

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

862



FROM: TLMA/Code Enforcement Department

SUBMITTAL DATE:
February 15, 2012

SUBJECT: Revenue Contract with the City of Perris for Code Enforcement Services Provided by the County of Riverside

RECOMMENDED MOTION: That the Board of Supervisors approve and authorize the Chairman to execute the attached agreement with the City of Perris for Code Enforcement services to be provided by the County of Riverside.

BACKGROUND: The City of Perris has a need for a Code Enforcement Department to enforce and educate its citizens on city ordinances. In an era where government needs to shrink and find new ways of doing business, many localities are finding it difficult to independently staff all of the municipal services traditionally counted on.

The Code Enforcement Department of the County of Riverside believes it can help by providing such services to the City of Perris. Such inter-agency cooperation can provide for sustained service levels and still generate either overall savings, or at least a neutral cost state, due to economies of scale. This is a mutually beneficial arrangement.

(Continued on Page 2)

Glenn D. Baude, Director of Code Enforcement

FORM APPROVED COUNTY COUNSEL
BY: *[Signature]* DATE: 2/22/12

Departmental Concurrence

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2011/12

SOURCE OF FUNDS:	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE.

County Executive Office Signature By Tina Grande

Dept't Recomm.: Consent Policy
Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref.:

District: 5/5

Agenda Number:

3.69

The Code Enforcement Department has the trained staff and available man-hours to provide the services needed due to cutbacks in its own funding. Although officers assigned to such contracts would technically be unavailable to the county for its daily code enforcement services, the county would continue to retain skilled staff, who would be available in the event of a local emergency requiring a larger pool of officers, and for other purposes that would be to the betterment of the community at large. The city, in turn, has consistent code operations performed within the city limits performed by trained and experienced code personnel, without having to provide daily oversight.

As the Code Enforcement Department shrinks from seven (7) field offices down to five (5) for FY 12/13, the Agreement allows for direct lease savings of \$40,000 in FY 11/12 by having an office within the city limits that will house staff for both the City of Perris and the County of Riverside enforcement activities. This move is part of a larger effort by the Code Enforcement Department to reduce leased space costs by approximately \$400,000 annually for FY 12/13 through movement to lower or no cost facilities.

The terms of the Agreement, as detailed in the attachment herewith, call for the Code Enforcement Department to provide enforcement services to the City of Perris to enforce local ordinances with a team of 4.5 full-time equivalent positions: one (1) Code Enforcement Supervisor; one (1) Senior Code Enforcement Officer; two (2) Code Enforcement Officer II's; and one (1) Code Enforcement Technician. In addition, a small abatement fund will be provided by the City of Perris as part of contract funding along with a budget for administrative expenses associated with the contract. The agreement is for one (1) year, with an option to extend for an additional twelve (12) months. The agreement can be terminated by the city with a sixty (60) day written notice to the county, and can be terminated by the county with a one hundred and eighty (180) day written notice to the city.

Cost of services will be billed to the city in monthly installments, due within thirty (30) days of receipt for services. The potential revenue of approximately \$442,031 will cover a portion of the NCC reduction anticipated for fiscal year 12/13.

The innovative nature of this inter-agency cooperation has multiple benefits to both parties; therefore, the department requests the approval of the attached contract for services.

On January 10, 2012, the city council authorized the city manager to negotiate and enter into an agreement with the county to provide code enforcement services.

**AGREEMENT FOR CODE ENFORCEMENT SERVICES BETWEEN THE COUNTY OF
RIVERSIDE AND THE CITY OF PERRIS**

THIS AGREEMENT is made and executed effective this _____ day of _____, 2012 by and between the County of Riverside, California (hereinafter "COUNTY"), and the City of Perris, California (hereinafter "CITY"), as follows:

RECITALS

- A. CITY desires that COUNTY provide certain code enforcement services on behalf of CITY.
- B. Such code enforcement services shall be provided by the Riverside County Code Enforcement Department (hereinafter "CODE ENFORCEMENT").
- C. COUNTY and CITY desire to define the scope of code enforcement services to be provided and the terms and conditions pursuant to which COUNTY will provide said services.

NOW, THEREFORE, the parties hereto mutually agree as follows:

SECTION 1 - RECITALS INCORPORATED

The foregoing recitals are incorporated herein and made a part of this Agreement by this reference.

SECTION 2 - ADMINISTRATION

The CODE ENFORCEMENT Director, or his designee, shall administer this Agreement on behalf of COUNTY (hereinafter "COUNTY'S contract administrator"). CITY manager, or his designee, shall administer this Agreement on behalf of CITY (hereinafter "CITY'S contract administrator").

SECTION 3 - SCOPE OF SERVICES

COUNTY shall provide the code enforcement services described in Exhibit "A" to this Agreement, which is incorporated herein by this reference. COUNTY shall comply with all CITY codes, ordinances, resolutions, regulations, and policies (hereinafter "CITY codes") in providing the code enforcement services on behalf of CITY. COUNTY shall work directly with CITY and its staff in providing such services and COUNTY staff shall consult with CITY staff if CITY staff desires such consultation. COUNTY shall not be required to, and shall not, respond to any person or entity other than CITY concerning the code enforcement services it provides. CITY shall be responsible for responding to all such persons or entities as set forth herein. This Agreement is related to CODE ENFORCEMENT services only and does not commit any other COUNTY agency to provide services and specifically does not include legal services.

SECTION 4 - DANGEROUS CONDITIONS

COUNTY is hereby authorized to immediately remedy any dangerous condition it encounters in the course of providing code enforcement services, and CITY hereby agrees to pay for such remediation. For purposes of this Agreement, a dangerous condition shall be any condition that may result in imminent personal injury or property damage. If COUNTY encounters a dangerous condition, it shall immediately notify CITY'S contract administrator in writing by e-mail or facsimile before COUNTY incurs costs for remediation.

SECTION 5 - PERSONNEL

In providing the code enforcement services described in this Agreement, COUNTY and its staff shall be considered independent contractors and shall not be considered CITY employees for any purpose. COUNTY staff shall at all times be under COUNTY'S exclusive direction and control. CITY, nor its officials, officers, employees, or agents shall have control over the conduct of COUNTY or any of COUNTY'S officials, officers, employees, or agents except as set forth in this Agreement. COUNTY shall have no authority to bind CITY in any

manner or to incur any obligation, debt, or liability of any kind on behalf of or against CITY, whether by contract or otherwise. COUNTY shall not at any time, or in any manner, represent that COUNTY or any of COUNTY'S officials, officers, employees, or agents are in any manner officials, officers, employees, or agents of CITY. COUNTY shall pay all wages, salaries, and other amounts due such personnel in connection with the code enforcement services to be provided pursuant to the terms of this Agreement and as required by law and COUNTY shall be responsible for any and all claims made by such personnel, including but not limited to workers' compensation and personal injury. Neither COUNTY, nor any of COUNTY'S officials, officers, employees, or agents shall obtain any rights to retirement, health care, or any other benefits that may otherwise accrue to CITY'S employees. COUNTY expressly waives any claim COUNTY may have to any such rights. CITY will have the authority to request reassignment, and COUNTY will reassign, any COUNTY employee working under this Agreement if for any reason the employee(s) are incompatible with the philosophy or culture CITY wishes to create within CITY'S code enforcement program.

SECTION 6 - VEHICLES

If CITY chooses to provide vehicles for COUNTY'S use in providing professional services, the vehicles shall meet COUNTY'S specifications, shall be adequately equipped and ready for service, and shall be registered in the name of CITY. CITY-owned vehicles shall only be used for CITY-approved functions. Alternatively, if CITY-owned vehicles are not provided, COUNTY shall use its own vehicles and CITY shall pay for the direct cost of providing such vehicles as indicated on any monthly invoice.

SECTION 7 - COST OF SERVICES

Exhibit "A" shows the total reimbursable cost to be paid by CITY to COUNTY on an annual basis for code enforcement services, excluding potential costs for COUNTY vehicles or additional services. CITY shall provide office space for these services to be performed.

CITY will not be charged for additional services beyond those set forth in Exhibit "A", unless agreed upon in writing by the parties. CITY shall be credited \$21,600 annually for part of the office space it provides, which facilitates the creation of a COUNTY Office of Code Enforcement by COUNTY to serve the unincorporated areas around Perris. Costs of maintenance, utilities, etc. are included in this credit and the cost of any necessary tenant improvements shall be a cost borne by COUNTY.

SECTION 8 - BILLING

COUNTY'S contract administrator shall submit to CITY'S contract administrator a monthly invoice which shall include an itemized accounting of all services performed and shall reflect charges equaling one twelfth (1/12) of the annual total cost for services performed as set forth in Exhibit A.

SECTION 9 - PAYMENTS

CITY shall pay each monthly invoice within thirty (30) days of receipt by CITY'S contract administrator of an invoice from COUNTY'S contract administrator. CITY may dispute any monthly invoice by submitting a written description of the dispute to COUNTY'S contract administrator within ten (10) days of the date CITY'S contract administrator receives the invoice from COUNTY'S contract administrator. CITY may defer the payment of any portion of the invoice in dispute until such time as the dispute is resolved; however, all portions of the invoice not in dispute must be paid within the thirty (30)-day period set forth herein.

SECTION 10 - RECORD MAINTENANCE

COUNTY shall maintain all documents and records relating to the implementation of this Agreement, including, but not limited to, any and all ledgers, books of account, invoices, vouchers, canceled checks, and other expenditure or disbursement documents. Such documents and records shall be maintained in accordance with generally accepted accounting principles and shall be sufficiently complete and detailed so as to permit an

accurate evaluation of the code enforcement services provided by COUNTY pursuant to this Agreement. Such documents and records shall be maintained for three (3) years from the date of execution of this Agreement and to the extent required by laws relating to public agency audits and expenditures.

SECTION 11 - RECORD INSPECTION

All documents and records required to be maintained pursuant to Section 10 of this Agreement shall be made available for inspection, audit, and copying at any time during regular business hours upon the request of CITY'S contract administrator. Copies of such documents or records shall be provided directly to CITY'S contract administrator for inspection, audit, and copying when it is practical to do so; otherwise, such documents and records shall be made available at COUNTY'S address specified in Section 15 of this Agreement.

SECTION 12 - DUTY TO INFORM AND RESPOND

CITY'S contract administrator shall promptly transmit to COUNTY'S contract administrator all inquiries, complaints, and correspondence that CITY receives concerning COUNTY'S code enforcement services and all information concerning dangerous conditions that CITY'S contract administrator has knowledge of. COUNTY'S contract administrator shall promptly transmit to CITY'S contract administrator all inquiries, complaints, and correspondence that COUNTY receives in the course of providing code enforcement services. CITY shall be responsible for responding to all such inquiries, complaints, and correspondence.

SECTION 13 - STANDARD OF PERFORMANCE

COUNTY represents and warrants that it has the qualifications, experience, and facilities necessary to properly perform the code enforcement services described in this Agreement. In meeting its obligations under this Agreement, COUNTY shall employ, at a minimum,

generally accepted standards and practices utilized by persons engaged in providing services similar to those required of COUNTY under this Agreement.

SECTION 14 - PERMITS AND LICENSES

After consultation with CITY, COUNTY shall obtain any and all permits, licenses, and authorizations necessary to perform the code enforcement services described in this Agreement.

SECTION 15 - NOTICES

Any notices required or permitted to be sent to either party shall be deemed given when personally delivered to the individuals identified below or when addressed as follows and deposited in the U.S. Mail, postage prepaid:

County of Riverside
Code Enforcement Department
4080 Lemon Street, 12th Floor
Riverside, CA 92501
Attention: Glenn Baude, Director

City of Perris
101 N. D Street
Perris, CA 92570
Attention: Richard Belmudez
City Manager

SECTION 16 - OWNERSHIP OF DATA

Ownership and title to all reports, documents, plans, specifications, and estimates produced or compiled pursuant to this Agreement shall automatically be vested in CITY and become the property of CITY. CITY reserves the right to authorize others to use or reproduce such materials and COUNTY shall not circulate such materials, in whole or in part, or release such materials to any person or entity other than CITY without the authorization of CITY'S contract administrator.

SECTION 17 – CONFIDENTIALITY OF RECORDS

COUNTY shall observe all applicable federal and state laws concerning the confidentiality of records. All information gained or work product produced by COUNTY pursuant to this Agreement shall be considered confidential, unless such information is subject to disclosure pursuant to any federal or state law as determined by CITY. COUNTY'S contract

administrator shall promptly notify CITY'S contract administrator when COUNTY receives a request for release or disclosure of information or work product. COUNTY shall not release or disclose information or work product to persons or entities other than to CITY. Any request for release of records pursuant to the California Public Records Act shall be immediately forwarded to CITY'S contract administrator. CITY shall be solely responsible for providing the appropriate response to the person or entity making the request. COUNTY shall assist CITY, if so requested by CITY, with gathering any records CITY deems appropriate for release.

SECTION 18 - INDEMNIFICATION

Indemnification by COUNTY. Excepted as provided below in the paragraph entitled "Special Circumstances," COUNTY shall indemnify, defend, and hold harmless CITY, its officials, officers, employees, and agents from all claims and liability for loss, damage, or injury to property or persons, including wrongful death based on COUNTY'S willful misconduct arising out of or in connection with the performance of professional services under this Agreement including, without limitation, the payment of attorney's fees.

Indemnification by CITY. CITY shall indemnify, defend, and hold harmless COUNTY, its officials, officers, employees, and agents from all claims and liability for loss, damage, or injury to property or persons, including wrongful death based on CITY'S willful misconduct arising out of or in connection with the performance of professional services under this Agreement including, without limitation, the payment of attorney's fees.

Special Circumstances. Notwithstanding the above, COUNTY shall not indemnify, defend, and hold harmless CITY, its officials, officers, employees, and agents, and CITY shall indemnify, defend, and hold harmless COUNTY its officials, officers, employees, and agents, from all claims and liability resulting from any of the following:

1. The invalidity of CITY'S codes;
2. How CITY decides to address, or prioritize actions addressing, alleged violations of CITY'S codes; and
3. CITY'S failure to provide pertinent information as provided in Sections 7 and 15 of this Agreement.

Notification and Cooperation. The parties mutually agree to notify each other through their respective contract administrators if they are served with any summons, complaint, discovery request, or court order (hereinafter "litigation documents") concerning this Agreement and the code enforcement services provided hereunder. The parties also mutually agree to cooperate with each other in any legal action concerning this Agreement and the code enforcement services provided hereunder. Such cooperation shall include each party giving the other an opportunity to review any proposed responses to litigation documents. This right of review does not, however, give either party the right to control, direct, or rewrite the proposed responses of the other party.

SECTION 19 - INSURANCE

The parties agree to maintain the types of insurance and liability limits that are expected for entities of their size and diversity. The types of insurance maintained and the limits of liability for each insurance type shall not limit the indemnification provided by each party to the other. If CITY chooses to provide vehicles for COUNTY'S use, CITY shall maintain liability insurance for CITY-owned vehicles and insurance for any physical damage to CITY-owned vehicles in an amount equal to the replacement value of all vehicles provided. The vehicle policies shall, by endorsement, name COUNTY, its agencies and departments, and their respective officials, officers, employees, and agents as additional insured's. COUNTY shall maintain liability insurance for COUNTY-owned vehicles used in performing services under this Agreement and insurance for any physical damage to COUNTY-owned vehicles in an amount equal to the replacement value of all vehicles used. It is understood by the parties that COUNTY may provide insurance through a program of self insurance.

SECTION 20 - ASSIGNMENT

The expertise and experience of COUNTY are material considerations for this Agreement. CITY has an interest in the qualifications and capabilities of the persons that COUNTY will use to fulfill its obligations under this Agreement. In recognition of that interest, COUNTY shall not assign or transfer this Agreement, in whole or in part, or the performance of any of COUNTY'S obligations under this Agreement without the prior written consent of CITY'S contract administrator. Any attempted assignment shall be ineffective, null and void, and shall constitute a material breach of this Agreement entitling CITY to any and all remedies at law or in equity, including summary termination of this Agreement.

SECTION 21 - IMMUNITIES

Nothing in this Agreement is intended to nor shall it impair the statutory limitations and/or immunities applicable or available to the parties under state laws and regulations.

SECTION 22 - MODIFICATIONS

This Agreement may be amended or modified only by mutual agreement of the parties. No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.

SECTION 23 - WAIVER

Any waiver by a party of any breach of one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term hereof. Failure on the part of either party to require exact, full and complete compliance with any terms of this Agreement shall not be construed as changing in any manner the terms hereof, or stopping that party from enforcing the terms hereof.

SECTION 24 - SEVERABILITY

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

SECTION 25 - TERM

This Agreement shall become effective upon its approval by the Riverside County Board of Supervisors and the Perris City Council and shall remain in effect for one (1) year. This Agreement may be terminated by CITY with sixty (60) days written notice to COUNTY and may be terminated by COUNTY with one hundred and eighty (180) days written notice to CITY. This Agreement may be extended for up to an additional twelve (12) months if the parties, through their respective governing bodies, mutually agree to the extension in writing and mutually agree on the rates to be charged for code enforcement services.

SECTION 26 - ENTIRE AGREEMENT

This Agreement is intended by the parties as a final expression of their understanding with respect to the subject matter hereof and supersedes any and all prior and contemporaneous agreements and understandings, written or oral.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first-above written.

COUNTY Approvals

CITY Approvals

APPROVED AS TO FORM:

APPROVED AS TO FORM:

 Dated: 2/16/12

 Dated: 2/22/12

Pamela Walls

Eric Dunn

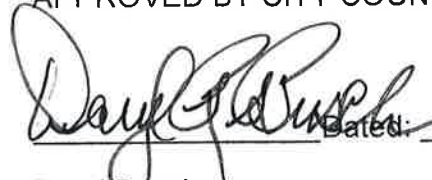
County Counsel, Riverside County

City Attorney, City of Perris

APPROVED BY BOARD OF SUPERVISORS:

APPROVED BY CITY COUNSEL:

_____ Dated: _____

 Dated: _____

John Benoit

Daryl Busch

Chairman, Riverside County Board of Supervisors

Mayor, City of Perris

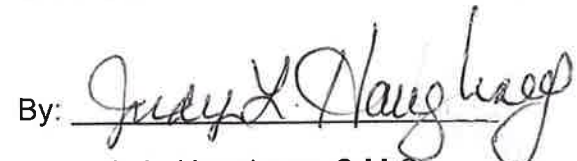
ATTEST:

ATTEST:

CLERK OF THE BOARD:

CITY CLERK:

By: _____

By: 

Kecia Harper-Ihem

Judy L. Haughney, C.M.C.

Clerk of the Board, Riverside County

City Clerk, City of Perris

EXHIBIT "A"

1. The following positions and overhead shall be provided by COUNTY for the initial term of the Agreement for the costs as shown:

(1) Code Enforcement Supervisor 1/2 time	\$ 65,000
(1) Senior Code Enforcement Officer	\$118,000
(2) Code Enforcement Officer II	\$182,700
(1) Code Enforcement Technician	\$ 57,931
Administration Operations Overhead	\$ 25,000
Abatement/Community Fund	\$ 15,000
Offsets Office Space for County Staff	<u>-\$ 21,600</u>
Total Contract	\$442,031

Hourly rates for reimbursement based services are as follows:

\$62.50 – Supervisor

\$56.73 – Senior

\$43.91 – Officer

\$27.85 – Technician

2. The following code enforcement services will be provided:

- Conduct community outreach programs to educate public on code enforcement matters
- Accept and investigate citizen complaints of code violations
- Enforce all of CITY'S municipal codes
- Issue Notice of Violations to code violators in accordance with CITY'S municipal code, including proper noticing.
- Issue citations in accordance with CITY'S municipal code

NOTE: Processing of citations, including processing of citation appeals, is not part of COUNTY function under this Agreement. (This is generally contracted to an outside vendor)

- Oversee abatements of hazardous conditions within CITY, including proper noticing
 - Prepare case files for presentation to City Attorney for cases requiring litigation
 - Respond to all code violations in a timely manner
3. The Abatement/Community Fund will be administered by CITY. Any contracts for abatements or other work that cannot be performed by COUNTY staff within the City of Perris shall be entered into by CITY, and COUNTY will have no authority to enter into any contract on behalf of CITY. All dispersal of funds will be the responsibility of CITY. COUNTY and CITY assigned CODE ENFORCEMENT officers shall share office space to be provided by CITY. Therefore, a credit is provided for office space occupied by CODE ENFORCEMENT officers assigned to work in unincorporated areas adjacent to CITY.
4. The parties agree, CODE ENFORCEMENT officers assigned to work in unincorporated areas adjacent to CITY may assist officers assigned to CITY as needed and agreed upon by the contract administrators. Conversely, officers assigned to CITY may assist CODE ENFORCEMENT officers working in unincorporated areas adjacent to CITY as needed and agreed upon by the contract administrators. Such arrangements shall be memorialized in writing by the contract administrators, which shall identify the work outside of the normal assignment area and the estimated cost. These assignments will be billed on an hourly reimbursement basis according to the rates set forth herein.

5. Additional services may be provided as follows, upon request by CITY and agreement on reimbursement:
- CODE ENFORCEMENT may assist CITY in amending or creating ordinances to provide efficiencies and savings within the current process.
 - CODE ENFORCEMENT is available to assist CITY with mutually agreed upon special projects.