

SHERIFF - CORONER



COUNTY OF SANTA CRUZ

MARK TRACY
SHERIFF-CORONER

701 OCEAN ST., RM. 340
SANTA CRUZ, CALIFORNIA 95060

PHONE (408) 454-2985
FAX (408) 454-2353

Agenda: June 9, 1998

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

VIOLENT OFFENDER INCARCERATION PROGRAM GRANT AWARD

Dear Members of the Board:

On February 24, 1998, your Board authorized the Sheriff-Coroner to submit a grant application to the California State Board of Corrections (BOC) for the Federal Violent Offender Incarceration Grant Program. These grant **unds** are to be utilized specifically for construction to "harden" facilities that house violent offenders. The BOC defines hardening as "...**necessary** architectural or security enhancements to increase security levels to enable violent offenders to be safely housed..." The primary focus of this grant program is to increase security with regard to violent offenders as defined under Penal Code Section 667.5. I am pleased to report to your Board that on May 22, 1998, the County was awarded a grant in the amount of \$995,550 (copy of award letter attached).

Grant Information

As described in the grant application, the award will be used to reconfigure and upgrade the Water Street Main Jail security control modules, which includes remodeling and upgrading security controls in housing units for the facility's inmates. The total proposed project will result in both hardening the facility's security in accordance with the grant's criteria and maximizing the safety of staff and inmates at the Water Street Main Jail.

Significantly, the grant has very strict completion dates for each phase of events required to complete the project. The Board of Corrections has emphasized to all successful applicants that any inability to meet any of the project time line milestones will be grounds for revocation of the grant award funding. Construction on the project must begin by April 9, 1999 and must be completed by December 31, 1999.

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Project Management Services

A project of this scope and complexity, with a multitude of BOC reporting requirements within specific time frames, presents major challenges to its successful completion. Grant funds cannot be used for architectural/engineering services nor for construction management services. It is anticipated that the architectural and engineering services that will be necessary for the project will be paid for as a part of the County's cash match, which is discussed below. Project management and construction inspection services will be financed by the Sheriffs Alien Assistance Grant which will be included in the supplemental budget.

Fiscal Actions

The grant requires a ten percent local cash match, which under the Board of Correction's formula is \$110,617. The match will be used for architectural/engineering services necessary for the project. Funds to begin this project were budgeted in various accounts in the current year Plant and General Services Department budgets which are now proposed to be reprogrammed to meet the required match.

Attached to this letter is a resolution authorizing the Sheriff-Coroner to accept the grant award under the provisions stipulated by the Board of Corrections. Additionally, a resolution for accepting and appropriating the grant award is attached, with the funds being placed in the Water Street Jail Plant Budget (Index 191120). At this time, it is also necessary for your Board to approve the attached transfer of funds for the County's match to the Water Street Jail Plant Budget. The placement of all funds in the single project account will provide both organized contract administration and careful tracking of project costs,

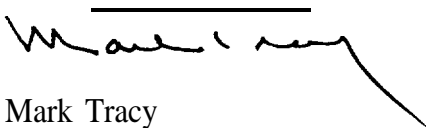
It is therefore RECOMMENDED that your Board:

1. Adopt resolution accepting the grant award from the California State Board of Corrections in the amount of \$995,550 under the Federal Violent Offender Incarceration Grant Program;
2. Adopt the attached resolution accepting and appropriating \$995,550 in revenue from the California State Board of Corrections into the Plant Budget (Index 191120 - Water Street Jail);
3. Approve transfer of funds in the amount of \$10,000;
4. Adopt the attached resolution accepting and appropriating \$10,000 in revenue from the General Fund Services and Supplies account into the Plant Budget (Index 19 1120 - Water Street Jail);

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- 5. Approve transfer of funds in the amount of \$100,6 17; and
- 6. Direct the Sheriff-Coroner to submit a supplemental budget request regarding project management and construction inspection services.

Sincerely,



Mark Tracy
Sheriff-Coroner

Recommended:



Susan A. Mauriello
County Administrative Officer

Attachments

cc: General Services
Auditor-Controller
County Administrative Office



May 26, 1998

Sheriff Mark Tracy
Santa Cruz County Sheriffs Department
259 Water Street
Santa Cruz, CA 95060-4009

Dear Sheriff Tracy:

**Re: Federal Violent Offender/Truth-in-Sentencing Grant Award – Adult Facility
Project # 054-97 - Catalog of Federal Domestic Assistance # 16-586**

Congratulations on receiving a Federal Violent Offender Incarceration/Truth-in-Sentencing grant award in an amount up to \$995,550 made by the Board of Corrections (BOC) at its meeting on May 22, 1998. The award is from the 15 percent allowable under Federal requirements to units of local government to develop, expand, modify, or improve local adult detention facilities. Attached is a press release issued by the Youth and Adult Correctional Agency (YACA) on all county projects that received awards. If county personnel are interested in attending the grant management training on June 4, 1998 (as previously announced), but have not yet signed up, another flyer is also attached.

Grant Award Description and Contract Dates. Your grant award is based upon the project description and all information contained in your county's construction proposal document, including the number of beds to be added or modified, improvements to be made, and all identified timelines. **Consistent with your county proposal, the date(s) under which your county must be under contract with the BOC and commence construction is: 4/9/99. Federal limits require construction to be complete by June 30, 2001.** The BOC, at its meeting on May 22, 1998, stipulated that all awards under this program are contingent upon "meeting BOC-approved project scope, state and Federal precontractual requirements, timelines from fund award to BOC construction contract, including construction start date, and meeting all state and Federal contract conditions."

As you are aware, construction must comply with all laws and standards, including the provisions of Titles 15, 19, and 24, California Code of Regulations (operational, fire safety, and construction standards for local adult detention facilities). Federal officials have advised us that any unspent grant funds revert to the State of California for return to the Federal government; the funds cannot be reallocated after the Federal completion date.

Initial Technical Assistance Meeting. We invite you to have your project team leader contact your assigned project field representative **Doug Holien**; 916-445-5073 to schedule an initial technical assistance meeting within the next 30 to 45 days.

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The purpose of the meeting will be to review the current status of your project; address precontractual submittal questions; review the state and Federal contract requirements, including information for contract and budget development; address any standards or technical design questions related to compliance; and to provide your **staff** with necessary state and Federal reference materials (e.g., OMB circulars, Equal Opportunity Program Plan material, etc.).

Note: If architectural drawings and specifications are already complete (at the stage of schematic design or later), two sets of full-size drawings should be forwarded to the BOC in advance of the meeting, along with a program statement as defined in Title 24, California Code of Regulations.

Ongoing Technical Assistance and Monitoring. During the course of the project, BOC staff is available to provide technical assistance. In addition, Federal grant monitors and BOC staff will conduct periodic on-site monitoring to observe construction progress and completion. All construction projects funded under this program will be summarized in reports to the Federal Government. These reports will be the basis for reporting to Congress on the program.

Assignment of County Construction Administrator and County Contact Person. As in the Board of Supervisors' resolution for this project, the following persons are identified to act on your behalf on the day-to-day management of this project: County Construction Administrator Nancy Carr-Gordon and County Contact Roger Wildey. Therefore, BOC staff will correspond directly with those staff empowered on the county's behalf; BOC staff can take no action when contacted by consultants or contractors.

No Supplantation . . . Cautions Provided to the BOC. Supplantation is prohibited and Federal officials have indicated the following: "Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds which have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program. . ." Therefore, if this grant award is part of a larger county-funded, state-funded, or Federal-funded construction project, we urge consultation with your county administrator, county auditor, county counsel, or other officials to establish mechanisms to document that the grant award does not replace funds otherwise dedicated or appropriated for construction activities. Please retain this documentation in your official project file in the event of monitoring or audit.

Precontractual Requirements. Attached is a summary of general precontractual requirements and submittals for all grantees. These requirements must be met before the BOC enters into a formal contract for the project and ~~before any grant funds can be released.~~ ur p r o j e c t t e a m will want to review these requirements and work closely with assigned BOC staff during the precontractual process.

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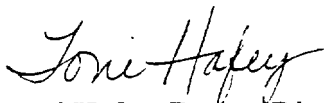
Page 3
May 26, 1998

Contract Requirements. Attached to your designated County Construction Administrator's copy of this letter is the *BOC Contract Administration and Audit Guide* for this program. If additional copies are needed, please contact your assigned field representative. It is also available on our Web site at www.bdcorr.ca.gov. Your project team will want to review the manual in preparation for the initial technical assistance meeting, including the contract requirements. State counsel and the Department of Finance have reviewed the contract language and general conditions. Conditions are similar to past state construction contracts, and language is not negotiable.

Invoicing/Reporting. Payment of grant funds is made in arrears, on a quarterly reimbursement of actual expenditures, as documented on a quarterly invoice and progress report. Match must be expended at least proportional to the expenditure of grants. Normally, warrants are issued to the county within 20 days.

Congratulations, again, on receiving a grant award to help improve your local adult detention facility. If you have any questions, please do not hesitate to contact your BOC-assigned project field representative or me.

Sincerely,



Toni Hafey, Deputy Director
Corrections Planning and Programs Division

- cc: County Construction Administrator (all material)
- County Contact (all material except manual)
- CPPD and FSO field representatives (all material except manual)
- Project File (all material except manual)

Attachments

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BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO.

On the motion of Supervisor
Duly seconded by Supervisor
The following resolution is adopted

RESOLUTION AUTHORIZING THE SHERIFF-CORONER TO ENTER INTO
A GRANT CONTRACT WITH THE CALIFORNIA BOARD OF CORRECTIONS
FOR GRANT FUNDS UNDER THE FEDERAL VIOLENT
OFFENDER INCARCERATION PROGRAM

WHEREAS, the California Board of Corrections., Executive Steering Committee, has recommended that the County of Santa Cruz be awarded grant funds under the Federal Violent Offender Incarceration Grant Program, pursuant to a duly authorized application by the Sheriff-Coroner; and,

WHEREAS, the proposed grant of \$995,550.00 is recommended for the upgrade of the Santa Cruz County main jail's security electronics system, to include control rooms, panels/electronics, intercoms, CCTV monitors and door controls; and,

WHEREAS, approval of the proposed grant obligates the County of Santa Cruz to appropriate hard cash matching funds in the amount of 10% of the grant; and,

WHEREAS, the Board of Corrections requires, as a condition of the grant approval process, that the Board of Supervisors of Santa Cruz County adopt a resolution making certain commitments.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Santa Cruz that the Sheriff-Coroner is authorized to enter into a grant contract with the California Board of Corrections for grant funds under the Federal Violent Offender Incarceration Program.

NOW, THEREFORE, BE IT FURTHER RESOLVED that Nancy Carr Gordon shall be the County Construction Administrator and that Kathy Samms shall be the Project Financial Officer.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the County of Santa Cruz will adhere to the state and federal requirements and terms of the grant contract in the expenditure of grant funds.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the County of Santa Cruz will appropriate sufficient funds to meet the 10% hard cash matching funds requirement.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Supervisors has reviewed the potential that the security upgrade project may require additional staff or operating costs and is committed to providing for such additional staff or costs should they result from the project.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the security upgrade project, once completed, will be fully and safely staffed and operated consistent with Title 15, California Code of Regulations.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the County of Santa Cruz will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site of the main jail subject to the construction in this grant project, or lease the facility for operation by other entities, without permission and instructions from the Office of Justice Programs, U.S. Department of Justice.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this ____ day of _____, 1998, by the following vote:

AYES: SUPERVISORS
NOES: SUPERVISORS
ABSENT: SUPERVISORS
ABSTAIN: SUPERVISORS

Chair of the Board of Supervisors

ATTEST: _____
Clerk of the Board

Approved as to form:

Harry A. Oberhelman III
HARRY A. OBERHELMAN III
Assistant County Counsel

DISTRIBUTION: County Administrative Office
Sheriff-Coroner
Detention Bureau
County Counsel

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO. _____

On the motion of Supervisor _____
duly seconded by Supervisor _____
the following resolution is adopted:

RESOLUTION ACCEPTING **UNANTICIPATED** REVENUE

WHEREAS, the County of Santa Cruz is a recipient of funds from _____
CA. State Board of Corrections Main Jail Security System Upgrade program; and

WHEREAS, the County is recipient of funds in the amount of \$ 995,550.
which are either in excess of **those anticipated** or are not specifically set
forth in the current fiscal year budget of the County: and

WHEREAS, pursuant to Government Code Section **29130(c)/29064(b)**, such funds
may be made available for specific appropriation by a four-fifths vote of
the Board of Supervisors;

NOW, THEREFORE, BE **IT** RESOLVED AND ORDERED that the Santa Cruz County
Auditor-Controller accept funds in the amount of \$ 995,550. into

Department Sheriff-Coroner

<u>T/C</u>	<u>Index Number</u>	<u>Revenue Subobject Number</u>	<u>Account Name</u>	<u>Amount</u>
	191120	1095	Federal - Other	995,550.

and that such funds be and are hereby appropriated as follows:

<u>T/C</u>	<u>Index Number</u>	<u>Expenditure Subobject Number</u>	<u>PRJ/UCD</u>	<u>Account Name</u>	<u>Amount</u>
	191120	1095 6610		Building and Structure	995,000.

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been
researched and that the Revenue(s) (has been) (will be) received within the
current fiscal year.

By *[Signature]*
Department Head

Date 6-2-98

COUNTY ADMINISTRATIVE OFFICER

Recommended to Board

Not Recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this _____ day of _____ 19____ by the following vote (requires four-fifths vote for approval):

AYES: SUPERVISORS

NOES: SUPERVISORS

ABSENT: SUPERVISORS

Chairperson of the Board

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:

[Signature]

County Counsel

#191120

APPROVED AS TO ACCOUNTING DETAIL:

[Signature] 6/21/98

Auditor-Controller

Distribution:

- Auditor-Controller
- County Council
- County Administrative Officer
- Originating Department

COUNTY OF SANTA CRUZ
 REQUEST FOR TRANSFER OR REVISION
 OF BUDGET APPROPRIATIONS AND/OR FUNDS

11

Department: Sheriff-Coroner

Date: June 2, 1998

TO: Board of Supervisors / County Administrative Officer / District Board

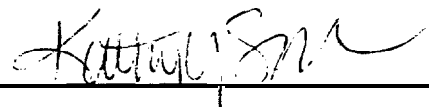
I hereby request your approval of the following transfer of budget appropriations **and/or** funds in the fiscal year ending June **30**, 1998

AUDITORS USE ONLY			
DOCUMENT #	AMOUNT	L/N	T/C NASH
JE 6			

BATCH #	
DATE	Keyed By:

	T/C	INDEX	SUBJECT	USER CODE	AMOUNT	ACCOUNT DESCRIPTION *
T O	0, 2, 1	190000	6100		10, 0, 0, 0, 0, 0, 0	Operations Transfer Out
F R O M	0, 2, 2	333100	3405		1, 0, 0, 0, 0, 0, 0	Services and Supplies

Explanation: Transfer from GSD Services and Supplies, to General Fund Plant Index for subsequent operations/transfers out to plant 40.

Name Kathy Samms  Title Departmental Adm. Analyst

Auditor-Controller's Action: I hereby certify that unencumbered balance(s) is/are available in the appropriations/funds and in the amounts indicated above.
 Auditor-Controller, by P. Sillbaugh Deputy Date 6-2-98

County Administrative Officer's Action: Recommended to Board Approved Not Recommended or Approved
 County Administrative Officer Diana Yuleant Date 6/2/98

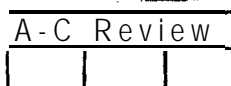
State of California } As the Clerk of the Board of Supervisors of the County of Santa Cruz, I do hereby certify that the foregoing request for
 ss. transfer was approved by said Board of Supervisors as recommended by the County Administrative Officer by an order
 County of Santa Cruz } duly entered in the minutes of said Board on _____, 19____ By _____, Deputy Clerk

(A-C)* Desc: _____ # _____ - Budget Transfer

Distribution: BRD.NAME AGENDA DATE ITEM NO. Goldenrod-Departmental Control Copy

White-Board of Supervisors Green-County Administrative Officer
 Yellow-Auditor-Controller Pink-Originating Department

AUD74 (REV 12/94)

A-C Review  10

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BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO. _____

On the motion of Supervisor _____
duly seconded by Supervisor _____
the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

WHEREAS, the County of Santa Cruz is a recipient of funds from _____
General Fund Operating ~~For~~ Water Street Jail Plant _____ program; and

WHEREAS, the County is recipient of funds in the amount of \$ 10,000
which are either in excess of those anticipated or are not specifically set
forth in the current fiscal year budget of the County; and

WHEREAS, pursuant to Government Code Section 29130(c)/29064(b), such funds
may be made available for specific appropriation by a four-fifths vote of
the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County
Auditor-Controller accept funds in the amount of \$ 10,000 into

Department _____

T/C	Index Number	Revenue Subject Number	Account Name	Amount
001	191120	2462	Operation Transfer	10,000

and that such funds be and are hereby appropriated as follows:

T/C	Index Number	Expenditure Subject Number	PRJ/UCD	Account Name	Amount
021	191120	6610		Building and Structure	10,000

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been
researched and that the Revenue(s) (has been} (will be) received within the
current fiscal year.

By W. A. ...
Department Head

Date 6-2-98

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COUNTY ADMINISTRATIVE OFFICER

DG

Recommended to Board

Not Recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this _____ d a y _____ o f _____ 19 _____ by the following vote (requires four-fifths vote for approval):

AYES: SUPERVISORS

NOES: SUPERVISORS

ABSENT: SUPERVISORS

Chairperson of the Board

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:

[Signature]

County Counsel

191120
APPROVED AS TO ACCOUNTING DETAIL:

[Signature]

Auditor-Controller

Distribution: i
Auditor-Controller
County Council
County Administrative Officer
Originating Department

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COUNTY OF SANTA CRUZ

REQUEST FOR TRANSFER OR REVISION OF BUDGET APPROPRIATIONS AND/OR FUNDS

14

Department: Sheriff-Coroner

Date: June 2, 1998

TO: Board of Supervisors / County Administrative Officer / District Board

I hereby request your approval of the following transfer of budget appropriations **and/or** funds in the fiscal year ending June 30, 1998

AUDITORS USE ONLY				
DOCUMENT #	AMOUNT	L/N	T/C HASH	
JE 6				

BATCH #	
DATE	Keyed By:

	T/C	INDEX	SUBJECT	USER CODE	AMOUNT	ACCOUNT DESCRIPTION *	
T R A N S F E R	T O	021	191120	6610	417003	100 617 .00	CC Grant Match
	F R O M	022	194020	6610	017003	100 617 .00	CC Grant Match

Explanation: Local hard cash match for the California State Board of Corrections, Violent Offender incarceration Grant Program.

Name Kathy Samms Title Departmental Adm. Analyst

Auditor-Controller's Action: I hereby certify that unencumbered balance(s) is/are available in the appropriations/funds and in the amounts indicated above.

Auditor-Controller, by P. Silbaugh Deputy Date 6-2-98

County Administrative Officer's Action: Recommended to Board Approved Not Recommended or Approved

County Administrative Officer Don Schubert Date 6/2/98

State of California } As the Clerk of the Board of Supervisors of the County of Santa Cruz, I do hereby certify that the foregoing request for
County of Santa Cruz } ss. transfer was approved by said Board of Supervisors as recommended by the County Administrative Officer by an order
duly entered in the minutes of said Board on

_____, 19____, Deputy Clerk

(A-C)* Desc: _____ # _____ - Budget Transfer

Distribution: BRD.NAME AGENDA DATE ITEM NO.
 White-Board of Supervisors Green-County Administrative Officer Goldenrod-Departmental Control Copy
 Yellow-Auditor-Controller Pink-Originating Department

A-C Review		