



COUNTY OF SANTA CRUZ

249

701 OCEAN STREET, SANTA CRUZ, CA 95060

MARK TRACY, SHERIFF-CORONER
ALVIN D. JAMES, PLANNING DIRECTOR

April 28, 1999

Board of Supervisors
701 Ocean Street
Santa Cruz, CA 95060

AGENDA: May 4, 1999

SUBJECT: Relocation of Sheriff and Planning Felton Offices

Members of the Board:

On February 23, 1999, your Board accepted and appropriated grant revenue from the Monterey Bay Unified Air Pollution Control District for creation of the South County Permit Center. At that time, we informed your Board that we would return to you with additional recommendations regarding the possible consolidation of Planning's Felton Permit Center and the Sheriff's Felton Service Center into a single facility. This letter outlines a proposal to relocate both Felton offices to a new, shared facility which will provide opportunities for improved access, visibility and services to the public. It will allow for a total of approximately 3,500 square feet, an increase of over 1,000 square feet of combined office space, conveniently located near major shopping and recreational areas along Graham Hill Road. We are proposing to attempt to negotiate a long term lease to obtain favorable terms.

PLANNING PERMIT CENTER

At present, the Felton Permit Center provides services three afternoons per week. Despite this limited availability, the Center has enjoyed consistent support in the community and has assisted over 3,300 clients since opening in March of 1997. This client contact rate equals that of our Government Center office on a per workstation basis. Not unexpectedly, the most frequent request from clients is that the Permit Center provide service every weekday. The next most common request is for a Permit Center presence from Environmental Health Services. As you may be aware, the Environmental Health Task Force is considering recommending that your Board direct Environmental Health to plan for a representative to be assigned to the Felton Permit Center on a regular basis.

In addition to the success of the traditional development and construction services, there is also a growing amount of cooperative work between the Planning Department's Code Compliance Section and the Sheriff's Office - particularly in connection with Abandoned Vehicle and other nuisance abatement and enforcement programs. Additionally, the Felton Grove Elevation project has a need to house a facilitator/inspector for the next two years and the ability to provide office space nearby the project site offers an associated advantage. Clearly, the success of the permit operation, the public demand for expansion of services, the need to increase business hours, and the possible addition of the Environmental Health, Code Compliance and Felton Grove functions to the office require the review of current needs and options.

In order to provide services five afternoons a week, the Planning Department will be requesting to add .75 FTE Typist/Clerk III position to complete general information, cashing and office coordination tasks in the 1999-2000 budget request.

47

SHERIFF'S SAN LORENZO VALLEY SERVICE CENTER

The Sheriffs Service Center in Felton has served the residents of the San Lorenzo Valley and Scotts Valley since 1996. In 1998 alone, the center handled 2,293 walk in customers, responded to 5,223 citizen phone calls, completed and processed 422 police reports, processed 74 vehicle abatement actions and assisted another 716 citizens with fingerprint applications. 1998 highlights included the expansion of the vehicle abatement program in cooperation with the Planning Department; utilizing community volunteers to complete required paperwork. The Sheriffs Office also continued its' active participation in the Felton Business Association; addressing local business concerns regarding crime prevention and enforcement within the business community. This participation included responding to community concerns over the use of the Felton Covered Bridge Park. The Sheriffs Office also continued its' active membership on the Multi-Disciplinary Team; addressing issues regarding youth at risk and developing solutions for individual cases. The Sheriffs Office also sponsored youth athletic activities including the San Lorenzo Valley Youth Basketball Association and the San Lorenzo Valley Boosters Club.

The Service Center also enjoys a large core of volunteers who logged 3,203 hours in 1998 handling a wide assortment of activities such as responding to telephone calls, report writing, fingerprinting, vacation watch, neighborhood watch, vehicle abatement, referral services, ABC license approval and vehicle citation sign-off.

As a result of the success of all these activities, there is clearly a need for additional space to accommodate these relationships and services in the San Lorenzo Valley. In addition to fostering the close working relationship between the Sheriffs Office and Planning Department, sharing office facilities has many advantages. The proposed facility includes a conference room that can be used by both departments as well as the public. This room will also be capable of serving as a satellite Emergency Operations Center during times of emergency or disaster affecting the San Lorenzo Valley. Additional shared efficiencies are anticipated in computer network equipment, Information Services support, janitorial, security and courier services.

SUMMARY

Our offices have enjoyed great success in our efforts to move law enforcement and land use services from the traditional central office into more a neighborhood based service delivery model. The proposed relocation will strengthen that commitment by moving into a shared facility and improved service to the public. We are recommending that your Board authorize the necessary financial and operational actions to relocate both offices.

FINANCING

Sheriff

The projected operating cost for the Sheriff to relocate the Service Center is estimated to be \$48,136. This amount will be included in the 1999-2000 Sheriffs Budget Request and represents an increase of \$32,479 over 1998-99. One-time costs total \$54,676, and can be included in the current year's budget. An associated action to accept and appropriate unanticipated revenue from SB90 mandated cost reimbursements received this year is required.

Planning

The projected Fiscal Year 1999-00 cost associated with relocation of the Permit Center and expansion of operations to five afternoons a week is estimated to be \$86,659. This amount is included in the Fiscal Year 1999-00 budget request and represents an increase of \$46,570 over 1998-99. It is anticipated that these costs

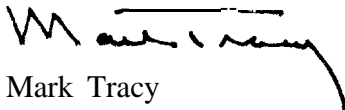
will funded through permit revenues. To provide the required funding for one-time costs of \$28,300, which are included in the Planning Department's estimated actual budget for 1998-99, we are recommending your Board accept and appropriate unanticipated revenue available as a result of this year's high level of building permit activity.

With your Board's authorization for us to proceed with lease negotiations and approval of the financial actions included with this letter, we would hope to move into the new premises in June, and open for business in early July. However, construction and administrative requirements may delay the actual date by several weeks. We will finalize the timing when we return to your Board for approval of the building lease. Preliminarily, the landlord has agreed to charge no rent during the first month of the lease to allow us to relocate and set up for business. We will take all possible measures to minimize disruption in service during the relocation period.

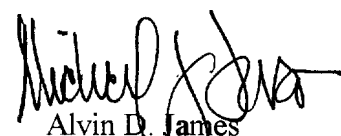
We therefore **RECOMMEND** that your Board:

1. Accept and file this report.
2. Adopt the attached Resolution Accepting and Appropriating Unanticipated Revenue (AUD 60) in the amount of \$28,300 (Attachment 1) in the Planning Budget.
3. Adopt the attached Resolution Accepting and Appropriating Unanticipated Revenue (AUD 60) in the amount of \$54,676 (Attachment 2) in the Sheriff-Coroner Budget.
4. Authorize the Planning Director and Sheriff-Coroner, in cooperation with Real Property, Risk Management and County Counsel, to negotiate office lease agreements and return to the Board on or before June 8, 1999 for approval.
5. Direct the Planning Department to include the addition of a .75 FTE Typist/Clerk III in the Planning Department budget request for 1999-2000.

Sincerely,



Mark Tracy
Sheriff-Coroner



for
Alvin D. James
Planning Director

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

Attachments: Attachment 1 - AID-60 Planning Department
Attachment 2 - AUD-60 Sheriffs Office

cc: Auditor-Controller	County Administrative Office
Charles Moody, HSA	Diane Evans, EHS
Ken Wedderburn, ISD	Risk Management
Purchasing	Real Property

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO. _____

On the motion of Supervisor _____
duly seconded by Supervisor _____
the following Resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

WHEREAS, County of Santa Cruz is a recipient of funds from Construction Permits,
and

WHEREAS, the County is a recipient of funds in the amount of \$28,300 which are
either in excess of those anticipated or are not specifically set forth in the current fiscal year
budget of the County; and

WHEREAS, pursuant to Government Code Section 29130(c)/29064(b), such funds
may be made available for specific appropriation by a four-fifths vote of the Board of
Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County
Auditor-Controller accept funds in the amount of \$28,300 into

Department: Planning

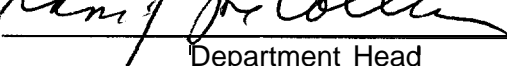
		Revenue			
	Index	Sub-Object			
T/C	Number	Number	UCD	Account Name	Amount
001	541500	0250		Construction Permits	\$28,300

and that such funds be and are hereby appropriated as follows:

		Expenditure			
	Index	Sub-Object			
T/C	Number	Number	UCD	Account Name	Amount
021	541700	3240	L22001	Telephone	\$2,400
021	541700	3489	L22001	Software	1,400
021	541700	3545	L22001	Consult & Mgmt	2,500
021	541700	8404	L22001	Equipment	22,000

DEPARTMENT HEAD -- I hereby certify that the fiscal provisions have been researched and
that the Revenue will be received within the current fiscal year.

By



Department Head

Date

4/22/99

COUNTY ADMINISTRATIVE OFFICER ☒ Recommended to Board
☒ Not Recommended to. Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz,
State of California, this _____ day of _____ 19_____
by the following vote (requires **four-fifths** vote for approval):

AYES: SUPERVISORS

NOES: SUPERVISORS

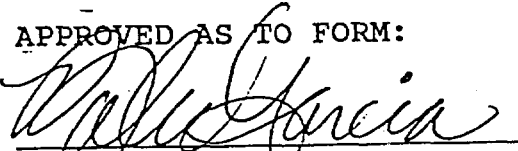
ABSENT: SUPERVISORS

Chairperson of the Board

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:



County Counsel

APPROVED AS TO ACCOUNTING DETAIL:

 4/22/99

Auditor-Controller

Distribution:

Auditor-Controller
County Council
County Administrative Officer
Originating Department

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA , 254

RESOLUTION No. _____

On the motion of Supervisor _____
duly seconded by Supervisor _____
the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

WHEREAS, the County of Santa Cruz is a recipient of funds from State Mandated Claims Reimb. for Sheriff's Community Oriented Policing program; and

WHEREAS, the County is recipient of funds in the amount of \$ 54,676.00 which are either in excess of those anticipated or are not specifically set forth in the current fiscal year budget of the County; and

WHEREAS, pursuant to Government Code Section 29130(c)/29064(b), such funds may be made available for specific appropriation by a four-fifths vote of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County Auditor-Controller accept funds in the amount of \$ 54,676.00 into

Department Sheriff Coroner

T/C	Index Number	Revenue Subobject Number	Account Name	Amount
0 0 1	661200	0872	State Mandated Costs Reimb.	\$54,676.00

and-that such funds be and are hereby appropriated as follows:

T/C	Index Number	Expenditure Subobject Number	PRJ/UCD	Account Name	Amount
021	661800	8404		Equipment	\$50,726.00
021	661800	3451		Misc. Equipment	\$ 3,950.00

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and that the Revenue(s)-(has been) (will be) received within the current fiscal year.

By [Signature] Department Head

Date 4/26/99

L. Recommended to Board

/I Not Recommended to. Board

47