

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: July 2, 2025

CAO File No. 0160-01542-0014

Council File No. --

Council District: All

To: The Mayor  
The Council

From:   
Matthew W. Szabo, City Administrative Officer

Reference: Transmittal from the Board of Police Commissioners dated June 27, 2025

Subject: **LOS ANGELES POLICE COMMISSION SERVICE FEE ADJUSTMENTS FOR  
FISCAL YEAR 2025-26**

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### RECOMMENDATION

That the Council, subject to the approval of the Mayor, adopt the proposed adjustments to the Police Commission Service Fees for Fiscal Year 2025-26, and request the City Attorney to draft the appropriate ordinances to effectuate the proposed adjustments, as recommended in the Board of Police Commissioners report dated June 10, 2025.

### SUMMARY

In accordance with Mayoral Executive Directive No. 3, the Los Angeles Police Department (Department), through the Board of Police Commissioners (Board), annually transmits the adjustments to the fee structure for Police Commission Service Fees for the new Fiscal Year (FY). At its meeting on June 17, 2025 the Board approved the proposed FY 2025-26 fee adjustments for services relative to the False Alarm Program, Information Cards, Press Pass Issuance, and Noise Variance Requests, all of which are under the purview of the Board. Staff from the Board reviewed and calculated the proposed fee structure based on the dedicated support personnel, hours, salary rate, and indirect costs from the Cost Allocation Plan (CAP) 47, utilized in the processing and issuance of the permits. In addition, actual staff costs and hours from the Office of Finance were factored into the fee for False Alarm activations. Due to increased overhead rates under CAP 47, revenues from these fees are projected to increase from \$9.77 million in FY 2024-25 to \$11.60 million in FY 2025-26.

The Department proposes to modify the Police Commission Service Fees for FY 2025-26 and the corresponding Los Angeles Municipal Code (LAMC) Sections as follows:

Service Fees	Current Fee FY 2024-25	Proposed Fee FY 2025-26	Projected Revenue FY 2025-26
False Alarm Fees	\$219	\$260	\$11,399,180
Information Cards	\$52	\$72	\$67,032
Press Pass	\$73	\$144	\$20,160
Noise Variance	\$470	\$493	\$110,432
<b>Total</b>			<b>\$11,596,804</b>

### ***False Alarm Fee***

Pursuant to LAMC Section 103.02, no person may operate, engage in, conduct, or carry on any business without first obtaining a permit issued by the Board. The Department's Alarm Section reviews and processes permit applications for burglary alarm systems. The Alarm Section prepares and processes a bill for each incident that was determined to be a false alarm by dispatched officers and assesses a fee in accordance with LAMC Section 103.206(e) False Alarm Fees and Penalties.

In 2024, the Department responded to 47,934 false alarm incidents, including 4,091 false alarms for which system owners attended an online/home study Alarm School and thereby avoided the False Alarm fee, resulting in \$9.60 million in revenue for false alarm cost recovery fees. The False Alarm Fee is based on staff hours for billing services from the Alarm Section, printing and postage by the General Services Department, and staff hours from the Office of Finance for processing all false alarm payments. The current fee for false alarms is \$219. There was no change on the time spent by civilian and sworn staff in reviewing, processing, dispatching, and responding to false alarm incidents. However, it should be noted that staff salaries have increased. Additionally, the CAP 47 rate used for FY 2025-26 is significantly higher than the CAP 46 rate used for FY 2024-25 across all employee categories involved in the services provided herein. Accordingly, it is recommended to increase the false alarm fee by 19 percent from \$219 to \$260 for FY 2025-26, due to the increase in indirect and overhead costs. The cost recovery from False Alarm Fees is projected at \$11.40 million for FY 2025-26.

### ***Information Cards***

Pursuant to LAMC Section 21.22, the Police Commission Charitable Services Section (CSS) issues Tax Exempt Registration Certificates (Information Cards) for charitable organizations to conduct fundraising activities in the City of Los Angeles. The Board is authorized to investigate the applicant and activity of a charitable or religious organization. Staff time is spent processing and reviewing applications, researching, gathering materials and correspondence, processing payments, reviewing, printing, and emailing Information Cards. In 2024, the CSS processed 931 Information Card requests and recovered \$48,412 in staffing costs for FY 2024-25. Based on a recent study that included CAP 47 indirect costs, the Department recommends increasing the application fee by \$20, raising it from \$52 to \$72. The projected cost recovery from Information Card applications is estimated at \$67,032 for FY 2025-26.

### ***Press Pass***

Pursuant to LAMC Section 52.16 News Media Identification Cards, the Board is authorized to issue news media identification cards to news-gathering representatives. The Media Relations Division (MRD) issues a press pass to media staff, such as photographers, reporters, and producers who request access to cover Department events and news conferences. In 2024, the MRD processed 140 press passes and recovered \$10,220 in staffing costs for FY 2024-25. The Department recommends an increase of \$71, from \$73 to \$144. This fee is based on staff hours for the scheduling of appointments, screening applicants, processing payments, and pass issuance. The fee increase reflects additional staffing hours spent on requests over the past year, as well as increases in staff salary rates. The cost recovery for the issuance of Press Passes is estimated at \$20,160 for FY 2025-26.

### ***Noise Variance***

In September 2010, the Council adopted an ordinance to amend the LAMC by adding subsection (k) to Section 41.40, establishing a new fee for noise variance applications (C.F. 10-1435). The Commission Investigation Division (CID) assigns sworn personnel to review all requests from contractors who operate construction equipment, that cause a loud noise that may disturb nearby dwelling occupants, outside of the authorized operating hours. These personnel review each noise variance request, meet with the contractors, survey affected residents, and prepare a final report with recommendations.

Pursuant to the LAMC Section 41.40, Noise Due to Construction, Excavation Work – When Prohibited, the Board may grant permission for any application for a noise variance where the work proposed is in the public interest, would be subject to hardship or injustice, or unreasonably delay outside of the authorized hours, or where the structure is related to public defense.

In 2024, the CID processed 224 Noise Variance requests and recovered \$105,280 in staffing costs for FY 2024-25. The Department does not anticipate any significant staffing changes that would impact the proposed fee adjustment. The Department proposes to increase the Noise Variance fee by \$23, from \$470 to \$493 to reflect increased indirect costs associated with the transition from CAP 46 to CAP 47 overhead rates. The cost recovery revenue from Noise Variance applications is estimated at \$110,432 for FY 2025-26.

The Police Commission Service Fee adjustments will require an ordinance to amend existing sections of the LAMC. In accordance with Charter Section 240, Council approval of the proposed ordinance changes are required, since the Council has the authority to pass ordinances upon any subject of municipal concern.

### **FISCAL IMPACT STATEMENT**

Approval of the Fiscal Year 2025-26 Police Commission Service Fees is projected to recover approximately \$11.6 million in staffing and overhead costs or an increase of \$1.83 million over the FY 2024-25 projected revenue of \$9.77 million, primarily due to higher indirect costs under CAP 47. The proposed fee adjustments reflect increases to several key services, specifically: False Alarm responses, Information Card processing, Press Pass issuance, and Noise Variance permits.

Revenues generated from these fees will be deposited into Revenue Source Code (RSC) 4078 for Excessive False Alarm Fees and RSC 4071 for Police Permits. These fee adjustments support full cost recovery with no additional impact on the General Fund.

## **FINANCIAL POLICIES STATEMENT**

The recommendation stated in this report is in compliance with the City's Financial Policies in that the proposed fees are based on the full cost of operations and are monitored annually to ensure that the rates meet the reasonable cost for the services provided.

*MWS:EFR:MVC:04250181*

Attachment

# LOS ANGELES POLICE COMMISSION

**BOARD OF  
POLICE COMMISSIONERS**

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100 WEST FIRST STREET, SUITE 134  
LOS ANGELES, CA 90012-4112

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June 27, 2025

BPC #25-149

Chief Administrative Officer  
200 North Main Street, Room 1500  
City Hall East  
Los Angeles, CA 90012

Dear City Administrative Officer:

RE: RECOMMENDED ADJUSTMENTS TO POLICE COMMISSION SERVICE FESS FOR  
FISCAL YEAR 2025 - 2026.

At the regular meeting of the Board of Police Commissioners held Tuesday, June 17, 2025, the Board approved the attached Executive Director's report relative to the Police Commission Service Fee Schedule for Fiscal Year 2025 – 2026.

This matter is being forwarded to your office for informational purposes only.

Respectfully,

BOARD OF POLICE COMMISSIONERS

A handwritten signature in blue ink, appearing to read "Rebecca Munoz".

REBECCA MUNOZ  
Commission Executive Assistant

Attachment

c: Chief of Police

**INTRADEPARTMENTAL CORRESPONDENCE**

June 10, 2025

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**TO:** Honorable Board of Police Commissioners

**FROM:** Executive Director, Board of Police Commissioners

**SUBJECT:** RECOMMENDED ADJUSTMENTS TO POLICE COMMISSION SERVICE  
FEES FOR FISCAL YEAR 2025-26

**RECOMMENDED ACTION:**

That the Board of Police Commissioners:

1. APPROVE and RECOMMEND adoption of the adjustments to the fee structure for services processed by the Police Commission (PC) and TRANSMIT the report to the City Administrative Officer (CAO) and Chief Legislative Analyst for their information.

**BACKGROUND**

The Mayor's Executive Directive No. FM-3 directs all Departments to submit annually to the CAO a report setting forth the costs for each service it renders including recommendations for adjustments to the fee structure. This report is being submitted as required to recommend adjustments to the fee structure for Fiscal Year (FY) 2025-26. All the recommended adjustments to the fees, once approved by the Mayor and City Council, will require an Ordinance amendment prior to implementation.

**METHODOLOGY**

To establish the cost associated with each service fee, PC staff determined the personnel responsible for providing these services and the amount of time devoted to each service. The amount of time, expressed in the percentage of one hour, was multiplied by the position's average hourly salary rate. The hourly rates used are from the Los Angeles Police Department's (Department) FY 2024-25 Wages and Count (W&C) for Civilian and Sworn Employees. This methodology is approved by the CAO for the FY 2025-26 recommended budget.

To determine indirect costs such as fringe benefits, direct salary costs were multiplied by the rates established in the current FY 2025-26 Cost Allocation Plan (CAP) 47 prepared by the Controller's Office. The rates used are city-wide when calculating the cost of providing services.

The rate for Department civilian overhead increased 19.25% from the 106.89% CAP 46 rate to 126.14% CAP 47 rate. The rate for sworn overhead without field support increased by 6.68% from the 107.55% CAP 46 rate to 114.23% CAP 47 rate. The rate for sworn positions in field operations increased by 14.62% from the 130.57% CAP 46 rate to 145.19% CAP 47 rate.

## **DISCUSSION:**

### **I. Recommendations for Service Fees Processed by PC**

- **False Alarms**

Requests for dispatch to burglar alarm activations within the city of Los Angeles are handled by Communications Division of the Los Angeles Police Department (LAPD). The Police Service Representative (PSR) will obtain pertinent information from the alarm monitoring company and will dispatch a police unit to handle the request. If the responding officers determine the alarm activation to be false, they will close the incident as false, and all such incidents are received by the Alarm Section to process a bill.

The Alarm Section will review each false alarm incident to ensure it meets the guidelines for billing. In cases where officers are dispatched to a location that does not have an alarm permit, a temporary account will be created for billing purposes. Original invoices, delinquent and final notices, and non-permitted letters are prepared and forwarded to the General Services Department for printing and mailing twice a week. Printing and postage costs are incurred in the process and included in the fee calculation.

Alarm Section employees are also responsible for responding to requests from the public regarding the alarm ordinance, waiver of false alarm fees, development of installment payment plans, alarm permits, online/home study alarm school, and reviewing/researching bills returned by the U.S. Postal Service to ensure the bill reaches the appropriate party.

Finance staff are also involved in the processing of false alarm fees. An Administrative Clerk and Senior Administrative Clerk receive, review, approve and enter all false alarm payments made online, mailed to bank lockboxes, and received through the public counter and post these payments on the alarm management system (CryWolf). All payment information is also provided to the Revenue Reporting Unit (Accounting Clerk and Senior Accountant II) for posting to the appropriate revenue source.

The current fee for false alarms is \$219. There was no change on the time spent by civilian and sworn staff in reviewing, processing, dispatching, and responding to false alarm incidents. However, it should be noted that salaries have increased.



Additionally, as previously addressed in the Methodology section of the report, the CAP 47 rate used for FY 2025-26 is higher than the CAP 46 rate used for FY 2024-25 across all employee categories involved in the services provided that are accounted for herein. Therefore, it is recommended to increase the false alarm fee by 19% to \$260 for the FY 2025-26 due to the increase in indirect and overhead costs. Refer to Attachment II for details.

A 2019 Time and Motion was conducted by the Policy Section of the PC. The Communications Division Police Service Representatives (PSRs) were studied and it was determined that all levels of PSRs, including 1, 2, and 3 answer burglar alarm calls as either an Auxiliary Telephone Operator (ATO) or Emergency Board Operator (EBO). Thus, an average of their hourly wages was used to calculate the estimated cost for false alarm fees. Once a call is dispatched, if it remains unassigned to a Unit, a Radio Telephone Operator (RTO) will broadcast the call every 15 minutes for 60 minutes until a Unit becomes available. The PSRs apply all steps of the sequential order of dispatch until the incident is assigned. It was reported that the amount of time spent by PSRs to interview and enter data into the VESTA system, to verify permit information in CryWolf, and to dispatch the call has remained the same as FY 2024/25.

Cost recovery for false alarms assumes that every false alarm is billed at the first false alarm permitted rate. However, multiple factors, such as the number of false alarms per household or business, the non-permitted versus permitted rates, alarm school waiver, and actual collection of billable alarm fees could affect the cost recovery totals. See Attachment II page 2 for details.

- **Information Cards**

The PC Charitable Services Section provides Information Cards to charitable organizations to conduct fundraising activities in the city of Los Angeles. Staff time is spent processing and reviewing applications, researching, gathering materials and correspondence, processing payments, reviewing, printing, and emailing Information Cards. A time and motion study was conducted in FY 2020-21 and it was determined that there were no changes in procedure. Because of an increase in overhead costs from CAP 46 to CAP 47, the Information Card fee has increased. There are no printing and mailing costs associated with this Information Card. The recommended fee for the Information Card will increase from \$52 to \$72. Refer to Attachment III for cost details.

- **Press Pass**

Press passes are issued by the Media Relations Division of the Public Communications Group, Office of the Chief of Staff, to any media staff such as photographers, reporters, and producers to allow access and coverage of LAPD events such as new conferences, PC meetings and other similar events. Staff time is



spent on scheduling appointments, meeting with applicants, processing payments and issuing the Pass. A Senior Administrative Clerk handles press passes.

A Media Relation Division Time & Motion Study was conducted in FY 2024-25, which revealed an increase in the time for the Senior Administrative Clerk to interview and screen applicants from one hour to one and a half hour. There have been no changes in procedure since FY 2020-21. The Senior Administrative Clerk's salary has increased in FY 2024-25 and as a result of the increase in the CAP 47 rate, as compared to the CAP 46 rate used in FY 2024-25, the recommended fee is \$144 for FY 2025-26. This is a 97% increase from the current fee of \$73. Printing and mailing costs were not available, so they were not considered as part of the fee calculation. Refer to Attachment IV for cost details.

- **Noise Variance**

The Los Angeles Municipal Code (LAMC) Section 41.40 limits work hours for construction, repair, and excavation where machinery and equipment cause loud noise to the disturbance of dwelling occupants in the area. Operation, repair or servicing of construction equipment and the jobsite delivering of construction materials in such areas are prohibited as well. A request for a variance from the provisions of the LAMC is required through the PC. The initial requests are reviewed by a sworn employee assigned to the PC Executive Office. The employee will review the request to ensure all required information, documents and payments are received; enters the request to a database where a variance number is obtained; creates an investigative folder; processes payments to Fiscal Group; tracks completion of the requests and emails or mails final determination to the applicant. The investigation of the requests is completed by sworn employees assigned to Commission Investigation Division (CID). The investigation includes reviewing all documents, meeting with the contractor(s), surveying any residents that may be affected by the noise, and preparing a final investigation report with recommendation for review by the Commanding Officer of CID and final approval by the Executive Director.

Based on the indirect costs stated in CAP 47, there was an increase for sworn employees conducting investigations. Hence, a fee of \$493 is recommended representing a 5% increase from the current fee of \$470. There were no printing and mailing costs considered for this service. Refer to Attachment V for details.

## II. Projected Cost Recovery for all Services Processed by the PC

If the recommended fees are adopted (Attachments I thru V), the projected cost recovery based upon the number of services provided in 2024 is expected to be as follows:

<b>Fees for Services Processed by the Police Commission</b>	<b>Current Cost Recovery FY 2024-25</b>	<b>Projected Cost Recovery FY 2025-26</b>	<b>Increase/Decrease</b>
<b>Information Cards</b>	\$48,412	\$67,032	\$18,620
<b>Press Pass</b>	\$10,220	\$20,160	\$9,940
<b>Noise Variance</b>	\$105,280	\$110,432	\$5,152
<b>(Net) Billable Alarm Fees <sup>1</sup></b>	\$ 9,601,617	\$11,399,180 <sup>2</sup>	\$1,797,563
<b>TOTAL</b>	<b>\$9,765,529</b>	<b>\$11,596,804</b>	<b>\$1,831,275</b>

<sup>1</sup> Billable False Alarms is the net of total false alarms less alarm school waivers. Permitted alarm subscribers can take alarm school to have a fee waived once every 365 days.

<sup>2</sup> On an annual average, approximately 85% of the billable alarm fees are collected. This can result in a lower projected cost recovery as shown on page 2 of Attachment I.

Please refer to the attachments listed below for more detailed information.

Attachment I .....	LAPD Current & Recommended Fees & Projected Cost Recovery for Services Processed by the PC, FY 2025-26
Attachment II .....	Estimated Cost for False Alarm Fee, FY 2025-26
Attachment III.....	Estimated Cost for an Information Card, FY 2025-26
Attachment IV.....	Estimated Cost for a Press Pass, FY 2025-26
Attachment V.....	Estimated Cost for a Noise Variance, FY 2025-26

Honorable Board of Police Commissioners

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If you have any questions, please contact me at (213) 236-1400.

*Jane Sibley for*

DJANGO SIBLEY, Executive Director  
Board of Police Commissioners

Attachments

**BOARD OF  
POLICE COMMISSIONERS**  
Approved *June 17, 2025*  
Secretary *Rebecca Munoz*

**ATTACHMENT I**  
**LAPD CURRENT & RECOMMENDED FEES & PROJECTED COST RECOVERY**  
**FOR SERVICES PROCESSED BY THE POLICE COMMISSION**  
**FY 2025-26**

Type of Service	Current Fee FY 2024-25	Recommended Fee FY 2025-26	Actual Increase/ Decrease	% Increase/ Decrease
False Alarms	\$ 219	\$ 260	\$ 41	19%
Information Cards	\$ 52	\$ 72	\$ 20	38%
Press Pass	\$ 73	\$ 144	\$ 71	97%
Noise Variance	\$ 470	\$ 493	\$ 23	5%

Sources of Info: LAPD Police Commission and Media Relations; Ordinances passed by City Council.

## ATTACHMENT I (Cont.)

Type of Service	Number of Requests made in 2024	Current Fee FY 2024-25	Current Cost Recovery FY 2024-25	Recommended Fee FY 2025-26	Projected Cost Recovery FY 2025-26	Cost Recovery Increase/Decrease	Cost Recovery Percent (%) Increase/Decrease
Information Cards	931	\$ 52	\$ 48,412	\$ 72	\$ 67,032	\$ 18,620	38%
Press Passes	140	\$ 73	\$ 10,220	\$ 144	\$ 20,160	\$ 9,940	97%
Noise Variance	224	\$ 470	\$ 105,280	\$ 493	\$ 110,432	\$ 5,152	5%
Sub-Total	1,295		\$ 163,912		\$ 197,624	\$ 33,712	21%

		Number of Incidents in 2024	Current Fee FY 2024-25	Current Cost Recovery FY 2024-25	Recommended Fee FY 2025-26	Projected Cost Recovery FY 2025-26	Cost Recovery Increase/Decrease	Cost Recovery Percent (%) Increase/Decrease
Type of Service								
False Alarms		47,934	\$ 219	\$ 10,497,546	\$ 260	\$ 12,462,840	\$ 1,965,294	19%
Less: (Included) Alarm								
School Waivers <sup>1</sup>		4,091	\$ 219	\$ 895,929	\$ 260	\$ 1,063,660	\$ 167,731	19%
Billable False Alarms <sup>2</sup>		43,843	\$ 219	\$ 9,601,617	\$ 260	\$ 11,399,180	\$ 1,797,563	19%

TOTAL (All Services)

**\$ 9,765,529**

**\$11,596,804**

19%

<sup>1</sup> Alarm School is allowable for permitted accounts or locations once every 365 days; waivers are allowed for false alarm fees if the alarm was caused by power outage, criminal activity and acts of nature which include earthquake, highwinds and fire.

<sup>2</sup> Billable False Alarms is the net of total false alarms less Alarm School waivers. On an annual average approximately 85% of the billable alarm fees are collected which can result in lower projected cost recovery.

**Sources of Info:** LAPD Police Commission Reports; Fiscal Group Fee and Revenue Reports; Ordinances passed by City Council.

**ATTACHMENT II**  
**ESTIMATED COST FOR FALSE ALARM FEE**  
**FY 2025-26**

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Special Service	*Direct	CTO	CTO	Gross	CAP 47	CAP 47	Div.	Div	Exp	Total	Total	Annual	RATE:
Full Cost Recovery	Net Salaries	46	46	Salaries	Consol.	Indirect	OH	OH	&	Direct	Billable	No. of	Cost/
	w/o Overtime	Rate	Amount	with CTO	Rate	Cost Amt	Rate	Amt	OT	Cost	Cost	Units	Unit
		%	B X C	B + D	%	E X F	%	E X H		E + J	E + G + I + J		L / M
<b>Staff cost</b>													
Office of Finance	\$ 792,349.02			\$ 792,349.02	160.86%	\$ 1,274,572.63				\$ 792,349.02	\$ 2,066,921.65		\$ 43
Civilian - Alarms	\$ 1,217,435.25			\$ 1,217,435.25	126.14%	\$ 1,535,672.82				\$ 1,217,435.25	\$ 2,753,108.07		\$ 57
LAPD DISPATCH	\$ 192,215.34			\$ 192,215.34	126.14%	\$ 242,460.43				\$ 192,215.34	\$ 434,675.77		\$ 9
Sworn - Patrol	\$ 2,772,502.56			\$ 2,772,502.56	145.19%	\$ 4,025,396.47				\$ 2,772,502.56	\$ 6,797,899.03		\$ 142
<b>Sub-Total</b>	<b>\$ 4,974,502.17</b>			<b>\$ 4,974,502.17</b>		<b>\$ 7,078,102.35</b>				<b>\$ 4,974,502.17</b>	<b>\$ 12,052,604.52</b>		<b>\$ 251</b>
<b>Additional cost</b>													
GSD Yearly Printing Costs											\$ 20,836.21		\$ 0.43
City Wolf Maintenance											\$ 398,901.00		\$ 8.32
<b>Sub-Total</b>											<b>\$ 419,737.21</b>		<b>\$ 8.75</b>
<b>TOTAL</b>											<b>\$ 12,472,341.73</b>	<b>47,934</b>	<b>\$ 260</b>

Note: Form 638 A-CAP is used to calculate the staff costs.

**ATTACHMENT III**  
**ESTIMATED COST FOR AN INFORMATION CARD**  
**FY 2025-26**

A Position	B Annual Salary	C Hourly Rate	D Activity	E Time at this Activity <sup>1</sup>	F Total Salaries	G CAP 47 Rate	H CAP Amount	I Total Billable
					C X E		F X G	F + H
Administrative Clerk	\$ 65,815.00	\$ 32.00	Opens and date stamps applications; pulls file folders and does data entry.	0.05	\$ 1,600	126.14%	\$ 2.02	\$ 3.62
Management Analyst	\$ 124,949.00	\$ 60.00	Enters application information into database; processes applications by gathering materials and correspondence; scans and emails information card.	0.36	\$ 21.60	126.14%	\$ 27.25	\$ 48.85
Senior Auditor	\$ 125,133.84	\$ 60.00	Processes payments, reviews report of results.	0.05	\$ 3.00	126.14%	\$ 3.78	\$ 6.78
Senior Mgmt Analyst I	\$ 150,023.00	\$ 72.00	Records payments; reviews and approves information cards; assigns Notices of Intent.	0.04	\$ 2.88	126.14%	\$ 3.63	\$ 6.51
Lieutenant II	\$ 212,520.00	\$ 102.00	Signs IC	0.03	\$ 3.06	114.23%	\$ 3.50	\$ 6.56
					TOTAL			\$ 72.32
					ADJUSTED TOTAL			\$ 72

CARDS PROCESSED IN 2024 931

PROJECTED ANNUAL REVENUE \$ 67,032.00

PROPOSED COST \$ 72.00

<sup>1</sup> Estimated Time = in hour of percentage thereof, e.g. 15 minutes = 0.25 hours



**ATTACHMENT IV**  
**ESTIMATED COST FOR A PRESS PASS**  
**FY 2025-26**

A Position	B Annual Salary	C Hourly Rate	D Activity	E Time at this Activity <sup>1</sup>	F Total Salaries C X E	G CAP 47 Rate	H CAP Amount F X G	I Total Billable F + H
Senior Administrative Clerk	\$ 89,061.00	\$ 42.65	Schedules appointments; meets and interviews applicants; investigates applicant background, processes payment of fees through Fiscal Group.	1.50	\$ 63.98	126.14%	\$ 80.70	\$ 144.68
TOTAL								\$ 144.68
ADJUSTED TOTAL								\$ 144.00

PRESS PASSES FOR 2024 140  
 PROJECTED ANNUAL REVENUE \$ 20,160.00  
 PROPOSED COST \$ 144.00

<sup>1</sup> Estimated Time = in hour of percentage thereof , e.g. 15 minutes = 0.25 hours

**ATTACHMENT V**  
**ESTIMATED COST FOR A NOISE VARIANCE**  
**FY 2025-26**

A Position	B Annual Salary	C Hourly Rate	D Activity	E Time at this Activity <sup>1</sup>	F Total Salaries	G CAP 47 Rate	H CAP Amount	I Total Billable
					C X E		F X G	F + H
Police Officer III + 1	\$ 156,508.00	\$ 75.00	Prepares investigation documents and folder; logs application information into database; processes payment at Fiscal Group; prepares accounting documents.	0.20	\$ 15.00	114.23%	\$ 17.13	\$ 32.13
			Processes approval/rejection letter from Executive Director to contractor.					
Police Officer II	\$ 133,422.00	\$ 64.00	Meets with contractor; conducts investigation/survey with affected residents, and prepares final report.	2.50	\$ 160.00	145.19%	\$ 232.30	\$ 392.30
Detective III	\$ 187,643.00	\$ 90.00	Reviews report prior to submission to the Executive Director.	0.17	\$ 15.30	114.23%	\$ 17.47	\$ 32.77
Lieutenant II	\$ 212,520.00	\$ 102.00	Reviews report prior to submission to the Executive Director.	0.08	\$ 8.16	114.23%	\$ 9.32	\$ 17.48
Executive Director	\$ 217,490.00	\$ 104.16	Reviews and approves/rejects report.	0.05	\$ 5.20	126.14%	\$ 6.55	\$ 11.75
					TOTAL			\$ 493.17
					TOTAL ADJUSTED			\$ 493.00

VARIANCES ISSUED - 2024	224
PROJECTED ANNUAL REVENUE	\$ 110,432.00
PROPOSED COST	\$ 493.00

<sup>1</sup> In hours or percentage thereof, e.g. 15 minutes = 0.25 hours.