Board Agenda Item 27

DATE: October 21, 2025

TO: Board of Supervisors

SUBMITTED BY: John Zanoni, Sheriff-Coroner-Public Administrator

SUBJECT: Amendment to Master Schedule of Fees - Sheriff-Coroner-Public Administrator

RECOMMENDED ACTION(S):

Conduct second hearing to amend the Master Schedule of Fees, Charges, and Recovered Costs Ordinance by amending Subsection 2605 - Gun Permits, of Section 2600 - Sheriff-Coroner-Public Administrator (the Ordinance); and waive reading of the Ordinance in its entirety; and adopt proposed Ordinance.

Approval of the recommended action would revise the existing Master Schedule of Fee (MSF), Charges, and Recovered Costs based on the Department's costs for FY 2025-26. The recommended amendments to Subsection 2605 - Gun Permits will update the current rates and will allow the Sheriff's Office to recover the salary and benefits costs, operating costs, and an indirect cost rate for two ID Techs and extra help worker. This item is Countywide.

ALTERNATIVE ACTION(S):

Your Board may direct staff to use current fees or propose alternative fees, which may not recover 100% of costs discussed herein.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. It is anticipated that with the proposed fees, the Sheriff's Office will ensure full cost recovery for salary and benefits costs, and an indirect cost rate proposal (ICRP) of 10.48%.

DISCUSSION:

On September 23, 2025, your Board conducted the first hearing on the recommended updates to the MSF for Subsection 2605 - Gun Permits. All rates were approved as recommended and are detailed in Attachment A. The updated fees are structured to fully recover the salary and benefit costs associated with two ID Technicians, extra-help workers, and the indirect costs of processing new and renewal gun permits. Since the last approved adjustment in 2007, the volume and complexity of permit processing has increased due to background checks, administrative requirements, and staffing needs. The approved rates are intended to align fees with the actual cost of providing these services.

The proposed fees ensure proper cost recovery and have been reviewed by the Auditor-Controller/Treasurer-Tax Collector.

The summary of the ordinance was published in the Business Journal on September 26, 2025 in accordance with Gov. Code § 25124(b)(1).

REFERENCE MATERIAL:

BAI #8, September 23, 2025

ATTACHMENTS INCLUDED AND/OR ON FILE:

Ordinance
Attachment A

CAO ANALYST:

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