
Sponsor: Sheriff's Office, Finance

Meeting Date: 7/1/2025

Title: Proposed Ramsey County Sheriff's Office Fee Schedule

File Number: 2025-239

Background and Rationale:

The Sheriff's Office and Finance are recommending updates to the Fee Schedule for select fees charged by the Sheriff's Office, effective July 15, 2025. The primary rationale for this update is due to increased personnel costs associated with the 2025-2027 labor contracts. As part of the collective bargaining process, contracts were approved that include cost of living adjustments, market adjustments, and a faster salary progression. This provides more competitive pay consistent with the market and surrounding local governments as well as supports efforts to continue to build a more diverse workforce reflective of the community served.

For reference, the Ramsey County Board of Commissioners has authority to set fees, subject to limitations provided by law. As part of its fiscal policy, the county seeks to reduce reliance on property taxes by leveraging non-property tax revenues, such as user and service fees. These fees are recommended when direct benefits to users can be clearly identified and are typically based on the full cost of service provision, including both direct and indirect expenses. In certain cases, fee levels also consider prevailing market rates for similar services. Consistent with its commitment to racial equity, the county has also advanced a county-wide initiative to eliminate criminal justice-related fines and fees, which have historically disproportionately impacted communities of color. The fee changes recommended by this action are not considered criminal.

The Sheriff's Office and Finance recommends changes to fees for security services and civil process services to better reflect the cost of service delivery and resource utilization. Security service fees apply to the provision of personnel at various events, including but not limited to weddings, entertainment events, sports tournaments, and high school graduations. These fees are charged per deputy, per hour. Following an event, an invoice is generated and sent to the requesting party for payment. For non-sworn security services, a reduced fee is recommended.

Civil process service fees are charged for the processing and serving of legal documents. Charging for civil process services is a standard practice among sheriff's offices. Individuals experiencing financial hardship may apply for *in forma pauperis* status, which, if approved, waives the civil process service fees. Additionally, the Sheriff's Office does not charge for processing or serving protection orders issued by the court.

It is recommended to:

- Increase the security services fee from \$100 per hour to \$110 per hour (deputy).
- Add a security services fee for \$60 per hour for non-deputy security services.
- Increase the civil process flat service fee from \$90 to \$110.
- Increase the posting of notices fee from \$90 to \$110.
- Increase the civil process deputy hourly rate from \$100 per hour to \$110 per hour.

The recommendations to the fee schedule are consistent with market rates for similar services and

better reflects the cost of service delivery and resource utilization.

Recommendation:

The Ramsey County Board of Commissioners resolved to:

Approve the proposed updated fee schedule changes for security services and civil process services.

A motion to approve was made by Commissioner Jebens-Singh, seconded by Commissioner Xiong. Motion passed.

Aye: - 7: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, and Xiong

By: 

Jason Yang, Interim Chief Clerk - County Board