



**BOARD OF SUPERVISORS  
AGENDA LETTER**

**Agenda Number:**

**Clerk of the Board of Supervisors**  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** County Executive Office  
**Department No.:** 012  
**For Agenda Of:** November 5, 2024  
**Placement:** Departmental  
**Estimated Time:** 5 minutes

**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Director(s)  
Contact Info: Paul Clementi, Budget Director

Mona Miyasato, County Executive Officer

DocuSigned by:  
  
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**SUBJECT:** Approve Extra Help Service and Retirement Waiver for the County Executive Office

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: N/A

**Other Concurrence: SBCERS**

As to form: Yes

**Recommended Actions:**

It is recommended that the Board of Supervisors:

- a) In accordance with California Government Code Section 7522.56(f)(1), certify that the appointment of retired County employee, Jeff Frapwell, is necessary to fill a critical need in the County Executive Office before 180 days have passed from his date of retirement;
- b) Approve and authorize the County Executive Office to appoint retired employee Jeff Frapwell as an Extra-Help employee to provide assistance with specialized policy and administrative services on a part-time limited duration basis, not to exceed 960 hours of annual service, with an effective start date of November 12, 2024; and
- c) Determine that the above actions are organizational and administrative activities of government that are not a project under California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA Guidelines.

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**Summary:**

The purpose of this item is to request your Board certify that there is a critical need to allow the County Executive Office to hire retired Assistant County Executive Officer Jeff Frapwell as an Extra-Help employee before 180 days have passed from his date of retirement. Mr. Frapwell retired on August 2, 2024 and will have been separated from the County for at least 90 days in accordance with Santa Barbara County Employees' Retirement System policy related to Regulations for IRS Code Section 401(a).

The critical need for Mr. Frapwell's services relates to developing projected construction costs, ongoing operating costs, funding and debt options for new facility additions to the Northern Branch Jail ("additional pods"). This information is necessary for the Board to make a decision in early spring 2025 so that the County can comply with the timelines of the *Murray et al. v. County of Santa Barbara et al.* Remedial Plan and Stipulated Judgment. Mr. Frapwell's extensive expertise on complex projects of this nature, and his specific experience with this project in particular, make him uniquely suited for this work given the existing timelines.

**Background:**

The County Executive Office is responsible for developing the County budget and planning for the cost of implementation of Board policy and directives.

Mr. Frapwell has 30+ years of public sector experience in finance, budgeting, and administration. During his time with the County, he helped lead the development of debt financing options for major capital projects and worked on staffing and budget issues related to the Sheriff's Office and other departments. His extra help appointment will ensure timely and accurate completion of the cost analysis and financing options mentioned above. The department anticipates that Mr. Frapwell will be needed in this extra help role for a limited duration of three to six months, depending on when the project is completed, but for no more than 960 hours per fiscal year.

**Budgeted:** Yes, the department is able to absorb the cost of the temporary position within existing available funding.

**Fiscal Impacts:**

It is anticipated that Mr. Frapwell will be providing policy and administrative services up to 960 hours at an hourly rate of \$128.38, with a total cost not to exceed \$123,249. In accordance with California Government Code Section 7522.56(d), Mr. Frapwell will perform this work at a salary rate that does not exceed the maximum authorized in the County's salary tables for a position with comparable duties at the Assistant CEO level. This extra help position will be covered by existing budgeted funds. This rate is comparable or less than existing rates for consultants in this field.

**Authored by:**

Paul Clementi, Budget Director