

SECONDHAND DEALER LICENSE

Pursuant to California Business and Professions Code §§ 21641 and 21642, the Sheriff accepts applications and grants licenses permitting licensees to engage in the business of secondhand dealing. The following State fees are collected and sent to the Department of Justice:

Fingerprint fee	\$32	(Each partner in secondhand business)
Initial Application fee	\$300	(As set by DOJ - Each secondhand business)
Renewal fee	\$300	(Every other year)

All prior or concurrent fee ordinances will remain in full force until revised. Pursuant to Ordinance 6233 effective July 11, 2018, the County currently collects and retains \$261.00 for each new license and \$216.00 for renewals to recover processing costs.

The Sheriff’s costs for issuing secondhand dealer licenses is the same as the costs described above for card dealer permits. Accordingly, the secondhand dealer license fees proposed for FY 19-20 are the same as those proposed for card dealer permits:

Secondhand Dealer License - New	\$275.00	(Plus State/DOJ fees)
Secondhand Dealer License - Renewal	\$226.00	

TAXICAB

Sonoma County Code §§ 18-60 to 18-70 established taxicab regulations and designated the Sheriff as the licensing authority for issuing taxicab Vehicle Permits, Driver’s Permits, and Certificates of Exemptions in the unincorporated areas of Sonoma County.

The County of Sonoma has adopted regulations governing the operation of taxicabs in the unincorporated areas of the County. The Sheriff is the designated licensing authority for issuing vehicle and driver permits within unincorporated areas of the County. Permits shall be valid for a term of one year from the date of issuance and require annual renewal. In addition, the Sheriff’s Office will charge a reduced fee for issuing Certificates of Exemption for taxicabs and /or taxicab drivers who are operating under valid permits or licenses issued by cities if they are similar in nature.

Driver Permit

Sonoma County Code §§ 18-60 to 18-70 established taxicab regulations and designated the Sheriff as the licensing authority for issuing taxicab driver permits in the unincorporated areas of Sonoma County. Driver permits will be required for all drivers that provide taxi services within the unincorporated areas of the County.

Driver permits require annual renewal. Recommended fees are established based upon the cost of taking the application and issuing the permit. In addition to the County’s permit fee, the applicant is required to pay a State fingerprint fee that is currently set at \$32.00.

All prior or concurrent fee ordinances will remain in full force until revised. Effective July 11, 2018 Ordinance 6233 established the annual Driver Permit at \$110.00 per driver, and \$90.25 for annual Driver Permit Renewal. The recommended fee reflects the FY 19-20 salary and benefit rates for the staff involved in providing the services. The following summarizes the activities performed and the associated costs:

Driver Permit/New - Procedure

Community Services Officer (CSO) 20 minutes

Accepts packet, takes fingerprints and forwards to Secretary.

Secretary 45 minutes

Receives and reviews application for completeness and performs a California Law Enforcement Telecommunications System (CLETS) inquiry for criminal history, forwards for review process, and collects fees and issues permit.

Investigations Lieutenant 15 minutes

Reviews applicant’s file, investigates and approves or denies permit.

Driver Permit/New - Cost Table

	Job Class	Hours	Hourly Rate	Department Indirect	County Indirect	Total Rate
3397	CSO II	0.33	60.46	5.16	0.42	21.79
0023	Secretary	0.75	54.05	8.90	2.70	49.24
4114	Lieutenant	0.25	153.61	25.30	7.67	46.65
					Total	117.68
The following indirect costs are applied to the hourly rate:						
	CSO II		Administration			8.53%
	CSO II		County 2CFR (A-87) Admin			0.70%
	Sec/Lt		Administration / CIB			8.92%
	Sec/Lt		Law Enforcement Admin. / CIB			7.55%
	Sec/Lt		County 2CFR (A-87) LE			4.99%
			Recommended Fee - Driver Permit/New			\$117.00

Driver Permit/Renewal – Procedure

Secretary 45 minutes

Issues new permit, updates database.

Investigations Lieutenant 15 minutes

Reviews paperwork, approves or denies permit renewal.

Driver Permit/Renewal - Cost Table

			Hourly	Department	County	
	Job Class	Hours	Rate	Indirect	Indirect	Total Rate
0023	Secretary	0.75	54.05	8.90	2.70	49.24
4114	Lieutenant	0.25	153.61	25.30	7.67	46.65
					Total	95.89
The following indirect costs are applied to the hourly rate:						
			Administration / CIB		8.92%	
			Law Enforcement Admin. / CIB		7.55%	
			County 2CFR (A-87) LE		4.99%	
Recommended Fee - Driver Permit/Renewal						\$95.75

Vehicle Permit

Vehicle permits will be required for all vehicles that provide taxi services within the unincorporated areas of the County. Fees are established based upon the cost of accepting the application, reviewing documents, and issuing the permit.

All prior or concurrent fee ordinances will remain in full force until revised. Effective July 11, 2018 Ordinance 6233 established the annual Vehicle Permit at \$74.50 per driver and \$74.50 for the annual Vehicle Permit Renewal. The recommended fee reflects the FY 19-20 salary and benefit rates for the staff involved in providing the services. The following summarizes the activities performed and the associated costs:

Vehicle Permit/New - Procedure

Secretary 30 minutes

Receives and reviews application for completeness, collects fees, forwards for review process and issues permit.

Investigations Lieutenant 15 minutes

Reviews applicant’s file, investigates and approves or denies permit.

Vehicle Permit/Renewal - Procedure

Secretary 30 minutes

Issues new permit, updates database.

Investigations Lieutenant 15 minutes

Reviews paperwork, approves or denies permit renewal.

Vehicle Permit New/Renewal - Cost Table

			Hourly	Department	County	
	Job Class	Hours	Rate	Indirect	Indirect	Total Rate
0023	Secretary	0.5	54.05	8.90	2.70	32.83
4114	Lieutenant	0.25	153.61	25.30	7.67	46.65
					Total	79.48
The following indirect costs are applied to the hourly rate:						
					Administration / CIB	8.92%
					Law Enforcement Admin. / CIB	7.55%
					County 2CFR (A-87) LE	4.99%
Recommended Fee - Vehicle Permit New/Renewal						\$79.25

CERTIFICATE OF EXEMPTION

Sonoma County Code §§ 18-60 to 18-70 established taxicab regulations and designated the Sheriff as the licensing authority for issuing taxicab vehicle and driver permits in the unincorporated areas of Sonoma County. Applicants who have obtained vehicle or driver permits from an incorporated city located within the County (which satisfies certain minimum requirements), may be issued a Certificate of Exemption in lieu of such permits. The purposes for providing an option to apply for Certificates of Exemption are to streamline the process and reduce application costs for those taxicabs and drivers who have already passed public safety inspection, background, and other requirements in another jurisdiction within the County.

The Sheriff’s Office will charge a reduced fee for issuing Certificates of Exemption for taxicabs and/or taxicab drivers who are operating under valid permits or licenses issued by cities if they are similar in nature.

All prior or concurrent fee ordinances will remain in full force until revised. Effective July 11, 2018 Ordinance 6233 established the annual Certificate of Exemption at \$32.25 and is valid for the term of the underlying permit issued by the other jurisdiction. The recommended fee reflects the FY 19-20 salary and benefit rates for the staff involved in providing the services. The following summarizes the activities performed and the associated costs:

Certificate of Exemption - Procedure

Secretary 20 minutes
 Receives and reviews application for completeness, forwards for review process, collects fees and issues permit.

Investigations Lieutenant 5 minutes
 Reviews applicant’s file, investigates and approves or denies exemption.

Certificate of Exemption - Cost Table

	Job Class	Hours	Hourly Rate	Department Indirect	County Indirect	Total Rate
0023	Secretary	0.33	54.05	4.61	2.70	20.25
4114	Lieutenant	0.08	153.61	25.30	7.67	14.93
					Total	35.18
The following indirect costs are applied to the hourly rate:						
			Administration / CIB		8.92%	
			Law Enforcement Admin. / CIB		7.55%	
			County 2CFR (A-87) LE		4.99%	
Recommended Fee - Certificate of Exemption						\$35.00

VERIFICATION LETTER

The Sheriff’s Office is routinely requested to provide record clearance reports for persons applying for jobs requiring such clearance, individuals attempting to obtain visas for foreign travel, persons involved in adoptions, etc. All prior or concurrent fee ordinances will remain in full force until revised. Effective July 11, 2018, Ordinance 6233 established the fee for providing clearance letters at \$10.10. In order to ensure that the fee continues to recover the Sheriff’s Office costs associated with providing this service, the recommended fee reflects FY 19-20 salary and benefit rates for the staff involved in providing the services. The following summarizes the activities involved and the associated costs:

Clearance Letter - Procedure

Community Services Officer (CSO)

10 minutes

Performs warrant and records check, confirms individual’s identification, prepares clearance letter, receives payment/writes receipt, holds payment for daily delivery to the County Treasury.

Clearance Letter – Cost Table

	Job Class	Hours	Hourly Rate	Department Indirect	County Indirect	Proposed Rate
3397	CSO II	0.17	60.46	5.16	0.42	11.23
The following indirect costs are applied to the hourly rate:						
			Administration		8.53%	
			County 2CFR (A-87) Admin		0.70%	
Recommended Fee - Clearance Letter						\$11.20

Using the same process as described above for Clearance Letters, the Sheriff’s Office also provides Incarceration Verification letters and Crime Report Verification letters. Staff analysis has shown that the process to issue these letters is the same as for Clearance Letters.

Crime Report Verification

The Community Services Officer verifies the occurrence of a crime on a specific date and location. The verification letter is mostly used for insurance claims. As the process for supplying this information entails the same amount of time as for Clearance Letters, **the proposed fee for providing Crime Report Verification letters for FY 19-20 is \$11.20.**

Incarceration Verification

The Community Services Officer verifies incarceration information on persons that have been in the Sheriff's custody including dates, cases, and release information. As the process for supplying this information entails the same amount of time as for Clearance Letters, **the proposed fee for providing Incarceration Verification letters for FY 19-20 is \$11.20.**

BODY REMOVAL

The Sheriff's Office contracts with a private service provider for body removal services. Fees for this service will be collected by mortuaries and the Sheriff's Office will bill the mortuaries for the fee. Government Code 27472 authorizes the County to charge a fee of up to \$100 for the cost of removal from the location of death and storage of deceased persons. The charge shall not be imposed upon: 1) a person who claims and proves to be indigent, or 2) in cases in which the body is that of a child and not more than 14 years of age, or 3) in cases in which the Coroner ascribes the death to the criminal act of another, unless the Coroner has reasonable grounds to believe that the deceased was involved in any criminal activity which contributed to his or her own death.

Other counties increased their rates per Government Code 54985. The code states that a county board of supervisors has the authority to increase the fee or charge that is otherwise authorized to be levied by another provision of law, in the amount reasonably necessary to recover the cost of providing any product or service or the cost of enforcing any regulation for which the fee or charge is levied.

Calculation of the recommended fee to recover costs is shown below. The service fee is established by the average attendant rate and the service area rate per the vendor agreement. The service area rate also considers the historical percentage of occurrences in each area. The body bag rate is based on an average cost of heavy and medium duty bags. A new body removal agreement was not ratified at the time of fee development. Therefore, the FY 18-19 rates per the vendor agreement were used for the FY 19-20 fee calculation.

The charge shall not include expenses for keeping the body during the time necessary for the Coroner to perform his or her duties. The charge, if not paid, may be considered a part of the funeral expenses and paid as a preferred charge against the estate of the decedent.

Body Removal – Cost Table

				Department		
Contracted Services			Rate	Indirect	Total Rate	
Service fee	1	257.00	42.33		299.33	
Body Bag	1	27.55	2.35		29.90	
					Total	329.23
The following indirect costs are applied to the hourly rate:						
Sheriff personnel	Administration / CIB				8.92%	
Sheriff personnel	Law Enforcement Admin. / CIB				7.55%	
Body bag	Administration				8.53%	
					Recommended Fee - Body Removal	\$329.00

MORGUE USE

Other outside organizations use the Sonoma County Sheriff’s Office Morgue facility to perform tissue and organ recovery procedures. A Morgue Use Fee is charged for this usage. Fees are based on the cost of operation for building areas used for autopsies. Additionally, biohazardous waste disposal and labor costs incurred by the County are added to this cost.

The total facility floor space is 6,811 square feet. 5,226 square feet of the facility is used by the Sheriff’s Office. The total area devoted to this type of procedure is 4,255 square feet, 62.47% of the floor space. Fees are based on total facility annual operating costs of \$142,466 projected for FY 19-20, divided by the average number of procedures 453, (calculated from the prior three completed fiscal years FY 15-16 - 534, FY 16-17 - 455, and FY 17-18 - 370).

The County General Services Department has an agreement with a private service provider for regulated medical waste removal/disposal services. Effective July 11, 2018, Ordinance 6233 established the fee at \$85.00 per container. The cost to the Sheriff’s Office for hazardous waste disposal is currently \$89.25 per container (\$85.00 x 5% cost-of -living adjustment). For FY 19-20, the recommended fee to recover our costs for this service is \$89.25 per container. The fee for fuel surcharge charged by the service provided is being eliminated for FY 19-20, since the majority of the medical waste to be picked up comes from the Sheriff Coroner’s Office.

Beyond the biohazardous waste disposal and building portion of this fee is the cost of a forensic assistant and a detective for coordinating activities with a representative from the facility user, check in/out, set up, preparing invoices, scheduling the procedure and discussing the procedure with the decedent’s family when necessary. The forensic assistant and detective invest an average of 20 minutes each per case.

The following table outlines fee calculations:

Facility Rate - Cost Table

Facility Rate	\$142,466	X	62.47%	=	\$88,999	divided by	453	=	\$196.46
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Morgue Use - Cost Table

	Job Class	Hours	Hourly Rate	Department Indirect	County Indirect	Total Rate
2103	Forensic Assistant	0.33	50.62	8.34	0.35	19.57
4081	Deputy Detective	0.33	112.11	18.47	5.59	44.94
				Facility Rate per Procedure		196.46
				Personnel time		64.51
						260.97
The following indirect costs are applied to the hourly rate:						
	Forensic Asst/Detective	Administration / CIB			8.92%	
	Forensic Asst/Detective	Law Enforcement Admin. / CIB			7.55%	
	Forensic Assistant	County 2CFR (A-87) Admin			0.70%	
	Deputy Detective	County 2CFR (A-87) LE			4.99%	
		Recommended Fee - Morgue Use				\$260.00

In addition to facility and scheduling costs, facility users are charged staff time provided during the procedure. The base time for provision of staff is one and one half hours at the Forensic Assistant rate during normal working hours. Procedures scheduled for hours other than normal working hours are calculated based on staff costs at the overtime rate and is a minimum of two hours due to “call back” contract provisions. The rate will be based on the position of the staff member available for call back. Rates are as follows:

	Job Class	Hours	Hourly Rate	Department Indirect	County Indirect	Total Rate	Cost Per Half Hour Thereafter
2103	Forensic Assistant	1.5	50.62	8.34	0.35	88.97	29.66
			Overtime				Cost Per
			Hourly Rate	Department Indirect	County Indirect	Total Rate	Half Hour Thereafter
2103	Forensic Assistant	2	56.43	9.29	0.40	132.24	33.06
4081	Deputy Detective	2	98.64	16.25	4.92	239.62	59.91
4095	Sergeant Detective	2	118.16	19.46	5.90	287.04	71.76
The following indirect costs are applied to the hourly rate:							
	All personnel	Administration / CIB			8.92%		
	All personnel	Law Enforcement Admin. / CIB			7.55%		
	Forensic Assistant	County 2CFR (A-87) Admin			0.70%		
	Deputy DE/Sgt DE	County 2CFR (A-87) LE			4.99%		

The appropriate staff rate and time shown in the table above is added to the base use fee of \$260.00.

HELICOPTER SERVICE

Fees could be charged whenever private citizens receive air ambulance services and whenever non-County residents receive Search and Rescue services involving the helicopter. All prior or concurrent

fee ordinances will remain in full force until revised. In FY 18-19, Ordinance 6233 established the following rates for helicopter services:

Advanced Life Support Rate (Charged per ALS transport)	\$2,265
Search and Rescue (Charged per flight hour – Out-of-County residents only)	\$2,088
Law Enforcement (Charged per call out for special support situations)	\$2,319

Below are summarized the helicopter fees proposed for FY 19-20.

Advanced Life Support (ALS) Medical Service: After much research by the Sheriff’s Office and County Counsel, County Counsel concluded that the Sheriff’s Office cannot bill for ALS helicopter transports as the Sheriff’s helicopter program does not meet the California Code of Regulations Title 22 definition of an air ambulance. The fee is calculated in the event of changes in code or operation that would allow billing for ALS. The Sheriff’s Office has based its 18-19 fees on the full medical transport cost. The proportionate share of ALS cost to total helicopter costs is used to calculate ALS rates. These fee rates are calculated using the percentage of ALS missions to total missions. In FY 18-19, the Sheriff’s Office charges \$2,265 per flight hour for ALS transport operations. The Sheriff’s Office is recommending that the fee in FY 19-20 decrease to \$1,907.

FY 19-20 Med\SAR\LE Helicopter Unit Costs	1,835,173 *	78,178
Est. FY 19-20 Emergency Medical Transports	41	1,907
Recommended Fee - Advanced Life Support (per transport)		\$1,907
* Divided by 4yr avg details		
to total details	4.26%	

Search and Rescue (SAR): As permitted under California Government Code 26614.5, the SAR fee is charged for the rescue of out-of-County residents. Bills are directed to the county or city and county of the person being searched for or rescued by the Sheriff’s Office. The indirect overhead costs for SAR fees are reduced compared to the other helicopter fees because the Helicopter Unit costs include a direct dispatch services contract with REDCOM for SAR services. In FY 18-19, the Sheriff’s Office charged \$2,088 per flight hour for search and rescue operations. In FY 19-20, the Sheriff’s Office is proposing a per detail (call-out) rate decrease to \$2,084 for the search and rescue mission, which includes cost per hour as follows:

FY 19-20 Med\SAR\LE Helicopter Unit Costs	1,835,173 *	564,895
Estimated FY 19-20 SAR Details (call-outs)	271	2,084
Recommended Fee - Search and Rescue (per call-out)		\$2,084
* Divided by 4yr avg details		
to total details	30.78%	

Law Enforcement Service: The fee charged for the Law Enforcement /Security mission in FY 18-19 was \$2,319 per call-out. The fee proposed for Law Enforcement missions in FY 19-20 is recommended to decrease to \$2,129 per call-out.

The “Law Enforcement” rate applies to special law enforcement missions, such as air support services during foot pursuits of fleeing suspects, robberies or other crimes in progress, major traffic accidents, and other potentially life-threatening emergencies. The Sheriff’s Office determined that based on operational experience, the emergent portions of most air support calls for service are resolved within the first 15 minutes of the event. The emergent portion of the call is defined as the period of time when an immediate threat to life exists. At the 15 minute mark, the helicopter will continue to provide air support only at the request of the other agency, which will then be billed for the call-out.

Requests for non-emergency services, such as surveillance or follow-up investigations, will be charged per call-out. Fees will also apply to other government agencies and County departments that occasionally request services for non-emergency activities. Additionally, the fee will be used to charge private parties who desire to use air helicopter services for security service contracts.

FY 19-20 Med\SAR\LE Helicopter Unit Costs		1,835,173 *	1,192,098
Estimated FY 19-20 Law Enforcement Details (call-outs)		560	2,129
Recommended Fee - Law Enforcement (per call-out)			\$2,129
* Divided by 4yr avg details			
to total details		64.96%	

Recommended FY 19-20 Fees:

- Advanced Life Support Transport \$1,907**
- Search and Rescue \$2,084**
- Law Enforcement Services \$2,129**

DRIVING UNDER THE INFLUENCE (DUI) INCIDENT

The DUI Incident and Pursuit/Intentional Wrongful Conduct fees are being eliminated for FY 19-20 based on a lack of instances that meet the criteria to charge the fee.

EXPLOSIVE ORDNANCE DISPOSAL

Bomb Squad Service: The Bomb Squad is responsible for responding to suspicious device calls for service 24-hours-a-day, seven days- a-week. The Sheriff’s Bomb Squad is the only full-response EOD Unit in the North Bay. The Sheriff’s Office presently has agreements with several cities for Explosive Ordnance Disposal (EOD). These agreements are structured as a flat fee for service. EOD services are provided by the Sonoma County Sheriff’s Office Bomb Squad to agencies choosing to participate. Due to fiscal challenges, many cities have opted out of the agreement. As a result, the Sheriff’s Office developed a fee for service (per callout) which was included in the FY 18-19 adopted fee ordinance. Out-of-County agencies are expected to pay a 25% premium over the In-County EOD service fee. The proposed fee only covers a minimal amount of actual cost of the Unit. The following fees are proposed for FY 19-20 to recover per hour labor costs incurred by the Sheriff’s Office.

Bomb Squad – Procedure

EOD Unit salary and benefits and vehicle use fee costs are used to calculate the EOD fee.

EOD fees are based on an hourly overtime rate for a sergeant and for deputies who respond to calls for service. This fee will be charged on actual response time with a 3 hour minimum, which includes a half hour travel time for each direction to the call and back. It also includes the daily vehicle use fee which is set by County Fleet Operations. Out-of-County calls are charged a 25% premium.

Bomb Squad – Cost Table

	Job Class	Hourly OT Rate	Premium Rate	Department Indirect	County Indirect	Proposed Rate
4081	Deputy Adv	92.16	1.91	15.49	4.69	114.25
4095	Sergeant Adv	111.69	5.16	19.25	5.83	141.93
Vehicle Use Fee:						\$41.61
The following indirect costs are applied to the hourly rate:						
Administration / CIB					8.92%	
Law Enforcement Admin. / CIB					7.55%	
County 2CFR (A-87) LE					4.99%	
Fee is based on actual response time with a 3 hour minimum, which includes .5 hour travel time each direction including vehicle use.						
In-County - EOD Service:						
Recommended Minimum Fee - EOD Service/Deputy II						\$384.36
Recommended Minimum Fee - EOD Service/Sergeant Adv						\$467.40
Out-of-County - EOD Service 25% premium:						
Recommended Minimum Fee - Deputy II/EOD Service						\$480.45
Recommended Minimum Fee - Sergeant Adv/EOD Service						\$584.25

RESPONSE TO UNABATED DISTURBANCE SERVICE

Sonoma County Code §§ 4-101 through 4-105 allows the Sheriff to charge a service fee for the second and subsequent response to unabated disturbances or nuisances. The Code Section was created in 1992 primarily to deal with disturbances or nuisances resulting from loud parties or other similar gatherings. Sheriff’s Office costs for this service may include labor, special equipment required to deal with the disturbance, damage to property, and injury to personnel. Charges may also include expenses incurred by other County departments (damage to County property, injury to County personnel). All prior or concurrent fee ordinances will remain in full force until revised. Effective July 11, 2018, Ordinance 6233 established an hourly fee of \$115.41 for Deputy labor and \$148.30 for Sergeant labor.

The following fees are proposed for FY 19-20 to recover per hour labor costs incurred by the Sheriff’s Office for response to unabated disturbances.

Unabated Disturbance – Cost Table

Security Service - Cost Table

		Hourly	Department	County	Proposed
	Job Class	OT Rate	Indirect	Indirect	Rate
3397	CSO II	47.03	4.01	0.33	\$51.37
4081	Deputy II Int	89.14	14.68	4.45	\$108.27
4081	Deputy II Int-Premium	91.72	15.11	4.58	\$111.41
4095	Sergeant Adv Post	111.69	18.40	5.57	\$135.66
1692	Dispatcher II	62.24	10.25	3.11	\$75.60
1694	Senior Dispatcher	68.47	11.28	3.42	\$83.17
1696	Supervising Dispatcher	77.65	12.79	3.87	\$94.31

The following indirect costs are applied to the hourly rate:

CSO II	Administration	8.53%
CSO II	County 2CFR (A-87) Admin	0.70%
All other personnel	Administration / CIB	8.92%
All other personnel	Law Enforcement Admin. / CIB	7.55%
All other personnel	County 2CFR (A-87) LE	4.99%

Vehicle Use:				
Daily Use Fee:	Per Patrol Vehicle			\$64.64
Mileage Fee:	Per mile (in addition to daily use fee)			\$0.56
Fuel Charge:	Per gallon			\$3.63
Helicopter Use:				
Charge Per call-out:				\$2,129
* The section entitled "Helicopter Service" (later in this document) provides the basis for this charge.				

TOWED VEHICLE RELEASE

California Vehicle Code Section 22850.5(a) provides in part “A city, county, or city and county may adopt an ordinance or resolution establishing procedures for the release of properly impounded vehicles and for the imposition of a charge equal to its administrative costs relating to the removal, impound, storage or release of the vehicles.”

All prior or concurrent fee ordinances will remain in full force until revised. Effective July 11, 2018, Ordinance 6233 established the fee at \$199.00. **The proposed fee for FY 19-20 is \$205.00.** The following summarizes the activities involved and the associated costs:

Towed Vehicle Release - Procedure

Deputy II 60 minutes

Prepares forms, inventory vehicle contents, and waits for tow truck.

Sergeant 15 minutes

Reviews report and supporting documentation, conducts Post Storage Hearing.

Dispatcher II

15 minutes

Run vehicle through CLETS system, determine owner registration and whether the vehicle is stolen, enter vehicle into DMV system.

Legal Processor II

15 minutes

Enter vehicle information into the RMS system, confirm CLETS entry, mail notices required by Vehicle Code Section 22852.

Community Services Officer (CSO)

15 minutes

Prepare vehicle release paperwork, check vehicle registration and driver’s license status, collect fee, and prepare receipt.

Towed Vehicle Release – Cost Table

	Job Class	Hours	Hourly Rate	Department Indirect	County Indirect	Proposed Rate
4081	Deputy II	1.0	97.05	15.98	4.84	117.87
4095	Sergeant Adv	0.25	121.94	20.08	6.08	37.03
1692	Dispatcher II	0.25	66.59	10.97	3.32	20.22
0049	Legal Processor II	0.25	50.53	4.31	0.35	13.80
3397	CSO II	0.25	60.46	5.16	0.42	16.51
						205.43
The following indirect costs are applied to the hourly rate:						
	All other personnel	Administration / CIB				8.92%
	All other personnel	Law Enforcement Admin. / CIB				7.55%
	All other personnel	County 2CFR (A-87) LE				4.99%
	LP/CSO II	Administration				8.53%
	LP/CSO II	County 2CFR (A-87) Admin				0.70%
Recommended Fee - Towed Vehicle Release						\$205.00

TELECOMMUNICATION SERVICE

The Sheriff's Office has established a Telecommunications Bureau, which is responsible for certain radio repair services on a fee-for-service basis to other agencies. The Sheriff's Office has determined the amounts reasonably necessary to recover the cost of providing specific types of telecommunications services. The proposed fees are calculated using an average of a Communications Technician and Senior Communications Technician’s overtime salary and benefits costs and are charged on an hourly basis. In FY 17-18, a civilian Communications Manager replaced the Sergeant supervisor. The Communications Manager’s time is calculated using FY 19-20 salary and benefit costs and will be charged on an hourly basis. Any necessary materials used will be charged at actual cost.

All prior or concurrent fee ordinances will remain in full force until revised. In FY 18-19, Ordinance 6233 set hourly rates for a Telecommunications Technician at \$76.76. The Communications Manager is a new position replacing the Sergeant Detective.

Telecommunication – Cost Table

		Overtime				
Maintenance & Repair fees		Hourly	Department	County	Total	
	Job Class	Rate	Indirect	Indirect	Rate	
--	Comm Technician	75.22	6.42	0.53	82.17	
1715	Comm Manager	103.13	8.80	0.72	112.65	
The following indirect costs are applied to the hourly rate:						
			Administration		8.53%	
			County 2CFR (A-87) Admin		0.70%	
Recommended Fee - Maintenance & Repair/Comm Technician						\$82.17
Recommended Fee - Maintenance & Repair/Comm Manager						\$112.65
<i>Any necessary materials needed for repairs/maintenance etc. will be billed in addition to the fee above at actual cost</i>						
		Overtime				
		Hourly	Department	County	Total	
	Job Class	Rate	Indirect	Indirect	Rate	
1705	Comm Tech II	68.83	5.87	0.48	75.18	
1710	Senior Comm Tech	81.61	6.96	0.57	89.14	
1715	Comm Manager	103.13	8.80	0.72	112.65	
The following indirect costs are applied to the hourly rate:						
			Administration		8.53%	
			County 2CFR (A-87) Admin		0.70%	