



**Sheriff's Office
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One
PETE VANDER POEL
District Two
AMY SHUKLIAN
District Three
EDDIE VALERO
District Four
DENNIS TOWNSEND
District Five

AGENDA DATE: March 26, 2019

Public Hearing Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Personnel Resolution attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>

CONTACT PERSON: Carina Lemus, Paralegal PHONE: (559) 802-9466

SUBJECT: Approve an agreement with Permittium, LLC.

REQUEST(S):

That the Board of Supervisors:

1. Approve an agreement with Permittium, LLC to provide an online software program for the Sheriff's Office concealed carry weapons application process, retroactive to July 18, 2018 to July 17, 2021. The agreement is retroactive because the pace of negotiations with the vendor was very slow, which delayed submitting the agreement for approval.
2. Find that the Board had the authority to enter into the proposed agreement as of July 18, 2018, and that it was in the County's best interest to enter into the agreement on that date.
3. Authorize the Chairman to sign three copies of the agreement.

SUMMARY:

The Sheriff's Office first partnered with Permittium, LLC in 2017 and is requesting to renew an agreement with Permittium to continue to provide Tulare County citizens the opportunity to complete concealed carry weapons (CCW) permit applications online rather than having to go to the Sheriff's Office Headquarters facility to do so. The software supports the day-to-day operations of the Sheriff's Office and provides an additional resource for our community.

Permittium hosts and maintains PermitDirector, an online software program for the CCW permit application system, at no charge to the Sheriff's Office. Permittium

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configures PermitDirector to meet the Sheriff's Office unique requirements for CCW application processing and provides training with ongoing support. This agreement helped streamline the CCW application process and reduced the amount of labor needed by Sheriff's Office personnel to process applications.

Permitium will continue to be compensated for its services by collecting the following fees from the applicants: a) \$4.00 convenience fee for each application submitted; and b) an additional fee for payments by credit in the amount of \$.30 per transaction plus an additional 2.9% of the total transaction. Those fees will be added to the fees already charged by the County for issuance of CCW permits. If a CCW applicant chooses not to use the online CCW application process, they may still have the application processed manually at the Sheriff's Office.

A prior agreement, identical except for the term or time period, was approved as to form by County Counsel on July 06, 2017. No substantive deviations from the standard County boilerplate were identified in the prior agenda item. The proposed renewal agreement includes the following deviations from the standard county boilerplate: 1) The agreement is multi-year. 2) County may terminate the agreement without cause by giving thirty (30) days written notice. The price for services has not changed.


FISCAL IMPACT/FINANCING:

There is no fiscal impact to the Sheriff's Office for the Permitium, LLC service. The Sheriff's Office will continue to collect the established permit fee for all applications processed. During FY 17/18, Permitium collected an estimated \$17,698 in convenience fees from applicants at the time of transaction. No additional net County cost to the General Fund.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's five-year strategic plan includes the Organizational Performance Initiative to provide state-of-the-art technology and infrastructure to support better service delivery. The Permitium, LLC software is consistent with this initiative.

ADMINISTRATIVE SIGN-OFF:



Mike Boudreaux
Sheriff-Coroner

cc: County Administrative Office

Attachment(s): Agreement with Permitium, LLC

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF APPROVE AN)
AGREEMENT WITH PERMITIUM, LLC) **Resolution No.** _____
) **Agreement No.** _____

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

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1. Approved an agreement with Permittium, LLC to provide an online software program for the Sheriff's Office concealed carry weapons application process, retroactive to July 18, 2018 to July 17, 2021. The agreement is retroactive because the pace of negotiations with the vendor was very slow, which delayed submitting the agreement for approval.
2. Found that the Board had the authority to enter into the proposed agreement as of July 18, 2018, and that it was in the County's best interest to enter into the agreement on that date.
3. Authorized the Chairman to sign three copies of the agreement.