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**AGREEMENT
BETWEEN THE
CITY OF LAKE FOREST
AND THE
COUNTY OF ORANGE**

THIS AGREEMENT is entered into this Twenty-sixth day of May 2020 which date is enumerated for purposes of reference only, by and between the CITY OF LAKE FOREST, hereinafter referred to as "CITY", and the COUNTY OF ORANGE, a political subdivision of the State of California, hereinafter referred to as "COUNTY".

WITNESSETH:

WHEREAS, CITY wishes to contract with COUNTY for law enforcement services; and

WHEREAS, COUNTY is agreeable to the rendering of such services, as authorized in Government Code Sections 51301 and 55632, on the terms and conditions hereinafter set forth,

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

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TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
A. TERM.....	3
B. OPTIONAL TERMINATION OR EXTENSION	3
C. REGULAR SERVICES BY COUNTY.....	3
D. ENHANCED AND SUPPLEMENTAL SERVICES BY COUNTY.....	6
E. PATROL VIDEO SYSTEMS	9
F. LICENSING SERVICES BY CITY.....	10
G. PAYMENT.....	10
H. NOTICES	14
I. STATUS OF COUNTY.....	14
J. STATE AUDIT	15
K. ALTERATION OF TERMS.....	15
L. INDEMNIFICATION	15
M. TRAFFIC VIOLATOR APPREHENSION PROGRAM.....	17
N. MOBILE DATA COMPUTERS.....	19
O. E-CITATION UNITS.....	21
SIGNATURE PAGE.....	23
Attachment A	Regular Services by County
Attachment B	City Ordinances
Attachment C	Payment
Attachment D	County Billing Policy
Attachment E	Forfeited and Seized Asset Policy
Attachment F	TVAP Resolution
Attachment G	TVAP Form

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1 **A. TERM:**

2 The term of this Agreement shall commence July 1, 2020 and terminate
3 June 30, 2021 unless earlier terminated by either party or extended in the
4 manner set forth herein.

5 **B. OPTIONAL TERMINATION OR EXTENSION:**

- 6 1. COUNTY or CITY may terminate this Agreement, without cause, upon one-
7 hundred and eighty (180) days written notice to the other party.
- 8 2. If COUNTY and CITY have not entered into a written agreement by
9 June 30, 2021 for COUNTY to provide to CITY, during all or part of the
10 period between July 1, 2021 and June 30, 2022, law enforcement services
11 similar to those specified herein, then SHERIFF, on behalf of COUNTY, and
12 CITY's Manager, on behalf of CITY, are authorized to execute a written
13 amendment to this Agreement that provides as follows and does not
14 materially alter other terms of the Agreement: SHERIFF shall continue to
15 provide to CITY all or a designated part of the law enforcement services
16 specified herein, for a specified time period between July 1, 2021 and
17 August 31, 2021, and CITY shall pay COUNTY the full costs of providing
18 such services. Such full costs may be greater than those listed herein for
19 the period July 1, 2020 through June 30, 2021. SHERIFF and CITY
20 Manager shall file copies of any such amendments to this Agreement with
21 the Clerk of COUNTY's Board of Supervisors and CITY's Clerk.

22 **C. REGULAR SERVICES BY COUNTY:**

- 23 1. COUNTY, through its Sheriff-Coroner and deputies, officers and
24 employees, hereinafter referred to as "SHERIFF", shall render to CITY law
25 enforcement services as hereinafter provided. Such services shall include
26 the enforcement of lawful State statutes and lawful municipal ordinances of
27 CITY other than licensing ordinances.

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- 1 **C. REGULAR SERVICES BY COUNTY:** (Continued)
- 2 2. The night, day and evening patrol and supervisory shifts will be established
- 3 by SHERIFF. Personnel of each shift may work varying and different times
- 4 and may be deployed to other shifts when, in the opinion of SHERIFF and
- 5 CITY Manager, the need arises. Any long-term shift deployment change
- 6 will be reported to CITY's Council.
- 7 3. The level of service, other than for licensing, to be provided by COUNTY for
- 8 the period July 1, 2020 through June 30, 2021 is set forth in Attachment A
- 9 and incorporated herein by this reference.
- 10 4. For any service listed in Attachment A of this Agreement that is provided to
- 11 CITY at less than 100% of a full-time SHERIFF position, COUNTY retains
- 12 the option to terminate such service in the event the other city or cities that
- 13 contract for the balance of the time of the employee providing the service
- 14 no longer pay(s) for such service and CITY does not request the Agreement
- 15 be amended to provide for payment of 100% of the cost of the employee
- 16 providing such service. The Maximum Obligation of CITY set forth in
- 17 Subsection G-2 shall be adjusted accordingly.
- 18 5. All services contracted for in this Agreement may not be operational on the
- 19 precise date specified in this Agreement. In those instances, SHERIFF
- 20 shall notify CITY Manager of the date or dates such service or services are
- 21 to be implemented. SHERIFF shall reduce the monthly charges to CITY,
- 22 based on the actual date of implementation of the service or services.
- 23 Charges shall be reduced on the next monthly billing tendered in
- 24 accordance with Subsection G-3 of this Agreement.
- 25 6. During emergencies, such as mutual aid situations, SHERIFF will attempt to
- 26 leave in CITY the Lieutenant in charge of CITY Police Services. If SHERIFF
- 27 determines that the Lieutenant is needed elsewhere, SHERIFF will notify
- 28 CITY's Manager within four (4) hours. SHERIFF will return the Lieutenant

1 **C. REGULAR SERVICES BY COUNTY:** (Continued)

2 to CITY as soon as possible once the emergency situation is under control.

3 7. With respect to the licensing ordinances of CITY listed in Attachment B
4 hereto, which is incorporated herein by this reference, SHERIFF shall
5 receive applications for CITY licenses pursuant to said ordinances and
6 complete investigations relating to such applications. Said investigations
7 shall be forwarded to CITY Manager. COUNTY shall not provide any
8 advisory, administrative, hearing or litigation attorney support or services
9 related to licensing. COUNTY shall not provide any administrative or
10 investigatory services related to the licensing ordinances listed in
11 Attachment B hereto, except the investigations relating to initial applications
12 for which this subsection provides.

13 8. With the limitations set forth, SHERIFF, on behalf of COUNTY, and CITY
14 Manager, on behalf of CITY, are authorized to execute written amendments
15 to this Agreement to increase or decrease the level of service set forth in
16 Attachment A, when SHERIFF and CITY Manager mutually agree that such
17 increase or decrease in the level of service is appropriate. Any such
18 amendment to the Agreement shall concomitantly increase or decrease the
19 cost of services payable by CITY as set forth in Attachment C and
20 incorporated herein by this reference and the Maximum Obligation of CITY
21 set forth in Subsection G-2, in accordance with the current year's COUNTY
22 law enforcement cost study. SHERIFF and CITY Manager shall file copies
23 of any such amendments to this Agreement with the Clerk of COUNTY's
24 Board of Supervisors and CITY's Clerk. Amendments to this Agreement
25 executed by SHERIFF and CITY Manager may not, in the aggregate,
26 increase or decrease the cost of services payable by CITY by more than
27 one percent (1%) of the total cost originally set forth in Attachment C and
28 the Maximum Obligation originally set forth in Subsection G-2.

1 **C. REGULAR SERVICES BY COUNTY: (Continued)**

2 Prior approval by COUNTY's Board of Supervisors and CITY's Council is
3 required before execution of any amendment that brings the aggregate total
4 of changes in costs payable by CITY to more than one percent (1%) of the
5 total cost originally set forth in Attachment C and the Maximum Obligation
6 originally set forth in Subsection G-2 of this Agreement.

7 **D. ENHANCED AND SUPPLEMENTAL SERVICES BY COUNTY:**

8 1. Enhanced services for events on CITY property. At the request of CITY,
9 through its City Manager, SHERIFF may provide enhanced law enforcement
10 services for functions, such as community events, conducted on property
11 that is owned, leased or operated by CITY. SHERIFF shall determine
12 personnel and equipment needed for such enhanced services. To the
13 extent the services provided at such events are at a level greater than that
14 specified in Attachment A of this Agreement, CITY shall reimburse COUNTY
15 for such additional services, at an amount computed by SHERIFF, based on
16 the current year's COUNTY law enforcement cost study. The cost of these
17 enhanced services shall be in addition to the Maximum Obligation of CITY
18 set forth in Subsection G-2 of this Agreement. SHERIFF shall bill CITY
19 immediately after each such event.

20 2. Supplemental services for occasional events operated by private
21 individuals and entities on non-CITY property. At the request of CITY,
22 through its City Manager, and within the limitations set forth in this
23 Subsection D-2, SHERIFF may provide supplemental law enforcement
24 services to preserve the peace at special events or occurrences that occur
25 on an occasional basis and are operated by private individuals or private
26 entities on non-CITY property. SHERIFF shall determine personnel and
27 equipment needed for such supplemental services, and will provide such
28 supplemental services only if SHERIFF is able to do so without reducing

1 **D. ENHANCED AND SUPPLEMENTAL SERVICES BY COUNTY:** (Continued)

2 the normal and regular ongoing services that SHERIFF otherwise would
3 provide to CITY pursuant to this Agreement. Such supplemental services
4 shall be provided only by regularly appointed full-time peace officers, at
5 rates of pay governed by a Memorandum of Understanding between
6 COUNTY and the bargaining unit representing the peace officers providing
7 the services. Such supplemental services shall include only law
8 enforcement duties and shall not include services authorized to be provided
9 by a private patrol operator, as defined in Section 7582.1 of the Business
10 and Professions Code. Law enforcement support functions, including, but
11 not limited to, clerical functions and forensic science services, may be
12 performed by non-peace officer personnel if the services do not involve
13 patrol or keeping the peace and are incidental to the provision of law
14 enforcement services. CITY shall reimburse COUNTY its full, actual costs
15 of providing such supplemental services at an amount computed by
16 SHERIFF, based on the current year's COUNTY law enforcement cost
17 study. The cost of these supplemental services shall be in addition to the
18 Maximum Obligation of CITY set forth in Subsection G-2 of this Agreement.
19 SHERIFF shall bill CITY immediately after each such event.

- 20 3. Supplemental services for events operated by public entities on non-CITY
21 property. At the request of CITY, through its City Manager, and within the
22 limitations set forth in this subsection D-3, SHERIFF may provide
23 supplemental law enforcement services to preserve the peace at special
24 events or occurrences that occur on an occasional basis and are operated
25 by public entities on non-CITY property. SHERIFF shall determine
26 personnel and equipment needed for such supplemental services, and will
27 provide such supplemental services only if SHERIFF is able to do so
28 without reducing services that SHERIFF otherwise would provide to CITY

1 **D. ENHANCED AND SUPPLEMENTAL SERVICES BY COUNTY:** (Continued)

2 pursuant to this Agreement. CITY shall reimburse COUNTY its full, actual
3 costs of providing such supplemental services at an amount computed by
4 SHERIFF, based on the current year's COUNTY law enforcement cost
5 study. The cost of these supplemental services shall be in addition to the
6 Maximum Obligation of CITY set forth in Subsection G-2 of this Agreement.
7 SHERIFF shall bill CITY immediately after each such event.

8 4. Notwithstanding the foregoing, CITY, through its permit process, may utilize
9 the services of the Sheriff at events, for which CITY issues permits, that are
10 operated by private individuals or entities or public entities. SHERIFF shall
11 determine personnel and equipment needed for said events. If said events
12 are in addition to the level of services listed in Attachment A of this
13 Agreement, CITY shall reimburse COUNTY for such additional services at
14 an amount computed by SHERIFF, based upon the current year's COUNTY
15 law enforcement cost study. The cost of these services shall be in addition
16 to the Maximum Obligation of CITY set forth in Subsection G-2 of this
17 Agreement. SHERIFF shall bill CITY immediately after said services are
18 rendered.

19 5. In accordance with Government Code Section 51350, COUNTY has
20 adopted Board Resolution 89-1160 which identifies Countywide services,
21 including but not limited to helicopter response. SHERIFF through this
22 contract provides enhanced helicopter response services. The cost of
23 enhanced helicopter response services is included in the cost of services
24 set forth in Attachment C and in the Maximum Obligation of CITY set forth
25 in Subsection G-2. COUNTY shall not charge any additional amounts for
26 enhanced helicopter services after the cost of services set forth in
27 Attachment C and in the Maximum Obligation set forth in Subsection G-2
28 has been established without written notification to the CITY.

1 **E. PATROL VIDEO SYSTEMS:**

- 2 1. As part of the law enforcement services to be provided to CITY, COUNTY
- 3 has provided, or will provide, patrol video systems (hereinafter called "PVS")
- 4 that are or will be mounted in patrol vehicles designated by COUNTY for
- 5 use within CITY service area.
- 6 2. SHERIFF has the exclusive right to use said PVS for law enforcement
- 7 services related to this Agreement.
- 8 3. CITY shall pay COUNTY the full costs to COUNTY of a) the acquisition and
- 9 installation of Patrol Video Systems that are or will be mounted in patrol
- 10 vehicles assigned to CITY, and b) recurring costs, as deemed necessary by
- 11 COUNTY, including the costs of maintenance and contributions to a fund
- 12 for replacement and upgrade of such PVS when they become functionally
- 13 or technologically obsolete.

14 The costs to be paid by CITY for recurring costs, including maintenance and

15 replacement/upgrade of PVS, are included in the costs set forth in

16 Attachment C and the Maximum Obligation of CITY set forth in Subsection

17 G-2 of this Agreement unless CITY has already paid such costs. CITY shall

18 not be charged additional amounts for maintenance or replacement/upgrade

19 of said PVS during the period July 1, 2020 through June 30, 2021.

- 20 4. If, following the initial acquisition of PVS referenced above, CITY requires
- 21 PVS for additional patrol cars designated for use in the CITY service area,
- 22 COUNTY will purchase said additional PVS. Upon demand by COUNTY,
- 23 CITY will pay to COUNTY a) the full costs of acquisition and installation of
- 24 said additional PVS, and b) the full recurring costs for said PVS, as deemed
- 25 necessary by COUNTY, including the costs of maintenance, and
- 26 contributions to a fund for replacement and upgrade of such PVS when they
- 27 become functionally or technologically obsolete. Said costs related to
- 28 additional PVS are not included in, and are in addition to, the costs set forth

1 **E. PATROL VIDEO SYSTEMS: (Continued)**

2 in Attachment C and the Maximum Obligation of CITY set forth in
3 Subsection G-2 of this Agreement.

- 4 5. COUNTY will replace and/or upgrade PVS as needed. The costs of
5 replacing/upgrading PVS shall be paid by COUNTY from the
6 replacement/upgrade funds to be paid by CITY in accordance with the
7 foregoing. CITY shall not be charged any additional charge to replace or
8 upgrade PVS.

9 **F. LICENSING SERVICES BY CITY:**

10 Upon receipt from SHERIFF of investigations of applications for licenses
11 referred to in Subsection C-7 of this Agreement, CITY Manager shall determine
12 whether to grant or deny the licenses and will issue the licenses or notify the
13 applicants of denial. CITY shall provide all attorney services related to the
14 granting, denial, revocation and administration of said licenses and the
15 enforcement of CITY ordinances pertaining to said licenses.

16 **G. PAYMENT:**

- 17 1. Pursuant to Government Code Section 51350, CITY agrees to pay to
18 COUNTY the full costs of performing the services mutually agreed upon in
19 this Agreement. The costs of services include salaries, wages, benefits,
20 mileage, services, supplies, equipment, and divisional, departmental and
21 COUNTY General overhead.
- 22 2. Unless the level of service set forth in Attachment A is increased or
23 decreased pursuant to mutual agreement of the parties, or CITY is required
24 to pay for increases as set forth in Subsection G-4, the Maximum Obligation
25 of CITY for services, other than Licensing Services, set forth in Attachment
26 A of this Agreement, to be provided by the COUNTY for the period July 1,
27 2020 through June 30, 2021, shall be \$18,255,224 as set forth in
28 Attachment C.

1 **G. PAYMENT:** (Continued)

2 The overtime costs included in the Agreement are only an estimate.
3 SHERIFF shall notify CITY of actual overtime worked during each fiscal
4 year. If actual overtime worked is above or below budgeted amounts,
5 billings will be adjusted accordingly at the end of the fiscal year. Actual
6 overtime costs may exceed CITY's Maximum Obligation.

7 3. COUNTY shall invoice CITY monthly. During the period July 1, 2020
8 through June 30, 2021, said invoices will require payment by CITY of one-
9 twelfth (1/12) of the Maximum Obligation of CITY set forth in Subsection
10 G-2 of this Agreement, as said Maximum Obligation may have been
11 increased or decreased pursuant to mutual agreement of the parties. In
12 addition, if a determination is made that increases described in Subsection
13 G-4 must be paid, COUNTY thereafter shall include the pro-rata charges for
14 such increases in its monthly invoices to CITY for the balance of the period
15 between July 1, 2020 and June 30, 2021.

16 4a. At the time this Agreement is executed, there may be unresolved issues
17 pertaining to potential changes in salaries and benefits for COUNTY
18 employees. The costs of such potential changes are not included in the
19 Fiscal Year 2020-21 cost set forth in Attachment C nor in the Fiscal Year
20 2020-21 Maximum Obligation of CITY set forth in Subsection G-2 of this
21 Agreement. If the changes result in the COUNTY incurring or becoming
22 obligated to pay for increased costs for or on account of personnel whose
23 costs are included in the calculations of costs charged to CITY hereunder,
24 CITY shall pay COUNTY, in addition to the Maximum Obligation set forth in
25 Subsection G-2 of this Agreement, the full costs of said increases to the
26 extent such increases are attributable to work performed by such personnel
27 after July 1, 2020, and CITY's Maximum Obligation hereunder shall be
28 deemed to have increased accordingly. CITY shall pay COUNTY in full for

1 **G. PAYMENT:** (Continued)

2 such increases on a pro-rata basis over the portion of the period between
3 July 1, 2020 and June 30, 2021 remaining after COUNTY notifies CITY that
4 increases are payable. If the changes result in the COUNTY incurring or
5 becoming obligated to pay for decreased costs for or on account of
6 personnel whose costs are included in the calculations of costs charged to
7 CITY hereunder, COUNTY shall reduce the amount owed by the CITY to
8 the extent such decreases are attributable to work performed by such
9 personnel during the period July 1, 2020 through June 30, 2021, and
10 CITY's Maximum Obligation hereunder shall be deemed to have decreased
11 accordingly. COUNTY shall reduce required payment by CITY in full for
12 such decreases on a pro-rata basis over the portion of the period between
13 July 1, 2020 and June 30, 2021 remaining after COUNTY notifies CITY that
14 the Maximum Obligation has decreased.

- 15 4b. If CITY is required to pay for increases as set forth in Subsection G-4a
16 above, COUNTY, at the request of CITY, will thereafter reduce the level of
17 service to be provided to CITY as set forth in Attachment A of this
18 Agreement to a level that will make the Maximum Obligation of CITY
19 hereunder for the period July 1, 2020 through June 30, 2021 an amount
20 specified by CITY that is equivalent to or higher or lower than the Maximum
21 Obligation set forth in Subsection G-2 for said period at the time this
22 Agreement originally was executed. The purpose of such adjustment of
23 service levels will be to give CITY the option of keeping its Maximum
24 Obligation hereunder at the pre-increase level or at any other higher or
25 lower level specified by CITY. In the event of such reduction in level of
26 service and adjustment of costs, the parties shall execute an amendment to
27 this Agreement so providing. Decisions about how to reduce the level of

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1 **G. PAYMENT:** (Continued)

2 service provided to CITY shall be made by SHERIFF with the approval of
3 CITY.

4 5. CITY shall pay COUNTY in accordance with COUNTY Board of
5 Supervisors' approved County Billing Policy, which is attached hereto as
6 Attachment D and incorporated herein by this reference.

7 6. COUNTY shall charge CITY late payment penalties in accordance with
8 County Billing Policy.

9 7. As payment for the Licensing Services described in Subsection C-7 of this
10 Agreement, COUNTY shall retain all fees paid by applicants for licenses
11 pursuant to CITY ordinances listed in Attachment B hereto. Retention of
12 said fees by COUNTY shall constitute payment in full to COUNTY for costs
13 incurred by COUNTY in performing the functions related to licensing
14 described in Subsection C-7; provided, however, that if any of said fees are
15 waived or reduced by CITY, CITY shall pay to COUNTY the difference
16 between the amount of fees retained by COUNTY and the fees that were
17 set forth in the ordinances listed in Attachment B at the time this Agreement
18 was executed. If CITY increases the fee schedule for the licensing
19 ordinances set forth in Attachment B, either party shall have the right to
20 seek amendment of this Agreement with respect to the division of the
21 increased fees between CITY and COUNTY.

22 8. Fees generated or collected by SHERIFF contract personnel for copying of
23 documents related to the services provided in this Agreement will be at
24 COUNTY-established rates and will be credited to CITY on an annual basis.

25 9. Narcotic asset forfeitures will be handled pursuant to Attachment E hereto,
26 which is incorporated herein by this reference.

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1 **H. NOTICES:**

2 1. Except for the notices provided for in Subsection 2 of this Section, all
3 notices authorized or required by this Agreement shall be effective when
4 written and deposited in the United States mail, first class postage prepaid
5 and addressed as follows:

6 **CITY:** ATTN: CITY MANAGER
7 100 Civic Center Drive
8 LAKE FOREST, CA 92630 – 8855
9 **COUNTY:** ATTN: LAW ENFORCEMENT CONTRACT MANAGER
10 SHERIFF-CORONER DEPARTMENT
11 320 NORTH FLOWER STREET, SUITE 108
12 SANTA ANA, CA 92703

13 2. Termination notices shall be effective when written and deposited in the
14 United States mail, certified, return receipt requested and addressed as
15 above.

16 **I. STATUS OF COUNTY:**

17 COUNTY is, and at all times shall be deemed to be, an independent contractor.
18 Nothing herein contained shall be construed as creating the relationship of
19 employer and employee, or principal and agent, between CITY and COUNTY
20 or any of COUNTY’s agents or employees. COUNTY and its SHERIFF shall
21 retain all authority for rendition of services, standards of performance, control
22 of personnel, and other matters incident to the performance of services by
23 COUNTY pursuant to this Agreement. COUNTY, its agents and employees
24 shall not be entitled to any rights or privileges of CITY employees and shall not
25 be considered in any manner to be CITY employees.

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1 **J. STATE AUDIT:**

2 Pursuant to Government Code Section 8546.7, CITY and COUNTY shall be
3 subject to examination and audit by the State Auditor for a period of three (3)
4 years after final payment by CITY to COUNTY under this Agreement. CITY
5 and COUNTY shall retain all records relating to the performance of this
6 Agreement for said three-year period, except that those records pertaining to
7 any audit then in progress, or to any claims or litigation, shall be retained
8 beyond said three-year period, until final resolution of said audit, claim or
9 litigation.

10 **K. ALTERATION OF TERMS:**

11 This Agreement fully expresses all understanding of CITY and COUNTY with
12 respect to the subject matter of this Agreement and shall constitute the total
13 Agreement between the parties for these purposes. No addition to or alteration
14 of the terms of this Agreement shall be valid unless made in writing, formally
15 approved and executed by duly authorized agents of both parties.

16 **L. INDEMNIFICATION:**

17 1. COUNTY, its officers, agents, employees, subcontractors and independent
18 contractors shall not be deemed to have assumed any liability for the
19 negligence or any other act or omission of CITY or any of its officers,
20 agents, employees, subcontractors or independent contractors, or for any
21 dangerous or defective condition of any public street or work or property of
22 CITY, or for any illegality or unconstitutionality of CITY's municipal
23 ordinances. CITY shall indemnify and hold harmless COUNTY and its
24 elected and appointed officials, officers, agents, employees, subcontractors
25 and independent contractors from any claim, demand or liability whatsoever
26 based or asserted upon the condition of any public street or work or property
27 of CITY, or upon the illegality or unconstitutionality of any municipal
28 ordinance of CITY that SHERIFF has enforced, or upon any act or omission

1 **L. INDEMNIFICATION: (Continued)**

2 of CITY, or its elected and appointed officials, officers, agents, employees,
3 subcontractors or independent contractors related to this Agreement,
4 including, but not limited to, any act or omission related to the maintenance
5 or condition of any vehicle or motorcycle that is owned or possessed by
6 CITY and used by COUNTY personnel in the performance of this
7 Agreement, for property damage, bodily injury or death or any other element
8 of damage of any kind or nature, and CITY shall defend, at its expense
9 including attorney fees, and with counsel approved in writing by COUNTY,
10 COUNTY and its elected and appointed officials, officers, agents,
11 employees, subcontractors and independent contractors in any legal action
12 or claim of any kind based or asserted upon such condition of public street
13 or work or property, or illegality or unconstitutionality of a municipal
14 ordinance, or alleged acts or omissions. If judgment is entered against CITY
15 and COUNTY by a court of competent jurisdiction because of the concurrent
16 active negligence of either party, CITY and COUNTY agree that liability will
17 be apportioned as determined by the court. Neither party shall request a jury
18 apportionment.

- 19 2. COUNTY shall indemnify and hold harmless CITY and its elected and
20 appointed officials, officers, agents, employees, subcontractors and
21 independent contractors from any claim, demand or liability whatsoever
22 based or asserted upon any act or omission of COUNTY or its elected and
23 appointed officials, officers, agents, employees, subcontractors or
24 independent contractors related to this Agreement, for property damage,
25 bodily injury or death or any other element of damage of any kind or nature,
26 and COUNTY shall defend, at its expense, including attorney fees, and with
27 counsel approved in writing by CITY, CITY and its elected and appointed
28 officials, officers, agents, employees, subcontractors and independent

1 **L. INDEMNIFICATION: (Continued)**

2 contractors in any legal action or claim of any kind based or asserted upon
3 such alleged acts or omissions.

4 **M. TRAFFIC VIOLATOR APPREHENSION PROGRAM:**

5 1. COUNTY has established a Traffic Violator Apprehension Program [“the
6 Program”], which is operated by SHERIFF, and is designed to reduce
7 vehicle accidents caused by unlicensed drivers and drivers whose licenses
8 are suspended and to educate the public about the requirements of the
9 Vehicle Code and related safety issues with regard to driver licensing,
10 vehicle registration, vehicle operation, and vehicle parking. The Program
11 operates throughout the unincorporated areas of the COUNTY and in the
12 cities that contract with COUNTY for SHERIFF’s law enforcement services,
13 without regard to jurisdictional boundaries, because an area-wide approach
14 to reduction of traffic accidents and driver education is most effective in
15 preventing traffic accidents. In order for CITY to participate in the Program,
16 CITY has adopted a fee pursuant to Vehicle Code Section 22850.5, in the
17 amount and under the terms and conditions set forth in the resolution that is
18 attached hereto as Attachment F and incorporated into this Agreement by
19 reference [hereinafter called a “TVAP resolution”], and has directed that the
20 revenue from such fee be used for the Program. CITY’s participation in the
21 Program may be terminated at any time by rescission or amendment of the
22 TVAP resolution that is attached hereto as Attachment F. In the event CITY
23 1) amends said TVAP resolution, or rescinds said TVAP resolution and
24 adopts a new TVAP resolution pertaining to the above-referenced fee and
25 the Program, and 2) remains a participant in the Program thereafter, CITY’s
26 Manager, on behalf of CITY, and SHERIFF, on behalf of COUNTY, have
27 authority to execute an amendment of this Agreement to substitute CITY’s
28 amended or new TVAP resolution for Attachment F hereto, as long as said

1 **M. TRAFFIC VIOLATOR APPREHENSION PROGRAM:** (Continued)

2 amendment to this Agreement does not materially change any other
3 provision of this Agreement.

4 2. COUNTY will make available for review, at the request of CITY, all financial
5 data related to the Program as may be requested by CITY.

6 3. Fee revenue generated by COUNTY and participating cities will be used to
7 fund the following positions, which will be assigned to the Program:

- 8 • Ten one hundredths of one (0.10) Sergeant
9 (8 hours per two-week pay period)
- 10 • One (1) Staff Specialist
11 (80 hours per two-week pay period)
- 12 • One (1) Office Specialist
13 (80 hours per two-week pay period)

14 4. Fee revenue generated by CITY may be used to reimburse CITY for
15 expenditures for equipment and/or supplies directly in support of the
16 Program. In order for an expenditure for equipment and/or supplies to be
17 eligible for reimbursement, CITY shall submit a request for and obtain pre-
18 approval of the expenditure by using the form as shown in Attachment G.
19 The request shall be submitted within the budget schedule established by
20 SHERIFF. SHERIFF shall approve the expenditure only if both of the
21 following conditions are satisfied: 1) there are sufficient Program funds,
22 attributable to revenue generated by the CITY's fee, to pay for the requested
23 purchase, and 2) CITY will use the equipment and/or supplies, during their
24 entire useful life, only for purposes authorized by its TVAP resolution in
25 effect at the time of purchase. In the event that CITY terminates its
26 participation in the Program, CITY agrees that the equipment purchased by
27 CITY and reimbursed by Program funds will continue to be used, during the
28 remainder of its useful life, exclusively for the purposes authorized by CITY's

1 **M. TRAFFIC VIOLATOR APPREHENSION PROGRAM:** (Continued)

2 TVAP resolution in effect at the time of purchase.

- 3 5. In the event the fees adopted by COUNTY, CITY and other participating
4 jurisdictions are not adequate to continue operation of the Program at the
5 level at which it operated previously, COUNTY, at the option of CITY, will
6 reduce the level of Program service to be provided to CITY or will continue
7 to provide the existing level of Program services. COUNTY will charge CITY
8 the cost of any Program operations that exceed the revenue generated by
9 fees. Such charges shall be in addition to the Maximum Obligation of CITY
10 set forth in Subsection G-2 of this Agreement. The amount of any revenue
11 shortfall charged to CITY will be determined, at the time the revenue
12 shortfall is experienced, according to CITY's share of Program services
13 rendered. In the event of a reduction in level of Program service,
14 termination of Program service or adjustment of costs, the parties shall
15 execute an amendment to this Agreement so providing. Decisions about
16 how to reduce the level of Program service provided to CITY shall be made
17 by SHERIFF with the approval of CITY.

18 **N. MOBILE DATA COMPUTERS:**

- 19 1. As part of the law enforcement services to be provided to CITY, COUNTY
20 has provided, or will provide, mobile data computers (hereinafter called
21 "MDCs") that are or will be mounted in patrol vehicles and motorcycles,
22 designated by COUNTY for use within CITY limits.
- 23 2. SHERIFF has the exclusive right to use said MDCs for law enforcement
24 services related to this Agreement.
- 25 3. CITY shall pay COUNTY the full costs to COUNTY of a) the acquisition and
26 installation of MDCs that are or will be mounted in patrol vehicles and
27 motorcycles assigned to CITY, and b) recurring costs, as deemed
28 necessary by COUNTY, including the costs of maintenance and

1 **N. MOBILE DATA COMPUTERS: (Continued)**

2 contributions to a fund for replacement and upgrade of such MDCs when
3 they become functionally or technologically obsolete.

4 The costs to be paid by CITY for recurring costs, including maintenance
5 and replacement/upgrade of MDCs, are included in the costs set forth in
6 Attachment C and the Maximum Obligation of CITY set forth in Subsection
7 G-2 of this Agreement unless CITY has already paid such costs. CITY shall
8 not be charged additional amounts for maintenance or
9 replacement/upgrade of said MDCs during the period July 1, 2020 through
10 June 30, 2021.

11 4. If, following the initial acquisition of MDCs referenced above, CITY requires
12 MDCs for additional patrol cars or motorcycles designated for use in the
13 CITY, or for CITY's Emergency Operations Center, COUNTY will purchase
14 said additional MDCs. Upon demand by COUNTY, CITY will pay to
15 COUNTY a) the full costs of acquisition and installation of said additional
16 MDCs, and b) the full recurring costs for said MDCs, as deemed necessary
17 by COUNTY, including the costs of maintenance, and contributions to a
18 fund for replacement and upgrade of such MDCs when they become
19 functionally or technologically obsolete. Said costs related to additional
20 MDCs are not included in, and are in addition to, the costs set forth in
21 Attachment C and the Maximum Obligation of CITY set forth in Subsection
22 G-2 of this Agreement.

23 5. COUNTY will replace and/or upgrade MDCs as needed. The costs of
24 replacing/upgrading MDCs shall be paid by COUNTY from the replacement/
25 upgrade funds to be paid by CITY in accordance with the foregoing. CITY
26 shall not be charged any additional charge to replace or upgrade MDCs.

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1 **O. E-CITATION UNITS:**

- 2 1. As part of the law enforcement services to be provided to CITY, COUNTY
3 has provided, or will provide, E-Citation units designated by COUNTY for
4 use within CITY limits.
- 5 2. SHERIFF has the exclusive right to use said E-Citation units for law
6 enforcement services related to this Agreement.
- 7 3. CITY shall pay COUNTY the full costs to COUNTY of a) the acquisition of
8 E-Citation units that are assigned to CITY, and b) recurring costs, as
9 deemed necessary by COUNTY, including the costs of maintenance and
10 contributions to a fund for replacement and upgrade of such E-Citation units
11 when they become functionally or technologically obsolete.

12 The costs to be paid by CITY for recurring costs, including maintenance
13 and replacement/upgrade of E-Citation units, are included in the costs set
14 forth in Attachment C and the Maximum Obligation of CITY set forth in
15 Subsection G-2 of this Agreement unless CITY has already paid such
16 costs. CITY shall not be charged additional amounts for maintenance or
17 replacement/upgrade of said E-Citation units during the period July 1, 2020
18 through June 30, 2021.

- 19 4. If, following the initial acquisition of E-Citation units referenced above, CITY
20 requires additional E-Citation units designated for use in CITY, COUNTY
21 will purchase said additional E-Citation units. Upon demand by COUNTY,
22 CITY will pay to COUNTY a) the full costs of acquisition of said additional E-
23 Citation units, and b) the full recurring costs for said E-Citation units, as
24 deemed necessary by COUNTY, including the costs of maintenance, and
25 contributions to a fund for replacement and upgrade of such E-Citation units
26 when they become functionally or technologically obsolete. Said costs
27 related to additional E-Citation units are not included in, and are in addition
28 to, the costs set forth in Attachment C and the Maximum Obligation of CITY

1 **O. E-CITATION UNITS: (Continued)**

2 set forth in Subsection G-2 of this Agreement.

3 5. COUNTY will replace and/or upgrade E-Citation units as needed. The
4 costs of replacing/upgrading E-Citation units shall be paid by COUNTY from
5 the replacement/upgrade funds to be paid by CITY in accordance with the
6 foregoing. CITY shall not be charged any additional charge to replace or
7 upgrade E-Citation units.

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IN WITNESS WHEREOF, the parties have executed the AGREEMENT
in the County of Orange, State of California.

DATED: _____

CITY OF LAKE FOREST

ATTEST: _____
City Clerk

BY: _____
Mayor

APPROVED AS TO FORM:

BY: _____
City Attorney

DATED: _____

COUNTY OF ORANGE

BY: _____
Chairwoman of the Board of Supervisors
County of Orange, California

SIGNED AND CERTIFIED THAT A COPY OF THIS
AGREEMENT HAS BEEN DELIVERED TO THE CHAIR
OF THE BOARD PER G.C. Sec. 25103, Reso 79-1535
Attest:

Robin Stieler
Clerk of the Board
County of Orange, California

APPROVED AS TO FORM:
Office of the County Counsel
County of Orange, California

BY: *[Signature]*
Deputy

DATED: 5/26/20

**ORANGE COUNTY SHERIFF-CORONER
FY 2020-21 LAW ENFORCEMENT CONTRACT
CITY OF LAKE FOREST
"REGULAR SERVICES BY COUNTY"
(Subsection C-3)**

LEVEL OF SERVICE PROVIDED BY SHERIFF:

Title	Detail	Quantity	Frequency
MANAGEMENT:			
Lieutenant		1.00	
SUPERVISION:			
Sergeant	Administrative	1.00	80 hrs./ per two wk. pay period
Sergeant	Patrol	4.00	each, 80 hrs./ per two wk. pay period
INVESTIGATION SERVICES:			
Investigator		3.00	each, 80 hrs./ per two wk. pay period
Investigative Assistant		1.00	80 hrs./ per two wk. pay period
PATROL AND TRAFFIC SERVICES*:			
Deputy Sheriff II -Patrol	Patrol	31.00	each, 80 hrs./ per two wk. pay period
Deputy Sheriff II -Motor	Traffic	3.00	each, 80 hrs./ per two wk. pay period
ADDITIONAL SERVICES*:			
Crime Prevention Specialist	Crime Prevention	1.00	80 hrs./ per two wk. pay period
Community Services Officer	Parking Control	5.00	each, 80 hrs./ per two wk. pay period
Deputy Sheriff II	Community Support	2.00	each, 80 hrs./ per two wk. pay period
Deputy Sheriff II	Commercial Vehicle Enf.	1.00	80 hrs./ per two wk. pay period
Office Specialist	Support Services	1.00	80 hrs./ per two wk. pay period
TOTAL		54.00	

* Deployment to be determined by SHERIFF in cooperation with CITY Manager

REGIONAL / SHARED STAFF:

Title	Regional Team	Quantity	% Allocation
TRAFFIC:			
Sergeant	Traffic	0.60	13.12%
Deputy Sheriff II	Traffic	4.00	13.12%
Investigative Assistant	Traffic	2.00	13.12%
Office Specialist	Traffic	1.00	13.12%
AUTO THEFT:			
Sergeant	Auto Theft	0.30	12.97%
Investigator	Auto Theft	2.00	12.97%
Investigative Assistant	Auto Theft	1.00	12.97%
Office Specialist	Auto Theft	1.00	12.97%
DET:			
Sergeant	DET	1.00	17.89%
Investigator	DET	1.00	17.89%
SUBPOENA:			
Office Specialist	Subpoena	1.00	13.20%
COURTS:			
Investigative Assistant	Courts	3.00	52.15%
MOTORCYCLE (shared Supervision):			
Sergeant	Motorcycle Supervision	1.00	10.71%
TOTAL		18.90	

ATTACHMENT B

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CITY OF LAKE FOREST

LICENSING

- ADULT ORIENTED BUSINESS
- ADULT ORIENTED LIVE ENTERTAINMENT
- BINGO GAME
- BINGO OFFICIAL
- CANVASSER/SOLICITOR
- DANCE INSTRUCTOR (NUDE)
- DANCE STUDIO (NUDE)
- ESCORT
- ESCORT BUREAU
- FIGURE MODEL (NUDE)
- FIGURE MODEL STUDIO (NUDE)
- GUN DEALER
- INTERLOCUTRIX (NUDE)
- INTRODUCTORY SERVICE
- JUNK COLLECTOR
- JUNK DEALER
- MASSAGE PARLOR (Includes FBI Fees)
- MASSAGIST (Includes FBI Fees)
- PEDDLER
- POOL ROOM
- PUBLIC DANCE
- RAP SESSION (NUDE)
- SECONDHAND DEALER (Pawnbroker)
- TAXICAB STAND

**ORANGE COUNTY SHERIFF-CORONER
FY 2020-21 LAW ENFORCEMENT CONTRACT
CITY OF LAKE FOREST**

**"PAYMENT"
(Subsection G-2)**

COST OF SERVICES PROVIDED BY SHERIFF (Subsection G-2):

Title	Detail	Quantity	Cost of Service (each)	Cost of Service Total
MANAGEMENT:				
Lieutenant		1.00	\$ 413,691	\$ 413,691
SUPERVISION:				
Sergeant	Administrative	1.00	\$ 346,787	\$ 346,787
Sergeant	Patrol	4.00	\$ 346,787	\$ 1,387,148
INVESTIGATION SERVICES:				
Investigator		3.00	\$ 338,501	\$ 1,015,503
Investigative Assistant		1.00	\$ 180,534	\$ 180,534
PATROL AND TRAFFIC SERVICES:				
Deputy Sheriff II -Patrol	Patrol	31.00	\$ 286,136	\$ 8,870,216
Deputy Sheriff II -Motor	Traffic	3.00	\$ 291,222	\$ 873,666
ADDITIONAL SERVICES:				
Crime Prevention Specialist	Crime Prevention	1.00	\$ 110,956	\$ 110,956
Community Services Officer	Parking Control	5.00	\$ 134,349	\$ 671,745
Deputy Sheriff II	Community Support	2.00	\$ 286,136	\$ 572,272
Deputy Sheriff II	Commercial Vehicle Enf.	1.00	\$ 286,136	\$ 286,136
Office Specialist	Support Services	1.00	\$ 101,339	\$ 101,339
TOTAL POSITIONS		54.00		\$ 14,829,993

REGIONAL / SHARED STAFF:

Title	Regional Team	Quantity	% Allocation	Cost \$
TRAFFIC:				
Sergeant	Traffic	0.60	13.12%	\$ 34,243
Deputy Sheriff II	Traffic	4.00	13.12%	\$ 178,458
Investigative Assistant	Traffic	2.00	13.12%	\$ 36,521
Office Specialist	Traffic	1.00	13.12%	\$ 14,492
AUTO THEFT:				
Sergeant	Auto Theft	0.30	12.97%	\$ 16,932
Investigator	Auto Theft	2.00	12.97%	\$ 87,838
Investigative Assistant	Auto Theft	1.00	12.97%	\$ 18,062
Office Specialist	Auto Theft	1.00	12.97%	\$ 14,138
DET:				
Sergeant	DET	1.00	17.89%	\$ 70,944
Investigator	DET	1.00	17.89%	\$ 73,346
SUBPOENA:				
Office Specialist	Subpoena	1.00	13.20%	\$ 13,146
COURTS:				
Investigative Assistant	Courts	3.00	52.15%	\$ 208,789
MOTORCYCLE (shared Supervision):				
Sergeant	Motorcycle Supervision	1.00	10.71%	\$ 37,457
TOTAL REGIONAL/SHARED		18.90		\$ 804,366

OTHER CHARGES AND CREDITS (Subsection G-2):**OTHER CHARGES:**

Other Charges include: Annual leave paydowns and apportionment of cost of leave balances paid at end of employment; premium pay for bilingual staff, on call, and education incentive pay; contract administration; data line charges; services and supplies; enhanced helicopter response services; E-Citation recurring costs for eleven (11) units; facility lease; holiday pay; Integrated Law & Justice of Orange County fees; Mobile Data Computer (MDC) recurring cost for thirty-two (32) units; overtime; patrol training cost allocation; Patrol Video System (PVS) recurring cost for twenty-one (21) units; and transportation charges.

CREDITS:

Credits include: AB 109 (2011 Public Safety Realignment), estimated vacancy credits; false alarm fees; reimbursement for training and miscellaneous programs; and retirement rate discount for FY 2020-21.

TOTAL OTHER CHARGES AND CREDITS	\$ 2,620,865
TOTAL COST OF SERVICES (Subsection G-2)	\$ 18,255,224

ATTACHMENT D**COUNTY BILLING POLICY
APPROVED BY BOARD MINUTE ORDER DATED OCTOBER 27, 1992****I. POLICY**

All County agencies/departments/districts (County) governed by the Board of Supervisors shall bill contracting entities for materials and/or services provided under contract in accordance with the following standardized billing and collection policy. Billing frequency is dependent on whether the contract is a fixed price or actual cost contract. Payment due date is designed to be both responsive to the County's cash flow needs and reasonable enough as to not require special processing by the contracting entity. If payments are not received by the required due dates, a late payment fee shall be computed and billed to the contracting entity in accordance with the requirements of this procedure.

Nothing herein shall affect the liability, including pre-judgment interest, of the contracting party for services or materials in as much as this is a policy to enact standard billing practices.

II. DEFINITIONS

- A. Contract for the purposes of this policy - A contract is a formal written agreement, a purchase order from the contracting entity, or any other acceptable mutual understanding between the contracting parties.
- B. Received by the County - The phrase "received by the County", as used in Section VI of this policy, refers to the date a payment is received by the County. It is defined as the date the payment is in the County's possession. It is not the date the payment is posted or deposited by the County.

III. FIXED PRICE CONTRACTS

- A. Fixed Price (One-Time/Non-Recurring Contracts) - Invoices that represent a billing for a one-time, non-recurring provision of materials and/or services shall be issued no later than five (5) working days after delivery by the County of the materials and/or services. Examples of such one-time, non-recurring provision of materials and/or services might be a city contracting with the Sheriff for security service at a parade or sporting event; or, a city purchasing a computer listing containing certain city-requested data. Payment due date shall be invoice date plus 30 days.
- B. Fixed Price (Ongoing/Recurring Contracts) - Invoices that represent a billing for an ongoing, recurring provision of materials and/or services shall be issued according to the following frequency:
1. Annual Billings that total \$10,000 or less per 12-month period shall be billed via one (1) annual invoice. Annual invoices will be issued for each 12-month period of the contract, or portions thereof. Invoices shall be issued no later than five working days after the beginning of each 12-month period. Payment due date shall be invoice date plus 30 days.

2. Quarterly Billings that are greater than \$10,000 but not more than \$200,000 per 12-month period, shall be billed in quarterly installments. Quarterly invoices will be issued representing the contract amount for each 12-month period of the contract, or portions thereof, prorated into four (4) installments. Invoices shall be issued no later than 30 days after the beginning of each quarter. Payment due date shall be 60 days after the beginning of each calendar quarter.
3. Monthly Billings that are greater than \$200,000 per 12-month period shall be billed in monthly installments. Monthly invoices will be issued representing the contract amount for each 12-month period of the contract, or portions thereof, prorated into 12 installments. Invoices shall be issued on or before the first day of each service month. Payment due date shall be 30 days after the beginning of each service month.

An example of a fixed price contract for ongoing, recurring provision of materials and/or services might be a city contracting with the Sheriff for law enforcement services.

IV. ACTUAL COST CONTRACTS

- A. Actual Cost (One-Time/Non-Recurring Contracts) - Invoices that represent a billing for a one-time, non-recurring provision of materials and/or services shall be issued after delivery by the County of the materials and/or services and no later than 15 days after actual cost data is available. Payment due date shall be invoice date plus 30 days.
- B. Actual Cost (Ongoing/Recurring Contracts) - Invoices that represent a billing for an ongoing, recurring provision of materials and/or services shall be issued on a monthly basis and shall represent the cost of materials and/or services provided to the contracting entity during the previous calendar month. Such invoices shall be issued no later than 15 days after the close of the monthly billing period. If the County agency/department/district does not utilize a monthly billing cycle, the invoice shall be issued no later than 15 days after actual cost data is available. Payment due date shall be invoice date plus 30 days.

Examples of actual cost contracts for the ongoing, recurring provision of materials and/or services might be a city contracting with the County for communications equipment repair or waste disposal at a County landfill.

V. PAYMENT DUE DATES

Notwithstanding the provisions of Sections II and III above, payment due date shall be at least invoice date plus 30 days. If the County is late in issuing an invoice, the contracting entity would always have at least invoice date plus 30 days to pay. If the County is early in issuing an invoice, the contracting entity would still have a payment due date of either 60 days after the beginning of the quarter (quarterly invoices) or 30 days after the beginning of the service month (monthly invoices).

(EXAMPLES: An invoice for October service, dated and issued October 8 (late) would have a payment due date of November 7. An invoice for August service, dated and issued July 20 (early) would have a payment due date of August 30.)

VI. LATE CHARGES

The late payment of any invoiced amount by a contracting entity will cause the County to incur costs not contemplated by the County/contracting entity agreement, the exact amount of such cost will be extremely difficult to ascertain. Such costs include, but are not limited to, costs such as administrative follow-up and processing of delinquent notices, increased accounting costs, etc.

Late charges will be assessed in the following situations:

- Over-the-counter payments will be assessed a late charge if any payment is not received by the County by the payment due date.
- Payments transmitted to the County via the U.S. Mail that have the payer's postage meter mark will be assessed a late charge if any payment is not received by the County by the payment due date plus one day.
- Payments transmitted to the County via the U.S. Mail that have a U.S. Post Office postmark dated after the payment due date will be assessed a late charge.

The late charge assessed in each of these situations shall be three-quarters of one percent (0.75%) of the payment due and unpaid plus \$100.00 for late payments made within 30 days of the payment due date. An additional charge of three-quarters of one percent (0.75%) of said payment shall be added for each additional 30-day period that the payment remains unpaid. Late charges shall be added to the payment and invoiced to the contracting entity in accordance with this policy.

VII. COLLECTIONS

Any invoice remaining unpaid 90 days after the invoice date shall be referred to the Auditor-Controller for subsequent collection action, such as deduction from contracting entity moneys on deposit with the County Treasurer in accordance with Government Code Section 907 and any other applicable provision of law. Non-payment of invoices and applicable late charges will constitute a breach of contract for which the County retains all legal remedies including termination of the contract.

VIII. DISCOUNT FOR EARLY PAYMENT

Any payment received by the County from a contracting entity 20 days or more before the payment due date shall be entitled to a discount of one-quarter of one percent (0.25%). If the contracting entity takes a discount, and the payment is received by the County less than 20 days before the payment due date, County staff shall immediately notify the contracting entity by telephone that the discount should not have been taken and that the balance is due by the original payment due date.

If the balance is not received by the County in accordance with the dates as specified in Section VII, applicable late charges shall be calculated on the balance due.

IX. DEFERRED REVENUE

At fiscal year end, any portion of revenue invoiced (not necessarily received) during the fiscal year being closed out that represents charges or prepayment for materials and/or services for the upcoming fiscal year shall be reclassified from a revenue account to a deferred revenue account (liability). In the new fiscal year the deferred revenue shall be reclassified to a revenue account. (EXAMPLE: On June 1, 19X1, a city is invoiced \$48,000 which represents charges for the 12-month period June 1, 19X1 to May 31, 19X2. The amount to be reclassified to deferred revenue would be \$44,000, representing 11/12ths of the total amount. In July 19X1, the \$44,000 would be reclassified to revenue.) Reclassification entries shall be made by Auditor-Controller Agency Accounting units, or for those agencies/departments/districts without such a unit, the agency/department/district shall notify the Auditor-Controller of the amounts to be reclassified.

X. COST RECOVERY

All County agencies/department/districts shall include all costs of providing contracted services in contract rates. Including all direct costs, allocated indirect costs such as departmental and County (CWCAP) overhead, and cost of capital financing.

XI. EXISTING CONTRACTS

Billing terms and provisions contained in existing contracting entity agreements (existing as of the date this policy is approved by the Board of Supervisors) shall remain in effect for the life of the contract. However, when these existing contracts are renegotiated, they shall contain the billing provisions as set forth in this policy.

XII. DEVIATIONS FROM POLICY

Deviations from this policy shall be approved by the Board of Supervisors. Proposed deviations by agencies/departments/districts shall be submitted to the CEO for concurrence in advance of filing an Agenda Item Transmittal (AIT) with the Clerk of the Board. The CEO, or his/her designee, shall advise the agency/department/district of approval or disapproval of the proposed deviations. If a County agency/department/district submits a contract to the Board of Supervisors for approval, and the billing provisions in the contract deviate from this policy, the agency/department/district shall specifically advise the Board of Supervisors in the AIT of the deviation, the reason for the deviation, and of the CEO's recommendation relative thereto.

ATTACHMENT E**POLICY FOR DISTRIBUTION OF FORFEITED AND SEIZED ASSETS****BACKGROUND**

The Orange County Sheriff's Department provides contract law enforcement services to cities in Orange County. Because of the increased likelihood that contracted patrol or investigation personnel may become involved in significant narcotic seizures, which could affect law enforcement services provided by the Sheriff's Department to contract cities, the following policy is in effect.

CONTRACTED PATROL AND INVESTIGATION OFFICERS

When assets (cash or property) are seized in CITY by contracted patrol or investigation personnel, and subsequently forfeited to COUNTY's Sheriff Department, hereinafter referred to as "SHERIFF", the forfeited assets shall be shared with CITY as set forth below, for the purpose of augmenting law enforcement services in CITY, subject to guidelines by the forfeiting agency of such sharing and use of forfeited assets. A portion of forfeited assets may be retained by SHERIFF, to pay for departmental expenses not recovered through law enforcement contracts.

In such cases, pursuant to the forfeiting agency's guidelines, SHERIFF shall apply to the forfeiting agency for the return of a share of assets. In his application, SHERIFF shall specify the percentage of shared assets returned to SHERIFF that will be used to augment law enforcement services in CITY and the use of said assets by CITY.

In those cases in which assets are seized within CITY by personnel assigned to CITY pursuant to this Agreement, without the involvement of other law enforcement personnel, and in which the seizure is a result solely of activities self-initiated by SHERIFF personnel assigned to CITY or initiated by said personnel in response to calls for service within CITY, SHERIFF shall apply to have all of the assets used to augment CITY law enforcement services.

In those cases in which SHERIFF personnel assigned to CITY pursuant to this Agreement play an ancillary role in a seizure or in which other law enforcement personnel are involved in a seizure, SHERIFF shall determine the percentage of the total forfeited assets for which he will apply to augment CITY's law enforcement services. This determination will be based on the circumstances of the seizure, including the pro-rata involvement of all personnel, including those assigned to CITY.

Each seizure will be evaluated on an individual and independent basis, and said evaluations will be available for review to CITY's manager. Examples of those incidents which would be evaluated as set forth in this section include situations in which a contract patrol deputy provides uniformed backup at a SHERIFF's Narcotic Bureau search warrant location or in which contract investigators participate in the service of a search warrant that was initiated by non-contract law enforcement personnel.

Assets (cash or property) that are returned to SHERIFF by the forfeiting agency with the understanding that they will be used to augment CITY law enforcement services shall be used by CITY and SHERIFF only for such purposes. If the forfeiting agency attaches additional or more specific conditions to the use of said assets, CITY and SHERIFF shall also abide by those conditions. SHERIFF and CITY's manager shall determine the specific use of said assets within the conditions imposed by the forfeiting agency.

RESOLUTION NO. 2000-55

A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAKE FOREST,
CALIFORNIA, ADOPTING THE TRAFFIC
VIOLATOR APPREHENSION PROGRAM
INSTITUTED BY THE ORANGE COUNTY
SHERIFF-CORONER

WHEREAS, the Orange County Sheriff-Coroner (hereinafter "the Sheriff") has instituted a Traffic Violator Apprehension Program designed to reduce vehicle accidents caused by unlicensed drivers and drivers whose licenses are suspended and to educate the public about the requirements of the Vehicle Code and related safety issues with regard to driver licensing, vehicle registration, vehicle operation, and vehicle parking; and

WHEREAS, the Sheriff operates said Traffic Violator Apprehension Program in the incorporated areas of Orange County and in the cities in Orange County that contract for the Sheriff's law enforcement services, including this City; and

WHEREAS, the operation of the Traffic Violator Apprehension Program on an area-wide basis, without regard to jurisdictional boundaries between the County and the cities, serves the public purposes of the City of Lake Forest because drivers routinely cross jurisdictional boundaries, making an area-wide approach to reduction of traffic accidents and driver education most effective in preventing traffic accidents in all participating jurisdictions; and

WHEREAS, the Orange County Board of Supervisors already has adopted fees for the unincorporated areas" of the County that are identical to those described herein; and

WHEREAS, the Orange County Board of Supervisors has directed the establishment in the County Treasury of an interest-earning, budgeted special revenue fund, called "the Traffic Violator Fund" and designated as Fund No. 13B, to be controlled by the Sheriff; and

WHEREAS, the Orange County Board of Supervisors has directed that the proceeds of the County fees that are identical to the fees described herein be deposited in the Traffic Violator Fund; and

WHEREAS, the Orange County Board of Supervisors had directed that the Traffic Violator Fund be used exclusively for the Traffic Violator Apprehension Program operated by the Sheriff's law enforcement services; and

WHEREAS, the Orange County Board of Supervisors has directed that permissible expenditures from the Traffic Violator Fund include, but are not limited to, the costs of personnel who perform duties for the Traffic Violator Apprehension Program, and the purchase and maintenance of equipment, materials and supplies utilized in the Traffic Violator Apprehension Program; and

WHEREAS, the Orange County Board of Supervisors has directed that until further order of that Board, the balance remaining in the Traffic Violator Fund at the close of any fiscal year shall be carried forward and accumulated in said Fund for the above-described purposes; and

WHEREAS, the Sheriff has advised this Council of his plans to seek adoption, by the City Councils of each of the other cities that contract for the Sheriff's law enforcement services, of fees identical to those described herein, to be used for the Traffic Violator Apprehension Program; and

WHEREAS, the Sheriff impounds numerous and various vehicles removed from highways, public property, or private property in this City during the normal course of duty; and

WHEREAS, the Sheriff impounds said vehicles pursuant to his authority under the California Vehicle Code as follows:

Vehicle Code Section and Impound Ground

14602.6	Suspended, revoked or unlicensed driver/30-day hold
22651(a)	Unattended vehicle on bridge
22651(d)	Vehicle blocking driveway
22651(e)	Vehicle blocking fire hydrant
22651(f)	Vehicle blocking freeway
22651(h)(1)	Driver arrested
22651(h)(2)	Order of suspension or revocation pursuant to Section 13388

- 22651 (i)(l) Multiple parking citations
- 22651 (j) Lack of vehicle registration
- 22651 (k) Parking over seventy-two hours
- 22651 (l) Parking in a construction zone
- 22651 (m) Violation of special events restriction
- 22651 (n) No parking zone
- 22651 (o)(1) Delinquent vehicle registration
- 22651 (p) Driver unlicensed or license suspended
- 22651 (r) Vehicle blocking another vehicle
- 22651 (t) Notice to appear/illegal amber lights
- 22655.3 Removal for investigation
(fleeing in violation of Section 2800.1 or 2800.2)
- 22655.5 (b) Vehicle is evidence of crime
- 22669 Abandoned vehicle; and

WHEREAS, Vehicle Code Section 22850.5 authorizes this Council, by Resolution, to establish a fee equal to the administrative costs relating to the removal, impound, storage or release of properly impounded vehicles; and

WHEREAS, the Sheriff is proposing adoption of the following fees pursuant to Vehicle Code Section 22850.5:

(a) \$152 when a vehicle is impounded pursuant to or on account of violation of Vehicle Code Section 14602.6, which relates to the licensing status of the driver; and/or

(b) \$50 when a vehicle is impounded pursuant to or on account of violation of any of the other Vehicle Code provisions listed above; and

WHEREAS, a cost study conducted by the Sheriff shows that the administrative costs relating to the removal, impound, storage or release of vehicles property impounded pursuant to or on account of violation of Vehicle Code Section 14602.6 exceed \$152 per impound; and

WHEREAS, a cost study conducted by the Sheriff shows that the administrative costs relating to the removal, impound, storage or release of vehicles property impounded pursuant to or on account of violations of the other Vehicle Code provisions listed above exceed \$50 per impound; and

WHEREAS, the above-described difference in costs is attributable to the additional costs of ascertaining the licensing status of the driver and complying with the complex requirements of Vehicle Code Section 14602.6; and

WHEREAS, persons whose vehicles are impounded, rather than the public as a whole, should bear the administrative costs of processing such impounds; and

WHEREAS, Vehicle Code Section 22850.5 imposes the following restrictions on the imposition of an administrative fee:

(a) The fee may only be imposed on the registered owner or the agents of that owner and may not include any vehicle towed under an abatement program or sold at a lien sale pursuant to Sections 3068.1 to 3074, inclusive of, and Section 22851 of the Civil Code unless the sale is sufficient in amount to pay the lienholder's total charges and proper administrative costs; and

(b) The fee may not be imposed for any hearing or appeal relating to the removal, impound, storage, or release of a vehicle unless that hearing or appeal was requested in writing by the registered or legal owner of the vehicle or an agent of that registered or legal owner, and the fee may be imposed only upon the person requesting that hearing or appeal; and

WHEREAS, it also is unfair to impose the administrative fee authorized by Vehicle Code Section 22850.5 in the following circumstances: (1) when the vehicle was left because it became inoperable while being driven, if the owner makes good faith attempts promptly to remove the vehicle from a location where it is not permitted; (2) when the vehicle was stolen; (3) when the vehicle was left by an ill or injured driver; and, (4) when it was demonstrated to the satisfaction of the Sheriff or his designee that neither the registered owner of the vehicle nor his agent, if any, was at fault in creating the circumstances leading to the impounding of the vehicle; and

WHEREAS, a notice of public hearing with respect to the proposed new fees was given in accordance with applicable law; and

WHEREAS, a public hearing pertaining to said proposed new fees was held on May 16, 2000.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE FOREST DOES HEREBY RESOLVE, DETERMINE, FIND, AND ORDER AS FOLLOWS:

SECTION 1. That this Council finds, in accordance with California Public Resources Code Section 21080(b)(8), that the charges listed herein below are only for the purposes of meeting the operating expenses and are, therefore, exempt from compliance with the California Environmental Quality Act.

SECTION 2. That on July 1, 2000, the administrative fees indicated below shall become effective for the removal, impound, storage or release of vehicles properly impounded after removal from locations in this City in accordance with or on account of violation of the provisions of the Vehicle Code listed below:

(a) A fee of \$152 for each impound of a vehicle in accordance with or on account of violation of Vehicle Code Section 14602.6; and

(b) A fee of \$50 for each impound of a vehicle in accordance with or on account of violation of Vehicle Code Section:

- 14602.6 Suspended, revoked or unlicensed driver/30-day hold
- 22651(a) Unattended vehicle on bridge
- 22651(d) Vehicle blocking driveway
- 22651(e) Vehicle blocking fire hydrant
- 22651(f) Vehicle blocking freeway
- 22651(h)(1) Driver arrested
- 22651(h)(2) Order of suspension or revocation pursuant to Section 13388
- 22651(i)(l) Multiple parking citations
- 22651(j) Lack of vehicle registration
- 22651(k) Parking over seventy-two hours
- 22651(1) Parking in a construction zone
- 22651(m) Violation of special events restriction
- 22651(n) No parking zone
- 22651(o)(1) Delinquent vehicle registration
- 22651(p) Driver unlicensed or license suspended
- 22651(r) Vehicle blocking another vehicle
- 22651(t) Notice to appear/illegal amber lights
- 22655.3 Removal for investigation
(fleeing in violation of Section 2800.1 or 2800.2)
- 22655.5(b) Vehicle is evidence of crime, or

22669 Abandoned vehicle.

SECTION 3. That the Sheriff is authorized to collect said fees, on behalf of this City, at the time of release of vehicles that are subject to the fees.

SECTION 4. That said fees shall only be imposed on the registered owner or the agent of the owner of the impounded vehicle and shall not include any vehicle towed under an abatement program or sold at a lien sale pursuant to Sections 3068.1 to 3074, inclusive of, and Section 22851 of the Civil Code unless the sale is sufficient in amount to pay the lienholder's total charges and proper administrative costs.

SECTION 5. That said fees shall only be imposed for any hearing or appeal relating to the removal, impound, storage, or release of a vehicle unless that hearing or appeal was requested in writing by the registered or legal owner of the vehicle or an agent of that registered or legal owner, and such fees, if otherwise applicable, shall be imposed only upon the person requesting that hearing or appeal.

SECTION 6. That said fees shall not be imposed in any of the following circumstances: (a) when the vehicle was left because it became inoperable while being driven, if the owner makes good faith attempts to promptly remove the vehicle from a location where it is not permitted; (b) when the vehicle was stolen; (c) when the vehicle was left by an ill or injured driver; and (d) when it was demonstrated to the satisfaction of the Sheriff or his designee that neither the registered owner of the vehicle nor his agent, if any, was at fault in creating the circumstances leading to the impounding of the vehicle.

SECTION 7. That at Sheriff headquarters or at any Sheriff substation, a registered owner or agent of a registered owner who believes he/she/it is exempt from either of said fees in accordance with any of the above-listed criteria may apply in writing for a waiver of the fee and shall present such supporting information or documentation as the Sheriff may request.

SECTION 8. That upon presentation of a written application for waiver of either of said fees, together with such supporting documentation as the Sheriff may request, the Sheriff shall promptly determine whether the applicant meets the above-listed criteria for waiver of the fee, and if so, shall waive the fee.

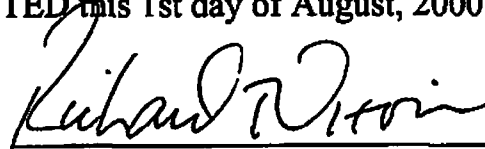
SECTION 9. That until further order of this Council, the Sheriff is directed to deposit the proceeds of the fees established by this Resolution in the above-described Traffic Violator Fund in the County Treasury, to be used exclusively for the Traffic Violator Apprehension Program operated by the Sheriff in the unincorporated areas of Orange County and the cities in Orange County that contract for the Sheriff's law enforcement services.

SECTION 10. That expenditures of said fee proceeds from the Traffic Violator Fund may include, but are not limited to, the costs of personnel duties for the Traffic Violator Apprehension Program, and the purchase and maintenance of equipment, materials, and supplies utilized in the Traffic Violator Apprehension Program.

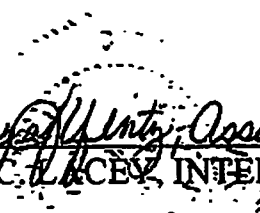

SECTION 11. That until further order of this Council, the Orange County Board of Supervisors is authorized to carry forward in the Traffic Violator Fund and accumulate any balance of proceeds of fees imposed by this Resolution that is remaining at the end of a fiscal year, as long as such fee proceeds will be used for the purposes recited herein.

SECTION 12. The Interim City Clerk shall certify as to the adoption of this Resolution.


PASSED, APPROVED, AND ADOPTED this 1st day of August, 2000.


RICHARD T. DIXON, MAYOR

ATTEST:



NANCY C. LACEY, INTERIM CITY CLERK

APPROVED AS TO FORM:


GREGORY G. DIAZ, CITY ATTORNEY

STATE OF CALIFORNIA)
 COUNTY OF ORANGE) ss.
 CITY OF LAKE FOREST)

I, Nancy C. Lacey, Interim City Clerk of the City of Lake Forest, do HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Lake Forest at a regular meeting thereof, held on the 1st day of August, 2000, by the following vote:

AYES: 5 COUNCIL MEMBERS: Herzog, McCullough, Rudolph, Wilson, Dixon

NOES: 0 COUNCIL MEMBERS: None

ABSENT: 0 COUNCIL MEMBERS: None

ABSTAIN: 0 COUNCIL MEMBERS: None

Nancy C. Lacey, Interim City Clerk

 NANCY C. LACEY
 INTERIM CITY CLERK

