



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: March 22, 2011

TO: Mayor and Councilmembers

FROM: Administrative Services Division, Police Department

SUBJECT: Rental Property Lease Agreements For Police Recruit Housing And Retroactive Approval Of Purchase Order Number 384872 Issued To The Discovery Group, Inc.

RECOMMENDATION: That Council:

- A. Grant authority to the Chief of Police through June 30, 2016, to negotiate and execute rental property leases, utility service contracts, and furniture rental agreements, as necessary and in a form acceptable to the City Attorney, for the purpose of police recruit housing; and
- B. Retroactively approve Purchase Order Number 384872 in the amount of \$27,900 issued on January 3, 2011, to the Discovery Group, Inc., for housing and related services for police recruits.

DISCUSSION:

In the past, the City has provided furnished apartments and paid utilities for the City's police recruits attending the Ventura County Sheriff's Academy in Camarillo or the San Bernardino Sheriff's Academy in San Bernardino.

In collaboration with the Finance Department, the Police Department has determined that using the normal low bid process to select housing would be inefficient and impractical. Therefore, staff recommends the Chief of Police be authorized to execute rental property leases, utility contracts, and furniture rental agreements, as necessary, through June 30, 2016, in a form approved by the City Attorney and subject to sufficient funds being available in each year's approved Police Department budget.

In September 2007, Police Department staff received similar approval from City Council for a three-year period that ended in September 2010. On January 3, 2011, the Police Department issued a purchase order in the amount of \$27,900 to the Discovery Group, Inc. for housing of police recruits for six months, unaware that the authority granted by Council in 2007 expired in September 2010. Without this authority, the Police Department would be required to solicit at least three formal bids for these services. Since this was not done, staff is requesting retroactive approval from Council for the selection of the Discovery Group.

BUDGET/FINANCIAL INFORMATION:

The current average monthly cost of recruit housing per unit is listed below with associated expenses. Every effort is made to share housing units, depending on the number of recruits in the Academy.

Rent	\$1,800
Furniture Rental	500
Utilities	<u>200</u>
Total	<u>\$2,500</u>

Funding of \$37,800 is budgeted each year for police recruit housing in the Police Department budget.

PREPARED BY: Sergeant William Marazita, Administrative Services Division

SUBMITTED BY: Camerino Sanchez, Chief of Police

APPROVED BY: City Administrator's Office