

Standing & Follow-Up Reports due to the Budget Committee – 2017

Updated: 6/12/2017

I.D.	Last Report Date	Responsible Party	Description	Action	Report due:
<u>Monthly Reports</u>					
1	05/31/17	NMC – Daniel Leon	NMC Financial Report	NMC Monthly Financial Report (through period ending 01/31/2017)	Monthly
<u>Quarterly Reports due (fiscal year):</u> 1 st Qtr. – Oct.; 2 nd Qtr. – Jan.; 3 rd Qtr. – Apr.; 4 th Qtr. – Jul					
1	04/28/17	Chris Donnelly	OET/WIB Budget Report	Monthly data and budget report (through 3/31/2017)	July
2	02/22/17	Elliott Robinson	Social Services Quarterly Report	Caseload Data/Expenditure Report (through period ending 12/31/2016)	June
3	05/31/17	Carl Holm	Parks Financial Status Report	Financial Status Report (Fund 001) (through period ending 12/31/16)	August
4	05/31/17	Carl Holm	Parks Financial Status Report	Financial Status Report (Fund 452) (through period ending 12/31/16)	August
5	05/31/17	Don Searle	RMA - Jail Housing Project	Budget & Schedule Status Report (through 03/31/2017)	August
6	05/31/17	Don Searle	RMA - Juvenile Hall Project	Budget and Schedule Status Report (through 03/31/2017)	August
7	03/29/17	Dewayne Woods	CAO - Schilling Place Utilization Project	Facility Utilization Project (Schilling Place) (through period ending 12/31/16)	July
8	03/29/17	Dewayne Woods	RMA – East/West Wing Project	Budget and Schedule Status Report (through period ending 12/31/16)	July
<u>Bi-Annual Reports due:</u> January & July					
1	01/25/17	Steve Vagnini	Assessor-Clerk-Recorder Report	Report from Assessor-Clerk-Recorder Bi-Annual Report.	July
2	02/22/17	Eric Chatham	ITD Financial Report	Report Bi-Annually financial report through FY 2016-17	July
3	10/26/16	Steve Mauck Valerie Shapton	Risk Management Report	Report on General Liability and Workers' Comp cases.	June
4	2/22/17	Andrea Rosenberg	NMC Key Capital Projects	NMC Quarterly Key Capital Projects Report	July
5	03/29/17	Cathy Paladini	WRA Financial Status Report	WRA Bi-Annual Financial Status Report (submitted through period ending 12/30/16).	July
6	12/12/16	Enrique Saavedra	RMA - Key Capital Projects	RMA-Public Works Bi-Annual Capital Projects Report (submitted through period ending 09/30/2016)	July
NEW	5/31/17	Sheriff Bernal	Financial Status Report	The Under Sheriff presented the Sheriff's Office FY 2016-17 projected financial status report showing a \$4.2 million shortfall. ACTIONS: 1) Forward to the Board for consideration during Budget Hearings; and 2) The Committee requested receiving a mid-year financial status report to help monitor unforeseen financial strains to be able to respond accordingly.	January 2018

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<u>Annual Report</u>					
1	10/26/16	Nick Chiulos Joann Iwamoto	IGLA - Performance Management Report	Received an Annual Report on Performance Management FY 2014-15. Next report due in June 2016.	October
2	08/31/16	Michael Petrie (EMS Director) Joanne Iwamoto	SB 658, Automated External Defibrillators	Received a status report on SB 658, Automated External Defibrillators. The Committee requested a status report on the program on an annual basis regarding the usage, training involved, protocol, reporting & monitoring.	August
<u>Other Pending Items</u>					
1	05/31/17	Sheriff Bernal	OT Comparison Costs Report	Report received. ACTION: The Under Sheriff reported the OT is due to unforeseen events such as the Soberanes fire and Winter Storm and escorts for the new facility construction site and facility reviews related to legal matters, in addition to the standard employee calls/medical leaves/workers' comp claims and late night coverage for major incidents. Currently 23 New Officers have been hired and are in the new hire process which will help ease some of the OT. No further action.	CLOSED
NEW	5/31/17	Sheriff Bernal	Safety/Preventative Injuries (Workers' Comp) Report	Two Safety employees have been hired and a report will be submitted at a later date to illustrate the success of programs implemented to decrease injuries, maintain staffing levels, back to work programs, etc.	October
2	5/31/17	Manny Gonzalez Susan Chapman	Benchmark Study	5/31/17: Update received. ACTION: Upon completion of positions classifications, a report on the restructure of the Department will be submitted. 3/29/17: Status report received. The Department is currently undergoing some staff reclassifications/position studies. In addition, the Department will be moving in June/August at which time the Public Defender will be able to return with a more comprehensive management structural plan to include an immigration specialist position pending funding.	June
3	04/28/17	Carl Holm John Snively	Capital Improvement 5-Year Plan – Unfunded Projects	The Committee supported the 5-Year CIP Plan move forward to the Board for consideration; however, the list of Unfunded Projects should be held back and brought back to the Budget Committee upon receipt of pending State & local taxes (Measure X & SB 1) with an updated list of priorities of the Unfunded Projects. Awaiting receipt of funds at which time a report will be submitted anticipated for the meeting in June.	June

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4	5/31/17	Ezequiel Vega	Fund 023 – Programs Funded	<p><u>5/31/17</u>: Report received. No further action.</p> <p><u>4/28/17</u>: The Committee requested a list of programs financed under Fund 023. Report back at the next meeting in May.</p>	CLOSED