

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject:**  
**RATES CHARGED FOR CURRENT SERVICES**

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**Policy:**

1. Where a charge is necessary and/or appropriate to recover the actual cost of providing services by a county department to other county departments, other public agencies or various organizations or individuals, rates for such charges shall be established from time to time by Resolution or Minute Order adopted by the Board of Supervisors upon recommendation of the Auditor-Controller and the Executive Officer. **Even mandated charges may require Board adoption.**
2. All county departments will evaluate existing charges for services and in conjunction with the Auditor-Controller and the Executive Officer make recommendations to the Board of Supervisors on changes annually during the preparation of the county budget or more frequently if necessary.
3. All development-related rates should be submitted to a full cost study not less than every three years and appropriate adjustments made.
4. All development-related rates should be adjusted yearly, in the years between full cost studies, to take into consideration anticipated or negotiated salary and benefit increments and the Consumer Price Index as related to non-salary costs.
5. All development-related rates should be routed through Transportation and Land Management for review and comment prior to being presented to the Board of Supervisors.
6. Rates charged for services to other county departments and districts shall also be governed by Board of Supervisors Policy B-28, *Charges for Internal Services* except fees charged to county agencies by county departments for property tax related services
7. **Charges should recover actual costs of providing the services.** *The Board of Supervisors may direct county departments to reduce operating costs in order to reduce charges to users.*

**Reference:**

Minute Order dated 01/28/75  
Minute Order 3.24 of 03/03/87  
Minute Order 3.3 of 04/10/07  
Minute Order 3.4 of 06/15/10  
Minute Order 3.2 of 02/05/13