County of Santa Cruz

COUNN ADMINISTRATIVE OFFICE

701 OCEAN STREET, SUITE 520, SANTA CRUZ, CA 95060-4073

(831) 454-2100 FAX: (831) 454-3420 TDD: (831) 454-2123

SUSAN A. MAURIELLO, J.D., COUNTY ADMINISTRATIVE OFFICER

September 11,2003

AGENDA: September 23,2003

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

PUBLIC HEARINGS ON FEDERAL BUREAU OF JUSTICE ASSISTANCE (BJA) LOCAL LAW ENFORCEMENT BLOCK GRANT AND STATE SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUNDS (SLESF)

Dear Members of the Board:

On August 26, 2003, your Board set September 23, 2003 for two required public hearings related to 2003-04 Federal and State funds for law enforcement services: one to consider the proposed uses of the Bureau of Justice Assistance (BJA) Local Law Enforcement Block Grant funds; the second to consider the written requests of the Sheriff-Coroner and the District Attorney regarding uses of the State Supplemental Law Enforcement services Funds (SLESF). The requests from the Sheriff-Coroner and the District Attorney are included as attachments.

The 2003-04 BJA and SLESF allocations to local government, including Santa Cruz County, were reduced due to budget shortfalls at the State level. Accordingly, revenue that was anticipated in the County's current year budget within Sheriff Operations, the Detention Bureau and the District Attorney's Office will need to reflect this reduction. As discussed in this letter, the reduction in BJA funding for Sheriff Operations and in SLESF funding for Detention will be addressed through the reduction in appropriations and revenue associated with the purchase of various pieces of equipment. At this time, the reduction in SLESF funds in Sheriff Operations and in the District Attorney's Office is being evaluated by the departments and this office. We will return to your Board in October with recommendations addressing this reduction with an emphasis on maintaining the important functions of these departments.

FEDERAL BUREAU OF JUSTICE ASSISTANCE FUNDS

During the 2003-04 budget hearings, your Board approved the use of anticipated 2003-04 BJA funds in the estimated amount of $80,000 for the purchase of software for the Coroner Medical Examiner, a refrigeration unit for the Investigations Unit and a 4-wheel drive vehicle for the Patrol Division. More recently, the County has been notified that the final BJA allocation **is** $51,928. To account for the decrease in grant funds, the Sheriff is recommending that the vehicle not be purchased with these funds. Furthermore, the Sheriff is recommending that several mobile car video systems be purchased instead of the refrigeration unit because the state's requirements for storage of certain types of evidence was recently modified, thus

reducing the need for additional storage space at this time. Cancellation of anticipated expenditures and revenues in the amount of $28,072 is provided for as part of Attachment 1.

As required under the BJA funding criteria, the BJA advisory Group met on August 26, 2003 to review the Sheriffs recommendations for allocating BJA funds. The group unanimously approved the BJA 2003-04 budget of $51,928 for the purchase of the software for the Coroner Medical Examiner and the mobile car video systems for the purpose of enhancing front line law enforcement in the unincorporated area of the County.

STATE SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUNDS

In 1996, the State established the Citizen's Option for Public Safety (COPS) Program to provide funds to local jurisdictions for public safety purposes. The program, now referred to as the State Supplemental Law Enforcement Services Fund (SLESF), allocates funds in accordance with the proportionate share of the state's total population that resides in each county and city, as determined on the basis of population estimates developed in January of each year by the State Department of Finance. SLESF funds are allocated into four components for the Sheriff, Detention, the District Attorney and the cities.

We have been informed by the State Department of Finance that the allocation of SLESF funds in 2003-04 for Santa Cruz County is $751,024 which is $108,568 less than was received in 2002-03. The 2003-04 allocations for the cities and the unincorporated area of the County are as follows:

Component	Santa Cruz County Allocation
Sheriff Law Enforcement Services	$200,654
Detention	$ 75,185
District Attorney Prosecution	$ 75,185
City Law Enforcement Services	$400.000
TOTAL	$751,024

There is no local match required for SLESF funds. Each city determines the use of their share of these funds through a separate public hearing process. The law provides that ½ of 1%(.5%) of the funds may be used to pay administrative and overhead costs.

During fiscal year 1996-97, your Board established a separate Supplemental Law Enforcement Services Fund and created a Supplemental Law Enforcement oversight Committee (SLEOC) as required by section 30061 of the Government Code. The fund is used by the Auditor-Controller to receive the County's allocation of SLESF monies, and the SLEOC monitors and reviews the use of the SLESF funds on the local level.

The requests from the Sheriff-Coroner and the District Attorney for expending the annual SLESF allocation are required to be considered by your Board at a public hearing in the month of September. The 2003-04 budget adopted by your Board included SLESF appropriations for twelve months for both the District Attorney and the Sheriff-Coroner from 2003-04 SLESF funds.

Sheriff Law Enforcement Services Component ($200,654)

The Sheriff-Coroner's proposal for use of the 2003-04 SLESF allocation provides for ongoing

funding to augment patrol services in the unincorporated area of the County. In past years, SLESF funds have provided for the partial payment of the costs necessary to continue five deputy sheriff positions. The remaining costs for salaries and benefits of these positions has been paid for out of the General Fund. These positions, as described in Attachment 2, are included in the 2003-04 budget. This year's SLESF allocation, which is $56,596 less than anticipated in the 2003-04 budget, pays for approximately three deputy sheriff positions. A recommendation regarding the loss of anticipated revenue will be addressed in the October report to your Board.

Sheriff Detention Component ($75.185)

The Sheriff-Coroner's proposal for use of 2003-04 SLESF funds within the Detention Bureau includes various one-time expenditures for safety and security improvements with regard to equipment and facilities. Because the State's allocation of SLESF funds is $14,213 less than was anticipated in the 2003-04 budget, several items approved as part of Detention's 2003-04 budget will not be purchased with SLESF funds. Items that will be purchased with SLESF funds this year include sliding door mechanisms and a munitions safe at the Main Jail, inmate lockers at Blaine Street and equipment related to Food Services including refrigerator shelving, pressure washers and a steam kettle as described in Attachment 2. Cancellation of anticipated expenditures and revenues in the amount of $14,213 is provided for as part of Attachment 2.

District Attornev Prosecution Component ($75,185)

Attachment 3 is the request from the District Attorney for use of the 2003-04 SLESF allocation to continue funding to supplement their sexual assault unit and to provide clerical support for their South County office. Because the State's SLESF allocation was $14,213 less than anticipated in the 2003-04 budget, cancellation of anticipated expenditures and revenues in the amount of $14,213 is provided for as part of Attachment 3. The District Attorney's plan to address the reduction in revenues through salary savings will be further discussed in the October report to your Board.

It is therefore RECOMMENDED that your Board:

1. Conduct a public hearing on the proposed use of 2003-04 BJA Local Law Enforcement Block Grant funds;

2. Conduct a public hearing to consider the written requests of the Sheriff-Coroner and District Attorney regarding use of the 2003-04 SLESF allocations;

3. Adopt a resolution cancelling $28,072 in 2003-04 BJA funds and approve fixed assets related to 2003-04 BJA funds, as recommended by the Sheriff-Coroner;

4. Adopt a resolution cancelling $14,213 in 2003-04 SLESF funds for the Detention Bureau, as recommended by the Sheriff-Coroner;

5. Adopt a resolution cancelling $14,213 in 2003-04 SLESF funds, as recommended by the

District Attorney; and

6. Provide your Board with further recommendations regarding the loss of SLESF revenue to Sheriff Operations and to the District Attorney on or before October 28, 2003.

Very truly yours,

SUSAN A. MAURIELLO
County Administrative Officer

SAM:CAH
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Attachments

cc: Sheriff-Coroner
Personnel
District Attorney
Members, BJA Advisory Group
Members, SLEOC Committee
Auditor-Controller.

County of Santa Cruz

SHERIFF - CORONER

701 OCEAN STREET, ROOM 340, SANTA CRUZ, CA 95060

(831) 454-2992 FAX: (831) 454-2353

MARK TRACY
SHERIFF - CORONER

August 22,2002

Agenda September 23,2003

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

Bureau of Justice Assistance Block Grant FY 03/04

Dear Members of the Board:

The Sheriffs Office has been notified that OUT FY 03/04 Bureau of Justice Assistance Block Grant Award has been finalized. During FY 03/04 budget hearings your Board approved the expenditure of $80,000 in anticipated BJA funds fiom this block grant. The actual amount awarded is $51,928, **a** reduction of $28,072. We need to adjust our final revenue and expenditures to account for the grant decrease in the amount of $28,072. The local required match of 10% was also included as **part** of our budget process.

On August 23,2003 the local BJA Advisory Board convened to review and recommend expenditures 'regardingthe block grant award of **$5** 1,928. The Advisory Board agreed upon the following items to be purchase; Coroner Medical Examination software program ($35,000) and Mobile Car Video Systems ($16,928).

It **is** therefore RECOMMENDED that your Board:

1. ADOPT the attached Resolution to reduce the Sheriffs Office appropriation in revenue and expenditures in the amount of $28,072 (AUD 61);

Sincerely,

MARK TRACY
Sheriff-Coroner

RECOMMENDED:

SUSAN **A.** MAURIELLO
County Administrative Officer

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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 CANCELING ESTIMATED REVENUES AND APPROPRIATIONS

WHEREAS, the Board of Supervisors of the County of Santa Cruz adopted by resolution certain estimated revenues and appropriations for the final budget; and

WHEREAS, certain of the estimated revenues will now not be realized; and

WHEREAS, pursuant to Government Code Section 29126.1, the Board of Supervisors may cancel any unused appropriation in whole or in part upon determining that the source of funding will be unrealized in whole or in part;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that: the Auditor-Controller cancel estimated revenues in the amount of $28,072.00 in Department Sheriff-Coroner

TIC	Index Number	Revenue Subobject Number	Account Name	Amount
002	661300	1095	Federal Misc Grants	$28,072.00

and that appropriation be cancelled as follows:

TIC	Index Number	Expenditure Subobject Number	PRJIUCD	Account Name	Amount
022	661400	8404		Fixed Assets	$22,000.00
022	661300	8404		Fixed Assets	$6,072.00

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and are sufficient to allow entering in the County records.

By _____
Department Head

Date September 8, 2003

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COUNTY ADMINISTRATIVE OFFICER ✓ Recommended to Board CH

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 three-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:

9/11/03
_____
Auditor-Controller

Distribution:
Auditor-Controller
County Council
County Administrative.Officer
Originating Department

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ATTACHMENT 2

County of Santa Cruz

SHERIFF-CORONER

701 OCEAN STREET, ROOM 340, SANTA CRUZ, CA 95060

(831)454-2992 FAX: (831)454-2353

MARK TRACY
SHERIFF-CORONER

August 28,2003

Agenda September 17,2003

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

State Supplemental Law Enforcement Services Funds (SLESF)

Dear Members of the Board:

The County Administrative Office has received notification of the State's intent to award $200,654 in Supplemental Law Enforcement Funds for local law enforcement services in order to enhance public safety and an additional $75,185 for Detention operations. This award runs fiom October 1,2003 through September 20,2004.

The funding for law enforcement services will be used to continue partial funding for five front-line Deputy Sheriff positions in Patrol. As you may recall, these positions were originally added in September 1996 with the first year of SLESF funding and we have continued financing these positions through subsequent annual SLESF awards since that time. The continued funding of the five deputies will maintain staffing for front-line law enforcement.

The proposed SLESF allocation of $200,654 provides 12 month of partial funding for the five deputies and allowable administrative overhead costs from October 1,2003 to September 30,2004. Your Board has already approved $164,721 in new SLESF funding in the Sheriffs FY 03/04 budget for the first nine months of the SLESF program year and no further action is needed by your Board, at this time. I will be returning to your Board as part of the FY 04/05 budget process to appropriate the remaining unbudgeted fourth quarter of the current SLESF award for the July 1,2004 through September 30,2004 period.

The FY 03/04 Detention Bureau SLESF allocation and expenditures are currently budgeted as $89,398. The new SLESF allocation will actually be $75,185. As a result of the $14,213 reduction, several items were eliminated fiom the FY 03/04 budget. The remaining $75,185 will be used for the following, approved, Detention facility improvements, equipment and safety upgrades:

Administration	Overhead **($374);**
Main Jail	Sliding door mechanisms ($23,931); Munition Safe ($2,200);
Blaine Street	Inmate lockers ($1,628);
Food Services	Shelving for refrigerator at Rountree $18,052), Pressure washers for the Main Jail and Rountree ($15,000); Stream Kettle for Rountree ($14,000).

It is therefore RECOMMENDED that your Board:

1. ACCEPT this report on the current status of FY 03/04 SLESF funding for front line law enforcement operations;
2. ADOPT the attached Resolution to reduce the Sheriffs Office appropriation in revenue and expenditures in the amount of $14,213 (AUD 61);

Sincerely,

MARK TRACY
Sheriff-Coroner

RECOMMENDED:

SUSAN A. MAURIELLO
County Administrative Officer

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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 CANCELING ESTIMATED REVENUES AND APPROPRIATIONS

WHEREAS, the Board of Supervisors of the County of Santa Cruz adopted by resolution certain estimated revenues and appropriations for the final budget; and

WHEREAS, certain of the estimated revenues will now not be realized; and

WHEREAS, pursuant to Government Code Section 29126.1, the Board of Supervisors may cancel any unused appropriation in whole or in part upon determining that the source of funding will be unrealized in whole or in part;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Auditor-Controller cancel estimated revenues in the amount of $ 14 213 in

Department SHERIFF-CORONER

T/C	Index Number	Revenue Subobject Number	Account Name	Amount
002	662110	0883	STATE-SUPPL. LAW ENFORCE.	14,213

and that appropriation be cancelled as follows:

T/C	Index Number	Expenditure Subobject Number	PRJ/UCD	Account Name	Amount
022	662110	3451		MISCELLANEOUS	2,413
	662440	8404		EQUIPMENT	9,000
	662500	8404		EQUIPMENT	2,800

DEPARTMENT HEAD I hearby certify that the fiscal provisions have been researched and are sufficient to allow entering in the County records.

By _____ Date 9-10-03
Department Head

AUD61 (Rev 5/94)

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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 _____, 20____ 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:

Date _____

Harry A. Oberhelman III
/ County Counsel

APPROVED AS TO ACCOUNTING DETAIL:

Date 04/1/03

_____
Auditor-Controller

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Distribution:
Auditor-Controller
County Counsel
County Administrative Officer
Originating Department

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ATTACHMENT 3

County of Santa Cruz

OFFICE OF THE DISTRICT ATTORNEY
701 OCEAN STREET, ROOM 200, SANTA CRUZ, CA 95060
(831) 454-2400 FAX: (831)454-2227

BOB LEE
DISTRICT ATTORNEY

September 3, 2003

Agenda: September 23, 2003

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

STATE SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUNDS (SLESF) FOR FISCAL YEAR 2003-04

Dear Members of the Board:

The District Attorney's Office is recommending that $75,185 in SLESF FY 2003-04 funds be appropriated to support the District Attorney's SLESF Program.

The SLESF Program has been utilized by the District Attorney's Office since October 1996, and will continue to provide necessary front line law enforcement activity by funding a 1.0 FTE Legal Secretary assigned to the South County District Attorney's Office, and a .24 FTE District Attorney Investigator II assigned to sexual assault investigations. These positions would not have been available if not for this program over the past seven years.

SEXUAL ASSAULT INVESTIGATOR

As part of the District Attomey's SLESF funding plan, we are requesting that your Board authorize the use of **$16,036** in **SLESF** to finance the cost of a .24 FTE DA Investigator position, to be assigned to investigate sexual assaults occurring within Santa Cruz County. The County General Fund provides funding for the remaining .76 FTE DA Investigator salary and benefit costs.

LEGAL SECRETARY

We are also requesting that your Board authorize the use of $58,773 in SLESF to finance the cost of a Legal Secretary position in the South County District Attorney's Office. This position has been continually funded by SLESF since 1996, and provides needed support of our misdemeanor unit in South County.

INDIRECT OVERHEAD COST RECOVERY

The amount of indirect overhead recovery is limited by law to a maximum of one-half of one percent, which equates to $376.

The FY 2003-04 budget adopted by your Board on June 26,2003 included an estimated $89,398 in SLESF for the District Attorney's Index. The latest information from the State indicates that hnding for the District Attorney component will be $75,185, a reduction of $14,213. Attached to this letter is the required AUD-61 form to reduce the District Attorney's budget accordingly.

IT IS THEREFORE RECOMMENDED that your Board:

1. Approve and authorize the continuation of the District Attorney's SLESF Program for FY 2003-04 in the amount of $75,185, to include .24 FTE DA Investigator for sexual assault investigations, and 1.0 FTE Legal Secretary for the South County District Attorney's Office; and
2. Adopt the attached resolution canceling estimated revenues and appropriations in the amount of $14,213 from the State Supplemental Law Enforcement Service Fund, to adjust estimated revenues and appropriations included in the adopted FY 2003-04 budget to actual; as detailed in the attached AUD-61 form.

Sincerely,

Bob Lee by (FN)

BOB LEE
District Attorney

BL:FN

RECOMMENDED:

SUSAN A. MAURIELLO
County Administrative Officer

cc: Auditor
Personnel
District Attorney

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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 CANCELING ESTIMATED REVENUES AND APPROPRIATIONS

WHEREAS, the Board of Supervisors of the County of Santa Cruz adopted by resolution certain estimated revenues and appropriations for the final budget; and

WHEREAS, certain of the estimated revenues will now not be realized; and

WHEREAS, pursuant to Government Code Section 29126.1, the Board of Supervisors may cancel any unused appropriation in whole or in part upon determining that the source of funding will be unrealized in whole or in part;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Auditor-Controller cancel estimated revenues in the amount of **$14,213** in

Department: **Office of the District Attorney** .

T/C	INDEX NUMBER	REVENUE SUBOBJECT	USER CODE	ACCOUNT NAME	AMOUNT
002	272300	0883	D00013	State - SLESF	$ 14,213

and that appropriation be cancelled as follows:

T/C	INDEX NUMBER	EXPENDITURE SUBOBJECT	USER CODE	ACCOUNT NAME	AMOUNT
022	272300	3100	D00013	Salaries-Regular Pay	$ 14,213

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and are sufficient to allow entering in the County records.

By Bob Lee by [illegible]
District Attorney

Date: 9-10-03

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15

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 three-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:

9/11/03
_____
Auditor-Controller

Distribution:
Auditor-Controller
County Council
County Administrative Officer
Originating Department