



# 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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Monday, February 4, 2019

1:30 PM

Monterey Room

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### SPECIAL MEETING

**Attendees:** Supervisor Luis A. Alejo, Chair and Supervisor Jane Parker, Vice Chair; Lew Bauman, County Administrative Officer; Les Girard, County Counsel; Dewayne Woods, Assistant County Administrative Officer; Paul Lewis, County Budget Director; Rupa Shah, Auditor-Controller; Mary Zeeb, Treasurer-Tax Collector; Steve Vagnini, Assessor-Clerk-Recorder; 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 1:34 p.m.

#### Public Comment Period

There was no public comment received.

This portion of the meeting is reserved for persons to address the Committee on any matter not on this agenda but under the jurisdiction of the Committee.

#### Appointment of Chair

1. Consider appointment of the Chair and Vice Chair of the Budget Committee.

**The Committee approved by consensus to elect Supervisor Alejo as the Chair and Supervisor Parker as the Vice Chair of the Budget Committee.**

#### Approval of Action Minutes

2. Approve the Special Budget Committee Action Minutes for November 13, 2018.

**The Special Budget Committee Action Minutes for November 13, 2018 were approved as submitted.**

#### Consent Agenda

**Consent Item Nos. 3 through 19:**

**ACTION: Consent Item Nos. 3 through 19 were approved by consensus.**

3. Receive the List of Standing & Follow-Up Reports due to the Budget Committee.
4. Receive the California Department of Finance Bulletin for December 2018.
5. Receive the Natividad Medical Center Financial Report for October 31, 2018
6. Receive a Monthly Status Report on the New Juvenile Hall, Project 8811 (Project), for period ending September 2018.
7. Support request to:
  - a. Amend the Fiscal Year (FY) 2018-19 Health Department Budget 023-4000-8410-HEA012 to delete 1.0 FTE vacant Contract Physician and add 1.0 FTE Behavioral Health Service Manager II; and
  - b. Amend the Fiscal Year (FY) 2018-19 Health Department Budget 023-4000-8410-HEA012 to delete 2.0 FTE vacant Patient Service Representative and add 2.0 FTE Medical Assistant; and
  - c. Amend the Fiscal Year (FY) 2018-19 Health Department Budget 023-4000-8410-HEA012 to delete 1.0 FTE vacant Public Health Nurse II and add 1.0 FTE Public Health LVN; and
  - d. Amend the Fiscal Year (FY) 2018-19 Health Department Budget 023-4000-8410-HEA012 to delete 2.5 FTE vacant Psychiatric Social Worker II and add 3.0 FTE Sr. Psychiatric Social Worker; and
  - e. Amend the Fiscal Year (FY) 2018-19 Health Department Budget 023-4000-8410-HEA012 to delete 0.125, 0.200, 0.250, 0.250, 0.200 (1.025) FTE vacant Behavioral Health Aide and add 1.0 FTE Behavioral Health Aide; and
  - f. Amend the Fiscal Year (FY) 2018-19 Health Department Budget 023-4000-8410-HEA012 to add 0.20 FTE Psychiatric Social Worker II; and
  - g. Amend the Fiscal Year (FY) 2018-19 Health Department Budget 023-4000-8410-HEA012 to add 0.60 FTE Social Worker III; and
  - h. Amend the Fiscal Year (FY) 2018-19 Health Department Budget 4000-8410-HEA012 to add 18.0 FTE Psychiatric Social Worker II, 3.0 FTE Social Worker III, 3.0 Behavioral Health Unit Supervisor, 1.0 FTE Office Assistant III, 1.0 FTE Management Analyst II; and
  - i. Amend the Fiscal Year (FY) 2018-19 Health Department Budget 4000-8410-HEA012 to add 1.0 FTE Secretary; and
  - j. Amend the Fiscal Year (FY) 2018-19 Health Department Budget 4000-8410-HEA012 to add 1.0 FTE Office Assistant II, 1.0 FTE Medical Records Technician, 1.0 FTE Management Analyst II; and
  - k. Amend the Fiscal Year (FY) 2018-19 Health Department Budget 4000-8410-HEA012 to add 1.0 FTE Psychiatric Social Worker II, 1.0 FTE Sr. Psychiatric Social Worker; and
  - l. Amend the Fiscal Year (FY) 2018-19 Health Department Budget 4000-8410-HEA012 to add 1.0 FTE Assistant Bureau Chief; and

m. Amend the Fiscal Year (FY) 2018-19 Health Department Budget 4000-8410-HEA012 to increase revenue and appropriations by \$1,675,194 to accommodate revenue and expenditure increases resulting from the approval of all action items recommended in this report.

**8.**

Support request to:

- a. Amend Fiscal Year (FY) 2018-19 Health Department Budget 4000-HEA004-8121 to delete 1.0 FTE vacant Public Health Program Manager II and add 1.0 FTE Public Health Nurse II; and
- b. Amend Fiscal Year (FY) 2018-19 Health Department Budget 4000-HEA004-8121 to delete 0.5 FTE vacant Public Health Nutritionist II and add 0.5 FTE Occupational Therapist-Physically Handicapped Children; and
- c. Amend Fiscal Year (FY) 2018-19 Health Department Budget 4000-HEA004-8121 to delete 1.0 FTE vacant Senior Therapist-Physically Handicapped Children and add 1.0 FTE Community Services Aide III; and
- d. Amend Fiscal Year (FY) 2018-19 Health Department Budget 4000-HEA003-8124 to delete 1.0 FTE vacant Supervising Public Health Nurse and add 1.0 FTE Health Program Coordinator; and
- e. Amend Fiscal Year (FY) 2018-19 Health Department Budget 4000-HEA003-8124 to delete 1.0 FTE vacant Laboratory Helper and add 1.0 FTE Office Assistant III; and
- f. Amend Fiscal Year (FY) 2018-19 Health Department Budget 4000-HEA003-8124 to delete 2.0 FTE vacant Chronic Disease Prevention Specialist I and add 2.0 FTE Community Service Aide II; and
- g. Amend Fiscal Year (FY) 2018-19 Health Department Budget 4000-HEA003-8124 to delete 1.0 FTE vacant Principal Office Assistant and add 1.0 FTE Community Service Aide II; and
- h. Amend Fiscal Year (FY) 2018-19 Health Department Budget 4000-HEA003-8124 to delete 1.0 FTE vacant Secretary and add 1.0 FTE Community Service Aide II; and
- i. Amend Fiscal Year (FY) 2018-19 Health Department Budget 4000-HEA003-8124 to delete 1.0 FTE Supervising Public Health Nurse and add 1.0 FTE Public Health Nutritionist II; and
- j. Amend Fiscal Year (FY) 2018-19 Health Department Budget 4000-HEA003-8124 to delete 2.0 FTE vacant Public Health Nurse III and add 2.0 FTE Public Health Nurse II; and
- k. Amend Fiscal Year (FY) 2018-19 Health Department Budget 4000-HEA003-8124 to delete 1.0 FTE vacant Public Health Licensed Vocational Nurse and add 1.0 FTE Public Health Nurse II.

**9.**

- a. Support amending the FY 2018-19 Resource Management Agency (RMA), General Fund 001, Unit 8170- Building Services, Appropriation Unit RMA011 Budget to reallocate one (1) Principal Office Assistant position to one (1) Supervising Office Assistant II position, as indicated in the attached Resolution;

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- b. Support amending the FY 2018-19 RMA, General Fund 001, Unit 8196 - Development Services, Appropriation Unit RMA010 Budget to reallocate one (1) Engineering Technician position to one (1) Civil Engineer position and one (1) RMA Services Manager to one (1) Management Analyst II, as indicated in the attached Resolution;
  - c. Support amending the FY 2018-19 RMA, General Fund 001, Unit 8475 - Parks Operations, Appropriation Unit RMA102 Budget to reallocate one (1) Sanitation Worker position to one (1) Parks Utilities and Water Systems Specialist position, as indicated in the attached Resolution;
  - d. Support amending the FY 2018-19 RMA, Road Fund 002, Unit 8195 - Public Works Engineering, Appropriation Unit RMA012 Budget to reallocate one (1) Project Manager II position to one (1) Project Manager III position, as indicated in the attached Resolution;
  - e. Support amending the FY 2018-19 RMA, Road Fund 002, Unit 8443 - Public Works Maintenance, Appropriation Unit RMA012 Budget to create a new allocation for a Road Superintendent position, as indicated in the attached Resolution; and
  - f. Support authorizing the Auditor-Controller, Human Resources Department and the County Administrative Office to incorporate these changes in the FY 2018-19 Budget.
- 10.**
- a. Support a budget increase for Project No. 8404 in FY 2018-19 Fund 402-Capital Projects list from \$262,348 to \$384,774;
  - b. Support authorizing the Auditor-Controller to transfer \$122,426 for the FY 2018-19 from Elections, General Fund 001, Appropriation Unit ELE001 budget to Capital Projects Fund 402, Appropriation Unit RMA014, where sufficient appropriations are available in Elections adopted budget to cover the transfer; and
  - c. Support authorizing the Auditor-Controller to amend the FY 2018-19 adopted budget for Resources Management Agency Capital Projects, Fund 402, (402-3000-8468-RMA014), increasing appropriations by \$384,774 with an operating transfer in of \$122,426, financed by an operating transfer out of \$122,426 from General Fund 001, Elections (001-1410-8064-ELE001).
- 11.**
- Receive and support a recommendation to:
- a. Support authorizing the Auditor/Controller to amend the FY 2018-19 budget for the District Attorney, in support of increased funding received for the VWAP (Victim Witness Assistance Program) grant, by increasing revenues and appropriations by \$144,993;
  - b. Support authorizing the County Administrative Office to create three (3) new positions in District Attorney's Office (2240), in Unit 8063, for two Victim/Witness Advocates (60K02) and one Legal Secretary (80B22).
- 12.**
- Support to reallocate one (1) vacant Sheriff's Sergeant position in the Patrol Unit to Sheriff's Investigative Sergeant.

13.
  - a. Support adding one (1) FTE Accounting Clerical Supervisor position in the Sheriff's Office Budget Unit, 001-2300-SHE001-8224 with non-General Fund resources;
  - b. Support authorizing the County Administrative Office to incorporate the position change into the Sheriff's Office FY 2018-19 Adopted Budget;
  - c. Support authorizing the Auditor-Controller to increase appropriations by \$24,638 for the Sheriff's Office, 001-SHE001-2300-8224-6111, financed by increased revenues of \$24,638, 001-SHE001-2300-8224-5750; and
  - d. Support authorizing the Auditor-Controller to transfer appropriations and revenues of \$24,638 from the Sheriff's Office budget unit, 001-SHE003-2300-8238-6613/5940 to 001-SHE001-2300-8224-6111/5940
14. Support authorizing the County Administrative Office to transfer one (1) Safety Coordinator/Investigator from Resource Management Agency - Administration (001 - 3000 - 8222 - RMA013) to County Counsel - Risk Management (001 - 1210 - 8407 - COU002), and reflect the change in position counts.
15. Support authorizing the Auditor-Controller to increase appropriations by \$10,300 from unassigned fund balance in the Fish and Game Propagation Fund 006-3000-8476-RMA101 to fund the Propagation Fund grant awards up to a total of \$40,000.
16. Support authorizing the County Administrative Office to reallocate one (1) Management Analyst II in County Counsel - Departmental (001 - 1210 - 8057 - COU001) to a Management Analyst III and reflect the change in position counts.
17. Receive a Report on the Governor's Fiscal Year (FY) 2019-20 Proposed Budget.
18. Receive a Cannabis Program report to support the appointment of retiree Robert Roach as a Management Specialist in the Cannabis Program for a limited term.
19. Receive and support a recommendation to approve the reallocation of one (1) Office Assistant II FTE to one (1) Supervising Legal Secretary FTE in the District Attorney's Department (2240).

### **Semi-Annual Reports**

20. Receive the Semi-Annual Report from the Assessor-County Clerk/Recorder

**ACTION: The Committee received the Semi-Annual Report from the Assessor-County Clerk-Recorder summarizing the Supplemental Assessments for the period through December 31, 2018; projections for next year's assessed valuation; and a summary of income generated by the Clerk-Recorder's Office at the mid-point of Fiscal Year 2018-19.**

21. Receive and accept the semi-annual financial report for the Information Technology Department (ITD) for FY 2018-19.

**ACTION: The Committee received and accepted the Semi-Annual report for the Information Technology Department (ITD). The report is an overview of ITD's FY 2018-19 approved budget, estimated year end totals, and the variances for the period through December 31, 2018.**

### **Regular Agenda**

- 22.
- a. Support authorizing the Auditor-Controller to amend the FY 2018-19 Pajaro County Sanitation District Adopted Budget, Fund 151, Appropriation Unit RMA040, increasing appropriations and operating transfers in by \$57,500, financed by an operating transfer out of \$57,500 from the FY 2018-19 General Fund Contingencies (001), Appropriation Unit CAO020, for a sanitation system condition assessment and valuation, rate study, and Proposition 218 election;
  - b. Support authorizing the Auditor-Controller to amend the FY 2018-19 Boronda County Sanitation District Adopted Budget, Fund 156, Appropriation Unit RMA045, increasing appropriations and operating transfers in by \$51,750, financed by Fund 156 fund balance in the amount of \$14,340 and by an operating transfer out of \$37,410 from the FY 2018-19 General Fund Contingencies (001), Appropriation Unit CAO020, for a sanitation system condition assessment and valuation, rate study, and Proposition 218 election;
  - c. Support authorizing the Auditor-Controller to amend the FY 2018-19 County Service Area 75-Chualar Adopted Budget, Fund 093, Appropriation Unit RMA088, increasing appropriations in the amount of \$77,314, where Fund 093 unassigned fund balance is the financing source for a sanitation condition assessment and valuation report and wastewater treatment pond maintenance;
  - d. Support authorizing the Auditor-Controller to transfer \$57,500 from the FY 2018-19 General Fund Contingencies (001), Appropriation Unit CAO020, to Pajaro County Sanitation District, Fund 151, Appropriation Unit RMA040, where the General Fund Contingencies (001), Appropriation Unit CAO020, has sufficient appropriations available in the adopted budget to fund the transfer.
  - e. Support authorizing the Auditor-Controller to transfer \$37,410 from the FY 2018-19 General Fund Contingencies (001), Appropriation Unit CAO020, to Boronda County Sanitation District, Fund 156, Appropriation Unit RMA045, where the General Fund Contingencies (001), Appropriation Unit CAO020 has sufficient appropriations available in the adopted budget to fund the transfer.

**ACTION: The Committee supported to authorize the recommendations under Item Nos. 22.a through 22.e. by consensus.**

- 23.
- a. Support request to the Board of Supervisors that it authorize the Auditor-Controller to amend the FY 2018/19 Adopted Budget, EME001-001-1520-8065, and increase appropriations by \$1,144,664, financed

by \$1,016,278 in additional revenue from Participating Agencies (EME001-001-1520-8065-5445/4675/5750), and a \$128,386 decrease in appropriations in General Fund contingencies (CAO020-001-1050-8034-7811), and

b. Support the request to collect \$350,000 in Reserve monies, funded by \$245,000 payable by Participating Agencies and \$105,000 from unassigned fund balance, which will be restricted in 001-3042-SBSA-ECRF at the end of the fiscal year.

**ACTION: The Committee supported the recommendation under 23.a, and modified the language under Item No. 23.b to authorize the transfer of \$233,256 from Contingencies, and to authorize the transfer of \$105,00 into the ECD project fund for the CAD Program. Actions supported by consensus.**

- 24.
- a. Receive a report on additional staffing needs to prepare for the opening of additional Jail housing units in August 2019;
  - b. Support to add nine (9) Deputy Sheriff-Corrections positions effective March 1, 2019 in the Sheriff's Office Budget Unit, 001-2300-SHE003-8238; and
  - c. Provide staff direction on the preferred funding solution as described in the financing section.

**ACTION: The Committee received a report from the Sheriff's Office on additional staffing needs in preparation for the opening of the new Jail Housing units on August 2019. The Committee took no action and referred the request to the full Board for consideration.**

- 25.
- a. Receive a staff report on cannabis tax revenue, the community engagement process and funding allocations made by the Board of Supervisors using cannabis tax revenue.
  - b. Provide direction to staff.

**ACTION: The Committee received a staff report on cannabis tax revenue, the community engagement process and funding allocations made by the Board of Supervisors using cannabis tax revenue.**

The Committee requested the staff return with options/recommendations on how to institutionalize the use of cannabis revenues with the community priorities and ways to make it part of the budget process based on the priorities.

Public comment received from Francine Rodd, Executive Director, First 5 of Monterey County.

26. Receive a Cannabis Program Status Report with a Budget Appropriation Request.

**ACTION: The Committee received the Cannabis Program Status Report and supported the recommendations outlined in the report under Nos. 1 through 4 to authorize the transfer of \$18,500 from the Cannabis Assignment Fund for payment of invoices to Hinderliter, de Llamas & Associates to prepare a revised fiscal analysis and recommended potential changes to the commercial cannabis tax rates.**

**Monthly Reports**

27. Receive a Monthly Status Report on the New Juvenile Hall, Project 8811 (Project), for period ending November 2018.

**ACTION: The Committee received the monthly status report on the New Juvenile Hall project for the period through November 2018.**

28. Receive the Natividad Medical Center Financial Report for November 30, 2018

**ACTION: The Committee received the Natividad Hospital Financial Report for the period through November 30, 2018.**

**Quarterly Reports**

29. Receive a Quarterly Budget and Schedule Status Report on the Jail Housing Addition, Project 8819 (Project), for period ending September 30, 2018.

**ACTION: The Committee received the Quarterly Budget and Schedule status report on the Jail Housing Addition for the period through September 30, 2018.**

30. a. Receive the Monterey County Workforce Development Board FY 2018-19 First Quarter Financial Status Report for the Workforce Innovation and Opportunity Act (WIOA) funded programs through September 30, 2018.  
b. Support authorizing the Monterey County Workforce Development Board to reduce the frequency of budget reports provided to the Budget Committee from the current quarterly submittals to twice per year.

**ACTION: The Committee received the Monterey County Workforce Development Board (MCWDB) FY 2018-19 1st Quarter Financial Status Report for the Workforce Innovation & Opportunity Act funded programs for the period through September 30, 2018. The Committee authorized the WCWDB to reduce the frequency of the submission of budget reports from quarterly to a Semi-Annual report.**

31. Receive a report on Natividad Medical Center's key capital projects

**ACTION: The Committee received a report on Natividad Hospital's key capital projects.**

**Adjournment**

**The meeting was adjourned at 3:04 p.m. The next regular meeting is scheduled on February 27, 2019 at 1:30 p.m. in the Monterey Room.**