

**RESOLUTION NO. 14- 7992**

**A RESOLUTION AMENDING THE MASTER FEE SCHEDULE  
ESTABLISHING SERVICE FEES FOR COUNTY DEPARTMENTS**

**WHEREAS**, the Board of Supervisors has previously adopted a Master Fee Schedule establishing service fees for County departments and such Master Fee Schedule has been revised and amended from time-to-time; and,

**WHEREAS**, the Master Fee Schedule now needs further revision to add fees for the Plumas County Sheriff's Office.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors, County of Plumas, State of California, as follows:

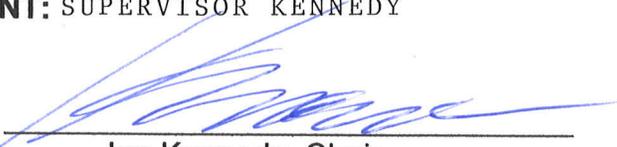
1. The Master Fee Schedule initially adopted by Resolution No. 05-7130 and revised and amended from time-to-time is hereby further amended as referenced by Exhibit "A" attached. The fees and charges as set forth in Exhibit "A" supersedes the fees and charges previously adopted to the extent such previous fees and charges are inconsistent with the fees and charges set forth in the attached Exhibit "A".
2. The fees set forth in the attached Exhibit "A" shall take effect on the date of adoption of this Resolution notwithstanding any provision to the contrary.
3. Any existing fee not included in this Resolution or amendment thereafter shall remain in full force and effect according to its specific authorization, whether by Board order, Resolution, Ordinance, or State law.
4. The Board reserves authority to waive all or a portion of any fee, in the public interest, when the fee is charged to a local public entity.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 12th day of August, 2014.

**AYES:** SUPERVISORS THRALL, GOSS, SIMPSON, SWOFFORD

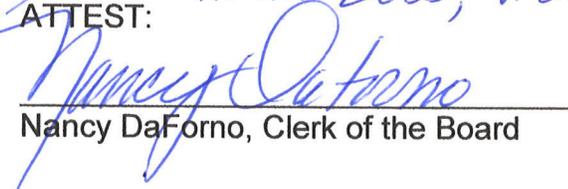
**NOES:** NONE

**ABSENT:** SUPERVISOR KENNEDY

  
\_\_\_\_\_  
~~Jon Kennedy, Chair~~

KEVIN GOSS, V. CHAIR

ATTEST:

  
\_\_\_\_\_  
Nancy DaForno, Clerk of the Board

## Plumas County Sheriff's Office ~ Fees for Services

Service	Fee	Notes
Report Copies	\$15.00 for up to three (3) pages & \$1.00/pg for each additional page	\$3.00 deposit
CAD Call Copies	\$6.00 each call	\$3.00 deposit
CCW Permit - Initial	\$100.00 (PSCO fee)	\$20.00 (20%) due w/ application & \$80.00 due upon approval - does not include fingerprint fee or DOJ fees
CCW Permit - Renewal	\$25.00	(Does not include DOJ fees)
CCW Permit - Amendment	\$10.00	
Explosive Permit-over 100 lbs	\$28.00 ea	
Explosive Permit-under 100 lbs	\$28.00 ea	
License to Sell Concealable Firearms - Initial	\$55.00 ea.	
License to Sell Concealable Firearms - Renewal	\$30.00 ea.	
Letter of Reference	\$25.00 ea.	
Christmas Tree Transportation Tags w/ full sale contract	\$30.00/tag	Full sale contract = 6 or more trees
Christmas Tree Transportation Tags w/o full sale contract	\$10.00/tag	w/o full sale contract = 5 or less trees
Secondhand Dealer's License - Initial	\$70.00	Does not include fingerprint fees or DOJ fees.
Secondhand Dealer's License - Renewal	\$40.00	NO CHANGE - Does not include DOJ fees.
Vehicle Inspection Certification per CVC 40616	\$17.00/ certification	PER GC 26746.1
False Alarm Activation	1st-3rd = \$ 0.00 4th-6th = \$ 50.00 7th-9th = \$100.00 10th-up = \$150.00	Per response in a calendar year.
Repossession Reports	\$15.00/ea.	
Public Records Request	.10 cents per page	GC 6253.b
Background Check	\$15.00 ea.	
Local Criminal Offenders Record Check	\$25.00 ea.	
Security Services - (Reserves)	\$25.00/hr	Four hour minimum.
Search & Rescue	Actual cost billed to county of residence	
Audio Reproduction	\$55.00 ea.	
Video/Photo Reproduction	\$50.00 ea.	
Coroner Pick Up Fee	\$100.00	Actual costs not to exceed \$100
Witness Fee	\$275.00/day of testimony	Plus additional expenses if applicable.
Towing Expense	Actual costs incurred	Service Provided by Vendor
Towing Expense	\$135.00	Service Provided by Sheriff's Office
Vehicle Impound/Storage Fee	\$150.00	
Weapon Storage Fee	\$100.00 per weapon	
Fingerprinting Service	\$20.00 per card	
Livescan Fingerprinting	\$20.00 ea	Does not include DOJ/FBI fees if applicable.
Booking Fees	\$150.00	
Book & Release Fee	\$30.00 per ea book & release	(Inmates not housed/weekenders)
Prisoner Keep/Contract Housing	Current daily jail rate from BSCC	
Inmate Medical	\$3.00/ea.	Inmate initiated medical visit.
Inmate Medication	\$ .50/dose	Over the counter medications
Work Release	\$40.00/day	In lieu of jail time.

Work Release Rescheduling Fee	\$15.00 ea.	
Electronic Monitoring Implementation Fee	\$100.00	Initial set up fee
Electronic Monitoring Daily Fee	\$10.00 / day	Daily Fee
Alarm System Permit - Initial	\$45.00	
Alarm System Permit - Renewal	\$25.00/yr	
Non-Registered Alarm System	\$50.00 per false alarm	Charged in addition to excessive false alarm activation fees. May be waived by Sheriff if alarm system is registered within 10 days of violation.
False Alarm Caused by Alarm Company	Assessed at the same level as alarm user	If determined that false alarm was caused by alarm company
Failure to Verify Alarm System Signals	\$50.00 each	Charged to alarm monitoring company
Late Fee ( <i>alarm system registration renewal</i> )	\$10.00	If renewal is more than 30 days late.
Update MSAG for Dispatching Services - Initial	\$500.00	First Block of 25 addresses
Update MSAG for Dispatching Services - Additional	\$248.00	Each additional block of 25 addresses

**Methodology Worksheet to Determine  
Fee, Charge or Assessment  
For FY 14-15**

*Date of Last Change:*    **NEW**

Department: Sheriff  
Dept. # **70330** Fund # **0001S**  
Program: Other Service

Code    Section

*Initial*

1 **Update MSAG for Dispatching Services (first 25 addresses)**  
(Common Name of Service)

2 Departmental Overhead

A. Determine annual salary and benefit cost per overhead employee, plus \$320.40 for dept. head life insurance and \$759.64 for each employee for 'general' insurance costs. (Reference budget for salary and benefit totals). Detail calculation for each employee. \$513,348

<u>Sheriff</u>	\$189,409.64
<u>Assistant Sheriff - Operations</u>	\$164,518.08
<u>Assistant Sheriff Administration</u>	\$159,420.50
	<u>\$ 513,348.22</u>

**Note:** Overhead employees are those that provide general direction or support to the department (Department head, secretary, assistant department head, account clerk, supervisor).

B. General Service/Supply costs to department \$0  
(copy machine, training, maintenance contracts, janitorial, etc.).

_____	_____
_____	_____
_____	_____
_____	\$ -

C. Other general charges (detail) \$0

_____	_____
_____	\$ -
_____	\$ -

Total Departmental Overhead Cost (2A through 2C) \$513,348

3 Estimate total percentage of staff hours spent on this services per month or year. (circle)

0.0100%

4 Multiply the Total Departmental Overhead cost by the percentage in #3 (example 15% x \$50,000=\$7,500)

Total overhead cost related to this specific service

\$51

5 Direct costs

A. As noted in #2, determine the total cost for each person in the department who spends any time on this service. Compute their hourly rate by dividing their total salary and benefit cost (plus \$1,010 each for general insurance costs) by 2080 hours. (Example-\$23,781 divided by 2080 hours equal an hourly rate of \$11.43 per hour). If several employees provide the service, you may average their annual salary and benefit cost. (Detail this calculation for each employee).

<b>Adminstrative Deputy/Communications Specialist</b>	<b>\$ 56.19</b>
<b>Communications Supervisor (Records)</b>	<b>\$ 41.35</b>

B. Determine the average amount of time that each person spends in providing the service, processing the permit, etc. Some activities will take longer, some less-determine the average. (Detail this calculation for each employee).

<b>Adminstrative Deputy/Communications Specialist</b>	2.50	hours
<b>Communications Supervisor (Records)</b>	6.75	hours
		hours
		hours
		hours

C. Multiply the average time requirement for each employee or class of employee by the average hourly rate. (Detail calculation per employee).

<b>Adminstrative Deputy/Communications Specialist</b>	x	2.50	=	<b>\$ 140.49</b>
<b>Communications Supervisor (Records)</b>	x	6.75	=	<b>\$ 279.12</b>
	x	0.00	=	<b>\$ -</b>
	x	0.00	=	<b>\$ -</b>
	x	0.00	=	<b>\$ -</b>

Total Employee Costs for this activity

**\$ 420**

**Methodology Worksheet to Determine  
Fee, Charge or Assessment  
For FY 14-15**

*Date of Last Change:*     **NEW**

Department: Sheriff  
Dept. # **70330** Fund # **0001S**  
Program: Other Service

Code     Section

**1 Update MSAG for Dispatching Services (each additional block of 25 addresses)**  
(Common Name of Service)

**2 Departmental Overhead**

A. Determine annual salary and benefit cost per overhead employee, plus \$320.40 for dept. head life insurance and \$759.64 for each employee for 'general' insurance costs. (Reference budget for salary and benefit totals). Detail calculation for each employee. \$513,348

<b>Sheriff</b>	\$189,409.64	
<b>Assistant Sheriff - Operations</b>	\$164,518.08	
<b>Assistant Sheriff Administration</b>	\$159,420.50	
		<u>\$513,348.22</u>

**Note:** Overhead employees are those that provide general direction or support to the department (Department head, secretary, assistant department head, account clerk, supervisor).

B. General Service/Supply costs to department \$0  
(copy machine, training, maintenance contracts, janitorial, etc.).

_____		
_____		
_____		
_____	\$ -	

C. Other general charges (detail) \$0

_____		
_____	\$ -	
_____	\$ -	

Total Departmental Overhead Cost (2A through 2C) \$513,348

3 Estimate total percentage of staff hours spent on this services per month or year. (circle)

0.0100%

4 Multiply the Total Departmental Overhead cost by the percentage in #3 (example 15% x \$50,000=\$7,500)

Total overhead cost related to this specific service

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5 Direct costs

A. As noted in #2, determine the total cost for each person in the department who spends any time on this service. Compute their hourly rate by dividing their total salary and benefit cost (plus \$1,010 each for general insurance costs) by 2080 hours. (Example-\$23,781 divided by 2080 hours equal an hourly rate of \$11.43 per hour). If several employees provide the service, you may average their annual salary and benefit cost. (Detail this calculation for each employee).

<b>Adminstrative Deputy/Communications Specialist</b>	<b>\$ 56.19</b>
<b>Communications Supervisor (Records)</b>	<b>\$ 41.35</b>

B. Determine the average amount of time that each person spends in providing the service, processing the permit, etc. Some activities will take longer, some less-determine the average. (Detail this calculation for each employee).

<b>Adminstrative Deputy/Communications Specialist</b>	1.00	hours
<b>Communications Supervisor (Records)</b>	3.00	hours
		hours
		hours
		hours

C. Multiply the average time requirement for each employee or class of employee by the average hourly rate. (Detail calculation per employee).

<b>Adminstrative Deputy/Communications Specialist</b>	x	1.00	=	<b>\$ 56.19</b>
<b>Communications Supervisor (Records)</b>	x	3.00	=	<b>\$ 124.05</b>
	x	0.00	=	<b>\$ -</b>
	x	0.00	=	<b>\$ -</b>
	x	0.00	=	<b>\$ -</b>

Total Employee Costs for this activity

**\$ 180**

D. Determine the average cost for service and supply (paper, photo copy-\$.10 ea., Postage, envelopes, mileage cost, pass through sub-contractor cost, telephone etc. (Detail costs). \$ -

\_\_\_\_\_  
\_\_\_\_\_

E. Other special equipment (life of equipment divided by number of uses per year) or special costs (detail costs). \$0

\_\_\_\_\_  
\_\_\_\_\_

Total of all Direct charges \$180  
(5A through 5E)

6 Total of all Overhead and Direct charges \$232  
(4 plus 5)

7 Indirect overhead cost \$16  
Multiply the total overhead and direct costs by  
6.91% the percentage indicated in this packet  
for your department.

8 Total overhead, direct and indirect cost of service \$248  
(6 plus 7)

9 Average number of permits or services per year. 1

10 Average cost of processing each permit or providing a service (divide #8 by #9) round up or down to nearest dollar. \$248

11 Recommended fee, charge or assessment (please explain if the recommended charge is less than cost of providing the service - other than rounding). \$248

Comments:

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\_\_\_\_\_