



# Board Agenda Item 3

DATE: November 3, 2020

TO: Board of Supervisors

SUBMITTED BY: Margaret Mims, Sheriff-Coroner-Public Administrator

SUBJECT: Amendment to Master Schedule of Fees - Sheriff

RECOMMENDED ACTION(S):

1. **Conduct first hearing to amend the Fresno County Master Schedule of Fees, Charges and Recovered Costs Ordinance by adding Subsection 2612 of Section 2600 - Sheriff-Coroner-Public Administrator; waive reading of the Ordinance in its entirety; and set second hearing for December 15, 2020;**
2. **Designate County Counsel to prepare a fair and adequate summary of the proposed Ordinance; and**
3. **Direct the Clerk of the Board to post and publish the required summary in accordance with Government Code Section 25124(b)(1).**

Approval of the recommended actions would revise the existing Master Schedule of Fees, Charges, and Recovered Costs based on the Department's costs for FY 2020-21. On March 24, 2020, your Board approved the adoption of the "County of Fresno Massage Establishment and Out Call Massage Services Ordinance," Chapter 6.39 of the Ordinance Code of Fresno County, which provides for orderly regulation of businesses providing massage therapy services. The cost of permitting is to be calculated at the direct rate of the person reviewing the permit (e.g., Identification Technician, Community Service Officer, Deputy Sheriff, Sergeant, Lieutenant, Captain, Undersheriff) based on current Master Schedule of Fees (MSF). As there is currently only a MSF for Deputy Sheriff III and Community Service Officer, the addition of Subsection 2612- Life Scan (Massage Ordinance) will create a new rate for the Identification Technician. This will allow the Sheriff's Office to charge a fee that will recover the salary and benefits costs, and indirect cost rate for permitting services provided by staff in that position. No rates for Sergeant, Lieutenant, Captain, or Undersheriff are needed, as the cost for these positions are factored into the overhead costs of the Department. This item is countywide.

ALTERNATIVE ACTION(S):

If your Board does not approve the proposed fee, the Sheriff's Office will not recover 100% of costs associated with Identification Technician time spent on the permitting process.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. It is anticipated that with the proposed fee, the Sheriff's Office will ensure full cost recovery for the Identification Technician for salary and benefits costs, and an indirect cost rate proposal (ICRP) of 9.95% for FY 2019-20.

DISCUSSION:

In accordance with County Ordinance Code section 4.44.020, fees charged to the public must be included in the County's Master Schedule of Fees, charges and recovered costs, and any revision or modification to the schedule requires approval by the Board of Supervisors.

On March 24, 2020, your Board approved the adoption of the "County of Fresno Massage Establishment and Out Call Massage Services Ordinance," which requires work to be performed by an Identification Technician. Subsection 2612 - The Life Scan (Massage Ordinance) Identification Technician rate has been created by the Sheriff's Department, and reviewed and approved by the Auditor-Controller/Treasurer-Tax Collector according to their interoffice memorandum dated September 24, 2020.

Subsection 2612 - The Life Scan (Massage Ordinance) establishes that an Identification Technician will be billed at the approved rate detailed in Exhibit A.

The proposed fee ensures proper cost recovery, and has been reviewed by the Auditor-Controller/Treasurer-Tax Collector. As specified, and following the approval of the second hearing, which is scheduled to take place on December 15, 2020, the Sheriff's Office will review other fees included in Section 2600, and will return with an item to your Board for approval of additional fee charges, as needed.

REFERENCE MATERIAL:

BAI #20, March 24, 2020  
BAI #7, February 25, 2020

ATTACHMENTS INCLUDED AND/OR ON FILE:

MSF FY 2019-20 Ordinance  
MSF FY 2019-20 Exhibit A  
On file with Clerk - Summary of Ordinance

CAO ANALYST:

Yussel Zalapa