



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: Sheriff
Department No.: 032
For Agenda Of: February 2, 2016
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: 4/5ths

TO: Board of Supervisors
FROM: Departments: Bill Brown, Sheriff – Coroner
Contact Info: Acting Chief Deputy Julie McCammon, 681-4246
Chief Financial Officer Douglas Martin, 681-4293
SUBJECT: Personnel Resolution for Additional five (5) FTEs under AB900 project

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: CEO/Human Resources

As to form: Yes

Recommended Actions:

That the Board of Supervisors consider recommendations as follows:

- a. Approve attached Resolution and allocate to the Sheriff's Office the following new positions effective February 1, 2016.
 - i. One (1) FTE AOP Senior (class 7030), Range (\$4,524.01 - \$5,604.27 approximately per month)
 - ii. Two (2) FTE Custody Sergeant (class 2109), Range (\$5,754.54 - \$7,025.25 approximately per month)
 - iii. Two (2) FTE Custody Special Duty Deputy (class 2107), Range (\$4,954.82 - \$6,048.82 approximately per month)
- b. Approve Budget Journal Entry #0004329, drawing \$247,569 from the North Branch Jail Operations Fund Balance to pay for the positions for the remainder of FY2015-16.
- c. Determine that the above actions are government fiscal activities or funding mechanisms which do not involve any commitment to any specific project which may result in a potentially

significant impact on the environment, and are therefore not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(4) of the CEQA guidelines.

Summary Text:

In the Board letter dated April 15, 2014, the Board approved the preliminary staffing Plan for the Northern Branch Jail. The Sheriff’s Office requires five (5) FTEs to assist with the Northern Branch Jail transition team. These positions will focus on providing additional assistance needed for the Northern Branch Jail transition team, hiring and the training of personnel. The positions are also in line with the May 2015 Special Hearing on the Northern Branch Jail.

While these five positions were originally part of a transition plan that included both the Northern Branch Jail and the STAR Facility, they are still necessary to achieve the current Northern Branch Jail staffing requirements. However, due to cessation of the STAR Facility project, and delays in the implementation of the transition plan, a revised plan and hiring schedule is necessary. It is currently under development by the Sheriff’s Office and will be presented to the Board at the Budget Workshops in April.

Background:

The Northern Branch Jail Project is an ongoing Capital Project (General Services Project #8600). The project was approved by the Board on October 2, 2012 (Ref.12-00752). The capital construction is partially funded by an up to 90% Conditional Award from the State under AB900 Phase II. County match funding was approved on February 19, 2013 (Ref. 13-00120), and appropriate budget revisions made at that time.

In preparation for the additional personnel planned under AB900, the first hiring of staff consists of one (1) AOP Senior which will be assigned to the Northern Branch Jail Transition Team. Two (2) Custody Sergeants, one assigned to the Training Bureau and the other assigned to the Northern Branch Jail Transition Team. In addition, two (2) Custody Special Duty Deputies will be assigned to the Human Resources Bureau to assist with recruitments and background checks on candidates.

Fiscal and Facilities Impacts:

If this action is approved, all the positions would be filled via an internal promotional process and would occur in March 2016.

	# of Positions	FY15/16 Rate	FY15/16 FTE	FY15/16 Cost	Other Costs	FY16/17 Cost (Budget)
AOP Senior	1.0	106,280.95	0.33	35,426.98		113,936.24
Custody Sergeant	2.0	162,718.50	0.67	108,479.00		327,603.00
Custody Deputy, S/D	2.0	143,494.54	0.67	95,663.02		288,523.66
Background School for HR for 2 FTE					3,000.00	
Sergeant School for 2 FTE					5,000.00	
				239,569.01	8,000.00	730,062.89

Funding for these new positions and the training cost will be drawn from the Northern Branch Jail Operations fund. Budget Journal Entry #0004329 appropriates \$239,569 to Salaries & Benefits and \$8,000 will be appropriated to Training in the Services & Supplies object level for a total of \$247,569.

The existing NBJ Operations Funding Plan anticipated \$300,000 would be drawn for such purposes in FY2015-16 and that \$2.7 million would be drawn in FY2016-17. For cost tracking purposes, expenses will be coded to the Northern Branch Jail project in the Sheriff's Office. Once the Northern Branch Jail is constructed and in operation, these positions would transition to the new facility as part of the operations team.

Special Instructions:

Clerk of the Board: Please send a copy of the Minute Order to Acting Chief McCammon, Sheriff's Office, Custody Operations. Please send copies of the Personnel Resolution to County Human Resources and the Sheriff's Office Human Resources Bureau.

Attachments:

- A. Personnel Resolution
- B. Budget Journal Entry #0004329

Authored by:

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Chief Financial Officer Douglas Martin, Sheriff's Office ext. 4293