



# Monterey County

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

## Action Minutes - Draft Budget Committee

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Thursday, November 19, 2020

3:00 PM

Monterey Room

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### Special Meeting

#### Attendees:

Supervisor Jane Parker, Chair; Supervisor Luis A. Alejo, Vice Chair; Charles McKee, County Administrative Officer; Dewayne Woods, Assistant County Administrative Officer; Ezequiel Vega, County Budget Director; Les Girard, County Counsel; Rupa Shah, Auditor-Controller; Mary Zeeb, Treasurer-Tax Collector; and Rocio Quezada, Committee Secretary.

Excused: Steve Vagnini, 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 3:12 p.m.

#### Public Comment Period

There was no public comment received.

#### Approval of Action Minutes

1. Approve the Budget Committee Action Minutes of October 28, 2020.

The Budget Committee Action Minutes of October 28, 2020 were approved by consensus.

#### Consent Agenda

Consent Items Nos. 2 through 10

**ACTION:** Consent Items Nos. 2 through 10 were approved by consensus.

2. Adopt the Budget Committee 2021 Meeting Schedule.
3. Receive the List of Standing and Follow-Up Reports due to the Budget Committee.
4. Receive the California Department of Finance Bulletin for October 2020.
5. a. Support amending the Department of Social Services Budget Unit 001-5010-8262-SOC005 to add one (1) Program Manager II (60I02) to backfill for a current employee that will be assigned to the

California Statewide automated Welfare System (CalSAWS) Migration Project;

- b. Support authorizing the County Administrative Office to incorporate the changes to the FY 2020-21 Adopted Budget Unit 001-5010-8262-SOC005 to reflect the change in position counts;
  - c. Support approval for an increase in appropriations and estimated revenues of \$100,313 for the Social Services Budget Unit 001-5010-8262-SOC005 FY 2020-21 Adopted Budget; and
  - d. Support authorizing the Auditor-Controller to amend the FY 2020-21 Adopted Budget by increasing appropriations and estimated revenues by \$100,313 in the Social Services Budget Unit 001-5010-8262-SOC005.
- 6.**
- a. Support amending the Department of Social Services Budget Unit 001-5010-8262-SOC005 to reallocate six (6) Social Worker V's to six (6) Social Worker III's, one (1) Accounting Clerical Supervisor to one (1) Supervisor Office Assistant, and one (Principal Office Assistant to one (1) Associate Personnel Analyst;
  - b. Support amending the Department of Social Services IHSS Public Authority Budget Unit 005-5010-8259-SOC008 to reallocate one (1) Social Worker V to one (1) Social Worker III, and
  - c. Support authorizing the County Administrative Office to incorporate the changes to the FY 2020-21 Adopted Budget Unit 001-5010-8262-SOC005 and 005-5010-8259-SOC008 to reflect the change in position counts.
- 7.**
- a. Support amending the Fiscal Year (FY) 2020-21 Health Department Adopted Budget 001-4000-8438-HEA014 to delete 1.0 FTE vacant Chronic Disease Prevention Specialist II, and add 1.0 FTE Chronic Disease Prevention Coordinator, resulting in estimated increased costs of \$2,730 for FY 2020-21 and \$5,460 for FY 2021-22, financed by a corresponding increase in revenue; and
  - b. Support directing the Auditor-Controller and County Administrative Office to incorporate the position changes in the FY 2020-21 Health Department Adopted Budget 001-4000-8438-HEA014.
- 8.**
- a. Support the Board of Supervisors approving and authorizing the Auditor Controller to amend the Fiscal Year 2020-21 Adopted Budget to increase appropriations and revenues by \$116,789 for the Parks Operations, where the financing source is the California Department of Forestry and Fire Protection California Climate Investments (CCI) Fire Prevention Grant Program to manage wildfire risk at Jacks Peak County Park through fuel load reduction.
- 9.** Receive a report on the Mental Health Services Act (MHSA) fund balance.
- 10.** Receive Natividad Medical Center's Financial Report for the first quarter (Q1) July thru September 2020.

### **Regular Agenda**

- 11.** Recommend approval of the following actions with regard to the professional services agreement with TMD Creative to provide strategy, design and placement of public health messaging to address the Covid 19 pandemic emergency in Monterey County:
- a. Extend to the contract period for 6 months to May 31, 2021, and
  - b. Increase the contract the contract amount by \$335,000 to a total of \$744,959

- c. Authorize the Chair of the Board of Supervisors to sign the amended contract
- d. Adopt a resolution authorizing and directing the Auditor-Controller to amend the FY 2020-21 Office of Emergency Services Adopted Budget, Fund 001, Appropriation Unit CAO 005, to increase appropriations by \$335,000, financed by a release of Cannabis Tax Assignment (BSA 001-3132)

**ACTION: The Committee supported the recommendations under Item No. 11.a. through 11.d. by consensus.**

12.
  - a. Receive a report on the Housing and Economic Development Division's unspent cannabis assignment funds of \$35,597.50 from fiscal year 2019-20;
  - b. Support authorizing the Auditor-Controller to amend the FY 2020-21 Adopted Budget by increasing appropriations in the Housing and Economic Development Division (001-8514-CAO038) by \$35,597.50, financed by a release of Cannabis Tax Assignment, Fund 001, Balance Sheet Account 3132; and
  - c. Support authorizing the Housing and Economic Development Division to use the \$35,597.50 in FY 2020-21 toward housing development, homelessness consultants and a contribution to the Fondo Empresarial Emergency Loan Program.

**ACTION: The Committee supported the recommendations under Item No. 12.a. through 12.c. by consensus.**

13. Support authorizing the Auditor-Controller to amend the FY 2020-21 Adopted Budget for the Cannabis Program (001-1050-8533-CAO004) to increase appropriations by \$33,927, where the financing source is the Cannabis Tax Assignment fund balance (001-3132).

**ACTION: The Committee supported the recommendation under Item No. 13 by consensus.**

14. Receive and support a recommendation to:
  - a. Support the request to amend the FY 2020-21 Human Resources Department Adopted Budget (001-1060-8401-HRD001) to add one 1.0 FTE Human Resources Program Manager as indicated in Attachment A;
  - b. Support the request to authorize and direct the Auditor-Controller to amend the FY 2020-21 Adopted Budget by increasing appropriations in the Human Resources Department (001-8401-HRD001) by \$94,587, funded out of contingencies; and
  - c. Support the request to authorize and direct the Auditor-Controller and County Administrative Office to incorporate these changes in the FY 2020-21 Adopted Budget.

**ACTION: The Committee supported the recommendations under Item No. 14.a. through 14.c. by consensus.**

15.
  - a. Support amending Fiscal Year 2020-21 Auditor-Controller budget (1110-AUD001-8011-001) in reallocating one (1) Administrative Services Assistant (14C70) to one (1) Administrative Services Officer (14C71); and
  - b. Support authorizing the Auditor-Controller and County Administrative Office to incorporate the approved changes in the Fiscal Year 2020-21 Adopted Budget.

**ACTION: The Committee supported the recommendations under Item No. 15.a. and 15.b. by**

consensus.

16. Support Recommendation to:
- a. Authorize the Auditor-Controller to amend the FY 2020-21 Adopted Budget in the Facility Master Plan Projects, Fund 404, Appropriation Unit RMA015, to increase appropriations by \$1,614,318 financed by savings from the rescoping of the New Juvenile Hall Project in the same amount;
  - b. Authorize the Auditor-Controller to transfer \$1,614,318 from the FY 2020-21 Facility Master Plan Projects, Fund 404, Appropriation Unit RMA015 to the Building Improvement and Replacement Fund 478, Sub-Fund BIR, Appropriation Unit CAO047;
  - c. Authorize the Auditor-Controller to amend the FY 2020-21 Adopted Budget in the Building Improvement and Replacement Fund 478, Sub-Fund BIR, Appropriation Unit CAO047, to increase appropriations by \$1,614,318 financed by an operating transfer from the Facility Master Plan Projects, Fund 404, Appropriation Unit RMA015;
  - d. Authorize the Auditor-Controller to transfer of up to \$1,614,318 for the Jail Housing Addition Project 8819 on a reimbursement basis from the FY 2020-21 Building Improvement and Replacement Fund 478, Sub-Fund BIR, Appropriation Unit CAO047, to Facility Master Plan Projects, Fund 404, Appropriation Unit RMA015;
  - e. Authorize the Auditor-Controller to amend the FY 2020-21 Adopted Budget in the Capital Projects Fund 402, Appropriation Unit RMA014, to increase appropriations by \$58,218 to transfer funds to Fund 478 where the financing source is unassigned fund balance generated by savings from various capital projects;
  - f. Authorize the Auditor-Controller to amend the FY 2020-21 Adopted Budget in Building Improvement and Replacement Fund 478, Sub-Fund BIR, Appropriation Unit CAO047, to increase appropriations by \$58,218 financed by the transfer of unassigned fund balance from Capital Projects Fund 402, Appropriation Unit RMA014; and
  - g. Authorize the Auditor-Controller to transfer \$58,218 from the FY 2020-21 Capital Projects Fund 402, Appropriation Unit RMA014, to the Building Improvement and Replacement Fund 478, Appropriation Unit CAO047.

**ACTION: The Committee supported the recommendations under Item No. 16.a. through 16.g. by consensus.**

### Monthly Reports

17. Receive a status report on the New Juvenile Hall, Project 8811.

**ACTION: The Committee received a status report on the New Juvenile Hall Project.**

### Audits

18. Support approval of the Auditor-Controller's Fiscal Year 2020-21 and FY 2021-22 Internal Audit Plan.

**ACTION: The Committee received and supported the Auditor-Controller's FY 2020-21 and FY 2021-22 Internal Audit Plan.**

### **Adjournment**

The meeting adjourned at 4:19 p.m.

The next meeting is scheduled on December 16, 2020 at 1:30 p.m. in the Monterey Room.