

RESOLUTION NO. 2007-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLAREMONT, CALIFORNIA, ESTABLISHING POLICE USER FEES

WHEREAS, the City Council of the City of Claremont has determined that the users of certain police services should be charged fees to cover the cost for providing those services; and

WHEREAS, the City of Claremont has conducted an extensive analysis of the cost reasonably born to provide such services, the beneficiaries of such services, and revenues produced by those paying fees and charges for such services; and

WHEREAS, the City is authorized to impose fees covering up to 100% of the actual cost for the services provided; and

WHEREAS, the City Council does find that the formulas utilized to establish these fees do not exceed the reasonable cost of providing such services; and

WHEREAS, the City Council has determined that actual costs for the services provided changes from time to time; and

WHEREAS, the City Council has determined that amending the fees annually based upon the formulas will maintain the ability to recover the cost for providing services; and

WHEREAS, the City Council has determined fees should be revised based upon the formulas on July 1 of each year; and

WHEREAS, the City Council has determined fees can be revised throughout the year if a cost factor changes and causes the stated fee to be less than the actual cost to provide that fee; and

WHEREAS, the City Council has duly noticed and conducted a public hearing on February 13, 2007, at which time the public was invited to make oral and written presentations as part of the regularly scheduled City Council meeting prior to the adoption of this resolution; and

WHEREAS, the establishment of fees for administrative services is statutory and categorically exempt from the requirements of the California Environmental Quality Act, since setting these fees fits within the statutory exemptions for local agency decisions involving rates, tolls, or other charges pursuant to Public Resources Code Section 21080(b)(8) and Section 15273 of the California Environmental Quality Act Guidelines.

NOW THEREFORE, the City Council of the City of Claremont does hereby resolve as follows:

Section 1. That a City fee schedule for Police Services is hereby adopted, and that the fees are set in accordance with the schedule and formula attached hereto as Exhibit 'A' and Exhibit 'B' and incorporated herein by reference.

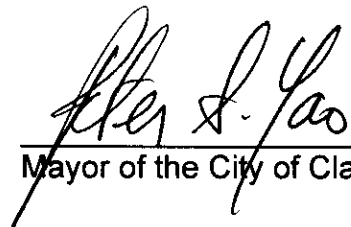
Section 2. This resolution shall supercede all other resolutions establishing police service related fees.

Section 3. That the City's Police Department is authorized to collect these user fees as appropriate and to submit the revenues to the Financial Services Department in a timely manner.

Section 4. That the fees set forth in Section 1 of this resolution shall become effective upon adoption of this resolution.

Section 5. The Mayor shall sign this resolution and the City Clerk shall attest and certify to the passage and adoption thereof,

PASSED, APPROVED, AND ADOPTED this 13th day of February, 2007.



Mayor of the City of Claremont

ATTEST:



City Clerk of the City of Claremont

APPROVED AS TO FORM:



City Attorney of the City of Claremont

POLICE SERVICE FEE SCHEDULE
Effective February 26, 2007

| SERVICE | FEE |
|---|---|
| Alarm Permit | \$29.25 |
| Citation Verification: Local citations, local residents, and local business persons | No Charge |
| Citation Verification: All others | \$27.50 |
| Clearance Letter | \$18.50 |
| Concealed Weapons Permit | \$122.50 |
| Copy of Police Report (per page) | \$0.10 |
| DUI Emergency Response | Billed at actual cost, per officer, per hour, in one-minute increments, plus overhead and billing fees |
| False Alarm Response | \$115.50 |
| Fingerprinting - Claremont Residents and Claremont based volunteer groups | \$10.00 |
| Fingerprinting - All others | \$17.25 |
| Impounded Vehicle Administrative Tow Hearing | \$38.25 |
| Impounded Vehicle Lien Processing Fee | \$55.00 |
| Impounded Vehicle Release | \$211.00 |
| Impounded Vehicle Storage: Motorcycle (per day) | \$23.75 |
| Impounded Vehicle Storage: Vehicle ≤ 20' (per day) | \$26.75 |
| Impounded Vehicle Storage: Vehicle > 20' (per day) | \$36.75 |
| Impounded Vehicle Towing: Motorcycle | \$118.75 |
| Impounded Vehicle Towing: Vehicle ≤ 20' | \$118.75 |
| Impounded Vehicle Towing: Vehicle > 20' | \$293.25 |
| Intentional False 9-1-1 Calls | Minimum \$100 or actual costs based on cost / minute / officer up to maximum \$1,000; plus overhead and billing fees |
| Massage Technician Permit | \$240.00 |
| Massage Technician Permit Renewal | \$44.25 |
| Photos: CD (per CD) | \$17.00 |
| Photos: 4"x6" (per photo) | \$4.75 |
| Photos: 8"x10" (per photo) | \$5.50 |
| Repeat Disturbance Calls | Minimum \$100 or actual costs based on cost / minute / officer up to maximum \$1,000; plus overhead and billing fees |
| Special Events | Billed at actual cost, per officer, per hour, in one-quarter hour increments; minimum two hours; plus overhead and billing fees |
| Special Requests for research or other non-essential police services | Billed at actual cost, per staff member, per hour, in one-minute increments, plus overhead and billing fees |
| VIN Verification | \$27.50 |

POLICE SERVICE FEE CALCULATION FACTORS

| Salary and Benefits * | Monthly Salary | Benefits % | Benefits Flat | Hourly Rate Benefitted |
|------------------------------|-----------------------|-------------------|----------------------|-------------------------------|
| Chief | \$13,005.22 | 58.70% | \$11,164.20 | \$124.44 |
| Captain | \$11,198.00 | 70.00% | \$11,632.00 | \$115.42 |
| Lieutenant | \$8,989.54 | 70.00% | \$11,632.20 | \$93.76 |
| Sergeant | \$7,586.92 | 70.00% | \$11,632.20 | \$80.00 |
| Officer/Corporal | \$6,215.72 | 63.20% | \$11,632.20 | \$64.12 |
| Communications Officer | \$4,193.35 | 28.40% | \$11,632.20 | \$36.66 |
| Sr. Administrative Asst. | \$4,149.85 | 30.30% | \$11,164.20 | \$36.56 |
| Administrative Asst. | \$3,776.55 | 30.30% | \$11,164.20 | \$33.76 |
| Evidence Technician | \$3,683.52 | 28.40% | \$11,632.20 | \$32.88 |
| Records Clerk | \$2,999.73 | 29.80% | \$11,164.20 | \$27.83 |
| Jailer | \$3,572.38 | 28.92% | \$969.35 | \$27.04 |
| Police Aide | \$2,139.56 | 5.50% | \$0.00 | \$13.02 |

Duplication Costs

| | |
|-------------------------------------|--------|
| City-Wide Duplication Fee, Per Page | \$0.10 |
|-------------------------------------|--------|

Materials

| | |
|--------------------|--------|
| Photo Paper - 4x6 | \$0.16 |
| Photo Paper - 8x10 | \$0.55 |
| Ink for 4x6 photo | \$0.08 |
| Ink for 8x10 photo | \$0.16 |
| CD | \$0.76 |

Impound Costs

| | |
|--------------------------|--|
| Impound Lien Company Fee | \$21.00 |
| Storage Fees | Based on averages; refer to Attachment 'B-13' |
| Towing Fees | Based on area averages; refer to attachment 'B-14' |

City Overhead

| | |
|-----------------------------|--------|
| Overhead Rate | 17.78% |
| Administrative Billing Rate | 10.00% |

Notes

| | |
|-----------------------------|---------------|
| Current factors determined: | December 2006 |
| * Based on step 20 | |

**ALARM PERMIT
COST RECOVERY FORMULA**

Police Records Clerk's time

Provide application to applicant. Review completed application for thoroughness. Accept payment and provide a receipt. Forward to Communications for computer entry.

One Records Clerk x 3 min

\$1.39

Police Dispatcher's time

Record alarm permit information into police department computer system

One Dispatcher x 2 min.

\$1.21

Police Administrative Assistant's time

Review request, prepare letter for Chief's review and submit to Chief, receive from Chief after review, mail letter, approved application, and supplemental paperwork to applicant

One Administrative Assistant x 7 min.

\$3.95

Police Chief's time

Review application and approve/deny

One Police Chief x 10 min.

\$20.78

MAXIMUM RATE

\$27.33

**CITATION VERIFICATIONS
COST RECOVERY FORMULA**

Local citations, local residents, and local business persons: No fee
Non-local citations and non-resident: Fee applies

| | |
|--|----------------|
| Police Dispatcher's time | |
| Dispatch officer, run any needed information through DMV for officer | |
| One Dispatcher x 2 min. | \$1.21 |
| Police Officer's time | |
| Respond to station, inspect corrections, sign off citation | |
| One Officer x 20 min. | \$21.35 |
| Subtotal | \$22.56 |
| City Overhead | \$4.01 |
| MAXIMUM RATE | \$26.57 |

**CLEARANCE LETTER
COST RECOVERY FORMULA**

Police Records Clerk's time

Receive request, review and copy identification, complete clearance letter form,
receive fees, provide receipt, check criminal history, contact requesting party
when completed

One Records Clerk x 6 min

\$2.78

Police Senior Administrative Assistant's time

Review application, prepare for Chief's review and submit to Chief, receive from
Chief after review, prepare and forward letter to records, file application/permit

One Senior Administrative Assistant x 7 min.

\$4.28

Police Chief's time

Review application and approve/deny

One Chief x 5 min.

\$10.33

MAXIMUM RATE

\$17.39

**CONCEALED WEAPONS PERMIT
COST RECOVERY FORMULA**

| | |
|---|-----------------|
| Administrative Service Sergeant's time | |
| Review application, conduct background investigation, prepare a report to the Chief | |
| One Sergeant x 1 hour | \$80.00 |
| | |
| Police Chief's time | |
| Review application and approve/deny | |
| One Police Chief x 10 min. | \$20.78 |
| | |
| Subtotal | \$100.78 |
| City Overhead | \$17.92 |
| | |
| MAXIMUM RATE | \$118.70 |

Exhibit 'B-6'

**COPY OF POLICE REPORT
COST RECOVERY FORMULA**

| | |
|---|---------------|
| City-Wide Duplication Fee, Per Page | \$0.10 |
| Per Page Fee for Copy of Police Report | \$0.10 |

**DUI EMERGENCY RESPONSE
COST RECOVERY FORMULA**

| | |
|---|----------------|
| Police Officer's time | |
| Billed at actual cost, per officer, per hour, in one-minute increments | |
| Hourly cost per officer | \$84.12 |
| Police Sergeant's time | |
| Billed at actual cost, per sergeant, per hour, in one-minute increments | |
| Hourly cost per sergeant | \$80.00 |
| Police Lieutenant's time | |
| Billed at actual cost, per lieutenant, per hour, in one-minute increments | |
| Hourly cost per lieutenant | \$93.76 |
| City Overhead | 17.78% |
| Administrative Billing | 10.00% |

**FALSE ALARM RESPONSE
COST RECOVERY FORMULA**

Fee for every false alarm response in excess of three in a twelve month period

Police Dispatcher's time

Receive call from alarm company or other source, dispatch and communicate with officers, enter CAD information, check for alarm permit, send permit to location if none issued

One Dispatcher x 4 min.

\$2.46

Police Officer's time

Respond to alarm call, conduct security check of location, complete alarm cards

Two Officers x 15 min. each

\$32.06

Subtotal

\$34.51

City Overhead

\$6.14

Administrative Billing

\$3.45

False Alarm Prevention Fee

\$70.00

MAXIMUM RATE

\$114.10

**FINGERPRINTING
COST RECOVERY FORMULA**

| | |
|---|----------------|
| Police Jailer's time | |
| Complete live-scan information, obtain fingerprints | |
| One Jailer x 10 min | \$4.52 |
| Equipment | |
| Live-scan equipment purchase and maintenance, data phone line | \$8.96 |
| Subtotal | \$13.48 |
| City Overhead | \$2.40 |
| MAXIMUM RATE | \$15.87 |

**IMPOUNDED VEHICLE ADMINISTRATIVE TOW HEARING FEE
COST RECOVERY FORMULA**

Police Jailer's time

Provide requesting party with form and assist with completing form, collecting relevant reports) and documentation, conduct vehicle and requesting party driver license information inquiries through DMV

One Jailer x 10 min

\$4.52

Police Lieutenant's time

Reviewing reports), documents, vehicle and driver license information, hear appeal from requesting party

One Lieutenant x 20 min

\$31.22

MAXIMUM RATE

\$35.74

**IMPOUNDED VEHICLE LIEN PROCESSING FEE
COST RECOVERY FORMULA**

| | |
|--|----------------|
| Police Jailer's time | |
| Preparation and processing of lien paperwork, working with lien company to review vehicle and compare with documentation | |
| One Jailer x 1 hour | \$27.04 |
| Lien company fees | \$21.00 |
| MAXIMUM RATE | \$48.04 |

**IMPOUNDED VEHICLE RELEASE FEE
COST RECOVERY FORMULA**

| | |
|---|-----------------|
| Police Officer's time at scene | |
| Stop, cite or arrest, standby for the tow, complete forms | |
| One Officer x 1 hour | \$64.12 |
| Police Officer's time after leaving the scene | |
| Complete paperwork, submit forms, conduct follow-up | |
| One Officer x 1 hour | \$64.12 |
| Police Dispatcher's time | |
| Record officer's activity, DMV driver and vehicle license inquiries, dispatch tow, perform S.V.S. computer impound entry | |
| One Dispatcher x 30 min | \$18.33 |
| Police Jailer's time after impound | |
| Log and file vehicle keys, perform local computer impound entry, prepare and mail required letters to R/O's and L/O's | |
| One Jailer x 30 min | \$13.52 |
| Police Jailer's time in preparation for release | |
| Conduct driver and vehicle license information inquiry through DMV, obtain documentation, obtain supervisor approval, collect fees | |
| One Jailer x 15 min | \$6.76 |
| Police Jailer's time at release | |
| Remove vehicle from lot (including filling tires with air and jump starting, if needed) and release to owner | |
| One Jailer x 30 min | \$13.52 |
| Police Lieutenant's time | |
| Approve paperwork and citations, review vehicle release documentation, approve vehicle release | |
| One Lieutenant x 10 min | \$15.66 |
| MAXIMUM RATE | \$196.01 |

**IMPOUNDED VEHICLE STORAGE FEE
COST RECOVERY FORMULA**

| | Motorcycle | Vehicle ≤ 20' | Vehicle ≥ 20' |
|-------------------------------|-------------------|----------------------|----------------------|
| Bill & Wag's | \$25.00 | \$25.00 | \$35.00 |
| Mr. T's | \$30.00 | \$30.00 | \$45.00 |
| Pomona Valley | \$15.00 | \$27.00 | \$30.00 |
| S&J | \$25.00 | \$25.00 | \$37.00 |
| Maximum Rate (average) | \$23.75 | \$26.75 | \$36.75 |

**IMPOUNDED VEHICLE TOWING FEE
COST RECOVERY FORMULA**

| | Motorcycle | Vehicle ≤ 20' | Vehicle ≥ 20' |
|-------------------------------|-------------------|----------------------|----------------------|
| Bill & Wag's | \$120.00 | \$120.00 | \$200.00 |
| Mr. T's | \$150.00 | \$150.00 | \$250.00 |
| Pomona Valley | \$110.00 | \$110.00 | \$220.00 |
| S&J | \$95.00 | \$95.00 | \$210.00 |
| Maximum Rate (average) | \$118.75 | \$118.75 | \$293.33 |

INTENTIONAL FALSE 9-1-1 CALLS
COST RECOVERY FORMULA
Minimum fee of \$100*; Maximum fee of \$1,000

| | |
|---|----------------|
| Police Officer's time | |
| Billed at actual cost, per officer, per hour, in one-minute increments | |
| Hourly cost per officer | \$64.12 |
| Police Sergeant's time | |
| Billed at actual cost, per sergeant, per hour, in one-minute increments | |
| Hourly cost per sergeant | \$80.00 |
| Police Lieutenant's time | |
| Billed at actual cost, per lieutenant, per hour, in one-minute increments | |
| Hourly cost per lieutenant | \$93.76 |
| City Overhead | 17.78% |
| Administrative Billing | 10.00% |

* Minimum costs reflect actual hourly costs that are always incurred in the course of providing this service

**MESSAGE TECHNICIAN PERMIT
COST RECOVERY FORMULA**

Administrative Service Corporal's time

Review application, obtain necessary documents, administer written test,
conduct records check, prepare a report to the Chief, create and issue ID card
One Corporal x 3 hours

\$192.35

Police Chief's time

Review application and approve/deny
One Police Chief x 2 min.

\$4.11

Subtotal

\$196.45

City Overhead

\$34.93

MAXIMUM RATE

\$231.38

**MESSAGE TECHNICIAN PERMIT RENEWAL
COST RECOVERY FORMULA**

Administrative Service Corporal's time

Review application, obtain necessary documents, conduct records check,
prepare a report to the Chief, create and issue ID card

One Corporal x 30 minutes

\$32.06

Police Chief's time

Review application and approve/deny

One Police Chief x 2 min.

\$4.11

Subtotal

\$36.16

City Overhead

\$6.43

MAXIMUM RATE

\$42.59

**Photos on CD
COST RECOVERY FORMULA**

| | |
|--|----------------|
| Police Lieutenant's time | |
| Review request to determine if photos can be released | |
| One Police Lieutenant x 5 min. | \$7.78 |
| Evidence Technician's time | |
| Receive request, locate and identify requested photos, copy photos to CD | |
| One Evidence Technician x 10 min. | \$5.49 |
| Materials | |
| CD | \$0.76 |
| Subtotal | \$14.03 |
| City Overhead | \$2.50 |
| MAXIMUM RATE (per CD) | \$16.53 |

PHOTOS: 4"x6" (per photo)
COST RECOVERY FORMULA

| | |
|---|---------------|
| Evidence Technician's time | |
| Receive request, locate and identify requested photos, print photos | |
| One Evidence Technician x 4 min. | \$2.20 |
| Police Lieutenant's time | |
| Review request to determine if photos can be released | |
| One Police Lieutenant x 1 min. | \$1.59 |
| Materials | |
| 4x6 Photo Paper | \$0.16 |
| Ink | \$0.08 |
| Subtotal | \$4.04 |
| City Overhead | \$0.72 |
| MAXIMUM RATE (per photo) | \$4.75 |

PHOTOS: 8"x10" (per photo)
COST RECOVERY FORMULA

| | |
|---|---------------|
| Evidence Technician's time | |
| Receive request, locate and identify requested photos, print photos | |
| One Evidence Technician x 4 min. | \$2.20 |
| Police Lieutenant's time | |
| Review request to determine if photos can be released | |
| One Police Lieutenant x 1 min. | \$1.59 |
| Materials | |
| 8x10 Photo Paper | \$0.55 |
| Ink | \$0.16 |
| Subtotal | \$4.51 |
| City Overhead | \$0.80 |
| MAXIMUM RATE (per photo) | \$5.31 |

**REPEAT DISTURBANCE CALLS
COST RECOVERY FORMULA**
Minimum fee of \$100*; Maximum fee of \$1,000

| | |
|---|----------------|
| Police Officer's time | |
| Billed at actual cost, per officer, per hour, in one-minute increments | |
| Hourly cost per officer | \$84.12 |
| Police Sergeant's time | |
| Billed at actual cost, per sergeant, per hour, in one-minute increments | |
| Hourly cost per sergeant | \$80.00 |
| Police Lieutenant's time | |
| Billed at actual cost, per lieutenant, per hour, in one-minute increments | |
| Hourly cost per lieutenant | \$93.76 |
| City Overhead | 17.78% |
| Administrative Billing | 10.00% |

* Minimum costs reflect actual hourly costs that are always incurred in the course of providing this service

**SPECIAL EVENTS
COST RECOVERY FORMULA**

| | |
|---|----------------|
| Police Officer's time | |
| Billed at actual cost, per officer, per hour, in one-quarter hour increments | |
| Minimum of two hours | |
| Hourly cost per officer | \$64.12 |
| | |
| A supervisor is required for every five (5) officers. More supervisors may be required as determined by the police department based on nature of event. | |
| | |
| Police Sergeant's time | |
| Billed at actual cost, per sergeant, per hour, in one-quarter hour increments | |
| Minimum of two hours | |
| Hourly cost per sergeant | \$80.00 |
| | |
| Police Lieutenant's time | |
| Billed at actual cost, per lieutenant, per hour, in one-quarter hour increments | |
| Minimum of two hours | |
| Hourly cost per lieutenant | \$93.76 |
| | |
| City Overhead | 17.78% |
| Administrative Billing | 10.00% |

**SPECIAL REQUESTS
COST RECOVERY FORMULA**

All billed at actual cost, per hour, in one-minute increments

Hourly Rate

| | |
|--|-------------|
| Police Aide's time | \$13.02 |
| Police Jailer's time | \$27.04 |
| Police Records Clerk's time | \$27.83 |
| Evidence Technician's time | \$32.88 |
| Police Administrative Assistant's time | \$33.76 |
| One Senior Administrative Assistant x 7 min. | \$36.56 |
| Police Dispatcher's time | \$36.66 |
| Police Officer's time | \$64.12 |
| Police Sergeant's time | \$80.00 |
| Police Lieutenant's time | \$93.76 |
| Police Captain's time | \$115.42 |
| Police Chief's time. | \$124.44 |
| City Overhead | 17.78% |
| Administrative Billing | 10.00% |
| Cost of materials | Actual Cost |

**VIN VERIFICATIONS
COST RECOVERY FORMULA**

| | |
|---|----------------|
| Police Dispatcher's time | |
| Dispatch officer to location of vehicle, run VIN information for officer | |
| One Dispatcher x 2 min. | \$1.21 |
| Police Officer's time | |
| Respond to location of vehicle, identify VIN number, run number through DMV, complete form | |
| One Officer x 20 min. | \$21.35 |
| Subtotal | \$22.56 |
| City Overhead | \$4.01 |
| MAXIMUM RATE | \$26.57 |

POLICE SERVICE FEE SCHEDULE - MAXIMUM RATES

| SERVICE | MAXIMUM FEE |
|---|---|
| Alarm Permit | \$29.38 |
| Citation Verification: Local citations, local residents, and local business persons | No Charge |
| Citation Verification: All others | \$27.56 |
| Clearance Letter | \$18.50 |
| Concealed Weapons Permit | \$122.69 |
| Copy of Police Report (per page) | \$0.10 |
| DUI Emergency Response | Billed at actual cost, per officer, per hour, in one-minute increments, plus overhead and billing fees |
| False Alarm Response | \$115.74 |
| Fingerprinting | \$17.29 |
| Impounded Vehicle Administrative Tow Hearing | \$38.44 |
| Impounded Vehicle Lien Processing Fee | \$55.23 |
| Impounded Vehicle Release | \$211.21 |
| Impounded Vehicle Storage: Motorcycle (per day) | \$23.75 |
| Impounded Vehicle Storage: Vehicle ≤ 20' (per day) | \$26.75 |
| Impounded Vehicle Storage: Vehicle > 20' (per day) | \$36.75 |
| Impounded Vehicle Towing: Motorcycle | \$118.75 |
| Impounded Vehicle Towing: Vehicle ≤ 20' | \$118.75 |
| Impounded Vehicle Towing: Vehicle > 20' | \$293.33 |
| Intentional False 9-1-1 Calls | Minimum \$100 or actual costs based on cost / minute / officer up to maximum \$1,000; plus overhead and billing fees |
| Massage Technician Permit | \$240.22 |
| Massage Technician Renewal | \$44.43 |
| Photos: CD (per CD) | \$17.21 |
| Photos: 4"x6" (per photo) | \$4.94 |
| Photos: 8:x10" (per photo) | \$5.50 |
| Repeat Disturbance Calls | Minimum \$100 or actual costs based on cost / minute / officer up to maximum \$1,000; plus overhead and billing fees |
| Special Events | Billed at actual cost, per officer, per hour, in one-quarter hour increments; minimum two hours; plus overhead and billing fees |
| Special Requests for research or other non-essential police services | Billed at actual cost, per staff member, per hour, in one-minute increments, plus overhead and billing fees |
| VIN Verification | \$27.56 |

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)ss.
CITY OF CLAREMONT)

I, Lynne Pahner, City Clerk of the City of Claremont, County of Los Angeles, State of California, hereby certify that the foregoing Resolution No. 2007-12 was regularly adopted by the City Council of said City of Claremont at a regular meeting of said council held on the 13th day of February, 2007, by the following vote:

| | | |
|--------------|-----------------|---|
| AYES: | Councilmembers: | Calaycay, Taylor, McHenry, Baldonado, Mayor Yao |
| NOES: | Councilmembers: | None |
| ABSTENSIONS: | Councilmembers: | None |
| ABSENT: | Councilmembers: | None |



City Clerk of the City of Claremont