



Monterey County

168 West Alisal Street,
2nd Floor
Salinas, CA 93901
831.755.5115

Action Minutes Budget Committee

Monday, March 2, 2015

1:00 PM

Monterey Room

SPECIAL MEETING

Attendees: Supervisor Fernando Armenta and Supervisor Jane Parker; Lew Bauman, County Administrative Officer; Charles McKee, County Counsel; Dewayne Woods, Assistant County Administrative Officer; Mary Zeeb, Treasurer-Tax Collector; Michael Miller, Auditor-Controller; and Ebbby Johnson, Committee Secretary. A complete list of all attendees is on file with the Committee Secretary.

Call to Order

The meeting was called to order at 1:02 p.m.

Additions and Corrections

There were no additions or corrections to the agenda.

Public Comment Period

There was no public comment received.

Approval of Action Minutes

1. Approve the Action Minutes of January 28, 2015.
The Action Minutes of January 28, 2015 was approved as submitted.

Consent Agenda

2. Approve the schedule of Committee Reports for 2015.
ACTIONS:
 - Schedule was approved.
 - For future meetings, Supervisor Armenta will conduct Agenda Review with Dewayne Woods to determine which items will be placed under Consent.
3. Receive the California Department of Finance Bulletin for February 2015.
ACTION: Report received.

Regular Agenda

4.
 - a. Receive the Monterey County Financial Forecast, which assesses the County's fiscal condition for the current year and three forecast years (FY 2015-16 through FY 2017-18); and
 - b. Support recommended actions as outlined in the Monterey County Financial Forecast.

ACTIONS:

- Report received.
- Supervisor Parker requested a report back at the next meeting in March to better understand and ways of how to improve the management of the General Fund:
 - o What are cost drivers that impact the General Fund Balance.
 - o What are strategies to manage some of the cost drivers.
 - o Review the Budget Award feedback for improvements.

5.
 - a. Provide direction on revision of the County Financial Policies including an additional \$2.0 million above and beyond to the contribution percentage share for the Road Fund as approved in May of 2014.
 - b. Support taking the County Financial Policies to the Board of Supervisors including direction as provided by the Budget Committee.

ACTIONS:

- Supervisor Parker recommended staff seek out Legislative opportunities and collaborate with the Transportation Agency for Monterey County (TAMC) for State support to handle future financial challenges of the Road Fund.
- A motion was made by Supervisor Parker, seconded by Supervisor Armenta to reject the revised policies as presented and to forward the Financial Policies previously adopted for FY 2014-15 to the Board for consideration for the development of the FY 2015-16 Recommended Budget. (2-0)

6. Support the recommendation to authorize the Auditor-Controller to increase revenue and appropriations in the Department of Emergency Communications Fiscal Year 2014/15 adopted budget (Fund 001 Appropriation Unit EME001) by \$476,502.82 for the purchase of E9-1-1 Customer Premise Equipment using State Emergency Telephone Number Account (SETNA) funds.

ACTION: A motion was made by Supervisor Parker, seconded by Supervisor Armenta to support the recommendation. (2-0)

7.
 - a. Support amending the Human Resources Budget 1060, HRD001-8402 to add one (1) Associate Personnel Analyst and one (1.0) Personnel Technician-Confidential as indicated in Attachment A;
 - b. Support amending the Human Resources Budget 1060, HRD001-8404 to add one (1) Risk & Benefits Analyst as indicated in Attachment A;
 - c. Support directing the County Administrative Office to incorporate the approved changes in the FY 2014-15 Adopted Budget to reflect the change in position counts;
 - d. Support authorizing the Auditor-Controller to increase Appropriations in

HRD001, Human Resources, by \$93,116 offset by an Interfund Reimbursement of \$93,116 from AUD006, Capital Project Automation. (4/5ths Vote Required)

ACTION: A motion was made by Supervisor Parker, seconded by Supervisor Armenta to support recommendations 7.a. through 7.d. (2-0)

8. Support the approval of an increase in appropriations totaling \$73,084.09 in AUD002 - Annual Audits and an increase in revenue totaling \$73,084.09 in CAO007 - Contributions to fund HdL Companies 15% recovery fee for obtaining an additional \$487,227.93 in Public Safety Sales Tax for Monterey County. (4/5th's Vote Required)

ACTION: A motion was made by Supervisor Parker, seconded by Supervisor Armenta to support the recommendation. (2-0)

9. Support request to:
- a. Amend Fiscal Year (FY) 2014-15 Health Department Budget 4000-HEA014-8438 to add 1.0 FTE Business Technology Analyst IV, add 1.0 FTE Business Technology Analyst III; and add 1.0 FTE Supervising Department Information Systems Coordinator; and
 - b. Authorize the County Administrative Office and the Auditor Controller to incorporate the position and budget changes in the FY 2014-15 Budget.

ACTION: A motion was made by Supervisor Armenta, seconded by Supervisor Parker to support recommendations 9.a. through 9.b. (2-0)

10. Support the Request to Adopt a Resolution to:
- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix A to create the classification of Clinic Operations Supervisor;
 - b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix A to create the classification of Assistant Director, Public Health Laboratory;
 - c. Amend the salary range for the position of Director, Public Health Laboratory;
 - d. Amend the Health Department Budget (4000-HEA007-8097) to reallocate one (1) To Be Determined Allocations to one (1) Clinic Operations Supervisor;
 - e. Amend the Health Department Budget (4000-HEA007-8099) to reallocate one (1) To Be Determined Allocations to one (1) Clinic Operations Supervisor;
 - f. Amend the Health Department Budget (4000-HEA007-8101) to reallocate one (1) To Be Determined Allocations to one (1) Clinic Operations Supervisor;
 - g. Amend the Health Department Budget (4000-HEA007-8105) to reallocate one (1) To Be Determined Allocations to one (1) Clinic Operations Supervisor;
 - h. Amend the Health Department Budget (4000-HEA007-8449) to reallocate one (1) To Be Determined Allocation to Management Analyst III;

- i. Amend the Health Department Budget (4000-HEA003-8124) to reallocate one (1) To Be Determined Allocation to one (1) Assistant Director, Public Health Laboratory; and
- j. Authorize the County Administrative Office to reflect these approved changes in the Fiscal Year 2014-15 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

ACTION: A motion was made by Supervisor Parker, seconded by Supervisor Armenta to support recommendations 10.a. through 10.j. (2-0)

11.

Support the request to:

- a. Amend Fiscal Year (FY) 2014 Health Department Budget 4000-HEA003-8124 to add 2.0 FTE Public Health Nurse III positions; delete 1.0 FTE Secretarial Assistant; delete 1.0 FTE Supervising Public Health Epidemiologist position;
- b. Amend Fiscal Year (FY) 2014 Health Department Budget 4000-HEA004-8121 to reallocate 6.0 FTE filled Office Assistant II positions to 6.0 FTE Office Assistant III positions and delete a vacant 1.0 FTE Office Assistant II;
- c. Amend Fiscal Year (FY) 2014 Health Department Budget 4000-HEA003-8124 to add 1.0 FTE Public Health Nurse III; and
- d. Authorize the County Administrative Office to reflect approved changes in the Fiscal Year 2014-15 Adopted Budget.

ACTION: A motion was made by Supervisor Armenta, seconded by Supervisor Parker to support recommendations 11.a. through 11.d. (2-0)

12.

- a. Support approving an increase in estimated appropriations in the amount of \$350,000 in the Economic Development Department's Inclusionary Housing Fund appropriations Unit 009-8208-DEO002; and
- b. Support authorizing the Auditor-Controller to amend the FY 2014-15 Economic Development Department Community Development adopted budget, Fund 009, Unit 8208 and Appropriation Unit DEO002, to increase estimated appropriations by \$350,000.

ACTION: A motion was made by Supervisor Parker, seconded by Supervisor Armenta to support recommendations 12.a. through 12.b. (2-0)

13.

- a. Support the amendment of the Fiscal Year 2014-15 Sheriff's Office budget 2300-8273 to reallocate one (1.0) FTE Executive Director-Administrative Bureau to one (1.0) FTE Chief Deputy Sheriff effective January 10, 2015;
- b. Support the amendment of the Fiscal Year 2014-15 Sheriff's Office budget 2300-8273 to add one (1.0) FTE Administrative Secretary-Confidential effective January 5, 2015; and
- c. Support the authorization of the County Administrative Office to incorporate the changes in the Fiscal Year 2014-15 Sheriff's Adopted Budget.

ACTION: A motion was made by Supervisor Armenta, seconded by Supervisor Parker to support recommendations 13.a. through 13.c. (2-0)

14. a. Support approving an increase in appropriations of \$15,000 in the FY 2014-15 Adopted Budget for Resource Management Agency County Service Area No. 66 - Oak Tree Views Fund 087-3000-8198-6835-RMA083 to pay for additional open space mowing, fence repair and tree removal work (4/5th vote required); and
- b. Support authorizing the Auditor-Controller to amend the FY 2014-15 Adopted Budget for Resource Management Agency County Service Area No. 66 - Oak Tree Views RMA Appropriation Unit 8198, RMA083 to increase appropriations in the amount of \$15,000 where the Resource Management Agency RMA083 Unassigned Fund Balance of \$15,000 is the financing source to balance the appropriation increase.

ACTION: A motion was made by Supervisor Parker, seconded by Supervisor Armenta to support recommendations 14.a. through 14.b. (2-0)

Monthly Reports

15. a. Receive a Monthly Budget and Schedule Status Report on the Jail Housing Addition, Project 8819 (Project); and
- b. Approve Changing the Required Frequency of Budget and Schedule Status Reporting from Monthly to Quarterly for the Project to allow greater coordination of financial period reporting.

ACTIONS:

- Dewayne Woods requested future quarterly reports include the cash flow for the project.
- A motion was made by Supervisor Armenta, seconded by Supervisor Parker to receive report and support recommendations 15.a. through 15.b. (2-0)

16. a. Receive Monthly Budget and Schedule Status Report on the New Juvenile Hall, Project 8811 (Project); and
- b. Approve Changing Required Frequency of Budget and Schedule Status Reporting from Monthly to Quarterly for the Project to allow greater coordination of the financial period reporting.

ACTIONS:

- Dewayne Woods requested future quarterly reports include the cash flow for the project.
- A motion was made by Supervisor Armenta, seconded by Supervisor Parker to receive report and support recommendations 16.a. through 16.b. (2-0)

17. Receive the Natividad Medical Center Financial Report for December 31, 2014

ACTION: A motion was made by Supervisor Armenta, seconded by Supervisor Parker to receive report. (2-0)

Quarterly Reports

18. Receive a quarterly report on Resource Management Agency-Public Works Capital Projects.
ACTION: A motion was made by Supervisor Parker, seconded by Supervisor Armenta to receive the quarterly report. (2-0)
19. Receive and accept the Monterey County Water Resources Agency (MCWRA) 2nd Quarterly Financial Status report through December 2014.
ACTION: A motion was made by Supervisor Parker, seconded by Supervisor Armenta to receive and accept the quarterly report. (2-0)

Adjournment

The meeting was adjourned at 2:11 p.m. The next regular meeting is scheduled on March 25, 2015 at 1:30 p.m. in the Monterey Room.