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**AGREEMENT  
BETWEEN THE  
CITY OF LAGUNA HILLS  
AND THE  
COUNTY OF ORANGE**

**THIS AGREEMENT** is entered into this First day of May 2021, which date is enumerated for purposes of reference only, by and between the CITY OF LAGUNA HILLS, 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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1 **A. TERM:**

2 The term of this Agreement shall commence July 1, 2021 and terminate  
3 June 30, 2022 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  
7 one-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, 2022 for COUNTY to provide to CITY, during all or part of the  
10 period between July 1, 2022 and June 30, 2023, 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, 2022 and  
17 August 31, 2022 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, 2021 through June 30, 2022. 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 employees,  
24 hereinafter referred to as "SHERIFF", shall render to CITY law enforcement  
25 services as hereinafter provided. Such services shall include the  
26 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 will  
6 be reported to CITY’s Council.

7 3. The level of service, other than for licensing, to be provided by the COUNTY  
8 for the period July 1, 2021 through June 30, 2022, is set forth in  
9 Attachment A 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 no  
14 longer pay(s) for such service and CITY does not request the Agreement be  
15 amended to pay 100% of the cost of the employee providing such service.  
16 The Maximum Obligation of CITY set forth in Subsection G-2 will be  
17 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. COUNTY 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.

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

- 2 6. During emergencies, such as mutual aid situations, SHERIFF will attempt to  
3 leave in CITY the Captain in charge of CITY Police Services. If SHERIFF  
4 determines that the Captain is needed elsewhere, SHERIFF will notify  
5 CITY's Manager within four (4) hours. SHERIFF will return Captain to CITY  
6 as soon as possible once the emergency situation is under control.
- 7 7. With respect to the licensing ordinances of CITY listed in Attachment B  
8 hereto, which is incorporated herein by this reference, SHERIFF shall  
9 receive applications for CITY licenses pursuant to said ordinances and  
10 complete investigations relating to such applications. Said investigations  
11 shall be forwarded to CITY Manager. COUNTY shall not provide any  
12 advisory, administrative, hearing or litigation attorney support or services  
13 related to licensing. COUNTY shall not provide any administrative or  
14 investigatory services related to the licensing ordinances listed in  
15 Attachment B hereto, except the investigations relating to initial applications  
16 for which this subsection provides.
- 17 8. With the limitations set forth below, SHERIFF, on behalf of COUNTY, and  
18 CITY Manager, on behalf of CITY, are authorized to execute written  
19 amendments to this Agreement to increase or decrease the level of service  
20 set forth in Attachment A, when SHERIFF and CITY Manager mutually  
21 agree that such increase or decrease in the level of service is appropriate.  
22 Any such amendment to the Agreement shall concomitantly increase or  
23 decrease the cost of services payable by CITY set forth in Attachment C  
24 and incorporated herein by this reference and the Maximum Obligation of  
25 CITY set forth in Subsection G-2, in accordance with the current year's  
26 COUNTY law enforcement cost study. SHERIFF and CITY Manager shall  
27 file copies of any such amendments to this Agreement with the Clerk of  
28 COUNTY's Board of Supervisors and CITY's Clerk. Amendments to this

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

2 Agreement executed by SHERIFF and CITY Manager may not, in the  
3 aggregate, increase or decrease the cost of services payable by CITY by  
4 more than one percent (1%) of the total cost originally set forth in  
5 Attachment C and the Maximum Obligation originally set forth in  
6 Subsection G-2. Prior approval by COUNTY's Board of Supervisors and  
7 CITY's Council is required before execution of any amendment that brings  
8 the aggregate total of changes in costs payable by CITY to more than one  
9 percent (1%) of the total cost originally set forth in Attachment C and the  
10 Maximum Obligation originally set forth in Subsection G-2 of this  
11 Agreement.

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

- 13 1. Enhanced services for events on CITY property. At the request of CITY,  
14 through its City Manager, SHERIFF may provide enhanced law  
15 enforcement services for functions, such as community events, conducted  
16 on property that is owned, leased or operated by CITY. SHERIFF shall  
17 determine personnel and equipment needed for such enhanced services.  
18 To the extent the services provided at such events are at a level greater  
19 than that specified in Attachment A of this Agreement, CITY shall reimburse  
20 COUNTY for such additional services, at an amount computed by  
21 SHERIFF, based on the current year's COUNTY law enforcement cost  
22 study. The cost of these enhanced services shall be in addition to the  
23 Maximum Obligation of CITY set forth in Subsection G-2 of this Agreement.  
24 SHERIFF shall bill CITY immediately after each such event.
- 25 2. Supplemental services for occasional events operated by private individuals  
26 and entities on non-CITY property. At the request of CITY, through its City  
27 Manager, and within the limitations set forth in this Subsection D-2,  
28 SHERIFF may provide supplemental law enforcement services to preserve

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

2 the peace at special events or occurrences that occur on an occasional  
3 basis and are operated by private individuals or private entities on non-CITY  
4 property. SHERIFF shall determine personnel and equipment needed for  
5 such supplemental services, and will provide such supplemental services  
6 only if SHERIFF is able to do so without reducing the normal and regular  
7 ongoing services that SHERIFF otherwise would provide to CITY pursuant  
8 to this Agreement. Such supplemental services shall be provided only by  
9 regularly appointed full-time peace officers, at rates of pay governed by a  
10 Memorandum of Understanding between COUNTY and the bargaining unit  
11 representing the peace officers providing the services. Such supplemental  
12 services shall include only law enforcement duties and shall not include  
13 services authorized to be provided by a private patrol operator, as defined in  
14 Section 7582.1 of the Business and Professions Code. Law enforcement  
15 support functions, including, but not limited to, clerical functions and forensic  
16 science services, may be performed by non-peace officer personnel if the  
17 services do not involve patrol or keeping the peace and are incidental to the  
18 provision of law enforcement services. CITY shall reimburse COUNTY its  
19 full, actual costs of providing such supplemental services at an amount  
20 computed by SHERIFF, based on the current year's COUNTY law  
21 enforcement cost study. The cost of these supplemental services shall be in  
22 addition to the Maximum Obligation of CITY set forth in Subsection G-2 of  
23 this Agreement. SHERIFF shall bill CITY immediately after each such  
24 event.

- 25 3. Supplemental services for events operated by public entities on non-CITY  
26 property. At the request of CITY, through its City Manager, and within the  
27 limitations set forth in this Subsection D-3, SHERIFF may provide  
28 supplemental law enforcement services to preserve the peace at special

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

2 events or occurrences that occur on an occasional basis and are operated  
3 by public entities on non-CITY property. SHERIFF shall determine  
4 personnel and equipment needed for such supplemental services, and will  
5 provide such supplemental services only if SHERIFF is able to do so without  
6 reducing services that SHERIFF otherwise would provide to CITY pursuant  
7 to this Agreement. CITY shall reimburse COUNTY its full, actual costs of  
8 providing such supplemental services at an amount computed by SHERIFF,  
9 based on the current year's COUNTY law enforcement cost study. The cost  
10 of these supplemental services shall be in addition to the Maximum  
11 Obligation of CITY set forth in Subsection G-2 of this Agreement. SHERIFF  
12 shall bill CITY immediately after each such event.

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

24 5. In accordance with Government Code Section 51350, COUNTY has  
25 adopted Board Resolution 89-1160 which identifies Countywide services,  
26 including but not limited to helicopter response. SHERIFF through this  
27 contract provides enhanced helicopter response services. The cost of  
28 enhanced helicopter response services is included in the cost of services



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

2 set forth in Attachment C and in the Maximum Obligation of CITY set forth in  
3 Subsection G-2. COUNTY shall not charge any additional amounts for  
4 enhanced helicopter services after the cost of services set forth in  
5 Attachment C and in the Maximum Obligation set forth in Subsection G-2  
6 has been established without written notification to the CITY.

7 **E. PATROL VIDEO SYSTEMS:**

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

20 The costs to be paid by CITY for recurring costs, including maintenance and  
21 replacement/upgrade of PVS, are included in the costs set forth in  
22 Attachment C and the Maximum Obligation of CITY set forth in Subsection  
23 G-2 of this Agreement unless CITY has already paid such costs. CITY shall  
24 not be charged additional amounts for maintenance or replacement/upgrade  
25 of said PVS during the period July 1, 2021 through June 30, 2022.

- 26 4. If, following the initial acquisition of PVS referenced above, CITY requires  
27 PVS for additional patrol cars designated for use in the CITY service area,  
28 COUNTY will purchase said additional PVS. Upon demand by COUNTY,

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

2 CITY will pay to COUNTY a) the full costs of acquisition and installation of  
3 said additional PVS, and b) the full recurring costs for said PVS, as deemed  
4 necessary by COUNTY, including the costs of maintenance, and  
5 contributions to a fund for replacement and upgrade of such PVS when they  
6 become functionally or technologically obsolete. Said costs related to  
7 additional PVS are not included in, and are in addition to, the costs set forth  
8 in Attachment C and the Maximum Obligation of CITY set forth in  
9 Subsection G-2 of this Agreement.

- 10 5. County will replace and/or upgrade PVS as needed. The costs of  
11 replacing/upgrading PVS shall be paid by COUNTY from the  
12 replacement/upgrade funds to be paid by CITY in accordance with the  
13 foregoing. CITY shall not be charged any additional charge to replace or  
14 upgrade PVS.

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

16 Upon receipt from COUNTY of investigations of applications for licenses  
17 referred to in Subsection C-7 of this Agreement, CITY Manager shall determine  
18 whether to grant or deny the licenses and will issue the licenses or notify the  
19 applicants of denial. CITY shall provide all attorney services related to the  
20 granting, denial, revocation and administration of said licenses and the  
21 enforcement of CITY ordinances pertaining to said licenses.

22 **G. PAYMENT:**

- 23 1. Pursuant to Government Code Section 51350, CITY agrees to pay to  
24 COUNTY the full costs of performing the services mutually agreed upon in  
25 this Agreement. The costs of services include salaries, wages, benefits,  
26 mileage, services, supplies, equipment, and divisional, departmental and  
27 COUNTY General overhead.

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

2 2. Unless the level of service set forth in Attachment A is increased or  
3 decreased by mutual agreement of the parties, or CITY is required to pay  
4 for increases as set forth in Subsection G-4, the Maximum Obligation of  
5 CITY for services, other than Licensing Services, set forth in Attachment A  
6 of this Agreement, to be provided by the COUNTY for the period  
7 July 1, 2021 through June 30, 2022, shall be \$9,007,546 as set forth in  
8 Attachment C.

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

14 3. COUNTY shall invoice CITY monthly. During the period July 1, 2021  
15 through June 30, 2022, said invoices will require payment by CITY of one-  
16 twelfth (1/12) of the Maximum Obligation of CITY set forth in Subsection G-2  
17 of this Agreement, as said Maximum Obligation may have been increased  
18 or decreased pursuant to mutual agreement of the parties. In addition, if a  
19 determination is made that increases described in Subsection G-4 must be  
20 paid, COUNTY thereafter shall include the pro-rata charges for such  
21 increases in its monthly invoices to CITY for the balance of the period  
22 between July 1, 2021 and June 30, 2022.

23 4a. At the time this Agreement is executed, there may be unresolved issues  
24 pertaining to potential changes in salaries and benefits for COUNTY  
25 employees. The costs of such potential changes are not included in the  
26 Fiscal Year 2021-22 cost set forth in Attachment C nor in the Fiscal Year  
27 2021-22 Maximum Obligation of CITY set forth in Subsection G-2 of this  
28 Agreement. If the changes result in the COUNTY incurring or becoming

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

2 obligated to pay for increased costs for or on account of personnel whose  
3 costs are included in the calculations of costs charged to CITY hereunder,  
4 CITY shall pay COUNTY, in addition to the Maximum Obligation set forth in  
5 Subsection G-2 of this Agreement, the full costs of said increases to the  
6 extent such increases are attributable to work performed by such personnel  
7 after July 1, 2021, and CITY's Maximum Obligation hereunder shall be  
8 deemed to have increased accordingly. CITY shall pay COUNTY in full for  
9 such increases on a pro-rata basis over the portion of the period between  
10 July 1, 2021 and June 30, 2022 remaining after COUNTY notifies CITY that  
11 increases are payable. If the changes result in the COUNTY incurring or  
12 becoming obligated to pay for decreased costs for or on account of  
13 personnel whose costs are included in the calculations of costs charged to  
14 CITY hereunder, COUNTY shall reduce the amount owed by the CITY to  
15 the extent such decreases are attributable to work performed by such  
16 personnel during the period July 1, 2021 through June 30, 2022, and CITY's  
17 Maximum Obligation hereunder shall be deemed to have decreased  
18 accordingly. COUNTY shall reduce required payment by CITY in full for  
19 such decreases on a pro-rata basis over the portion of the period between  
20 July 1, 2021 and June 30, 2022 remaining after COUNTY notifies CITY that  
21 the Maximum Obligation has decreased.

22 4b. If CITY is required to pay for increases as set forth in Subsection G-4a  
23 above, COUNTY, at the request of CITY, will thereafter reduce the level of  
24 service to be provided to CITY as set forth in Attachment A of this  
25 Agreement to a level that will make the Maximum Obligation of CITY  
26 hereunder for the period July 1, 2021 through June 30, 2022 an amount  
27 specified by CITY that is equivalent to or higher or lower than the Maximum  
28 Obligation set forth in Subsection G-2 for said period at the time this

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

2 Agreement originally was executed. The purpose of such adjustment of  
3 service levels will be to give CITY the option of keeping its Maximum  
4 Obligation hereunder at the pre-increase level or at any other higher or  
5 lower level specified by CITY. In the event of such reduction in level of  
6 service and adjustment of costs, the parties shall execute an amendment to  
7 this Agreement so providing. Decisions about how to reduce the level of  
8 service provided to CITY shall be made by SHERIFF with the approval of  
9 CITY.

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

13 6. COUNTY shall charge CITY late payment penalties in accordance with  
14 County Billing Policy.

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

28 //

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

- 2 8. Fees generated or collected by SHERIFF contract personnel for copying of  
3 documents related to the services provided in this Agreement will be at  
4 COUNTY-established rates and will be credited to CITY on an annual basis.  
5 9. Narcotic asset forfeitures will be handled pursuant to Attachment E hereto,  
6 which is incorporated herein by this reference.

7 **H. NOTICES:**

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

12 **CITY:** ATTN: CITY MANAGER  
13 24035 EL TORO ROAD  
14 LAGUNA HILLS, CA 92653

15 **COUNTY:** ATTN: LAW ENFORCEMENT CONTRACT MANAGER  
16 SHERIFF-CORONER DEPARTMENT  
17 320 NORTH FLOWER STREET, SUITE 108  
18 SANTA ANA, CA 92703

- 19 2. Termination notices shall be effective when written and deposited in the  
20 United States mail, certified, return receipt requested and addressed as  
21 above.

22 **I. STATUS OF COUNTY:**

23 COUNTY is, and at all times shall be deemed to be, an independent contractor.  
24 Nothing herein contained shall be construed as creating the relationship of  
25 employer and employee, or principal and agent, between CITY and COUNTY  
26 or any of COUNTY's agents or employees. COUNTY and its SHERIFF shall  
27 retain all authority for rendition of services, standards of performance, control of  
28 personnel, and other matters incident to the performance of services by

1 **I. STATUS OF COUNTY:** (Continued)

2 COUNTY pursuant to this Agreement. COUNTY, its agents and employees  
3 shall not be entitled to any rights or privileges of CITY employees and shall not  
4 be considered in any manner to be CITY employees.

5 **J. STATE AUDIT:**

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

14 **K. ALTERATION OF TERMS:**

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

20 **L. INDEMNIFICATION:**

21 1. COUNTY, its officers, agents, employees, subcontractors and independent  
22 contractors shall not be deemed to have assumed any liability for the  
23 negligence or any other act or omission of CITY or any of its officers,  
24 agents, employees, subcontractors or independent contractors, or for any  
25 dangerous or defective condition of any public street or work or property of  
26 CITY, or for any illegality or unconstitutionality of CITY's municipal  
27 ordinances. CITY shall indemnify and hold harmless COUNTY and its  
28 elected and appointed officials, officers, agents, employees, subcontractors

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

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

- 23 2. COUNTY shall indemnify and hold harmless CITY and its elected and  
24 appointed officials, officers, agents, employees, subcontractors and  
25 independent contractors from any claim, demand or liability whatsoever  
26 based or asserted upon any act or omission of COUNTY or its elected and  
27 appointed officials, officers, agents, employees, subcontractors or  
28 independent contractors related to this Agreement, for property damage,



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

2 bodily injury or death or any other element of damage of any kind or nature,  
3 and COUNTY shall defend, at its expense, including attorney fees, and with  
4 counsel approved in writing by CITY, CITY and its elected and appointed  
5 officials, officers, agents, employees, subcontractors and independent  
6 contractors in any legal action or claim of any kind based or asserted upon  
7 such alleged acts or omissions.

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

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

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

2 referenced fees and the Program, and 2) remains a participant in the  
3 Program thereafter, CITY's Manager, on behalf of CITY, and SHERIFF, on  
4 behalf of COUNTY, have authority to execute an amendment of this  
5 Agreement to substitute CITY's amended or new TVAP resolution for  
6 Attachment F hereto, as long as said amendment to this Agreement does  
7 not materially change any other provision of this Agreement. As COUNTY  
8 updates its fees for the Program periodically, COUNTY will provide written  
9 notice to CITY of the updated fees. CITY'S participation in the Program will  
10 terminate if CITY determines not to adopt the updated fees for the Program.

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

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

- 15 • Ten one hundredths of one (0.10) Sergeant  
16 (8 hours per two-week pay period)
- 17 • One (1) Staff Specialist  
18 (80 hours per two-week pay period)
- 19 • One (1) Office Specialist  
20 (80 hours per two-week pay period)

21 4. Fee revenue generated by CITY may be used to reimburse CITY for  
22 expenditures for equipment and/or supplies directly in support of the  
23 Program. In order for an expenditure for equipment and/or supplies to be  
24 eligible for reimbursement, CITY shall submit a request for and obtain pre-  
25 approval of the expenditure by using the form as shown in Attachment G.  
26 The request shall be submitted within the budget schedule established by  
27 SHERIFF. SHERIFF shall approve the expenditure only if both of the  
28 following conditions are satisfied: 1) there are sufficient Program funds,

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

2 attributable to revenue generated by CITY's fee, to pay for the requested  
3 purchase, and 2) CITY will use the equipment and/or supplies, during their  
4 entire useful life, only for purposes authorized by its TVAP resolution in  
5 effect at the time of purchase.

6 In the event that CITY terminates its participation in the Program, CITY  
7 agrees that the equipment purchased by CITY and reimbursed by Program  
8 funds will continue to be used, during the remainder of its useful life,  
9 exclusively for the purposes authorized by CITY's TVAP resolution in effect  
10 at the time of purchase.

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

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1 **N. MOBILE DATA COMPUTERS:**

2 1. As part of the law enforcement services to be provided to CITY, COUNTY  
3 has provided, or will provide, mobile data computers (hereinafter called  
4 "MDCs") that are or will be mounted in patrol vehicles and motorcycles,  
5 designated by COUNTY for use within CITY limits.

6 2. SHERIFF has the exclusive right to use said MDCs 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 MDCs that are or will be mounted in patrol vehicles and  
10 motorcycles assigned to CITY, and b) recurring costs, as deemed  
11 necessary by COUNTY, including the costs of maintenance and  
12 contributions to a fund for replacement and upgrade of such MDCs when  
13 they become functionally or technologically obsolete.

14 The costs to be paid by CITY for recurring costs, including maintenance and  
15 replacement/upgrade of MDCs, 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 MDCs during the period July 1, 2021 through June 30, 2022.

20 4. If, following the initial acquisition of MDCs referenced above, CITY requires  
21 MDCs for additional patrol cars or motorcycles designated for use in the  
22 CITY, or for CITY Emergency Operations Center, COUNTY will purchase  
23 said additional MDCs. Upon demand by COUNTY, CITY will pay to  
24 COUNTY a) the full costs of acquisition and installation of said additional  
25 MDCs, and b) the full recurring costs for said MDCs, as deemed necessary  
26 by COUNTY, including the costs of maintenance, and contributions to a  
27 fund for replacement and upgrade of such MDCs when they become  
28 functionally or technologically obsolete. Said costs related to additional

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

2 MDCs are not included in, and are in addition to, the costs set forth in  
3 Attachment C and the Maximum Obligation of CITY set forth in Subsection  
4 G-2 of this Agreement.

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

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

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

21 The costs to be paid by CITY for recurring costs, including maintenance and  
22 replacement/upgrade of E-Citation units, are included in the costs set forth  
23 in Attachment C and the Maximum Obligation of CITY set forth in  
24 Subsection G-2 of this Agreement unless CITY has already paid such costs.  
25 CITY shall not be charged additional amounts for maintenance or  
26 replacement/upgrade of said E-Citation units during the period July 1, 2021  
27 through June 30, 2022.

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

2 4. If, following the initial acquisition of E-Citation units referenced above, CITY  
3 requires additional E-Citation units designated for use in CITY, COUNTY will  
4 purchase said additional E-Citation units. Upon demand by COUNTY, CITY  
5 will pay to COUNTY a) the full costs of acquisition of said additional E-  
6 Citation units, and b) the full recurring costs for said E-Citation units, as  
7 deemed necessary by COUNTY, including the costs of maintenance, and  
8 contributions to a fund for replacement and upgrade of such E-Citation units  
9 when they become functionally or technologically obsolete. Said costs  
10 related to additional E-Citation units are not included in, and are in addition  
11 to, the costs set forth in Attachment C and the Maximum Obligation of CITY  
12 set forth in Subsection G-2 of this Agreement.

13 5. COUNTY will replace and/or upgrade E-Citation units as needed. The costs  
14 of replacing/upgrading E-Citation units shall be paid by COUNTY from the  
15 replacement/ upgrade funds to be paid by CITY in accordance with the  
16 foregoing. CITY shall not be charged any additional charge to replace or  
17 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 ALISO VIEJO

ATTEST: \_\_\_\_\_  
City Clerk

BY: \_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

BY: \_\_\_\_\_  
City Attorney

-----  
DATED: \_\_\_\_\_

COUNTY OF ORANGE

BY: \_\_\_\_\_  
Chairman 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:  \_\_\_\_\_  
Deputy

DATED: 4/27/21 \_\_\_\_\_

**ORANGE COUNTY SHERIFF-CORONER  
FY 2021-22 LAW ENFORCEMENT CONTRACT  
CITY OF LAGUNA HILLS  
"REGULAR SERVICES BY COUNTY"  
(Subsection C-3)**

**LEVEL OF SERVICE PROVIDED BY SHERIFF:**

Title	Detail	Quantity	Frequency
<b>MANAGEMENT:</b>			
Captain		1.00	
<b>SUPERVISION:</b>			
Sergeant	Patrol	1.00	80 hrs./ per two wk. pay period
Sergeant	Patrol	0.33	26.40 hrs./per two wk. pay period
Sergeant	Administrative	1.00	80 hrs./ per two wk. pay period
<b>INVESTIGATION SERVICES:</b>			
Investigator		2.00	each, 80 hrs./ per two wk. pay period
<b>PATROL AND TRAFFIC SERVICES*:</b>			
Deputy Sheriff II -Patrol	Patrol	15.00	each, 80 hrs./ per two wk. pay period
Deputy Sheriff II -Motor	Traffic	1.00	80 hrs./ per two wk. pay period
<b>ADDITIONAL SERVICES*:</b>			
Deputy Sheriff II	School Resource Officer	1.00	80 hrs./ per two wk. pay period
Community Services Officer	Parking Control	2.00	each, 80 hrs./ per two wk. pay period
Crime Prevention Specialist	Crime Prevention	1.00	80 hrs./ per two wk. pay period
<b>TOTAL</b>		<b>25.33</b>	

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

**REGIONAL / SHARED STAFF:**

Title	Regional Team	Quantity	% Allocation
<b>TRAFFIC:</b>			
Sergeant	Traffic	0.60	6.37%
Deputy Sheriff II	Traffic	4.00	6.37%
Investigative Assistant	Traffic	2.00	6.37%
Office Specialist	Traffic	1.00	6.37%
<b>AUTO THEFT:</b>			
Sergeant	Auto Theft	0.30	5.69%
Investigator	Auto Theft	2.00	5.69%
Investigative Assistant	Auto Theft	1.00	5.69%
Office Specialist	Auto Theft	1.00	5.69%
<b>DET:</b>			
Sergeant	DET	1.00	3.03%
Investigator	DET	1.00	3.03%
<b>COURTS:</b>			
Investigative Assistant	Courts	2.00	9.75%
<b>MOTORCYCLE (shared Supervision):</b>			
Sergeant	Motorcycle Supervision	1.00	4.00%
<b>TOTAL</b>		<b>16.90</b>	



**ATTACHMENT B**

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**CITY OF LAGUNA HILLS**  
**ORDINANCE NO. 92-6**  
**LICENSING**  
  
BINGO GAME  
BINGO OFFICIAL  
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  
MESSAGE 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 2021-22 LAW ENFORCEMENT CONTRACT  
CITY OF LAGUNA HILLS**

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

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

Title	Detail	Quantity	Cost of Service (each)	Cost of Service Total
<b>MANAGEMENT:</b>				
Captain		1.00	\$ 435,561	\$ 435,561
<b>SUPERVISION:</b>				
Sergeant	Patrol	1.00	\$ 364,762	\$ 364,762
Sergeant	Patrol	0.33	\$ 364,762	\$ 120,374
Sergeant	Administrative	1.00	\$ 364,762	\$ 364,762
<b>INVESTIGATION SERVICES:</b>				
Investigator		2.00	\$ 367,231	\$ 734,462
<b>PATROL AND TRAFFIC SERVICES:</b>				
Deputy Sheriff II -Patrol	Patrol	15.00	\$ 302,503	\$ 4,537,545
Deputy Sheriff II -Motor	Traffic	1.00	\$ 307,659	\$ 307,659
<b>ADDITIONAL SERVICES:</b>				
Deputy Sheriff II	School Resource Officer	1.00	\$ 302,503	\$ 302,503
Community Services Officer	Parking Control	2.00	\$ 138,984	\$ 277,968
Crime Prevention Specialist	Crime Prevention	1.00	\$ 116,002	\$ 116,002
<b>TOTAL POSITIONS</b>		<b>25.33</b>		<b>\$ 7,561,598</b>

**REGIONAL / SHARED STAFF:**

Title	Regional Team	Quantity	% Allocation	Cost \$
<b>TRAFFIC:</b>				
Sergeant	Traffic	0.60	6.37%	\$ 18,898
Deputy Sheriff II	Traffic	4.00	6.37%	\$ 92,222
Investigative Assistant	Traffic	2.00	6.37%	\$ 19,207
Office Specialist	Traffic	1.00	6.37%	\$ 7,292
<b>AUTO THEFT:</b>				
Sergeant	Auto Theft	0.30	5.69%	\$ 8,441
Investigator	Auto Theft	2.00	5.69%	\$ 39,191
Investigative Assistant	Auto Theft	1.00	5.69%	\$ 8,512
Office Specialist	Auto Theft	1.00	5.69%	\$ 6,453
<b>DET:</b>				
Sergeant	DET	1.00	3.03%	\$ 13,089
Investigator	DET	1.00	3.03%	\$ 11,973
<b>COURTS:</b>				
Investigative Assistant	Courts	2.00	9.75%	\$ 29,165
<b>MOTORCYCLE (shared Supervision):</b>				
Sergeant	Motorcycle Supervision	1.00	4.00%	\$ 15,490
<b>TOTAL REGIONAL/SHARED</b>		<b>16.90</b>		<b>\$ 269,933</b>

**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; contract administration; data line charges; enhanced helicopter response services; E-Citation recurring costs for four (4) units; facility lease; holiday pay; Integrated Law & Justice of Orange County fees; Mobile Data Computer (MDC) recurring cost for seventeen and a third (17.33) units; overtime; patrol training cost allocation; Patrol Video System (PVS) recurring cost for eleven and a third (11.33) units; premium pay for bilingual staff, on-call pay, education incentive pay; services and supplies; and transportation charges.

**CREDITS:**

Credits include: AB109 (2011 Public Safety Realignment); estimated vacancy credits; false alarm fees; reimbursement for training and miscellaneous programs; and retirement rate discount for FY 2021-22; reimbursement for restitution.

<b>TOTAL OTHER CHARGES AND CREDITS</b>	<b>\$ 1,176,015</b>
<b>TOTAL COST OF SERVICES (Subsection G-2)</b>	<b>\$ 9,007,546</b>

**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.

**ATTACHMENT F**

## RESOLUTION NO. 2000-06-13-1

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF LAGUNA HILLS, CALIFORNIA,  
ESTABLISHING A COST RECOVERY FEE  
RELATED TO VEHICLE IMPOUNDS

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 unincorporated 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 Laguna Hills 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 has directed that the Traffic Violator Fund be used exclusively for the Traffic Violator Apprehension Program operated by the Sheriff in the unincorporated areas of Orange County and the cities that contract for 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
- 22661 (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) (1) Multiple parking citations
- 22661 (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:

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) \$152.00 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

(b) \$50.00 when a vehicle is impounded pursuant to or on account of violation of any of the other Vehicle Code provisions listed above;

WHEREAS, a cost study conducted by the Sheriff shows that the administrative costs relating to the removal, impound, storage, or release of vehicles properly impounded pursuant to or on account of violation of Vehicle Code Section exceed \$152.00 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 properly impounded pursuant to or on account of violations of the other Vehicle Code provisions listed above exceed \$50.00 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 lien holder'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 22850.6 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 is 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 public hearing pertaining to said proposed new fees was held by the Orange County Board of Supervisors on March 28, 2000.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAGUNA HILLS, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, 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 operating expenses and are, therefore, exempt from compliance with the Californian 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 \$152.00 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 \$50.00 for each impound of a vehicle in accordance with or on account of violation of Vehicle Code section

22651 (a),  
 22651 (d),  
 22651 (e),  
 22651 (f),  
 22651 (h) (1),  
 22651 (h) (2),  
 22651 (i) (1),  
 22651 (j),  
 22651 (k),  
 22651 (l),  
 22651 (m),  
 22651 (n),  
 22651 (o) (1),  
 22651 (p),

22651 (r),  
22651 (t),  
22655.3,  
22655.5 (b), or  
22669.

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 lien holder's total charges and proper administrative costs.

SECTION 5. That said fees shall 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 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 become inoperable while being driven, if the owner made good faith attempts promptly to remove the vehicle from a location where it was not permitted; (b) when the vehicle was stolen; (c) when the vehicle was left by an ill or injured driver; or (d) when it is 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 an 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 determine promptly whether the applicant meets the above-listed criteria for waiver of the fee, and if so, shall waive the fee.

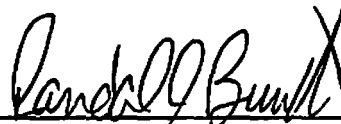
SECTION 9. That until further order of this Council, the Sheriff is directed to deposit the proceeds of the fees established by this Resolution in the above-described Traffic Violator Fund in the County Treasury, to be used exclusively for the Traffic Violator Apprehension operated by the Sheriff in 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 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.

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.

PASSED, APPROVED, AND ADOPTED this 13'h day of June 2000.



**RANDAL J. BRESSETTE, MAYOR PRO TEMPORE**

ATTEST:



**MARY A. CARLSON, CITY CLERK**

STATE OF CALIFORNIA  
COUNTY OF ORANGE ) ss  
CITY OF LAGUNA HILLS )

I, Mary A. Carlson, City Clerk of the City of Laguna Hills, California, DO  
HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No.2000-  
06-13-1 adopted by the City Council of the City of Laguna Hills, California, at a Regular  
Meeting thereof held on the 13th day of June 2000, by the following vote:

AYES: Council Members Greengold, Scott, Songstad,  
And Mayor Pro Tempore Bressette

NOES: None

ABSENT: Mayor Lautenschlager

ABSTAIN: None

(SEAL)

  
\_\_\_\_\_  
MARY A. CARLSON, CITY CLERK

**ORANGE COUNTY SHERIFF-CORONER  
TRAFFIC VIOLATOR APPREHENSION PROGRAM**

<b>REQUEST</b>	<b>CONTRACT CITY</b>			
	Participating City Request to Purchase From the TVA in FY	Date		
	<u><b>QUANTITY</b></u>	<u><b>ITEM DESCRIPTION</b></u>	<u><b>APPLICABILITY TO TVA PROGRAM</b></u>	<u><b>ESTIMATED COST</b></u>
<b>CERTIFICATION</b>	<p>THE CITY CERTIFIES THAT THE EQUIPMENT PURCHASED BY CITY AND TO BE REIMBURSED BY PROGRAM FUNDS WILL BE USED FOR ITS ENTIRE USEFUL LIFE EXCLUSIVELY FOR THE PURPOSES OF THE TRAFFIC VIOLATOR APPREHENSION PROGRAM</p> <p>CITY MANAGER REQUEST:</p> <p>Printed Name _____</p> <p>Signature: _____ DATE _____</p>			
	<b>ORANGE COUNTY SHERIFF-CORONER DEPARTMENT</b>			
<b>APPROVALS</b>				
	<b>Recommended For Approval</b> CITY POLICE SERVICES CHIEF	MANAGER – TVA PROGRAM		

OCS  
BUDGET  
USE ONLY