

September 11, 2002

To: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne Brathwaite Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

### **REVIEW PROCESS FOR SHERIFF BOARD LETTERS AND AGREEMENTS**

On April 2, 2002, on motion of Supervisor Molina, the Board instructed the Chief Administrative Office (CAO) to report back on the roles played by the CAO, Internal Services Department (ISD), Auditor-Controller (A-C), County Counsel and other affected County departments in the review and approval process of Sheriff's Department Board letters and agreements.

The CAO ensures that a copy of the Sheriff's Board letter has been shared with the other affected departments for their concurrent review. Each department involved in the review process does so from the perspective of their administrative function. The attached summary describes the roles of the respective departments in the review process.

We will continue to work with departments to ensure compliance with Board established guidelines for preparation of Board letters and agreements/amendments and adherence to mutually acceptable time frames for the review process.

If you have questions, please call me, or your staff may contact Yolanda Reyes at (213) 974-0841.

DEJ:DL  
RG:YR:ljp

Attachment

c: Sheriff  
Executive Officer, Board of Supervisors  
Auditor-Controller  
County Counsel  
Internal Services Department

board letters-wp.bm

# **REVIEW OF SHERIFF'S DEPARTMENT BOARD LETTERS**

## **CHIEF ADMINISTRATIVE OFFICE (CAO)**

### Budget Section

- Reviews the letter to ensure that it presents accurate information, verifies that funding is included in the budget. If not, the CAO verifies the funding source and ensures that the letter includes a Budget Adjustment.
- Reviews the letter for clarity and consistency.
- Verifies all Executive Office, Board of Supervisors-required language and that information is included and the format followed.
- Verifies that an explanation is included if a letter does not meet the Board's three-week requirement or is retroactive.

### Risk Management

- Ensures that indemnification and insurance language/requirements are included in the proposed contracts to ensure appropriateness given the work the contractor is being asked to perform.

## **INTERNAL SERVICES DEPARTMENT (ISD)**

- Reviews any Board letters requesting any action on the part of the Purchasing Agent prior to placement on the Board Agenda.
- Ensures that any recommended Board action involving purchasing is within the State and County statutory mandates governing purchasing and contracting and is consistent with applicable County purchasing rules, regulations, and standards.

## **AUDITOR-CONTROLLER (A-C)**

### Proposition A Contracts

Prior to contracting, departments submit a cost analysis to the A-C showing the contract cost, estimated County avoidable costs and estimated contract savings. The A-C's primary responsibility is to review the cost analysis to verify the cost comparison. The A-C:

- Assesses the number of avoidable staff positions and personnel items included in the analysis and comparing the number of positions to the level of service required by the contract and to bidders' proposed staffing.
- Verifies the salaries and the employee benefit rate and to ensure that only avoidable employee benefits are included in the analysis.
- Evaluates the reasonableness of fixed asset and services and supplies costs. This includes reviewing historical costs (if available) and comparing the avoidable costs to bidders' proposals.
- Verifies that indirect costs, if included, are actually avoidable costs.

- Verifies the arithmetical accuracy of the cost analysis.
- Verifies that the contractor has certified to pay the living wage, unless exempt.
- Confirms with the department that the State Labor Commissioner was contacted to determine whether the proposed contractor violated any labor laws.
- Assesses the financial stability of the proposed contractor.
- Verifies that the contractor is not debarred from contracting with the County.
- Verifies that the contract is in compliance with County Cost of Living Adjustment policy.

Typically, the department's cost analysis will require some adjustments. Once the A-C has adjusted the cost analysis, the department is notified of their approval. For each contract, the A-C notifies the Board of Supervisors, via memo, that they have reviewed and approved the department's Proposition A analysis showing that the contract is cost effective and complies with the County cost of living adjustment policy.

#### Appropriation Adjustments

- If the Board letter recommends actions which require a budget adjustment, the A-C reviews the budget adjustment for the availability of funds and the accuracy of the Appropriation Adjustment.
- Contract City Contracts - If the Sheriff's Board letter relates to a contract with a contract city, by Board policy the A-C reviews the contract for compliance with Board cost reimbursement criteria. The A-C must also report the financial effect on the county as a result of the contract.

#### **COUNTY COUNSEL**

- Reviews the letter to ensure it is legally accurate (i.e., if a contract is involved, whether it accurately reflects the terms of the agreement) and is internally consistent.
- Ensures that all legal issues and legal implications are addressed in the Board letter and are addressed objectively and accurately.
- Ensures that all legal requirements (i.e., Prop A findings) are included.
- Verifies that Board requirements for Board letters are met (i.e., strategic plan reference).