



**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's Office
Department No.: 032
For Agenda Of: September 14, 2021
Placement: Administrative
(9/14/21: Set Hearing);
(10/5/21: Departmental)
Estimated Time: 15 minutes
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors

FROM: Department Director(s) Bill Brown, Sheriff-Coroner (ext. 14290)
Contact Info: Hope Vasquez, Chief Financial Officer (ext. 14299)

SUBJECT: Establishment of 2 New Sheriff Fees and Increase in 11 Sheriff Fees for Reports and Other Administrative Services.

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors Set a public hearing for October 5, 2021 to consider the Resolution increasing 11 of the Santa Barbara County Sheriff's Office fees for requests for records information, Notary, Photo/Audio CDs, Video DVD, Carry Concealed Weapon Renewals and Amendments, Press Passes; and the addition of 2 fees: Identification Cards, and Cannabis Site Security Plan Review fees, as follows:

- a) Adopt a Resolution increasing 11 of the Santa Barbara County Sheriff's Office fees for requests for records information and other administrative services, and establish 2 new fees for Identification Cards, and Cannabis Site Security Plan Review in accordance with County Ordinance 3409 and section 2.10.1 of the Santa Barbara County Code; and
- b) Find that the proposed action is exempt from the California Environmental Quality Act Guidelines (CEQA) review pursuant Section 15273 and to Public Resources Code Section 21080(b)(8), and that the fees will be used for the purpose of meeting operating expenses and for the purchase of supplies, equipment, and materials.

Summary Text:

The current fees were established in 1989. Over the last 32 years, labor costs have increased significantly and the current cost related to records requests and reports should be updated accordingly. A comparative analysis worksheet was prepared showing fees of other law enforcement agencies in or near Santa Barbara County, including: Santa Barbara Police Department, Lompoc Police Department, Santa Maria Police Department, Ventura Police Department, Ventura County Sheriff, San Luis Obispo County Sheriff and Los Angeles County Sheriff. (Attachment C.)

Background:

The Public Information Act requires that we provide access to records information and allows reimbursement of costs incurred for certain requests. The proposed rates are authorized by the Santa Barbara County Code §2-10; California Government Code §8211; California Government Code §6253.9; California Penal Code §26190; Santa Barbara County Land Use Development Code §35.42.075(C)(2); California Government Code §66000 et. seq.; California Government Code §54985 et. seq.; and California Constitution Article XIII C, Section 1(e)(1-3).

The Sheriff's Office developed the rates by calculating labor costs based on estimated staff time spent on preparing the report, or providing the specific service; adding overhead costs using the FY21-22 Certified Indirect Cost Rate; and rounding the calculated rates to the nearest dollar. Where fees are limited by statute, the proposed rates are either the estimated actual cost, or the maximum allowable by statute, whichever is lesser.

Revenues were forecasted using the actual number of reports generated in previous years multiplied by the recommended rates. The fee determination has been reviewed by the Auditor-Controller, and the Authority for Charges and Authority for Reduced or Waiver of Charges has been reviewed by County Counsel. (Attachment B.)

Performance Measure: In FY2019/20, the Santa Barbara County Sheriff's Office produced 1,463 record request reports at its Santa Barbara Headquarters and Santa Maria Sub-station.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

The fee increases and establishment of the 2 new fees require no change in staffing, and will result in estimated additional annual revenues of \$110,989. The estimated additional annual revenues will serve to offset some of the anticipated loss of revenue in the Sheriff's Office resulting from the passage of Assembly Bill 1869 which eliminates fees from Electronic Monitoring and Work Alternative Programs. Records requests and report fee review is part of the Sheriff's Office Renew 22 cost recovery effort.

Special Instructions:

After September 14, 2021:

- 1) Direct the Clerk of the Board to:

- a. Publish a notice in accordance with Government Code §6062a. First notice to be published on September 24, 2021; and a second notice to be published on September 30, 2021. (Attachment D.)

After the October 5, 2021 hearing:

1) Direct the Clerk of the Board to:

- a. Return a fully executed copy of the Resolution to the Santa Barbara County Sheriff's Office, attention Hope Vasquez, CFO.
- b. Submit two Minute Orders to the Santa Barbara County Sheriff's Office, attention Hope Vasquez, CFO.

Attachments:

Attachment A – Resolution of the Board of Supervisors

Attachment B – Updated User Fee Schedule

Attachment C – Revenue Estimate and Comparable Fees

Attachment D – Public Notice

Authored by:

Divine Mallow, Cost Analyst, Santa Barbara County Sheriff's Office

cc: Auditor-Controller