



# 2020-21 Fee Program Executive Summary

The Fee Program Executive Summary provides details regarding recommended changes to County and Board Governed Entity fees for 2020-21.

## **MAJOR CHANGES FOR 2020-21**

County departments and other Board Governed Entities have calculated and documented requested changes to their fees, which are presented in the fee workbooks. Major changes for this year are as follows:

- **New Fees:** County departments and Board Governed Entities are recommending 120 new fees for 2020-21. New fees were added primarily as a result of service needs in Airports (1), Human Resources (2), Land Use Services (13), Public Health (3), Public Works (9), Regional Parks (38), Registrar of Voters (8), Sheriff/Coroner/Public Administrator (2), Board Governed County Service Areas (9), County Fire (29), and Flood Control (6). Detail of the newly added fees can be found below in the Summary of Notable Departmental Fee Changes section.
- **Deleted Fees:** County departments and Board Governed Entities are recommending to delete 79 fees for 2020-21 as follows: County Library (1), County Museum (2), Information Services (3), Land Use Services (22), Probation (1), Public Works (10), Registrar of Voters (5), Sheriff/Coroner/Public Administrator (1), Board Governed County Service Areas (24), County Fire (6), and Flood Control (4). Detail of the deleted fees can be found below in the Summary of Notable Departmental Fee Changes section.

## **COUNTY FEE PROGRAM REVIEW**

For 2020-21, County departments were asked to review 1/3 of their fees to ensure full cost recovery. This year represents the mid-point of the second cycle to have all fees reviewed within a three-year period. For this year, Departments were encouraged to review fees that were last reviewed in 2016-17 or earlier, to include cost changes based on negotiated Memoranda of Understanding (MOU), insurance, retirement, and to account for the annual number of productive hours, as calculated by the Auditor-Controller/Treasurer/Tax Collector (ATC).

In addition, the ATC has completed the second round of updated Indirect Cost Rate Proposal (ICRP) calculations (i.e. "overhead rates"). An ICRP is prepared for each department to establish an indirect cost rate in accordance with the requirements of the Office of Management and Budget 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards" (formerly OMB Circular A-87). These ICRPs are utilized to account for indirect costs to recover the full cost of providing service.

The above factors were considered in the development of 2020-21 fees, as well as updated time studies and estimated unit counts. The following section outlines items of interest by department, including recommended new fees, deleted fees, methodology changes, major language changes and notable fee increases and decreases.



## **SUMMARY OF NOTABLE DEPARTMENTAL FEE CHANGES**

### **Agriculture/Weights and Measures**

- The Agricultural Pest Control Business Annual Registration and the Farm Labor Contractor Registration fees are recommended to increase by approximately 12% and 50%, respectively, to ensure full cost recovery. The Farm Labor Contractor Registration fee is primarily increasing as a result of including all direct costs rather than just salaries and benefits.

### **Airports**

- A new fee is recommended for Building A310-“Box” Hangar, Unit 6-Apple Valley, as it is smaller than the other units in the building. This fee is recommended to be established at a lower amount due to a fire suppression permanent structure that limits the size of aircraft that can be parked in the hangar.

Building A310-“Box” Hangar, Unit 6 “Box” Hangar-Apple Valley	\$408 month	Pg. 23
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- Previously, the fee for Airport Use: Photography/Filming required a permit from Inland Empire Film Services. The Economic Development Agency is now responsible for managing and overseeing film permitting, therefore, the fee language was revised to reflect the San Bernardino County Film Office.
- The language allowing for a discount to be applied to hangar and tie down space permits only if a lump sum advance payment for an entire year is applied, was inadvertently omitted from the 2019-20 Fee Ordinance, and recommended to be reinstated.
- The department, through an MOU with Special Districts, is coordinating a sewer and water fee assessment at Chino Airport that is ongoing. It is anticipated that the monthly Sewer and Water fees will be adjusted through a mid-year board agenda item, if applicable.

### **Assessor/Recorder/County Clerk**

- The Special Analysis and Clerk Search fees are recommended for reduction to more accurately reflect the cost of service, with the exception of the Special Analysis – Senior Staff fee which is recommended to increase 18% as a result of salary and benefit costs changes for the positions involved.
- The Notification of Involuntary Lien fee was reviewed and is recommended to increase from \$3.00 to \$13.00 (333%) due to a new time study indicating that the provision of service requires more staff time than originally allocated.
- Due to a delay in the implementation of the new recording system, fee studies for the majority of Recorder/Clerk functions could not be completed for 2020-21, as changes to processes have not been finalized.

## **Auditor-Controller/Treasurer/Tax Collector (ATC)**

- Updated time studies and a change in the ICRP have resulted in a recommended increase in fees, ranging from approximately 5% to 66%, to recover costs. The ICRP used for 2020-21 fee calculations increased significantly due to a change in the classification of data processing charges. Previously the data processing charges were classified as direct costs within the ATC calculated ICRP, however, they were classified as indirect costs in the Department's fee calculation. Therefore, when the Department calculated its fees last year, and applied the ICRP to total direct costs, the data processing charges were excluded, resulting in a lower fee structure. For the 2020-21 fee calculation, the data processing charges have been properly classified as indirect costs within the ICRP, resulting in a significantly higher rate. Several of ATC's fees provide full cost recovery, however, due to the significant ICRP increase, a majority of Tax Collection and Tax Sale fees are not recommended at full cost recovery, to prevent an undue hardship for constituents. The ATC is requesting to gradually increase the fees over a three year period until full cost recovery is achieved. Costs not fully funded by fees will be funded within the Department's existing Net County Cost allocation.

## **Department of Behavioral Health**

- The two Medical Records fees are recommended for revision, one will be charged "per page" rather than "per request" in alignment with California Health and Safety Code Section 123110 which limits the total cost to the requestor to \$0.25 per page, and the other is decreasing by 8.2% based on updated costs and the ICRP.

## **Clerk of the Board**

- All business license fees are recommended to increase (approximately 7%-27%) resulting from the updated ICRP, which was last calculated in 2015-16, to recover all costs.
- The Department is also recommending an increase in the Assessment Appeals Findings of Fact deposit from \$250 to \$500. The recommended increase will help offset any potential loss in fee revenue resulting from non-payment. The Assessment Appeals Findings of Facts deposit helps recover the full cost of the service provided by, and reimbursed to, County Counsel.

**Community Development and Housing** – No recommended fee changes for 2020-21.

**County Counsel** – No recommended fee changes for 2020-21.

**Economic Development Agency** – No recommended fee changes for 2020-21.

## **Human Resources**

- For 2020-21, the Employment Recruiting and Management fees are primarily recommended to increase (approximately 3%-22%) to provide full cost recovery. Previously, the fee charged for Western Regional Item Bank (WRIB) membership did not

provide full cost recovery, and is recommended to increase by 32%. Updates to the WRIB computer application automated many of the prior manual processes, however, a revised time study discovered staff time dedicated to this service was higher than previously stated. In addition, costs related to maintenance and support of the test bank increased.

- Fees for the Center for Employee Health and Wellness (CEHW) are established to provide for employee and applicant pre-placement and in-service medical examinations and medical records. Recommended changes for the Occupational Health Physical Examinations fees range from a reduction of 43.1% to an increase of 187.7% based on full cost recovery.
  - Substantial increases are due to updated time study information, salary and benefit increases, updated productive hours, and an increase to services and supplies to upgrade the electronic health record system.
  - Substantial decreases are the result of a change in assignments of administrative and/or clinical tasks from medical providers and nurses, to Clinic Assistants. This change allows medical providers and nurses to focus on tasks that require their level of expertise.
- The CEHW is recommending two new Occupational Health Physical Examination fees for Hepatitis A injections to satisfy requests from County departments:

Hepatitis A Titer	\$65.14 each	Pg. 239
Hepatitis A Vaccine (series of two injections)	\$171.55 series	Pg. 240

**Human Services: Children and Family Services** – No recommended fee changes for 2020-21.

**Information Services**

- The Geographic Information System Labor Service fee is recommended to increase 2% based on an increase in salary and benefit costs; the Pager Access fee is recommended to increase by 4.5% primarily due to a reduction in units based on decreased customer demand.
- All other fees for the Radio Access and Telephone Operations fee groups are recommended to decrease (-4% to -30%) primarily based on the evaluation of billable units and total costs, including an updated ICRP, which decreased from the prior year.
- The Voicemail and Long Distance fees are recommended to be deleted, as they have been included in the Dial Tone fee. As the conversion of the County’s telephone network to Voice over Internet Protocol (VoIP) technology is near completion, a combined service fee has been developed to unify all telephone related services on a single platform to achieve cost savings and provide one integrated service.
- The Business Solutions Labor Services fee is also recommended to be deleted as this service is only provided to the public via a separate service agreement or memorandum of understanding.



## Land Use Services

- Building and Safety
  - All fees within the Building and Safety section were reviewed by assessing cost inputs, applying the updated hourly rates for personnel classifications, and confirming the costing was still accurate based on the previously contracted 2017-18 consultant methodology. Fees are recommended to increase approximately 2%, with the exception of Awning/Canopy, Deck, Carport, Patio Cover Construction fees which are recommended to decrease by approximately 30% to ensure full cost recovery.
  - Within the Grading Permit Fee Group, the four grading permit and plan review fees for 0-100 cubic yards are recommended to be deleted. After conducting an industry comparison for the threshold of these fees, the Division determined that they are no longer applicable.
  - Within the Miscellaneous Permit Fee Group, four new fees are recommended for Cargo Container Permits due to public demand for storage purposes; a new Standard Plan fee is recommended for Accessory Structures to expand the variety of standard plan options available to customers; a new fee is recommended to Re-establish a Standard Plan as an efficient means for applicants to reuse a plan that does not require structural review for multiple projects; and three new Plan check and recheck, plan review, and permit fees are recommended for standard plans prepared by other government agencies or a recognized third party that may only require a development code review.

Cargo container(s) for storage only: Permit fee: 1 to 3 units	\$139.00	Pg. 604
Cargo container(s) for storage only: Permit fee: 4 to 6 units	\$278.00 each	Pg. 605
Cargo container(s) for storage only: Permit fee: 7 or more units	\$417.00 each	Pg. 606
Cargo container(s) for storage only: Plan review fee	\$166.00 each	Pg. 607
Standard plan: Accessory Structures	See Construction Fee Schedule	Pg. 304
Standard plan: Re-establish a standard plan	\$166.00 each	Pg. 578
Standard plan: Revision to approved plan	\$249.00 submittal	Pg. 639
Standard plan: Recognized third party/state approved or County of San Bernardino standard plans: Plan review	\$166.00 each	Pg. 640
Standard plan: Recognized third party/state approved or County of San Bernardino standard plans: Permit fee	See construction fee schedule	Pg. 641



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- Within the Miscellaneous Permit Fee Group, language regarding the period that a Standard Plan is valid is recommended to be revised to coincide with the adoption of the California Building Codes, which occurs every three years.
- Within the Miscellaneous Permit Fee Group, the following fees are recommended to be deleted:
  - The Mobile Home Installation fee, as these services are offered with the Mobile Home Site Preparation fee;
  - The Compliance Short Term Installation fees as they are no longer utilized;
  - The Special Use Permit fee for Dependent Housing due to a change in State law and the Development Code;
  - The Standard Plan for Comparison Plan Review fee as it is no longer needed due to implementation of a fully digital system;
  - The Low Profile (non-bearing block wall skirting) Permit fees for manufactured buildings or mobile homes as they are encompassed within other fees.
- Within the Plumbing Permit Fee Group, two new plan review fees are being recommended for non-residential and residential plan review of a septic system(s) including tank, cesspool and leach fields.

Residential: Septic system including tank, cesspool and leach fields: Plan review	\$166.00 each	Pg. 503
Non-Residential: Septic system including tank, cesspool and leach fields: Plan review	\$249.00 each	Pg. 516

- Building and Safety Construction Fee Schedule
  - Within the Building Square Footage Fee Group, all fees were reviewed based on the consultant costing methodology that was implemented in 2017-18, and include updated hourly rates which results in a recommended increase of approximately 2%.
- Planning and Land Development
  - The Initial Deposit per sheet for Street Improvement Plan Review for Single Family Residence is recommended to increase from \$1,500.00 to \$1,800.00 to ensure full cost recovery. No other fee changes for 2020-21 are recommended.
- Code Enforcement/Fire Hazard Abatement
  - The Department updated fee calculations with Board approved hourly rates of the relevant personnel classifications and most current overhead costs to achieve full cost recovery. Some of these hourly rates have not been revised since 2017-18 resulting in recommended fee increases between 5% and 54%; fee reductions are recommended between -0.5% and -14% based on the cost to provide service.





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- For 2020-21, the Department recommends reducing the Fire Hazard Abatement: Appeals Hearing Filing fee from \$217 to \$100, which would not provide full cost recovery. The Fire Hazard Abatement process allows responsible parties three separate opportunities to appeal determinations and actions taken by the County. The first would be the Notice and Order to Abate; the second is the Administrative Citation for failure to abate; and the third is for the costs to abate the fire hazard. The core of the appeal in all three instances could be that there was never a fire hazard or violation of the County Code. Because of this, it is recommended that the cost of the appeal or the right to be heard be the same in all three instances. Because the right to be heard is an essential Constitutional right, it is recommended that the lowest cost to be heard be used. The recommended revision to this fee would establish it at the lowest cost of \$100, as the fee for appealing an Administrative Citation is also \$100.
- Land Use Services - Miscellaneous Services – No recommended fee changes for 2020-21.
- Land Use Services - Actual Costs, Deposits, Collection of Applicant's Obligations and Refunds
  - Recommended adjustments to the Land Use Services Department's Schedule of Charges include consolidation of personnel classification hourly charge rates to streamline fees by deleting redundant fees for the same personnel classifications and the reorganization and addition of classifications associated with five hourly charge rates within various Divisions. The reorganization and new personnel classifications, along with adjustments to various hourly charge rates to ensure full cost recovery (ranging from a reduction of 12.6% to an increase of 37%), are the result of a thorough evaluation of costs based on the most current overhead costs, including the ICRP and changes in productive hours calculated by the ATC, and Board approved Memorandum of Understanding (MOU) revisions and/or equity adjustments to salaries and benefits.
  - The following two new hourly charge rates are recommended to be established to reflect the inclusion of these positions with Land Use Services:

Environmental Compliance Manager	\$260.00 hour	Pg. 702
Principal Planner	\$181.00 hour	Pg. 701

- The following redundant hourly charge rates are recommended to be deleted within Building & Safety: Supervising Building & Safety Engineer and Public Works Engineer II; within Planning: Land Use Technician and Senior Land Use Technician; within Land Development: Engineering Technician IV, Engineering Technician V, and Public Works Engineer II; within Code Enforcement: Land Use Technician; within Fire Hazard Abatement: Code Enforcement Supervisor, Code Enforcement Officer II, Code Enforcement Officer III, and Office Assistant III.

## **Library**

- The Overdue Fine for children's materials is recommended to be revised from "\$0.10 per day" to "up to \$0.10 per day" to remove potential financial barriers and encourage patrons to check out children's library materials. The Library is requesting delegation of authority for the County Librarian to annually set this fee between zero and \$0.10 per day. For 2020-21, the County Librarian is recommending the fee amount be set at zero, which is expected to have a negligible impact to revenue and is in alignment with other regional library systems.
- The Lost Items Collection Cost fee charged to patrons when their account has been sent to a collection agency is recommended to increase from \$10.00 to \$11.00 due to collection agency fee increases.
- The Facsimile (FAX) transmission fee is recommended to be deleted due to its extremely minimal use as other forms of technology become adopted. Facsimile service is only necessary in remote locations (Trona and Needles) and the Library will continue to offer this service in those areas as a courtesy with no charge.

## **Museum** – No recommended fee amount changes for 2020-21.

- In the Admissions Fee Group, a language change is recommended for the Main Museum Children admission fee from children "4 and under free" to children "5 and under free" to provide consistency with other 0-5 programming age ranges like First 5.
- In the Educational Programs Fee Group, the Group Field Trips fee is recommended to be deleted as this service is captured in the existing Admissions School Group and Special Event fees.
- In the Environmental, Cultural Fee Group, language has been revised to accurately reflect the work being performed by staff. Currently the language states "Environmental, Cultural or Natural Assessment, Monitoring, Mitigation, Salvage"; however, Museum Curators are more accurately providing "review" services and writing "specimen inventory" reports. Therefore, the language is recommended to change to "Environmental, Cultural or Natural Review Services" and clarifies the "report" as a "Specimen Inventory Report." In addition, the Cultural Review, City and County Planning fee is recommended to be deleted as a result of the language change as it no longer applies to the services provided.
- In the Loan Program Fee Group, additional language was added to clarify a limitation of up to 4 teachers under the School fee.
- In the Rental of Museum Fee Group, language was added to clarify the Nonprofit Community Groups annual use (per room) fee to include a limit of 12 reservations or meetings per year.





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- A language revision was also made to the Security Services fee changing from “one security officer per 100 people” to “one security officer per 50 people” due to the safety recommendations from County and community leadership. This language change was made to both Security Services fees in the Rental of Museum Fee Group.

## Probation

- The Sealing of Records for the Youth Accountability Program fee is recommended to be deleted as a result of SB 190. The bill, effective January 1, 2018, repealed the County’s authority to assess and collect administrative fees against families of youth involved in the juvenile delinquency system.
- As a result of SB 144 Criminal fees (2019-20), the Department has elected to postpone additional review of its fees until the 2021-22 fee cycle as the pending legislation, if passed, will eliminate nearly all of the Department’s current fees. The elimination of these fees will have a minimal financial impact as these fees only recover a small portion of costs related to the Department’s mandated adult supervision services.

## Public Health

- For 2020-21, all Animal Care and Control, Vital Records, and Vector Control program fees were reviewed. The Department is not recommending any fee changes for the Vector Control program. However, they are recommending a new Plan Check Electronic Submission fee at 5% less than the published permit fee for construction plans that are submitted electronically, to encourage electronic submission and increase efficiency.

Plan Check Electronic Submission	95% of Permit	Pg. 787
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- Within the Animal Care and Control program, animal licensing fees are recommended to increase between \$0.50 and \$2.00 to help recover costs. The recommended fees are similar to those charged by surrounding jurisdictions. Animal licensing fees do not provide full cost recovery because charging full cost would discourage owners from maintaining their animals in compliance with State and County codes; these fees are subsidized by an allocation of Discretionary General Funding.
- The following two new fees are recommended for the Vital Records program. The Letter of Non-Contagious Disease fee will recover hourly staffing costs incurred when preparing a Letter of Non-Contagious Disease. This letter provides certification that the deceased did not die from a communicable disease and is required prior to the transportation of remains. The second is a fee to recover hourly staffing costs incurred when processing a Refile Permit for the Disposition of Human Remains. This permit is required when relocating human remains from their current location to a new location.

Letter of Non-Contagious Disease	\$10.00 each	Pg. 786
Refile Permit for the Disposition of Human Remains	\$2.00 each	Pg. 785

- Within the Vital Records program, the Children's Trust Fund Certified Birth Certificate fee is increasing from \$3.00 to \$4.00 as required by the State.

## **Public Works**

- Development
  - The Record of Survey Deposit fees are recommended to be increased (6.7%-11%) to more accurately reflect the average cost associated with performing the services.
  - The Non-Residential Construction Waste Management Plan Review fee is recommended to decrease by approximately 33% to reflect changes in hourly rates and more accurately reflect the cost of performing service.
- Solid Waste Management Division (SWMD) – Refuse Disposal
  - No recommended fee changes. The majority of volume in this fee group is generated through Waste Disposal Agreements (WDA) which begin to expire in 2021.
- SWMD - Refuse Franchise Fees – No recommended fee changes for 2020-21.
- SWMD - Refuse Hauling Class A Permit Fees
  - The three Hauler Permit fees are recommended to decrease 18%-23% to reflect changes in hourly rates and a reduction in the indirect cost rate.
- Public Works
  - Updated salary and benefit costs, the indirect cost rate, and time study analysis have resulted in recommended fee increases of approximately 19% in the initial deposit for Non-Tract Inspection fees for both Residential and Commercial.
  - A language change is recommended for the Inspection Fees: Open Trench Excavation due to an increase in threshold from 300 linear feet to 1,000 linear feet.
- Actual Costs, Deposits, Collection of Applicant's Obligations and Refunds
  - The Department recommends revisions to hourly rates due to updated salary and benefit costs and changes in the indirect cost rate (ICRP). The ICRPs are calculated by the Auditor-Controller/Treasurer/Tax Collector (ATC) for the Solid Waste Management and Surveyor divisions. The ICRP for Transportation is calculated by the Department and approved by the California Department of Transportation (Caltrans). These revisions result in recommended decreases ranging from -27.0% up to increases of 35.2%.
  - The Planner I, II, and III and Supervising Planner classifications are recommended to be deleted as these classifications are no longer in the Department's budget.

- On May 21, 2019 (Item No. 140), the Board of Supervisors approved the reorganization of the Public Works Engineer classifications. As a result, the Department is recommending the deletion of the hourly rates for the Public Works Engineer classifications, and the addition of hourly rates for the new classifications listed below:

Solid Waste Management Division: Engineer III	\$141.00	Pg. 937
Solid Waste Management Division: Supervising Engineer	\$174.00	Pg. 939
Solid Waste Management Division: Engineering Manager	\$218.00	Pg. 938
Transportation Division: Engineer Trainee	\$82.00	Pg. 900
Transportation Division: Engineer I	\$111.00	Pg. 901
Transportation Division: Engineer II	\$134.00	Pg. 902
Transportation Division: Engineer III	\$141.00	Pg. 903
Transportation Division: Supervising Engineer	\$171.00	Pg. 905
Transportation Division: Engineering Manager	\$218.00	Pg. 904

## **Real Estate Services**

- The Use Permit fee for County location or parking lot is recommended to increase by approximately 67% to recover all costs associated with service provision. Previously, both Use Permit fees were calculated based upon the hourly labor rate for a Real Property Agent. For 2020-21, this methodology was revised to calculate a daily use fee which includes all costs associated with issuance of the Use Permit and daily operating expenses. Therefore, the fees are now recommended to be charged per day rather than per permit.

## **Regional Parks**

- The Department reviewed Group Rates, Water Entertainment, and Miscellaneous fees at seven regional parks including Calico, Cucamonga-Guasti, Glen Helen, Mojave Narrows, Mojave River Forks, Prado, and Yucaipa and has no recommended fee amount changes for 2020-21. In addition, there are no recommended fee amount changes for Lake Gregory or Park Moabi.
- The contracted concessionaire conducted a review of all associated fees for Park Moabi and recommends a language change, limiting full hook-up site availability for monthly stays to sites 1-21 at Park Moabi. This language revision is based on a reduction in monthly site reservations and an increase in the demand for daily site usage.
- Existing language for descriptions of extra vehicles per site, playing fields, area use and utility usage were updated to provide more clear and concise descriptions for both users and staff.

- The following new Area Use fees associated with lake use, full park rentals, and the rental of race and disc golf courses are recommended based on consumer requests. A market study determined that a \$25 cost per acre was equitable to what similar locations charge for the rental and usage of lakes. Fee amounts were determined based on each lake's size. A market analysis of similar park rentals, size of each park, and average daily expenditures (including salaries and benefits), as well as potential lost revenue were taken into consideration when developing the recommended fees for rental and exclusive use of each park. Fees for the development of race courses on park property are based on comparable hourly rates charged by similar park systems and facilities in the geographic area. The recommended fee for the exclusive daily use of disc golf courses for tournaments and large events is based on a review of similar venues.

Glen Helen: Race Course fee	\$100.00 hour	Pg. 990
Glen Helen: Big Lake	\$225.00 day	Pg. 996
Glen Helen: Small Lake	\$50.00 day	Pg. 997
Glen Helen: Disc Golf Course Rental	\$500.00 day	Pg. 1006
Glen Helen: Full Park Rental (exclusive use of the park, excluding swim facility)	\$25,000.00 day	Pg. 1010
Mojave Narrows: Race Course fee	\$100.00 hour	Pg. 991
Mojave Narrows: Pelican Lake	\$100.00 day	Pg. 998
Mojave Narrows: Horseshoe Lake	\$1,000.00 day	Pg. 999
Mojave Narrows: Disc Golf Course Rental	\$500.00 day	Pg. 1007
Mojave Narrows: Full Park Rental (exclusive use of the park)	\$10,000.00 day	Pg. 1011
Prado: Race Course fee	\$100.00 hour	Pg. 992
Prado: Lake Use fee	\$1,500.00 day	Pg. 1000
Prado: Disc Golf Course Rental	\$500.00 day	Pg. 1008
Prado: Full Park Rental (exclusive use of the park)	\$50,000.00 day	Pg. 1012
Cucamonga-Guasti: Race Course fee	\$100.00 hour	Pg. 993
Cucamonga-Guasti: Small Lake	\$50.00 day	Pg. 1001
Cucamonga-Guasti: Big Lake	\$150.00 day	Pg. 1002
Cucamonga-Guasti: Full Park Rental (exclusive use of the park, excluding swim facility)	\$25,000.00 day	Pg. 1013
Yucaipa: Race Course fee	\$100.00 hour	Pg. 994
Yucaipa: Upper Lake	\$90.00 day	Pg. 1003
Yucaipa: Middle Lake	\$220.00 day	Pg. 1004
Yucaipa: Lower Lake	\$175.00 day	Pg. 1005
Yucaipa: Disc Golf Course Rental	\$500.00 day	Pg. 1009

Yucaipa: Full Park Rental (exclusive use of the park, excluding swim facility)	\$50,000.00 day	Pg. 1014
Mojave River Forks: Race Course fee	\$100.00 hour	Pg. 995
Mojave River Forks: Full Park Rental (exclusive use of the park)	\$10,000.00 day	Pg. 1015

- Language was updated for the Utility Access fee to clarify that the fee is for the rental cost and installation of meters to determine total utility usage. A new fee is recommended to allow for the recuperation of actual utility costs for water usage for mud runs and other similar events.

Glen Helen: Utility - Actual costs based on meter reading	Actual cost	Pg. 984
Mojave Narrows: Utility - Actual costs based on meter reading	Actual cost	Pg. 985
Prado: Utility - Actual costs based on meter reading	Actual cost	Pg. 986
Cucamonga-Guasti: Utility - Actual costs based on meter reading	Actual cost	Pg. 987
Yucaipa: Utility - Actual costs based on meter reading	Actual cost	Pg. 988
Mojave River Forks: Utility - Actual costs based on meter reading	Actual cost	Pg. 989

- A new deposit is recommended for mud runs and special events that disturb park grounds. This deposit would hold permittees responsible for returning grounds to their original, pre-event condition. In the event that they do not, the deposit would fund the cost of salaries and benefits, equipment usage and supplies needed to return the ground to its original condition.

Ground Disturbance Damage/Cleanup deposit	\$5,000.00 deposit	Pg. 1016
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- A new Contract Amendment fee and Special Event Cancellation fee are recommended to fund the actual cost of administration and lost revenue due to holds placed on park amenities for special events.

Special Event Contract Amendment fee	\$108.00 each	Pg. 1017
Special Event Contract Cancellation fee	10% of contract	Pg. 1018

- A new Dumpster fee and Post-event Cleaning fee are recommended to recover costs for extra help and the rental of dumpsters in cases where the permittee does not adhere to the contract requirement to provide adequate trash receptacles and staff to dispose of waste associated with an event. Dumpster fees include the actual cost for rental, plus an administrative fee to recover the cost of direct labor associated with the arrangement for

dumpster drop-off and pick-up; the Post-event Cleaning fee includes the cost to hire two temporary custodians for five hours.

Special Event Dumpster fee	Actual cost, plus \$50.00 each dumpster	Pg. 1019
Post-event Cleaning fee	\$200.00 for first 500 participants; \$40.00 each additional 100	Pg. 1020

- At Calico Ghost Town Regional Park, a new After-Hours Funeral fee is recommended to fund the cost of one Park Ranger II and one General Services Worker to remain on site, after park closure, to assist with access needs and to maintain park security.

Calico After-Hours Funeral fee	\$169.00 hour	Pg. 983
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## **Registrar of Voters**

- The fees for voting system equipment were reviewed as a result of the purchase of a new voting system. Therefore, the following five fees associated with equipment rental of the previous voting system are recommended to be deleted: Electronic Vote Recorder, Voter Verifiable Paper Audit Trail Printer, Electronic Voting Card Activator, Optical Ballot Card Scanner, and Mail Sorter. The following new equipment rental fees for the new voting system equipment are recommended:

Election Management Software/Hardware	\$1,074.18 each	Pg. 1044
Ballot Marking Device	\$13.62 each	Pg. 1045
Central Scanning	\$550.55 each	Pg. 1046
Mobile Ballot Printer	\$106.58 each	Pg. 1047
Electronic Poll Books	\$18.84 each	Pg. 1048

- The Printed Labels fee is recommended to increase slightly to account for the actual cost to print labels. In addition, the following three new fees are recommended for label processing which include fees for setup, hard copies, and compact discs. This will provide a similar fee structure to the Automated Reports/Indexes fees:

Labels: Setup fee	\$40.95 each	Pg. 1034
Labels: Hard Copy	\$0.10 page plus setup fee	Pg. 1037
Labels: Compact Disc	\$7.40 CD plus setup fee	Pg. 1038

- The Customized Map, Customized Report, Automated Report/Indexes – Setup and Compact Disc fees are recommended to increase between 10% and 86% as a result of increases in salaries and benefits, the indirect cost rate, and the cost of supplies to ensure full cost recovery.



## **Sheriff/Coroner/Public Administrator**

- The Gun Dealer Permit fee and Concealed Weapon Permit Renewal Training fee are recommended to increase approximately 22% and 36%, respectively, due to an increase in sworn officer staff time required to perform the service. In addition, the Electronic Monitoring Program Daily fee is recommended to increase by 25% to recover the costs to provide service, however, this fee may be reduced based on ability to pay.
- The Department completed a thorough evaluation of the direct costs and productive hours associated with the Public Gathering fees and recommends fee decreases (between approximately -5% and -20%).
- The Bail Bond company advertising fees are recommended to be reduced due to an increase in the number of billable units. Of note, Senate Bill (SB 10) is proposed legislation on the November 2020 ballot to eliminate bail bonds.
- The two Digital Images fees are recommended to increase approximately 35% based on updated time studies and projected units, and to recover negotiated increases in salary and benefit costs, which also contribute to the recommended increase of 64% for the Collection of Specimens: DNA Sample fee (which also includes increased processing time).
- The Coroner Private Autopsy fee is recommended to decrease by approximately 38% as the Department is limiting the scope of this service to a maximum of four hours.
- The Coroner Report of Death fee reflects a unit of measure change from \$0.10 per page to a flat rate of \$10.00 per report, due to a change in costing as a result of the consolidation of the Autopsy Report and the Coroner's Investigation Report fees. Therefore, the Coroner's Investigative Report fee is recommended to be deleted. The remaining Coroner fees are recommended to increase between 0.4% and 12% to ensure full cost recovery, primarily due to negotiated increases in salary and benefit costs.
- The remaining fee revisions are recommended to increase between 0.4% and 17%, with the exception of the Firearm Storage fee which is recommended to increase from \$1.00 to \$2.00 per day, based on a thorough evaluation of direct costs, including negotiated increases to salaries and benefits, and billable units associated with the service.
- For 2020-21, the Department is recommending the following two new fees: Work Release Letter of Completion to recover the cost to provide Work Release program participants a summary of their work release credits for their court case, and Photograph 3D Image Copy to Digital Format to recover the cost to provide high-precision digital measurements and images using a high technology 3D scanner to provide forensic solutions for investigators.



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Work Release Letter of Completion	\$10.00 each	Pg. 1080
Photograph: 3D images copy to digital format	\$122.00 each	Pg. 1121

**Other County Fees (Booking or Other Processing services, Photocopy services, Court-appointed Counsel, and Returned Check fees)** - No recommended fee changes for 2020-21.

## County Fire

- Community Safety Division
  - County Fire contracted with a private consulting firm to review the Community Safety Division's Construction Permits and Mandated/Required Occupancy Inspection fees. The consultant's review resulted in the following fee recommendations, including increases up to 20% for 131 existing fees, primarily due to updated time studies and recognition that these fees were last revised three years ago. The proposed revisions, along with the addition of new fees, are needed to ensure full cost recovery.
    - Deletion of three fees as the costs are recoverable through another fee.
    - Addition of the following 26 new fees as determined by the consultant study and referenced on page 110:

Fire Sprinkler Systems: Commercial/Industrial NFPA Inspection, each additional system (same hazard class)	\$383.00
Fire Sprinkler Systems: Commercial/Industrial NFPA Plan Review - each additional plan of the same type	\$63.00
Fire Sprinkler Systems: Single/Two Family Residential Plan Review - each additional plan of the same type	\$32.00
Fire Sprinkler Systems: Single/Two Family Residential Inspection, 41-50 fire sprinkler heads, per system	\$803.00
Fire Sprinkler Systems: Single/Two Family Residential Inspection 50+ fire sprinkler heads, per system	\$840.00
Fire Sprinkler Systems: Multi-Family Residential Fire Sprinkler Plan Review – each additional plan of the same type	\$63.00
Fire Sprinkler Systems: Multi-Family Residential Fire Sprinkler – each additional system (same plan type)	\$602.00
Pre-Engineered Systems/Equipment: Inspection, Generators, per system	\$402.00
Fire Alarm – New System: Waterflow Monitoring System Plan Review - each additional plan of the same type	\$32.00



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Fire Alarm – New System: Manual/Automatic Fire Alarm System Plan Review – each additional plan of the same type	\$63.00
Fire Alarm – New System: Plan Review/Inspection: Inspection, each additional system (same hazard class)	\$548.00
Fire Alarm System Modifications (All Types): Inspection, 11-50 devices, per system	\$529.00
Fire Alarm System Modifications (All Types): Inspection, 51-100 devices, per system	\$621.00
Fire Alarm System Modifications (All Types): Inspection >100 devices, each addl. 10 devices, per system	\$91.00
Fire Alarm System Modifications (All Types): Plan review, Fire Alarm Control Panel Upgrade	\$189.00
Fire Alarm System Modifications (All Types): Inspection, Fire Alarm Control Panel Upgrade	\$219.00
Multi-Family Residential Construction Projects: Plan Review – each additional plan of the same type	\$63.00
Multi-Family Residential Construction Projects: each additional building same plan type	\$219.00
Commercial/Industrial New Construction Projects: Plan Review – each additional plan of the same type	\$63.00
Commercial/Industrial New Construction Projects: each additional building of the same plan type	\$219.00
Planning Projects: Mobile Home Park Site Plan Review	\$851.00
Planning Projects: Variance	\$189.00
Planning Projects: Temporary Use Permit	\$378.00
Planning Projects: Miscellaneous Plan Check – per hour	\$126.00
Planning Projects: Re-Inspection after the 2nd failed inspection	\$219.00
Business License/Occupancy Inspection	\$122.00

- Hazardous Materials Division

- Pursuant to AB 2902, effective January 1, 2019, new definitions for the Aboveground Petroleum Storage Act (APSA) program were added to existing statute. As a result, County Fire must now determine if existing tanks meet Tanks in Underground Area (TIUGA) requirements and are assigned the appropriate permit. Therefore, establishing a new fee is recommended to recover the cost of fulfilling this responsibility.

TIUGA Tanks located below grade but above ground	\$178.00	Pg. 112
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# 2020-21 Fee Program Executive Summary

- County Fire recommends deletion of the Request for Certified Hazardous Materials Records Search Finding Report fee as the cost for service is recovered through a separate fee.
- Employee Classification Hourly Rates
  - Recommended fee revisions, which mostly reflect an increase of approximately 9%, are primarily due to the projected increase in salary and benefit costs resulting from the Memorandum of Understanding with the San Bernardino County Professional Firefighters Local 935 Union approved by the Board of Directors (Board) on August 20, 2019 (Item No. 66).
  - Two new fees are recommended for the addition of two employee classifications approved by the Board in the 2018-19 First Quarter Budget Report:

Finance Officer	\$97.97 hour	Pg. 96
Chief Financial Officer	\$127.09 hour	Pg. 97

- County Fire is recommending the deletion of the Finance Manager and Principal Budget Officer fees as these two employee classifications are no longer applicable to the Department.

## **Flood Control**

- The District is recommending changes to various hourly rates due to updated salary and benefit costs and an increase in the ICRP as calculated by the Auditor-Controller/Treasurer/Tax Collector (ATC). As a result, recommended fee increases are between 6.3% and 18.8%, with the exception of the Fiscal Assistant hourly rate which is decreasing by 9.1%.
- The Engineer Trainee, Engineer I, Engineer II, Engineer III, Supervising Engineer, and Engineering Manager classifications are recommended to be added to the Schedule of Charges hourly rates as they are replacing the Public Works Engineer I, Public Works Engineer II, Public Works Engineer III, and Public Works Engineer IV classifications, which are recommended to be deleted.

Engineer Trainee	\$78.00	Pg. 157
Engineer I	\$105.00	Pg. 154
Engineer II	\$125.00	Pg. 155
Engineer III	\$137.00	Pg. 156
Supervising Engineer	\$170.00	Pg. 159
Engineering Manager	\$211.00	Pg. 158



# 2020-21 Fee Program Executive Summary

- The District recommends an increase to the deposits for Soil Removal – Over 10,000 Cubic Yards by 25%, and to the Appraisal Review and Administration Fee of Surplus Property by 42.9% to ensure full cost recovery. Time studies were completed and demonstrated an increase in the number of hours allocated to each task. A more accurate deposit amount will help reduce the need for additional deposits or refunds.

## **Inland Counties Emergency Medical Agency (ICEMA)**

- For 2020-21, the Fee Group for Hospitals Non-Mandated was moved to the Hospitals-Mandated Group due to new regulations in 2019 that require ICEMA to designate and monitor STEMI Receiving Centers and Neurovascular Stroke Receiving Centers. There are no other recommended fee changes.

**Big Bear Valley Recreation and Park District** – No recommended fee changes for 2020-21.

**Bloomington Recreation and Park District** – No recommended fee changes for 2020-21.

## **Board Governed County Service Areas**

- The Productive Hourly Rates (PHRs) are calculated based on the average annual salary and benefit costs budgeted for each classification divided by the annual productive hours as established by the ATC. The PHRs are recommended to be revised to include adjustments to salary and benefit costs to recover the full cost of service. Although the Department uses the average cost per classification when calculating the PHRs, the amount of salaries and benefits can fluctuate annually depending on the budgeted employees within each classification. As a result, the PHRs include significant variances in percentage changes among the various classifications (from a reduction of 30% to an increase of 35%). In addition, the PHR for the Applications Specialist is recommended to be deleted as the classification is no longer applicable to the Department, and the following three classifications are recommended to be added:

Gift Shop Specialist	\$32.18 hour	Pg. 291
Special Districts Project Manager	\$68.70 hour	Pg. 292
Deputy Director of Special Districts	\$132.44 hour	Pg. 293

- Many of the Board-Governed County Service Areas (Districts) contain service charges that generate revenue for various costs including, but not limited to, the following: road maintenance, snow removal, streetlights, park operations/improvements, and maintenance of detention basins. The per parcel service charge for a number of these Districts includes the option for an annual inflationary adjustment (up to 1.5% or 2.5% depending on the District) as approved by the Board upon formation of the District. The Department recommends that this option be implemented in 2020-21 for these Districts. This additional revenue will help fund the increased costs of providing service.

- In addition, the Board recently approved the formation of six new Districts (five for streetlight services and one for detention basin maintenance) and established an annual service charge on parcels within each District. The Fee Ordinance is revised to include the addition of these previously approved service charges, as noted below:

CSA 70, Zone SL-6 Agua Mansa Streetlight	\$1,650.02 parcel	Pg. 342
CSA 70, Zone SI-7 Mentone Streetlight	\$50.68 parcel	Pg. 340
CSA 70, Zone SI-8 San Bernardino Streetlight	\$2,555.01 parcel	Pg. 341
CSA 70, Zone SL-9 Mentone Streetlight	\$103.46 parcel	Pg. 343
CSA 70, Zone SL-10 San Bernardino Streetlight	\$838.55 parcel	Pg. 344
CSA 70, Zone DB-3 (Mill Pond) for detention basin, open space and storm drain maintenance	\$387.94 parcel	Pg. 339

- In 2017, the Board approved a five-year rate plan for the following Districts and the fees for these Districts are recommended to increase in accordance with year four of the approved five-year plan:
  - Sanitation Districts: CSA 70, Zone BL (Bloomington); CSA 70, Zone GH (Glen Helen); CSA 82, (Searles Valley)
  - Water Districts: CSA 70, Zone CG (Cedar Glen)
- The Department is presently in the process of conducting a fee review for all Water and Sanitation Districts. At the conclusion of this process, the Department will submit its recommendations for the Board's consideration and approval.
- The three Reproduction fees pertaining to copies of the Special Districts Sewer and Water Standards books are recommended to be deleted as the book is now available online and free of charge.
- Certain fees are recommended to be revised from a flat amount to now recover actual costs as these requests can often vary in the amount of labor needed to provide the service, resulting in the recommended deletion of several related fees that will no longer be necessary.
  - Processing applications for division of land and bond.
  - Formation/Annexation/Detachment/Re-organization of a Board-Governed County Service Area or Special District Zone.
  - Inspections (Open Trench Excavation and Road Repairs/Improvement).
  - Streetlight Plan Check.