



**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: January 8, 2019
Placement: Administrative
(1/8/19: Set Hearing);
Departmental (1/29/19:
First Reading)
Estimated Time: 15 minutes on
1/29/2019
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors

FROM: Department Bill Brown, Sheriff-Coroner (Ext. 4290)
Director(s)
Contact Info: Hope Vasquez, Chief Financial Officer (Ext. 4299)

SUBJECT: Live Scan / Ink Print Fingerprinting Rolling Fee Increase

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

On January 8, 2019, set a public hearing for January 29, 2019 to consider the First Reading of a Resolution increasing the Santa Barbara County Sheriff's Office fee for Live Scan / Ink Print fingerprinting.

- a) Adopt the Resolution increasing the Santa Barbara County Sheriff's Office fee for Live Scan / Ink Print fingerprinting 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 fee of \$7 was established in 1989. Over the last 29 years, labor costs have increased significantly and the current cost of the Live Scan / Ink Print fingerprinting service is determined to be \$24. In comparison, the following are the Live Scan fees charged by some of the law enforcement agencies in or adjacent to Santa Barbara County: \$25 Santa Barbara Police Department, \$20 Lompoc Police Department, \$14.40 Santa Maria Police Department, \$42 Ventura Police Department, \$10 Ventura County Sheriff, and \$21 San Luis Obispo County Sheriff.

Background:

In 1997, the State Legislature passed, and the Governor signed into law, Senate Bill 720. The legislation required automated background checks on applicants for a variety of jobs, including those whose occupational duties require that they work around children. Over the years, the demand for automated applicant fingerprint checks continues to rise as schools are mandated and many businesses are required to fingerprint all potential employees and licensees. Additionally, California Rule of Court Rule 9.9.5 requires that all active California attorneys be re-fingerprinted by April 30, 2019.

The Sheriff's Office developed the proposed rates by forecasting costs and dividing by total anticipated scans. Costs were forecast using the actual costs for FY 17-18. Operator times were calculated using the average daily operator minutes per scan, number of appointments per day, and other prep work necessary to complete the tasks. Service levels were estimated based on the average of scans per day per location multiplied by the estimated number of days of operation less in-house scans. This fee determination has been reviewed by the Auditor-Controller."

Performance Measure:

In 2017, the Santa Barbara County Sheriff's Office performed 3,022 Live Scans and Ink Prints at its Santa Barbara Headquarters and Santa Maria Sub-station. These two stations had a combined total of 302 days of Live Scan and Ink Print operations in 2017.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Narrative:

The fee increase from \$7 to the estimated cost of \$24 per Live Scan / Ink Print requires no change in staffing. The Live Scan / Ink Print fee review is part of the Sheriff's Office Renew 22 cost recovery effort. Upon approval by the Board of the attached resolution, estimated annual revenues of \$85,000 will be included in the FY 19-20 budget.

Special Instructions:

After January 8, 2019:

- 1) Direct the Clerk of the Board to:
 - a. Publish a notice in accordance with Government Code §6062a.

After the January 29, 2019 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 - Cost and Revenue Estimate

Attachment C - Live Scan Provider Location and Fee List

Authored by:

William Coulson, Cost Analyst, Santa Barbara County Sheriff's Office

CC:

Auditor-Controller