASSIFICATION:

SUPERVISING ACCOUNTING TECHNICIAN- EMILY THOMAS, NATALIE RABONE, CATHY HANKUS

ACCOUNTING TECHNICIAN I- SUSAN JANOSZ, DON JACKSON, DAVID JOHNSON

SENIOR ACCOUNTING ASSISTANT- ROBERT KENNEDY, COURTNEY SMITH, MARIA DAMACIO, YVETTE MEDINA, CARMEN ZEPEDA

ACCOUNTING ASSISTANT II- SYLVIA SALINAS, MEG FARLAND DENISE TINAJERO, MAGGIE LOPEZ, ALICIA HOAR, APRIL ASHLEY, ERNEST MASSEY, DEBRA RUTH, ROSA ESPINOZA-LOPEZ, ANGELA RODRIGUEZ, ERMELINDA MAYA

ACCOUNTING ASSISTANT I - SELENA ANZURES, RONNECIA HODGES, PERLA WALL, DANIELA HATFIELD

HOURLY DEPT. COST	** X TIME	*** NON-SALARY OVERHEAD	**** SUPERVISORIAL OVERHEAD	TOTAL = COST
\$33.03	0.02	\$0.36	\$0.25	\$1.16
			+	\$1.00
<u>\$33.03</u>	<u>0.02</u>	<u>\$0.36</u>	<u>\$0.25</u>	<u>\$2.16</u>

ACTUAL COST

GROUP ONE-PUBLIC SERVICES (1ST FLOOR, 4th FLOOR PUBLIC SERVICES TEMECULA, SPECIAL PROCESSING, PALM SPRINGS)

Per R & T Code 162

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1732 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 First page  
\$0.75 Each additional page

FEE SCHEDULE 2010-2011

CURRENT CHARGE:

\$2.00 First page  
\$0.75 Each additional page

**FISCAL YEAR 2011-2012 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, CATHY HANKUS, CONNIE AGUILERA

ACCOUNTING TECHNICIAN I- SUSAN JANOSZ, DON JACKSON, DAVID JOHNSON

SENIOR TAX ENFORCEMENT INVESTIGATOR- JOHN MORSE

TAX ENFORCEMENT INVESTIGATOR I- LANCE LIENG, GABRIEL GUTIERREZ

SENIOR ACCOUNTING ASSISTANT- ROBERT KENNEDY,  
 COURTNEY SMITH, MARIA DAMACIO, YVETTE MEDINA, CARMEN ZEPEDA

ACCOUNTING ASSISTANT II- SYLVIA SALINAS, MEG FARLAND  
 DENISE TINAJERO, MARIA QUINTERO, MAGGIE LOPEZ, ALICIA HOAR  
 APRIL ASHLEY, ERNEST MASSEY, DEBBIE GOMEZ, DEBRA RUTH,  
 ROSA ESPINOZA-LOPEZ, ANGELA RODRIGUEZ, ERMELINDA MAYA

ACCOUNTING ASSISTANT I - SELENA ANZURES,  
 RONNECIA HODGES, PERLA WALL, DANIELA HATFIELD

HOURLY DEPT. COST X	*** TIME	**** NON-SALARY SUPERVISORIAL OVERHEAD +	TOTAL OVERHEAD =	COST	ACTUAL COST
\$34.04	0.02	\$0.37	\$0.25	\$1.19	GROUP ONE-PUBLIC SERVICES (1ST FLOOR, 4th FLOOR PUBLIC SERVICES TEMECULA, SPECIAL PROCESSING, PALM SPRINGS, TAX ENFORCEMENT)
<u>\$34.04</u>	<u>0.02</u>	<u>\$0.37</u>	<u>\$0.25</u>	<u>\$2.19</u>	Per R & T Code 162

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1732 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 2010-2011

CURRENT CHARGE: \$2.00

FISCAL YEAR 2011-2012 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, CATHY HANKUS, CONNIE AGUILERA

ACCOUNTING TECHNICIAN I- SUSAN JANOSZ, DON JACKSON, DAVID JOHNSON  
 SENIOR TAX ENFORCEMENT INVESTIGATOR- JOHN MORSE

TAX ENFORCEMENT INVESTIGATOR I- LANCE LIENG, GABRIEL GUTIERREZ

SENIOR ACCOUNTING ASSISTANT- ROBERT KENNEDY, CARMEN ZEPEDA  
 COURTNEY SMITH, MARIA DAMACIO, YVETTE MEDINA

ACCOUNTING ASSISTANT II- SYLVIA SALINAS, MEG FARLAND  
 DENISE TINAJERO, MARIA QUINTERO, MAGGIE LOPEZ, ALICIA HOAR  
 APRIL ASHLEY, ERNEST MASSEY, DEBBIE GOMEZ, DEBRA RUTH,  
 ROSA ESPINOZA-LOPEZ, ANGELA RODRIGUEZ, ERMELINDA MAYA

ACCOUNTING ASSISTANT I - SELENA ANZURES  
 RONNECIA HODGES, PERLA WALL, DANIELA HATFIELD

HOURLY DEPT. COST	X	TIME	*** NON-SALARY OVERHEAD +	**** SUPERVISORIAL OVERHEAD =	TOTAL COST
\$34.04		0.02	\$0.37	\$0.25	\$1.19
\$34.04		0.02	\$0.37	\$0.25	\$2.19

GROUP ONE-PUBLIC SERVICES (1ST FLOOR, 4TH FLOOR PUBLIC SERVICE, TEMECULA, SPECIAL PROCESSING, PALM SPRINGS, TAX ENFORCEMENT)  
 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/1732 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 2010-2011 CURRENT CHARGE (PER ASSESSMENT): \$2.00

**FISCAL YEAR 2011-2012 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)

ACCOUNTING TECHNICIAN I- JILL HAZEN

SENIOR ACCOUNTING ASSISTANT- LISA LEE, ISELA LICEA

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

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

SENIOR ACCOUNTANT- KENIA VARELA

GROUP FOUR: RESEARCH AND AUDITING 1.872 NSF FILES, 210 HOURS

ACCOUNTANT II - KIMBERLY REEDER

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

SUPERVISING ACCOUNTING TECHNICIAN- SUSAN BURNS

ACCOUNTING TECHNICIAN I- SHEREE RAFAEL

SENIOR ACCOUNTING ASSISTANT- RUBY GALINDO, ARLEEN TAGATAC

ACCOUNTING ASSISTANT II- CHRISTINA SLOCUM, CAROLYN HANNIBAL

GROUP SIX: VALIDATING PAYMENT REMOVALS AND NONCASH TRANSFER ENTRIES ON DAILY ACTIVITY REPORT

ACCOUNTANT I - KIMBERLY REEDER, TUPOU ESAU

GROUP SEVEN: PROCESSING AND PREPARING AN NSF NEGATIVE APPORTIONMENT TO THE AUDITOR'S OFFICE.

ACCOUNTANT II - KIMBERLY REEDER

GROUP EIGHT: MONTHLY TRACKING OF NSF ACTIVITIES, EXAMINING NSF FILES

ACCOUNTANT II - KIMBERLY REEDER

FISCAL YEAR 2011-2012 FEE SCHEDULE CALCULATIONS

7. PROCESSING UNPAID NEGOTIABLE PAPER:

HOURLY DEPT. COST	** TIME X 1/60	*** NON-SALARY OVERHEAD +	**** SUPERVISORIAL OVERHEAD =	TOTAL COST	
\$36.68	0.08	\$0.00	\$0.00	\$0.00	GROUP ONE-TREASURY
\$34.85	0.67	\$15.19	\$10.35	\$48.77	GROUP TWO- PAYMENT RECONCILIATION
\$43.53	0.03	\$0.95	\$0.65	\$3.05	GROUP THREE-FISCAL COMPLIANCE
\$39.11	0.08	\$2.13	\$1.45	\$6.84	GROUP FOUR-FISCAL COMPLIANCE
\$36.79	0.02	\$0.40	\$0.27	\$1.29	GROUP FIVE-REMITTANCE PROCESSING
\$40.28	0.02	\$0.44	\$0.30	\$1.41	GROUP SIX - FISCAL COMPLIANCE
\$39.11	0.05	\$1.28	\$0.87	\$4.11	GROUP SEVEN - FISCAL COMPLIANCE
\$39.11	0.03	\$0.85	\$0.58	\$2.74	GROUP EIGHT- FISCAL COMPLIANCE
<u>\$34.38</u>	<u>0.98</u>	<u>\$21.24</u>	<u>\$14.47</u>	<u>\$68.19</u>	ACTUAL COST

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1732 Productive Hours)

\*\* Time To Perform: 59 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 Supvst. Salaries & Benefits)

**PROPOSED NEW CHARGE (PER CHECK): \$68.00**

FEE SCHEDULE 2010-2011  
CURRENT CHARGE (PER CHECK): \$66.50

FISCAL YEAR 2011-2012 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

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

SUPERVISING ACCOUNTING TECHNICIAN- SUSAN BURNS

ACCOUNTING TECHNICIAN I- SHEREE RAFAEL

SENIOR ACCOUNTING ASSISTANT- ARLEEN TAGATAC, RUBY GALINDO

ACCOUNTING ASSISTANT II- CHRISTINA SLOCUM, CAROLYN HANNIBAL

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

ACCOUNTING TECHNICIAN I- CORRINE ZAMBRANO, JILL HAZEN

SENIOR ACCOUNTING ASSISTANT- LISA LEE

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- KENIA VARELA

HOURLY DEPT. COST	X	TIME	*** NON-SALARY SUPERVISORIAL OVERHEAD +	**** OVERHEAD	=	TOTAL COST	
\$32.13	1.05		\$22.06	\$15.03		\$70.83	GROUP ONE-PUBLIC SERVICES (1ST FLOOR)
\$36.79	0.02		\$0.40	\$0.27		\$1.29	GROUP TWO-REMITTANCE PROCESSING
\$39.52	0.05		\$0.00	\$0.00		\$0.00	GROUP THREE-TREASURY
\$40.28	0.02		\$0.44	\$0.30		\$1.41	GROUP FOUR-FISCAL COMPLIANCE
\$43.53	0.03		\$0.95	\$0.65		\$3.05	GROUP FIVE-FISCAL COMPLIANCE
<u>\$38.45</u>	<u>1.17</u>		<u>\$23.85</u>	<u>\$16.24</u>		<u>\$76.57</u>	ACTUAL COST

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1732 Productive Hours)

\*\* Time To Perform: 1 hour 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).

\*\*\*\*Supervisory 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): \$76.50

FEE SCHEDULE 2010-2011

CURRENT CHARGE (PER MAP): \$76.25

FISCAL YEAR 2011-2012 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 JANOSZ

SENIOR ACCOUNTING ASSISTANT- ROBERT KENNEDY, MARIA DAMACIO  
YVETTE MEDINA, CARMEN ZEPEDA

ACCOUNTING ASSISTANT II - MEG FARLAND, APRIL ASHLEY  
ANGELA RODRIGUEZ, ALICIA HOAR, MAGGIE LOPEZ, SELENA ANZURES

HOURLY DEPT.	***	****	TOTAL
COST X TIME + OVERHEAD	NON-SALARY SUPERVISORIAL	OVERHEAD	= COST
\$35.33	0.13	\$3.08	\$2.10
\$35.33	0.13	\$3.08	\$2.10
			\$9.89
			\$9.89

GROUP ONE-PUBLIC SERVICE (TEMECULA, SPECIAL PROCESSING, PALM SPRINGS, 4TH FLOOR PUBLIC SERVICE) ACTUAL COST

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1732 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 CERTIFICATE): \$9.75

FEE SCHEDULE 2010-2011

CURRENT CHARGE (PER CERTIFICATE): \$9.00

FISCAL YEAR 2011-2012 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  
SENIOR ACCOUNTING ASSISTANT - DESIREE TAYLOR

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.  
DEPUTY TTC- SHERRY HILLARD  
CHIEF DEPUTY TTC- MELISSA JOHNSON

HOURLY DEPT. COST	** TIME	*** NON-SALARY OVERHEAD +	**** SUPERVISORIAL OVERHEAD =	TOTAL COST	
\$36.84	2.18	\$52.60	\$35.82	\$168.85	GROUP ONE-TAX SALE OPERATIONS
\$81.63	0.03	\$1.78	\$1.21	\$5.71	GROUP TWO - IT/NETWORKING
\$36.84	1.83	\$44.17	\$30.08	\$141.78	GROUP THREE - TAX SALE OPERATIONS
\$67.66	1.00	\$44.25	\$30.14	\$142.04	GROUP FOUR -TAX SALE OPERATIONS
<u>\$55.74</u>	<u>5.05</u>	<u>\$142.79</u>	<u>\$97.25</u>	<u>\$458.39</u>	ACTUAL COST

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1732 Productive Hours)  
 \*\* Time To Perform: 5 Hours 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 Supvtr. Salaries & Benefits)

**PROPOSED NEW CHARGE (PER ASSESSMENT): \$458.25**

FEE SCHEDULE 2010-2011  
 CURRENT CHARGE (PER ASSESSMENT): \$458.25



FISCAL YEAR 2011-2012 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- SUSAN JANOSZ, DAVID JOHNSON, DONALD JACKSON  
SENIOR ACCOUNTING ASSISTANT- COURTNEY SMITH, CARMEN ZEPEDA  
ROBERT KENNEDY, MARIA DAMACIO, YVETTE MEDINA  
ACCOUNTING ASSISTANT II- DENISE TINAJERO, MEG FARLAND,  
SYLVIA SALINAS, ROSA ESPINOZA-LOPEZ  
APRIL ASHLEY, ERNEST MASSEY, DEBRA RUTH,  
ANGELA RODRIGUEZ, ERMELINDA MAYA, ALICIA HOAR, MAGGIE LOPEZ  
ACCOUNTING ASSISTANT I - SELENA ANZURES, PERLA WALL  
RONNECIA HODGES, DANIELA HATFIELD

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

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 - KENIA VARELA

FISCAL YEAR 2011-2012 FEE SCHEDULE CALCULATIONS

11. INSTALLMENT PAYMENT PLAN START UP:

HOURLY DEPT. COST	*** NON-SALARY SUPERVISORIAL TIME + OVERHEAD +	**** NON-SALARY SUPERVISORIAL OVERHEAD =	TOTAL COST	
\$33.55	0.17	\$3.66	\$2.49	\$11.74 GROUP ONE-PUBLIC SERVICE (1ST FLOOR, PALM SPRINGS, TEMECULA, SPECIAL PROCESSING, 4TH FLOOR PUBLIC SERVICE)
\$36.79	0.03	\$0.80	\$0.55	\$2.57 GROUP TWO - REMITTANCE PROCESSING
\$40.28	0.02	\$0.44	\$0.30	\$1.41 GROUP THREE - FISCAL COMPLIANCE
\$43.53	0.05	\$1.42	\$0.97	\$4.57 GROUP FOUR - FISCAL COMPLIANCE
<u>\$38.53</u>	<u>0.27</u>	<u>\$6.32</u>	<u>\$4.30</u>	<u>\$20.29</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/1732 Productive Hours)

\*\* Time To Perform: 16 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 CHARGE (PER PAYMENT PLAN) : \$20.25

FEE SCHEDULE 2010-2011

CURRENT CHARGE (PER PAYMENT PLAN SET UP): \$23.25

FISCAL YEAR 2011-2012 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- SUSAN JANOSZ, DAVID JOHNSON, DONALD JACKSON  
SENIOR ACCOUNTING ASSISTANT- COURTNEY SMITH, CARMEN ZEPEDA  
ROBERT KENNEDY, MARIA DAMACIO, YVETTE MEDINA  
ACCOUNTING ASSISTANT II- DENISE TINAJERO, MEG FARLAND, ALICIA HOAR, MAGGIE LOPEZ  
SYLVIA SALINAS, ROSA ESPINOZA-LOPEZ, APRIL ASHLEY, ERNEST MASSEY  
DEBRA RUTH, ANGELA RODRIGUEZ, HERMELINDA MAYA  
ACCOUNTING ASSISTANT I - SELENA ANZURES, RONNECIA HODGES,  
PERLA WALL, DANIELA HATFIELD

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, ARLEEN TAGATAC  
ACCOUNTING ASSISTANT II- CHRISTINA SLOCUM, CAROLYN HANNIBAL

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.  
ACCOUNTING TECHNICIAN I- CORRINE ZAMBRANO, JILL HAZEN  
SENIOR ACCOUNTING ASSISTANT- LISA LEE

GROUP SEVEN: DAILY POSTING TO DISTRIBUTION; RECONCILING MONTHLY DISTRIBUTION & PREPARING JOURNAL ENTRY.  
SENIOR ACCOUNTANT- 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  
JOE PAYAN

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

FISCAL YEAR 2011-2012 FEE SCHEDULE CALCULATIONS

12. INSTALLMENT PAYMENT PLAN ANNUAL MAINTENANCE FEE:

HOURLY DEPT. COST	** X TIME	*** NON-SALARY OVERHEAD +	**** SUPERVISORIAL OVERHEAD	TOTAL COST	
\$33.55	0.12	\$2.56	\$1.74	\$8.22	GROUP ONE-PUBLIC SERVICE (1ST FLOOR, PALM SPRINGS, TEMECULA, SPECIAL PROCESSING, 4TH FLOOR PUBLIC SERVICE)
\$68.89	0.05	\$2.25	\$1.53	\$7.23	GROUP TWO-FISCAL COMPLIANCE
\$40.28	0.05	\$1.32	\$0.90	\$4.23	GROUP THREE-FISCAL COMPLIANCE
\$36.79	0.03	\$0.80	\$0.55	\$2.57	GROUP FOUR-REMITTANCE PROCESSING
\$39.11	0.08	\$2.13	\$1.45	\$6.84	GROUP FIVE-FISCAL COMPLIANCE
\$39.52	0.05	\$0.00	\$0.00	\$0.00	GROUP SIX-TREASURY
\$43.53	0.05	\$1.42	\$0.97	\$4.57	GROUP SEVEN-FISCAL COMPLIANCE
\$68.89	0.02	\$0.75	\$0.51	\$2.41	GROUP EIGHT-FISCAL COMPLIANCE
\$52.59	0.02	\$0.57	\$0.39	\$1.84	GROUP NINE- IT
\$189.18	0.02	\$1.08	\$0.74	\$4.97	GROUP TEN- CREST
<u>\$61.23</u>	<u>0.48</u>	<u>\$12.89</u>	<u>\$8.78</u>	<u>\$42.88</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/1732 Productive Hours)

\*\* Time To Perform: 29 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): \$42.75

FEE SCHEDULE 2010-2011

CURRENT CHARGE (PER PAYMENT PLAN): \$41.25

**FISCAL YEAR 2011-2012 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  
 TAX COLLECTION INVESTIGATOR I- GABRIEL GUTIERREZ, LANCE LIENG

HOURLY DEPT. COST	** X	*** NON-SALARY OVERHEAD	**** SUPERVISORIAL OVERHEAD	=	TOTAL COST
\$39.40	1.00	\$25.77	\$17.55		\$82.72

GROUP-TAX ENFORCEMENT

\* Hourly Dept. Cost Formula consists of  $=(\text{Average Current Rate of Pay w/Benefits within employee group}) \times (2080 \text{ Hours in a Year} / 1732 \text{ Productive Hours})$

\*\* Time To Perform: 60 minutes

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

**PROPOSED NEW CHARGE (PER HOUR):** **\$82.50**

FEE SCHEDULE 2010-2011  
 CURRENT CHARGE (PER HOUR): **\$81.75**

**FISCAL YEAR 2011-2012 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:  
ACCOUNTING ASSISTANT II - DEBRA RUTH

HOURLY DEPT. COST	X TIME	*** NON-SALARY OVERHEAD +	**** SUPERVISORIAL OVERHEAD =	TOTAL COST	GROUP ONE- SPECIAL PROCESSING UNIT
\$28.63	0.33	\$6.24	\$4.25	\$20.03	ACTUAL COST
<u>\$28.63</u>	<u>0.33</u>	<u>\$6.24</u>	<u>\$4.25</u>	<u>\$20.03</u>	

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1732 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): \$20.00**

FEE SCHEDULE 2010-2011  
CURRENT CHARGE (PER TRANSFER): \$22.25

**FISCAL YEAR 2011-2012 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, ARLEEN TAGATAC  
ACCOUNTING ASSISTANT II- CHRISTINA SLOCUM, CAROLYN HANNIBAL

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 - KENIA VARELA

HOURLY DEPT. COST	X	*** NON-SALARY TIME + OVERHEAD	**** SUPERVISORIAL OVERHEAD	TOTAL COST	
\$40.28	0.03	\$0.88	\$0.60	\$2.82	GROUP ONE-FISCAL COMPLIANCE
\$36.79	0.03	\$0.80	\$0.55	\$2.57	GROUP TWO-REMITTANCE PROCESSING
\$33.39	0.17	\$3.64	\$2.48	\$11.68	GROUP THREE-SPECIAL PROCESSING UNIT
\$43.53	0.05	\$1.42	\$0.97	\$4.57	GROUP FOUR -FISCAL COMPLIANCE
<u>\$38.50</u>	<u>0.28</u>	<u>\$6.74</u>	<u>\$4.59</u>	<u>\$21.65</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/1732 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).

\*\*\*\*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): \$21.50**  
FEE SCHEDULE 2010-2011  
CURRENT CHARGE (PER ESCAPE): \$22.25

FISCAL YEAR 2011-2012 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-RUBY GALINDO, ARLEEN TAGATAC  
ACCOUNTING ASSISTANT II- CHRISTINA SLOCUM, CAROLYN HANNIBAL

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- KENIA VARELA

GROUP FIVE: CREATING CASH RECEIPT AND WORKING THE BACK END ENTRIES.  
ACCOUNTING TECHNICIAN I- CORRINE ZAMBRANO, JILL HAZEN  
SENIOR ACCOUNTING ASSISTANT- LISA LEE

HOURLY DEPT.	** COST X TIME	*** NON-SALARY OVERHEAD	**** SUPERVISORIAL OVERHEAD	TOTAL COST	
\$40.28	0.05	\$1.32	\$0.90	\$4.23	GROUP ONE-FISCAL COMPLIANCE
\$36.79	0.03	\$0.80	\$0.55	\$2.57	GROUP TWO-REMITTANCE PROCESSING
\$33.39	0.33	\$7.28	\$4.96	\$23.37	GROUP THREE-SPECIAL PROCESSING UNIT
\$43.53	0.05	\$1.42	\$0.97	\$4.57	GROUP FOUR-FISCAL COMPLIANCE
\$39.52	0.05	\$0.00	\$0.00	\$0.00	GROUP FIVE-TREASURY
<b>\$38.70</b>	<b>0.52</b>	<b>\$10.82</b>	<b>\$7.37</b>	<b>\$34.74</b>	<b>COST PER PLAN</b>

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1732 Productive Hours)  
\*\* Time To Perform: 31 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 CHARGE (PER ESCAPE): **\$34.50**

FEE SCHEDULE 2010-2011 **\$33.00**

CURRENT CHARGE (PER ESCAPE):



**FISCAL YEAR 2011-2012 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 27 EMPLOYEES IN PUBLIC SERVICES.  
SUPERVISING ACCOUNTING TECHNICIAN - NATALIE RABONE, CATHY HANKUS, FELICIA FIELDS, EMILY THOMAS  
ACCOUNTING TECHNICIAN I - DONALD JACKSON, DAVID JOHNSON, SUSAN JANOSZ  
SENIOR ACCOUNTING ASSISTANT- ROBERT KENNEDY, COURTNEY SMITH, MARIA DAMACIO, CARMEN ZEPEDA  
ACCOUNTING ASSISTANT II- DENISE TINAJEROS, ALICIA HOAR, APRIL ASHLEY  
MAGGIE LOPEZ, SYLVIA SALINAS  
MEG FARLAND, ROBERT SLOCUM, ELIZABETH HAYNES, JENNIFER SANDOVAL  
ACCOUNTING ASSISTANT I - SELENA ANZURES.  
JESSICA ANGULO, RIGOBERTO MORENO, RONNECIA HODGES, PERLA WALL, DANIELA HATFIELD

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, ARLEEN TAGATAC  
ACCOUNTING ASSISTANT II- CHRISTINA SLOCUM, CAROLYN HANNIBAL

GROUP 3: PAYMENT RECONCILIATION UNIT - PUTTING SHORT/LATE PAYMENTS INTO REFUND ACCOUNT & SEND A LETTER  
SENIOR ACCOUNTING ASSISTANT - FELICIA KEMP

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

FISCAL YEAR 2011-2012 FEE SCHEDULE CALCULATIONS

17. PREPARATION OF DELINQUENT TAX RECORD:

HOURLY DEPT. COST	** X TIME	*** NON-SALARY OVERHEAD	**** SUPERVISORIAL OVERHEAD	TOTAL COST
\$33.33	0.12	\$2.54	\$1.73	\$8.16
\$36.79	0.02	\$0.40	\$0.27	\$1.29
\$40.71	0.15	\$3.99	\$2.72	\$12.82
\$43.35	0.02	\$0.47	\$0.32	\$1.52
<u>\$38.54</u>	<u>0.30</u>	<u>\$7.41</u>	<u>\$5.05</u>	<u>\$23.78</u>
99,749 Notices Mailed for a total cost of \$47,739.64				+ \$0.48
7,454 Delinquent parcels published for a cost of \$51,123.66				= \$6.86
				<u>= \$31.12</u>

GROUP 1- PUBLIC SERVICES (1ST FLOOR, PALM SPRINGS, TEMECULA, 4TH FLOOR)  
 GROUP 2- REMITTANCE PROCESSING  
 GROUP 3- PAYMENT RECONCILIATION  
 GROUP 4- TAX SALE OPERATIONS

LABOR COST  
 PRINTING/MAILING COST PER NOTICE  
 PUBLICATION COST PER DELINQUENT PARCEL  
 TOTAL COST

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1732 Productive Hours)  
 \*\* Time To Perform: 18 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): \$31.00

FEE SCHEDULE 2010-2011  
 CURRENT FEE (PER ASSESSMENT): \$31.00

FISCAL YEAR 2011-2012 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 2010-2011  
CURRENT CHARGE (PER ASST): \$12.00

**FISCAL YEAR 2011-2012 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	= TIMESHARE	COST PER TIMESHARE
\$7,781,268.78	11.37%	102,727		\$8.61

**PROPOSED NEW FEE (PER ASSESSMENT):** \$8.61

FEE SCHEDULE 2010-2011

CURRENT FEE (PER ASSESSMENT): \$9.53

FISCAL YEAR 2011-2012 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, CONNIE AGUILERA  
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, DEBRA RUTH  
ROSA ESPINOZA-LOPEZ, MARIA QUINTERO  
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, ARLEEN TAGATAC  
ACCOUNTING ASSISTANT II- CHRISTINA SLOCUM, CAROLYN HANNIBAL

GROUP FOUR: RESEARCH AND AUDITING OF PARTIAL PAYMENTS  
SENIOR ACCOUNTANT- KENIA VARELA

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

GROUP SIX: CREATING CASH RECEIPT & WORKING BACK END ENTRIES.  
ACCOUNTING TECHNICIAN I- CORRINE ZAMBRANO, JILL HAZEN  
SENIOR ACCOUNTING ASSISTANT- LISA LEE

GROUP SEVEN: REMOVAL OF LIEN  
ACCOUNTING ASSISTANT II- ROSA ESPINOZA-LOPEZ

FISCAL YEAR 2011-2012 FEE SCHEDULE CALCULATIONS

20. UNSECURED PARTIAL PAYMENT:

HOURLY DEPT. COST	** X TIME	*** NON-SALARY OVERHEAD +	**** SUPERVISORIAL OVERHEAD =	TOTAL COST	
\$40.28	0.02	\$0.44	\$0.30	\$1.41	GROUP ONE-FISCAL COMPLIANCE
\$31.93	0.08	\$1.74	\$1.19	\$5.59	GROUP TWO-PUBLIC SERVICES (PALM SPRINGS, SPECIAL PROCESSING, TAX ENFORCEMENT)
\$36.79	0.03	\$0.80	\$0.55	\$2.57	GROUP THREE-REMITTANCE PROCESSING
\$43.53	0.03	\$0.95	\$0.65	\$3.05	GROUP FOUR-FISCAL COMPLIANCE
\$43.53	0.03	\$0.95	\$0.65	\$3.05	GROUP FIVE-FISCAL COMPLIANCE
\$39.52	0.05	\$0.00	\$0.00	\$0.00	GROUP SIX-TREASURY
\$29.91	0.03	\$0.65	\$0.44	\$2.09	GROUP SEVEN- SPECIAL PROCESSING UNIT
<u>\$37.93</u>	<u>0.28</u>	<u>\$5.53</u>	<u>\$3.77</u>	<u>\$17.75</u>	ACTUAL COST

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1732 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).

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

PROPOSED NEW CHARGE (PER PAYMENT): \$17.75

FEE SCHEDULE 2010-2011 CURRENT CHARGE (PER PAYMENT): \$20.00

FISCAL YEAR 2011-2012 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  
 TAX COLLECTION INVESTIGATOR I- GABRIEL GUTIERREZ, LANCE LIENG

HOURLY DEPT. COST	HOURLY DEPT. COST	*** NON-SALARY OVERHEAD	**** SUPERVISORIAL OVERHEAD	TOTAL COST	
\$39.40	1.00	\$25.77	\$17.55	\$82.72	GROUP ONE-FIELD INVESTIGATIONS
<u>\$39.40</u>	<u>1.00</u>	<u>\$25.77</u>	<u>\$17.55</u>	<u>\$82.72</u>	ACTUAL COST

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1732 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): **\$82.50**

FEE SCHEDULE 2010-2011  
 CURRENT CHARGE (PER HOUR): **\$81.75**

**FISCAL YEAR 2011-2012 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	X	% OF FIXED CHG VS SEC. ASSMTS	/	# OF FIXED CHG. ASSESSMENTS	=	COST PER ASSESSMENT
\$7,781,268.78		18.94%		3,881,890		\$0.38

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

**\$0.38**

FEE SCHEDULE 2010-2011

CURRENT FEE (PER ASSESSMENT):

\$0.41



**FISCAL YEAR 2011-2012 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
\$7,781,268.78		1.41%		12,728		\$8.64

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

**\$8.64**

FEE SCHEDULE 2010-2011

CURRENT FEE (PER FIXED CHARGE CORRECTION):

**\$9.59**

FISCAL YEAR 2011-2012 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 - ROSA ESPINOZA-LOPEZ

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 28 EMPLOYEES  
SUPERVISING ACCOUNTING TECHNICIAN - NATALIE RABONE, CATHY HANKUS, FELICIA FIELDS, EMILY THOMAS  
CONNIE AGUILERA  
ACCOUNTING TECHNICIAN I - DONALD JACKSON, DAVID JOHNSON, SUSAN JANOSZ  
SENIOR ACCOUNTING ASSISTANT - MARIA DAMACIO, CARMEN ZEPEDA  
ROBERT KENNEDY, COURTNEY SMITH  
ACCOUNTING ASSISTANT II - DENISE TINAJEROS, ALICIA HOAR,  
MAGGIE LOPEZ, SYLVIA SALINAS, APRIL ASHLEY, DEBBIE GOMEZ  
MEG FARLAND, ROBERT SLOCUM, ELIZABETH HAYNES, JENNIFER SANDOVAL  
ACCOUNTING ASSISTANT I - SELENA ANZURES, RONNECIA HODGES  
JESSICA ANGULO, RIGOBERTO MORENO, PERLA WALL, DANIELA HATFIELD

GROUP SEVEN: RELEASE OF LIENS  
ACCOUNTING ASSISTANT II - ROSA ESPINOZA-LOPEZ

FISCAL YEAR 2011-2012 FEE SCHEDULE CALCULATIONS

24. UNSECURED DELINQUENT COLLECTION FEE

HOURLY DEPT. COST	X	** TIME	+ *** NON-SALARY OVERHEAD	+ **** SUPERVISORIAL OVERHEAD	= TOTAL COST	
\$99.18		0.02	\$1.08	\$0.74	\$3.47	GROUP ONE - SYSTEMS
\$29.91		0.03	\$0.65	\$0.44	\$2.09	GROUP TWO - SPECIAL PROCESSING
\$66.89		0.02	\$0.73	\$0.50	\$2.34	GROUP THREE - IT/NETWORKING
\$41.14		0.02	\$0.45	\$0.31	\$1.44	GROUP FOUR - SPECIAL PROCESSING
\$50.89		0.02	\$0.55	\$0.38	\$1.78	GROUP FIVE - FISCAL COMPLIANCE
\$33.40		0.13	\$2.91	\$1.98	\$9.35	GROUP SIX - PUBLIC SERVICES (1ST FLOOR, 4TH FLOOR, PALM SPRINGS, TEMECULA, TAX ENFORCEMENT)
\$29.91		0.02	\$0.33	\$0.22	\$1.05	GROUP SEVEN-SPECIAL PROCESSING
<u>\$50.19</u>		<u>0.25</u>	<u>\$6.70</u>	<u>\$4.57</u>	<u>\$21.52</u>	ACTUAL COST

\* Hourly Dept. Cost Formula consists of = (Average Current Rate of Pay w/Benefits within employee group) \* (2080 Hours in a Year / 1732 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): \$21.50**

FEE SCHEDULE 2010-2011  
 CURRENT CHARGE (PER PAYMENT): \$21.25

FISCAL YEAR 2011-2012 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  
TAX COLLECTION INVESTIGATOR I- GABRIEL GUTIERREZ, LANCE LIENG

* HOURLY DEPT. COST	** TIME	*** NON-SALARY OVERHEAD	+ SUPERVISORIAL OVERHEAD	= TOTAL COST	
\$46.91	0.50	\$15.34	\$10.45	\$49.24	GROUP ONE - TAX SALE OPERATIONS
\$67.11	0.02	\$0.73	\$0.50	\$2.35	GROUP TWO - IT/NETWORKING
\$78.81	0.50	\$25.77	\$17.55	\$82.72	GROUP THREE - TAX ENFORCEMENT
<u>\$64.28</u>	<u>1.02</u>	<u>\$41.84</u>	<u>\$28.50</u>	<u>\$134.31</u>	ACTUAL COST

\* Hourly Dept. Cost Formula consists of  $\text{=(Average Current Rate of Pay w/Benefits within employee group)*2080 Hours in a Year/1732 Productive Hours}$

\*\* Time To Perform: 1 Hour and 1 Minute

\*\*\* 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 VISIT):

\$100.00

FEE SCHEDULE 2010-2011

CURRENT CHARGE (PER VISIT):

\$100.00

FISCAL YEAR 2011-2012 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 - DONALD JACKSON, DAVID JOHNSON, SUSAN JANOSZ  
SENIOR ACCOUNTING ASSISTANT- CARMEN ZEPEDA, ROBERT KENNEDY, MARIA DAMACIO  
COURTNEY SMITH

ACCOUNTING ASSISTANT II- DENISE TINAJEROS, ALICIA HOAR, APRIL ASHLEY  
MAGGIE LOPEZ, SYLVIA SALINAS  
MEG FARLAND, ROBERT SLOCUM, ELIZABETH HAYNES, JENNIFER SANDOVAL  
ACCOUNTING ASSISTANT I - SELENA ANZURES, RONNECIA HODGES  
JESSICA ANGULO, RIGOBERTO MORENO, PERLA WALL, DANIELA HATFIELD

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, ARLEEN TAGATAC  
ACCOUNTING ASSISTANT II- CHRISTINA SLOCUM, CAROLYN HANNIBAL

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

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 - 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 2011-2012 FEE SCHEDULE CALCULATIONS

26. REDEMPTION OF TAX-DEFAULTED PROPERTY

HOURLY DEPT. COST	** X TIME	*** NON-SALARY OVERHEAD	**** SUPERVISORIAL OVERHEAD	=	TOTAL COST
\$33.33	0.12	\$2.54	\$1.73		\$8.16
\$36.79	0.02	\$0.40	\$0.27		\$1.29
\$40.71	0.15	\$3.99	\$2.72		\$12.82
\$40.28	0.03	\$0.88	\$0.60		\$2.82
\$87.50	0.02	\$0.00	\$0.00		\$1.46
\$43.53	0.05	\$1.42	\$0.97		\$4.57
\$99.18	0.02	\$1.08	\$0.74		\$3.47
\$54.47	0.40	\$10.32	\$7.03		\$34.58
92,703 SPY bills mailed for a total cost of \$49,907.64				+	\$0.54
				=	\$35.12

GROUP 1- PUBLIC SERVICES(1ST FLOOR, 4TH FLOOR, TEMECULA, PALM SPRINGS)  
 GROUP 2- REMITTANCE PROCESSING  
 GROUP 3- PAYMENT RECONCILIATION  
 GROUP 4 - FISCAL COMPLIANCE  
 GROUP 5 - SYSTEMS  
 GROUP 6 - FISCAL COMPLIANCE  
 GROUP 7 - SYSTEMS

LABOR COST  
 PRINTING/MAILING COST PER NOTICE  
 TOTAL COST

\* Hourly Dept. Cost Formula consists of =(Average Current Rate of Pay w/Benefits within employee group)\*(2080 Hours in a Year/1732 Productive Hours)  
 \*\* Time To Perform: 24 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): \$35.00**  
 FEE SCHEDULE 2010-2011  
 CURRENT FEE (PER ASSESSMENT): \$34.50

# 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						

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

321



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

**SUBMITTAL DATE:**

**APR 19 2011**

**SUBJECT:** Proposed amendment to County Ordinance No. 654.16 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. 654.17 amending Ordinance 654.16, 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 fees originally established in 1992, amended in 1994, 1999, and annually thereafter. Ordinance 654.17 includes rates the Treasurer-Tax Collector will charge for 26 of the services provided to the general public, taxing agencies and special districts.

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:	2011-2012

<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:   
Karen L. Johnson

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Tavaglione, seconded by Supervisor Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above ordinance is approved as introduced with waiver of reading and is set for public hearing May 24, 2011 at 9:30 a.m.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley  
 Nays: None  
 Absent: None  
 Date: April 26, 2011  
 xc: Treasurer, COB

Kecia Harper-Ihem  
 Clerk of the Board  
 By:   
 Deputy

**3.49**

FISCAL PROCEDURES APPROVED  
 ANGULO, CPA, AUDITOR-CONTROLLER  
 RUSSELL S. DOMINSKI 3-30-11

FORM APPROVED COUNTY COUNSEL  
 BY: DALE A. GARDNER  
 DATE: 3/28/11  
 Departmental Concurrence

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



**BACKGROUND continued:**

There are slight increases to twelve fees while seven rates are decreased. Seven others remain the same. The changes are a result of our calculations to determine the cost of providing the services based on our operating costs.

RIVERSIDE COUNTY TREASURER-TAX COLLECTOR'S OFFICE  
 SCHEDULE OF FEES FOR PRODUCTS AND SERVICES  
 2011-2012 FISCAL YEAR

	DESCRIPTION OF PRODUCT OR SERVICE	2010-2011 CURRENT FEES	2011-2012 PROPOSED FEES
1	CERTIFIED COPY OF ASSESSMENT	\$3.50	\$3.75
2	MICROFICHE COPY (PER ASSESSMENT)	\$11.25	\$11.50
3	MICROFILM COPY (PER ASSESSMENT)	\$11.25	\$11.50
4	PHOTOCOPY-FIRST PAGE	\$2.00	\$2.00
	EACH ADDITIONAL PAGE	\$0.75	\$0.75
5	DUPLICATE TAX BILL	\$2.00	\$2.00
6	COMPUTER COPY	\$2.00	\$2.00
7	PROCESSING UNPAID NEGOTIABLE PAPER	\$66.50	\$68.00
8	PROCESSING FINAL SUB-DIVISION MAPS (PER MAP)	\$76.25	\$76.50
9	SUBSEQUENT TAX CLEARANCE CERTIFICATES	\$9.00	\$9.75
10	REVIEW OF EXCESS PROCEEDS	\$458.25	\$458.25
11	INSTALLMENT PAYMENT PLAN START-UP	\$23.25	\$20.25
12	INSTALLMENT PAYMENT PLAN ANNUAL MAINT. FEE	\$41.25	\$42.75
13	UNSECURED FIELD COLLECTION FEE (PER HOUR)	\$81.75	\$82.50
14	BULK TRANSFERS (PER TRANSFER)	\$22.25	\$20.00
15	4 YEAR PAYMENT PLAN START-UP	\$22.25	\$21.50
16	4 YEAR PAYMENT PLAN MAINT. FEE (YR 2-4)	\$33.00	\$34.50
17	PREPARATION OF DELINQUENT TAX RECORD	\$31.00	\$31.00
18	MERCHANT CHARGEBACKS	\$12.00	\$12.00
19	TIMESHARE SEPARATE ASSESSMENT FEE	\$9.53	\$8.61
20	UNSECURED PARTIAL PAYMENT	\$20.00	\$17.75
21	UNSECURED INVENTORY	\$81.75	\$82.50
22	SPECIAL ASSESSMENT FEE	\$0.41	\$0.38
23	FIXED CHARGE CORRECTION FEE	\$9.59	\$8.64
24	UNSECURED DELINQUENT COLLECTION FEE	\$21.25	\$21.50
25	PERSONAL CONTACT FEE - TAX SALE	\$100.00	\$100.00
26	REDEMPTION OF TAX-DEFAULTED PROPERTY	\$34.50	\$35.00



OFFICE OF  
CLERK OF THE BOARD OF SUPERVISORS  
1st FLOOR, COUNTY ADMINISTRATIVE CENTER  
P.O. BOX 1147, 4080 LEMON STREET  
RIVERSIDE, CA 92502-1147  
PHONE: (951) 955-1060  
FAX: (951) 955-1071

KECIA HARPER-IHEM  
Clerk of the Board of Supervisors

KIMBERLY A. RECTOR  
Assistant Clerk of the Board

May 5, 2011

THE PRESS ENTERPRISE  
ATTN: LEGALS  
P.O. BOX 792  
RIVERSIDE, CA 92501

E-MAIL: [legals@pe.com](mailto:legals@pe.com)  
FAX: (951) 368-9018

RE: INTRODUCTION OF ORDINANCE NO. 654.17

To Whom It May Concern:

Attached is a copy for publication in your newspaper for **ONE (1) TIME** on **Sunday, May 8, 2011.**

We require your affidavit of publication immediately upon completion of the last publication.

Your invoice must be submitted to this office in duplicate, **WITH TWO CLIPPINGS OF THE PUBLICATION.**

NOTE: PLEASE COMPOSE THIS PUBLICATION INTO A SINGLE COLUMN FORMAT.

Thank you in advance for your assistance and expertise.

Sincerely,

*Mcgil*

Cecilia Gil, Board Assistant to  
KECIA HARPER-IHEM, CLERK OF THE BOARD

## Gil, Cecilia

---

**From:** PE Legals <legals@pe.com>  
**Sent:** Thursday, May 05, 2011 8:16 AM  
**To:** Gil, Cecilia  
**Subject:** RE: FOR PUBLICATION: Intro of Ord. No. 654.17

Received for publication on 5/8

**enterpris@media**  
Publisher of The Press-Enterprise

---

**From:** Gil, Cecilia [mailto:CCGIL@rcbos.org]  
**Sent:** Thursday, May 05, 2011 8:14 AM  
**To:** PE Legals  
**Subject:** FOR PUBLICATION: Intro of Ord. No. 654.17

3<sup>rd</sup> pub for today: Introduction of Ord. No. 654.17, for publication on Sunday, May 8, 2011. Please confirm. THANK YOU!

*Cecilia Gil*

Board Assistant to the  
Clerk of the Board of Supervisors  
951-955-8464

**THE COUNTY ADMINISTRATIVE CENTER IS CLOSED EVERY FRIDAY UNTIL FURTHER NOTICE.  
PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING.**



OFFICE OF  
CLERK OF THE BOARD OF SUPERVISORS  
1st FLOOR, COUNTY ADMINISTRATIVE CENTER  
P.O. BOX 1147, 4080 LEMON STREET  
RIVERSIDE, CA 92502-1147  
PHONE: (951) 955-1060  
FAX: (951) 955-1071

KECIA HARPER-IHEM  
Clerk of the Board of Supervisors

KIMBERLY A. RECTOR  
Assistant Clerk of the Board

May 5, 2011

THE DESERT SUN  
ATTN: LEGALS  
P.O. BOX 2734  
PALM SPRINGS, CA 92263

E-MAIL: [legals@thedesertsun.com](mailto:legals@thedesertsun.com)  
FAX: (760) 778-4731

RE: INTRODUCTION OF ORDINANCE NO. 654.17

To Whom It May Concern:

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Sincerely,

*Mcgil*

Cecilia Gil, Board Assistant to  
KECIA HARPER-IHEM, CLERK OF THE BOARD

## Gil, Cecilia

---

**From:** Moeller, Charlene <CMOELLER@palmspri.gannett.com>  
**Sent:** Thursday, May 05, 2011 1:38 PM  
**To:** Gil, Cecilia  
**Subject:** RE: FOR PUBLICATION: Intro of Ord. No. 654.17

Ad received and will publish on date(s) requested.

**Charlene Moeller** | Media Sales Legal Notice Coordinator  
The Desert Sun Media Group  
750 N. Gene Autry Trail, Palm Springs, CA 92262  
t 760.778.4578 | f 760.778.4731  
[legals@thedesertsun.com](mailto:legals@thedesertsun.com) | [dpwlegals@thedesertsun.com](mailto:dpwlegals@thedesertsun.com)  
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---

**From:** Gil, Cecilia [mailto:CCGIL@rcbos.org]  
**Sent:** Thursday, May 05, 2011 8:15 AM  
**To:** tds-legals  
**Subject:** FOR PUBLICATION: Intro of Ord. No. 654.17

Good Morning!

I have 3 for you today...

First, Introduction of Ordinance, for publication on Sunday, May 8, 2011. Please confirm. THANK YOU!

*Cecilia Gil*

Board Assistant to the  
Clerk of the Board of Supervisors  
951-955-8464

**THE COUNTY ADMINISTRATIVE CENTER IS CLOSED EVERY FRIDAY UNTIL FURTHER NOTICE.  
PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING.**

**NOTICE OF PUBLIC HEARING BEFORE THE BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE**

NOTICE IS HEREBY GIVEN that a public hearing at which all interested persons will be heard, will be held before the Board of Supervisors of Riverside County, California, on the 1<sup>st</sup> Floor Board Chambers, County Administrative Center, 4080 Lemon Street, Riverside, on **Tuesday, May 24, 2011 at 9:30 a.m.** to consider adoption of the following ordinance:

**ORDINANCE NO. 654.17**

**AN ORDINANCE OF THE COUNTY OF RIVERSIDE  
AMENDING ORDINANCE NO. 654 RELATING TO THE FEE SCHEDULE FOR SERVICES  
RENDERED BY THE OFFICE OF THE TREASURER-TAX COLLECTOR**

The Board of Supervisors of the County of Riverside ordains as follows:  
Section 1. Ordinance No. 654 is amended in its entirety to read as follows:

**"ORDINANCE NO. 654**

**AN ORDINANCE OF THE COUNTY OF RIVERSIDE  
ESTABLISHING A FEE SCHEDULE FOR SERVICES RENDERED  
BY THE OFFICE OF THE TREASURER-TAX COLLECTOR**

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

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

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

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

<u>Products/Services</u>	<u>Fee</u>
1. CERTIFIED COPY OF ASSESSMENT	\$3.75
2. MICROFICHE COPY (PER ASSESSMENT)	\$11.50
3. MICROFILM COPY (PER ASSESSMENT)	\$11.50
4. PHOTOCOPY-FIRST PAGE	\$2.00
EACH ADDITIONAL PAGE	\$0.75
5. DUPLICATE TAX BILL	\$2.00
6. COMPUTER COPY	\$2.00
7. PROCESSING UNPAID NEGOTIABLE PAPER	\$68.00
8. PROCESSING FINAL SUB-DIVISION MAPS (PER MAP)	\$76.50
9. SUBSEQUENT TAX CLEARANCE CERTIFICATES	\$9.75
10. REVIEW OF EXCESS PROCEEDS	\$458.25
11. INSTALLMENT PAYMENT PLAN START-UP	\$20.25
12. INSTALLMENT PAYMENT PLAN ANNUAL MAINT. FEE	\$42.75
13. UNSECURED FIELD COLLECTION FEE (PER HOUR)	\$82.50
14. BULK TRANSFERS (PER TRANSFER)	\$20.00
15. 4 YEAR PAYMENT PLAN START-UP	\$21.50
16. 4 YEAR PAYMENT PLAN MAINT. FEE (YR 2-4)	\$34.50

17. PREPARATION OF DELINQUENT TAX RECORD	\$31.00
18. MERCHANT CHARGEBACKS	\$12.00
19. TIMESHARE SEPARATE ASSESSMENT FEE	\$8.61
20. UNSECURED PARTIAL PAYMENT	\$17.75
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23. FIXED CHARGE CORRECTION FEE	\$8.64
24. UNSECURED DELINQUENT COLLECTION FEE	\$21.50
25. PERSONAL CONTACT FEE – TAX SALE	\$100.00
26. REDEMPTION OF TAX-DEFAULTED PROPERTY	\$35.00

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 5. EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after its adoption.”

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

Dated: May 5, 2011

Kecia Harper-Ihem, Clerk of the Board  
By: Cecilia Gil, Board Assistant





OFFICE OF  
CLERK OF THE BOARD OF SUPERVISORS  
1st FLOOR, COUNTY ADMINISTRATIVE CENTER  
P.O. BOX 1147, 4080 LEMON STREET  
RIVERSIDE, CA 92502-1147  
PHONE: (951) 955-1060  
FAX: (951) 955-1071

KECIA HARPER-IHEM  
Clerk of the Board of Supervisors

KIMBERLY A. RECTOR  
Assistant Clerk of the Board

June 1, 2011

THE PRESS ENTERPRISE  
ATTN: LEGALS  
P.O. BOX 792  
RIVERSIDE, CA 92501

FAX: (951) 368-9018  
E-MAIL: [legals@pe.com](mailto:legals@pe.com)

RE: ADOPTION OF ORDINANCE NO. 654.17

To Whom It May Concern:

Attached is a copy for publication in your newspaper for **ONE (1) TIME** on **Friday, June 3, 2011**.

We require your affidavit of publication immediately upon completion of the last publication.

Your invoice must be submitted to this office in duplicate, **WITH TWO CLIPPINGS OF THE PUBLICATION**.

NOTE: PLEASE COMPOSE THIS PUBLICATION INTO A SINGLE COLUMN FORMAT.

Thank you in advance for your assistance and expertise.

Sincerely,

*McGil*

Cecilia Gil, Board Assistant to  
KECIA HARPER-IHEM, CLERK OF THE BOARD

**Gil, Cecilia**

---

**From:** PE Legals <legals@pe.com>  
**Sent:** Wednesday, June 01, 2011 8:39 AM  
**To:** Gil, Cecilia  
**Subject:** RE: FOR PUBLICATION: ADOPTION OF ORD. NO. 654.17

Received for publication on June 3

Thank You!

**enterprise**media

Publisher of the Press-Enterprise

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**From:** Gil, Cecilia [mailto:[CCGIL@rcbos.org](mailto:CCGIL@rcbos.org)]  
**Sent:** Wednesday, June 01, 2011 8:15 AM  
**To:** PE Legals  
**Subject:** FOR PUBLICATION: ADOPTION OF ORD. NO. 654.17

Good Morning! Attached is an Adoption of Ordinance, for publication on Fri. June 3, 2011. Please confirm. THANK YOU!

*Cecilia Gil*

Board Assistant to the  
Clerk of the Board of Supervisors  
951-955-8464

**THE COUNTY ADMINISTRATIVE CENTER IS CLOSED EVERY FRIDAY UNTIL FURTHER NOTICE.  
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June 1, 2011

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*Mcgil*

Cecilia Gil, Board Assistant to  
KECIA HARPER-IHEM, CLERK OF THE BOARD

## Gil, Cecilia

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**From:** Moeller, Charlene <CMOELLER@palmspri.gannett.com>  
**Sent:** Wednesday, June 01, 2011 8:45 AM  
**To:** Gil, Cecilia  
**Subject:** RE: FOR PUBLICATION: ADOPTION OF ORD. NO. 654.17

Ad received and will publish on date(s) requested.

**Charlene Moeller** | Media Sales Legal Notice Coordinator  
The Desert Sun Media Group  
750 N. Gene Autry Trail, Palm Springs, CA 92262  
t 760.778.4578 | f 760.778.4731  
[legals@thedesertsun.com](mailto:legals@thedesertsun.com) | [dpwlegals@thedesertsun.com](mailto:dpwlegals@thedesertsun.com)  
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---

**From:** Gil, Cecilia [mailto:CCGIL@rcbos.org]  
**Sent:** Wednesday, June 01, 2011 8:15 AM  
**To:** tds-legals  
**Subject:** FOR PUBLICATION: ADOPTION OF ORD. NO. 654.17

Good Morning! Attached is an Adoption of Ordinance, for publication on Fri. June 3, 2011. Please confirm. THANK YOU!

*Cecilia Gil*

Board Assistant to the  
Clerk of the Board of Supervisors  
951-955-8464

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PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING.**

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

**ORDINANCE NO. 654.17**

**AN ORDINANCE OF THE COUNTY OF RIVERSIDE  
AMENDING ORDINANCE NO. 654 RELATING TO THE FEE SCHEDULE FOR SERVICES  
RENDERED BY THE OFFICE OF THE TREASURER-TAX COLLECTOR**

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

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

"ORDINANCE NO. 654

**AN ORDINANCE OF THE COUNTY OF RIVERSIDE  
ESTABLISHING A FEE SCHEDULE FOR SERVICES RENDERED  
BY THE OFFICE OF THE TREASURER-TAX COLLECTOR**

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

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

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

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

<u>Products/Services</u>	<u>Fee</u>
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EACH ADDITIONAL PAGE	\$0.75
5. DUPLICATE TAX BILL	\$2.00
6. COMPUTER COPY	\$2.00
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8. PROCESSING FINAL SUB-DIVISION MAPS (PER MAP)	\$76.50
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10. REVIEW OF EXCESS PROCEEDS	\$458.25
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25. PERSONAL CONTACT FEE – TAX SALE	\$100.00
26. REDEMPTION OF TAX-DEFAULTED PROPERTY	\$35.00

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 5. EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after its adoption.”

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

Bob Buster, Chairman of the Board

I HEREBY CERTIFY that at a regular meeting of the Board of Supervisors of said County, held on **May 24, 2011**, the foregoing Ordinance consisting of two (2) sections was adopted by said Board by the following vote:

AYES: Buster, Tavaglione, Stone, Benoit and Ashley  
 NAYS: None  
 ABSENT: None

Kecia Harper-Ihem, Clerk of the Board  
 By: Cecilia Gil, Board Assistant



# Legal Advertising Invoice

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THE BUSINESS PRESS SoCal

LA PRENSA WEEKLY



① BILLING PERIOD 05/08/11 - 05/09/11 | ② ADVERTISING/CLIENT NAME BOARD OF SUPERVISORS  
 ⑤ BILLING DATE 05/09/11 | FOR BILLING INFORMATION CALL (951) 368-9713 | ④ PAGE NO 1  
 ③ TOTAL AMOUNT DUE 314.60 | \* UNAPPLIED AMOUNT | ⑦ TERMS OF PAYMENT Due Upon Receipt

③ REMITTANCE ADDRESS  
 POST OFFICE BOX 12009  
 RIVERSIDE, CA 92502-2209

④ BILLED ACCOUNT NAME AND ADDRESS  
 BOARD OF SUPERVISORS  
 COUNTY OF RIVERSIDE  
 P.O. BOX 1147  
 RIVERSIDE CA 92502

⑥ BILLED ACCOUNT NUMBER 045202 | REP NO LE04

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### PLEASE DETACH AND RETURN UPPER PORTION WITH YOUR REMITTANCE

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05/08	4296388 CO	ORD. NO. 654.17 Class : 10 Ctext Ad# 10645920 Placed By : Cecilia Gil	242 L	1.30		314.60

*Treas./Tax  
3.49 of 04/26/11*

2011 MAY 16 PM 12:51  
 RECEIVED RIVERSIDE COUNTY  
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⑳ CURRENT NET AMOUNT DUE	㉑ 30 DAYS	60 DAYS	OVER 90 DAYS	* UNAPPLIED AMOUNT	㉒ PLEASE PAY THIS AMOUNT 314.60
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5-24-2011 9.6

# THE PRESS-ENTERPRISE

3450 Fourteenth Street  
Riverside CA 92501-3878  
951-684-1200  
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**PROOF OF PUBLICATION  
(2010, 2015.5 C.C.P.)**

Press-Enterprise

PROOF OF PUBLICATION OF

Ad Desc.: ORD. NO. 654.17

I am a citizen of the United States. I am over the age of eighteen years and not a party to or interested in the above entitled matter. I am an authorized representative of THE PRESS-ENTERPRISE, a newspaper of general circulation, printed and published daily in the County of Riverside, and which newspaper has been adjudicated a newspaper of general circulation by the Superior Court of the County of Riverside, State of California, under date of April 25, 1952, Case Number 54446, under date of March 29, 1957, Case Number 65673 and under date of August 25, 1995, Case Number 267864; that the notice, of which the annexed is a printed copy, has been published in said newspaper in accordance with the instructions of the person(s) requesting publication, and not in any supplement thereof on the following dates, to wit:

05-08-11

I Certify (or declare) under penalty of perjury that the foregoing is true and correct.

Date: May 8, 2011  
At: Riverside, California



BOARD OF SUPERVISORS

P.O. BOX 1147  
COUNTY OF RIVERSIDE  
RIVERSIDE CA 92502

Ad #: 10645920

PO #:

Agency #: \_\_\_\_\_

Ad Copy:

## NOTICE OF PUBLIC HEARING BEFORE THE BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE

NOTICE IS HEREBY GIVEN that a public hearing at which all interested persons will be heard, will be held before the Board of Supervisors of Riverside County, California, on the 1st Floor Board Chambers, County Administrative Center, 4080 Lemon Street, Riverside, on Tuesday, May 24, 2011 at 9:30 a.m. to consider adoption of the following ordinance:

### ORDINANCE NO. 654.17

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

The Board of Supervisors of the County of Riverside ordains as follows:  
Section 1. Ordinance No. 654 is amended in its entirety to read as follows:

### ORDINANCE NO. 654

AN ORDINANCE OF THE COUNTY OF RIVERSIDE ESTABLISHING A FEE SCHEDULE FOR SERVICES RENDERED BY THE OFFICE OF THE TREASURER-TAX COLLECTOR

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

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

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

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

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3. MICROFILM COPY (PER ASSESSMENT)	\$11.50
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EACH ADDITIONAL PAGE	\$0.75
5. DUPLICATE TAX BILL	\$2.00
6. COMPUTER COPY	\$2.00
7. PROCESSING UNPAID NEGOTIABLE PAPER	\$68.00
8. PROCESSING FINAL SUB-DIVISION MAPS (PER MAP)	\$76.50
9. SUBSEQUENT TAX CLEARANCE CERTIFICATES	\$9.75
10. REVIEW OF EXCESS PROCEEDS	\$458.25
11. INSTALLMENT PAYMENT PLAN START-UP	\$20.25
12. INSTALLMENT PAYMENT PLAN ANNUAL MAINT. FEE	\$42.75
13. UNSECURED FIELD COLLECTION FEE (PER HOUR)	\$82.50
14. BULK TRANSFERS (PER TRANSFER)	\$20.00
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16. 4 YEAR PAYMENT PLAN MAINT. FEE (YR 2-4)	\$34.50
17. PREPARATION OF DELINQUENT TAX RECORD	\$31.00
18. MERCHANT CHARGEBACKS	\$12.00
19. TIMESHARE SEPARATE ASSESSMENT FEE	\$8.61
20. UNSECURED PARTIAL PAYMENT	\$17.75
21. UNSECURED INVENTORY	\$82.50
22. SPECIAL ASSESSMENT FEE	\$0.38
23. FIXED CHARGE CORRECTION FEE	\$8.64
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25. PERSONAL CONTACT FEE - TAX SALE	\$100.00
26. REDEMPTION OF TAX-DEFAULTED PROPERTY	\$35.00

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 5. EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after its adoption.

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

Dated: May 5, 2011

Kecia Harper-Ihem,  
Clerk of the Board  
By: Cecilia Gil, Board  
Assistant

5/8



# The Desert Sun

mydesert.com

750 N. Gene Autry Trail  
 Palm Springs, CA 92262  
 Billing Inquiries: (866) 875-0854  
 Main Office: (760) 322-8889

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RIV069	0004050255
For the Period	Thru
05/02/11	05/29/11
<b>Due Date</b>	<b>Amount Due</b>
06/15/11	6,259.36
<b>AMOUNT PAID</b>	

PLEASE RETURN THIS TOP SECTION WITH PAYMENT IN THE ENCLOSED ENVELOPE AND INCLUDE YOUR CUSTOMER NUMBER ON REMITTANCE.

Date	EDT	Class	Description	Times Run	Col	Depth	Total Size	Rate	Amount
0502			BALANCE FORWARD						3,324.36
0517			PAYMENT - THANK YOU						980.00-
0508	CLS	0001	CECILIA NO 1538 / GATE F	1	4	6.00	24.00		288.88
0508	CLS	0001	CECILIA NO 1539/ RES 201	1	4	14.00	56.00		680.64
0508	CLS	0001	CECILIA NO 1540 NOTICE O	2	2	117.00	468.00		210.22
0511	CLS	0001	CECLIA NO 1561	10	2	74.00	1480.00		630.20
0513	CLS	0001	CECILIA NO 1612 BOARD OF	2	2	207.00	828.00		359.62
0513	CLS	0001	CECILIA NO 1613 NOTICE O	2	2	89.00	356.00		163.74
0513	CLS	0001	CECILIA NO 1614 NOTICE I	4	2	105.00	840.00		364.60
0520	CLS	0001	CECILIA NO 1719 NOTICE I	4	2	79.00	632.00		278.28
0522	CLS	0001	CECILIA NO 1758 NOTICE O	2	2	71.00	284.00		133.86
0526	CLS	0001	CECILIA NO 1797 NOTICE O	2	2	70.00	280.00		132.20
0528	CLS	0001	CECILIA NO 1825 NOTICE O	2	2	196.00	784.00		341.36
0528	CLS	0001	CECILIA NO 1826 NOTICE O	2	2	190.00	760.00		337.40
Current		Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days	<b>Total Due</b>			
3,915.00		2,344.36	.00	.00	.00	<b>6,259.36</b>			
Contract Type	Contract Qnty.	Expiration Date	Current Usage	Total Used	Quantity Remaining	Salesperson			
						MOELLER			

2011 JUN -8 PM 2:29

The Advertiser shall make payment within 15 days of the billing date indicated on Company's statement, and, in the event that it fails to make payment within such time, Company may reject advertising copy and / or immediately cancel this contract and Advertiser agrees to indemnify Company for all expenses incurred in connection with the collection of amounts payable under this contract, including but not limited to collection fees, attorney's fees and court costs. If this agreement is cancelled due to Advertiser's failure to make timely payment, Company may rebill the Advertiser for the outstanding balance due at the open or earned contract rate, whichever is applicable.

TO ENSURE PROPER CREDIT, PLEASE RETURN THE TOP SECTION AND INCLUDE YOUR CUSTOMER NUMBER ON REMITTANCE.

Customer Number	Name	Invoice Number	Amount Paid
RIV069	RIVERSIDE COUNTY-BOARD OF SUP.	0004050255	

3.49 of 04/26/11

The Desert Sun  
750 N Gene Autry Trail  
Palm Springs, CA 92262  
760-778-4578 / Fax 760-778-4731

State Of California ss:  
County of Riverside

Advertiser:

RIVERSIDE COUNTY-BOARD OF SUP.  
4080 LEMON ST  
RIVERSIDE CA 925013

2000261025

I am over the age of 18 years old, a citizen of the United States and not a party to, or have interest in this matter. I hereby certify that the attached advertisement appeared in said newspaper (set in type not smaller than non pariel) in each and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

Newspaper: The Desert Sun

5/8/2011

I acknowledge that I am a principal clerk of the printer of The Desert Sun, printed and published weekly in the City of Palm Springs, County of Riverside, State of California. The Desert Sun was adjudicated a newspaper of general circulation on March 24, 1988 by the Superior Court of the County of Riverside, State of California Case No. 191236.

I declare under penalty of perjury that the foregoing is true and correct. Executed on this 8th day of May, 2011 in Palm Springs, California.

Declarant's Signature

## Certificate of Publication

No 1540  
NOTICE OF PUBLIC HEARING BEFORE  
THE BOARD OF SUPERVISORS OF THE  
COUNTY OF RIVERSIDE

NOTICE IS HEREBY GIVEN that a public hearing at which all interested persons will be heard, will be held before the Board of Supervisors of Riverside County, California, on the 1st Floor Board Chambers, County Administrative Center, 4080 Lemon Street, Riverside, on Tuesday, May 24, 2011 at 9:30 a.m. to consider adoption of the following ordinance:

**ORDINANCE NO. 654.17**

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

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

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

**ORDINANCE NO. 654**

AN ORDINANCE OF THE COUNTY OF RIVERSIDE ESTABLISHING A FEE SCHEDULE FOR SERVICES RENDERED BY THE OFFICE OF THE TREASURER-TAX COLLECTOR

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

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

Section 2. AUTHORITY. The fees established herein are authorized by Government Code Sections 6157, 5077(b), 54985, 54986, 66010 et seq., 66016, and 66451.2, and Revenue and Taxation Code Sections 182, 2188.8(g), 2509.1, 2511.1, 2706, 2922, 3704.7, 4217, 4674, 4837.5 and 5832.

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

Products/Services	Fee
1. CERTIFIED COPY OF ASSESSMENT	\$3.75
2. MICROFICHE COPY (PER ASSESSMENT)	\$11.50
3. MICROFILM COPY (PER ASSESSMENT)	\$11.50
4. PHOTOCOPY-FIRST PAGE	\$2.00
EACH ADDITIONAL PAGE	\$0.75
5. DUPLICATE TAX BILL	\$2.00
6. COMPUTER COPY	\$2.00
7. PROCESSING UNPAID NEGOTIABLE PAPER	\$68.00
8. PROCESSING FINAL SUB-DIVISION MAPS (PER MAP)	\$76.50
9. SUBSEQUENT TAX CLEARANCE CERTIFICATES	\$9.75
10. REVIEW OF EXCESS PROCEEDS	\$458.25
11. INSTALLMENT PAYMENT PLAN START-UP	\$20.25
12. INSTALLMENT PAYMENT PLAN ANNUAL MAINT. FEE	\$42.75
13. UNSECURED FIELD COLLECTION FEE (PER HOUR)	\$82.50
14. BULK TRANSFERS (PER TRANSFER)	\$20.00
15. 4 YEAR PAYMENT PLAN START-UP	\$21.50
16. 4 YEAR PAYMENT PLAN MAINT. FEE (YR 2-4)	\$34.50
17. PREPARATION OF DELINQUENT TAX RECORD	\$31.00
18. MERCHANT CHARGEBACKS	\$12.00
19. TIMESHARE SEPARATE ASSESSMENT FEE	\$8.61
20. UNSECURED PARTIAL PAYMENT	\$17.75
21. UNSECURED INVENTORY	\$82.50
22. SPECIAL ASSESSMENT FEE	\$0.38
23. FIXED CHARGE CORRECTION FEE	\$8.64
24. UNSECURED DELINQUENT COLLECTION FEE	\$21.50
25. PERSONAL CONTACT FEE - TAX SALE	\$100.00
26. REDEMPTION OF TAX-DEFAULTED PROPERTY	\$35.00

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 5. EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after its adoption.

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

Dated: May 5, 2011  
Kecia Harper-Ihem, Clerk of the Board  
By: Cecilia Gil, Board Assistant

Published: 5/8/11



# Legal Advertising Invoice

THE PRESS-ENTERPRISE **PE.com**

THE BUSINESS PRESS **Socal**  
Commercial Printing

**LA PRENSA WEEKLY**



① BILLING PERIOD | ② ADVERTISING/CLIENT NAME  
 06/03/11 - 06/03/11 | BOARD OF SUPERVISORS  
 ⑤ BILLING DATE | | FOR BILLING INFORMATION CALL | ④ PAGE NO  
 06/03/11 | (951) 368-9713 | | 1  
 ③ TOTAL AMOUNT DUE | [\* UNAPPLIED AMOUNT] | ⑥ TERMS OF PAYMENT  
 327.60 | | Due Upon Receipt

③ REMITTANCE ADDRESS  
 POST OFFICE BOX 12009  
 RIVERSIDE, CA 92502-2209

④ BILLED ACCOUNT NAME AND ADDRESS  
 BOARD OF SUPERVISORS  
 COUNTY OF RIVERSIDE  
 P.O. BOX 1147  
 RIVERSIDE CA 92502

⑦ BILLED ACCOUNT NUMBER | REP NO  
 045202 | LE04

Statement #: 56599023 Amount Paid \$ \_\_\_\_\_ Your Check # \_\_\_\_\_

PLEASE DETACH AND RETURN UPPER PORTION WITH YOUR REMITTANCE

① DATE	① REFERENCE	② ③ ④ DESCRIPTION-OTHER COMMENTS/CHARGES	⑤ SAU SIZE ⑥ BILLED UNITS	⑦ RATE	⑧ GROSS AMOUNT	⑨ NET AMOUNT
06/03	4303519 CO	ORDINANCE NO. 654 Class : 10 Ctext Ad# 10677750 Placed By : Cecilia Gil	252 L	1.30		327.60

Treas./Tax  
 9.6 of 05/24/11  
 I-hv

RECEIVED RIVERSIDE COUNTY  
 CLERK/BOARD OF SUPERVISORS  
 2011 JUN 13 PM 12:53

① CURRENT NET AMOUNT DUE	② 30 DAYS	60 DAYS	OVER 90 DAYS	* UNAPPLIED AMOUNT	③ PLEASE PAY THIS AMOUNT
					327.60

enterprise media  
 THE PRESS-ENTERPRISE **PE.com**  
 P.O. BOX 12009  
 RIVERSIDE, CA 92502-2209  
 FAX (951) 368-9026

ADVERTISING  
 STATEMENT/INVOICE

\* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE



④ STATEMENT NUMBER		ADVERTISER INFORMATION			
①	BILLING PERIOD	⑥ BILLED ACCOUNT NUMBER	⑦ ADVERTISER/CLIENT NUMBER	⑧ ADVERTISER/CLIENT NAME	
56599023	06/03/11 - 06/03/11	045202		BOARD OF SUPERVISORS	

# THE PRESS-ENTERPRISE

3450 Fourteenth Street  
Riverside CA 92501-3878  
951-684-1200  
951-368-9018 FAX

## PROOF OF PUBLICATION (2010, 2015.5 C.C.P.)

Press-Enterprise

PROOF OF PUBLICATION OF

Ad Desc.: Ordinance No. 654

I am a citizen of the United States. I am over the age of eighteen years and not a party to or interested in the above entitled matter. I am an authorized representative of THE PRESS-ENTERPRISE, a newspaper of general circulation, printed and published daily in the County of Riverside, and which newspaper has been adjudicated a newspaper of general circulation by the Superior Court of the County of Riverside, State of California, under date of April 25, 1952, Case Number 54446, under date of March 29, 1957, Case Number 65673 and under date of August 25, 1995, Case Number 267864; that the notice, of which the annexed is a printed copy, has been published in said newspaper in accordance with the instructions of the person(s) requesting publication, and not in any supplement thereof on the following dates, to wit:

06-03-11

I Certify (or declare) under penalty of perjury that the foregoing is true and correct.

Date: Jun. 3, 2011  
At: Riverside, California



BOARD OF SUPERVISORS  
P.O. BOX 1147  
COUNTY OF RIVERSIDE  
RIVERSIDE CA 92502

Ad #: 10677750

PO #:

Agency #: \_\_\_\_\_

Ad Copy:

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

### ORDINANCE NO. 654.17

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

The Board of Supervisors of the County of Riverside ordains as follows:  
Section 1. Ordinance No. 654 is amended in its entirety to read as follows:

#### \*ORDINANCE NO. 654

AN ORDINANCE OF THE COUNTY OF RIVERSIDE  
ESTABLISHING A FEE SCHEDULE FOR SERVICES RENDERED BY THE OFFICE OF THE TREASURER-TAX COLLECTOR

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

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

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

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

Products/Services	Fee
1. CERTIFIED COPY OF ASSESSMENT	\$3.75
2. MICROFICHE COPY (PER ASSESSMENT)	\$11.50
3. MICROFILM COPY (PER ASSESSMENT)	\$11.50
4. PHOTOCOPY-FIRST PAGE	\$2.00
EACH ADDITIONAL PAGE	\$0.75
5. DUPLICATE TAX BILL	\$2.00
6. COMPUTER COPY	\$2.00
7. PROCESSING UNPAID NEGOTIABLE PAPER	\$68.00
8. PROCESSING FINAL SUB-DIVISION MAPS (PER MAP)	\$76.50
9. SUBSEQUENT TAX CLEARANCE CERTIFICATES	\$9.75
10. REVIEW OF EXCESS PROCEEDS	\$458.25
11. INSTALLMENT PAYMENT PLAN START-UP	\$20.25
12. INSTALLMENT PAYMENT PLAN ANNUAL MAINT. FEE	\$42.75
13. UNSECURED FIELD COLLECTION FEE (PER HOUR)	\$82.50
14. BULK TRANSFERS (PER TRANSFER)	\$20.00
15. 4 YEAR PAYMENT PLAN START-UP	\$21.50
16. 4 YEAR PAYMENT PLAN MAINT. FEE (YR 2-4)	\$34.50
17. PREPARATION OF DELINQUENT TAX RECORD	\$31.00
18. MERCHANT CHARGEBACKS	\$12.00
19. TIMESHARE SEPARATE ASSESSMENT FEE	\$8.61
20. UNSECURED PARTIAL PAYMENT	\$17.75
21. UNSECURED INVENTORY	\$82.50
22. SPECIAL ASSESSMENT FEE	\$0.38
23. FIXED CHARGE CORRECTION FEE	\$8.64
24. UNSECURED DELINQUENT COLLECTION FEE	\$21.50
25. PERSONAL CONTACT FEE - TAX SALE	\$100.00
26. REDEMPTION OF TAX-DEFAULTED PROPERTY	\$35.00

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 5. EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after its adoption.

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

Bob Buster, Chairman of the Board

I HEREBY CERTIFY that at a regular meeting of the Board of Supervisors of said County, held on May 24, 2011, the foregoing Ordinance consisting of two (2) sections was adopted by said Board by the following vote:

AYES: Buster, Tavaglione, Stone, Benoit and Ashley

NAYS: None

ABSENT: None

Kecia Harper-Ihem, Clerk of the Board

By: Cecilia Gil, Board Assistant

6/3



# The Desert Sun

mydesert.com

750 N. Gene Autry Trail  
Palm Springs, CA 92262  
Billing Inquiries: (866) 875-0854  
Main Office: (760) 322-8889

## ADVERTISING INVOICE/STATEMENT

Make Checks payable to DESERT SUN PUBLISHING CO.  
P.O. Box 677368 Dallas, TX 75267-7368  
A finance charge of 1.5% per month (18% Annually) will be added to balances not paid by the 20th.

RIV06900000000000000000000040747940070144810821

92

RIVERSIDE COUNTY-BOARD OF SUP.  
PO BOX 1147  
RIVERSIDE CA 92502-1147

Customer No.	Invoice No.
RIV069	0004074794
For the Period	Thru
05/30/11	06/26/11
<b>Due Date</b>	<b>Amount Due</b>
07/15/11	7,014.48
<b>AMOUNT PAID</b>	

PLEASE RETURN THIS TOP SECTION WITH PAYMENT IN THE ENCLOSED ENVELOPE AND INCLUDE YOUR CUSTOMER NUMBER ON REMITTANCE.

Date	EDT	Class	Description	Times Run	Col	Depth	Total Size	Rate	Amount
0530			BALANCE FORWARD						6,259.36
0617			PAYMENT - THANK YOU						3,134.86-
0528	CLS	0001	CECILIA NO 1827 NOTICE I	4	2	63.00	504.00		215.16
0603	CLS	0001	CECILIA NO 1882 BOARD OF	2	2	120.00	480.00		215.20
0605	CLS	0001	CECILIA NO 1921 NOTICE O	4	2	158.00	1264.00		540.56
0611	CLS	0001	CECILIA NO 2004 NOTICE O	4	2	105.00	840.00		364.60
0615	CLS	0001	CECILIA NO 2018 NOTICE	10	2	47.00	940.00		406.10
0617	CLS	0001	CECILIA NO 2066 BOARD OF	2	2	183.00	732.00		319.78
0617	CLS	0001	CECILIA NO 2067 BOARD OF	2	2	715.00	2860.00		1,202.90
0617	CLS	0001	CECILIA NO 2065 NOTICE O	2	2	87.00	348.00		160.42
0622	CLS	0001	CECILIA NO 2110 BOARD OF	2	2	157.00	628.00		276.62
0622	CLS	0001	CECILIA NO 2111 NOTICE O	2	2	104.00	416.00		188.64
									2011 JUL -7 PM 11:52
									9.6 of 05/24/11
Current	Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days	<b>Total Due</b>				
3,099.48	3,915.00	.00	.00	.00	<b>7,014.48</b>				
Contract Type	Contract Qnty.	Expiration Date	Current Usage	Total Used	Quantity Remaining	Salesperson			
						MOELLER			

The Advertiser shall make payment within 15 days of the billing date indicated on Company's statement, and, in the event that it fails to make payment within such time, Company may reject advertising copy and / or immediately cancel this contract and Advertiser agrees to indemnify Company for all expenses incurred in connection with the collection of amounts payable under this contract, including but not limited to collection fees, attorney's fees and court costs. If this agreement is cancelled due to Advertiser's failure to make timely payment, Company may rebill the Advertiser for the outstanding balance due at the open or earned contract rate, whichever is applicable.

TO ENSURE PROPER CREDIT, PLEASE RETURN THE TOP SECTION AND INCLUDE YOUR CUSTOMER NUMBER ON REMITTANCE.

Customer Number	Name	Invoice Number	Amount Paid
RIV069	RIVERSIDE COUNTY-BOARD OF SUP.	0004074794	

The Desert Sun  
750 N Gene Autry Trail  
Palm Springs, CA 92262  
760-778-4578 / Fax 760-778-4731

State of California ss:  
County of Riverside

**Advertiser:**

RIVERSIDE COUNTY-BOARD OF SUP.  
4080 LEMON ST  
RIVERSIDE CA 925013

2000264960

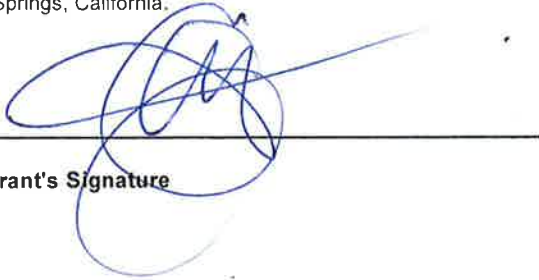
I am over the age of 18 years old, a citizen of the United States and not a party to, or have interest in this matter. I hereby certify that the attached advertisement appeared in said newspaper (set in type not smaller than non pariel) in each and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

Newspaper: The Desert Sun

6/3/2011

I acknowledge that I am a principal clerk of the printer of The Desert Sun, printed and published weekly in the City of Palm Springs, County of Riverside, State of California. The Desert Sun was adjudicated a newspaper of general circulation on March 24, 1988 by the Superior Court of the County of Riverside, State of California Case No. 191236.

I declare under penalty of perjury that the foregoing is true and correct. Executed on this 3rd day of June, 2011 in Palm Springs, California.



Declarant's Signature

**Certificate of Publication**

No 1882  
BOARD OF SUPERVISORS OF THE COUNTY  
OF RIVERSIDE, STATE OF CALIFORNIA

ORDINANCE NO. 654.17

**AN ORDINANCE OF THE COUNTY OF RIVERSIDE AMENDING ORDINANCE NO. 654 RELATING TO THE FEE SCHEDULE FOR SERVICES RENDERED BY THE OFFICE OF THE TREASURER-TAX COLLECTOR**

The Board of Supervisors of the County of Riverside ordains as follows:  
Section 1. Ordinance No. 654 is amended in its entirety to read as follows:

\*ORDINANCE NO. 654

**AN ORDINANCE OF THE COUNTY OF RIVERSIDE ESTABLISHING A FEE SCHEDULE FOR SERVICES RENDERED BY THE OFFICE OF THE TREASURER-TAX COLLECTOR**

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

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

Section 2. AUTHORITY. The fees established herein are authorized by Government Code Sections 6157, 5077(b), 54985, 54986, 66010 et seq., 66016, and 66451.2, and Revenue and Taxation Code Sections 162, 2188.B(g), 2509.1, 2511.1, 2706, 2922, 3704.7, 4217, 4674, 4837.5 and 5832.

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25. PERSONAL CONTACT FEE - TAX SALE	\$100.00
26. REDEMPTION OF TAX-DEFAULTED PROPERTY	\$35.00

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 5. EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after its adoption.\*

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

Bob Buster, Chairman of the Board

I HEREBY CERTIFY that at a regular meeting of the Board of Supervisors of said County, held on May 24, 2011, the foregoing Ordinance consisting of two (2) sections was adopted by said Board by the following vote:

AYES: Buster, Tavaglione, Stone, Benoit and Ashley  
NAYS: None  
ABSENT: None

Kecia Harper-Ihem, Clerk of the Board  
By: Cecilia Gil, Board Assistant

Published: 6/3/11