

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



ITEM: 21.8  
(ID # 29248)

MEETING DATE:  
Tuesday, November 18, 2025

FROM : SHERIFF-CORONER-PA

SUBJECT: SHERIFF-CORONER-PA: Public Hearing and Adoption of Ordinance No 1003, An Ordinance of the County of Riverside Establishing a Fee Schedule for Riverside County Sheriff's Office Administrative and Licensing Services; All Districts. [\$0 Total Cost]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Hold a public hearing and waive further reading of proposed Ordinance No. 1003, Establishing a Fee Schedule for Riverside County Sheriff's Office Administrative and Licensing Service; and,
2. Adopt Ordinance No. 1003, an Ordinance of the County of Riverside Establishing a Fee Schedule for Riverside County Sheriff's Office Administrative and Licensing Services; and,
3. Direct the Clerk of the Board to publish Ordinance No. 1003 pursuant to Government Code Section 25124.

ACTION: Set for Hearing

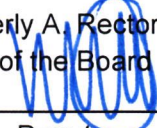
  
David Lelevier, Assistant Sheriff 11/10/2025

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Gutierrez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and Ordinance 1003 is adopted with waiver of the reading.

Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez  
Nays: None  
Absent: None  
Date: November 18, 2025  
xc: Sheriff, COB/MC/AB/DL/NS

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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

| <b>FINANCIAL DATA</b>                         | <b>Current Fiscal Year:</b> | <b>Next Fiscal Year:</b> | <b>Total Cost:</b>        | <b>Ongoing Cost</b> |
|---|-----------------------------|--------------------------|---------------------------|---------------------|
| <b>COST</b>                                   | \$ 0                        | \$ 0                     | \$ 0                      | \$ 0                |
| <b>NET COUNTY COST</b>                        | \$ 0                        | \$ 0                     | \$ 0                      | \$ 0                |
| <b>SOURCE OF FUNDS: 100% Sheriff's Budget</b> |                             |                          | <b>Budget Adjustment:</b> | No                  |
|   |                             |                          | <b>For Fiscal Year:</b>   | 25/26               |

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

BR: 26-065

Prev. Agn. Ref.: 10/28/2025 3.30

**BACKGROUND:**

**Summary**

Riverside County Ordinance No. 1003 consolidates a fee schedule for the Riverside County Sheriff's Office administrative and licensing services. Formerly, fees to be charged for specific administrative and licensing services performed by the Sheriff's Office were set forth in each respective ordinance covering regulated activity. Ordinance No. 1003 adopts a single fee schedule so that future adjustments to fees can be made via a single resolution rather than requiring the amendment of multiple ordinances. The Sheriff's Office has computed the appropriate updated billing rates for the Sheriff's Schedule of Fees. These rates, except for those set by State law, reflect full cost recovery for all services listed.

On September 22, 2025, the Board of Supervisors for the County of Riverside approved an order to initiate Riverside County Ordinance No. 1003 (Minute Order 3.48).

On October 28, 2025, the Board of Supervisors for the County of Riverside approved an order to introduce Riverside County Ordinance No. 1003 (Minute Order 3.30).

Sheriff's staff is proposing that public hearings on the fees associated with Riverside County Ordinance No. 1003 be set for November 18, 2025.

**Impact on Residents and Businesses**

Upon Board approval of the proposed Ordinance No. 1003 to the related Riverside County Sheriff's Office fee ordinance, the County Ordinances will be updated and made available to the public. Affected business may experience a small increase in fees associated with professional licenses processed by the Sheriff's Office, which increases are intended to account for the increased cost of providing such services.

**Additional Fiscal Information**

According to Board Policy A-67, the Board of Supervisors is to consider the costs associated with preparing, processing and implementing an ordinance amendment in deciding whether to adopt an order initiating the amendment. The adoption of Ordinance No. 1003 should have no

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

fiscal impact on the county as it is merely an adjustment intended to allow the Sheriff's Office to recover its costs in processing administrative and licensing services.

**Contract History and Price Reasonableness**

N/A

**ATTACHMENTS:**

Ord No. 1003

  
Rene Casillas, Internal Audits Chief 11/10/2025

  
Rebecca S Cortez, Principal Management Analyst 11/12/2025

  
Braden Holly, Deputy County Counsel 11/4/2025

  
Aaron Gettis, Chief of Deputy County Counsel 11/4/2025



## ATTACHMENT -- A

Schedule of Fees  
FY 25/26

|   | Legal Authority Notes             | Revenue Code     | 6/22/2010 Approved Schedule | New Proposed Schedule |
|---|-----------------------------------|------------------|-----------------------------|-----------------------|
| ABC Letters<br>New permit / Letter  | (Charitable Organizations Exempt) | 773510           | \$ 172.00                   | \$ 99.00              |
| <b>CRIME ANALYSIS</b><br>Information on local area crime statistics (Per hour, 1 hour minimum)  |                                   | 773530           | \$ 50.00                    | \$ 81.00              |
| <b>FINGERPRINTING / LIVSCAN</b><br>County Fingerprint Fee<br>(Fee does not include CA DOJ or FBI fee)   | PC 13300(e)                       | 773550           | \$ 10.00                    | \$ 31.00              |
| <b>LICENSES</b>   |                                   |                  |                             |                       |
| Bingo License<br>Initial/Renewal  | Ordinance 558.13                  | 726060           | \$ 50.00                    | \$ 90.00              |
| Massage License (Non Refundable)<br>Business - Initial<br>County Fingerprint Fee<br>TOTAL - Massage License Business - Initial<br>(Fee does not include CA DOJ or FBI fee)            | Ordinance 596.2                   | 721040<br>773550 | \$ 585.00<br>\$ 10.00       | \$ 968.00<br>\$ 31.00 |
| Renewal   |                                   | 721040           | \$ 316.00                   | \$ 559.00             |
| Technicians - Initial<br>County Fingerprint Fee<br>TOTAL - Massage License Technicians - Initial<br>(Fee does not include CA DOJ or FBI fee)  | Ordinance 596.2                   | 721040<br>773550 | \$ 214.00<br>\$ 10.00       | \$ 181.00<br>\$ 31.00 |
| Renewal   |                                   | 721040           | \$ 120.00                   | \$ 151.00             |
| Palm Readers / Fortune Teller License - Initial (Non Refundable)<br>County Fingerprint Fee<br>TOTAL - Palm Readers/Fortune Teller License<br>(Fee does not include CA DOJ or FBI fee) | Ordinance 508.2<br>PC 13300(e)    | 721020<br>773550 | \$ 120.00<br>\$ 10.00       | \$ 151.00<br>\$ 31.00 |
| Renewal   | Ordinance 508.1                   | 721020           | \$ 111.00                   | \$ 136.00             |
| Secondhand Dealer License<br>County Processing Fee - Initial<br>County Fingerprint Fee<br>TOTAL - Secondhand Dealers License - Initial<br>(Fee does not include CA DOJ or FBI fee)    | B&P 21641<br>PC 13300 (e)         | 773550           | \$ 107.00<br>\$ 10.00       | \$ 229.00<br>\$ 31.00 |
| County Processing Fee - Renewal<br>(Fee does not include CA DOJ or FBI fee)   | B&P 21642                         |                  | \$ 59.00                    | \$ 127.00             |
| Sex-Oriented Business License (Non-Refundable Fee)<br>Initial<br>County Fingerprint Fee<br>TOTAL - Sex-Oriented Business License - Initial  | Ordinance 743.2                   | 721060           | \$ 510.00<br>\$ 10.00       | \$ 847.00<br>\$ 31.00 |
| Renewal   |                                   | 721060           | \$ 276.00                   | \$ 449.00             |
| <b>PERMITS</b>  |                                   |                  |                             |                       |
| Dance Permit<br>Daily (Charitable / Non-Profit Organizations Exempt)<br>Monthly (Charitable / Non-Profit Organizations Exempt)  | Ordinance 366.12                  | 726100<br>726100 | \$ 3.00<br>\$ 25.00         | \$ 3.00<br>\$ 27.00   |
| Explosive Handling Permit<br>Under 100 Pounds<br>County Processing Fee<br>Under 100 Pounds Fee<br>TOTAL - Explosive Permits Under 100 Pounds  | Health & Safety Code 12105        | 726140           | \$ 252.00<br>\$ 2.00        | \$ 341.00<br>\$ 2.00  |
| Over 100 Pounds<br>County Processing Fee<br>Over 100 Pounds Fee<br>TOTAL - Explosive Permits Over 100 Pounds  | Health & Safety Code 12105        | 726140           | \$ 252.00<br>\$ 10.00       | \$ 341.00<br>\$ 10.00 |

ATTACHMENT -- A

Schedule of Fees  
FY 25/26

|  | Legal Authority Notes                | Revenue Code | 6/22/2010 Approved Schedule | New Proposed Schedule |
|--|--------------------------------------|--------------|-----------------------------|-----------------------|
| Magazine Inspection  |                                      | 726140       | \$ 382.00                   | \$ 500.00             |
| <b>REPORTS</b>   |                                      |              |                             |                       |
| Arrest / Booking Report  | GC 7922.525 and GC 7922.545          | 777060       | \$ 12.00                    | \$ 24.00              |
| Clearance Letters  |                                      | 726220       | \$ 17.00                    | \$ 33.00              |
| Book and Release Letters   |                                      | 726220       |                             | \$ 28.00              |
| Crime/Traffic Collision Reports  | GC 7922.525 and GC 7922.545          | 777060       | \$ 13.00                    | \$ 25.00              |
| Crime/Traffic Collision Reports with Photos  | GC 7922.525 and GC 7922.545          | 777060       |                             | \$ 30.00              |
| Jail Log (Initial Request)   | GC 7922.525 and GC 7922.545          | 777060       | \$ 20.00                    | \$ 39.00              |
| Jail Log (Daily Rate)  | GC 7922.525 and GC 7922.545          | 777060       | \$ 5.00                     | \$ 10.00              |
| CAD Call Logs  | GC 7922.525 and GC 7922.545          | 777060       |                             | \$ 32.00              |
| Photographs/Digital Photos   |                                      |              |                             |                       |
| 1. Mug shots   |                                      | 777500       | \$ 8.00                     | \$ 16.00              |
| 2. 35mm to Computer to DVD   |                                      | 777500       | \$ 42.00                    | \$ 61.00              |
| 3. Digital to Computer to DVD  |                                      | 777500       | \$ 20.00                    | \$ 34.00              |
| 4. Computer to DVD   |                                      | 777500       | \$ 13.00                    | \$ 32.00              |
| Record check inquiry (non-criminal justice agencies)                                 |                                      | 777060       | \$ 7.00                     | \$ 13.00              |
| Record review subject of inquiry   |                                      | 777060       | \$ 23.00                    | \$ 42.00              |
| Reproduction of audio or video tape (blank tape supplied) (Per hour, 1 hour minimum) |                                      | 777500       | \$ 32.00                    | \$ 73.00              |
| <b>VICR FEE</b>  |                                      |              |                             |                       |
| Vehicle Impound Cost Recovery Fee  | R-96-269, VC 22650                   | 773600       | \$ 92.00                    | \$ 181.00             |
| <b>CLETS ONBOARDING FEE</b>  |                                      |              |                             |                       |
|  | EDC 35021.1, EDC 45125.5, PC 11105.3 | 777500       |                             | \$ 933.00             |

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| <p>B&amp;P --- BUSINESS AND PROFESSIONS CODE<br/> CJIS --- CALIFORNIA JUSTICE INFORMATION SERVICES<br/> EDC --- EDUCATION CODE<br/> GC --- GOVERNMENT CODE<br/> HS --- HEALTH &amp; SAFETY<br/> PC --- PENAL CODE<br/> VC --- VEHICLE CODE</p> |
|--|

1 do not constitute a general tax.

2 Section 4. FEE SCHEDULE. The Board of Supervisors establishes the fee  
3 schedule set forth in Attachment "A" of this Ordinance for the Riverside County Sheriff's  
4 Office related to various administrative and licensing services, including the issuance of  
5 permits.

6 Section 5. AMENDING FEE SCHEDULE. The fee schedule, identified as  
7 Exhibit "A" to this ordinance, may be amended by resolution."

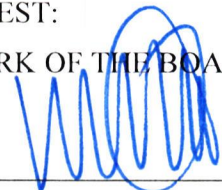
8 Section 2. SEVERABILITY. If any provision, clause, sentence or paragraph of this  
9 ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity  
10 shall not affect the other provisions of this ordinance which can be given effect without the invalid provision  
11 or application, and to this end, the provisions of this ordinance are hereby declared to be severable.

12 Section 3. EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after  
13 its adoption.

14  
15 BOARD OF SUPERVISORS OF THE COUNTY  
16 OF RIVERSIDE, STATE OF CALIFORNIA

17 By:   
18 V. Manuel Perez, Chairman

19 ATTEST:  
20 CLERK OF THE BOARD

21 By:   
22 Deputy  
23 (SEAL)

24 APPROVED AS TO FORM  
25 October 9, 2025

26 By:   
27 BRADEN J. HOLLY  
28 Deputy County Counsel

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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 November 18, 2025, the foregoing ordinance consisting of 6 Sections was adopted by the following vote:

AYES:            Medina, Spiegel, Washington, Perez, and Gutierrez  
NAYS:            None  
ABSENT:         None  
ABSTAIN:        None

DATE:            November 18, 2025

KIMBERLY A. RECTOR  
Clerk of the Board

BY: \_\_\_\_\_  
  Deputy

SEAL

**The Press-Enterprise**

3512 14th Street  
Riverside, CA 92501  
Willoughby, OH 44096  
951-368-9222  
951-368-9018 FAX

BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE  
PO BOX 1147  
RIVERSIDE, CA 92502

.....

*Account Number:* 5209148

*Ad Order Number:* 0011766794

*Customer's Reference* ORDINANCE NO. 1003  
*/ PO Number:*

*Publication:* The Press-Enterprise

*Publication Dates:* 11/29/2025

*Amount:* \$1,861.52

*Payment Amount:* \$0.00

*Invoice Text:* BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
ORDINANCE NO. 1003  
AN ORDINANCE OF THE COUNTY OF RIVERSIDE ESTABLISHING A FEE SCHEDULE FOR RIVERSIDE COUNTY SHERIFF OFFICE ADMINISTRATIVE AND LICENSING SERVICES

The Board of Supervisors of the County of Riverside ordains as follows:  
Section 1. Ordinance No. 1003 is adopted in its entirety to read as follows:  
"ORDINANCE NO. 1003

AN ORDINANCE OF THE COUNTY OF RIVERSIDE ESTABLISHING A FEE SCHEDULE FOR RIVERSIDE COUNTY SHERIFF OFFICE ADMINISTRATIVE AND LICENSING SERVICES

Section 1. FINDINGS. The Board of Supervisors finds the following:

A. Pursuant to the authority set forth in Article XIII C, Section 1 of the Constitution of the State of California, the County of Riverside may impose charges for the reasonable regulatory costs for issuing licenses and permits and performing investigations, inspections, and audits, including the costs of administrative enforcement related thereto. B. The Riverside County Auditor-Controller's Office performed a review of the rates to be charged pursuant to this Ordinance No. 1003 for services provided for the purpose set forth in Section 1(A), above, and determined that the charges are reasonably calculated to recover the cost of providing said services. Section 2. PURPOSE. The purpose of this ordinance is to allow the Riverside County Sheriff's Department to recover costs associated with issuing various business licenses and permits, as well as any associated investigations, inspections, audits, and enforcement related thereto, as authorized by the Constitution of the State of California.

Section 3. AUTHORITY. Article XIII C, Section 1(b)(3) of the Constitution of the State of California expressly provides that a local government may recover a charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof, and that such charges do not constitute a general tax.

Section 4. FEE SCHEDULE. The Board of Supervisors establishes the fee schedule set forth in Attachment "A" of this Ordinance for the Riverside County Sheriff's Office related to various administrative and licensing services, including the issuance of permits.

Section 5. AMENDING FEE SCHEDULE. The fee schedule, identified as Exhibit "A" to this ordinance, may be amended by resolution."

Section 2. SEVERABILITY. If any provision, clause, sentence or paragraph of this ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other provisions of this ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are hereby declared to be severable."

Section 3. EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after its adoption.

**ATTACHMENT - A Schedule of Fees Legal Revenue 6/22/2010 New  
FY 25/26 Authority Code Approved Proposed**

**Notes Schedule Schedule**

ABC Letters (Charitable Organizations Exempt)

New permit/Letter 773510 \$ 172.00 \$ 99.00

**CRIME ANALYSIS**

Information on local area crime statistics (Per hour, 1 hour minimum) 773530 \$ 50.00 \$ 81.00

**FINGERPRINTING/LIVESCAN**

County Fingerprint Fee PC 13300(e) 773550 \$ 10.00 \$ 31.00

(Fee does not include CA DOJ or FBI fee)

**LICENSES**

Bingo License

Initial/Renewal Ordinance 558.13 726060 \$ 50.00 \$ 90.00

Massage License (Non Refundable)

Business - Initial Ordinance 596.2 721040 \$ 585.00 \$ 968.00

County Fingerprint Fee 773550 \$ 10.00 \$ 31.00

TOTAL-Massage License Business - Initial \$ 595.00 \$ 999.00

(Fee does not include CA DOJ or FBI fee)

Renewal 721040 \$ 316.00 \$ 559.00

Technicians - Initial Ordinance 596.2 721040 \$ 214.00 \$ 181.00

County Fingerprint Fee 773550 \$ 10.00 \$ 31.00

TOTAL-Massage License Technicians - Initial \$ 224.00 \$ 212.00

(Fee does not include CA DOJ or FBI fee)

Renewal 721040 \$ 120.00 \$ 151.00

Palm Readers / Fortune Teller License -

Initial (Non Refundable) Ordinance 508.2 721020 \$ 120.00 \$ 151.00  
County Fingerprint Fee PC 13300(e) 773550 \$ 10.00 \$ 31.00  
TOTAL-Palm Readers/Fortune Teller License \$ 130.00 \$182.00  
(Fee does not include CA DOJ or FBI fee)  
Renewal Ordinance 508.1 721020 \$111.00 \$136.00

Secondhand Dealer License  
County Processing Fee - Initial B&P 21641 \$ 107.00 \$ 229.00  
County Fingerprint Fee PC 13300 (e) 773550 \$ 10.00 \$ 31.00  
TOTAL-Secondhand Dealers License - Initial \$ 117.00 \$ 260.00  
(Fee does not include CA DOJ or FBI fee)

County Processing Fee - Renewal B&P 21642 \$ 59.00 \$127.00  
(Fee does not include CA DOJ or FBI fee)

Sex-Oriented Business License (Non-Refundable Fee) Ordinance 743.2  
Initial 721060 \$ 510.00 \$ 847.00  
County Fingerprint Fee \$ 10.00 \$ 31.00  
TOTAL-Sex-Oriented Business License - Initial \$ 520.00 \$ 878.00

Renewal 721060 \$ 276.00 \$ 449.00

#### PERMITS

Dance Permit Ordinance 366.12  
Daily (Charitable/Non-Profit Organizations Exempt) 726100 \$ 3.00 \$ 3.00  
Monthly (Charitable/Non-Profit Organizations Exempt) 726100 \$ 25.00 \$ 27.00

Explosive Handling Permit  
Under 100 Pounds  
County Processing Fee 726140 \$ 252.00 \$341.00  
Under 100 Pounds Fee Health & Safety Code 12105 \$ 2.00 \$ 2.00  
TOTAL - Explosive Permits Under 100 Pounds \$ 254.00 \$ 343.00

Over 100 Pounds  
County Processing Fee 726140 \$ 252.00 \$341.00  
Over 100 Pounds Fee Health & Safety Code 12105 \$ 10.00 \$ 10.00  
TOTAL-Explosive Permits Over 100 Pounds \$ 262.00 \$ 351.00

Magazine Inspection 726140 \$ 382.00 \$ 500.00

#### REPORTS

Arrest/Booking Report GC 7922.525 and GC 7922.545 777060 \$ 12.00 \$ 24.00  
Clearance Letters 726220 \$17.00 \$ 33.00  
Book and Release Letters 726220 \$ 28.00  
Crime/Traffic Collision Reports GC 7922.525 and GC 7922.545 726220 \$ 13.00 \$ 25.00  
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CAD Call Logs GC 7922.525 and GC 7922.545 726220 \$ 32.00

Photographs/Digital Photos  
1. Mug shots 777500 \$ 8.00 \$ 16.00  
2. 35mm to Computer to DVD 777500 \$ 42.00 \$ 61.00  
3. Digital to Computer to DVD 777500 \$ 20.00 \$ 34.00  
4. Computer to DVD 777500 \$13.00 \$ 32.00  
Record check inquiry (non-criminal justice agencies) 777060 \$ 7.00 \$ 13.00  
Record review subject of inquiry 777060 \$ 23.00 \$ 42.00  
Reproduction of audio or video tape (blank tape supplied)  
(Per hour, 1 hour minimum) 777060 \$ 32.00 \$ 73.00

#### VICR FEE

Vehicle Impound Cost Recovery Fee R-96-269, VC 22650 773600 \$ 92.00 \$181.00

CLETS ONBOARDING FEE EDC 35021.1, EDC 45125.5, PC 11105.3 777500 \$933.00

**B&P BUSINESS AND PROFESSIONS CODE**  
**CJIS CALIFORNIA JUSTICE INFORMATION SERVICES**  
**EDC... EDUCATION CODE**

GC... GOVERNMENT CODE

HS... HEALTH & SAFETY

PC-PENAL CODE

VC VEHICLE CODE

V. Manuel Perez, Chair of the Board

I HEREBY CERTIFY that at a regular meeting of the Board of Supervisors of said County, held on **November 18, 2025**, the foregoing Ordinance was adopted by said Board by the following vote:

AYES: Medina, Spiegel, Washington, Perez, and Gutierrez

NAYS: None

ABSENT: None

Kimberly A. Rector, Clerk of the Board

By: Naomi Sicra, Clerk of the Board Assistant

Published The Press-Enterprise 11/29/2025

# The Press-Enterprise

3512 14th Street  
Riverside, CA 92501  
Willoughby, OH 44096  
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951-368-9018 FAX

5209148

BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE  
PO BOX 1147  
RIVERSIDE, CA 92502

Publication: The Press-Enterprise

PROOF OF PUBLICATION OF

Ad Desc: ORDINANCE NO. 1003

**FILE NO. ORDINANCE NO. 1003**

## PROOF OF PUBLICATION

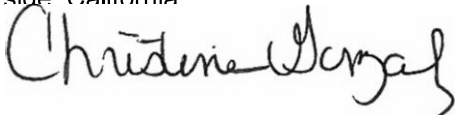
I am a citizen of the United States. I am over the age of eighteen years and not a party to or interested in the above entitled matter. I am an authorized representative of THE PRESS-ENTERPRISE, a newspaper in general circulation, printed and published daily in the County of Riverside, and which newspaper 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, under date of August 25, 1995, Case Number 267864, and under date of September 16, 2013, Case Number RIC 1309013; 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:

**11/29/2025**

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

Date: November 29, 2025.

At: Riverside, California



Legal Advertising Representative, The Press-Enterprise

Legal No. **0011766794**

**Ad Copy:**

BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
ORDINANCE NO. 1003  
AN ORDINANCE OF THE COUNTY OF RIVERSIDE ESTABLISHING A FEE SCHEDULE FOR  
RIVERSIDE COUNTY SHERIFF'S OFFICE  
ADMINISTRATIVE AND LICENSING SERVICES

The Board of Supervisors of the County of Riverside ordains as follows:  
Section 1. Ordinance No. 1003 is adopted in its entirety to read as follows:

"ORDINANCE NO. 1003

AN ORDINANCE OF THE COUNTY OF RIVERSIDE ESTABLISHING A FEE SCHEDULE FOR  
RIVERSIDE COUNTY SHERIFF'S OFFICE ADMINISTRATIVE AND LICENSING SERVICES

Section 1. FINDINGS. The Board of Supervisors finds the following:

- A. Pursuant to the authority set forth in Article XIII C, Section 1 of the Constitution of the State of California, the County of Riverside may impose charges for the reasonable regulatory costs for issuing licenses and permits and performing investigations, inspections, and audits, including the costs of administrative enforcement related thereto.
- B. The Riverside County Auditor-Controller's Office performed a review of the rates to be charged pursuant to this Ordinance No. 1003 for services provided for the purpose set forth in Section 1(A), above, and determined that the charges are reasonably calculated to recover the cost of providing said services.

Section 2. PURPOSE. The purpose of this ordinance is to allow the Riverside County Sheriff's Department to recover costs associated with issuing various business licenses and permits, as well as any associated investigations, inspections, audits, and enforcement related thereto, as authorized by the Constitution of the State of California.

Section 3. AUTHORITY. Article XIII C, Section 1(b)(3) of the Constitution of the State of California expressly provides that a local government may recover a charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof, and that such charges do not constitute a general tax.

Section 4. FEE SCHEDULE. The Board of Supervisors establishes the fee schedule set forth in Attachment "A" of this Ordinance for the Riverside County Sheriff's Office related to various administrative and licensing services, including the issuance of permits.

Section 5. AMENDING FEE SCHEDULE. The fee schedule, identified as Exhibit "A" to this ordinance, may be amended by resolution."

Section 2. SEVERABILITY. If any provision, clause, sentence or paragraph of this ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other provisions of this ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are hereby declared to be severable."

Section 3. EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after its adoption.

| ATTACHMENT - A  | Schedule of Fees<br>FY 25/26 | Legal<br>Authority<br>Notes | Revenue<br>Code | 6/22/2010<br>Approved<br>Schedule | New<br>Proposed<br>Schedule |
|---|------------------------------|-----------------------------|-----------------|-----------------------------------|-----------------------------|
| ABC Letters (Charitable Organizations Exempt)   |                              |                             |                 |                                   |                             |
| New permit/Letter   |                              |                             | 773510          | \$ 172.00                         | \$ 99.00                    |
| CRIME ANALYSIS  |                              |                             |                 |                                   |                             |
| Information on local area crime statistics (Per hour, 1 hour minimum)                   |                              |                             | 773530          | \$ 50.00                          | \$ 81.00                    |
| FINGERPRINTING/LIVESCAN   |                              |                             |                 |                                   |                             |
| County Fingerprint Fee<br>(Fee does not include CA DOJ or FBI fee)                      |                              | PC 13300(e)                 | 773550          | \$ 10.00                          | \$ 31.00                    |
| LICENSES  |                              |                             |                 |                                   |                             |
| Bingo License   |                              |                             |                 |                                   |                             |
| Initial/Renewal   |                              | Ordinance 558.13            | 726060          | \$ 50.00                          | \$ 90.00                    |
| Massage License (Non Refundable)  |                              |                             |                 |                                   |                             |
| Business - Initial  |                              | Ordinance 596.2             | 721040          | \$ 585.00                         | \$968.00                    |
| County Fingerprint Fee  |                              |                             | 773550          | \$ 10.00                          | \$ 31.00                    |
| TOTAL-Massage License Business - Initial<br>(Fee does not include CA DOJ or FBI fee)    |                              |                             |                 | \$ 595.00                         | \$999.00                    |
| Renewal   |                              |                             | 721040          | \$ 316.00                         | \$ 559.00                   |
| Technicians - Initial   |                              | Ordinance 596.2             | 721040          | \$ 214.00                         | \$ 181.00                   |
| County Fingerprint Fee  |                              |                             | 773550          | \$ 10.00                          | \$ 31.00                    |
| TOTAL-Massage License Technicians - Initial<br>(Fee does not include CA DOJ or FBI fee) |                              |                             |                 | \$ 224.00                         | \$212.00                    |
| Renewal   |                              |                             | 721040          | \$ 120.00                         | \$ 151.00                   |
| Palm Readers / Fortune Teller License -<br>Initial (Non Refundable)                     |                              | Ordinance 508.2             | 721020          | \$ 120.00                         | \$ 151.00                   |
| County Fingerprint Fee  |                              | PC 13300 (e)                | 773550          | \$ 10.00                          | \$ 31.00                    |
| TOTAL-Palm Readers/Fortune Teller License<br>(Fee does not include CA DOJ or FBI fee)   |                              |                             |                 | \$ 130.00                         | \$182.00                    |
| Renewal   |                              | Ordinance 508.1             | 721020          | \$111.00                          | \$136.00                    |
| Secondhand Dealer License   |                              |                             |                 |                                   |                             |
| County Processing Fee - Initial   |                              | B&P 21641                   |                 | \$ 107.00                         | \$ 229.00                   |
| County Fingerprint Fee  |                              | PC 13300 (e)                | 773550          | \$ 10.00                          | \$ 31.00                    |
| TOTAL-Secondhand Dealers License - Initial<br>(Fee does not include CA DOJ or FBI fee)  |                              |                             |                 | \$ 117.00                         | \$ 260.00                   |
| County Processing Fee - Renewal<br>(Fee does not include CA DOJ or FBI fee)             |                              | B&P 21642                   |                 | \$ 59.00                          | \$127.00                    |
| Sex-Oriented Business License (Non-Refundable Fee)                                      |                              | Ordinance 743.2             |                 |                                   |                             |
| Initial   |                              |                             | 721060          | \$ 510.00                         | \$ 847.00                   |
| County Fingerprint Fee  |                              |                             |                 | \$ 10.00                          | \$ 31.00                    |
| TOTAL-Sex-Oriented Business License - Initial   |                              |                             |                 | \$ 520.00                         | \$ 878.00                   |
| Renewal   |                              |                             | 721060          | \$ 276.00                         | \$ 449.00                   |

| PERMITS                   |   |   |           |  |           |
|---------------------------|---|---|-----------|--|-----------|
| Dance Permit              |   |   |           |  |           |
|                           | Ordinance 366.12  |   |           |  |           |
|                           | Daily (Charitable/Non-Profit Organizations Exempt)                                      | 726100                                      | \$ 3.00   |  | \$ 3.00   |
|                           | Monthly (Charitable/Non-Profit Organizations Exempt)                                    | 726100                                      | \$ 25.00  |  | \$ 27.00  |
| Explosive Handling Permit |   |   |           |  |           |
|                           | Under 100 Pounds  |   |           |  |           |
|                           | County Processing Fee   | 726140                                      | \$ 252.00 |  | \$341.00  |
|                           | Under 100 Pounds Fee  | Health & Safety Code 12105                  | \$ 2.00   |  | \$ 2.00   |
|                           | TOTAL - Explosive Permits Under 100 Pounds  |   | \$ 254.00 |  | \$ 343.00 |
| Over 100 Pounds           |   |   |           |  |           |
|                           | County Processing Fee   | 726140                                      | \$ 252.00 |  | \$341.00  |
|                           | Over 100 Pounds Fee   | Health & Safety Code 12105                  | \$ 10.00  |  | \$ 10.00  |
|                           | TOTAL-Explosive Permits Over 100 Pounds   |   | \$ 262.00 |  | \$ 351.00 |
|                           | Magazine Inspection   | 726140                                      | \$ 382.00 |  | \$ 500.00 |
| REPORTS                   |   |   |           |  |           |
|                           | Arrest/Booking Report   | GC 7922.525 and GC 7922.545 777060          | \$ 12.00  |  | \$ 24.00  |
|                           | Clearance Letters   | 726220                                      | \$17.00   |  | \$ 33.00  |
|                           | Book and Release Letters  | 726220                                      |           |  | \$ 28.00  |
|                           | Crime/Traffic Collision Reports   | GC 7922.525 and GC 7922.545 726220          | \$ 13.00  |  | \$ 25.00  |
|                           | Crime/Traffic Collision Reports with Photos   | GC 7922.525 and GC 7922.545 726220          |           |  | \$ 30.00  |
|                           | Jail Log (Initial Request)  | GC 7922.525 and GC 7922.545 726220          | \$ 20.00  |  | \$ 39.00  |
|                           | Jail Log (Daily Rate)   | GC 7922.525 and GC 7922.545 726220          | \$ 5.00   |  | \$ 10.00  |
|                           | CAD Call Logs   | GC 7922.525 and GC 7922.545 726220          |           |  | \$ 32.00  |
|                           | Photographs/Digital Photos  |   |           |  |           |
|                           | 1. Mug shots  | 777500                                      | \$ 8.00   |  | \$ 16.00  |
|                           | 2. 35mm to Computer to DVD  | 777500                                      | \$ 42.00  |  | \$ 61.00  |
|                           | 3. Digital to Computer to DVD   | 777500                                      | \$ 20.00  |  | \$ 34.00  |
|                           | 4. Computer to DVD  | 777500                                      | \$13.00   |  | \$ 32.00  |
|                           | Record check inquiry (non-criminal justice agencies)                                    | 777060                                      | \$ 7.00   |  | \$ 13.00  |
|                           | Record review subject of inquiry  | 777060                                      | \$ 23.00  |  | \$ 42.00  |
|                           | Reproduction of audio or video tape (blank tape supplied)<br>(Per hour, 1 hour minimum) | 777060                                      | \$ 32.00  |  | \$ 73.00  |
| VICR FEE                  |   |   |           |  |           |
|                           | Vehicle Impound Cost Recovery Fee   | R-96-269, VC 22650 773600                   | \$ 92.00  |  | \$181.00  |
| CLETS ONBOARDING FEE      |   |   |           |  |           |
|                           |   | EDC 35021.1, EDC 45125.5, PC 11105.3 777500 |           |  | \$933.00  |

B&P BUSINESS AND PROFESSIONS CODE  
 CJIS CALIFORNIA JUSTICE INFORMATION SERVICES  
 EDC... EDUCATION CODE  
 GC... GOVERNMENT CODE  
 HS... HEALTH & SAFETY  
 PC-PENAL CODE  
 VC VEHICLE CODE

V. Manuel Perez, Chair of the Board

I HEREBY CERTIFY that at a regular meeting of the Board of Supervisors of said County, held on **November 18, 2025**, the foregoing Ordinance was adopted by said Board by the following vote:

AYES: Medina, Spiegel, Washington, Perez, and Gutierrez  
 NAYS: None  
 ABSENT: None

Kimberly A. Rector, Clerk of the Board  
 By: Naomi Sicra, Clerk of the Board Assistant

Published The Press-Enterprise 11/29/2025

**AFFIDAVIT OF PUBLICATION**

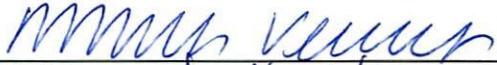
Naomy Sicra  
Riverside County-Board Of Sup.  
Po Box 1147  
Riverside CA 92502-1147

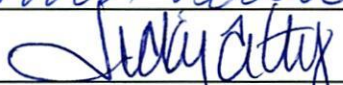
STATE OF WISCONSIN, COUNTY OF BROWN

The Desert Sun, a newspaper published in the city of Palm Springs, Riverside County, State of California, and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issue:

PDS Palm Springs Desert Sun 11/28/2025

and that the fees charged are legal.  
Sworn to and subscribed before on 11/28/2025

  
\_\_\_\_\_  
Legal Clerk

  
\_\_\_\_\_  
Notary, State of WI, County of Brown  
919.29

My commission expires

|                   |           |              |
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| Publication Cost: | \$1257.45 |              |
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VICKY FELTY  
Notary Public  
State of Wisconsin

Sheniff  
1/18/2025  
21.8

BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
ORDINANCE NO. 1003

AN ORDINANCE OF THE COUNTY OF RIVERSIDE ESTABLISHING A FEE SCHEDULE FOR  
RIVERSIDE COUNTY SHERIFF'S OFFICE ADMINISTRATIVE AND LICENSING SERVICES

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

Section 1. Ordinance No. 1003 is adopted in its entirety to read as follows:

\*ORDINANCE NO. 1003

AN ORDINANCE OF THE COUNTY OF RIVERSIDE ESTABLISHING A FEE SCHEDULE FOR  
RIVERSIDE COUNTY SHERIFF'S OFFICE ADMINISTRATIVE AND LICENSING SERVICES

Section 1. FINDINGS. The Board of Supervisors finds the following:

- A. Pursuant to the authority set forth in Article XIII C, Section 1 of the Constitution of the State of California, the County of Riverside may impose charges for the reasonable regulatory costs for issuing licenses and permits and performing investigations, inspections, and audits, including the costs of administrative enforcement related thereto.
- B. The Riverside County Auditor-Controller's Office performed a review of the rates to be charged pursuant to this Ordinance No. 1003 for services provided for the purpose set forth in Section 1(A), above, and determined that the charges are reasonably calculated to recover the cost of providing said services.

Section 2. PURPOSE. The purpose of this ordinance is to allow the Riverside County Sheriff's Department to recover costs associated with issuing various business licenses and permits, as well as any associated investigations, inspections, audits, and enforcement related thereto, as authorized by the Constitution of the State of California.

Section 3. AUTHORITY. Article XIII C, Section 1(b)(3) of the Constitution of the State of California expressly provides that a local government may recover a charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof, and that such charges do not constitute a general tax.

Section 4. FEE SCHEDULE. The Board of Supervisors establishes the fee schedule set forth in Attachment "A" of this Ordinance for the Riverside County Sheriff's Office related to various administrative and licensing services, including the issuance of permits.

Section 5. AMENDING FEE SCHEDULE. The fee schedule, identified as Exhibit "A" to this ordinance, may be amended by resolution.

Section 2. SEVERABILITY. If any provision, clause, sentence or paragraph of this ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other provisions of this ordinance which can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are hereby declared to be severable.

Section 3. EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after its adoption.

ATTACHMENT -- A

Schedule of Fees  
FY 2526

|   | Legal Authority Notes                | Revenue Code | 6/22/2010 Approved Schedule | New Proposed Schedule |
|---|--------------------------------------|--------------|-----------------------------|-----------------------|
| ABC Letters<br>New permit / Letter<br>(Charitable Organizations Exempt)                         |                                      | 773510       | \$ 172.00                   | \$ 99.00              |
| CRIME ANALYSIS<br>Information on local area crime statistics (Per hour, 1 hour minimum)         |                                      | 773530       | \$ 50.00                    | \$ 81.00              |
| FINGERPRINTING / LIVESCAN<br>County Fingerprint Fee<br>(Fee does not include CA DOJ or FBI fee) | PC 13300(e)                          | 773550       | \$ 10.00                    | \$ 31.00              |
| LICENSES  |                                      |              |                             |                       |
| Bingo License   |                                      |              |                             |                       |
| Initial/Renewal   | Ordinance 558.13                     | 725050       | \$ 50.00                    | \$ 90.00              |
| Massage License (Non-Refundable)  |                                      |              |                             |                       |
| Business - Initial  | Ordinance 596.2                      | 721040       | \$ 595.00                   | \$ 968.00             |
| County Fingerprint Fee  |                                      | 773550       | \$ 10.00                    | \$ 31.00              |
| TOTAL - Massage License Business - Initial<br>(Fee does not include CA DOJ or FBI fee)          |                                      |              | \$ 595.00                   | \$ 999.00             |
| Renewal   |                                      | 721040       | \$ 315.00                   | \$ 559.00             |
| Technicians - Initial   | Ordinance 596.2                      | 721040       | \$ 214.00                   | \$ 181.00             |
| County Fingerprint Fee  |                                      | 773550       | \$ 10.00                    | \$ 31.00              |
| TOTAL - Massage License Technicians - Initial<br>(Fee does not include CA DOJ or FBI fee)       |                                      |              | \$ 224.00                   | \$ 212.00             |
| Renewal   |                                      | 721040       | \$ 120.00                   | \$ 151.00             |
| Palm Readers / Fortune Teller License - Initial (Non-Refundable)                                | Ordinance 508.2                      | 721020       | \$ 120.00                   | \$ 151.00             |
| County Fingerprint Fee  | PC 13300(e)                          | 773550       | \$ 10.00                    | \$ 31.00              |
| TOTAL - Palm Readers/Fortune Teller License<br>(Fee does not include CA DOJ or FBI fee)         |                                      |              | \$ 130.00                   | \$ 182.00             |
| Renewal   | Ordinance 508.1                      | 721020       | \$ 111.00                   | \$ 136.00             |
| Secondhand Dealer License   |                                      |              |                             |                       |
| County Processing Fee - Initial   | B&P 21641                            |              | \$ 107.00                   | \$ 229.00             |
| County Fingerprint Fee  | PC 13300 (e)                         | 773550       | \$ 10.00                    | \$ 31.00              |
| TOTAL - Secondhand Dealers License - Initial<br>(Fee does not include CA DOJ or FBI fee)        |                                      |              | \$ 117.00                   | \$ 260.00             |
| County Processing Fee - Renewal<br>(Fee does not include CA DOJ or FBI fee)                     | B&P 21642                            |              | \$ 59.00                    | \$ 127.00             |
| Sex-Oriented Business License (Non-Refundable Fee)  | Ordinance 743.2                      |              |                             |                       |
| Initial   |                                      | 721060       | \$ 510.00                   | \$ 847.00             |
| County Fingerprint Fee  |                                      |              | \$ 10.00                    | \$ 31.00              |
| TOTAL - Sex-Oriented Business License - Initial   |                                      |              | \$ 520.00                   | \$ 878.00             |
| Renewal   |                                      | 721060       | \$ 276.00                   | \$ 449.00             |
| PERMITS   |                                      |              |                             |                       |
| Dance Permit  | Ordinance 366.12                     |              |                             |                       |
| Daily (Charitable / Non-Profit Organizations Exempt)  |                                      | 726100       | \$ 3.00                     | \$ 3.00               |
| Monthly (Charitable / Non-Profit Organizations Exempt)  |                                      | 726100       | \$ 25.00                    | \$ 27.00              |
| Explosive Handling Permit   |                                      |              |                             |                       |
| Under 100 Pounds  |                                      |              |                             |                       |
| County Processing Fee   |                                      | 726140       | \$ 252.00                   | \$ 341.00             |
| Under 100 Pounds Fee  | Health & Safety Code 12105           |              | \$ 2.00                     | \$ 2.00               |
| TOTAL - Explosive Permits Under 100 Pounds  |                                      |              | \$ 254.00                   | \$ 343.00             |
| Over 100 Pounds   |                                      |              |                             |                       |
| County Processing Fee   |                                      | 726140       | \$ 252.00                   | \$ 341.00             |
| Over 100 Pounds Fee   | Health & Safety Code 12105           |              | \$ 10.00                    | \$ 10.00              |
| TOTAL - Explosive Permits Over 100 Pounds   |                                      |              | \$ 262.00                   | \$ 351.00             |
| Magazine Inspection   |                                      | 726140       | \$ 382.00                   | \$ 506.00             |
| REPORTS   |                                      |              |                             |                       |
| Arrest / Booking Report   | GC 7922.525 and GC 7922.545          | 777060       | \$ 12.00                    | \$ 24.00              |
| Clearance Letters   |                                      | 726220       | \$ 17.00                    | \$ 33.00              |
| Book and Release Letters  |                                      | 726220       | \$ 28.00                    | \$ 28.00              |
| Crime/Traffic Collision Reports   | GC 7922.525 and GC 7922.545          | 777060       | \$ 13.00                    | \$ 25.00              |
| Crime/Traffic Collision Reports with Photos   | GC 7922.525 and GC 7922.545          | 777060       | \$ 7.00                     | \$ 30.00              |
| Jail Log (Initial Request)  | GC 7922.525 and GC 7922.545          | 777060       | \$ 20.00                    | \$ 39.00              |
| Jail Log (Daily Rate)   | GC 7922.525 and GC 7922.545          | 777060       | \$ 5.00                     | \$ 10.00              |
| CAD Call Logs   | GC 7922.525 and GC 7922.545          | 777060       | \$                          | \$ 32.00              |
| Photographs/Digital Photos  |                                      |              |                             |                       |
| 1. Mug shots  |                                      | 777500       | \$ 8.00                     | \$ 16.00              |
| 2. 35mm to Computer to DVD  |                                      | 777500       | \$ 42.00                    | \$ 61.00              |
| 3. Digital to Computer to DVD   |                                      | 777500       | \$ 20.00                    | \$ 34.00              |
| 4. Computer to DVD  |                                      | 777500       | \$ 13.00                    | \$ 32.00              |
| Record check inquiry (non-criminal justice agencies)  |                                      | 777060       | \$ 7.00                     | \$ 13.00              |
| Record review subject of inquiry  |                                      | 777060       | \$ 23.00                    | \$ 42.00              |
| Reproduction of audio or video tape (blank tape supplied) (Per hour, 1 hour minimum)            |                                      | 777500       | \$ 32.00                    | \$ 73.00              |
| VICR FEE  |                                      |              |                             |                       |
| Vehicle Impound Cost Recovery Fee   | R-95-259; VC 22650                   | 773600       | \$ 92.00                    | \$ 181.00             |
| CLETS ONBOARDING FEE  | EDC 35021.1, EDC 45125.5, PC 11105.3 | 777500       | \$                          | \$ 933.00             |

B&P --- BUSINESS AND PROFESSIONS CODE  
CJS --- CALIFORNIA JUSTICE INFORMATION SERVICES  
EDC --- EDUCATION CODE  
GC --- GOVERNMENT CODE  
HS --- HEALTH & SAFETY  
PC --- PENAL CODE  
VC --- VEHICLE CODE

V. Manuel Perez, Chair of the Board

I HEREBY CERTIFY that at a regular meeting of the Board of Supervisors of said County, held on November 18, 2025, the foregoing Ordinance was adopted by said Board by the following vote:

AYES: Medina, Spiegel, Washington, Perez, and Gutierrez  
NAYS: None  
ABSENT: None

Kimberly A. Rector, Clerk of the Board  
By: Naomi Cirra, Clerk of the Board Assistant