



Monterey County

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

Action Minutes - Draft Budget Committee

Tuesday, November 13, 2018

10:00 AM

Monterey Room

Special Meeting

Attendees: Supervisor Jane Parker, Chair; and Supervisor Luis A. Alejo, Vice Chair; Lew Bauman, County Administrative Officer; Charles McKee, County Counsel; Dewayne Woods, Assistant County Administrative Officer; Paul Lewis, County Budget Director; Rupa Shah, Assistant Auditor-Controller; Raquel Escorcia and Juan P. Lopez, CAO Analysts; Mary Zeeb, Treasurer-Tax Collector; and Ebby Johnson, Committee Secretary. A complete list of attendees is on file with the Committee Secretary.

Call to Order

The meeting was called to order at 10:35 a.m.

Additions and Corrections

There was a correction to Item No. 17, referencing No. 15, should be changed to reference No. 16.

Public Comment Period

There was no public comment received.

Approval of Action Minutes

1. Approve the Budget Committee Action Minutes for October 10, 2018 and October 31, 2018.

The Budget Committee Action Minutes for October 10, 2018 and October 31, 2018 were approved as submitted.

Consent Agenda

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

2. Adopt the 2019 Budget Committee Meeting Schedule.
3. Receive the California Department of Finance Bulletin for October 2018.

4.
 - a. Support amending the Department of Social Services Budget Unit 001-5010-8262-SOC005 to reallocate one (1) Principal Office Assistant to one (1) Senior Secretary, and seven (7) Social Work Supervisor II to seven (7) Social Work Supervisor I; and
 - b. Support authorizing the County Administrative Office to incorporate the changes to the FY 2018-19 Adopted Budget Unit 001-5010- 8262-SOC005 to reflect the change in position counts.
5. It is recommended that the Budget Committee support the following:
 - (a) An agreement between the County of Monterey and the City and County of San Francisco for the distribution of FY 2018 Urban Area Security Initiative (UASI) Grant Funds; and
 - (b) Designate and authorize the Emergency Services Manager to execute the Agreement; and
 - (c) Approve and authorize the Office of Emergency Services Manager to enter into a MOU with the Bay Area UASI; and
 - (d) Approve amendment of the Fiscal Year (FY) 2018-19 Office of Emergency Services Fund 024/1050/8412/CAO023/UASI Budget to increase estimated revenue and appropriations in the amount of \$121,272; and
 - (e) Authorize the Auditor-Controller to amend the Fiscal Year (FY) 2018-19 Office of Emergency Services Fund 024/1050/8412/ CAO023/UASI Budget to increase estimated revenue and appropriations in the amount of \$121,272.
6. Support amending the Water Resources Agency's FY 2018-19 Adopted Budget by increasing appropriations in various funds financed by unassigned fund balance in the total amount of \$612,799 to cover unforeseen expenditures during the building of the annual budget.
7. Support amending the Water Resources Agency's FY 2018-19 Adopted Budget for Fund 112 Pajaro Levee (112-9300-8484-WRA002) by increasing appropriations in the amount of \$200,000 financed by unassigned fund balance.
8. Support amending the Water Resources Agency's FY 2018-19 Adopted Budget for Fund 127 Moro Cojo Slough (127-9300-8489-WRA017) by increasing appropriations in the amount of \$250,000 financed by unassigned fund balance.
9. Support amending the Water Resources Agency's FY 2018-19 Adopted Budget to fund additional dam and Reclamation Ditch maintenance and operations:
 - a. Increase appropriations by \$90,000 in the WRA Administration Fund (111-9300-8267-WRA001) financed by unassigned fund balance;
 - b. Increase appropriations by \$200,000 in the Dam Operations Fund (116-9300-8485-WRA006) financed by unassigned fund balance;
 - c. Increase appropriations by \$70,000 in the Reclamation Ditch Fund

(122-9300-8487-WRA012) financed by unassigned fund balance; and
d. Increase appropriations by \$80,000 in the Hydro-Electric Operations Fund
(130-9300-8490-WRA022) financed by unassigned fund balance.

10. Receive the Natividad Medical Center Financial Report for September 30, 2018

Quarterly Reports

11. Receive the Monterey County Water Resources Agency FY 2018-19 First Quarter Financial Status Report through September 30, 2018.

ACTION: The Committee received the Monterey County Water Resources Agency Quarterly Financial Report through September 30, 2018.

Regular Agenda

12. Receive and accept the Budget End of Year Report for FY 2017-18 from the County Administrative Office.

ACTION: The Committee received and accepted the Budget End of Year Report for FY 2017-18.

Discussion: The Chair requested an analysis of how much monies the County will be receiving from the passage of Propositions 1, 2 & 6 in future years. A report will be provided during the Three-Year Forecast and an update will also be provided during the Budget Hearings.

13. Receive an informational report regarding Transient Occupancy Tax (TOT) contributions, Proposition 172 allocations, discretionary contributions to outside agencies, and employee compensated absences.

ACTION: The Committee received an informational report on Transient Occupancy Tax contributions, Prop 172 allocations, discretionary contributions to outside agencies, and employee compensated absences. The Chair requested this item be reported monthly for the next several months.

Discussion: The County Administrative Office is to report back regarding Prop. 172 monies distributions to Public Safety agencies and why the Public Defender is not included.

Public Comment: Tammy Blount-Canavan, MC Convention Visitors Bureau; Kimberly Craig, MC Business Council.

14. Receive and file a report from the Agricultural Commissioner's Office regarding unrealized Pesticide Mill Assessment.

ACTION: The Committee received and supported to file a report from the Agricultural Commissioner's Office regarding unrealized Pesticide Mill Assessment.

15. Receive a report on Resource Management Agency (RMA) Key Capital

Improvement Projects for the period January 1, 2018 through June 30, 2018.

ACTION: The Committee received a report on Resource Management Agency Key Capital Projects through June 30, 2018.

- 16.
- a. Support to approve and authorize the Sheriff or Undersheriff to sign a two (2) year Memorandum of Understanding (MOU) with the North Monterey County Unified School District, for provision of up to three (3) School Resource Officers funded via a Tobacco Law Enforcement Grant for a not to exceed amount of \$651,951 per year in FY 2018-19 and FY 2019-20 for a total, not to exceed amount of \$1,303,902 over two (2) years retroactively effective July 18, 2018;
 - b. Support to add one (1) FTE Deputy Sheriff-Enforcement to the Sheriff's Office Budget Unit 001-2300-SHE001-8242 retroactively effective July 18, 2018;
 - c. Support to authorize the County Administrative Office to incorporate the position change into the Sheriff's Office FY 2018-19 Adopted Budget; and
 - d. Support to authorize the Auditor-Controller to increase appropriations and revenues for FY 2018-19 in Sheriff's Office Budget Unit 001-2300-SHE001-8242-6111/5570 by \$217,317 respectively for Year 1 of this MOU.

ACTION: The Committee supported the recommendation under 16.a. and does not support the recommendations under Item Nos. 16.b and 16.c. The Committee further recommended reimbursement to the General Fund under Item No. 16.d to authorize the Auditor-Controller to increase revenues for FY 2018-19 in the amount of \$217,317. The Sheriff's Office was advised to forward any position requests as part of the budget process during budget hearings.

- 17.
- Receive a report from the County Administrative Office, outlining additional points of consideration in reviewing the Sheriff's Office report regarding the request to add an additional deputy position, Item No. ~~15~~ 16 (BC 18-138) on the Budget Committee Agenda for November 13, 2018.

ACTION: The Committee received a report from the County Administrative Office regarding the Sheriff's Office request to add an additional deputy position under Item No. 16.b & 16.c. above (BC 18-138). The Committee supported the recommendations as outlined under Item No. 16 above.

- 18.
- a. Support approving the Auditor-Controller's Internal Audit Charter, Policy and Operations Manual, Fiscal Year 2018-19 Internal Audit Plan; and,
 - b. Support funding for external consulting resource to conduct County-wide Risk Assessment via RFP for a one-time cost not to exceed \$50,000; and,
 - c. Support \$7,400 to fund the initial procurement of customary, audit working papers software, related training, and analytical software; and,
 - d. Support Board approval of a separate Audit Committee Charter to govern the Budget Committee's audit oversight activities; or support Board approval to enhance the Budget Committee's existing policies, procedures, and roles and responsibilities to include required criteria recommended by the Institute of Internal Auditors.

ACTION: The Committee supported the recommendations under 18.a through 18.c by consensus. The Committee requested continuing Item No. 18.d. for further discussions.

Adjournment