



# LASSEN COUNTY SHERIFF'S OFFICE

1415 Sheriff Cady Lane Susanville, CA 96130

**Administration**  
Phone: (530) 251-8013  
Fax: (530) 251-2884

**Dispatch**  
Phone: (530) 257-6121  
Fax: (530) 257-9363

**Civil**  
Phone: (530) 251-8014  
Fax: (530) 251-2884

**Adult Detention Facility**  
Phone: (530) 251-5245  
Fax: (530) 251-5243

**Dean F. Growdon**  
Sheriff - Coroner

To: Lassen County Board of Supervisors

From: Dean F. Growdon, Sheriff-Coroner

Date: February 28, 2019

Agenda Date: March 12, 2019

## **Discussion:**

In the fall of 2018, the Lassen County Sheriff's Office applied for the Proposition 56 Tobacco Grant, which is managed by the California Department of Justice. Lassen County Sheriff's Office received an award of \$972,986 for a grant period of 32 months. The proposal included two Deputy Sheriff positions to serve as School Resource Officers and to conduct tobacco enforcement operations. It also included 1.5 FTE Community Services Officers who will conduct tobacco prevention and education programs in Lassen County schools, as well as tobacco retailer education and diversion programs.

The Lassen County Sheriff's Office has drafted a proposed budget for the remainder of the 2018/2019 fiscal year, with a total appropriation of \$132,494. These funds will support the positions identified in the original proposal, along with operational expenses and administrative costs.

## **Fiscal Impact:**

No General Fund Impact.

## **Recommendation:**

That the Lassen County Board of Supervisors approve the following actions:

1. Create a new fund and budget unit for the Proposition 56 Tobacco Grant.
2. Authorize additional positions to include: two Deputy Sheriff Positions, and 1.5 FTE Community Services Officer positions.
3. Adopt the proposed budget with an appropriation of \$132,494.

**FISCAL YEAR 2018-2019 ESTIMATED  
Summary**

**Fund:**

**Department : Sheriff**

**Budget Unit Name:**

**Budget Unit Number:**

<b>Account Name</b>	<b>FY 2018/19 Requested</b>	<b>FY2019/2020 Requested</b>	<b>Expansion/ (Reduction)</b>
<b>Total FTE Employees</b>			0.00
<b>Salaries &amp; Benefits</b>	\$ 113,695		
<b>Services &amp; Supplies</b>	\$ 18,800		
<b>Other Charges</b>			
<b>Capital Outlay</b>	\$ -		
<b>TOTAL BUDGET REQUEST</b>	\$ 132,494		
<b>Revenues Available</b>	\$ 132,494		
<b>Fund Balance (if applicable)</b>			
<b>TOTAL REVENUES AVAILABLE</b>	\$ 132,494		
<b>NET GENERAL FUND REQUIRED</b>	\$ 0		

Department Head Signature \_\_\_\_\_

Date: \_\_\_\_\_

ACCOUNT	ACCOUNT NAME	FY 2018/19
		REQUEST

**SHERIFF**

3000100	SALARIES & WAGES	65,083
3000102	UNIFORM ALLOWANCE	800
3000105	CELL PHONE ALLOWANCE	400
3000110	OVERTIME	1,500
3000130	EXTRA HELP	
3000160	FURLOUGH SAVINGS	
3000161	VACANCY SAVINGS	
3000200	RETIREMENT	11,577
3000202	MEDICARE	944
3000204	PERS MEMBER	
3000205	PERS UNFUNDED RETIREMENT LIABILITY	14,318
3000210	SOCIAL SECURITY	1,327
3000300	GROUP INSURANCE - HEALTH	4,574
3000310	FLEX PLAN / CAFETERIA PLAN	7,902
3000320	GROUP INSURANCE - DENTAL	560
3000330	GROUP INSURANCE - LIFE	149
3000340	GROUP INSURANCE VISION	
3000400	WORKERS COMPENSATION INSURANCE	3,959
3000401	WORKERS COMP EXPERIENCE LOSS	
3000501	OTHER POST EMPLOYMENT BENEFITS	602
3000510	UNEMPLOYMENT	
3000520	RETIRES GROUP INSURANCE	
3000750	YE SALARIES AND EMPLOYEE BENEFITS	
<b>SALARIES AND EMPLOYEE BENEFITS</b>		<b>113,695</b>

3001200	COMMUNICATIONS	88
3001500	INSURANCE	266
3001700	MAINTENANCE EQUIPMENT	
3001701	MAINTENANCE OF VEHICLES	
3002200	OFFICE EXPENSE	3,000
3002300	PROFESSIONAL SERVICES	
3002302	IT DIRECT BILL	1,545
3002600	RENTS AND LEASES	2,291
3002701	NON-CAPITALIZED EQUIPMENT	
3002800	SPECIAL DEPARTMENTAL EXPENSE	1,500
3002801	SPECIAL DEPARTMENTAL EXPENSE - A87	750
3002900	TRAVEL AND TRANSPORTATION	4,000
3002901	CONFERENCES AND TRAINING	5,000
3003010	UTILITIES LIGHTS	360
<b>SERVICES AND SUPPLIES</b>		<b>18,800</b>

3006200	EQUIPMENT	
<b>FIXED ASSETS</b>		

**SHERIFF** **132,494**

**FTEs** **3.50**

COPIER	1680
COPIES	1200
UTILITIES	1050
RENT	4500

## REVENUES

**Budget Unit Name: Sheriff**

**Fund:**

**Budget Unit #: 0**

Account	Account Name	Description	Estimated FY 2018/19	Estimated FY 2019/20	Estimated FY 2020/21
2006200	State Other		132,494		
2007400	Other Governmental Agencies				
2009400	LAW ENFORCEMENT SERVICES				
<b>TOTAL</b>			<b>132,494</b>		<b>0</b>

[illegible]



DIVISION OF LAW ENFORCEMENT  
P.O. BOX 161089  
SACRAMENTO, CA 95816-1089  
Telephone: (916) 210-7418  
Fax (916) 731-2100  
E-Mail Address: Shannon.Patterson@doj.ca.gov

December 4, 2018

Lisa Bernard, Youth Services Officer  
Lassen County Sheriff's Office  
1415 Sheriff Cady Lane  
Susanville, CA, 96130

Re: Award Notification

Dear Ms. Bernard,

Congratulations! Your grant application for funds authorized under the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 has been approved for funding in the amount of \$972,986.

The Department was delighted to receive applications totaling over \$50 million to fund many types of projects, including prevention efforts, outreach services, and retailer enforcement. Consequently, many awards were approved with modifications.

Below is a summary of the adjustments to your agency's award.

Line Item	Total Requested	Awarded FY 2018-19	Awarded FY 2019-20	Awarded 2020-21	Total Awarded
Salaries	\$ 738,539	\$ 143,612	\$ 150,792	\$ 158,332	\$ 452,736
Overtime	\$ 31,526	\$ 5,000	\$ 5,250	\$ 5,513	\$ 15,763
Benefits	\$ 573,013	\$ 112,514	\$ 118,124	\$ 124,016	\$ 354,654
Operating Expenses	\$ 131,889	\$ 26,000	\$ 26,000	\$ 26,000	\$ 78,000
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Travel Expenses/Registration Fees	\$ 15,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
Other Expenses	\$ 10,500	\$ 4,500	\$ 3,000	\$ 3,000	\$ 10,500
Administrative Costs	\$ 74,499	\$ 14,831	\$ 15,408	\$ 16,093	\$ 46,333
<b>TOTAL</b>	<b>\$ 1,574,966</b>	<b>\$ 311,457</b>	<b>\$ 323,574</b>	<b>\$ 337,954</b>	<b>\$ 972,986</b>

December 4, 2018

Page 2

In order to expedite this process, please e-mail your application Budget Detail Sheet in Microsoft Excel format, to [TobaccoGrants@doj.ca.gov](mailto:TobaccoGrants@doj.ca.gov). Our team will insert the adjustments made during the award process. Once we finalize the adjustments, we will draft the Memorandum of Understanding and send it to your program contact, along with any other required documents.

The Attorney General will announce the award recipients in a press release on Thursday, December 6th. If your agency would like to coordinate and provide two sentence quote, please contact Press Secretary Jennifer Molina at (213) 247-2803 or by e-mail at [Jennifer.Molina@doj.ca.gov](mailto:Jennifer.Molina@doj.ca.gov).

If you have any questions about this process, please do not hesitate to contact me at (916) 210-7418 or at [TobaccoGrants@doj.ca.gov](mailto:TobaccoGrants@doj.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Shannon Patterson', with a long horizontal flourish extending to the right.

SHANNON PATTERSON  
Staff Services Manager II

For     XAVIER BECERRA  
         Attorney General