

BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Sheriff
Department No.: 032
For Agenda Of: 01/08/2019
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Bill Brown Sheriff-Coroner
Lt. Jason Sheriff's Contract Services Bureau, Ext. 4185
Grossini
SUBJECT: Resolution Authorizing the Sheriff to Execute Sheriff's Voluntary Response Agreements for Supplemental Law Enforcement Services Under \$50,000 (SVR Agreements)

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Adopt a Resolution delegating and authorizing the Sheriff to execute Sheriff's Voluntary Response Agreements for supplemental law enforcement services under \$50,000.00; and
- b) Determine this action is exempt from California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5), which are organizational or administrative activities of governments that will not result in direct or indirect physical changes to the environment.

Summary Text:

The Santa Barbara County Sheriff's Office proposes to allow the Sheriff or his designee to execute SVR agreements under \$50,000.00 total expected revenue for the term of the agreement, not to exceed three (3) years with an agreed upon option between the Sheriff's Office and the Customer for two (2) additional one (1) year terms.

Background:

The Santa Barbara County Sheriff's Office currently averages over fifty (50) SVR agreements for supplemental law enforcement services per year that are for reoccurring or single, temporary events. These agreements are commonly referred to as SVR Agreements. Some examples of SVR agreements the Sheriff's Office has provided supplemental law enforcement services in the past are: Goleta July 4th Fireworks display at Girsh Park, Carpinteria Avocado Festival, SCORE bicycle race in Solvang, and Los Alamos Days. Additionally, each of the aforementioned SVR agreements were well below \$50,000.00 in total revenue amount.

Preparing a Sheriff's Voluntary Response Agreement for Board approval is a labor and time intensive process, but it is currently necessary for all SVR agreements. The process not only consumes a significant amount of time for the Contract Services Bureau to prepare the agreement and board letter, it also involves the review and signature process from many other County Departments. In some cases, the Santa Barbara Sheriff's Office will deny an SVR agreement request, simply because it was not submitted by the customer with enough lead-time to complete the approval process. The Contract Services Bureau is proposing that this process be modified so that Board of Supervisors' approval is only required for SVR agreements that are in excess of \$50,000.00 in expected revenue. As an added measure of accountability, the delegation of authority is proposed to be provided with the following conditions:

1. SVR agreements are required to be approved as to form by County Counsel for all supplemental law enforcement service requests under \$50,000.00, and reviewed and approved by Risk Management, and the Auditor-Controller.
2. The Sheriff's Office shall prepare a comprehensive list of all such Sheriff's Voluntary Response agreements completed by the Sheriff's Office for presentation to the Board of Supervisors for review within 90 days after the conclusion of the fiscal year. This list will include the estimated full cost of providing services under each SVR contract, as determined by the Sheriff, along with the revenue collected.

The goal is to efficiently manage and process lower revenue generating SVR agreements at the Sheriff's Office Contract Services Bureau level. In furtherance of this, the Contract Services Bureau has developed a standardized Sheriff's Voluntary Response Agreement that has been approved by County Counsel, Risk Management, and the Auditor-Controller. This standardized Sheriff's Voluntary Response Agreement will ensure consistent costing and expedite the approval process.

Additionally, the Contract Services Bureau reviewed the protocols from other Southern California Law Enforcement service providers as part of our partnership with the Southern California Contracting Counties alliance. We learned they all have varied approaches to single event service agreements for singular or short-term events, however most agencies had the authority to negotiate Sheriff's Voluntary Response Agreements without submitting them for Board of Supervisors approval. Some examples are as follows:

- San Diego County authorizes the Sheriff to execute agreements with revenues expected to be under \$250,000.00.
- Orange County Board of Supervisors adopted a boilerplate agreement for singular events, and authorizes the Sheriff to coordinate with the event operator directly. No maximum dollar amount is set forth.
- Los Angeles County Board of Supervisors adopted a standardized agreement and authorizes the Sheriff to execute all SVR type agreements through June 30, 2021.

- Riverside County Board of Supervisors reviews the overtime rate developed by the Auditor-Controller annually, and authorizes the Sheriff to enter into all service agreements using the approved rate plan.
- Ventura County Board of Supervisors authorized the Sheriff to enter into service agreements provided they were approved by County Counsel through June 30, 2020.

Providing the Santa Barbara County Sheriff's Office the authority to enter into SVR agreements below \$50,000, allows for a more expedient and efficient review and management of lower revenue SVR Agreements to a more appropriate and commensurate level.

Fiscal and Facilities Impacts:

Budgeted: Yes- The reoccurring SVR contracts under \$50K revenues and associated overtime costs are included in the budget, and only the unanticipated/unknown contracts are not budgeted. These unanticipated/unknown contracts would typically produce revenues of under \$5,000.

Fiscal Analysis:

Historically, the Sheriff has collected anywhere between \$760 thousand and 1.6 million annually from SVR contracts under \$50,000 that meet the proposed criteria. With the objective of achieving full cost recovery, the associated costs of providing these services will be paid for in full by the customers.

Special Instructions:

Please send a copy of the executed Resolution to the Santa Barbara County Sheriff's Office, attention CFO Hope Vasquez and the Contract Services Bureau, attention Lt. Jason Grossini.

Attachments:

1. Resolution in the matter of allowing the Sheriff's Office to execute Sheriff's Voluntary Response Agreements under \$50,000.00.

Authored by:

Jason Grossini, Lieutenant, Sheriff's Office Contract Services Bureau, 681-4185