

County of Monterey

168 W. Alisal St., 2nd Floor
Monterey Room
Salinas, CA 93901
831.755.5115



Meeting Minutes - Final

Friday, March 3, 2023

2:30 PM

Budget Committee

Attendees: Supervisor Chris Lopez, Chair; Supervisor Glen Church, Vice Chair; Sonia M. De La Rosa, County Administrative Officer; Dewayne Woods, Assistant County Administrative Officer; Ezequiel Vega, County Budget Director; Leslie J. Girard, County Counsel; Rocio Quezada, Committee Secretary; and Elected Officials: Rupa Shah, Auditor-Controller; Mary Zeeb, Treasurer-Tax Collector; and Marina Camacho, Assessor-Clerk-Recorder. A complete list of attendees is on file with the Committee Secretary.

Call to Order

The meeting was called to order at 2:33 p.m.

Public Comment Period

Public comment received by Robert Roach.

Approval of Action Minutes

1. Approve the Budget Committee Action Minutes of January 25, 2023.

The Budget Committee Action Minutes of January 25, 2023 were approved by consensus.

Consent Agenda

Consent Items Nos. 2 through 11

ACTION: Consent Items Nos. 2 through 11 were approved by consensus.

2. Receive the List of Standing and Follow-up Report due to the Budget Committee.
3. Receive the California Department of Finance Bulletin for February 2023.
4.
 - a. Support amending the Fiscal Year (FY) 2022-23 Adopted Positions for Public Works, Facilities and Parks (PWFP), by reallocating one (1) Management Analyst II in General Fund 001, Parks Operations Appropriation Unit PFP058 to one (1) Administrative Operations Manager in General Fund 001, Facility Services Appropriation Unit PFP054, as indicated in Attachment A;
 - b. Support authorizing the Auditor-Controller to amend the FY 2022-23 Adopted Budget by increasing appropriations by \$70,619 in General Fund 001, Facility Services Appropriation Unit PFP054, financed by a decrease in appropriations of \$70,619 in General Fund 001, Parks Operations Appropriation Unit PFP058; and
 - c. Support authorizing the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget.
5.
 - a. Support amending the Fiscal Year (“FY”) 2022-23 County Counsel Adopted Budget (Fund 001-Dept. 1210-Unit 8057-Appropriation Unit COU001) to reallocate one (1) 1.0 FTE Deputy County Counsel IV to one (1) 1.0 FTE Administrative Operations Manager as indicated in Attachment A;
 - b. Support authorizing and directing the County Administrative Office and Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget.
6. Support the request to:

- a. Amend the Housing and Community Development Department (HCD) Budget Unit Administration, 001-3100-8542-HCD001 to reallocate of one (1) filled Full Time Equivalent (FTE) Redevelopment and Housing Project Analyst I to one (1) FTE Redevelopment and Housing Project Analyst II; and
 - b. Authorize the Auditor-Controller, and County Administrative Office to incorporate the position changes in the FY 2022-23 Housing and Community Development Department Adopted Budget, 001-3100-8542-HCD001; and
 - c. Direct Human Resources to implement the changes in the Advantage HRM system.
7. Receive and accept the bi-annual financial report for the Information Technology Department (ITD) for Fiscal Year (FY) 2022-23.
 8. Receive the Monterey County Workforce Development Board Fiscal Year (FY) 2022-23 Semiannual Financial Status Report for the Workforce Innovation and Opportunity Act (WIOA) funded programs through December 31, 2022
 9. It is recommended that the Budget Committee receive a report on Natividad Medical Center's key capital projects from July 1, 2022, through December 31, 2022
 10. Receive Natividad Medical Center's Financial Report for the second quarter (October 2022 thru December 2022) of fiscal year 2023.
 11. Receive a report on Key Capital Projects managed by the Public Works, Facilities and Parks Department (PWFP) for the period from July 1, 2022 through December 31, 2022 (Fiscal Year 2022-23, Quarters One and Two).

Regular Agenda

12. a. Receive the Monterey County Financial Forecast, which assesses the County's fiscal condition for the current year and three forecast years (FY 2023-24 through FY 2025-26);
- b. Receive the annual update to the County's General Financial Policies including technical corrections; and
- c. Provide direction to staff.

ACTION: The Committee received the County's Financial Forecast for the current year and three forecast years (FY23-24 through FY25-26), and an update to the County's General Financial Policies.

13. Receive and accept a report from the Office of the District Attorney on their financial estimates for their End-of-Year (EOY) fiscal status, for FY 2022-23.

ACTION: The Committee received a report from the District Attorney's Office on their financial estimates for their end-of-year fiscal status.

14. a. Receive the Bi-Annual Report from the Assessor County Clerk Recorder; and
- b. Receive a report on the current year estimated deficit.

ACTION: The Committee received a report from the Assessor County Clerk Recorder on their current year estimated deficit.

15. Receive the Sheriff's Office Fiscal Year (FY) 2022-23 Mid-Year Financial Status Report.

ACTION: The Committee received a report from the Sheriff's Office on their mid-year financial status.

16. a. Support amending the Sheriff's Office Budget Unit 2300-8273-Fund 001-Appropriation Unit SHE001 to reallocate one (1) 1.0 FTE Management Analyst II position to one (1) 1.0 FTE Management Analyst III as indicated in Attachment A; and
b. Support directing the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget.

ACTION: The Committee supported the recommendations under Item No. 16.a. and 16.b. by consensus.

17. a. Support amending the FY 2022-23 Human Resources Department Adopted Budget (Fund 001-Dept. 1060-Unit 8496-Appropriation Unit HRD001) to reallocate and approve the reclassification of one (1) 1.0 FTE Management Analyst III to one (1) 1.0 FTE Human Resources Program Manager as indicated in Attachment A;
b. Support amending the FY 2022-23 Human Resources Department Adopted Budget (Fund 001-Dept. 1060-Unit 8496-Appropriation Unit HRD001) to approve the reclassification of one (1) incumbent from Personnel Analyst to Associate Personnel Analyst as indicated in Attachment A;
c. Support amending the FY 2022-23 Human Resources Department Adopted Budget (Fund 001-Dept. 1060-Unit 8402-Appropriation Unit HRD001) to reallocate one (1) 1.0 FTE Associate Personnel Analyst to one (1) 1.0 FTE Management Analyst II and transfer it from Unit 8402 to Unit 8445, and reclassify the incumbent filling this position from Personnel Analyst to Management Analyst II as indicated in Attachment A;
d. Support authorizing and directing the County Administrative Office, Human Resources Department, and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget.

ACTION: The Committee supported the recommendations under Item No. 17.a. thru 17.d. by consensus.

18. a. Support amending Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to reestablish the Managing Deputy District Attorney classification and retitle the classification to Chief Deputy District Attorney with the salary range as indicated in Attachment A;
b. Support amending the Office of the District Attorney's Budget Unit 8062-Fund 001-Appropriation Unit DIS001 to reallocate one (1) Deputy District Attorney IV position to one (1) Chief Deputy District Attorney as indicated in Attachment A;
c. Support directing the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM System.

ACTION: The Committee supported the recommendations under Item No. 18.a. thru 18.c. by consensus.

19. a. Support amending the Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to create the classification of Emergency Communications Manager with the salary range as indicated in Attachment A;

- b. Support amending the Emergency Communications Department Budget Unit 1520-8507-Fund 028-Appropriation Unit EME004 to reallocate three (3) Management Analyst III positions to three (3) Emergency Communications Manager positions and approve the reclassification of two (2) Management Analyst III incumbents to two (2) Emergency Communications Managers as indicated in Attachment A;
- c. Support amending Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to retitle the classification of Emergency Communications Operations Manager to Assistant Director of Emergency Communications as indicated in Attachment A;
- d. Support amending Personnel Policies and Practices Resolution (PPPR) No. 98-394 Section A.10.2 - Assistant Department Heads Designated to retitle the classification of Emergency Communications Operations Manager to Assistant Director of Emergency Communications as indicated in Attachment A;
- e. Support directing the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM System.

ACTION: The Committee supported the recommendations under Item No. 19.a. thru 19.e. by consensus.

- 20. Receive a report on the financial condition report of County Service Area 17 - Rancho Tierra Grande. Support a budget amendment to increase appropriations by \$20,977 to complete an Engineer's Report and subsequent Proposition 218 election required to establish an annual assessment to fund services, including open space and storm drainage maintenance.

ACTION: The Committee received a report on the financial condition of County Service Area 17. CSA 17 will end the year with a negative fund balance of \$17,334. The Committee supported a recommendation of a 3-year loan to be repaid by CSA 17 property owners.

- 21. Support the request to authorize the Auditor-Controller to amend the Fiscal Year (FY) 2022-23 Adopted Budget, General Fund 001, Contributions-Other Agencies Appropriations Unit CAO007, to increase appropriations by \$35,000, financed by a decrease in appropriations of \$35,000 in General Fund 001, Contingencies Appropriation Unit CAO020 to contribute to the Pajaro/Sunny Mesa Community Services District (District) for Pajaro Neighborhood Park (Park) maintenance.

ACTION: The Committee supported the recommendation to use \$35,000 in Contingencies for the Pajaro Neighborhood Park maintenance.

Adjournment

The meeting adjourned at 4:10 p.m.

The next regular meeting is scheduled on March 29, 2023 at 1:30 p.m.