

843



**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

**FROM:** Executive Office and Sheriff's Department

**SUBMITTAL DATE:**  
June 21, 2005

**SUBJECT:** Amended Ordinance No. 702 Relating to a Criminal Justice Administrative Fee (Booking Fee)

**RECOMMENDED MOTION:** That the Board of Supervisors:

- 1) Introduce and set for public hearing on June 28, 2005, and thereafter adopt Ordinance No. 702.1 (An amendment to an Ordinance of the County of Riverside authorizing the Sheriff-Coroner-Public Administrator to continue to charge a criminal justice administrative fee of \$110.40 to cities, and other governmental entities for booking and processing of arrestees into a County detention facility during FY2005/06.
- 2) Direct the Sheriff's Department to review and amend the fee annually to reflect fifty percent of the administrative costs in booking or processing arrested persons.

**BACKGROUND:**

Government Code §29550 was established in 1990 to allow the imposition of a booking fee. The Board adopted a fee of \$110.40 in 1991. It has not been adjusted since then. Government Code §29550 was amended effective FY2005/06 to limit the booking fee to be imposed. The amended Government Code §29550 stipulates that "The fee imposed by a county pursuant to this section shall not exceed the actual administrative costs, including applicable overhead costs as permitted by federal Circular A-87 standards, as defined in subdivision (d), incurred in booking or otherwise processing arrested persons.

*Sally A. Beavan*  
Sally Beavan, Principal Management Analyst

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	N/A	In Current Year Budget:	No
	Current F.Y. Net County Cost:	N/A	Budget Adjustment:	No
	Annual Net County Cost:	N/A	For Fiscal Year:	2005/06

<b>SOURCE OF FUNDS:</b> Not applicable	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input checked="" type="checkbox"/>

**C.E.O. RECOMMENDATION:** APPROVE

**County Executive Office Signature** *Bill Anna*

*Janis Conklin 6/15/05*  
Departmental Concurrence

COUNTY COUNSEL  
ROBERT E. BYRD, Auditor-Controller  
JUN 15 2005  
BY *[Signature]*

Dept't Recomm.:  Consent  Policy   
Per Exec. Ofc.:  Consent  Policy

Form 11: Amended Ordinance No. 702 Relating to a Criminal Justice Administrative Fee (Booking Fee)

For 2005-06 fiscal year and each fiscal year thereafter, the fee imposed by a county pursuant to this division shall not exceed one-half of the actual administrative costs, including applicable overhead costs as permitted by federal Circular A-87 standards, as defined in subdivision (d), incurred in booking or otherwise processing arrested persons. “

Based on the above provisions, the Sheriff's Department reviewed the existing fee of \$110.40 and determined that the current and actual administrative cost incurred in booking or processing arrested persons is \$256.79. We recommend, however, that the existing fee be continued for FY2005/06 to allow municipalities to budget at the current costs. Board Policy B-4 provides that fees can be set at an amount less than actual cost. We intend to convene the review of the fees annually, to be coordinated with the preparation of city and county budgets. The current booking fee of \$110.40 represents forty-three percent of the actual cost, which is within the fifty percent allowed by the new law. This fee includes all allowable costs as provided in the law.

Therefore, it is recommended that the Board adopt Ordinance 702.1 to maintain the fee of \$110.40 and the fee be reviewed annually.

The County Executive Office has notified the affected municipalities by letter regarding this recommendation.



1 jail for booking or other processing in the amount of "One Hundred-Ten Dollars and 40  
2 Cents (\$110.40)."

3 Section 4. Section 5 of Ordinance No. 702 is hereby amended in its entirety to read as  
4 follows:

5 "Section 5. The amount of the fee set forth in Section 4 of this Ordinance does  
6 not exceed one-half (1/2) the actual administrative costs, including applicable overhead  
7 costs permitted by Federal Circular A-87 Standards, as defined in subdivision (d) of  
8 Government Code Section 29550, incurred in the booking or other processing of arrested  
9 persons.

10 "Any increases in a fee pursuant to Government Code Section 29550 shall be  
11 adopted by the County prior to the beginning of its fiscal year and may be adopted only  
12 after the County has provided each city, special district, school district, community college  
13 district, college district or university 45 days written notice of a public meeting held  
14 pursuant to Government Code Section 54952.2 on the fee increase and the County has  
15 conducted the public hearing."

16 Section 5. Section 8 of Ordinance No. 702 is hereby amended in its entirety to read as  
17 follows:

18 "Section 8. A city, special district, school district, community college district,  
19 college or university shall not be charged the criminal justice administrative fee set forth  
20 herein for any of the following:

21 "1. An arrest on any bench warrant for failure to appear in court, nor  
22 any arrest warrant issued in connection with a crime not committed within the  
23 entity's jurisdiction.

24 "2. For a person who is ordered by a court to be remanded to the county  
25 jail.

26 "3. For arrests made pursuant to arrest warrants originating outside of  
27 its jurisdiction.

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