

# County of Monterey

Board of Supervisors Chambers  
168 W. Alisal St. 1st Flr.  
Salinas, CA 93901



## Meeting Agenda - Final-Revised

### Budget Workshop

Tuesday, April 2, 2024

9:30 AM

### Board of Supervisors

*Chair Supervisor Glenn Church - District 2*

*Vice Chair Supervisor Chris Lopez - District 3*

*Supervisor Wendy Root Askew - District 4*

*Supervisor Mary L. Adams - District 5*

*Supervisor Luis A. Alejo - District 1*

**Participation in meetings**

While the Board chambers remain open, members of the public may participate in Board meetings in 2 ways:

1. You may attend the meeting in person; or,
2. You may observe the live stream of the Board of Supervisors meetings at <https://monterey.legistar.com/Calendar.aspx>, <http://www.mgtvonline.com/>, [www.youtube.com/c/MontereyCountyTV](http://www.youtube.com/c/MontereyCountyTV) or <https://www.facebook.com/MontereyCoInfo/>

If you choose not to attend the Board of Supervisors meeting but desire to make general public comment, or comment on a specific item on the agenda, you may do so in 2 ways:

a. submit your comment via email by 5:00 p.m. on the Monday prior to the Board meeting. Please submit your comment to the Clerk of the Board at [cob@co.monterey.ca.us](mailto:cob@co.monterey.ca.us). In an effort to assist the Clerk in identifying the agenda item relating to your public comment please indicate in the Subject Line, the meeting body (i.e. Board of Supervisors Agenda) and item number (i.e. Item No. 10). Your comment will be placed into the record at the Board meeting.

b. you may participate through ZOOM. For ZOOM participation please join by computer audio at: <https://montereycty.zoom.us/j/224397747>

OR to participate by phone call any of these numbers below:

- +1 669 900 6833 US (San Jose)
- +1 346 248 7799 US (Houston)
- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)
- +1 253 215 8782 US
- +1 301 715 8592 US

Enter this Meeting ID number: 224397747 when prompted. Please note there is no Participant Code, you will just hit # again after the recording prompts you.

You will be placed in the meeting as an attendee; when you are ready to make a public comment if joined by computer audio please Raise your Hand; and by phone please push \*9 on your keypad.

**PLEASE NOTE: IF ALL BOARD MEMBERS ARE PRESENT IN PERSON, PUBLIC PARTICIPATION BY ZOOM IS FOR CONVENIENCE ONLY AND IS NOT REQUIRED BY LAW. IF THE ZOOM FEED IS LOST FOR ANY REASON, THE MEETING MAY BE PAUSED WHILE A FIX IS ATTEMPTED BUT THE MEETING MAY CONTINUE AT THE DISCRETION OF THE CHAIRPERSON.**

## Participación en reuniones

Mientras las cámaras de la Junta permanezcan abiertas, los miembros del público pueden participar en las reuniones de la Junta de 2 maneras:

1. Podrá asistir personalmente a la reunión; o,

2. Puede observar la transmisión en vivo de las reuniones de la Junta de Supervisores en <https://monterey.legistar.com/Calendar.aspx>, <http://www.mgtvonline.com/>, [www.youtube.com/c/MontereyCountyTV](http://www.youtube.com/c/MontereyCountyTV) o <https://www.facebook.com/MontereyCoInfo/>

Si elige no asistir a la reunión de la Junta de Supervisores pero desea hacer comentarios del público en general o comentar un tema específico de la agenda, puede hacerlo de 2 maneras:

a. envíe su comentario por correo electrónico antes de las 5:00 p.m. el lunes anterior a la reunión de la Junta. Envíe su comentario al Secretario de la Junta a [cob@co.monterey.ca.us](mailto:cob@co.monterey.ca.us). En un esfuerzo por ayudar al secretario a identificar el tema de la agenda relacionado con su comentario público, indique en la línea de asunto el cuerpo de la reunión (es decir, la agenda de la Junta de Supervisores) y el número de artículo (es decir, el artículo n.º 10). Su comentario se colocará en el registro en la reunión de la Junta.

b. puedes participar a través de ZOOM. Para participar en ZOOM, únase por audio de computadora en: <https://montereycty.zoom.us/j/224397747>

O para participar por teléfono llame a cualquiera de estos números a continuación:

+1 669 900 6833 EE. UU. (San José)  
+1 346 248 7799 EE. UU. (Houston)  
+1 312 626 6799 EE. UU. (Chicago)  
+1 929 205 6099 EE. UU. (Nueva York)  
+1 253 215 8782 EE. UU.  
+1 301 715 8592 EE. UU.

Ingrese este número de ID de reunión: 224397747 cuando se le solicite. Tenga en cuenta que no hay un código de participante, simplemente presione # nuevamente después de que la grabación lo solicite.

Se le colocará en la reunión como asistente; cuando esté listo para hacer un comentario público si se une al audio de la computadora, levante la mano; y por teléfono, presione \*9 en su teclado.

**TENGA EN CUENTA: SI TODOS LOS MIEMBROS DE LA JUNTA ESTÁN PRESENTES EN PERSONA, LA PARTICIPACIÓN DEL PÚBLICO POR ZOOM ES ÚNICAMENTE POR CONVENIENCIA Y NO ES REQUERIDA POR LA LEY. SI LA ALIMENTACIÓN DE ZOOM SE PIERDE POR CUALQUIER MOTIVO, LA REUNIÓN PUEDE PAUSARSE MIENTRAS SE**

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**INTENTA UNA SOLUCIÓN, PERO LA REUNIÓN PUEDE CONTINUAR A DISCRECIÓN DEL PRESIDENTE.**

The Board of Supervisors welcomes you to its meetings, which are regularly scheduled each Tuesday. Your interest is encouraged and appreciated. Meetings are held in the Board Chambers located on the first floor of the Monterey County Government Center, 168 W. Alisal St., Salinas, CA 93901.

As a courtesy to others, please turn off all cell phones and pagers prior to entering the Board Chambers.

**ALTERNATE AGENDA FORMATS:** If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the Clerk of the Board Office.

**CEREMONIAL/APPOINTMENTS/OTHER BOARD MATTERS:** These items may include significant financial and administrative actions, and items of special interest, usually approved by majority vote for each program. The regular calendar also includes "Scheduled Items," which are noticed hearings and public hearings.

**CONSENT CALENDAR:** These matters include routine financial and administrative actions, appear in the supplemental section by program areas, and are usually approved by majority vote.

**TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA:** Walk to the podium and wait for recognition by the Chair. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the Chair, with equal time allocated to opposing sides of an issue insofar as possible. Allocated time may not be reserved or granted to others, except as permitted by the Chair. On matters for which a public hearing is required, please note that a court challenge to the Board's action may be limited to only those issues raised at the public hearing or in correspondence delivered to the Board at or before the public hearing.

**TO ADDRESS THE BOARD DURING PUBLIC COMMENT:** Members of the public may address comments to the Board concerning each agenda item and may comment when the Chair calls for general public comment for items that are not on the day's agenda. The timing of public comment shall be at the discretion of the Chair.

**DOCUMENT DISTRIBUTION:** Documents related to agenda items that are distributed to the Board less than 72 hours prior to the meeting shall be available for public inspection at the Clerk of the Board Office, 168 W. Alisal Street, 1st Floor, Salinas, CA. Documents distributed to the Board at the meeting by County staff will be available at the meeting; documents distributed to the Board by members of the public shall be made available after the meeting.

**INTERPRETATION SERVICE POLICY:** The Monterey County Board of Supervisors invites and encourages the participation of Monterey County residents at its meetings. If you require the assistance of an interpreter, please contact the Clerk of the Board located in the Monterey County Government Center, 168 W. Alisal St., Salinas - or by phone at (831) 755-5066. The Clerk will make every effort to accommodate requests for interpreter assistance. Requests should be made as soon as possible, and at a minimum 24 hours in advance of any meeting of the Board of Supervisors.

La Cámara de Supervisores del Condado de Monterey invita y apoya la participación de los residentes del Condado de Monterey en sus reuniones. Si usted requiere la asistencia de un intérprete, por favor comuníquese con la oficina de la Asistente de la Cámara de Supervisores localizada en el Centro de Gobierno del Condado

de Monterey, (Monterey County Government Center), 168 W. Alisal, Salinas – o por teléfono al (831) 755-5066. La Asistente hará el esfuerzo para acomodar los pedidos de asistencia de un interprete. Los pedidos se deberán hacer lo mas pronto posible, y a lo mínimo 24 horas de anticipo de cualquier reunión de la Cámara de Supervisores.

All documents submitted by the public must have no less than ten (10) copies.

The Clerk of the Board of Supervisors must receive all materials for the agenda packet by noon on the Tuesday one week prior to the Tuesday Board meeting.

Any agenda related writings or documents distributed to members of the County of Monterey Board of Supervisors regarding any open session item on this agenda will be made available for public inspection in the Clerk of the Board's Office located at 168 W. Alisal St., 1st Floor, Salinas, California. during normal business hours and in the Board Chambers on the day of the Board Meeting, pursuant to Government Code §54957.5

#### HELPFUL INFORMATION/INFORMACION UTIL

Sign Up For Alerts on items you may be interested in to keep informed and up to date on the Monterey County Board of Supervisors

To create an Alert please Sign Up and follow the User Guide to create alerts for calendars, meeting details, agenda items and item details at the following link:

<https://monterey.legistar.com/Default.aspx>

If assistance is needed please contact our office at the following email: [cob@co.monterey.ca.us](mailto:cob@co.monterey.ca.us)

Regístrese para recibir alertas sobre artículos que le pueden interesar para mantenerse informado y actualizado sobre la Junta de Supervisores del Condado de Monterey

Para crear una alerta, regístrese y siga la Guía del usuario para crear alertas para calendarios, detalles de reuniones, elementos de agenda y detalles de elementos en el siguiente enlace:

<https://monterey.legistar.com/Default.aspx>

Si necesita ayuda, comuníquese con nuestra oficina al siguiente correo electrónico: [cob@co.monterey.ca.us](mailto:cob@co.monterey.ca.us)

**NOTE: All agenda titles related to numbered agenda items are live web links. Click on the title to be directed to the corresponding Board Report.**

**PUBLIC COMMENT: Members of the public may address comments to the Board concerning each agenda item. The timing of public comment shall be at the discretion of the Chair.**

### **9:30 A.M. - Called to Order**

#### **Roll Called**

#### **Additions and Corrections for Closed Session by County Counsel**

County Counsel will announce agenda corrections and proposed additions, which may be acted on by the Board as provided in Sections 54954.2 of the California Government Code.

#### **Closed Session**

1. Closed Session under Government Code section 54950, relating to the following items:
  - a. Pursuant to Government Code section 54956.9(d)(1), the Board will confer with legal counsel regarding existing litigation:
    - (1) *Carmel Valley Association, et al. v. Board of Supervisors, et al.* (Monterey County Superior Court Case No. M109442)
    - (2) *Ana Regalado Patino, et al. v. County of Monterey, et al.* (United States District Court Case No. 22-CV-01564-BLF)

#### **Public Comments for Closed Session**

#### **The Board Recessed for Closed Session Agenda Items**

Closed Session may be held at the conclusion of the Board's Regular Agenda, or at any other time during the course of the meeting, before or after the scheduled time, announced by the Chairperson of the Board. The public may comment on Closed Session items prior to the Board's recess to Closed Session.

### **10:30 A.M. - Reconvened on Public Agenda Items**

#### **Roll Called**

#### **Pledge of Allegiance**

#### **Additions and Corrections by Clerk**

The Clerk of the Board will announce agenda corrections and proposed additions, which may be acted on by the Board as provided in Sections 54954.2 of the California Government Code.

#### **Ceremonial Resolutions**

2. Adopt a resolution proclaiming the month of April 2024 as “Monterey County Earth Awareness Month” in Monterey County and call upon residents, as well as public and private organizations, to participate in Clean-Up Day events in the cities and unincorporated areas throughout the County. (Supervisor Church)

**Attachments:** [Ceremonial Resolution - Earth Awareness Month](#)

### **Appointments**

- 2.1 Appoint Zaira Cortez-Zacarias to the Commission on the Status of Women as a Primary Representative with a term ending on May 31, 2027. (Nominated by District 1, Supervisor Alejo) (ADDED VIA ADDENDA)

**Attachments:** [Notification to Clerk of Appt - Zaira Cortez- Zacarias](#)

### **Approval of Consent Calendar – (See Supplemental Sheet)**

3. See Supplemental Sheet

### **General Public Comments**

This portion of the meeting is reserved for persons to address the Board on any matters not on this agenda but under the jurisdiction of the Board of Supervisors. Board members may respond briefly to the statement made or questions posed. They may ask a question for clarification; make a referral to staff for factual information or request staff to report back to the Board at a future meeting.

4. General Public Comments

### **Budget Workshop**

5. Board Chair Opening Statement.
6. County Administrative Officer Opening Statement.
7. a. Receive an update on budget development as part of the Board of Supervisors’ Fiscal Year 2024-25 Budget Workshop; and
  - i. Capital Improvement Projects Presentation by Public Works, Facilities and Parks
  - ii. Development Set Aside Presentation by Richard Vaughn
  - iii. Strategic Initiatives and the Budget Presentation by CAO’s Office Staff
- b. Provide direction to staff.

- Attachments:** [Board Report](#)  
[Budget Workshop Presentation](#)  
[DSA Presentation](#)  
[Memo - Budget Enhancement Options](#)  
[Memo - Draft Strategic Goals and Key Objective Topics](#)

**DEPARTMENT BUDGET PRESENTATIONS**

**Finance & Administration**

- 8. a. Auditor-Controller
- b. Human Resources

- Attachments:** [Auditor-Controller Presentation](#)  
[Human Resources Presentation](#)

**Land Use & Environment**

- 9. c. Housing and Community Development
- d. Public Works, Facilities & Parks

- Attachments:** [Housing & Community Development Presentation](#)  
[Public Works, Facilities & Parks Presentation](#)

**Health & Human Services**

- 10. e. Health Department
- f. Social Services

- Attachments:** [Health Presentation](#)  
[Social Services Presentation](#)  
[Revised Social Services Presentation](#)

**Public Safety/Criminal Justice**

- 11. g. District Attorney
- h. Public Defender
- i. Sheriff's Office

- Attachments:** [District Attorney Presentation](#)  
[Public Defender Presentation](#)  
[Sheriff's Office Presentation](#)

**12:00 P.M. - Recessed to Lunch**

**1:30 P.M. - Reconvened**

**Roll Called**

**DEPARTMENT BUDGET PRESENTATIONS (continued if needed)**

**Public Comments**

**Board Discussion and Direction**

**Read Out from Closed Session by County Counsel**

Read out by County Counsel will only occur if there is reportable action(s).

**Adjourned**

**Supplemental Sheet, Consent Calendar**

**Health Department**

12. a. Approve and authorize the Director of Health Services or designee to execute a non-standard Agreement with the University of Pittsburgh of the Commonwealth System of Higher Education to provide access to the National Retail Data Monitor (NRDM), a public health surveillance tool created by the University of Pittsburgh that collects and analyzes over-the-counter drug sales to identify disease outbreaks, effective April 12, 2024, to April 11, 2025, for a total Agreement amount of \$1,520; and
- b. Approve a non-standard Agreement as recommended by the Director of Health Services; and
- c. Approve and authorize the Director of Health Services or designee to sign up to three future amendments where the combined amendments do not exceed 10% (\$152) of the original amount and do not significantly change the scope, total not to exceed a maximum of \$1672.

**Attachments:**     [Board Report Agreement](#)

**General Government**

12. Adopt a resolution to ratify the Proclamation of Local Emergency issued by the County Administrative Officer on March 31, 2024, related to the landslide on State Route 1 near Rocky Creek Bridge that started on March 30, 2024, isolating visitors, and residents, thereby causing conditions of extreme peril to the safety of persons and property nearby. (Item was Added via Additions and Corrections by the Clerk)

**Attachments:**     [Board Report Attachment A Proclamation of Local Emergency, dated March 31, 2024](#)  
                          [Attachment B Draft Resolution Ratifying the Proclamation of a Local Emergency](#)

**Addenda/Supplemental**

13. **Addenda/Supplemental**  
    **Added Item No. 2.1 under Appointments**  
    **Attached a revised powerpoint to Item No. 10 section f.**  
    **Attached two memos to Item No. 7**  
    **Attached a powerpoint to Item No. 8 section a.**



# County of Monterey

## Item No.1

### Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

Legistar File Number: CS 24-012

April 02, 2024

**Introduced:** 3/27/2024

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** Closed Session

Closed Session under Government Code section 54950, relating to the following items:

a. Pursuant to Government Code section 54956.9(d)(1), the Board will confer with legal counsel regarding existing litigation:

(1) *Carmel Valley Association, et al. v. Board of Supervisors, et al.* (Monterey County Superior Court Case No. M109442)

(2) *Ana Regalado Patino, et al. v. County of Monterey, et al.* (United States District Court Case No. 22-CV-01564-BLF)



# County of Monterey

## Item No.2

### Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

Legistar File Number: CR 24-046

April 02, 2024

**Introduced:** 3/27/2024

**Current Status:** Passed

**Version:** 1

**Matter Type:** Ceremonial Resolution

Adopt a resolution proclaiming the month of April 2024 as “Monterey County Earth Awareness Month” in Monterey County and call upon residents, as well as public and private organizations, to participate in Clean-Up Day events in the cities and unincorporated areas throughout the County.  
(Supervisor Church)

**Before the Board of Supervisors in and for the  
County of Monterey, State of California**

**Resolution No.**

Adopt a resolution proclaiming the month of April )  
2024 as “**Monterey County Earth Awareness** )  
**Month**” in Monterey County and call upon residents, )  
as well as public and private organizations, to )  
participate in Clean-Up Day events in the cities and )  
unincorporated areas throughout the County. )

**WHEREAS**, illegal dumping of solid waste and the accumulation of litter are major problems in Monterey County that raise significant concerns regarding the environment, health and safety, property values, and quality of life in our communities; and

**WHEREAS**, illegal dumping and littering occurs at abandoned industrial, residential, or commercial buildings; on publicly and privately-owned vacant lots; and in alleys or roadways throughout Monterey County, negatively impacting tourism and agriculture; and

**WHEREAS**, the Monterey County Health Department’s Environmental Health Bureau is the facilitating member of the Illegal Dumping and Litter Abatement Task Force, a group of state and local public agencies, community members, and business representatives formed to identify and address the causes contributing to illegal dumping and littering in Monterey County; and

**WHEREAS**, the members of the Illegal Dumping and Litter Abatement Task Force have determined that the environmental and financial impacts of illegal dumping and littering to our community are substantial; and

**WHEREAS**, the efforts to mitigate illegal dumpsites and litter is a task that must be addressed through a unified effort of the community, and state and local public agencies, by way of education, increased recycling, funding of clean-up activities, and action; and

**WHEREAS**, in January of 2006 the Illegal Dumping and Litter Abatement Task Force coordinated public resources to establish a Disposal Voucher Coupon Program to fund the cost of solid waste disposal at local landfills, for use by victims of illegal dumping or by community groups in litter abatement activities; and

**WHEREAS**, the Illegal Dumping and Litter Abatement Task Force established a Monterey County Clean-Up day in April of 2006 to promote the Disposal Voucher Coupon Program; and

**WHEREAS**, Clean-Up Day events have been held annually since 2006, with public participation having grown each year to about 2,000 residents volunteering at over 36 locations throughout the County; and

**WHEREAS**, volunteering personally in local cleanup events helps reduce litter as well as nurtures one’s sense of place and community; and

**WHEREAS**, the mission of Earth Month is to broaden, diversify and activate the environmental movement worldwide, through a combination of education, public policy, and consumer campaigns that will be celebrated during the month of April; and

**WHEREAS**, Earth Day events annually have culminated in multi-agency clean-up events such as those held at Carr Lake in Salinas in partnership with multiple agencies including Salinas Valley Solid Waste Authority, Return of the Natives, and the Health Department’s Environmental Health Bureau and with the assistance of volunteers, with thousands of pounds of trash having been collected; and

**WHEREAS**, litter and illegal dumping continues to be an issue of concern within our communities, the Illegal Dumping and Litter Abatement Task Force of Monterey County therefore recognizes April 20, 2024 as a dedicated day to heighten awareness of community clean-up efforts and activities to significantly reduce or eliminate the threats to the environment caused by illegally disposed solid waste, while promoting a clean and healthy Monterey County;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of the County of Monterey on behalf of the County and all residents thereof, does hereby proclaim the month of April, 2024 as **Monterey County Earth Awareness Month**, and salutes the community volunteers who participate in Clean-Up Day activities.

PASSED AND ADOPTED on this 2<sup>nd</sup> day of April, 2024, upon motion of Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book \_\_\_\_\_, on \_\_\_\_\_, 2024.

Dated:

Valerie Ralph, Clerk of the Board of Supervisors,  
County of Monterey, State of California

By \_\_\_\_\_,  
Deputy



# County of Monterey

## Item No.2.1

### Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

Legistar File Number: APP 24-043

April 02, 2024

**Introduced:** 3/29/2024

**Current Status:** Passed

**Version:** 1

**Matter Type:** Appointment

Appoint Zaira Cortez-Zacarias to the Commission on the Status of Women as a Primary Representative with a term ending on May 31, 2027. (Nominated by District 1, Supervisor Alejo)  
(ADDED VIA ADDENDA)



# MONTEREY COUNTY

## CLERK OF THE BOARD OF SUPERVISORS

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**To:** Clerk of the Board's Office

**From:** Linda Gonzalez, Chief of Staff to Supervisor Luis A. Alejo

**RE: Notification to Clerk of Appointment**

**Board of Supervisors' Meeting Date: Tuesday, April 2, 2024**

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**Appointment to the**(Name of the Board, Commission or Committee):Monterey County Commission of The Status of Women

Nominated by (Supervisor/District and or Association): District 1

Representing (Primary, Alternate, At Large, Community Organization, etc.): Primary

**Nominated Appointee:**

Name: Zaira Cortez-Zacarias

**Contact preference:**  USPS Mail or via  Email

**Reason for Nomination:**

New Appointment

Replacing Member:

Reappointment

Filling an Unscheduled/Unexpired Term

Replacing Member:

Reason:  Resignation  Death  Term not completed  Other (explain)

Clerk noticed of Unscheduled/Unexpired Term on:

Earliest Board of Supervisors' meeting date appointment can be set is: Tuesday, April 2, 2024

**Term:**

Start Date: April 2, 2024

Expiration Date: May 31, 2027



# County of Monterey

## Item No.3

### Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

Legistar File Number: OBM 24-041

April 02, 2024

**Introduced:** 3/28/2024

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** Other Board Matters

See Supplemental Sheet



# County of Monterey

## Item No.4

### Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

Legistar File Number: OBM 24-042

April 02, 2024

**Introduced:** 3/28/2024

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** Other Board Matters

General Public Comments



# County of Monterey

## Item No.5

### Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

Legistar File Number: 24-222

April 02, 2024

**Introduced:** 3/18/2024

**Version:** 1

**Current Status:** Agenda Ready

**Matter Type:** General Agenda Item

Board Chair Opening Statement.



# County of Monterey

## Item No.6

### Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

Legistar File Number: 24-223

April 02, 2024

**Introduced:** 3/18/2024

**Version:** 1

**Current Status:** Agenda Ready

**Matter Type:** General Agenda Item

County Administrative Officer Opening Statement.



# County of Monterey

## Item No.7

### Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

Legistar File Number: 24-246

April 02, 2024

**Introduced:** 3/22/2024

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** General Agenda Item

- a. Receive an update on budget development as part of the Board of Supervisors' Fiscal Year 2024-25 Budget Workshop; and
  - i. Capital Improvement Projects Presentation by Public Works, Facilities and Parks
  - ii. Development Set Aside Presentation by Richard Vaughn
  - iii. Strategic Initiatives and the Budget Presentation by CAO's Office Staff
- b. Provide direction to staff.

#### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive an update on budget development as part of the Board of Supervisors' Fiscal Year 2024-25 Budget Workshop; and
  - i. Capital Improvement Projects Presentation by Public Works, Facilities and Parks
  - ii. Development Set Aside Presentation by Richard Vaughn
  - iii. Strategic Initiatives and the Budget Presentation by CAO's Office Staff
- b. Provide direction to staff.

#### SUMMARY/DISCUSSION:

On March 12, 2024, the County Administrative Office (CAO) presented the countywide financial forecast to the Board of Supervisors (Board). The forecast indicates continued growth in discretionary revenues. However, revenue growth is not sufficient to keep up with increased costs of doing business. Rising pension contributions, increased salaries, increased employee health insurance costs, higher workers' compensation and general liability program expenditures, and formulaic increases in general fund subsidies lead to an estimated funding gap of \$26.3 million next fiscal year, \$37.3 million in FY 2025-26, and \$40.3 million by FY 2026-27.

Since the forecast, departments have submitted their requested budgets for next fiscal year, including initial "baseline" plans of operations if increased County contributions are not available. Staff in the County Administrative Office are analyzing the baseline budgets to better understand each department's operational needs and implications to services. These preliminary baseline budgets identify staffing-related funding gaps for continuing 39 positions, including 9 filled positions and 30 vacancies. Departments submitted augmentation requests totaling \$21.9 million to address funding gaps and, in some cases, to add new staff or enhance programs.

As indicated during the March 12, 2024, Board's meeting, all ongoing discretionary revenue has been allocated to departments so there is no ongoing revenue to fund these requests. During the April 2, 2024, Board budget workshop, the Board will receive information and perspectives on the developing

budget for next fiscal year, including presentations from Department Heads. Direction provided in the workshop will be incorporated into the Recommended Budget scheduled to be presented for consideration during the annual budget hearings commencing on May 29, 2024.

OTHER AGENCY INVOLVEMENT:

Development of the Recommended Budget is a collaborative effort between the County Administrative Office and all County departments, with overall direction provided by the Board of Supervisors. This workshop was preceded by a budget workshop with Department Heads on March 22, 2024.

FINANCING:

Receipt of this report do not specifically impact the budget. However, feedback received in the workshop will help shape the overall approach in developing the budget for next fiscal year.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The budget workshop supports the Board’s strategic initiative to promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency. An important objective of this strategic initiative is achieving a balanced budget that sustains core services and efficiently allocates resources. The annual budget workshop helps fulfill this objective.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Ezequiel Vega, Assistant County Administrative Officer, ext. 3078

Approved by: Sonia M. De La Rosa, County Administrative Officer

Attachments: Budget Workshop Presentation



# County of Monterey

**Item No.**

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

**Legistar File Number: 24-246**

April 02, 2024

**Introduced:** 3/22/2024

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** General Agenda Item

- a. Receive an update on budget development as part of the Board of Supervisors' Fiscal Year 2024-25 Budget Workshop; and
- b. Provide direction to staff.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

- a. Receive an update on budget development as part of the Board of Supervisors' Fiscal Year 2024-25 Budget Workshop; and
- b. Provide direction to staff.

**SUMMARY/DISCUSSION:**

On March 12, 2024, the County Administrative Office (CAO) presented the countywide financial forecast to the Board of Supervisors (Board). The forecast indicates continued growth in discretionary revenues. However, revenue growth is not sufficient to keep up with increased costs of doing business. Rising pension contributions, increased salaries, increased employee health insurance costs, higher workers' compensation and general liability program expenditures, and formulaic increases in general fund subsidies lead to an estimated funding gap of \$26.3 million next fiscal year, \$37.3 million in FY 2025-26, and \$40.3 million by FY 2026-27.

Since the forecast, departments have submitted their requested budgets for next fiscal year, including initial "baseline" plans of operations if increased County contributions are not available. Staff in the County Administrative Office are analyzing the baseline budgets to better understand each department's operational needs and implications to services. These preliminary baseline budgets identify staffing-related funding gaps for continuing 39 positions, including 9 filled positions and 30 vacancies. Departments submitted augmentation requests totaling \$21.9 million to address funding gaps and, in some cases, to add new staff or enhance programs.

As indicated during the March 12, 2024, Board's meeting, all ongoing discretionary revenue has been allocated to departments so there is no ongoing revenue to fund these requests. During the April 2, 2024, Board budget workshop, the Board will receive information and perspectives on the developing budget for next fiscal year, including presentations from Department Heads. Direction provided in the workshop will be incorporated into the Recommended Budget scheduled to be presented for consideration during the annual budget hearings commencing on May 29, 2024.

**OTHER AGENCY INVOLVEMENT:**

Development of the Recommended Budget is a collaborative effort between the County

Legistar File Number: 24-246

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Administrative Office and all County departments, with overall direction provided by the Board of Supervisors. This workshop was preceded by a budget workshop with Department Heads on March 22, 2024.

FINANCING:

Receipt of this report do not specifically impact the budget. However, feedback received in the workshop will help shape the overall approach in developing the budget for next fiscal year.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The budget workshop supports the Board's strategic initiative to promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency. An important objective of this strategic initiative is achieving a balanced budget that sustains core services and efficiently allocates resources. The annual budget workshop helps fulfill this objective.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Ezequiel Vega, Assistant County Administrative Officer, ext. 3078

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Attachments: Budget Workshop Presentation

# County of Monterey FY 2024-25 Budget Workshop

Board of Supervisors 04/02/2024



# Order of Presentation

- Current Year Estimate and Forecast
  - General Fund
    - Year end Estimate and Forecast Overview
    - Revenue Trends
    - Expenditure Trends and Cost Drivers
  - Other Funds
- Baseline Budget Requests Summaries
- Augmentation Requests Summaries
- State Budget Impacts
- Next Steps



# Current Year End Estimate and Forecast



# General Fund



# General Fund Current Year Estimate Favorable

- Current year estimate shows positive balance of \$11.4 million adding \$10.7 million to unassigned fund balance

	2022-23	FY 2023-24			2024-25	2025-26	2026-27
	Actual	Adopted	Modified	Year-End Estimate	Forecast		
<b>Available Financing:</b>							
Beg. Unassigned Fund Balance	\$ 4.0	\$ -	\$ 0.7	\$ 0.7	\$ -	\$ -	\$ -
Release of Fund Balance	167.1	11.1	11.6	12.3	-	-	-
Revenues	798.2	836.7	841.9	836.6	831.2	839.3	852.9
Total Financing Sources	\$ 969.3	\$ 847.8	\$ 854.2	\$ 849.6	\$ 831.2	\$ 839.3	\$ 852.9
<b>Financing Uses:</b>							
Assignments/Restrictions	\$ 100.0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures	856.0	844.3	851.8	835.8	860.7	879.9	896.6
<i>Salary Adjustment</i>					(6.6)	(6.7)	(6.8)
Appropriation for Contingencies	-	3.5	2.4	2.4	3.4	3.4	3.4
Total Financing Uses	\$ 956.0	\$ 847.8	\$ 854.2	\$ 838.2	\$ 857.5	\$ 876.6	\$ 893.2
Ending Unassigned Fund Balance	\$ 13.3	\$ -	\$ -	\$ 11.4	\$ (26.3)	\$ (37.3)	\$ (40.3)

Forecasted years show a deficit of \$26.3 million in FY 2024-25 which grows to \$37.3 and \$40.3 million in FY 2025-26 and FY 2026-27

The deficit for FY 2024-25 for status quo operations is estimated at \$12.6 million.

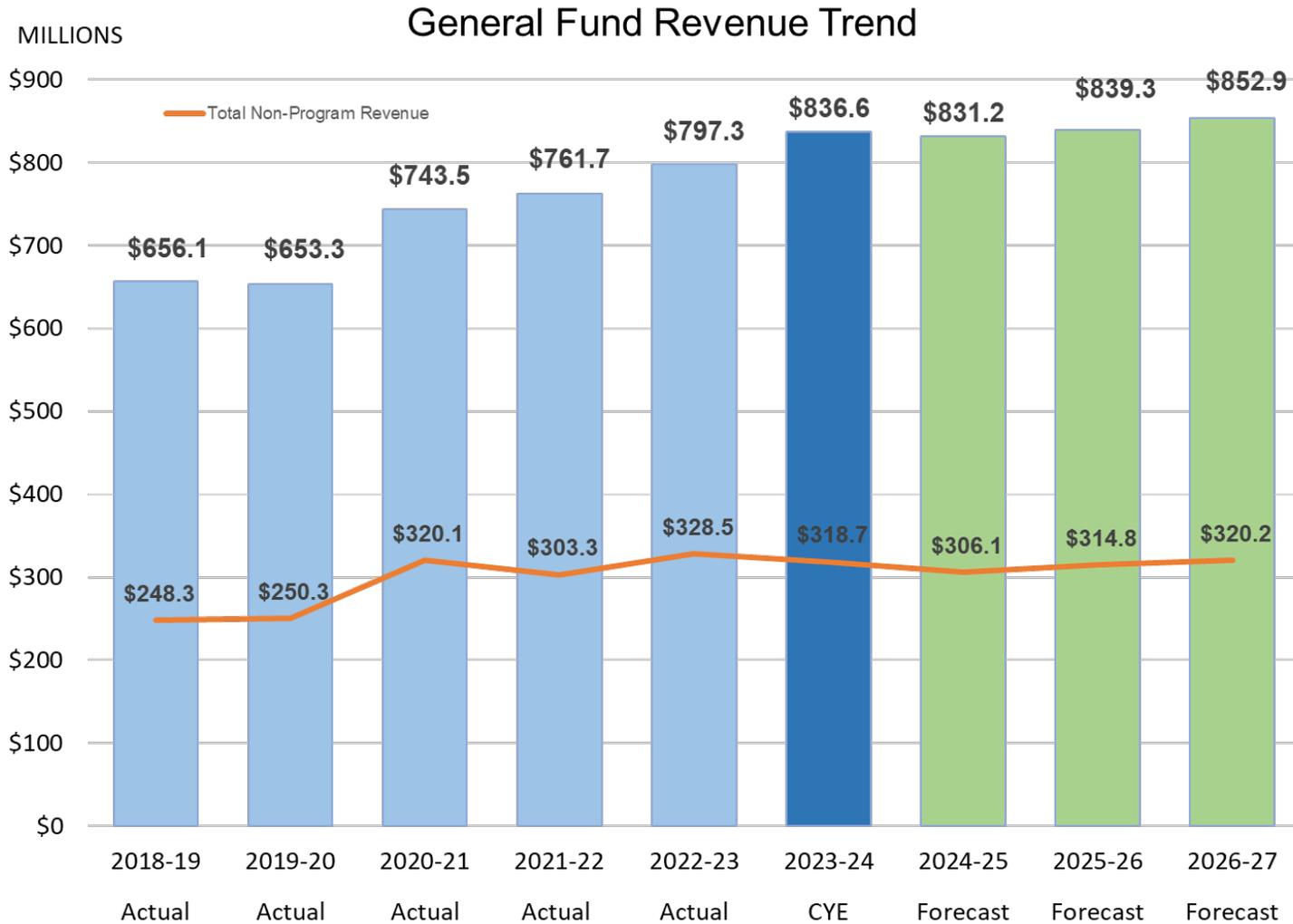
Figures in millions



# Revenues



# General Fund Revenue Still Increasing

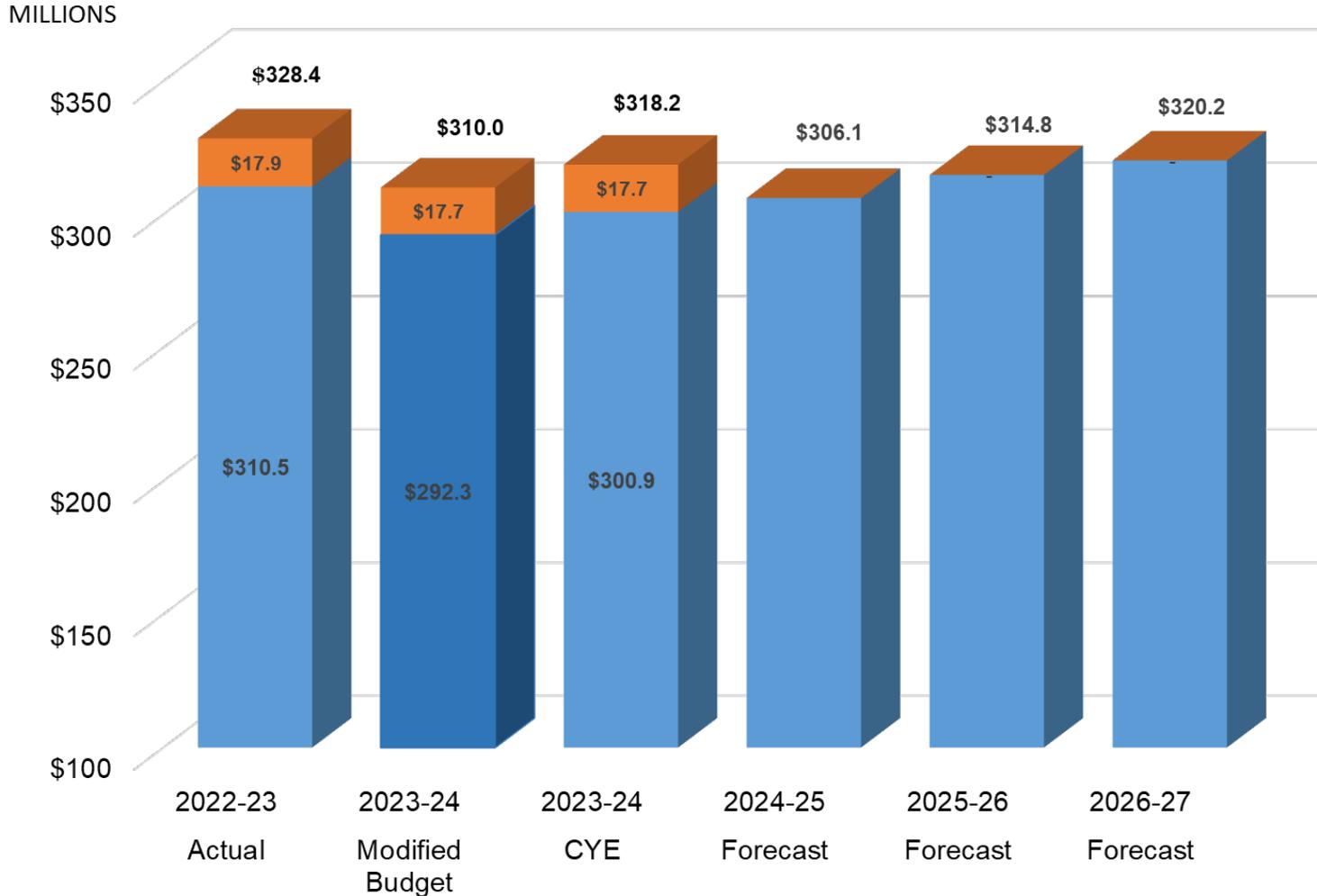


- General fund revenue is estimated to increase by \$39.3 million in FY 2023-24 when compared to actuals in FY 2022-23.
- Overall revenue is projected to decrease \$5.4 million the following year before increasing to \$852.9 million by the end of the forecast period. The decrease from FY 2023-24 to 2024-25 is related to one time revenue (mostly ARPA).



# General Fund Discretionary Revenue Still Increasing

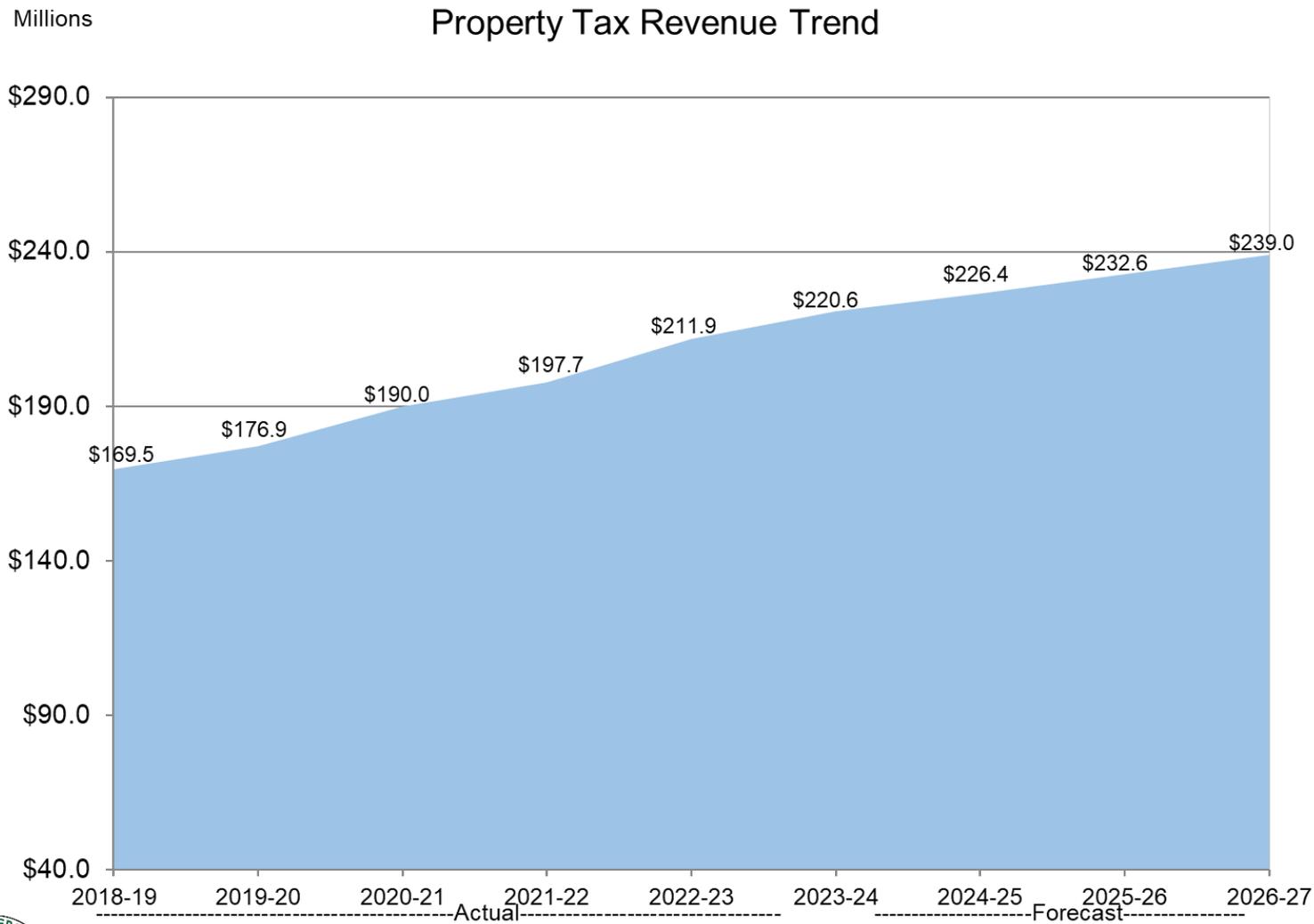
## Discretionary Revenue Forecast



- Discretionary revenue is projected higher by \$8.2 million in FY 2023-24 compared to budget, with primary growth derived from Property Taxes and Transient Occupancy Taxes
- FY 2024-25 revenue is projected \$12.1 million below the current year estimate. When adjusting for effects of one-time revenue, overall revenue is increasing \$5.2 million.



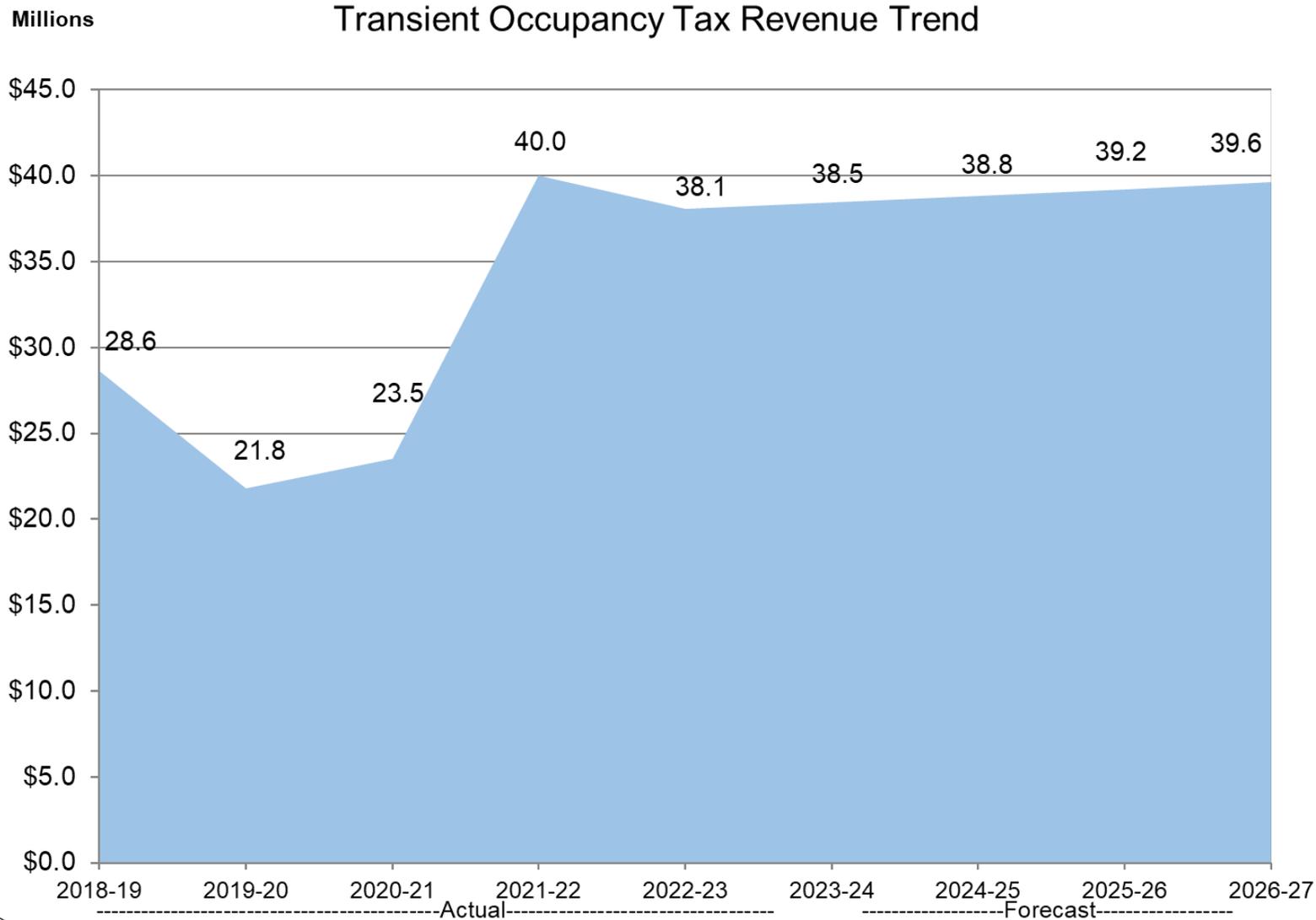
# General Fund Discretionary Revenue Drivers – Property Tax



- Property Taxes have continued to grow, with the most significant growth occurring in FY 2022-23 and continued growth projected in the forecast years.
- Property taxes have been surprisingly strong amid the pandemic and other economic pressures; but need to monitor closely as reduction in this revenue could be impactful to service levels



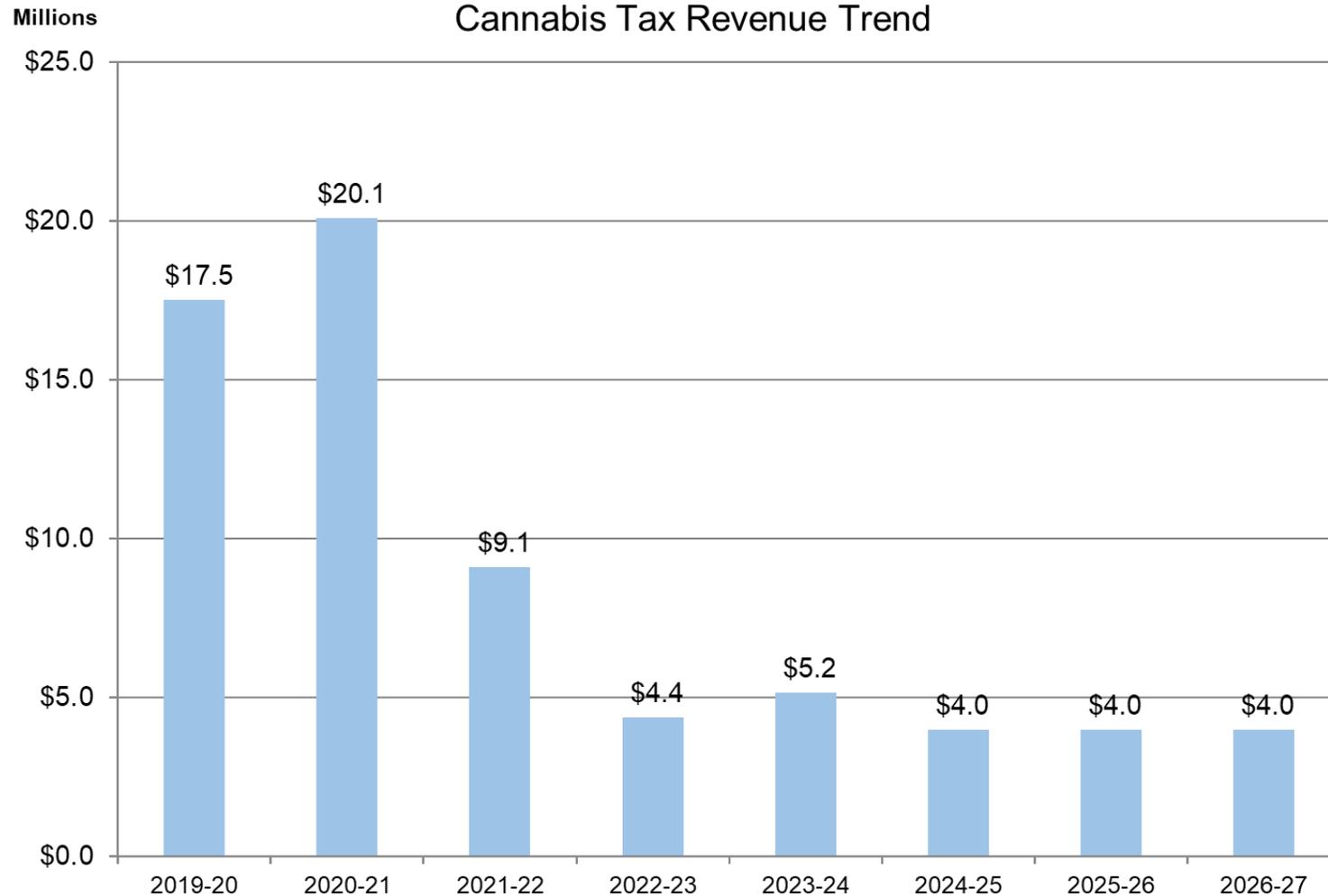
# General Fund Discretionary Revenue Drivers – TOT



- Transient Occupancy Taxes are the County's second largest source of discretionary revenue. This funding source is also one of the most volatile as it responds quickly to changes in the economy
- FY 2021-22 actuals of \$40 million represents an unprecedented amount for this revenue but actuals for FY 2022-23 were lower at \$38.1 million.
- Revenue is projected to increase in the forecast years, but the County must monitor closely due to its high volatility



# General Fund Cannabis Revenue



- Cannabis revenue has also changed significantly year over year since its inception; latest estimates indicate this revenue source will be \$5.2 million in FY 2023-24.
- This estimate could change significantly dependent on industry performance.
- Revenue collected in FY 2023-24 as of 02/22/2024 is \$3.3 million.



# ARPA Revenue

General Fund									
Department	Spent			Allocated*	Variance	Budgeted	Allocated	Total	
	FY 2020-21	FY 2021-22	FY 2022-23					FY 2022-23	FY 2023-24
Ag Commissioner	\$ -	\$ 222,353							\$ 222,353
Assessor-Clerk Recorder						\$ 545,159			\$ 545,159
Auditor Controller	\$ -	\$ 167,200	\$ 356,590	\$ 356,590	\$ -				\$ 523,790
Board of Supervisors	\$ -	\$ -	\$ 234,506	\$ 234,506	\$ -				\$ 234,506
Civil Rights	\$ -	\$ 50,799	\$ 199,010	\$ 204,767	\$ 5,757	\$ 38,294			\$ 288,103
Clerk of the Board	\$ -	\$ -	\$ 102,727	\$ 102,727	\$ (0)				\$ 102,727
Cooperative Extension						\$ 40,118			\$ 40,118
County Administrative Office	\$ 4,989,651	\$ 2,669,030	\$ 2,605,688	\$ 3,668,762	\$ 1,063,074	\$ 2,667,864	\$ 800,000		\$ 13,732,234
County Administrative Office EOC	\$ 747,169	\$ (747,169)	\$ -	\$ 100,000	\$ 100,000	\$ 100,000			\$ 100,000
County Counsel	\$ -	\$ 107,494	\$ 517,710	\$ 517,710	\$ -				\$ 625,204
Department of Emergency Management						\$ 215,354	\$ 195,354		\$ 410,708
District Attorney	\$ -	\$ 237,000	\$ 1,687,964	\$ 1,687,964	\$ -	\$ 100,325			\$ 2,025,289
Elections						\$ 1,460,659			\$ 1,460,659
Health	\$ 2,045,677	\$ 6,329,477	\$ 1,955,732	\$ 3,307,419	\$ 1,351,687	\$ 749,148	\$ 77,973		\$ 11,158,007
Housing and Community Development	\$ -	\$ 934,112	\$ 520,000	\$ 520,000	\$ -	\$ 320,906			\$ 1,775,018
Human Resources	\$ -	\$ 349,545	\$ 652,660	\$ 652,659	\$ (1)	\$ 50,000			\$ 1,052,204
Information Technology	\$ -	\$ -	\$ 1,395,901	\$ 3,295,901	\$ 1,900,000	\$ 4,095,333			\$ 5,491,234
Probation	\$ -	\$ 371,012	\$ 12,558	\$ 12,560	\$ 2	\$ 136,182			\$ 519,752
Public Defender	\$ -	\$ 504,002	\$ 559,549	\$ 559,549	\$ -	\$ 292,970			\$ 1,356,521
Public Works Facilities and Parks	\$ 424,720	\$ 3,400,726	\$ 1,414,394	\$ 1,414,394	\$ -	\$ 1,523,102			\$ 6,762,943
Sheriff Coroner	\$ 504,038	\$ 2,906,798	\$ 3,812,723	\$ 3,812,723	\$ -	\$ 3,380,255			\$ 10,603,814
Social Services	\$ 256,989	\$ 223,822	\$ 1,518,629	\$ 2,062,293	\$ 543,664	\$ 2,114,659			\$ 4,114,099
Social Services (storm- general asst)			\$ 25,575	\$ 250,000	\$ 224,425				\$ 25,575
Treasurer Tax Collector	\$ -	\$ 61,810		\$ -	\$ -	\$ 38,203			\$ 100,013
<b>Totals General Fund</b>	<b>\$ 8,968,245</b>	<b>\$ 17,788,011</b>	<b>\$ 17,571,916</b>	<b>\$ 22,760,524</b>	<b>\$ 5,188,608</b>	<b>\$ 17,868,531</b>	<b>\$ 1,073,327</b>		<b>\$ 63,270,030</b>
Other Funds									
	Spent			Allocated	Variance	Allocated	Allocated	Total	
	FY 2020-21	FY 2021-22	FY 2022-23					FY 2022-23	FY 2023-24
Emergency Communications	\$ -	\$ 278,046		\$ -	\$ -				\$ 278,046
Public Works - Carmel Lagoon		\$ 96,867	\$ 110,583	\$ 160,027	\$ 49,444	\$ 49,444			\$ 256,894
Public Works - prop 68		\$ -	\$ 63,001	\$ 157,848	\$ 94,847	\$ 94,857			\$ 157,858
Public Works - Road Fund	\$ -	\$ 110,000		\$ -	\$ -				\$ 110,000
Public Works - Boronda CSD	\$ -	\$ 38,993		\$ -	\$ -				\$ 38,993
Public Works - San Jerardo CSD	\$ -	\$ 35,159	\$ 131,341	\$ 131,341	\$ -				\$ 166,500
Public Works - Pajaro CSD	\$ -	\$ -	\$ 1,178,797	\$ 1,178,797	\$ -	\$ 1,160,163			\$ 2,338,960
Public Works - Capital Projects	\$ -	\$ 1,655,119	\$ 7,024,104	\$ 7,565,866	\$ 541,762	\$ 7,208,384	\$ -		\$ 15,887,607
Public Works - Health HVAC	\$ -	\$ -	\$ 22,346		\$ -				\$ 22,346
Workforce Development Board Fund	\$ 745,342	\$ 145,425		\$ -	\$ -				\$ 890,766
<b>Totals Other Funds</b>	<b>\$ 745,342</b>	<b>\$ 2,359,609</b>	<b>\$ 8,530,173</b>	<b>\$ 9,193,879</b>	<b>\$ 686,052</b>	<b>\$ 8,512,848</b>	<b>\$ -</b>		<b>\$ 20,125,625</b>
<b>Grand Total Obligated County</b>	<b>\$ 9,713,586</b>	<b>\$ 20,147,619</b>	<b>\$ 26,102,089</b>	<b>\$ 31,954,403</b>	<b>\$ 5,874,660</b>	<b>\$ 26,381,379</b>	<b>\$ 1,073,327</b>		<b>\$ 83,395,654</b>
<b>Federal Obligation</b>			\$ 55,963,295						<b>\$ 84,311,261</b>

- Total County allocation is \$84.3 million
- \$9.7 million was spent in FY 2020-21, \$20.1 million in FY 2021-22, and \$26.1 million in FY 2022-23.
- FY 2021-22 was the first full fiscal year these funds were available as Congress enacted this bill around May of 2021
- The Board approved a three and a half fiscal year plan for the use of the funds to enable the County to respond to the pandemic. This plan allocated higher dollar amounts in FY 2021-22 and FY 2022-23 to minimize the County's dependence on these funds in the out years
- \$910,000 of the total remains unallocated in accordance with this plan; the budget office recommends fully allocating these funds as part of the budget process; allowing the Board to look at comprehensive County needs and available funding



# ARPA Revenue

- Total County allocation is \$84.3 million
- \$3.8 million included in PWWP baseline budget from prior year allocations
  - \$2.8 million in fund 404 and \$989,674 for Laguna Seca projects
  - Total original allocation was \$15.89 million

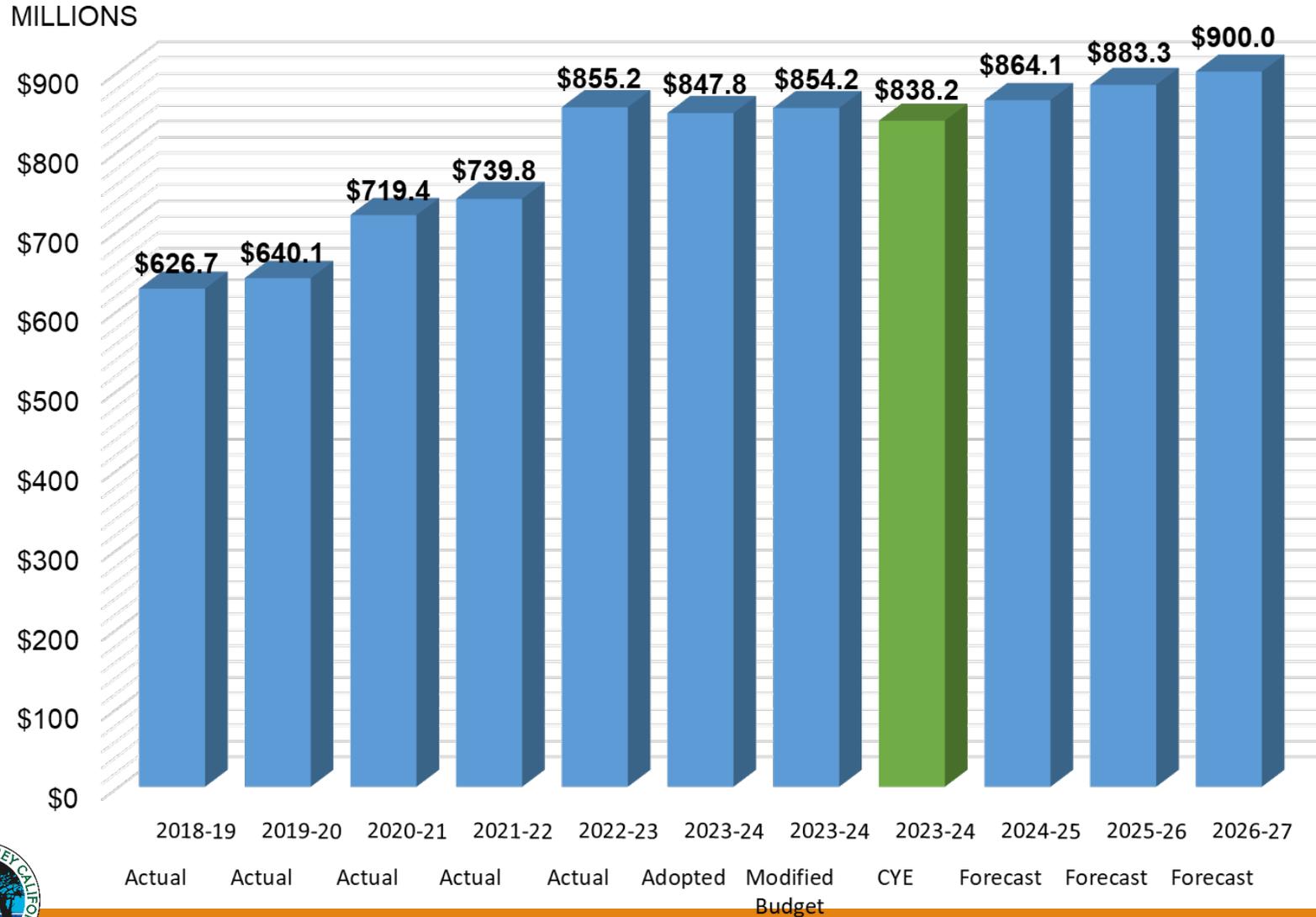


# Expenditures and Cost Drivers



# General Fund Expenditures Trend

General Fund Expenditure Trend

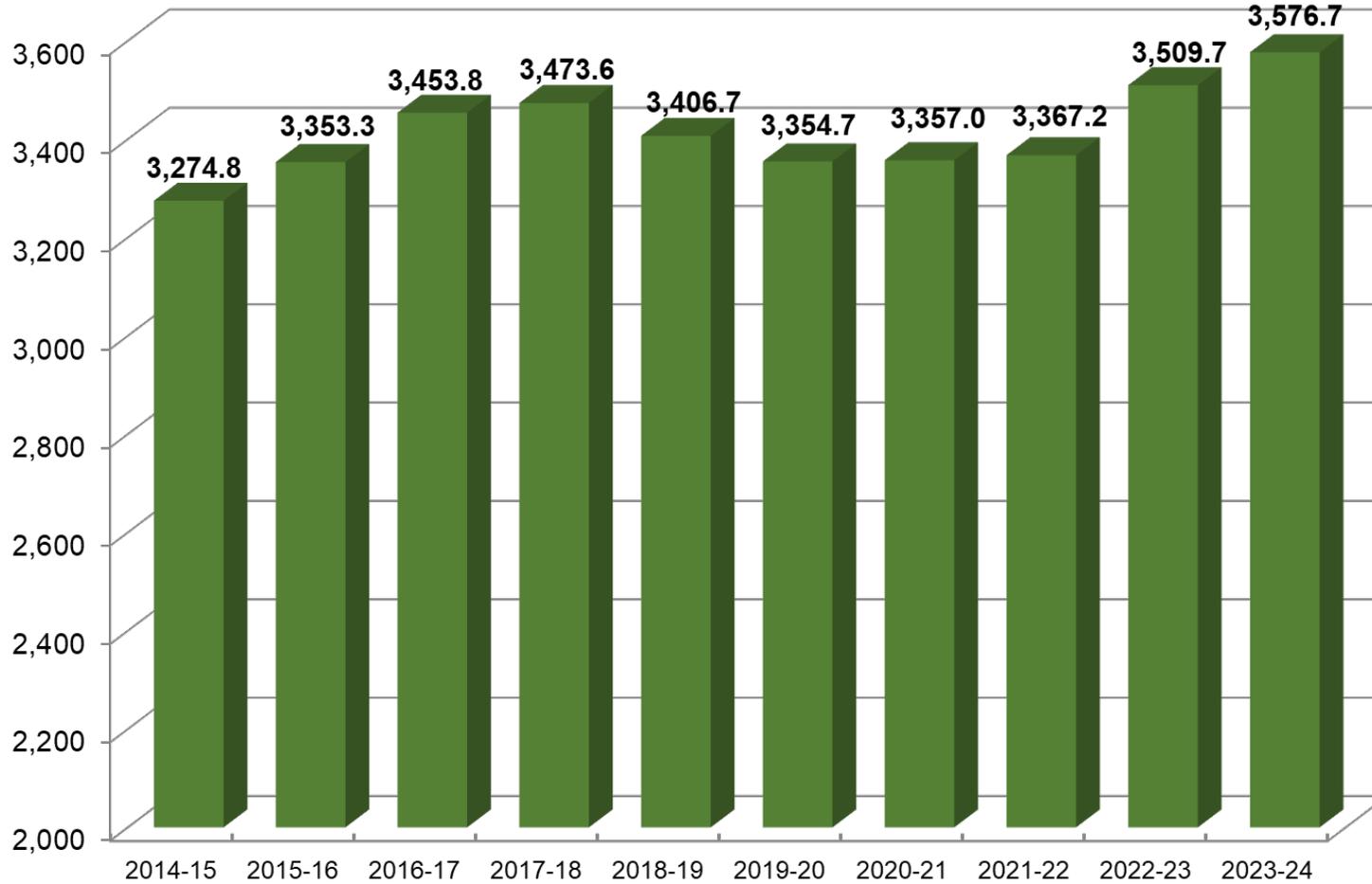


- Expenditures in the general fund continue to grow at a faster rate than revenue
- Current year estimates indicate expenditures of \$838.2 million, that is \$211 million more than the County spent in FY 2018-19
- Expenses continue to grow in the forecast years due to cost drivers explained in the following slides.



# General Fund Cost Drivers - Positions

General Fund Authorized Positions

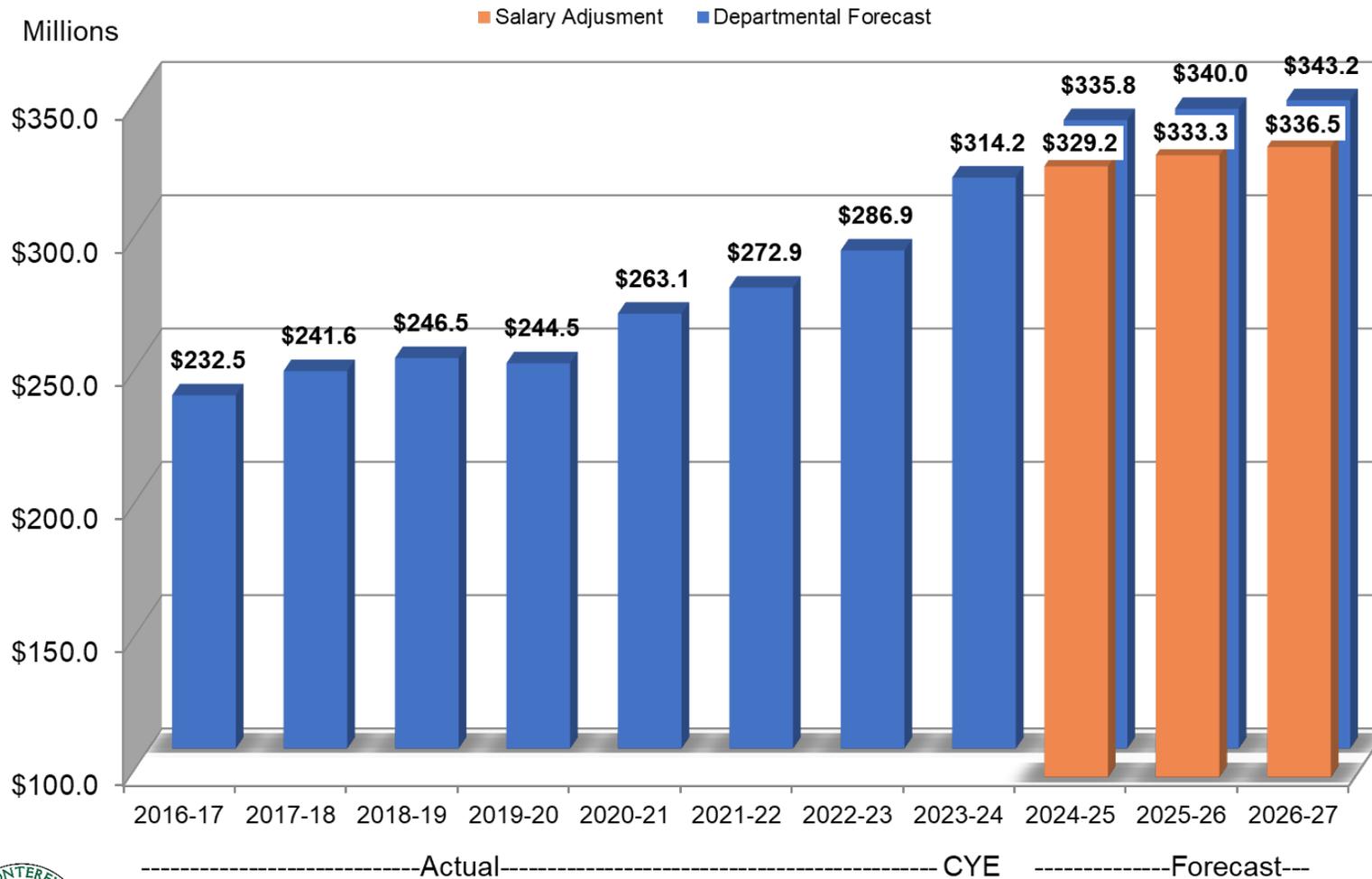


- Positions have grown from a low of 3,274.8 in FY 2014-15 to 3,576.7 in the current year



# General Fund Cost Drivers - Salaries

General Fund Salary Expenditure Trend

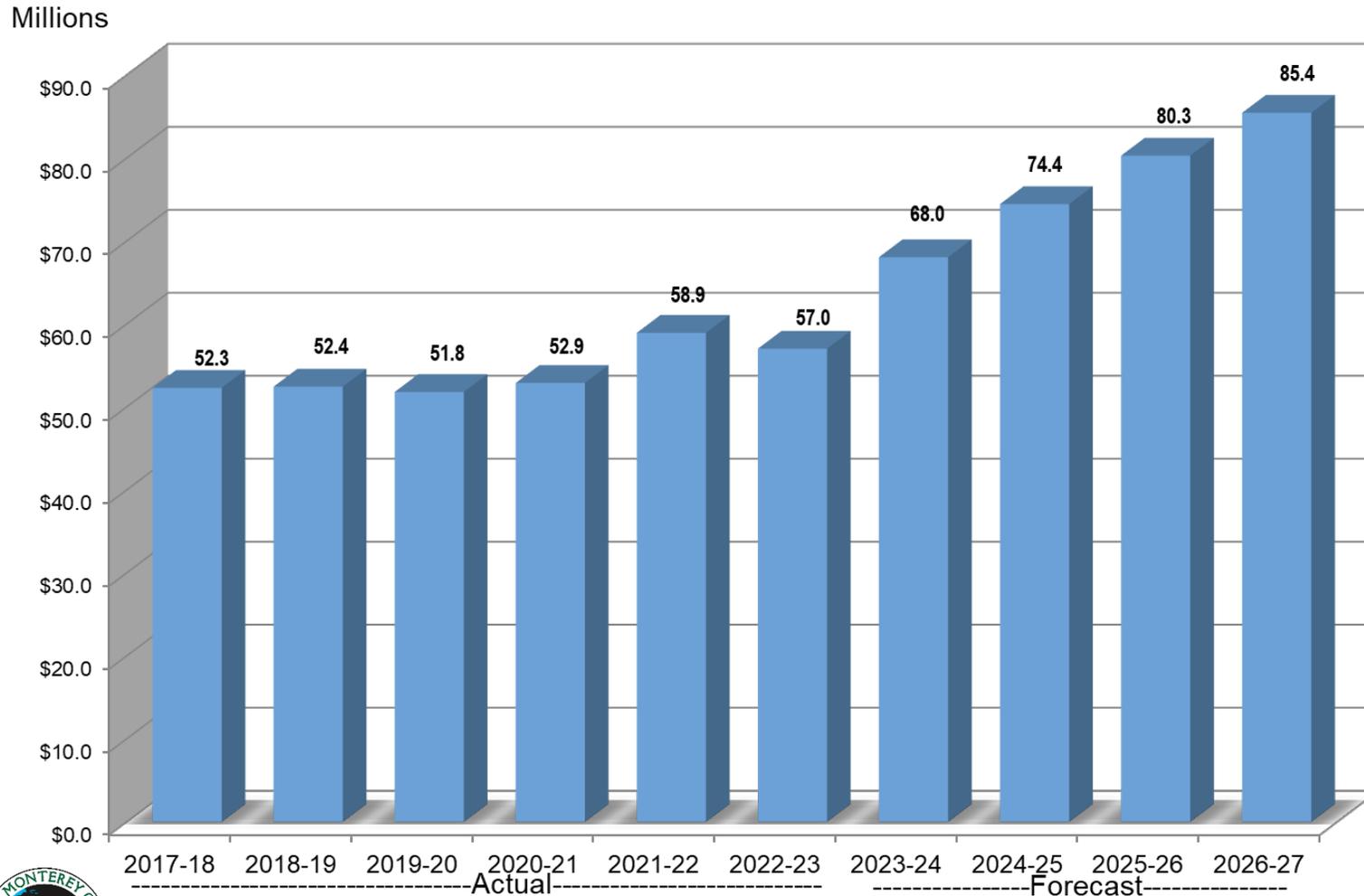


- Salaries are estimated to grow to \$314.2 million in FY 2023-24; an increase of \$27.3 million from FY 2022-23.
- The largest contributing factor to this growth is related to increased wages due to labor agreement negotiations, wage studies and cost of living adjustments
- Additionally, salaries are projected to grow to \$335.8 million by FY 2024-25
- Part of this increase is driven by the increase in total positions
- But increased wages due to cost of living adjustments, negotiations and wage studies also play a significant part



# General Fund Cost Drivers – Health Insurance

General Fund Employee Health Insurance Expenditures

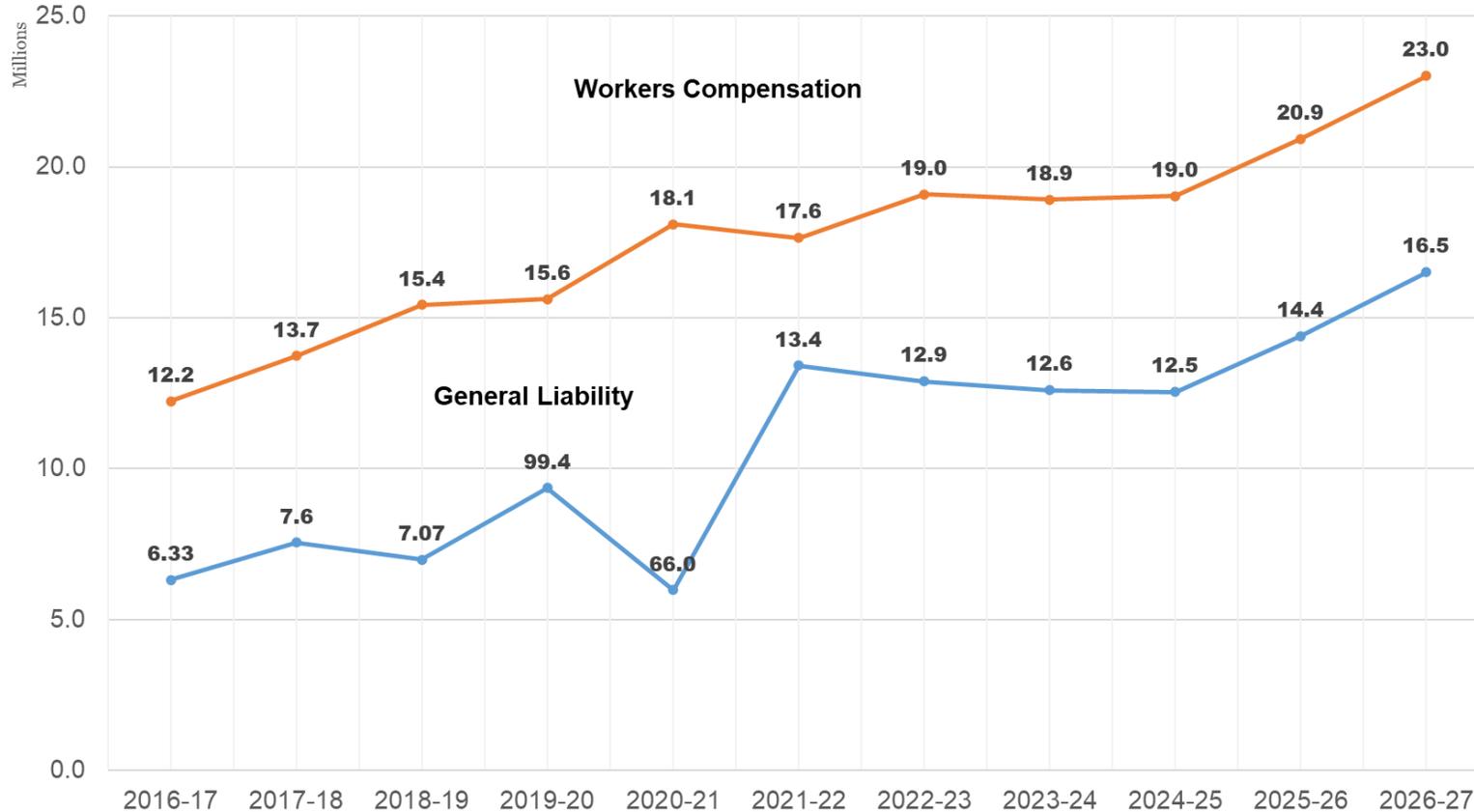


- Health Insurance costs are projected at \$68 million at the end of FY 2023-24, which represents an increase of \$11 million from the prior fiscal year.
- This rate of growth is unprecedented and is expected to continue in FY 2024-25 (\$6.4 million) because of increased premiums and negotiated labor agreements which increased the County's share of the cost of those premiums.
- Additionally, cash back payments to bargaining units which previously did not receive them were implemented as part of the new labor agreements



# General Fund Cost Drivers – GL and WC

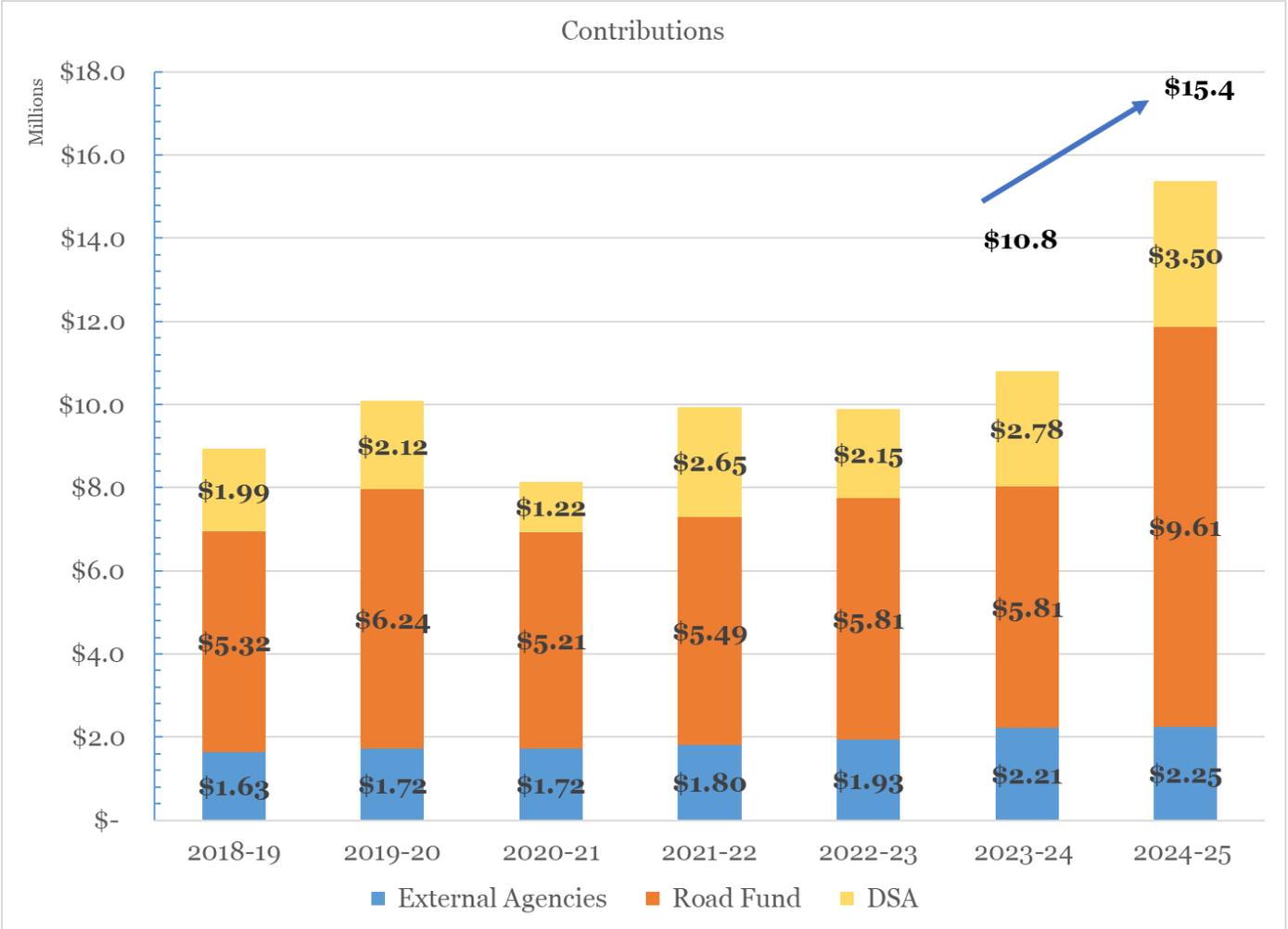
General Fund Workers Comp and General Liability Costs



- Workers' compensation and general liability costs continue to grow, and it is important to manage this growth to minimize the impact on County operations



# General Fund Cost Drivers – Contributions



- Contributions will grow by \$6.1 million in FY 2024-25 from FY 2023-24 levels due to
  - The Board’s decision to provide 25% of Transient Occupancy Taxes to the Road fund (\$3.8 million increase), and
  - Restoring the formula approach to contributions to the Development Set Aside (DSA) agencies (\$0.8 million).
  - Increase in contributions to fire agencies (172 revenue share \$.04 million)

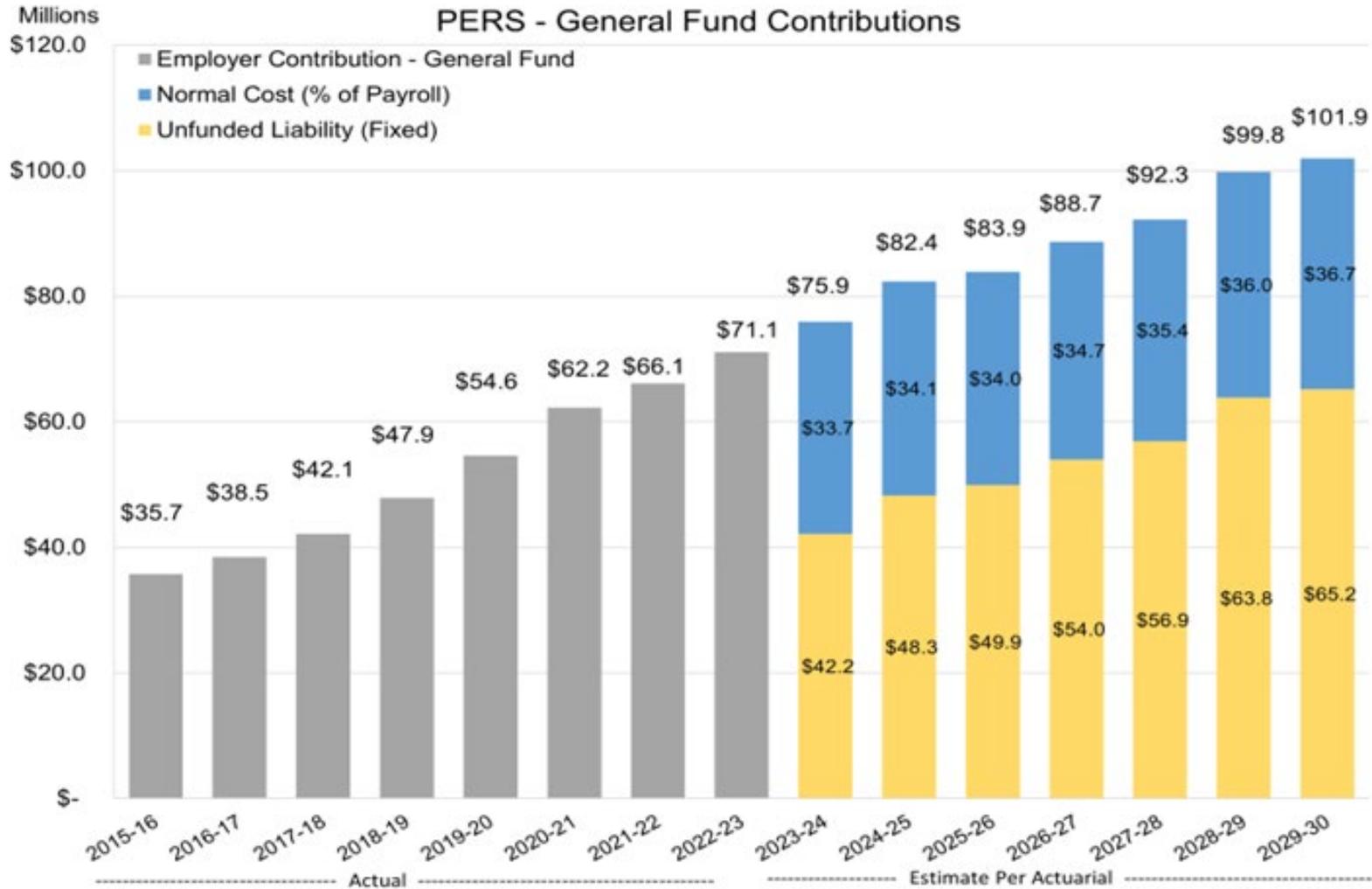


# General Fund Cost Drivers – Contributions

County Contributions Other Agencies		
	FY 24	FY 25
Contributions BU8029	Adopted	Baseline GFC
ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS	\$ 37,368	\$ 37,368
CA CANNABIS AUTHORITY JPA	\$ 7,000	\$ -
COURT APPOINTED SPECIAL ADVOCATES OF MONTEREY COUNTY	\$ 50,000	\$ 50,000
LAFCO	\$ 390,424	\$ 390,424
MONTEREY BAY UNIFIED AIR POLLUTION CONTROL DISTRICT	\$ 59,153	\$ 59,153
PAJARO RIVER WATERSHED FLOOD PREVENTION AUTHORITY	\$ 10,000	\$ 10,000
PAJARO SUNNY MESA COMMUNITY SERVICES DISTRICT	\$ 25,000	\$ 25,000
PRUNEDALE SENIOR CENTER	\$ 25,000	\$ 25,000
SALINAS REGIONAL SOCCER COMPLEX	\$ 200,000	\$ -
SALINAS VALLEY PROMISE (Hartnell College Foundation)	\$ 200,000	\$ -
MONTEREY COUNTY HISTORICAL SOCIETY	\$ 75,000	\$ -
COMMUNITY ASSOCIATION OF BIG SUR	\$ 56,250	\$ -
SHUMAN HEART HOUSE	\$ 100,000	\$ -
REGENARATIVE MONTEREY COUNTY (2nd MUSE)	\$ 75,000	\$ -
PAJARO SUNNY MESA - PAJARO PARK	\$ 59,000	\$ -
MCBC - Small Business Technical Assistance Grant	\$ 64,000	\$ -
<b>Contributions</b>	<b>\$ 1,433,195</b>	<b>\$ 596,945</b>
<b>Development Set Aside</b>		
MCCVB	\$ 1,775,580	\$ 2,284,417
Arts Council	\$ 559,691	\$ 753,858
Film Commission	\$ 268,842	\$ 361,699
MCBC	\$ 175,000	\$ 100,000
<b>Total DSA</b>	<b>\$ 2,779,113</b>	<b>\$ 3,499,974</b>



# General Fund Cost Drivers – Pension Costs



- Pension costs are projected to increase to \$75.9 million in FY 2023-24 and grow to a high of \$101.9 in FY 2029-30.
- Costs being paid in FY 2023-24 are more than double the amount the County paid in FY 2015-16
- These cost increases are due to changes in the discount rate resulting from responses to the investments' performance
- Normal cost remains stable in the projections, but unfunded liability costs have grown significantly and remain the more volatile part of this cost



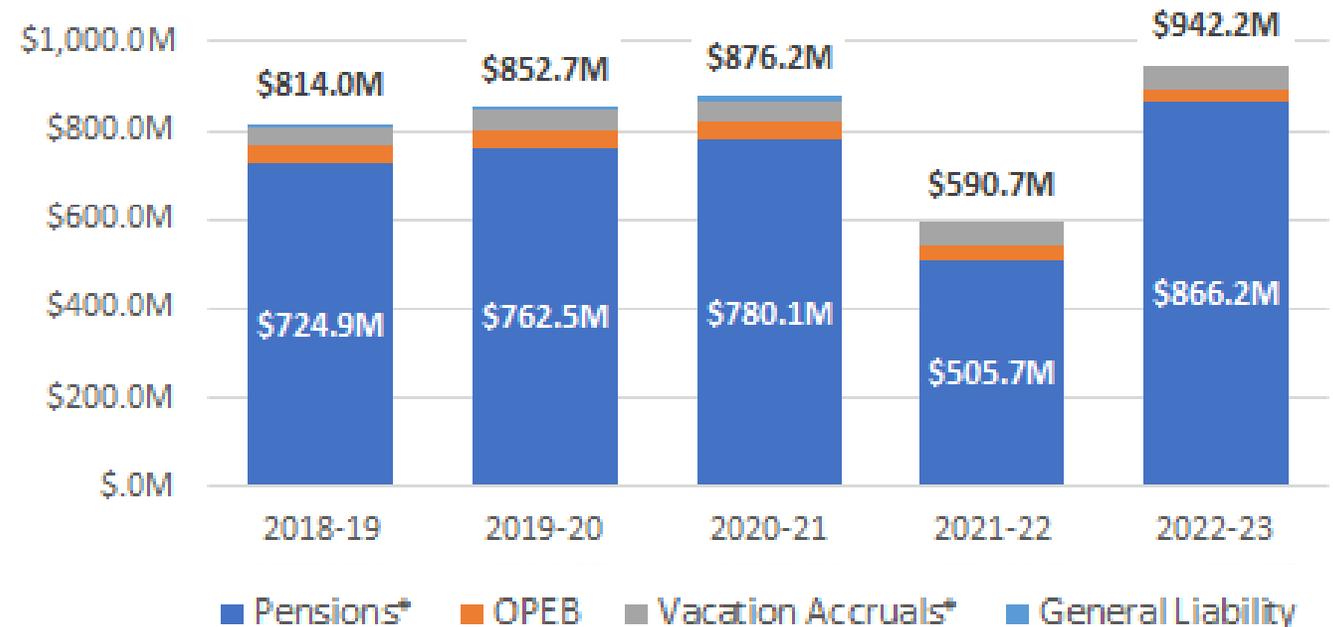
# Unfunded Liabilities

Actuarial obligations grew by \$351.5 million overall

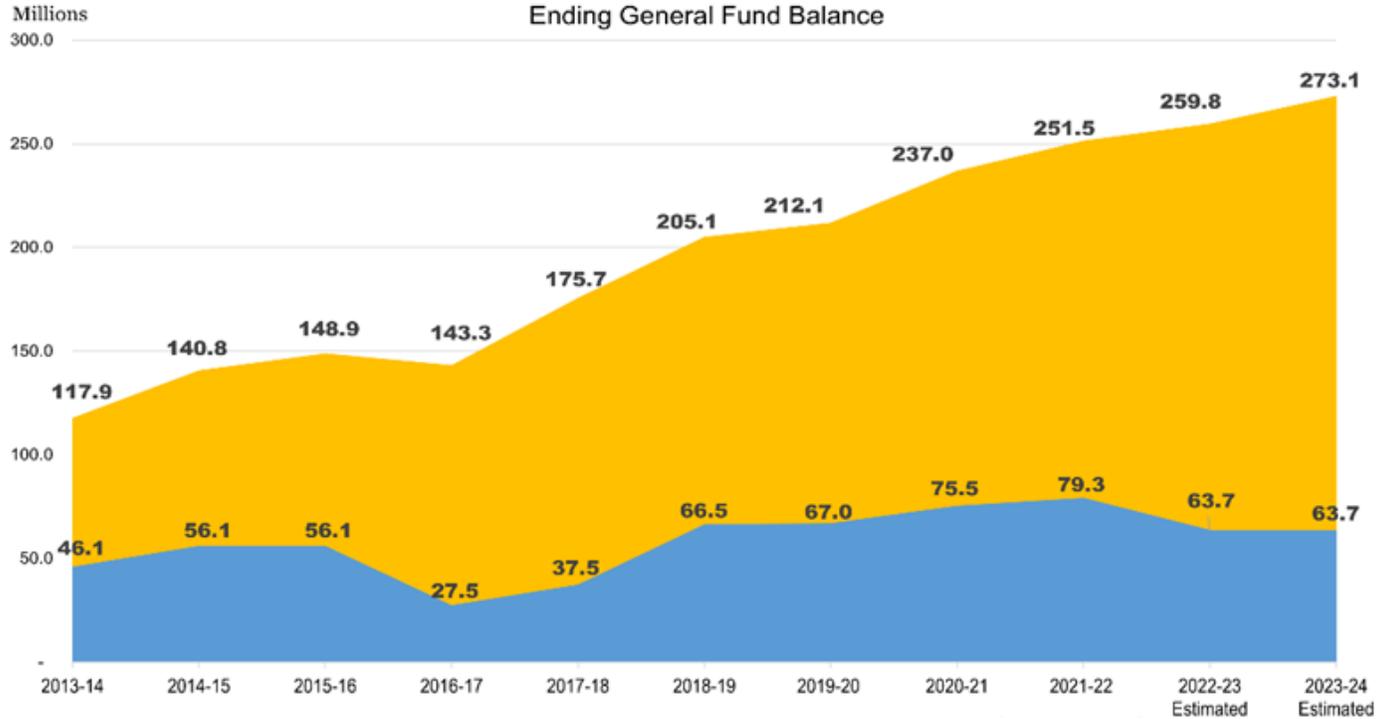
Net Unfunded employee pension benefits are the largest liability at \$866.2 million (\$947.5 million UAL - \$81.3 in 115 trust).

- Increase of \$360.5 million
- CalPERS investment return -6.1%
- Impacts of lower discount rate on unfunded liability to continue FY25
- The discount rate was lowered to 6.8% in 2021 and remains at that level

Unfunded Liabilities  
(actuarial obligations)



# Strategic Reserve



■ Ending GF Fund Balance ■ Strategic Reserve

- Strategic reserve balance is estimated at \$63.7 million since a significant portion was used during FY 2022-23.
- Pending any uses of the reserve for FY 2023-24 storm impacts, this level could be reduced.
- Also, the Board approved \$6.9 million from the strategic reserve for emergency response March 26, 2024.

Disaster	Description	Estimated Available Cost	Best Available Federal Share Cost (FEMA)		Reimbursement Amount	
			Obligated	Received	Outstanding	
4683	2023 January Storms	25,295,753	19,141,834	18,447		19,141,834
4699	2023 March Storms	66,115,505	49,586,629	0		49,586,629
4558	2020 Fires	1,820,703	1,737,358	1,737,358	1,123,053	614,306
4482	COVID	31,766,408	18,214,534	2,385,919	1,841,810	16,372,724
4434	2019 Storms	456,032	77,251	77,251	68,833	8,418
<b>Total</b>		<b>125,454,401</b>	<b>88,757,606</b>	<b>4,218,975</b>	<b>3,033,696</b>	<b>85,723,910</b>



# Emerging County's Needs

Emerging Needs - General Fund	FY 2022-23	FY 2023-24	FY 2024-25
Wage study adjustments	\$ 3,089,163	TBD	TBD
Salary Increases, Labor Agreements*	\$ 17,356,062	\$ 22,541,919	TBD
PERS Contribution Increase	\$ 3,886,936	\$ 3,627,166	TBD
Pandemic Response Costs	TBD	TBD	TBD
Winter Storm & Atmospheric River Event	TBD	TBD	TBD
<b>Total</b>	<b>\$ 24,332,161</b>	<b>\$ 26,169,085</b>	<b>\$ -</b>

- Salary increases are projected to impact the current year's budget by 22.5 million
- Wage study adjustments will continue to impact the County's costs into the future
- Most of the ARPA revenue will sunset after FY 2023-24
  - pandemic response costs may impact the county without this revenue source
- Winter and Atmospheric River Events, or other disasters will continue to impact the County so the County must have adequate reserves to respond to these emergencies.
- Labor agreements are expiring at the end of FY 2023-24, any cost increases resulting from these negotiations would exacerbate the projected deficits.



# Departmental Estimated Results and Other Funds



# Departmental Performance

Departments projecting a deficit in the fiscal year (more details on page 3 of the forecast report)

- Health, self funded, so this deficit is eliminated
- Public Works
- Sheriff
- Social Services

Department	Modified GFC Budget FY 2023-24	Estimated GFC FY 2023-24	Variance
Agricultural Commissioner	\$ 5,020,091	\$ 4,586,868	\$ 433,223
Auditor-Controller	\$ 1,572,281	\$ 1,238,531	\$ 333,750
Assesor-County Clerk Recorder	\$ 6,204,670	\$ 5,634,731	\$ 569,939
Board of Supervisors	\$ 4,958,011	\$ 4,864,470	\$ 93,541
Child Support Services	\$ 78,835	\$ 78,835	\$ -
Civil Rights Office	\$ 407,997	\$ 337,417	\$ 70,580
Clerk of the Board	\$ 1,299,354	\$ 1,195,209	\$ 104,145
Cooperative Extension	\$ 467,431	\$ 467,245	\$ 186
County Administrative Office	\$ 5,170,711	\$ 4,458,652	\$ 712,059
County Counsel	\$ 1,528,855	\$ 1,100,576	\$ 428,279
Department of Emergency Management	\$ 4,432,518	\$ 2,495,762	\$ 1,936,756
District Attorney	\$ 21,625,742	\$ 19,381,831	\$ 2,243,911
Elections Department	\$ 5,829,434	\$ 5,811,609	\$ 17,825
Health	\$ 24,010,289	\$ 27,372,300	\$ (3,362,011)
Housing and Community Development	\$ 9,568,429	\$ 9,133,479	\$ 434,950
Human Resources	\$ 758,282	\$ 165,273	\$ 593,009
Information Technology	\$ 4,118,043	\$ 4,118,043	\$ -
Probation	\$ 27,299,257	\$ 27,261,328	\$ 37,929
Public Defender	\$ 15,563,265	\$ 15,535,042	\$ 28,223
Public Works, Facilities, and Parks	\$ 13,866,887	\$ 15,688,095	\$ (1,821,208)
Sheriff Coroner	\$ 101,261,147	\$ 101,960,343	\$ (699,196)
Social Services	\$ 27,240,923	\$ 28,109,035	\$ (868,112)
Treasurer Tax Collector	\$ 1,914,009	\$ 1,227,814	\$ 686,195
<b>Totals</b>			<b>\$ 1,973,973</b>



# Other Funds

- The Library – The fund is projected to add \$0.4 million its fund balance with revenues of \$11.7 million and expenditures of \$11.3 million. Fund balance is projected to decrease from \$8.1 million in FY 2023-24 to \$7.1 million in FY 2026-27.
- Emergency Communications – reducing fund balance by approximately \$531,000 in FY 2023-24 due to a true up of proposition 172 revenues received the previous fiscal year. Each subsequent year, fund balance is projected to increase as revenues would exceed expenditures as one-time expenditures are completed in the current fiscal year.
- Natividad – Natividad’s net position is projected to improve from \$294.5 million at the end of FY 2022-23 to \$312.6 million at the end of FY 2023-24; similar increases project the hospital to end FY 2026-27 with \$320.5 million in net position.
- Lake Resort – fund balance is projected to increase from \$2.7 million to \$3.1 million in FY 2023-24. Of this total amount, \$1.9 million is restricted. The forecast projects increases in fund balance to a high point of \$4.6 million by the end of FY 2026-27.
- Laguna Seca – is projecting an operating gain of about \$1.2 million in FY 2023-24, but projects negative results in the forecast years with fund balance decreasing to \$2.4 million by the end of the forecast period. Careful monitoring of financial performance is paramount as this fund should be self sustaining just like all other enterprise funds.



# Other Funds – Road Fund

- Road Fund – Revenues are projected lower than expenditures, resulting in the reduction of \$10 million to fund balance due to the implementation of the pavement index management program. The forecast years show a reduction in fund balance as more projects in this program are estimated for completion.
- The Road fund receives a contribution from the General Fund for Road improvement. The contribution varies from year to year but in FY 2024-25 the Board directed to dedicate 25% of TOT as a contribution to the Road fund resulting in an increase of \$3.8 million when compared to FY 2023-24.

Fund 002 Road Fund	Modified Budget 2023-24	Year-End Estimate 2023-24	Forecast		
			2024-25	2025-26	2026-27
A. Beginning Fund Balance	\$ 30,858,217	\$ 30,858,217	\$ 20,834,874	\$ 8,880,416	\$ (2,013,443)
B. Revenue	61,572,791	59,654,741	74,355,650	76,473,570	68,060,679
C. Cancellation of Assignments	-	-	-	-	-
D. Total Financing, A+B+C	92,431,008	90,512,958	95,190,524	85,353,986	66,047,236
E. Expenditures	78,446,989	69,678,084	86,310,108	87,367,429	77,192,478
F. Provisions for Assignments	-	-	-	-	-
G. Total Financing Uses, E+F	78,446,989	69,678,084	86,310,108	87,367,429	77,192,478
H. Ending Fund Balance, D-G	\$ 13,984,019	\$ 20,834,874	\$ 8,880,416	\$ (2,013,443)	\$ (11,145,242)



# Other Funds – Behavioral Health

- Behavioral Health Fund – This fund is reducing its fund balance by about \$6 million since revenues are estimated at \$163 million and expenditures at \$170 million. Accordingly, The ending fund balance is estimated at \$37.4 million in FY 2023-24 and is projected to decrease to \$18.9 million in FY 2025-26.
- It is important to continue monitoring the fund balance and the potential impacts to the Mental Health Services Act revenues associated with proposed changes at the State level which would redirect local revenues to State mental health programs.

Fund 023 Behavioral Health	Modified Budget 2023-24	Year-End Estimate 2023-24	Forecast		
			2024-25	2025-26	2026-27
A. Beginning Fund Balance	\$ 43,745,224	\$43,745,224	\$ 37,353,287	\$ 31,069,833	\$ 25,556,545
B. Revenue	159,522,461	163,670,677	163,670,677	162,390,343	155,293,315
C. Cancellation of Assignments	-	-	-	-	-
D. Total Financing, A+B+C	203,267,685	207,415,901	201,023,964	193,460,176	180,849,860
E. Expenditures	166,379,440	170,062,614	169,954,131	167,903,631	161,893,462
F. Provisions for Assignments	-	-	-	-	-
G. Total Financing Uses, E+F	166,379,440	170,062,614	169,954,131	167,903,631	161,893,462
H. Ending Fund Balance, D-G	\$ 36,888,245	\$37,353,287	\$ 31,069,833	\$ 25,556,545	\$ 18,956,398



# Baseline Budget FY 2024-25



# Budget Process in Brief



- Preliminary plans for carrying out next year's operations.
- Must be balanced.
- Assumes no augmentations.

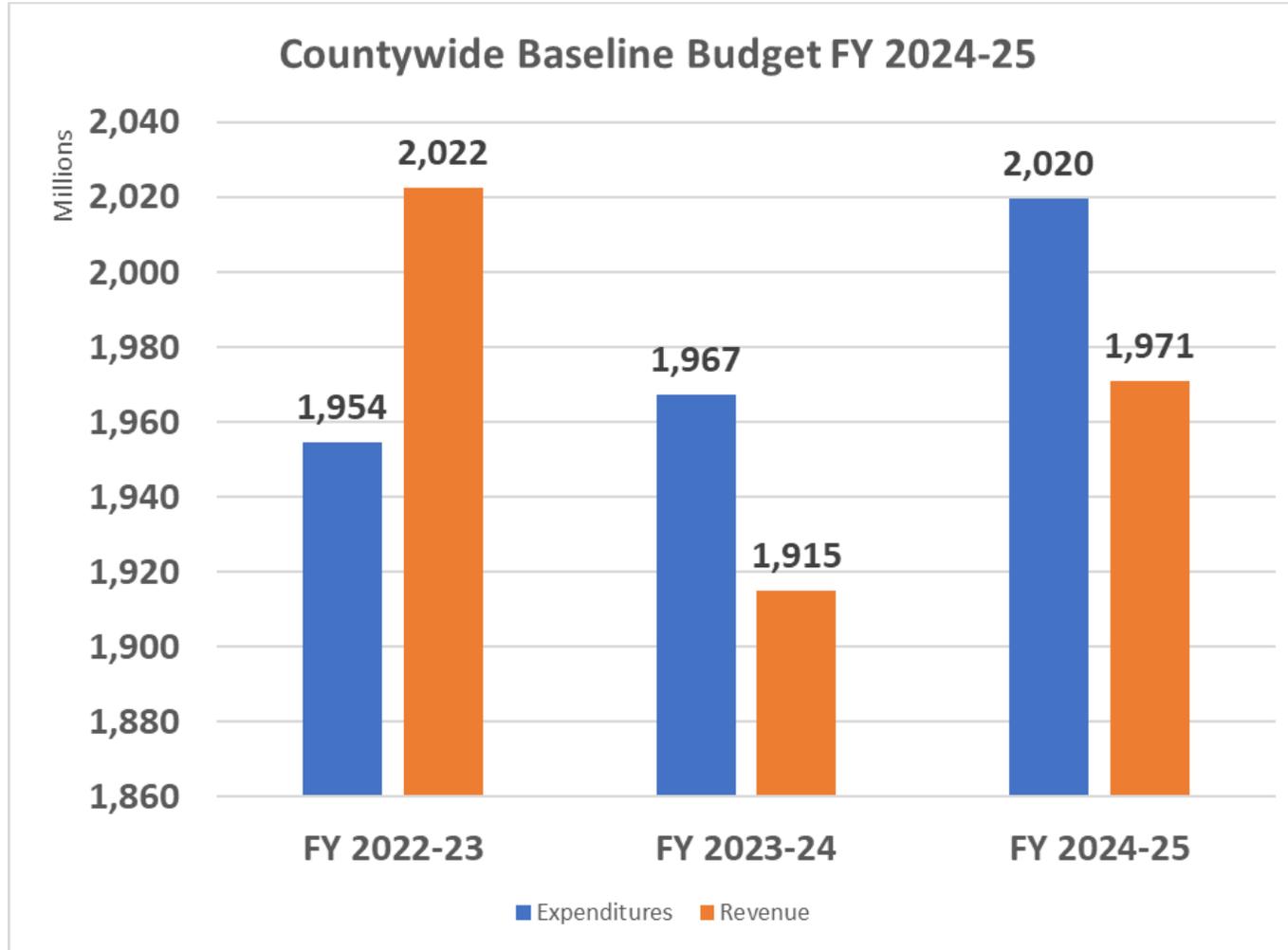
- Prioritized proposals if additional County Contributions are Available.

## Countywide Analysis

- Countywide Needs Assessment
- DHs Workshop
- BOS Workshop
- Budget Hearings
- Budget Adoption



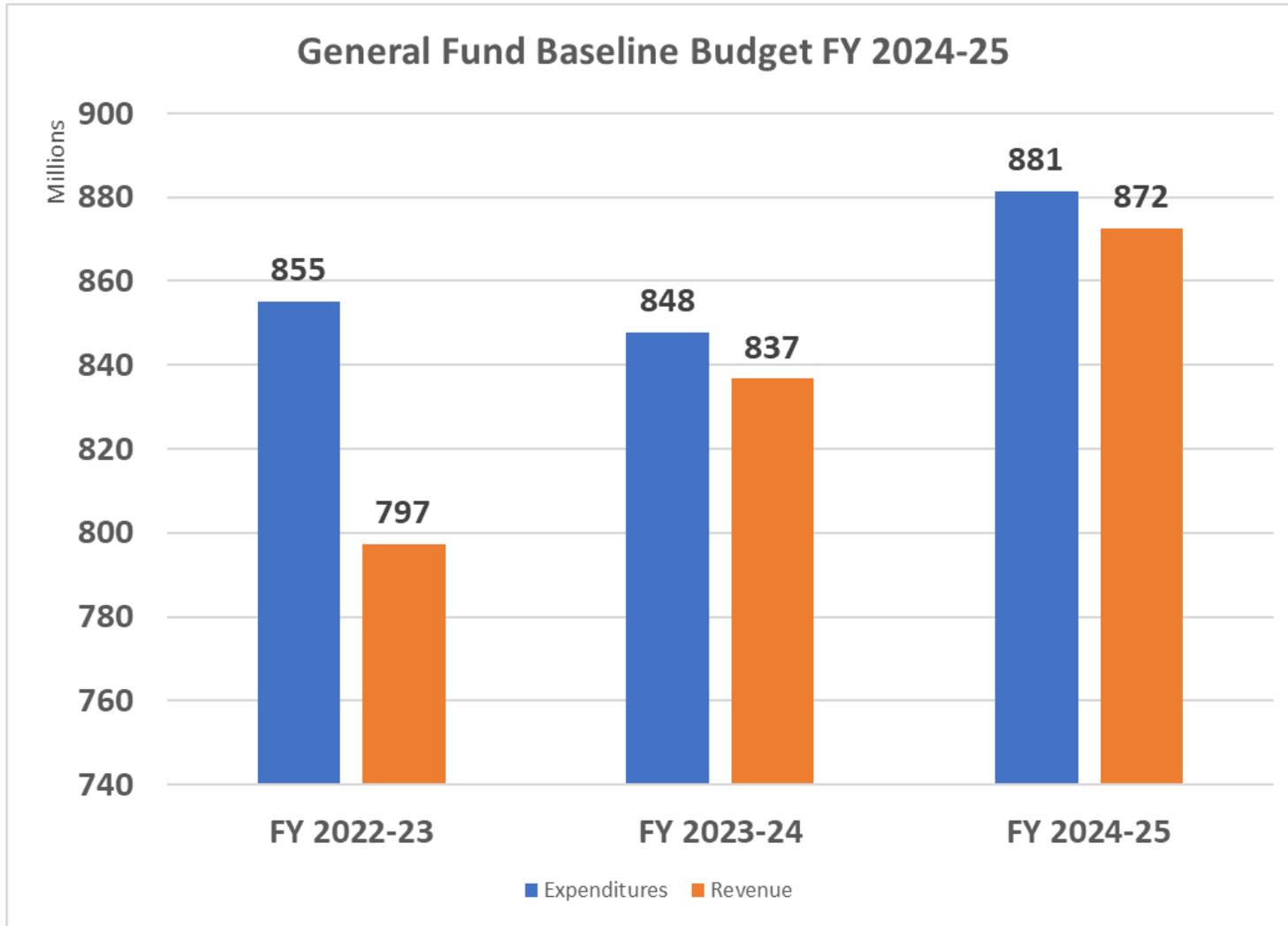
# Overall County Baseline Budget



FY 2024-25 is projected to grow to \$2 billion in expenditures and \$1.9 billion in revenues



# Overall General Fund Baseline Budget



Balanced Budget prior to augmentations



# Augmentations Summary by Category

Row Labels	Sum of Requested FTE	Sum of Requested Expenditures	Sum of Requested Revenues	Sum of Net Request
Capital Improvements	-	\$ 2,103,501	\$ 1,790,125	\$ 313,376
Contribution to Other Funds	-	\$ 2,742,662		\$ 2,742,662
New Mandated Program/Service w/ General Fund Funding	2.00	\$ 1,454,203		\$ 1,454,203
New Mandated Program/Service w/ Outside Funding	3.00	\$ 774,893	\$ 774,893	\$ -
New Program/Service w/ General Fund Funding	0.50	\$ 3,193,761	\$ 221,100	\$ 2,972,661
New Program/Service w/ Outside Funding	8.00	\$ 1,762,881	\$ 1,266,881	\$ 496,000
Request New Position	41.00	\$ 5,281,343	\$ 1,709,869	\$ 3,571,474
Status Quo Filled Position	9.00	\$ 1,350,540		\$ 1,350,540
Status Quo Other	-	\$ 7,829,698		\$ 7,829,698
Status Quo Vacant Position	30.00	\$ 3,880,169	\$ 1,039,633	\$ 2,840,536
New Program	-	\$ -	\$ 1,023,993	\$ (1,023,993)
<b>Grand Total</b>	<b>93.50</b>	<b>\$ 30,373,651</b>	<b>\$ 7,826,494</b>	<b>\$ 22,547,157</b>

- Status quo requests equal approximately \$12.6 million
- \$1.3 million for filled positions
- \$7.8 million for status quo other and
- \$2.8 million for vacant positions
- This table does not include the CIP plan projects for those items managed by PWF



# Augmentations Summary by Fund

Row Labels	Sum of Requested FTE	Sum of Requested Expenditures	Sum of Requested Revenues	Sum of Net Request
Capital Projects	-	\$ 1,700,000	\$ 1,700,000	\$ -
Emergency Communications	7.00	\$ 1,039,633	\$ 1,039,633	\$ -
General Fund	86.50	\$ 26,924,225	\$ 5,086,861	\$ 21,837,364
Pajaro Sanitation District	-	\$ 709,793		\$ 709,793
<b>Grand Total</b>	<b>93.50</b>	<b>\$ 30,373,651</b>	<b>\$ 7,826,494</b>	<b>\$ 22,547,157</b>

- Departments submitted **\$22.5** million in augmentation requests from the following funds
  - \$21.8 million from the General Fund
  - \$709,793 million in the Pajaro Sanitation District from the General Fund



# Augmentations Summary by Department

Row Labels	Sum of Requested Expenditures	Sum of Requested Revenues	Sum of Net Request
Auditor-Controller	\$ 401,983		\$ 401,983
Civil Rights Office	\$ 15,000		\$ 15,000
Cooperative Extension Service	\$ 44,148		\$ 44,148
County Administrative Office	\$ 3,134,052	\$ 1,176,306	\$ 1,957,746
Department of Emergency Management	\$ 900,707		\$ 900,707
District Attorney	\$ 163,777	\$ 163,777	\$ -
Elections	\$ 500,000		\$ 500,000
Emergency Communications	\$ 1,039,633	\$ 1,039,633	\$ -
Health	\$ 2,280,240	\$ 1,131,823	\$ 1,148,417
Housing and Community Development	\$ 1,174,885		\$ 1,174,885
Human Resources	\$ 381,427		\$ 381,427
Information Technology	\$ 1,990,667	\$ 1,700,000	\$ 290,667
Probation	\$ 383,686		\$ 383,686
Public Defender	\$ 1,413,922	\$ 774,893	\$ 639,029
Public Works, Facilities & Parks	\$ 6,090,988		\$ 6,090,988
Sheriff-Coroner	\$ 9,379,098	\$ 1,370,470	\$ 8,008,628
Social Services	\$ 1,079,438	\$ 469,592	\$ 609,846
<b>Grand Total</b>	<b>\$ 30,373,651</b>	<b>\$ 7,826,494</b>	<b>\$ 22,547,157</b>

## Largest Impacts

- Sheriff's Department \$8 million
- Public Works Facilities and Parks \$6.1 million



# Capital Improvement Projects Presentation by Public Works Facilities and Parks Staff



# Development Set Aside FY 2024-25

DSA Trend	Actual	Actual	Actual	Actual	Budget	Budget	Formula	
	2018-19	2019-20	2020-21	2021-22	2022-23		2024-25	FY 2024-25 %
Description	Actual	Actual	Actual	Actual	Actual	2023-24 Budget	Formula	of TOT
MCCVB	\$ 1,263,969	\$ 1,400,000	\$ 750,000	\$ 1,716,473	\$ 1,400,000	\$ 1,775,580	\$ 2,284,417	6.00%
Arts Council	\$ 421,331	\$ 420,000	\$ 247,500	\$ 566,436	\$ 440,000	\$ 559,691	\$ 753,858	1.98%
Film Commission	\$ 202,154	\$ 202,000	\$ 118,750	\$ 271,775	\$ 212,000	\$ 268,842	\$ 361,699	0.95%
MCBC	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 175,000	\$ 100,000	0.26%
<b>Totals Outside Agencies</b>	<b>\$ 1,987,454</b>	<b>\$ 2,122,000</b>	<b>\$ 1,216,250</b>	<b>\$ 2,654,684</b>	<b>\$ 2,152,000</b>	<b>\$ 2,779,113</b>	<b>\$ 3,499,974</b>	<b>\$ 720,862</b>

- The increase in the DSA allocation resulted in \$720,862 fewer resources to provide services in FY 2024-25 when compared to FY 2023-24 levels.



# Development Set Aside

## Presentation by Richard Vaughn



# Criteria for Augmentations

- Mandated by current law or Board policy;
- Alignment with the County's strategic initiatives and priorities;
- Consistent with community priorities expressed in forums, surveys, and other engagement initiatives.
- Necessary to maintain current level of mission-critical services/operations;
- Substantiation of compelling public need (e.g., health, safety, economy vitality, quality of life) that cannot be met within existing resources;
- Likelihood of success based on prior performance, degree of readiness (planning/specificity), requested resources, and assumed timeline;
- Leverages sustainable financial support from non-County sources;
- Appropriate placement of responsibility (federal, state, or local);
- Degree of urgency; and/or
- Critical infrastructure investment to ensure productivity and continuity of operations.



# Financing for Augmentations

- Immediate
  - Unfunded Accrued Liability Program Suspension \$10.9 million
  - ARPA unspent funds \$910,940
  - ARPA Carryover \$1 million (for projects already approved) and will be recommended
  - Compensated absences (one-time funds)
- Future
  - TOT Tax
  - Sales Tax
  - Utility User Tax
  - DSA Formula



# Strategic Options to Address Budget Deficit

- Increase revenue
  - Potential voter approved measures
    - Increase Sales Tax – It could yield a revenue increase in the range of \$3 million (0.25%) to \$12.4 million (1.0%) annually
    - Establish a new Utility User Tax
    - Amend contributions to Development Set Aside (potential reinstatement of the FY 2023-24 cap)
    - Amend the existing Transient Occupancy Tax (TOT)
- Decrease Expenditures
  - Suspend or lower the 115 supplemental fund contribution
  - Compensated absences assignment



# State and Federal Outlook

- State Budget Faces \$73 billion shortfall for FY 25
- Example of Known Local Impact
  - California Library online resources are at risk
    - Career resources such as LinkedIn learning, Coursera, Learning Express, Brittanica School, ProQuest
    - Will have to fund locally the following: HelpNow and VetNow
- Passage of Prop 1
  - Local funding will be diverted to the State for the implementation of housing and treatment beds creating lower funding amounts for the provision of services in local mental health programs



# Pending Local Impacts

- Negotiations with labor groups are ongoing
  - All ongoing revenues have already been allocated
  - For example, a 2% increase would mean additional costs of \$14.8 million countywide and \$8.4 million in the general fund.
  - Last contract negotiation costs are estimated at \$50.4 million



# Strategic Initiatives and the Budget Presentation by CAO's Office Staff



## NEXT STEPS

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In the coming weeks, staff analyzes baseline budgets to understand areas of budget flexibility, funding gaps, and potential impacts to build a well-informed and responsible recommended spending plan.

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The Board's annual budget workshop on April 2 is an opportunity to provide a "budget preview" and receive direction before building the recommended budget to be presented at the budget hearings on May 29 -30.



# Departmental Presentations



# County of Monterey Economic Development

Richard Vaughn  
Economic Development Manager

Photos provided by the Monterey County Convention & Visitors Bureau



# DSA History

## ◆ Historical Information:

- ◆ The Board of Supervisors for the County of Monterey established the Economic Development Set-Aside (DSA) Program (Program) in 1985 to promote and expand tourism, economic and agriculture development and cultural art activities that strengthen and broaden the County's economic base. At the time the Board designated the Monterey County Travel and Tourism Alliance (MCTTA), Economic Development Corporation of Monterey County (EDC), Monterey County Film Commission (MCFC) and the Cultural Council for Monterey County (CCMC) to serve as the County's partners to implement the Program. The Program underwent revisions in 1994, 2002-2006, and 2007 and involved multiple agencies. The most recent change introduced a formula-based, non-competitive funding approach for the Program, aiming to streamline funding and ensure cost-effective delivery of essential services supporting the county's economic development goals.

# DSA Review

- ❖ In May 2023, the Board of Supervisors requested that the Economic Development Committee review the DSA program and provide recommendations at or before the budget hearings in May 2024.
- ❖ On November 6<sup>th</sup>, 2023, the Economic Development Committee created an Ad hoc committee led by Supervisor Adams to conduct a comprehensive review of the DSA program, revise allocations to DSA agencies, develop updated guidelines, and determine if the program should be open to additional industry sectors.
- ❖ The Ad hoc committee met three (3) times to review and revise the DSA program. Recommendations were made to the Economic Development Committee on February 7<sup>th</sup>, 2024.
- ❖ On February 7<sup>th</sup>, the Economic Development Committee met and recommended two separate actions to ultimately be taken to the BOS as options to be selected from.

# Ad Hoc Committee Re-cap

- ◆ Recommendations proposed by Ad Hoc Committee to take effect in FY24-25 if approved:
  - ◆ Administrative expenses 30% of budget unless approved by the EDC or BOS
  - ◆ Approved workplan submittal date Feb 1st each year
  - ◆ Semi-annual reporting
  - ◆ Workplans must allow for revisions and recommendations from the Committee and/or BOS
  - ◆ DSA agencies with gross revenues over \$2 million are required to provide audited financial statements each year.
  - ◆ DSA agencies with gross revenues under \$2 million are required to provide unaudited financial statements each year. With audited financial statements to be submitted when completed by organization. (ex. MCBC completes audited financial statements every 5 years)
  - ◆ Additional financial back-up documentation may be requested by one of the following: (EDC, CAO, or BOS) but, no more than one-time per fiscal year.
  - ◆ Individual DSA allocations were revised to include the Monterey County Business Council into the formula adopted by the Board of Supervisors.
  - ◆ Recommending not to open the program to additional industry sectors.
  - ◆ Research on Economic Development programs like DSA in other jurisdictions across the U.S.



# Expanding DSA Program

- ◆ Process for potentially adding new agencies to DSA:
  - ◆ Currently the program is designed to promote and expand tourism, economic and agricultural development, and cultural arts activities to strengthen and broaden the County's economic base.
  - ◆ If program is opened to new organizations, then DSA % allocations must be re-structured.
  - ◆ Any funding allocation below \$100K requires informal bid and above \$100k requires RFP
  - ◆ County process:
    - ◆ CY 2024: Ad hoc committee and staff to draft revised DSA program guidelines (including % allocations)
      - ◆ All sector allocations will need to be decided
    - ◆ Approval of expanded guidelines by EDC and BOS
    - ◆ CY 2025: Develop RFP for all sectors (Formal bid for \$100K or more)
      - ◆ Current sectors would be included in RFP process (Tourism, Film, Small Business, and Arts)
      - ◆ Staff recommendation to not fund new sectors below \$100K
      - ◆ Issue, receive & score RFP - staff to present finalists to EDC for recommendation to BOS
    - ◆ CY2026: Staff presents to BOS for approval
    - ◆ Budget hearings May 2026 to include all agencies/organizations
    - ◆ New agencies/organizations to receive funds in FY26-27
  - ◆ Economic Development Committee is not recommending that the Board of Supervisors move forward with incorporating new sectors/organizations into the DSA program.



# Allocation to DSA Partners

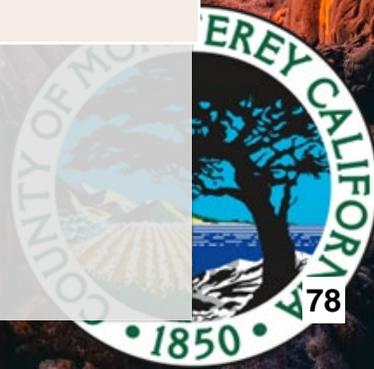
## ◆ Allocations:

	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24
MCCVB - 6%	\$1,076,729	\$1,192,875	\$1,288,790	\$1,192,875	\$1,263,969	\$1,400,000	\$750,000**	\$1,716,473	\$1,400,000**	\$1,775,580***
ACMC-1.98%	\$355,320	\$393,649	\$425,301	\$393,649	\$421,331	\$420,000	\$247,500**	\$566,436	\$440,000**	\$559,691***
MCFC- 0.95%	\$170,482	\$188,872	\$204,058	\$188,872	\$202,154	\$202,000	\$118,750**	\$271,775	\$212,000**	\$268,842***
MCBC 0%	\$87,210	\$87,210	\$87,210	\$100,000*	\$100,000*	\$100,000*	\$100,000*	\$100,000*	\$100,000*	\$175,000***
Total	\$1,689,741	\$1,862,606	\$1,918,149	\$1,875,396	\$1,987,454	\$2,122,000	\$1,216,250**	\$2,654,684	\$2,152,000**	\$2,779,113***
Percentage	7.5%	7.8%	7.7%	7.8%	6.95%	9.75%	7.42%**	6.63%	5.38%**	6.93%***

\*FY17-18 increase of \$12,790 to MCBC with a decrease in MCCVB funding

\*\*Cap placed on DSA funds, approved by BOS

\*\*\*Cap removed then 50% cap placed on delta with full cap removal planned for FY24-25



# Funding Formula Options

## DSA as a total of TOT

- ◆ Option #1:
  - ◆ Keep DSA as is: 8.93% of TOT
  - ◆ MCCVB/See Monterey reduced from 6.0% to 5.66%
  - ◆ ACMC/Arts4MC reduced from 1.98% to 1.87%
  - ◆ MCFC reduced from 0.95% to 0.90%
  - ◆ MCBC included in funding formula at 0.50%

## Individual DSA allocations

- ◆ Option #2:
  - ◆ Increase DSA from 8.93% to 9.19%
  - ◆ MCCVB/See Monterey reduced from 6.0% to 5.84%
  - ◆ ACMC/Arts4MC reduced from 1.98% to 1.93%
  - ◆ MCFC reduced from 0.95% to 0.92%
  - ◆ MCBC included in funding formula at 0.50%



# Recommendations

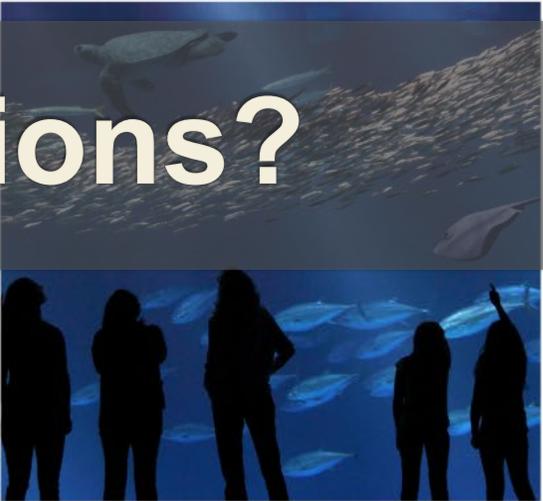
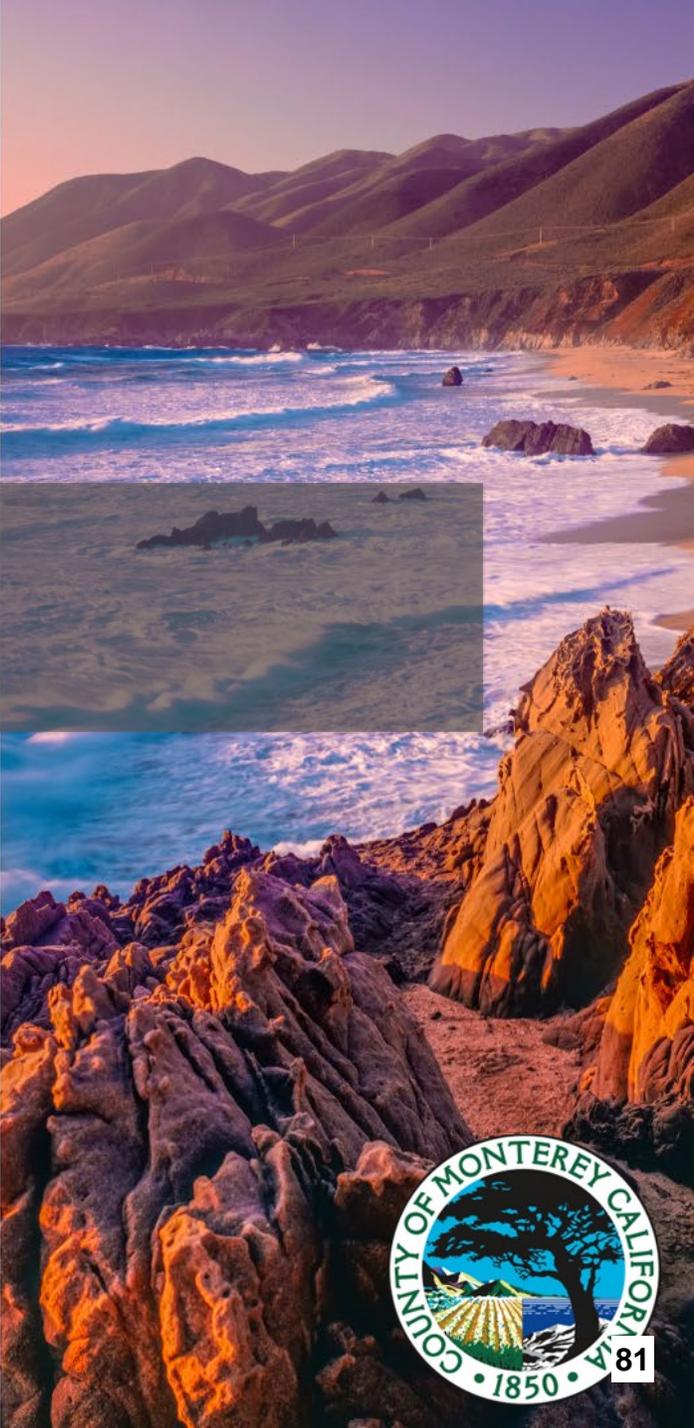
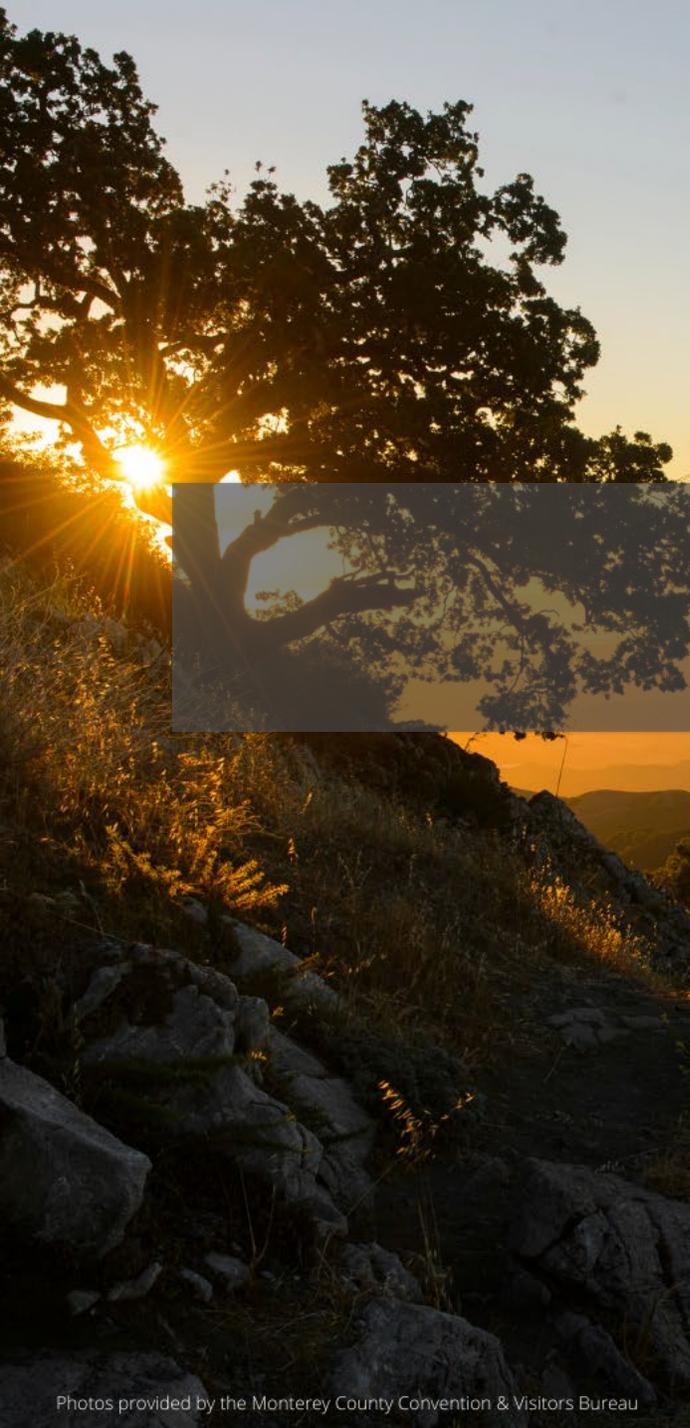
## ◆ Option #1:

- ◆ A. Consider approving the revised Development Set-Aside (DSA) guidelines; and
- ◆ B. Consider approving the revised funding allocation for the following DSA agencies, Monterey County Convention and Visitors Bureau (MCCVB/See Monterey) 5.66%, Arts Council for Monterey County (ACMC/Arts4MC) 1.87%, Monterey County Film Commission (MCFC) 0.91%, and Monterey County Business Council (MCBC) 0.50% effective FY24-25.

## ◆ Option #2:

- ◆ A. Consider approving the revised Development Set-Aside (DSA) guidelines; and
- ◆ B. Consider approving a recommendation from the Economic Development Committee to increase the Development Set-Aside (DSA) percentage allocation from 8.93% to 9.19% effective FY2024-25; and
- ◆ C. Consider approving the revised funding allocation for the following DSA agencies, Monterey County Convention and Visitors Bureau (MCCVB/See Monterey) 5.84%, Arts Council for Monterey County (ACMC/Arts4MC) 1.93%, Monterey County Film Commission (MCFC) 0.92%, and Monterey County Business Council (MCBC) 0.50% effective FY24-25.





# Questions?



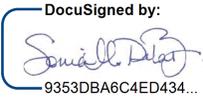


COUNTY ADMINISTRATIVE OFFICE  
COUNTY OF MONTEREY

# MEMORANDUM

**DATE:** March 28, 2024

**TO:** Board of Supervisors

**FROM:** Sonia M. De La Rosa, County Administrative Officer 

**SUBJECT:** Options to Enhance the County's Financial Condition in FY 2024-25 and Future Fiscal Years

On March 12, 2024, the County Administrative Office (CAO) presented the countywide financial forecast to the Board of Supervisors (Board). The forecast indicated continued growth in discretionary revenues. However, the growth is not sufficient to keep up with the increased costs of doing business.

As indicated during the March 12<sup>th</sup> Board Meeting, all ongoing discretionary revenue has been allocated to departments; therefore, the Board directed staff to identify and research options to enhance revenues or reduce expenditures to address the forecasted deficits in FYs 2024-25 through 2026-27. The revenue enhancement options are detailed below, and implementation will likely necessitate hiring a consultant to help the County maneuver the requirements for every option to identify the most practical approach for the Board's consideration.

## Revenue Enhancement Options

### **Transaction ("Sales") Tax Rate Increase per Revenue & Taxation Code ("R&T" section 7285, et seq.)**

Sales tax is the additional amount paid based on a percentage of the selling price of goods and services purchased. This tax is collected and sent to the state and local governments.

- **Process:** An increase in the unincorporated sales tax rate requires a ballot measure to be brought to voters. The measure could request the voters to approve a general district tax (R&T, section 7285) which would require a majority vote or a special tax (R&T, section 7285.5) which would require approval by two thirds vote. If approved as a general tax, revenues could be for general government purposes, but if approved as a special tax, the funds would be restricted for the specific purpose stated in the ballot measure. If successful, revenue will likely be available in the fourth quarter of FY 2024-25.
- The existing unincorporated sales tax rate is 7.75%, which is one of the lowest in the region. Of this total, 7.25% represents the minimum amount charged at the state level and 0.50% is a district tax. District taxes are imposed under the Transactions and Use Tax Law (R&T, section 7285, et seq.) and are added to the statewide base tax rate of 7.25%. Local taxes are imposed under the Bradley-Burns Uniform Local Sales and Use Tax Law. Local taxes are imposed in every city and county in California at a uniform rate of 1.25%, which is a component of the statewide base sales and use tax rate (7.25%).
- The distribution of the 7.25% tax receipts are as follows:
  - 3.94% to the State's General Fund
  - 0.50% to the Local Public Safety Fund to support local criminal justice activities
  - 0.50% to Local Revenue Fund to support local health and social services programs (1991 Realignment)
  - 1.06% to Local Revenue Fund 2011

- 0.25% to local transportation funds
- 1.00% to county operations
- The distribution of district taxes of 0.50% for the County are as follows:
  - 0.125% to the Monterey-Salinas Transit special district.
  - 0.375% to the Monterey Transportation Safety Transactions and Use Tax
- Timing: A ballot measure could be presented to the voters as early as the November 2024 general election if a ballot measure is fully reviewed and approved by the Board and submitted to Monterey County Elections by August 9, 2024.
- Once approved by the voters, the Board would have to consider an ordinance to implement the increased sales tax rate. If adopted, the ordinance is not operative until the first day of a calendar quarter, or prior to the first day of the first calendar quarter, commencing more than 110 days after the adoption of the ordinance (R&T, section 7265).
- Once approved, county staff must coordinate with the California Department of Tax and Fee Administration. (R&T, section 7270).
- Financial Impact: This option could yield an increase of an estimated \$3.1 million for an increase of 0.25% (8% rate) or \$12.4 million for a 1% increase (8.75% rate). If approved, the County will also have to pay the state and administrative fee of up to \$175,000 to implement the new sales tax for the County.

### **Establish a New Utility User Tax**

The County does not currently have a utility user tax (UUT). This tax is an “excise” or “privilege” tax imposed on a person using utility services. A county may levy a UUT on the consumption of electricity, gas, water, sewer, telephone, telegraph, and cable television services in the unincorporated area.

- Process: Establishing a new UUT requires a ballot measure to be presented to the voters for approval and a change in the County Code through the adoption of an ordinance and required time to institute the tax after approval.
- Timing: A measure could be presented to the voters as early as the November 2024 general election if a ballot measure is fully reviewed and approved by the Board and submitted to the elections department by August 9, 2024. The measure could request the voters to approve a general tax which would require a majority vote or a special tax which would require approval by two thirds vote. If approved as a general tax, revenues could be for general government purposes, but if approved as a special tax, the funds would be restricted for the specific purpose stated in the ballot measure. Revenue will likely be available in the fourth quarter of FY 2024-25 or first quarter of FY 2025-26.
- Once approved by the voters, the Board would have to consider an ordinance to implement the tax.
- Financial Impact: Estimating the financial impact will require hiring a consultant to analyze the potential financial impact as this will depend on the specific areas of the ordinance that will be amended. The Treasurer’s Office would require added resources to develop and administer the collection of this new tax.

### **Increase the Existing Transient Occupancy Tax**

Transient Occupancy Tax (TOT) is a tax imposed under the authority of R&T, section 7280. The tax is levied as a percentage of the rent charged to transient guests in hotels/motels, including properties rented through short-term rental services like Airbnb.

- Process: This would require a measure to be approved by the voters. If this approach is followed, the County’s TOT ordinance will have to also be updated.
- Timing: A measure could be presented to the voters as early as the November 2024 general election if a ballot measure is fully reviewed and approved by the Board and submitted to the elections department by August 9, 2024. The County’s existing TOT is a general tax. Staff would recommend any measure presented to the voters continues as a general tax, revenues could be for

general government purposes, but if approved as a special tax, the funds would be restricted for the specific purpose stated in the ballot measure. Revenue will likely be available in the fourth quarter of FY 2024-25 or first quarter of FY 2025-26.

- Once approved by the voters, the Board would have to consider an ordinance to amend Chapter 5.40 of the Monterey County Code.
- Financial Impact: The current rate is 10.5%. If the County were to increase the rate by 0.25% it could bring additional \$608,000 annually, if increased by 2% it could bring an added \$4.8 million annually. This amount represents the County's share of the increase (65.81%) as the current policy would redirect 25% to the Road Fund and 9.19% to the development set aside.

### **Amend contribution policy to Development Set-Aside**

The County's Development Set-Aside (DSA) is a program established by the Board of Supervisors which promotes economic development, tourism, filmmaking, and cultural arts activities that strengthen the County's economic base. On an annual basis, to fund this program, the Board considers whether to provide a share of its TOT to four community organizations: The Monterey County Convention and Visitors Bureau (MCCVB), the Arts Council for Monterey County, the Monterey County Film Commission, and the Monterey County Business Council (MCBC). These organizations submit annual marketing plans outlining specific programs and tasks in support of economic development. If the Board decides to fund the program, the County enters into annual agreements with these agencies to implement the plans.

TOT is a county general tax, currently set at 10.5%, on hotel room revenues at all short-term stay hotels and accommodation rentals. On an annual basis for numerous years, the Board allocated a percentage of the **growth** to three organizations (MCCVB, the Arts Council and the Film Commission); however, in recent years the Board has annually allocated the contribution to three of the organizations based on a percentage of the County's TOT from the prior audited fiscal year. The percentages for the MCCVB, the Arts Council and the Film Commission have been 6%, 1.98% and .95%, respectively. MCBC has received a flat amount of \$100,000. However, in difficult budget years, the County has capped or lowered its contributions to these organizations.

- Process: In this budget year, the Board can decide to hold the contribution levels at the same levels as the revenue provided in FY 2023-24 (capped at \$2.8 million), return to the original practice of allocating only a percentage of the growth, or decide to use the tax for other purposes.
- Timing: This could be approved as part of the budget hearings and the revenue will be available immediately on July 1, 2024.
- Financial Impact: If the Board decided to maintain the level of funding in FY 2024-25 the same as in FY 2023-24 (with the cap), the County could have approximately \$720,000 more funds to provide services in the community. The Board can alternatively decide to only allocate a percentage of the growth and to provide services in the community.

### **Decrease Expenditures**

#### **Suspend or lower the supplemental unfunded accrued liability contribution program**

The supplemental accrued liability program was established by the Board in June of 2021. Under this program a policy was established to help address the growing unfunded accrued liability (UAL) for the County's pension plan. The County contracts with the California Public Employees' Retirement System (CalPERS) to provide retirement benefits for permanent county employees, and each year, the County receives actuarial valuation reports, which identify the employer contribution rates for the following year, as well as the UAL. The UAL has grown significantly due to changes in wages, reduced earnings, changes in demographics, and policy changes enacted by the CalPERS Board, such as reductions to the assumed discount rate and shorter amortization schedules for these liabilities. The latest actuarial report for the valuation dated June 30, 2022, estimates the UAL for the County plan at \$947.5 million.

Under the County's existing plan and policy, the target is to bring the pension plan funded status to 100% of the Actuarial Accrued Liability related to the County's pension plans with the goal to accumulate

sufficient assets to fund all projected benefit payments. The UAL supplemental plan has accumulated over \$100 million since its inception. If the plan is suspended and the resources for this plan are allocated to other ongoing expenditures, the County would consider reinstatement of the program as part of the review of the year end fund balance.

- **Process:** The Board can decide to implement by directing staff to suspend or lower the supplemental unfunded accrued liability contribution by a majority to vote during the budget process or during any regularly scheduled Board meeting.
- **Timing:** This could happen as part of the budget hearings for FY 2024-25.
- **Financial Impact:** If the Board approves this change, \$10.9 million in discretionary funds would be available for ongoing services as of July 1, 2024. This would result in a suspension or lowering of the supplemental unfunded accrued liability contribution to be revisited at year-end.

### **One-time Funding Options**

#### **Redirect funds from the Compensated Absences Assignment**

The compensated absences assignment was established by the Board to provide funding to the County when ongoing revenues are insufficient to cover the costs of accrued benefits payable to employees separating from the County.

- **Process:** The Board can make this decision by directing staff to use a portion of these one-time funds for a different purpose.
- **Timing:** This could happen as part of the budget hearings for FY 2024-25.
- **Financial Impact:** The compensated absences assignment has \$12.7 million available. The payments for compensated absences (payouts or employees leaving employment with the County) in FY 2023 are estimated at \$5.9 million. Similar amounts could be payable on an annual basis depending on employee turnover.

#### **Conclusion**

Implementation of any of these options will require further research and Board consideration, but this memo provides the major points to consider as the County moves forward with its FY 2024-25 budget process. As part of this process, the County Administrative Office will be presenting a balanced recommended budget in late May 2024 which could incorporate any of these potential solutions if feasible.

In addition, development of the Recommended Budget is a collaborative effort between the County Administrative Office and all departments, with overall direction provided by the Board. If some options in this report are implemented, they will require coordination with various internal and external stakeholders.

Please contact me if you have any questions.



**COUNTY ADMINISTRATIVE OFFICE  
COUNTY OF MONTEREY**

**MEMORANDUM**

DATE: March 29, 2024

TO: Board of Supervisors

CC: Sonia M. De La Rosa, County Administrative Officer  
Debbie Paolinelli, Assistant County Administrative Officer  
Ezequiel Vega, Assistant County Administrative Officer

FROM: Nicholas E. Chiulos, Chief Assistant County Administrative Officer

SUBJECT: Draft Strategic Goals and Key Objectives

DocuSigned by:  
  
2036C2A69272478...

The draft County of Monterey strategic goals and key objective topics summary document is the product of a public Board of Supervisors/County department head workshop conducted on March 7, 2024. The purpose of the workshop was to collaboratively develop an updated draft set of broad strategic goals and measurable key objectives to ensure progress toward meeting those goals. A copy is enclosed in preliminary, summary fashion to help provide a general framework for Board discussion/direction as part of the April 2, 2024 Budget Workshop.

Staff continues to work with the department heads to refine and finalize detail with regard to the draft key objectives. At a later date, staff will schedule a future presentation on the strategic goals and detailed key objectives for Board consideration, direction and approval.

# DRAFT STRATEGIC GOALS AND KEY OBJECTIVE TOPICS SUMMARY

## Goal 1

### Well-Being and Quality of Life

**Description:** Create safe and healthy communities where all people can thrive.

#### Key Objective Topic Areas

Housing:

Permit streamlining; affordable housing; farmworker housing

Community Engagement/Services/Programs:

Community engagement; youth programs; County Park accessibility; expanded wi-fi; dashboard for community feedback

Financial Strategies:

Mental Health Rehabilitation Facility; expanded safety net healthcare; and satellite animal shelters

## Goal 2

### Sustainable Infrastructure Now and in the Future

**Description:** Provide for the maintenance, replacement, sustainability and resilience of infrastructure required for living, working, recreating in and visiting Monterey County

#### Key Objective Topic Areas

Master Planning and Funding Strategies

Community beautification; County Facilities Master Plan; funding to leverage grant opportunities

Water and Sewer Systems:

Expand Chualar sewage treatment systems; resolve San Lucas potable water; additional water storage

Infrastructure:

Community streetlighting; county road maintenance

Broadband and Communication:

Expand broadband; expand digital skills and learning; promote transparency and civic engagement

Other:

Environmental and green space protection

## Goal 3

### Safe and Resilient Communities

**Description:** Provide for public safety, disaster planning and response.

#### Key Objective Topic Areas

Disaster Planning and Emergency Response:

Expand public safety radio systems; provide disaster recovery facility; Disaster Service Worker training; reduce wildfire and flood risk

Justice:

Public safety investments; justice centers; programs for recently incarcerated

Other:

Broadway Family Connection Project

## Goal 4

### Diverse and Thriving Economy

**Description:** Attract and retain businesses that will improve the well-being of County residents.

#### Key Objective Topic Areas

Partnerships:

Youth/school programs to train workforce; expand access to public utilities for economic development; Enhanced Infrastructure Financing Districts; Agricultural Commissioner satellite office in South County

## Goal 5

### Dynamic Organization and Employer of Choice

**Description:** Employees feel valued and proactively engaged by an organization that is a great place to work, is financially healthy, and continuously improves.

#### Key Objective Topic Areas

Recruitment

Improve overall recruitment and retention process; address military and veteran recruitment and retention

Succession Planning and Employee Resources

Down payment assistance programs; organizational succession plan; opportunities for childcare in County facilities



# County of Monterey

## Item No.8

### Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

Legistar File Number: 24-248

April 02, 2024

**Introduced:** 3/25/2024

**Version:** 1

**Current Status:** Agenda Ready

**Matter Type:** General Agenda Item

- a. Auditor-Controller
- b. Human Resources

# Auditor-Controller

## FY 2024-25

### Budget Workshop

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# Organizational Structure

- Elected position with mandated responsibilities serving 25 departments and over 5,000 employees of the County.
- Structure/Duties (excluding temporary resources/funding for ERP System Upgrade Project):
  1. Disbursement Division:

Divided into three sections with One Division Chief overseeing all three sections:

    - a) Property Tax (4 positions):

Duties - Responsible for the County's approx. \$1 billion Property Tax Roll calculation and distribution to 200 agencies county-wide, a major source of discretionary revenue including our County.
    - b) Vendor Payments/AP (4 positions):

Duties - Responsible for processing timely payments to approx. 2,200 vendors providing various services to the County.
    - c) Payroll (12 Positions):

Duties - Responsible for processing bi-weekly payroll of over 5,000 employees of the County.

# Organizational Structure Con't.

2. General Accounting Division (11 Positions):

Duties - Responsible for producing County's annual financial report, creating County's accounting policy in compliance with GAAP and GASB standards, training department staff; preparing County-wide Cost Allocation Plan enabling the County to recover tens of millions in cost annually.

3. Systems Division (6 positions):

Duties - Responsible for the County's Financial, HR/Payroll, and budgeting system applications maintenance, processing, and support for use by the County team.

4. Internal Audit Division (2 Positions):

Duties - Providing independent, objective assurance, advice designed to add value, save costs, and improve County's processes.

# Resource Structure

- Resources in the ACO have not kept pace with County's operational growth, expanded programs/service need over the last decade.
- In FY 2013-14, the County's total budget was 1 billion. ACO's position count at that time was 46.
- While County's operation has doubled in size today to 2 billion, ACO's resource structure has declined to 44.5 positions from 46 positions 11 years ago.
- Last six years ACO Position Count:

FY 2018-19	44.5
FY 2019-20	44.0
FY 2020-21	43.0
FY 2021-22	43.0
FY 2022-23	44.0
FY 2023-24	44.5

# Internal Audit Background

- In 2019, Board approved the ACO's IA Charter and Operations Manual.
- Vacant for almost two years, the Chief Internal Auditor was hired at the end of 2021. ACO's plan has been to rebuild and gradually add resources to IA function.
- In May 2022, Board approved a risk-based Audit Work Plan for FYs 23&24 based on a limited resource structure. The two-member IA team has been diligently working to accomplish the Work Plan.
- In Nov. 2023, Board was updated on IA activity progress and accomplishments.
  - ❖ Audits have recouped over \$600,000 with another future recovery possibility of \$2M; recommended improved processes; and achieved cost savings countywide.
  - ❖ Provided guidance and oversight of external audits for Public Works, Water Resources, and Emergency Management.

# Internal Audit Augmentation Request

- Internal Audit plays an important role in establishing proper checks and balances. County requires a capable IA function that can consistently improve County efficiencies, and respond to high-risk, sensitive matters.
- However, the two-member IA team is not adequately equipped to handle the level of audit work expected for a county of this size and complexity, as well as emerging requests for compliance monitoring and audit support services.
- ACO submitted augmentation request for two additional positions in FY24-25, but given budget constraints, even one new position will be a meaningful shift forward.
- IA's accomplishments, thus far, illustrate that the benefits far outweigh the cost of additional resources to the IA function.

# ACO Augmentation Request

Division	Position Title	FTE	Request Information	Requested Amount	Cost at Step 7
Internal Audit	Internal Auditor II	1	Requested at Step 5 with estimated 09/01/2024 start date	\$137,255	\$160,608
Internal Audit	Internal Auditor III	1	Requested at Step 5 with estimated 09/01/2024 start date	\$165,809	\$195,990
Disbursements	Accounting Technician	1	Requested at Step 7 with estimated 07/01/2024 start date	\$124,362	\$124,362
				<u>\$427,426</u>	<u>\$480,960</u>

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Questions?



# **Human Resources Department**

## **FY 2024-25 Augmentation Requests**

**Board of Supervisors Budget Workshop**

# Augmentation Requests



Augmentation Name	Augmentation Type	Amount
Management Analyst I	Status Quo Vacant Position	\$162,429
Legal Services for Labor Negotiations	Status Quo	\$100,000
Staff Training & Development	Status Quo	\$30,000
Temporary Office Assistant II (Reception Desk)	Status Quo Filled Temp Position	\$62,118
Temporary Intern (Employee Engagement)	Status Quo	\$26,880
<b>Total</b>		<b>\$381,427</b>

# Management Analyst I



## ➤ Summary

Request for funding to restore a vacant Management Analyst I position. The primary focus of the position is the drafting and/or updating of policies & procedures, analysis of the effectiveness of Human Resources programs and initiatives as well as providing high-level analyst support to the senior executives in the Human Resources Department. This position is also instrumental in working with department management on initiatives identified in the Human Resource Department's Strategic Plan.

## ➤ Effects of Non-Funding

- Delayed service delivery to departments, employees, and customers.
- Dissatisfied departments, employees, and customers.

# Legal Services for Labor Negotiations



## ➤ Summary

Request for funding for outside legal support for purposes of labor contract negotiations with bargaining units whose Memoranda of Understanding are set to expire between June 30, 2024 and January 31, 2025. Legal support is particularly important during the Memoranda of Understanding negotiation process to ensure County labor negotiators have immediate access to legal advice during active negotiations, proposal development, Memorandum of Understanding development, and for purposes of contingency planning, if needed.

## ➤ Effects of Non-Funding

- Delayed County responses to union proposals.
- Unnecessary labor unrest.

# Staff Training & Development



## ➤ Summary

Request for funding for the training and development of Human Resources staff. The Human Resources Department plays a pivotal role in our organization's success by managing our most valuable asset – our people. As we strive for excellence and growth, it is imperative to invest in the continuous development of our HR team. We are requesting \$30,000 for training and development, which equates to less than \$750 per employee per year in our 42-member department. This investment is crucial to achieve our mission and ensure the department remains effective and efficient in its operations.

## ➤ Effects of Non-Funding

- Undermining employee engagement.
- Low employee morale.

# Temporary Office Assistant I

(Reception Desk)



## ➤ Summary

Request for funding to retain a temporary Office Assistant II position. The primary focus of the position is to provide reception and office administrative services to the Human Resources Department's front desk and act as a back-up to the County Administrative Office's front desk receptionist. Retaining the Office Assistant II position is essential for maintaining the high level of customer service, administrative efficiency, and flexibility required by both the Human Resources Department and back-up to the County Administrative Office.

## ➤ Effects of Non-Funding

- Poor service to visitors and callers.
- Decreased departmental efficiency.

# Temporary Intern

## (Employee Engagement)



### ➤ Summary

Request for funding to retain a paid intern who assists and works directly under the direction of the Employee Engagement Manager. The Employee Engagement Manager serves all departments and is responsible for developing, launching, and maintaining countywide employee engagement initiatives to drive engagement and retention. The Employee Engagement Manager is responsible for administering various employee engagement surveys, supporting action planning to address survey feedback, coordinating three annual Employee Appreciation and Recognition events, overseeing the Human Resources Department Leadership Learning Exchange website, and developing content for online learning resources that drive engagement (i.e. the Stay Interview Toolkit) and webinars on various topics.

### ➤ Effects of Non-Funding

- Delayed development and launch of employee engagement initiatives.
- Decreased employee engagement and retention.

# Questions/Comments?





# County of Monterey

## Item No.9

### Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

Legistar File Number: 24-249

April 02, 2024

**Introduced:** 3/25/2024

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** General Agenda Item

- c. Housing and Community Development
- d. Public Works, Facilities & Parks

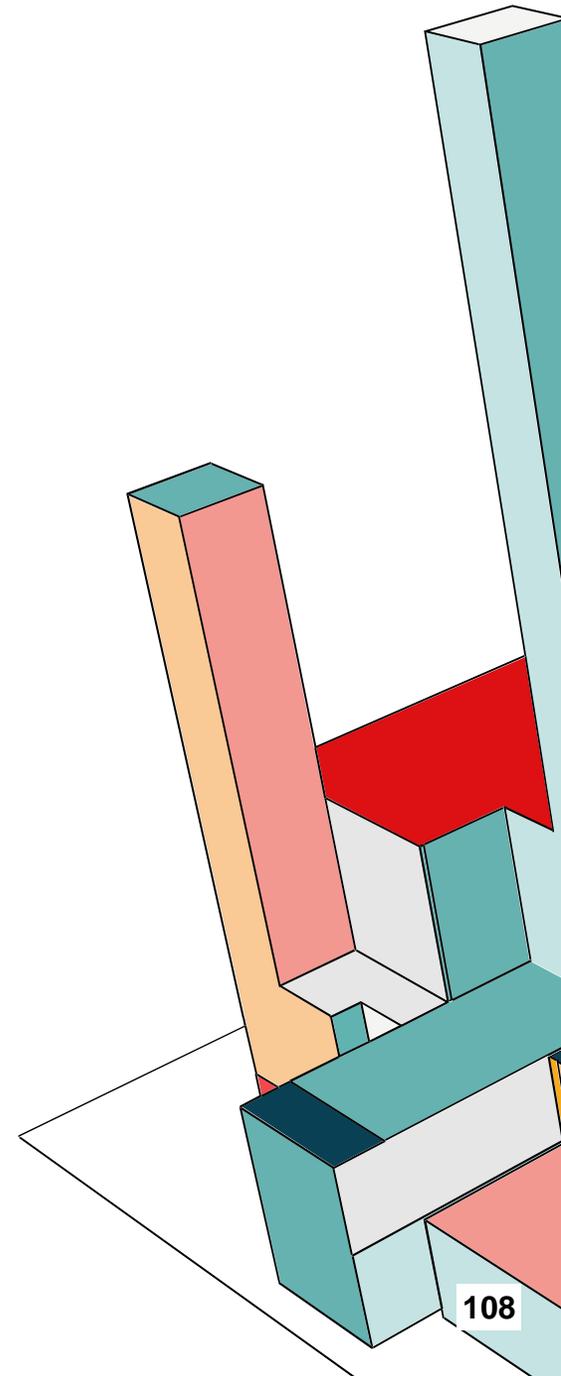


# **HOUSING AND COMMUNITY DEVELOPMENT FY2024-25**

**CRAIG W. SPENCER, DIRECTOR   APRIL 2, 2024**

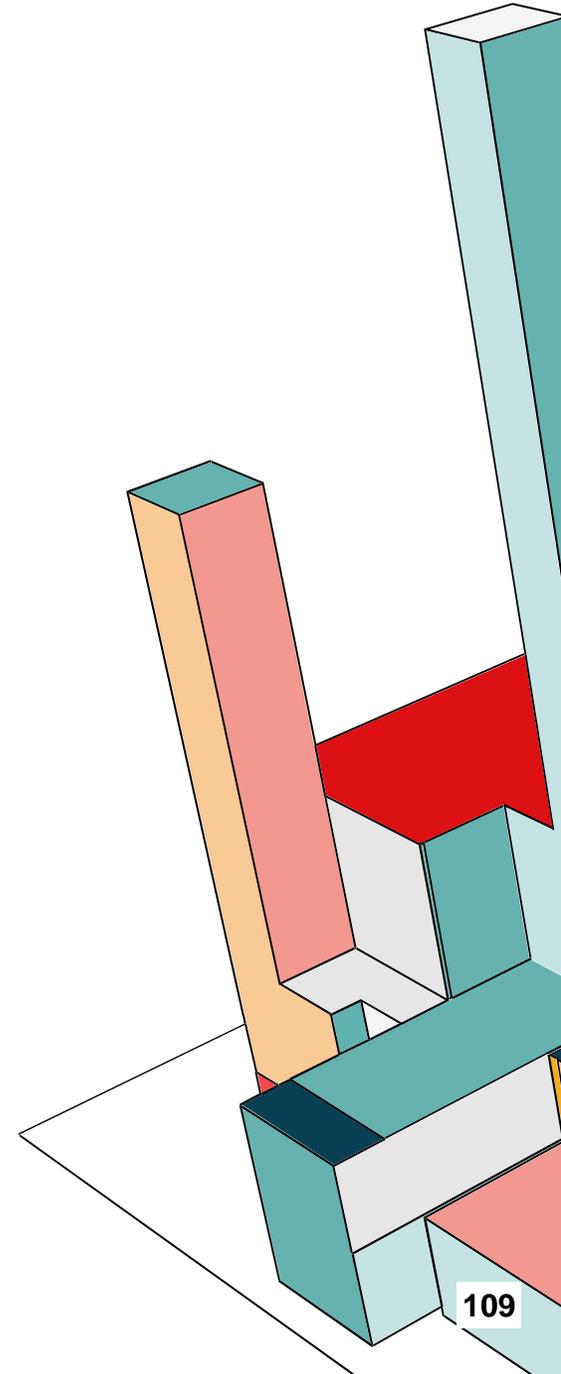
# DEPARTMENT OVERVIEW

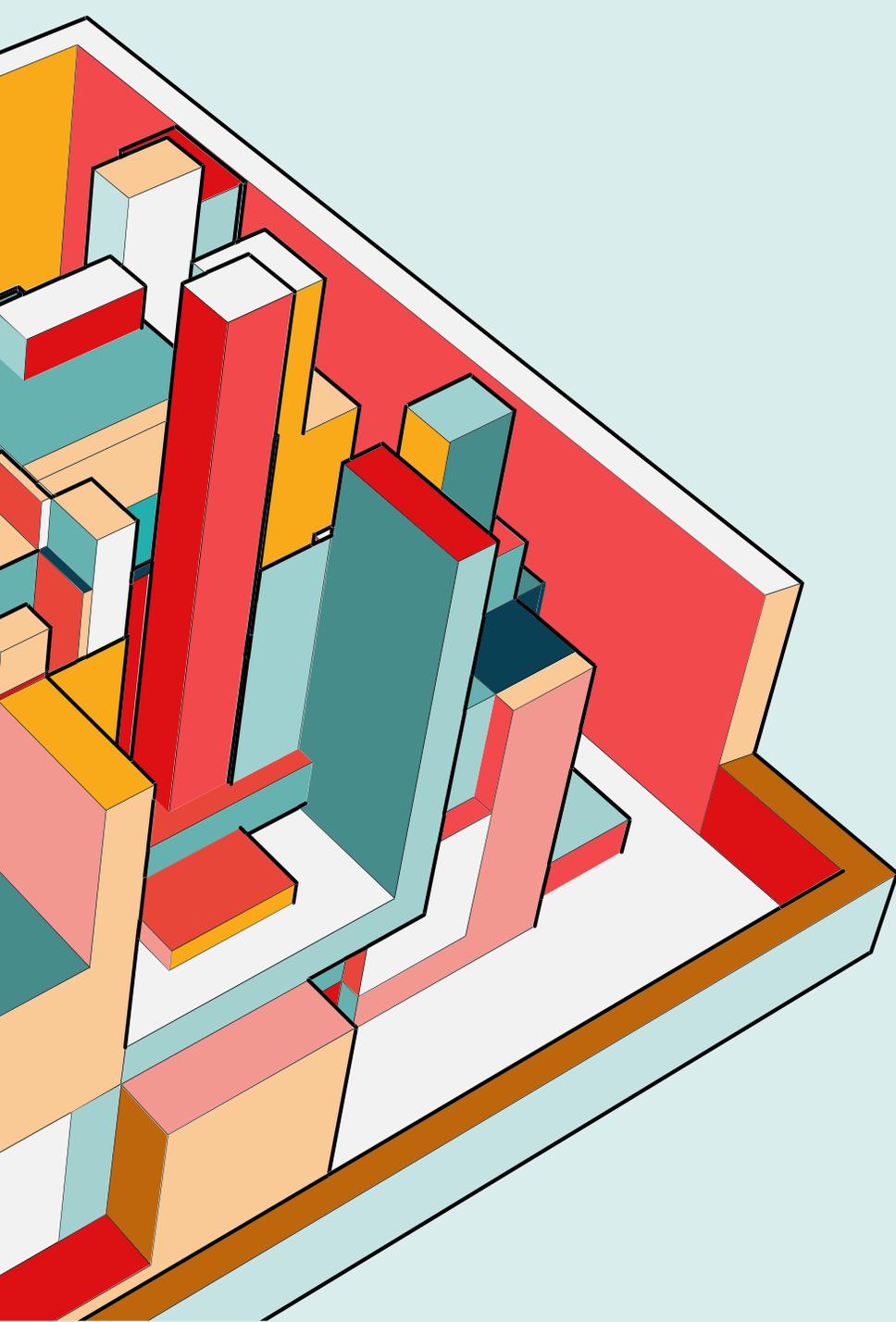
- Housing and Community Development:
  - Housing Programs
  - Planning Services
  - Building Services
  - Permit Center
  - Environmental Services and
  - Code Compliance
- Recommended Budget for HCD Department includes 104 positions.  
\$27.4 million in Expenditures  
\$19.9 million in Revenue  
\$8.8 million General Fund Contribution  
\$1.3 million Outside Fund Surplus (Housing, Successor Agency, FORA)



# AUGMENTATION REQUESTS

- General Plan Update and Implementation - \$625,734
- Building Services On Call Consultants - \$200,000
- Planning On Call Consultants - \$200,000
- Chualar Community Plan Update - \$149,151
  
- Total Requested \$1,174,885





# CAO RECOMMENDATION

Building On Call Consultants - \$100,000  
Planning On Call Consultants - \$100,000

# REQUESTING AUGMENTATIONS TO BE RECONSIDERED

## General Plan Update and Implementation

Project completion is scheduled for FY2024-25. \$625,734 is the estimate needed to complete the project which includes the Housing Element, Safety Element and Environmental Justice Element. These are State mandated updates and element development.

We are requesting the Board set aside any excess appropriations from HCD at the close of FY2023-24 in a reserve if needed to complete this project.



# THANK YOU

Craig W. Spencer, Director  
Housing and Community Development





# Public Works, Facilities and Parks

Board of Supervisors  
Budget Workshop  
April 2, 2024

# PWFP Core Functions

To provide customer service, and operate and maintain:

- County Roads and Bridges
- Facilities and Grounds
  - Fleet, Mail/Courier, Records Retention
  - Real Property
- County Parks
  - Including former Fort Ord properties
  - Laguna Seca Recreational Area

# PWFP Core Functions

## Outside Funds

### Road Fund

- Roads & Bridges Engineering
  - 33 Scheduled Projects
- Roads & Bridges Maintenance
  - 1,257 Miles of Roads
  - 175 Bridges
  - Road Appurtenances (traffic signals, striping, etc.)

### Enterprise Funds

- Lakes Nacimiento
  - 2 Scheduled Projects
- Laguna Seca Recreation Area (542 acres)
  - 2 Scheduled Projects (ARPA)

### Other Funds

- Capital Projects
  - 16 Scheduled Projects (2 ARPA/ 14 Other)
  - Dept sponsored Projects
- East Garrison Public Financing Authority
- County Service Areas (37)
- County Sanitation Districts and Water (3)
- Fish & Game

# PWFP Core Functions

## General Fund

- Facilities Maintenance
  - Facilities & Grounds
    - 2.7 million sq. ft. County-Owned Facilities
    - 408,000 sq. ft. Leased Building Space
  - Architectural Services
    - Capital Project Implementation and Project management
    - 5-Year CIP
  - Property Management
    - 96 Owned Facilities
    - 64 Leased Facilities
    - 55 County Landlord Leases
    - 511 Owned Parcels
- Utilities
  - Gas, electric, water, garbage, sewer, alarm, & fire protection
- County Parks
  - 30,130 acres Parks & Open Space
- Fort Ord (New - former FORA properties)
  - 2,980 acres
- Litter Control
- Rifle Range
- County Disposal Sites
  - 2 Transfer Stations
  - 12 Closed Landfill Disposal Sites
- Stormwater/Floodplain Management
  - Countywide NPDES permit
  - Community Rating System (CRS) with HCD
- Central Service Units
  - Fleet, Mail, Courier, & Records Retention

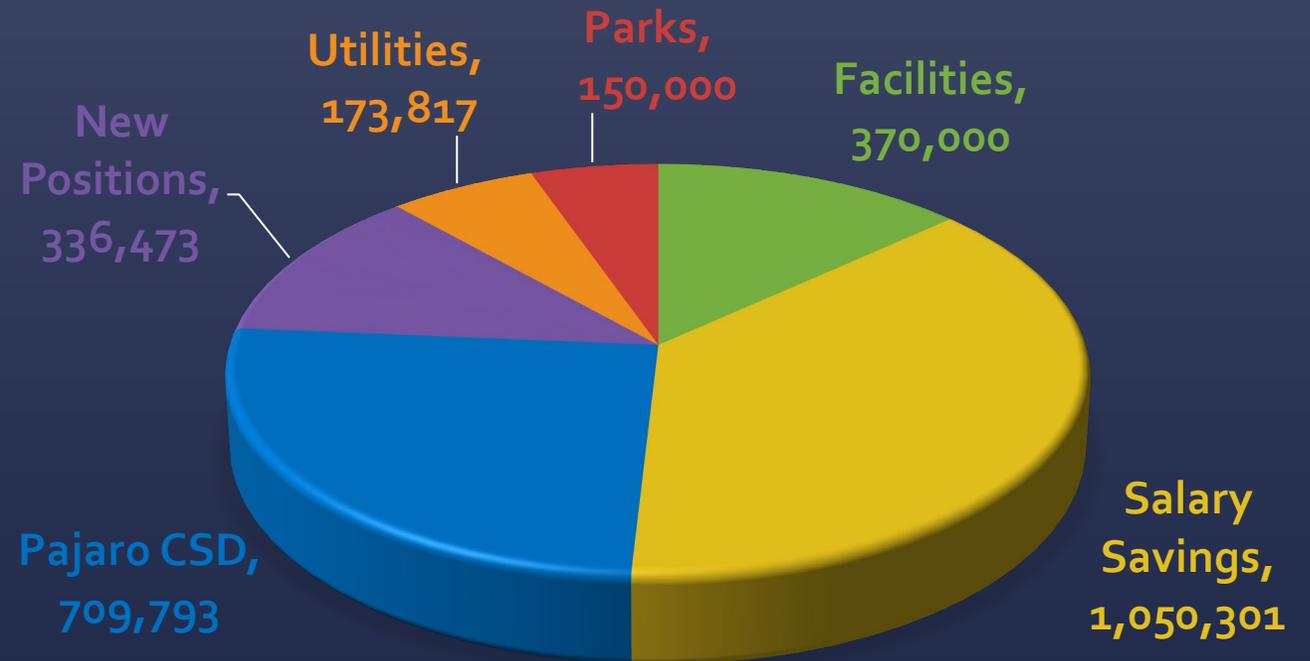
General Fund	Total
Staffing	148 FTE
Revenues	<u>\$2,541,673</u>
Expenditures	
Salary & Benefits	19,217,265
Services & Supplies	19,587,918
Other Charges	(22,808,681)
Capital Assets	679,645
Operating Transfers Out	<u>112,345</u>
Total Expenditures	<u>\$16,788,492</u>
GFC Contribution	<u>\$14,246,819</u>

## General Fund Budget Overview

Reductions to Balance (\$1.2 M)

# UNFUNDED AUGMENTATION REQUESTS

- 13 Augmentations
- Totaling \$2,790,384



# Augmentations

## Priority No. 1 – Utilities, \$173,817

- Utilities, \$173,817



## Priority No. 2 – Fort Ord, \$150,000

- Open Space Unscheduled Maintenance, \$150,000



# Augmentations

## Priority No. 3 – Salary Savings: \$1,050,301

- Administration, \$198,008
- Parks, \$546,212
- Facilities, \$306,081



## Priority No. 4 – CSD, \$709,793

- Pajaro CSD - Sanitation System Operations & Maintenance, \$709,793



# Augmentations

## Priority No. 5 – Park Positions, \$336,473

3 FTE

- Ranger II, \$137,436
- Parks Building and Grounds Worker II, \$110,687
- Parks Services Aide II, \$88,350



## Priority No. 6 – Additional Security & Parking Citations, \$370,000

- Security  
Castroville Library and Supervisor Offices, \$100,000  
County Coastal Offices, \$100,000  
Pajaro Library and AG Commissioner, \$150,000
- Data Ticket, Inc. Parking Citation Processing, \$20,000



# PWFP Loss of Augmentations

- Reduced service levels to the public and County customers
- One-time decisions could yield long-term repercussions

# Questions





# County of Monterey

**Item No.10**

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

**Legistar File Number: 24-250**

April 02, 2024

**Introduced:** 3/25/2024

**Version:** 1

**Current Status:** Agenda Ready

**Matter Type:** General Agenda Item

e. Health Department

f. Social Services

# FY 2024-25 Health Department Requested Budget

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ELSA MENDOZA JIMÉNEZ, DIRECTOR OF HEALTH SERVICES

BOARD OF SUPERVISORS' BUDGET WORKSHOP

APRIL 2, 2024



# Requested – All Funds

	FY 2023- 24 Adopted	FY 2024-25 Baseline	FY 2024-25 Augmentations	FY 2024-25 Total Requested
<b>Appropriations</b>	371.4 million	383.9 million	2.2 million	386.1 million
<b>Revenues</b>	332.0 million	344.1 million	1.1 million	345.2 million
<b>Fund Balance Use</b>	20.9 million	22.4 million	0	22.4 million
<b>General Fund Contribution</b>	18.5 million	17.4 million	1.1 million	18.5 million
<b>Staffing</b>	1,215.30 FTE	1,264.30 FTE	7.0 FTE	1,271.30 FTE

# Augmentation Requests: General Fund

Bureau/Division	Total Amount	Reimb	GF Request	Description
<b>Animal Services:</b>				
Mobile Clinics	\$288,000	\$96,000	<b>\$192,000</b>	Mobile Spay/Neuter Clinics/month
Animal Control Tech	\$118,640	\$58,264	<b>\$60,376</b>	Assist care team, work w/adopt. pets
Office Asst. II	\$95,654	\$46,976	<b>\$48,678</b>	Clerical support for care team, cust svc
Security Camera System	\$53,015	\$26,036	<b>\$26,979</b>	Replace outdated equipment
Key Access System	\$80,500	\$39,534	<b>\$40,966</b>	Replace aged non-supported equip.
Mini Grant Program	\$30,000	-	<b>\$30,000</b>	Mini-grant program for local non-profits
<b>Total:</b>	<b>\$665,809</b>	<b>\$266,810</b>	<b><u>\$398,999</u></b>	

# GFC Augmentation Requests: Prioritized

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**#1: Mobile Spay/Neuter Clinics: \$192,000**

**#2: 1.0 FTE Animal Care Technician: \$60,376**

**#3: 1.0 FTE Office Assistant II: \$48,678**

**#4: Door Key Card Access System: \$40,966**

**#5: Security Camera System: \$26,979**

**#6: Mini-grant program for CBOs: \$30,000**

**\$342,020**



# Augmentation Request: Other Funds

Bureau/Division	Amount & Funding Source	Description
<b>Public Health:</b>	\$496,000 <i>JUUL Settlement</i>	Dedicated funding for vaping prevention, education, and cessation intervention, including outreach and education on youth vaping, implement evidence-based practices.
<b>Total:</b>	\$496,000	



# In Summary:

Bureau/Division	Amount & Funding Source	Description
<b>Public Health:</b>	\$496,000 <i>JUUL Settlement</i>	Dedicated funding for vaping prevention, education, and cessation intervention, including outreach and education on youth vaping, implement evidence-based practices.
<b>Animal Services:</b>	\$342,020 <i>General Fund</i>	48 Spay/Neuter Clinics Animal Care Technician Office Assistant II Door Key Card Access System

# Thank you

## Questions/Answers

Elsa Mendoza Jiménez

Director of Health

(831) 755-4526

[jimenezem@co.monterey.ca.us](mailto:jimenezem@co.monterey.ca.us)

[www.mtyhd.org](http://www.mtyhd.org)



COUNTY OF MONTEREY  
HEALTH DEPARTMENT

DEPARTMENT OF  
**S O C I A L**  
**S E R V I C E S**

Department Budget Workshop



**COUNTY OF MONTEREY**  
**DEPARTMENT OF SOCIAL SERVICES**  
*Working Together for Our Community*

Presented by: Lori A. Medina  
April 2, 2024

# OVERVIEW

# DEPARTMENT OF SOCIAL SERVICES

- Baseline Budget
- Revenue Overview
- Budget Impacts
- Augmentations
- Services to the Community



**County of Monterey**  
**DEPARTMENT OF SOCIAL SERVICES**

BUDGET WORKSHOP FY24/25

# BASELINE BUDGET OVERVIEW

\$350.1M - 926 POSITIONS

## **Program Administration: \$185.5 million**

- Aging & Adult Services
- Community Benefits
- CalWORKs Employment Services
- Family and Children's Services

## **Community Programs - \$14.5 million**

- Area Agency on Aging – Support non-profit programs for Seniors, 65+
- Community Action Partnership – Homeless, domestic violence, etc
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## **Entitlements - \$150.1 million**

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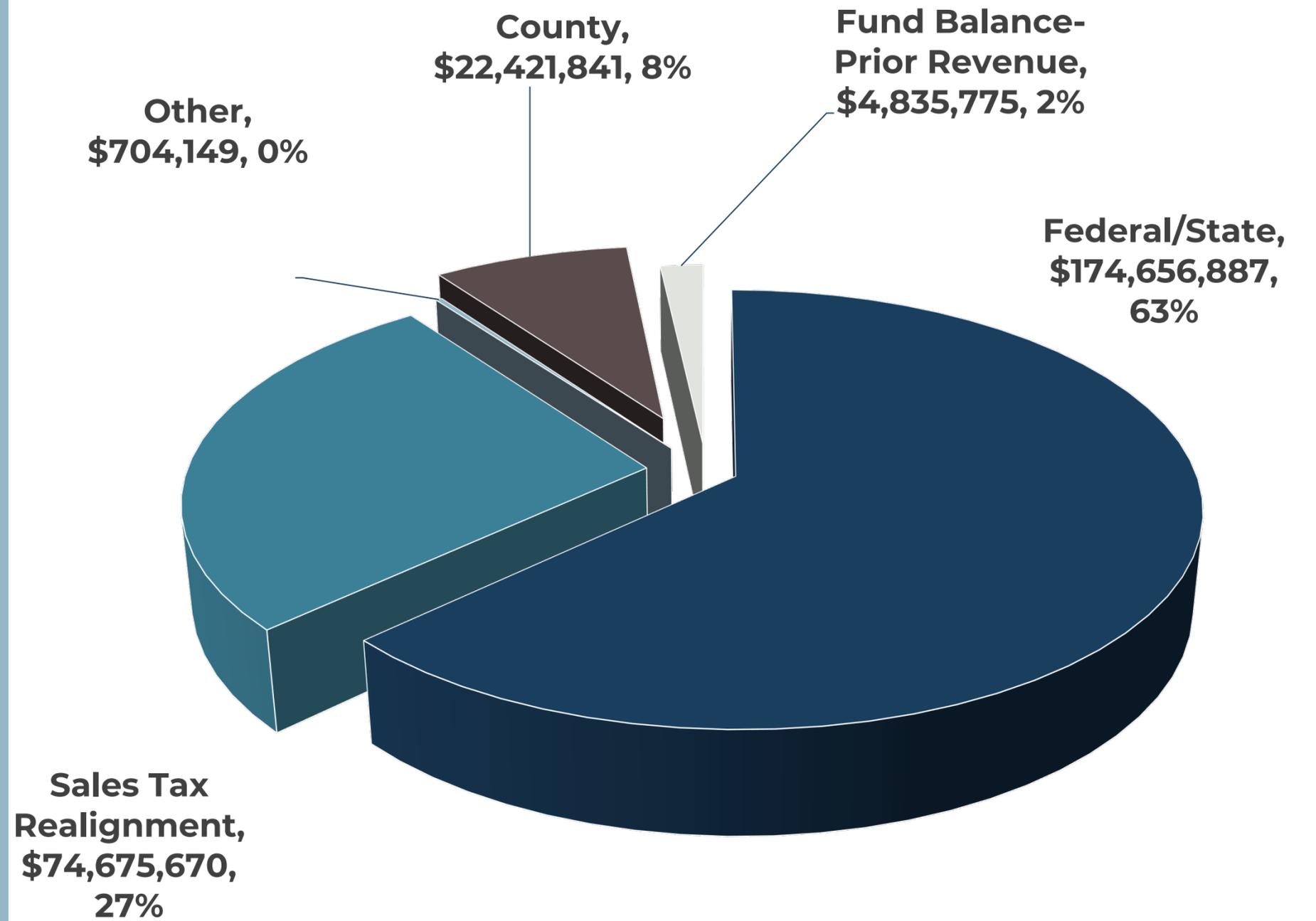
**County of Monterey**  
DEPARTMENT OF SOCIAL SERVICES

# OVERVIEW OF SOCIAL SERVICES REVENUES



**County of Monterey**  
**DEPARTMENT OF SOCIAL SERVICES**

BUDGET WORKSHOP FY24/25



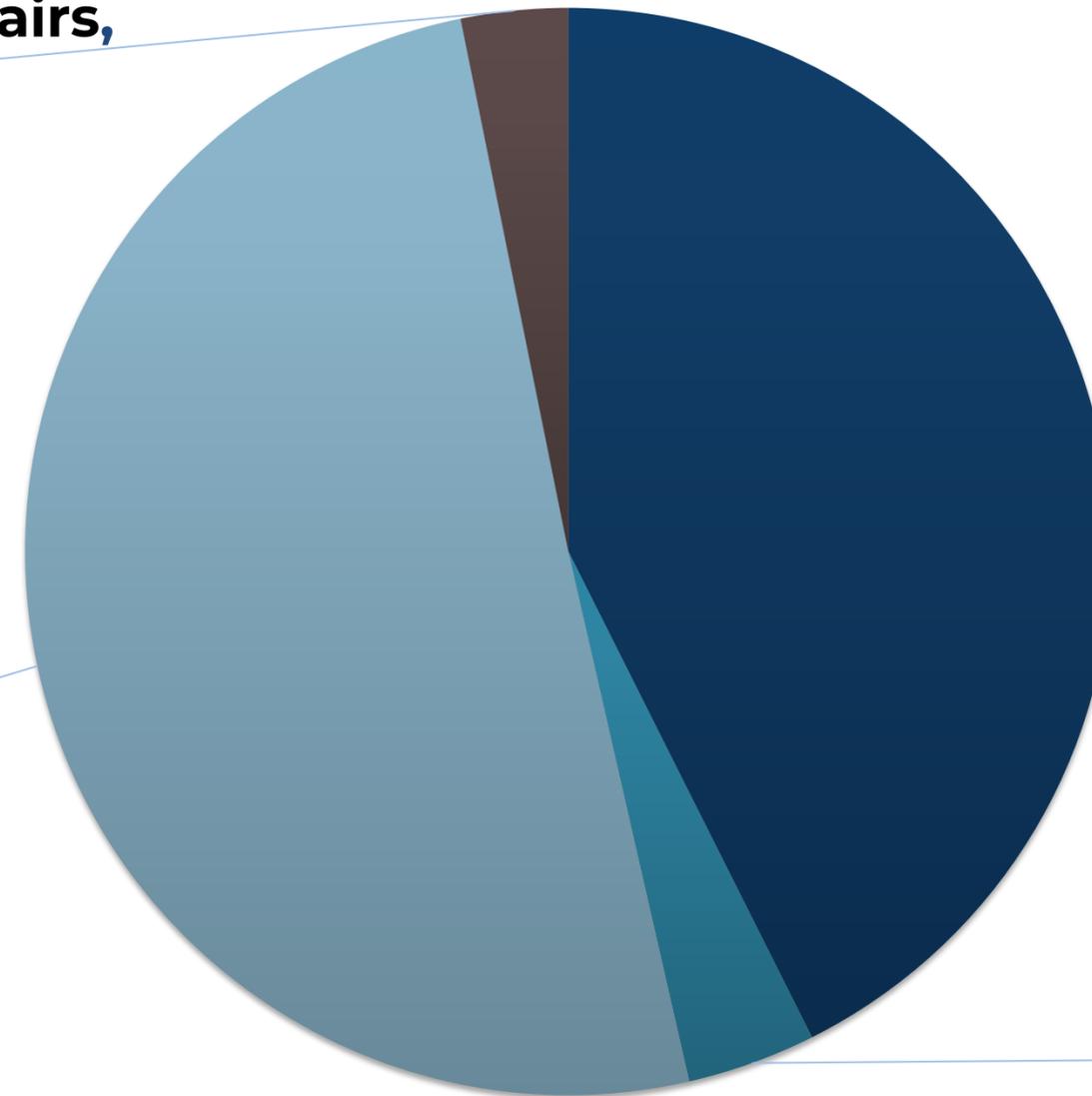
# OVERVIEW OF GENERAL FUND CONTRIBUTIONS-\$22.4M

**Military & Veterans Affairs,  
\$1,129,423**

**Administration,  
\$6,580,970**

**Entitlements,  
\$13,424,455**

**Community Programs,  
\$1,286,994**



■ Administration ■ Community Programs ■ Entitlements ■ Military & Veterans Affairs

# STATE BUDGET IMPACTS

## **Reduced CalWORKs Single Allocation**

- \$2.7 million

## **Elimination of Expanded Subsidized Employment**

- \$1.9 million

## **Elimination of Family Stabilization Program**

- \$1.9 million

## **Elimination of Family Urgent Response Program**

- \$0.5 million

## **Delayed funding for various programs**

- \$1+ million (Bringing Families Home, Home Safe, HDAP)



**County of Monterey**  
DEPARTMENT OF SOCIAL SERVICES



County of Monterey  
DEPARTMENT OF SOCIAL SERVICES

# MAJOR IMPACTS TO THE BASELINE

- Salaries (Wage Comp Studies) - \$1.8 m
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  - does not include the augmentation
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  - Results in loss of match dollar/revenue of \$6.1 m



# 5 AUGMENTATIONS

\$610K (GFC)

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FUNDED AUGMENTATIONS

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# HOMELESS OUTREACH WORKERS...

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SPOTLIGHT ON  
HOMELESS SERVICES



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IN HOME SUPPORTIVE  
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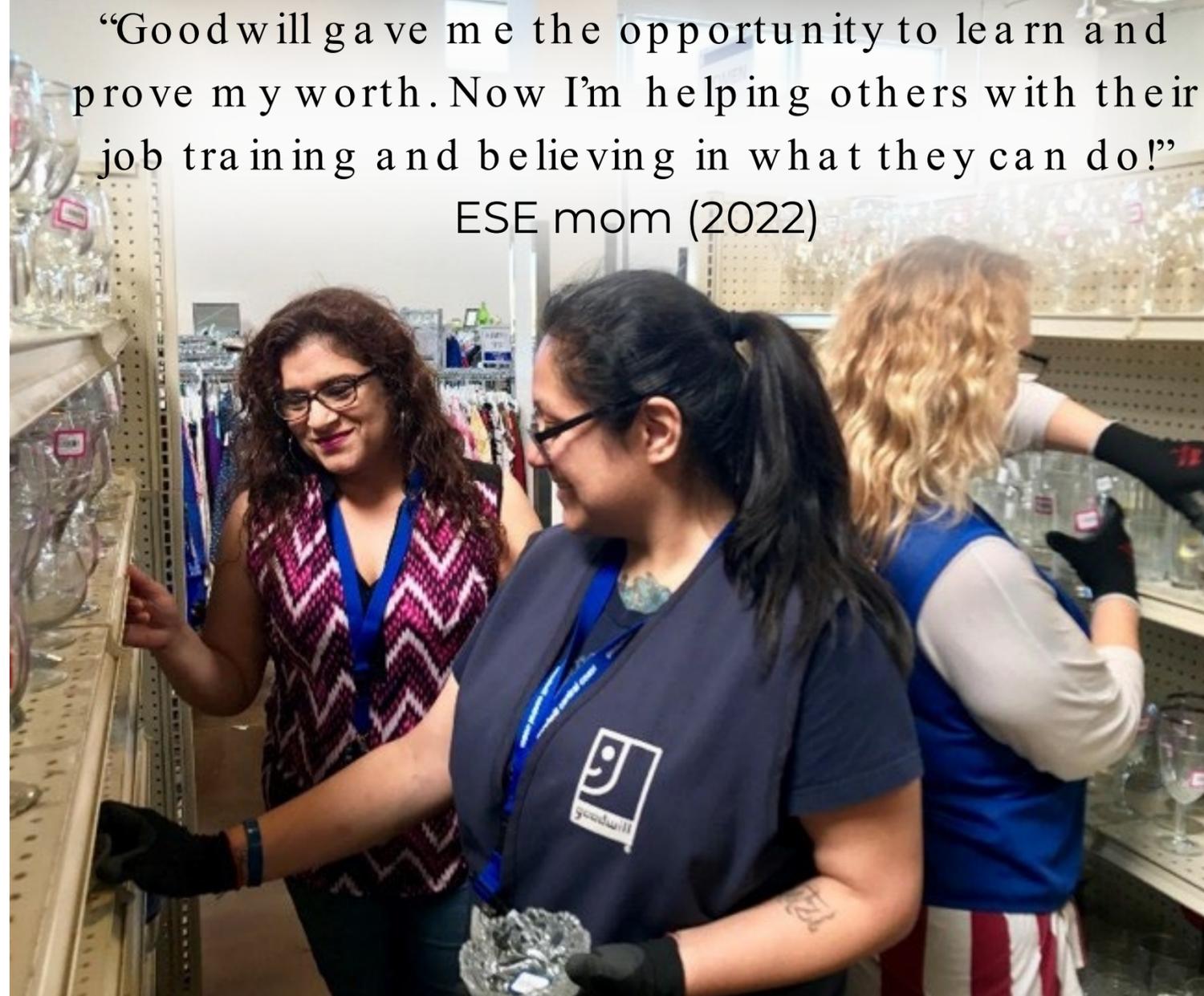


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Learning Time Inc



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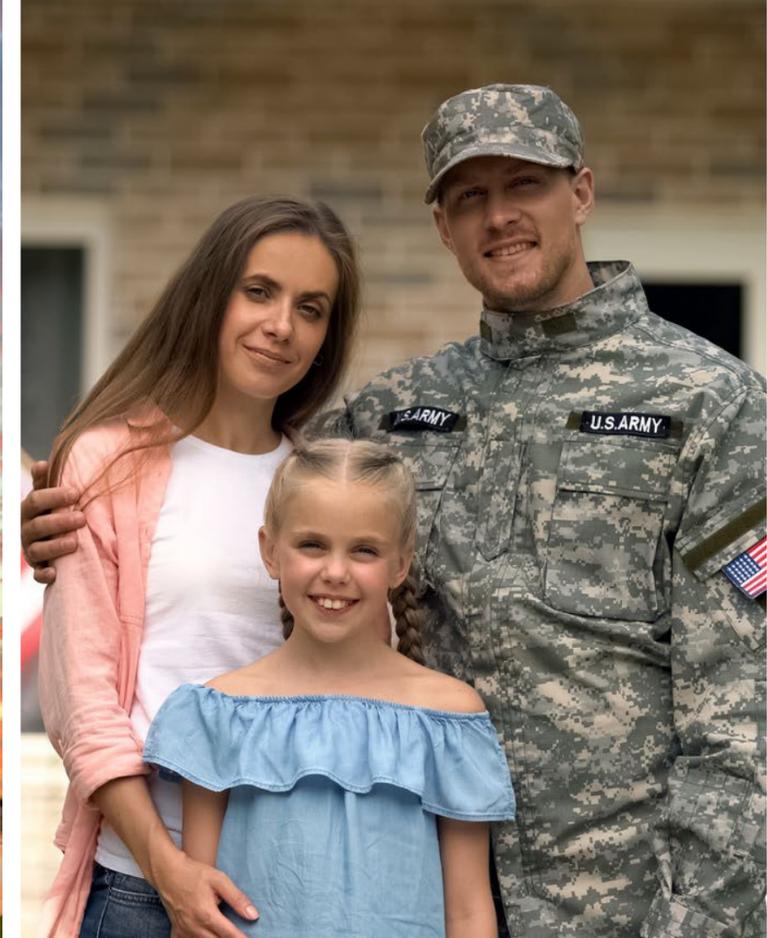
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MILITARY & VETERANS  
AFFAIRS OFFICE



**County of Monterey**  
**DEPARTMENT OF SOCIAL SERVICES**

QUESTIONS?



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THANK YOU

DEPARTMENT OF  
**S O C I A L**  
**S E R V I C E S**

Department Budget Workshop



**COUNTY OF MONTEREY**  
**DEPARTMENT OF SOCIAL SERVICES**  
*Working Together for Our Community*

Presented by: Lori A. Medina  
April 2, 2024

# OVERVIEW

# DEPARTMENT OF SOCIAL SERVICES

- Baseline Budget
- Revenue Overview
- Budget Impacts
- Augmentations
- Services to the Community



**County of Monterey**  
**DEPARTMENT OF SOCIAL SERVICES**

BUDGET WORKSHOP FY24/25

# BASELINE BUDGET OVERVIEW

\$350.1M - 926 POSITIONS

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- Aging & Adult Services
- Community Benefits
- CalWORKs Employment Services
- Family and Children's Services

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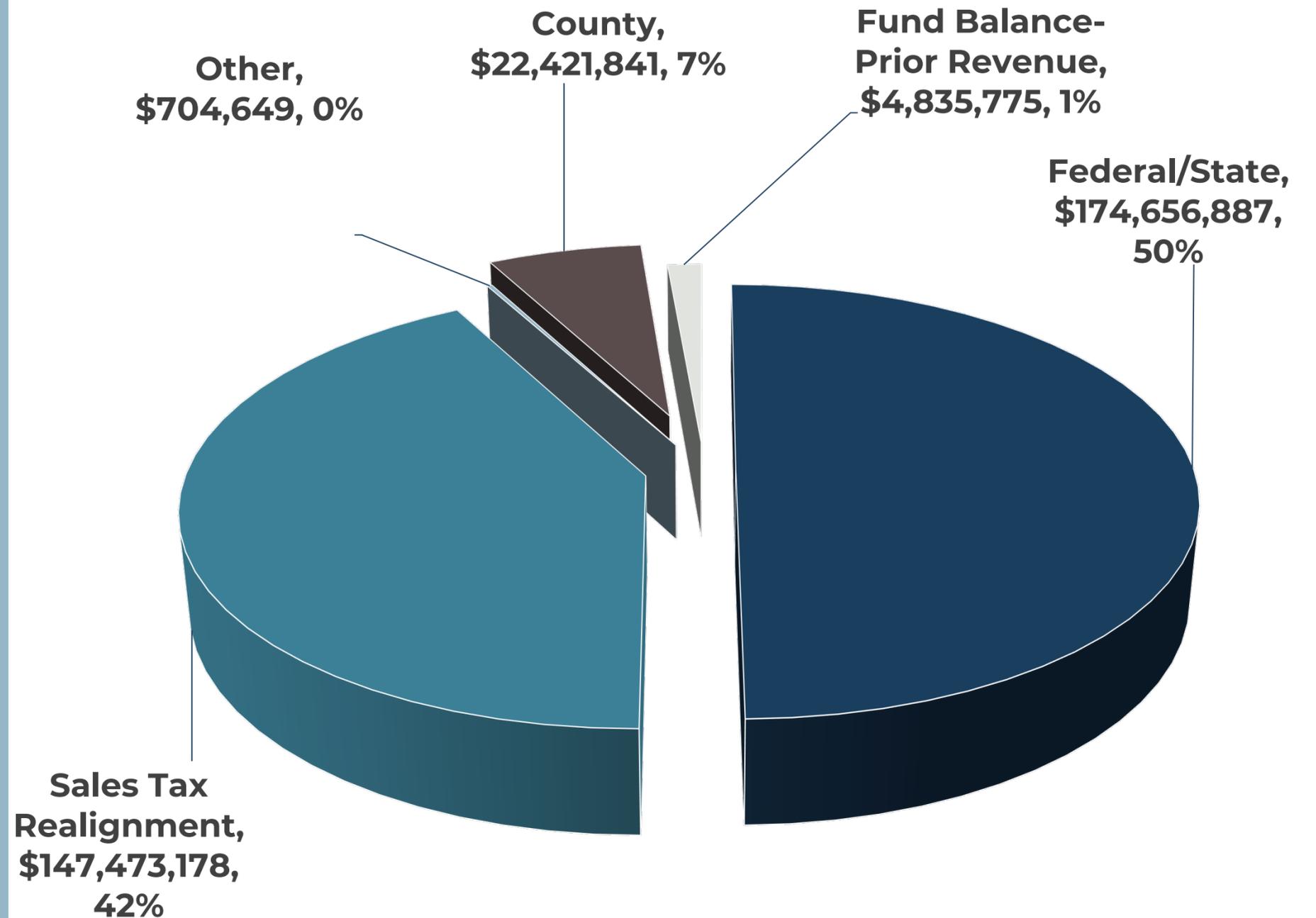
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**County of Monterey**  
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BUDGET WORKSHOP FY24/25



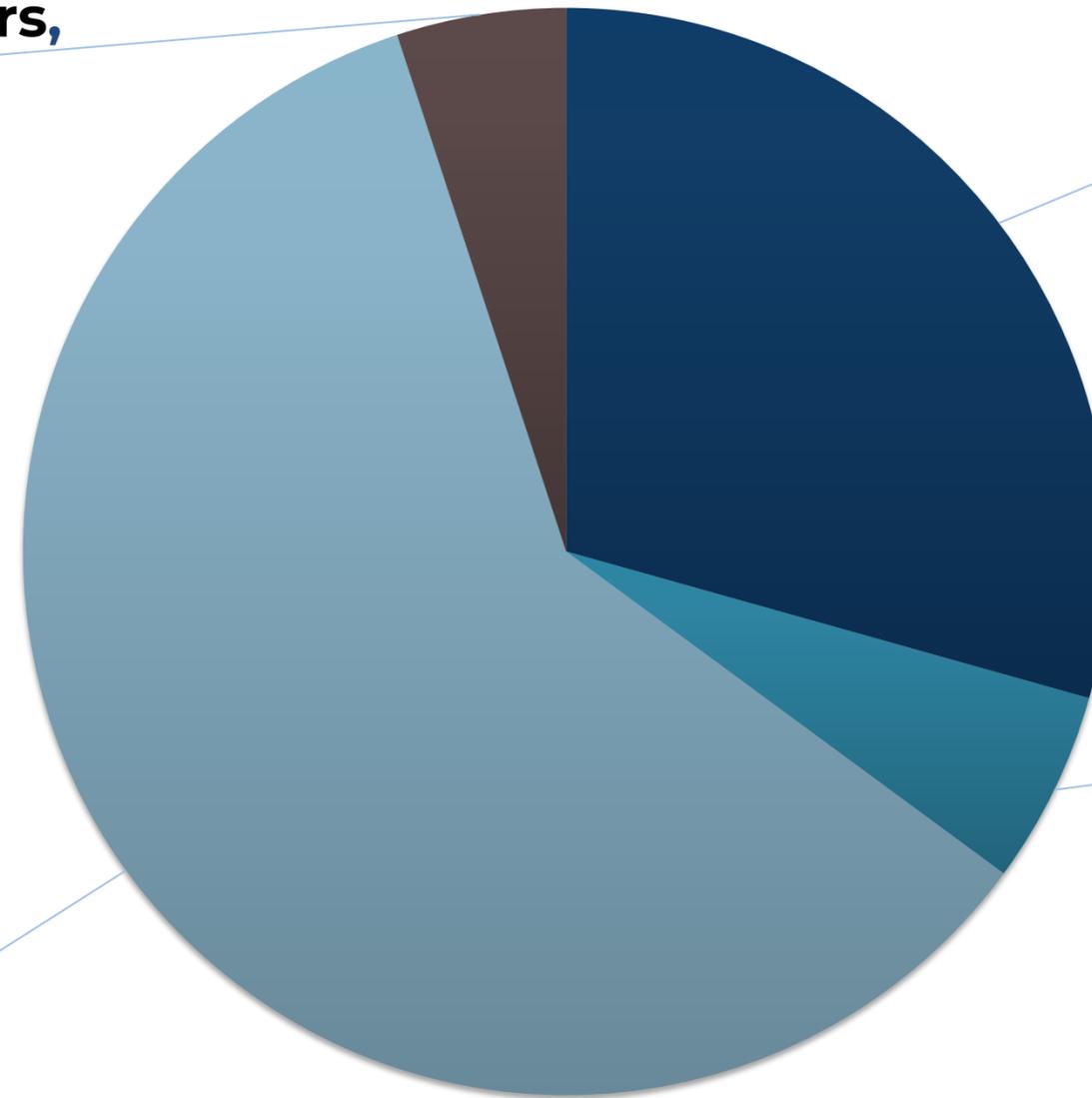
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SPOTLIGHT ON  
HOMELESS SERVICES



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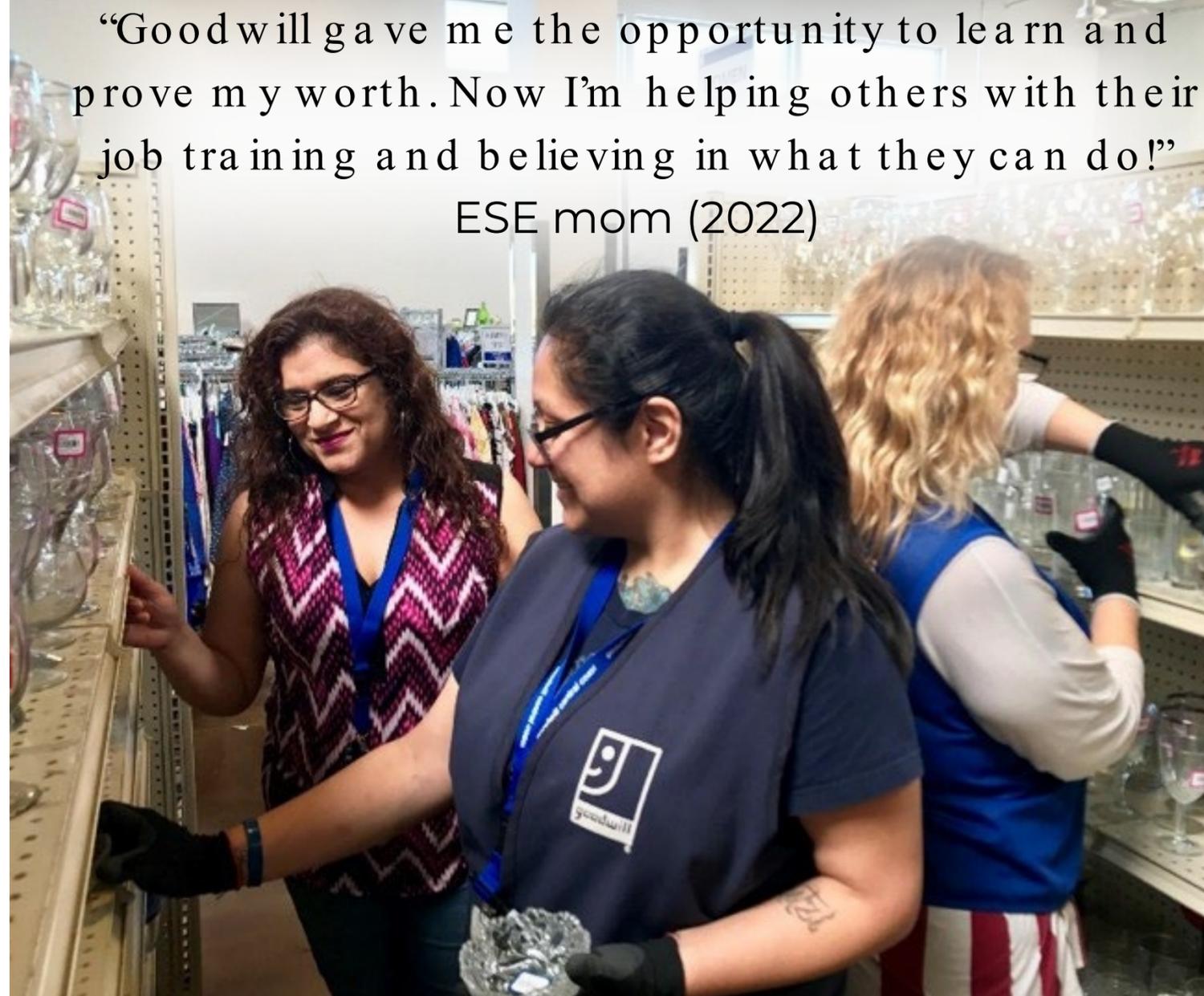


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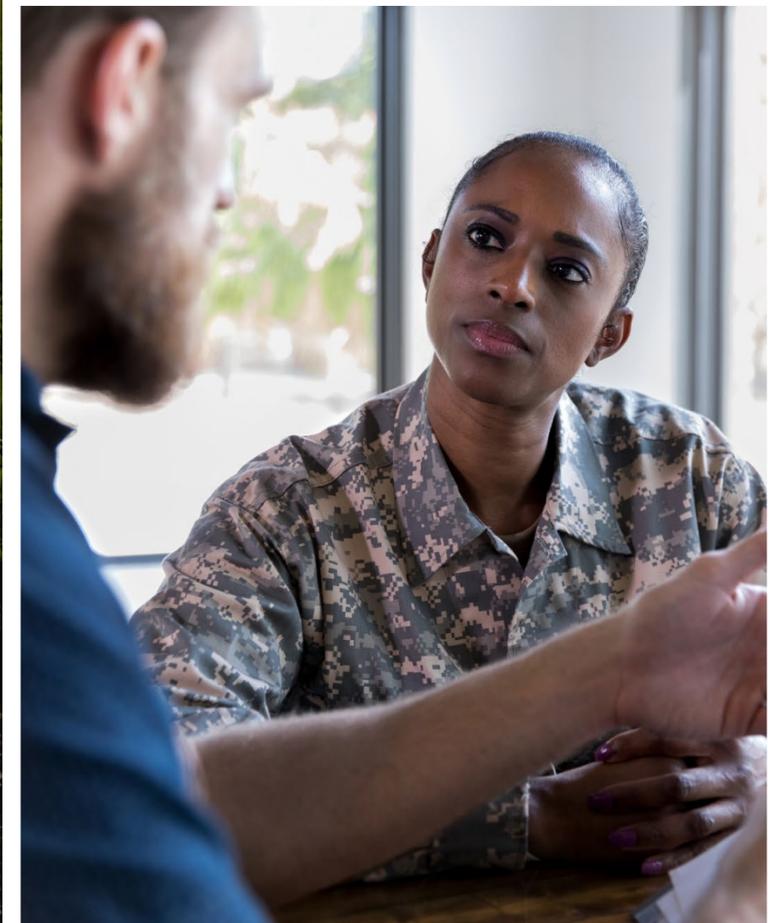
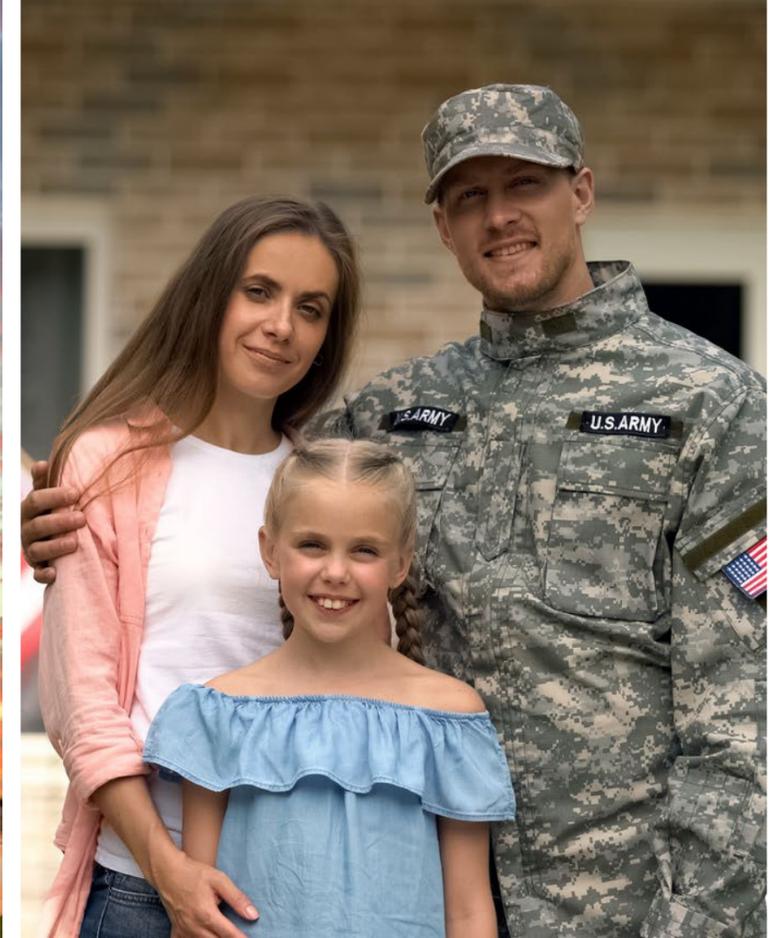
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**DEPARTMENT OF SOCIAL SERVICES**

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THANK YOU



# County of Monterey

**Item No.11**

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

**Legistar File Number: 24-251**

**April 02, 2024**

**Introduced:** 3/25/2024

**Version:** 1

**Current Status:** Agenda Ready

**Matter Type:** General Agenda Item

g. District Attorney

h. Public Defender

i. Sheriff's Office

MONTEREY COUNTY DISTRICT ATTORNEY  
BUDGET PRESENTATION  
2024-2025



Jeannine M. Pacioni  
District Attorney



## OUR MISSION

The mission of the Monterey County District Attorney's Office is to promote justice, ensure that the rights of victims are upheld by treating them with dignity, respect and compassion and aggressively and fairly prosecuting those who violate the law.



Criminal Unit:  
*Salinas*

Consumer/  
Environmental  
Unit:  
*Monterey*

Holding on to Hope  
Family Justice  
Center:  
*King City*

## OFFICE LOCATIONS

**Salinas:**

142 W. Alisal St. Ste A, Salinas, CA 93901

**Monterey:**

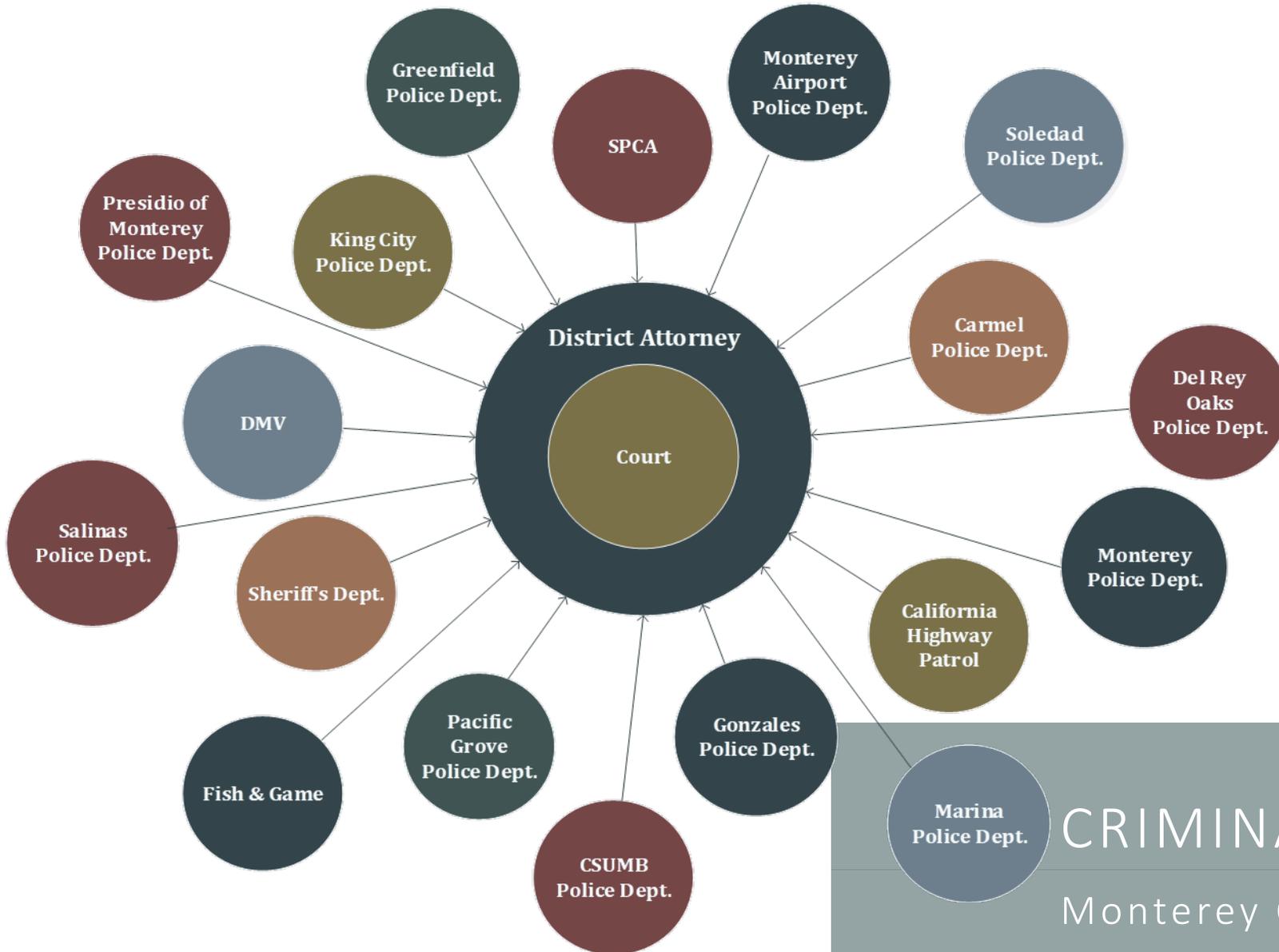
1200 Aguajito Rd. Room 301, Monterey, CA 93940

**King City:**

250 Franciscan Way, King City, CA 93960

**CRIMINAL JUSTICE SYSTEM**

**MONTEREY COUNTY**



**CRIMINAL JUSTICE SYSTEM**

Monterey County

# 2023 STATISTICS

## CRIMINAL CASES

Reviewed – 14, 725  
Filed – 11,318

## TRUANCY

Mediations – 1532  
Cases Filed – 291

## VICTIM SERVICES

24,267 Services to  
3, 161 Victims

SOUTH COUNTY:  
4,749 Services to  
489 Victims

## COLD CASE TASK FORCE

- \$535,000 grant secured
- 45 cases under review
- 4 Convictions
- 1 Solved Murder (deceased)
- 6 Cases Pending Trial
  - 4 for murder
  - 2 for sexual assault
- 3 homicides under review, 3 homicides pending filing
- 3 victims identified through DNA analysis

## CIVIL UNIT

From 2017 through 2023, the unit received settlements averaging more than \$2.04 million per year, which protects consumers and our environment, and ensures a level playing field for businesses

# Family Justice Center Partnerships



Holding *on to* Hope  
FAMILY JUSTICE CENTER

- Alliance on Aging
- Cake4Kids
- Camp Esperanza
- Child Abuse Prevention Council
- Community Homeless Solutions
- Court Appointed Special Advocate (CASA) of Monterey
- Department of Child Support Services
- Department of Social Services
- Department of Social Services-Aging and Adult
- Door to Hope
- The Epicenter
- Girl's Inc of the Central Coast
- Gonzales Police Department
- Greenfield Police Department
- Harmony at Home
- Health Department Behavior Health Bureau
- Interim Inc
- King City Police Department
- Legal Services for Seniors
- Meals on Wheels of the Salinas Valley, Inc
- Mee Memorial Hospital
- Monterey College of Law
- Monterey County District Attorney's Office
- Monterey County Free Libraries
- Monterey County Office of Education
- Monterey County Probation Department
- Monterey County Rape Crisis Center
- Monterey County Sheriff's Office
- Organizacion en California de Lideres Campesinas
- Sally P Archer Child Advocacy Center
- Soledad Police Department
- Superior Court Self-Help Center
- YWCA of Monterey County

# DIGITAL DISCOVERY – 2023

## TOTAL REQUESTS

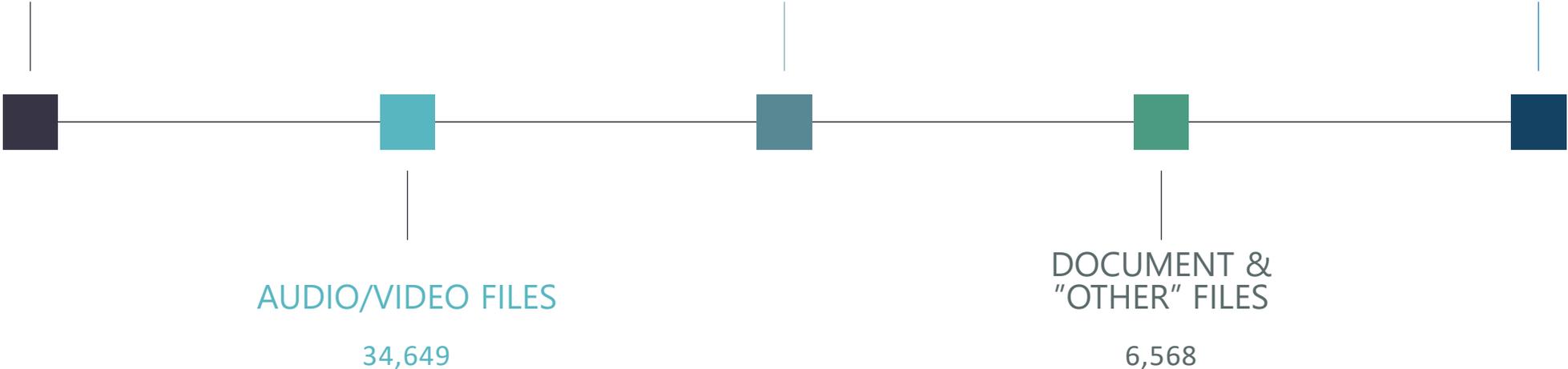
10,793

## IMAGE FILES

25,538

TOTAL FILES RECEIVED 66,755

*TOTAL DATA PULLED = 20.93 TB*



**Augmentation Included in Recommended  
Budget:**

1.0 FTE – Management Analyst II – Non-GFC funding

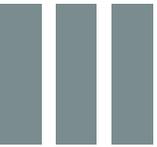
**AUGMENTATION  
REQUESTS**



# LOOMING ISSUES

**RACE BLIND  
CHARGING**

**WAGE  
STUDIES**



THANK YOU





# **PUBLIC DEFENDER**

**FY 2024-25**

**Budget Workshop**

**Susan E. Chapman**

**Public Defender**

# CRITICAL NEEDS

- 2.0 FTE DEPUTY PUBLIC DEFENDER IV \*
- 2.0 FTE PUBLIC DEFENDER INVESTIGATOR III\*
- 1.0 FTE MANAGEMENT ANALYST III\*
- ~~0.5 FTE OFFICE ASSISTANT II~~
- ~~BALLISTIC GLAZING~~

## GRANT FUNDED

- 1.0 FTE DPD IV –CCP\*
- 1.0 FTE MA III –CCP\*
- 1.0 FTE PDI III –AB109\*

# GENERAL FUND AUGMENTATION REQUEST

1.0 FTE DPD IV	\$294,164
1.0 FTE PDI III	\$184,659
0.5 FTE OA II	(\$ 49,725)
BALLISTIC GLAZING	(\$219,986)

GFC  
TOTAL  
**\$478,823**

# PUBLIC DEFENDER IN ACTION



# SUMMARY

## GENERAL FUND REQUEST

1.0 FTE DPD IV	\$294,164
1.0 FTE PDI III	\$184,659

# Board of Supervisors Budget Workshop FY2024-25

## Monterey County Sheriff's Office

Tina M. Nieto, Sheriff-Coroner

April 2, 2024

Baseline Budget FY25  
\$153,229,736

Augmentation Request FY25  
60 Requests  
\$8,008,628

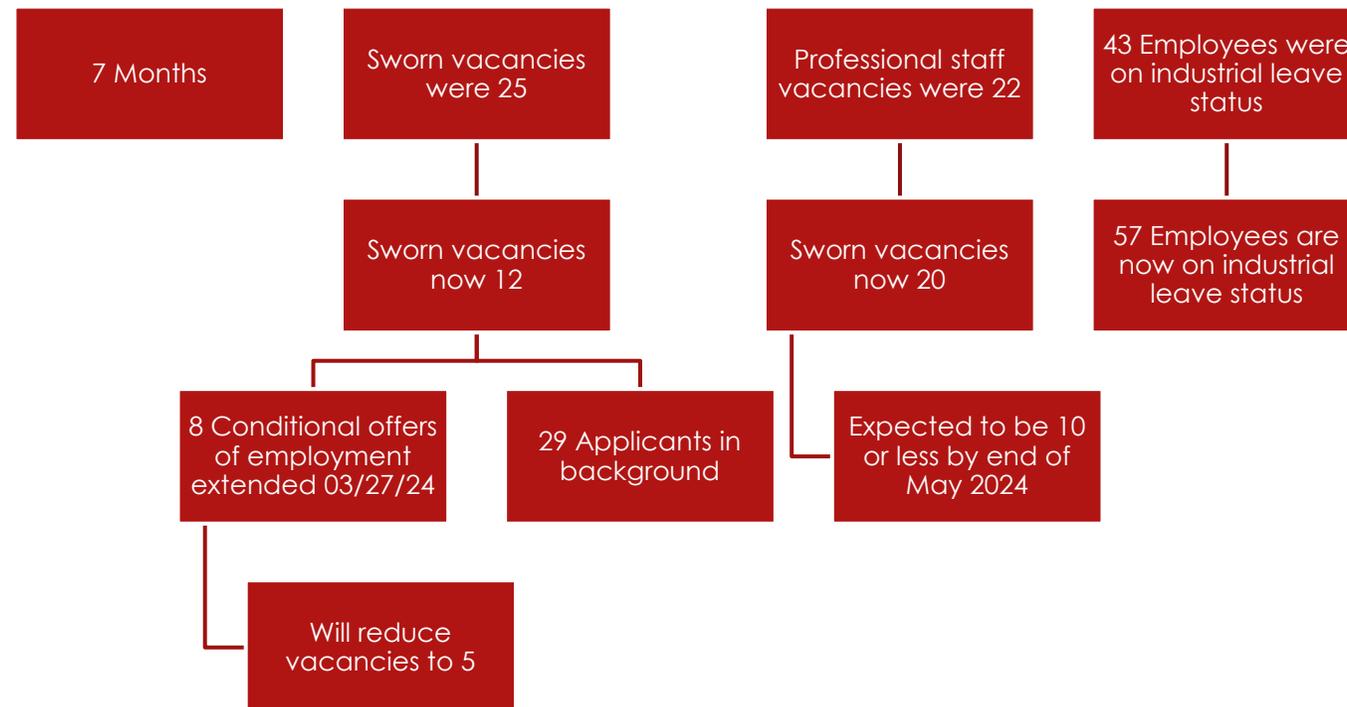
REQUESTED BUDGET FY25  
\$161,238,364

# Recruitment Plan to Fill All Vacancies August 31, 2023

- ▶ 47 Vacancies
  - ▶ 25 Sworn
  - ▶ 22 Professional Staff
- ▶ 43 Employees Industrial Leave Status

# Recruitment and Retention Progress

## March 27, 2024



# Jail Federal Settlement Impacts



## Jail Staffing

Federal settlement staffing mandates  
Board of Corrections Title 15 Standards



## Federal Monitors / Oversight

Medical, Mental Health, Dental, ADA,  
ADA Facilities



## Over 100 Focused Areas of Review

35% Compliance over 8 years  
Considerable progress made last 12 months  
Federal settlement staffing mandates  
Approximately 180 - 200 hours overtime per 24 hours to meet mandates  
Need more focused oversight internally

Augmentation  
Drivers  
\$8,008,628

- ▶ Maintain 29 Status Quo Positions
  - ▶ \$3,984,499

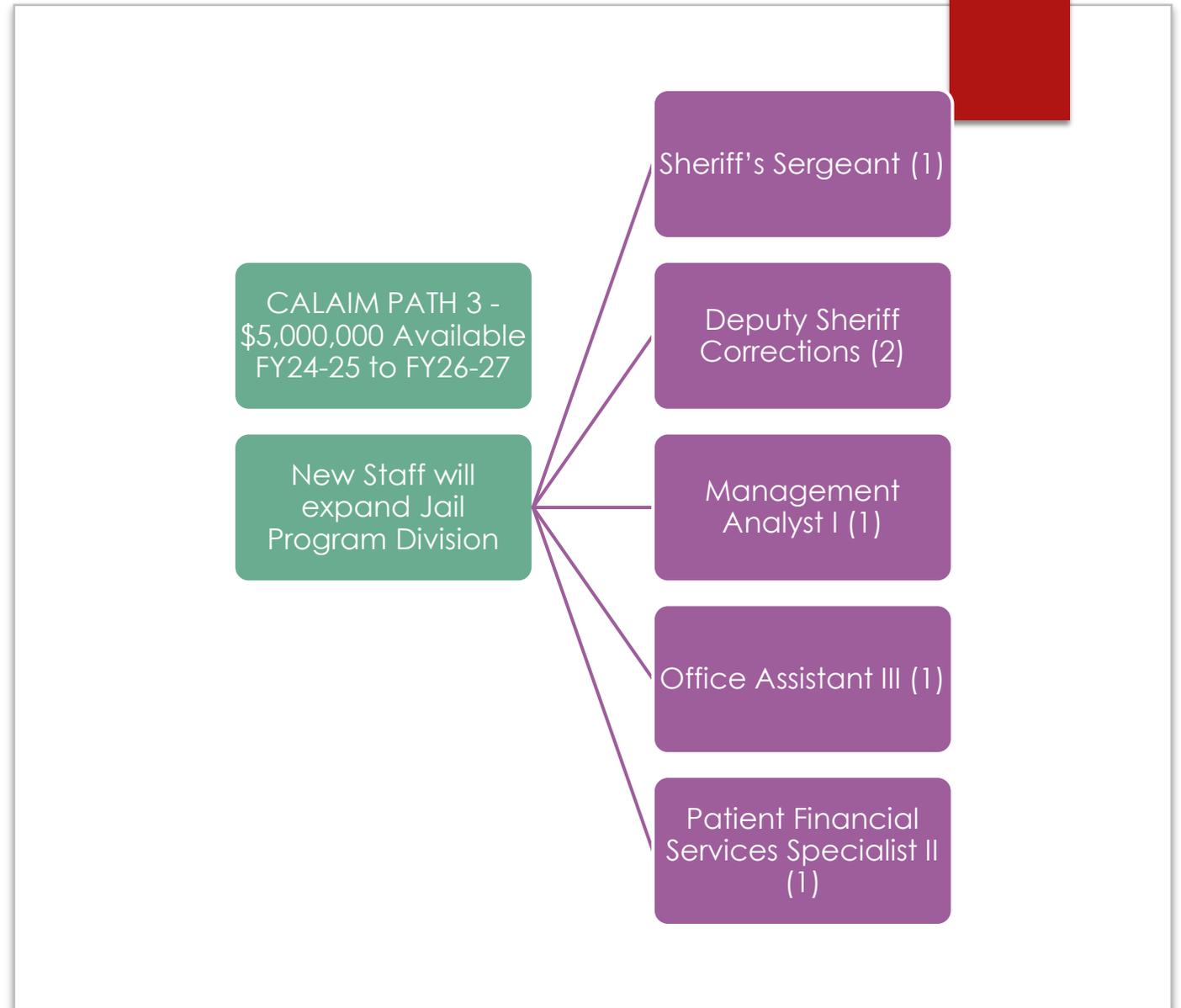
# Breakdown To Maintain Status Quo Positions With Augmentation Requested \$3,984,499

36A22 - DEPUTY SHERIFF-OPERATIONS	12	\$	1,961,996
36A82 - SHERIFFS COMMANDER	1	\$	325,394
36E21 - DEPUTY SHERIFF-CORRECTIONS	4	\$	624,004
60G54 - SHERIFF'S WORK ALTERNATIVE SPECIALIST	1	\$	93,865
70K92 - SHERIFFS CORRECTIONAL COOK II	1	\$	86,143
80E22 - OFFICE ASSISTANT III	1	\$	82,911
80I07 - CORRECTIONS SPECIALIST	1	\$	86,376
80I10 - CUSTODY AND CONTROL SPECIALIST	5	\$	477,710
80I15 - SHERIFFS RECORDS SPECIALIST I	1	\$	78,142
80I16 - SHERIFFS RECORDS SPECIALIST II	2	\$	167,958

# CALAIM PATH 3 FY24-25 NEW PROGRAM LAUNCH

- ▶ Sheriff's Office received a \$5,000,000 grant from Bureau State and Community Corrections
- ▶ Mandated by State Law
- ▶ Funded by BSCC
- ▶ What is it.....
- ▶ Grant will fund personnel costs for limited period as well as structural expenses for support services.

# New Positions Requested CalAim Path 3 100% Funded



# Inmate Welfare New Funded Positions

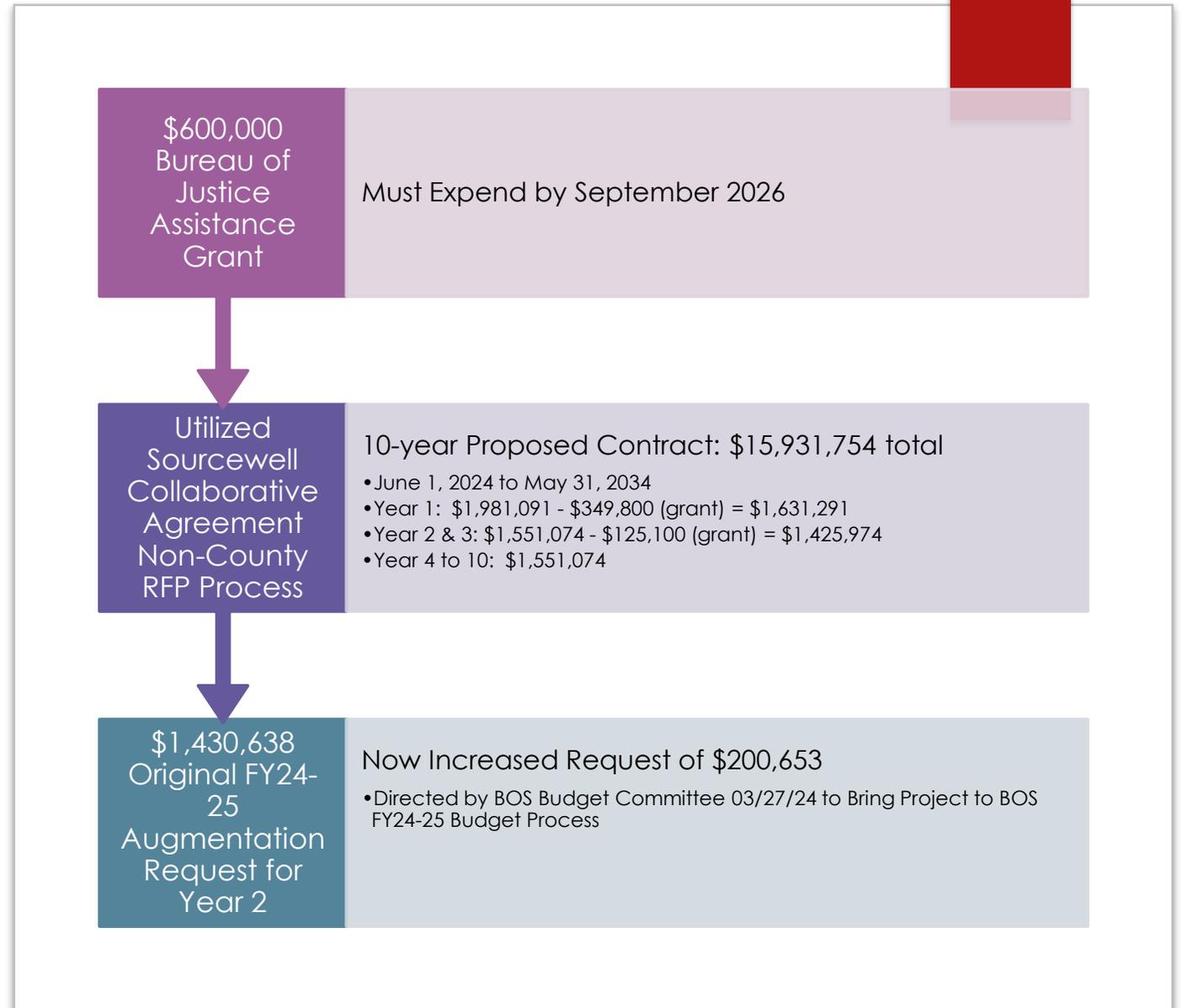
- ▶ Inmate Services Specialist (2)
  - ▶ Will allow for increased utilization of incarcerated work crews to maintain the correctional institution.
  - ▶ Funded 100% by Inmate Welfare Fund

# New Funding Augmentation Requested \$4,024,129

- ▶ 9 Augmentation requests
  - ▶ 24 Targeted Items

# AXON Body Worn Camera and Technology Program

\$1,631,291



# Administrative Operations Manager

## \$114,071

- ▶ Position Title – Sheriff's Communications Manager
  - ▶ Oversee Newly Created Community Outreach Division
- ▶ Funding request is for 50% at Step 1 recognizing time to recruit, conduct background investigation, and hire

# Expand Jail Compliance Division

## \$290,092

### Current Compliance Division Staffing

Commander (1 – Approved by BOS FY23-24)

Sergeant (2; 1 Approved by BOS FY23-24, 2<sup>nd</sup> Pulled From Jail)



### Expanded Staffing Augmentation Request

Funding request is for 50% at Step 1

Sergeant (1): \$138,580

Management Analyst I (1): \$89,330

Office Assistant III (1): \$62,182

# Finance Manager I

## \$86,611

Growth of Sheriff's Office Budget Necessitates Request to Add this position

Puts Sheriff's Office Fiscal Team Management Structure Inline with Other County Departments

Funding request is for 50% at Step 1 recognizing time to recruit, conduct background investigation, and hire

- Intent to Seek Approval from AB109 panel at FY24-25 session for 50% funding to split cost among GFC and AB109

# Sheriff's Records Director \$111,330

- ▶ Currently Records Unit and Warrants Unit are Managed by Sheriff's Office IT Manager
  - ▶ Growing complexity, scope, and volume of IT projects
  - ▶ Expansion of scope of services due to changes in legislation and increased access requests
  - ▶ Split Management Duties from IT Manager to allow IT Manager to Focus on IT and New Records Director to Focus on Records and Warrants
- ▶ Funding request is for 50% at Step 1 recognizing time to recruit, conduct background investigation, and hire

# Program Manager II \$119,347

- ▶ Position Title – Sheriff's Maintenance Manager
  - ▶ Will Oversee Newly Created Maintenance Division

# Deputy Sheriff Corrections (16) \$1,872,040

- ▶ Focused Deployment Based on Hernandez Settlement
  - ▶ Jail Receiving Area (4): \$468,008
    - ▶ Adds 1 per team 24/7
  - ▶ Jail Housing Blocks (4): \$468,008
    - ▶ Adds 1 per team 24/7
  - ▶ Jail Classification Unit (4): \$468,008
    - ▶ Classification impacts Hernandez Settlement and access to Services
  - ▶ Jail Program Division (2): \$234,008
    - ▶ Expand Incarcerated Person access to program services
  - ▶ Jail Medical Unit (2): \$238,008
    - ▶ Mental Health Assignment for Incarcerated Person movement

▶ Questions





# County of Monterey

Item No.12

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

Legistar File Number: A 24-121

April 02, 2024

**Introduced:** 3/13/2024

**Current Status:** Passed

**Version:** 1

**Matter Type:** BoS Agreement

- a. Approve and authorize the Director of Health Services or designee to execute a non-standard Agreement with the University of Pittsburgh of the Commonwealth System of Higher Education to provide access to the National Retail Data Monitor (NRDM), a public health surveillance tool created by the University of Pittsburgh that collects and analyzes over-the-counter drug sales to identify disease outbreaks, effective April 12, 2024, to April 11, 2025, for a total Agreement amount of \$1,520; and
- b. Approve a non-standard Agreement as recommended by the Director of Health Services; and
- c. Approve and authorize the Director of Health Services or designee to sign up to three future amendments where the combined amendments do not exceed 10% (\$152) of the original amount and do not significantly change the scope, total not to exceed a maximum of \$1672.

### RECOMMENDATION:

It is recommended that the County of Monterey Board of Supervisors:

- a. Approve and authorize the Director of Health Services or designee to execute a non-standard Agreement with the University of Pittsburgh of the Commonwealth System of Higher Education to provide access to the National Retail Data Monitor (NRDM), a public health surveillance tool created by the University of Pittsburgh that collects and analyzes over-the-counter drug sales to identify disease outbreaks, effective April 11, 2024, to April 11, 225, for a total Agreement amount of \$1,520; and
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- c. Approve and authorize the Director of Health Services or designee to sign up to three future amendments where the combined amendments do not exceed 10% (\$152) of the original amount and do not significantly change the scope, total not to exceed a maximum of \$1672.

### SUMMARY DISCUSSION:

The National Retail Data Monitor (NRDM) collects and analyzes de-identified sales data of select over-the-counter products from national and large regional retail pharmacies. The data is used to provide situational awareness and aid in identifying infectious disease outbreaks in the community.

The University of Pittsburgh offers annual subscription access to NRDM data from 33 contributing retail stores in Monterey County at the current rate of \$46.04 per store. Access to the NRDM platform and data will be limited to staff in the Public Health Epidemiology & Surveillance Unit to support infectious disease outbreak investigation and surveillance activities.

This work supports the County of Monterey Health Department 2018-2024 Strategic Plan goals:

2. Enhance public health and safety through prevention, and 4. Engage Health Department workforce and improve operational functions to meet current and developing population health needs. It also

supports four of the ten essential public health services, specifically: 2. Investigate, diagnose, and address health problems and hazards affecting the population, and 7. Assure an effective system that enables equitable access to the individual services and care needed to be healthy, and 9. Improve and innovate public health functions through ongoing evaluation, research, and continuous quality improvement, and 10. Build and maintain a strong organizational infrastructure of public health.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel has reviewed and approved this Agreement as to legal form. Auditor-Controller has reviewed and approved this Agreement as to fiscal provisions.

FINANCING:

Appropriations for this agreement are included in the Health Department's (HEA003-8124) FY2023-2024 adopted budget and the proposed FY2024-2025 budget. The agreement is funded 100% by a California Department of Public Health Epidemiology and Laboratory Capacity grant in FY2023-2024, FY2024-2025, and FY2025-2026.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Check the related Board of Supervisors Strategic Initiatives:

Economic Development:

- Through collaboration, strengthen economic development to ensure a diversified and healthy economy.

Administration:

- Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.

Health & Human Services:

- Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for healthy choices and healthy environments in collaboration with communities.

Infrastructure:

- Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.

Public Safety:

- Create a safe environment for people to achieve their potential, leading businesses and communities to thrive and grow by reducing violent crimes as well as crimes in general.

Prepared by: Patricia Velarde, Management Analyst II, 796-1377

Approved by:

\_\_\_\_\_  
Date: \_\_\_\_\_  
Elsa Mendoza Jimenez, Director of Health Services, 755-4526

Attachments:  
Board Report  
Agreement



# County of Monterey

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Legistar File Number: A 24-121

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Prepared by: Patricia Velarde, Management Analyst II, 796-1377

Approved by:

DocuSigned by:  
  
 C7A30BA59CA8423...

Date: 3/19/2024 | 1:35 PM PDT

Elsa Mendoza Jimenez, Director of Health Services, 755-4526

*Legistar File Number: A 24-121*

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Attachments:  
Board Report  
Agreement

## Data Use and Services Agreement

This Data Use and Services Agreement (the “Agreement”) is made as of April 12, 2024, by and between the **University of Pittsburgh – Of the Commonwealth System of Higher Education**, with an office located at The Offices at Baum, 4<sup>th</sup> Floor, 5607 Baum Boulevard, Pittsburgh, PA 15206-3701 (“University”), and the County of Monterey. The University and the County of Monterey shall be referred to individually as a “Party” or collectively as the “Parties.”

WHEREAS, the National Retail Data Monitor (“NRDM”) is a public health surveillance tool which was created by the University’s Real-time Outbreak and Disease Surveillance Laboratory (“RODS Laboratory”), which collects and analyzes over-the-counter drug sales to identify disease outbreaks, either naturally occurring or as a result of bioterrorism;

WHEREAS, the RODS Laboratory provides services regarding the NRDM, which enable public health departments to access and analyze relevant data for the purpose of public health surveillance (“Services”); and

WHEREAS, the County of Monterey through its Health Department has implemented a public health surveillance system within its jurisdiction and utilizes the NRDM data (the “Project”) in order to protect the public health, and wishes to appoint the University as its agent for collection of such data.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, and intending to be legally bound hereby, the Parties agree as follows:

1. Definitions.

- (a) “OTC Data” shall mean over-the-counter sales data provided by retailers to the RODS Laboratory’s National Retail Data Monitor, in aggregate form and de-identified, limited to retailers located within the County of Monterey Health Department’s jurisdiction.
- (b) “Authorized User” shall mean employees of public health agencies within the jurisdiction of the County of Monterey Health Department who have (i) received written approval from authorized representatives of both the County of Monterey Health Department and the University; (ii) executed an Authorized User Agreement in the form attached hereto as Exhibit A, Authorized User Agreement; and (iii) have received a password to access the OTC Data.
- (c) “Confidential Information” shall mean all OTC Data and all other written or orally disclosed information or electronically exchanged information of any Party provided to any other Party, directly or indirectly, pursuant to the Project which is clearly designated in writing as “Confidential,” or, in the case of oral disclosure, is reduced to writing and identified in writing as “Confidential” within ten days of such oral disclosure, with the exception of any information that: (i) was in the recipient Party’s lawful possession prior to disclosure by the owner Party; or (ii)

is lawfully received by a Party without restriction regarding use or confidentiality from an independent third party who is in lawful possession of said information; or (iii) is now or hereafter becomes generally available to the public through no action, inaction, or fault of any Party hereto receiving the Confidential Information of the other Party.

2. Access to OTC Data. Access to the OTC Data is provided to County of Monterey Health Department employees for the sole purpose of the Project for public health surveillance and evaluation. Access to the OTC Data will be provided to Authorized Users in the County of Monterey Health Department's jurisdiction to enable them to review aggregate and spatially displayed data. The County of Monterey Health Department shall be responsible for proposing the Authorized Users who are given passwords to access the OTC Data, subject to the review and acceptance of such proposed Authorized Users by the University. The County of Monterey Health Department shall direct its public health officials for whom it wishes to grant access to the OTC Data to complete an Authorized User Agreement in the form attached hereto as Exhibit A and submit it to the RODS Laboratory at the address or facsimile number stated in Section 15, Notice, for approval.
3. Payment for Services. In consideration of the Services provided, and in order to maintain the NRDM to permit use by the County of Monterey pursuant to this Agreement, the County of Monterey agrees to pay to the University an annual fee of One Thousand Five Hundred Nineteen Dollars and Thirty-Two Cents (\$1,519.32). The County shall certify the invoice, either in the requested amount or in such other amount as the County approved in conformity with this Agreement and shall promptly submit such invoice to the County Auditor-Controller for payment. The County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.
4. Rights in OTC Data and Software. Ownership of the OTC Data remains vested in third party data providers, and the OTC Data is subject to third party confidentiality agreements. County of Monterey Health Department understands and agrees that, without prior written permission of an authorized representative of the University, the OTC Data may not be: (i) disclosed to any third party, (ii) used for any purpose other than public health surveillance and evaluation; (iii) copied, downloaded, or retransmitted. The University shall retain ownership of all RODS software, and use by the County of Monterey shall be pursuant to the terms of the GNU License for Open Source Software.
5. Management of OTC Data. OTC Data may not be used by County of Monterey Health Department for any other research projects or commercial use without the prior written consent of an authorized representative of the University. The County of Monterey represents and warrants that the OTC Data will be used only for public health surveillance and for no other purpose and that the OTC Data will not be published in any form.
6. No Distribution or Transfer of Data. No copies or derivatives of the OTC Data shall be made except as necessary for the purpose authorized in this Agreement. The County of Monterey shall keep an accurate written account of all such copies and derivative files, which shall be furnished to the RODS Laboratory upon request. Upon termination of this Agreement or at the request of the RODS Laboratory, the OTC Data shall be destroyed at the County of Monterey's expense, and any derivative files and copies shall be destroyed.

7. Support Services. Support for the Services shall consist solely of an online user manual providing instructions on use of the system, help in verifying possible outbreaks indicated by greater-than-expected increases in OTC sales via the NRDM online ticket report system (<https://internal.rods.pitt.edu/jira/secure/Dashboard.jspa>) requiring username and password, notification of system downtime via email, and thirty (30) days' notice of changes to the user manual. The RODS Laboratory will provide assistance in interpreting the OTC Data on a reasonable best effort basis.
8. Term. The term of this Agreement shall begin on April 12, 2024, and shall end on April 11, 2025. Provided that the Contract is renewed in writing, and the County of Monterey agrees to continue to pay for Services, this Agreement may be renewed in one (1) year increments, at a revised service fee, unless this Agreement is terminated in accordance with Section 9 hereof prior to the end of the then current term.
9. Termination. Either Party may terminate this Agreement without cause upon sixty (60) days prior written notice to the other Party. In such event, Sections 4, 6, 13 and 14 shall survive the termination of this Agreement and the annual fee paid to the University pursuant to Section 3 shall be prorated for the year in which the Agreement is terminated.
10. Regulatory Compliance. The County of Monterey shall take such actions as are necessary to comply with all applicable federal, state or local statutes or regulations related to the OTC Data. Such actions shall be completed within the times specified for compliance within such statute or regulation. The University shall have the right at all times to review and inspect the steps taken and procedures implemented by County of Monterey Health Department to assure the anonymity of the OTC Data and the compliance with all such requirements and the terms of this Agreement.
11. University's Disclaimer of Warranties. THE UNIVERSITY OF PITTSBURGH DISCLAIMS ALL WARRANTIES WITH RESPECT TO RODS, THE OTC DATA AND THE NRDM, WHETHER WRITTEN, ORAL, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, ANY WARRANTY OF DATA ACCURACY, COMPLETENESS, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
12. Audits. The RODS Laboratory shall be permitted to perform reasonable audits to ensure that appropriate controls have been established so that data management and use is consistent with the terms of this Agreement. Based upon such audits, the RODS Laboratory may require the County of Monterey Health Department to modify its practices to comply with any of the RODS Laboratory's requested changes.
13. Confidential Information.
  - (a) Each Party shall hold all Confidential Information of the other Parties in strict confidence and shall not disclose any Confidential Information to any person or entity except as authorized by this Agreement or as required by law.

- (b) Each Party shall use the Confidential Information of the other Parties only for the purpose of performing the public health surveillance functions of the Project and for no other purposes whatsoever. No Party shall release any Confidential Information of any other Party without the express written consent of the other Parties.
  - (c) Each Party shall strictly limit access to the relevant portions of the Confidential Information of the other Parties to such of its employees as delineated herein who have a need to know such portions of the Confidential Information regarding the Project.
  - (d) No Party shall make copies of any Confidential Information of the other Parties, except for its internal use regarding the Project.
  - (e) Each Party shall return or destroy all originals and copies of the Confidential Information (and derivatives thereof) immediately upon request of an owner Party.
  - (f) The nonuse and confidentiality limitations and all other restrictions set forth herein shall be binding upon the subsidiary and affiliated entities of the Parties hereto. Each Party hereto shall take such necessary actions to ensure the compliance herewith by any such subsidiary and affiliated entities.
14. Hold Harmless. Each Party to this Agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No Party to this Agreement shall be responsible for the acts and/or omissions of entities or individuals not a party to this Agreement.
15. Notice. Any notice or communication pursuant to this Agreement shall be sufficiently made or given if sent by certified or registered mail, postage prepaid, or by overnight courier, with proof of delivery by receipt, addressed to the address below or as either party shall designate by written notice to the other party.

In the case of University:

University of Pittsburgh  
RODS Laboratory, Department of Biomedical Informatics  
The Offices at Baum, 4<sup>th</sup> Floor  
5607 Baum Boulevard  
Pittsburgh, PA 15206-3701  
Attention: Maria Bond, Program Manager  
National Retail Data Monitor  
Telephone: (412) 624-7583  
Facsimile: (412) 648-9118  
E-mail: bond@pitt.edu

In the case of the County of Monterey:

County of Monterey Health Department  
Public Health Bureau-Accounts Payable  
1270 Natividad Road  
Salinas, CA. 93906  
(831)755-4500  
412-phfiscal@co.monterey.ca

County of Monterey  
1270 Natividad Road  
Salinas, CA. 93906  
Attention: Diksha Ramnani  
Telephone: (831)755-4553  
E-mail: ramnanid@co.monterey.ca.us

16. Publication. The Parties acknowledge that the NRDM is a service and research project of the University. Notwithstanding any other terms contained in this Agreement, the University shall have the right to publish the results of its research involving the NRDM, provided that such publications contain only aggregate, de-identified data and do not identify the County of Monterey without prior consent.
17. Governing Law. This Agreement shall be governed by and construed in accordance with the internal laws of the Commonwealth of Pennsylvania.

[remainder of page intentionally left blank]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representative as of the date first above written.

COUNTY OF MONTEREY

Approve as to Form

By:   
Title: County Counsel

Date: 3/11/2024 | 11:47 AM PDT

By: \_\_\_\_\_

Name: Elsa Mendoza Jimenez  
Title: Director of Health Services

Date: \_\_\_\_\_

Approve as to Fiscal Provisions

By:   
Title: Auditor/Controller

3/12/2024 | 7:05 AM PDT

UNIVERSITY OF PITTSBURGH – OF THE  
COMMONWEALTH SYSTEM OF HIGHER  
EDUCATION

By: Rob A. Rutenbar/NLB

Name: Rob A. Rutenbar  
Title: Senior Vice Chancellor for Research

Date: 02/29/2024

**EXHIBIT A****AUTHORIZED USER AGREEMENT****University of Pittsburgh Real-time Outbreak Disease Surveillance System - National Retail Data Monitor**

1. The County of Monterey (“Authorized User”) will receive upon the execution of this Agreement a password-protected account for access to the National Retail Data Monitor (NRDM) to view aggregate sales data of over-the-counter (“OTC”) medications for city/county/state of County of Monterey in the state of California. Authorized User has represented that he/she is authorized by the appropriate state/regional public health authority to review public health information for this state/region.
2. The Authorized User agrees that this password will not be shared with anyone.
3. Access to the OTC Data is provided to Authorized User for the sole purpose of public health surveillance.
4. The OTC Data are provided to the University of Pittsburgh under Confidentiality Agreements with third party data providers. The Authorized User understands and agrees that the OTC Data may not be disclosed to any other third party, or used for any purpose other than public health surveillance, without the prior written permission of the University of Pittsburgh.
5. Any breach of the terms of this Agreement by Authorized User will result in the immediate termination of Authorized User’s account. The University retains the right to take legal action, including seeking an injunction to prevent Authorized User’s breach of this Agreement.
6. The Authorized User may not use the name or marks of the University of Pittsburgh or participating retailers in any press release or publicity without the prior written permission of the University and/or participating retailers. The RODS or NRDM systems, including interface screens, may not be used in any publicity without prior written approval of the University of Pittsburgh.
7. NO WARRANTIES OF ANY KIND ARE MADE BY UNIVERSITY OR THE ENTITIES SUPPLYING THE OTC DATA WITH RESPECT TO THE OTC DATA OR ANY USE THEREOF, AND UNIVERSITY AND THE DATA PROVIDERS HEREBY DISCLAIM THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT. Neither University nor the data providers shall be liable for any claims, losses or damages of any kind arising from Authorized User’s use of the OTC Data. It is understood that no patent, copyright, trademark or other proprietary right or license is granted by this Agreement, and ownership of all rights, title and interests in and to the OTC Data remain vested in the entities that supplied such data.

Diksha Ramnani

Authorized User Signature	Title	Date
Monterey County Health Department Public Health Bureau	Monterey	
Health Department Name	County	
1270 Natividad Road	Salinas CA 93906	
Address	City/State	
(831)755-4553	ramnanid@co.monterey.ca.us	
Phone Number	Fax Number	E-mail Address

Approved by authorized representative of Health Department:

Signature	Name	Title	Date
Elsa Mendoza Jimenez	Elsa Mendoza Jimenez	Director of Health Services	

Scan signed agreement & send to Maria Bond, Program Manager, NRDM [bond@pitt.edu](mailto:bond@pitt.edu), or fax to 412-648-9118.



# County of Monterey

Item No.12.1

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

Legistar File Number: RES 24-064

April 02, 2024

**Introduced:** 4/1/2024

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** BoS Resolution

Adopt a resolution to ratify the Proclamation of Local Emergency issued by the County Administrative Officer on March 31, 2024, related to the landslide on State Route 1 near Rocky Creek Bridge that started on March 30, 2024, isolating visitors, and residents, thereby causing conditions of extreme peril to the safety of persons and property nearby. (Item was Added via Additions and Corrections by the Clerk)

### RECOMMENDATION:

Adopt a resolution to ratify the Proclamation of Local Emergency issued by the County Administrative Officer on March 31, 2024, related to the landslide on State Route 1 near Rocky Creek Bridge that started on March 30, 2024, isolating visitors, and residents, thereby causing conditions of extreme peril to the safety of persons and property nearby.

### SUMMARY/DISCUSSION:

Pursuant to California Government Code Section 8630, subdivision (a), and Monterey County Code section 2.68.025 the County Administrative Officer may proclaim the existence of a local emergency when the County is affected by or threatened to be affected by a public calamity. The Government Code requires that an emergency proclamation be ratified by the Board of Supervisors within 7 days of its issuance and be reviewed at least once every 60 days until the emergency is terminated.

On March 30, 2024, a slip south of the Rocky Creek Bridge, led to a full closure of State Route 1 at Palo Colorado (PM 65) to just south of Limekiln State Park (PM 20.95). The slip-out has resulted in a loss of the southbound lanes and is encroaching upon the northbound lanes. No vehicles were able to enter or exit Big Sur on Saturday night, standing both visitors and residents on either side of the closure. Due to the overnight isolation of tourists and the threat to the public emergency protective measures activities have been undertaken by the Emergency Operations Center and county departments to protect life and property. On March 31, California Department of Transportation (Caltrans) engineers have completed initial assessments and determined that under close supervision, travel will be possible in the remaining northbound lane. The situation continues to be dynamic and will be closely monitored by Caltrans until they can put stabilization measures into place.

The foregoing conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the County of Monterey and requiring the combined forces of other political subdivisions to combat. The aforesaid conditions of extreme peril necessitated the proclamation of a local emergency on March 30, 2024, which was signed into effect by the County Administrator's Office on March 31, 2024. Ratification and approval of this Proclamation of Local

Emergency will provide Board confirmation of, and agreement with, the Proclamation made by the County Administrative Officer. This emergency proclamation shall expire sixty days after issuance unless confirmed and extended by the governing body of the County of Monterey.

OTHER AGENCY INVOLVEMENT:

Numerous County departments and other agencies have participated in the response to the emergency including the Department of Emergency Management, Sheriff's Office, County Administrative Office, Public Works, Facilities, and Parks Department, County Counsel, the California Department of Transportation (Caltrans), the California Highway Patrol (CHP), California State Parks, Big Sur Fire, and Mid-Coast Fire.

FINANCING:

Financial impact to the General Fund currently is unknown.

BOARD OF SUPERVISORS' STRATEGIC INITIATIVES:

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Kelsey Scanlon, Director of Department of Emergency Management, x1902

Approved by: Nick Chiulos, Chief Assistant County Administrative Officer, x5145

Attachments:

A: Proclamation of Local Emergency, dated March 31, 2024

B: Draft Resolution Ratifying the Proclamation of a Local Emergency



# County of Monterey

**Item No.**

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

**Legistar File Number: RES 24-064**

April 02, 2024

**Introduced:** 4/1/2024

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** BoS Resolution

Adopt a resolution to ratify the Proclamation of Local Emergency issued by the County Administrative Officer on March 31, 2024, related to the landslide on State Route 1 near Rocky Creek Bridge that started on March 30, 2024, isolating visitors, and residents, thereby causing conditions of extreme peril to the safety of persons and property nearby.

**RECOMMENDATION:**

Adopt a resolution to ratify the Proclamation of Local Emergency issued by the County Administrative Officer on March 31, 2024, related to the landslide on State Route 1 near Rocky Creek Bridge that started on March 30, 2024, isolating visitors, and residents, thereby causing conditions of extreme peril to the safety of persons and property nearby.

**SUMMARY/DISCUSSION:**

Pursuant to California Government Code Section 8630, subdivision (a), and Monterey County Code section 2.68.025 the County Administrative Officer may proclaim the existence of a local emergency when the County is affected by or threatened to be affected by a public calamity. The Government Code requires that an emergency proclamation be ratified by the Board of Supervisors within 7 days of its issuance and be reviewed at least once every 60 days until the emergency is terminated.

On March 30, 2024, a slip south of the Rocky Creek Bridge, led to a full closure of State Route 1 at Palo Colorado (PM 65) to just south of Limekiln State Park (PM 20.95). The slip-out has resulted in a loss of the southbound lanes and is encroaching upon the northbound lanes. No vehicles were able to enter or exit Big Sur on Saturday night, standing both visitors and residents on either side of the closure. Due to the overnight isolation of tourists and the threat to the public emergency protective measures activities have been undertaken by the Emergency Operations Center and county departments to protect life and property. On March 31, California Department of Transportation (Caltrans) engineers have completed initial assessments and determined that under close supervision, travel will be possible in the remaining northbound lane. The situation continues to be dynamic and will be closely monitored by Caltrans until they can put stabilization measures into place.

The foregoing conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the County of Monterey and requiring the combined forces of other political subdivisions to combat. The aforesaid conditions of extreme peril necessitated the proclamation of a local emergency on March 30, 2024, which was signed into effect by the County Administrator's Office on March 31, 2024. Ratification and approval of this Proclamation of Local Emergency will provide Board confirmation of, and agreement with, the Proclamation made by the

Legistar File Number: RES 24-064

County Administrative Officer. This emergency proclamation shall expire sixty days after issuance unless confirmed and extended by the governing body of the County of Monterey.

OTHER AGENCY INVOLVEMENT:

Numerous County departments and other agencies have participated in the response to the emergency including the Department of Emergency Management, Sheriff’s Office, County Administrative Office, Public Works, Facilities, and Parks Department, County Counsel, the California Department of Transportation (Caltrans), the California Highway Patrol (CHP), California State Parks, Big Sur Fire, and Mid-Coast Fire.

FINANCING:

Financial impact to the General Fund currently is unknown.

BOARD OF SUPERVISORS’ STRATEGIC INITIATIVES:

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Kelsey Scanlon, Director of Department of Emergency Management, x1902

DocuSigned by:  
*Kelsey Scanlon*  
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Approved by: Nick Chiulos, Chief Assistant County Administrative Officer, x5145

DocuSigned by:  
*Nick Chiulos*  
 910D1286CA694A8...

Attachments:

- A: Proclamation of Local Emergency, dated March 31, 2024
- B: Draft Resolution Ratifying the Proclamation of a Local Emergency

**PROCLAMATION OF A LOCAL EMERGENCY  
BY COUNTY ADMINISTRATIVE OFFICER**

In the Matter of Proclaiming the Existence )  
of a Local Emergency within the County of )  
Monterey resulting from a landslide on State )  
Route 1 near Rocky Creek Bridge )

**WHEREAS**, the California Emergency Services Act (California Government Code, section 8550, *et seq.*) defines a local emergency as the existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat; and

**WHEREAS**, Monterey County Code, section 2.68.060 and California Government Code, section 8630 establish procedures for proclaiming emergencies and empower the County Administrative Officer, or designee, to proclaim the existence of a local emergency when the County is affected by or likely to be affected by a public calamity, if the Board of Supervisors is not in session; and

**WHEREAS**, major Atmospheric River events in January 2023, March 2023, and February 2024, in addition to winter storm rain events, led to soil saturation, which on March 30, 2024, caused State Route 1 near Rocky Creek Bridge to be undermined. Due to existing landslides to the south, the slide on State Route 1 near the bridge isolated residents, visitors, and essential personnel in the Big Sur area.

**WHEREAS**, the Administrative Officer of the County of Monterey, did proclaim the existence of a local emergency within the Monterey County Operational Area on March 30, 2024, and does hereby find as follows:

- Heavy rainfall, extremely strong winds, mudslides, and coastal flood and high surf hazards threaten residents, property, critical infrastructure, and transportation systems in the County of Monterey; and
- Conditions of extreme peril to the safety of person and property arose within the area of Big Sur on or about March 30, 2024, which included the loss of safe ingress and egress into the community; and
- State Route 1 near the Rocky Creek Bridge sustained major damage to the road and retaining wall which necessitated a closure of the only viable roadway for egress and ingress into the community pending geological assessment and stranded individuals including residents, visitors, and essential personnel in the Big Sur area; and
- The foregoing conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the County of Monterey and require the combined forces of other political subdivisions to combat; and
- That this emergency does not permit a delay resulting from a competitive solicitation to let contracts for bids, and immediate action is necessary to respond to the emergency, and

**WHEREAS**, the Board of Supervisors is not in session as of the date of this proclamation; and

**WHEREAS**, the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency and immediate action is necessary to mitigate public calamity and the other effects of local emergency.

**NOW, THEREFORE, IT IS PROCLAIMED**, as defined in Government Code, section 8558(c) and Public Contract Code, section 1102 that a local emergency now exists throughout the County of Monterey:

That during the existence of said local emergency the powers, functions, and duties of the County Administrative Officer and the Emergency Organization of this County shall be those prescribed by state law and the ordinances, resolutions, and approved plans of the County of Monterey in order to mitigate the effects of said local emergency; and

During the existence of said local emergency the powers, functions, and duties of the County Administrative Officer, or designee, the Sheriff's Office, Department of Public Works, Facilities, and Parks, Department of Housing and Community Development, and the Emergency Organization of the County of Monterey shall be those prescribed by State law and the ordinances, resolutions, and approved plans of the County of Monterey in order to mitigate the effects of the local emergency; and

**SIGNED AND SUBSCRIBED** at Salinas, California this 31st day of March 2024.

DocuSigned by:  
  
9353DBA6C4ED434

Sonia M. De La Rosa  
County Administrative Officer  
County of Monterey

**Resolution No.** )  
Ratifying the Proclamation )  
of a Local Emergency issued )  
by the County Administrative )  
Officer on March 31, 2024 )

**WHEREAS**, the California Emergency Services Act (California Government Code, section 8550, *et seq.*) defines a local emergency as the existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat; and

**WHEREAS**, Monterey County Code, section 2.68.025 and California Government Code, section 8630 establish procedures for proclaiming emergencies and empower the County Administrative Officer to proclaim the existence of a local emergency when the County is affected by or threatened to be affected by a public calamity, if the Board of Supervisors is not in session; and

**WHEREAS**, pursuant to Government Code, section 8630, subdivision (b), once a local emergency is declared, it will remain in effect for a period of no more than seven (7) days, unless ratified by the Board of Supervisors; and,

**WHEREAS**, pursuant to Government Code, section 8630, subdivision (c), the Board of Supervisors shall review the need for continuing the local emergency at least once every sixty (60) days until the Board of Supervisors terminates the local emergency; and,

**WHEREAS**, the governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant; and,

**WHEREAS**, conditions of a local emergency can be better controlled if the local government has specific powers granted through the proclamation of a local emergency; and,

**WHEREAS**, major Atmospheric River events in January 2023, March 2023, and February 2024, in addition to winter storm rain events, led to soil saturation, which on March 30, 2024, caused State Route 1 near Rocky Creek Bridge to be undermined. Due to existing landslides to the south, the slide on State Route 1 near the bridge isolated residents, visitors, and essential personnel in the Big Sur area.

**WHEREAS**, the Administrative Officer of the County of Monterey, did proclaim the existence of a local emergency within the Monterey County Operational Area on March 31, 2024.

**WHEREAS**, the Board of Supervisors was not in session as of the date of this proclamation; and

**WHEREAS**, the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency and immediate action is necessary to mitigate public calamity and the other effects of local emergency.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Supervisors in and for the County of Monterey as follows:

That during the existence of said local emergency the powers, functions, and duties of the County Administrative Officer and the Emergency Organization of this County shall be those prescribed by state law and the ordinances, resolutions, and approved plans of the County of Monterey in order to mitigate the effects of said local emergency; and

During the existence of said local emergency the powers, functions, and duties of the County Administrative Officer, or designee, the Sheriff’s Office, Department of Public Works, Facilities, and Parks, Department of Housing and Community Development, and the Emergency Organization of the County of Monterey shall be those prescribed by State law and the ordinances, resolutions, and approved plans of the County of Monterey in order to mitigate the effects of the local emergency; and

The Proclamation of a Local Emergency issued by the County Administrative Officer on March 31, 2024, is hereby ratified.

Pursuant to Government Code Section 8630(c) the Board of Supervisors shall review the continuing need for a local emergency at least once every sixty (60) days, until terminated by the Board of Supervisors.

**PASSED AND ADOPTED** on this 2nd day of April, upon motion of Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_, by the following vote, to-wit:

AYES:

NOES:

ABSENT:

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original resolution of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book \_\_\_\_\_ for the meeting on \_\_\_\_\_.

Dated:

Valerie Ralph

Clerk of the Board of Supervisors

County of Monterey, State of California

By \_\_\_\_\_

, Deputy



# County of Monterey

**Item No.13**

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

**Legistar File Number: 24-259**

**April 02, 2024**

**Introduced:** 3/29/2024

**Version:** 1

**Current Status:** Agenda Ready

**Matter Type:** General Agenda Item

### Addenda/Supplemental

**Added Item No. 2.1 under Appointments**

**Attached a revised powerpoint to Item No. 10 section f.**

**Attached two memos to Item No. 7**

**Attached a powerpoint to Item No. 8 section a.**

**PROCLAMATION OF A LOCAL EMERGENCY  
BY COUNTY ADMINISTRATIVE OFFICER**

In the Matter of Proclaiming the Existence )  
of a Local Emergency within the County of )  
Monterey resulting from a landslide on State )  
Route 1 near Rocky Creek Bridge )

**WHEREAS**, the California Emergency Services Act (California Government Code, section 8550, *et seq.*) defines a local emergency as the existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat; and

**WHEREAS**, Monterey County Code, section 2.68.060 and California Government Code, section 8630 establish procedures for proclaiming emergencies and empower the County Administrative Officer, or designee, to proclaim the existence of a local emergency when the County is affected by or likely to be affected by a public calamity, if the Board of Supervisors is not in session; and

**WHEREAS**, major Atmospheric River events in January 2023, March 2023, and February 2024, in addition to winter storm rain events, led to soil saturation, which on March 30, 2024, caused State Route 1 near Rocky Creek Bridge to be undermined. Due to existing landslides to the south, the slide on State Route 1 near the bridge isolated residents, visitors, and essential personnel in the Big Sur area.

**WHEREAS**, the Administrative Officer of the County of Monterey, did proclaim the existence of a local emergency within the Monterey County Operational Area on March 30, 2024, and does hereby find as follows:

- Heavy rainfall, extremely strong winds, mudslides, and coastal flood and high surf hazards threaten residents, property, critical infrastructure, and transportation systems in the County of Monterey; and
- Conditions of extreme peril to the safety of person and property arose within the area of Big Sur on or about March 30, 2024, which included the loss of safe ingress and egress into the community; and
- State Route 1 near the Rocky Creek Bridge sustained major damage to the road and retaining wall which necessitated a closure of the only viable roadway for egress and ingress into the community pending geological assessment and stranded individuals including residents, visitors, and essential personnel in the Big Sur area; and
- The foregoing conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the County of Monterey and require the combined forces of other political subdivisions to combat; and
- That this emergency does not permit a delay resulting from a competitive solicitation to let contracts for bids, and immediate action is necessary to respond to the emergency, and

**WHEREAS**, the Board of Supervisors is not in session as of the date of this proclamation; and

**WHEREAS**, the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency and immediate action is necessary to mitigate public calamity and the other effects of local emergency.

**NOW, THEREFORE, IT IS PROCLAIMED**, as defined in Government Code, section 8558(c) and Public Contract Code, section 1102 that a local emergency now exists throughout the County of Monterey:

That during the existence of said local emergency the powers, functions, and duties of the County Administrative Officer and the Emergency Organization of this County shall be those prescribed by state law and the ordinances, resolutions, and approved plans of the County of Monterey in order to mitigate the effects of said local emergency; and

During the existence of said local emergency the powers, functions, and duties of the County Administrative Officer, or designee, the Sheriff's Office, Department of Public Works, Facilities, and Parks, Department of Housing and Community Development, and the Emergency Organization of the County of Monterey shall be those prescribed by State law and the ordinances, resolutions, and approved plans of the County of Monterey in order to mitigate the effects of the local emergency; and

**SIGNED AND SUBSCRIBED** at Salinas, California this 31st day of March 2024.

DocuSigned by:  
  
9353DBA6C4ED434

Sonia M. De La Rosa  
County Administrative Officer  
County of Monterey



# County of Monterey

**Item No.**

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

**Legistar File Number: RES 24-064**

**April 02, 2024**

**Introduced:** 4/1/2024

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** BoS Resolution

Adopt a resolution to ratify the Proclamation of Local Emergency issued by the County Administrative Officer on March 31, 2024, related to the landslide on State Route 1 near Rocky Creek Bridge that started on March 30, 2024, isolating visitors, and residents, thereby causing conditions of extreme peril to the safety of persons and property nearby.

**RECOMMENDATION:**

Adopt a resolution to ratify the Proclamation of Local Emergency issued by the County Administrative Officer on March 31, 2024, related to the landslide on State Route 1 near Rocky Creek Bridge that started on March 30, 2024, isolating visitors, and residents, thereby causing conditions of extreme peril to the safety of persons and property nearby.

**SUMMARY/DISCUSSION:**

Pursuant to California Government Code Section 8630, subdivision (a), and Monterey County Code section 2.68.025 the County Administrative Officer may proclaim the existence of a local emergency when the County is affected by or threatened to be affected by a public calamity. The Government Code requires that an emergency proclamation be ratified by the Board of Supervisors within 7 days of its issuance and be reviewed at least once every 60 days until the emergency is terminated.

On March 30, 2024, a slip south of the Rocky Creek Bridge, led to a full closure of State Route 1 at Palo Colorado (PM 65) to just south of Limekiln State Park (PM 20.95). The slip-out has resulted in a loss of the southbound lanes and is encroaching upon the northbound lanes. No vehicles were able to enter or exit Big Sur on Saturday night, standing both visitors and residents on either side of the closure. Due to the overnight isolation of tourists and the threat to the public emergency protective measures activities have been undertaken by the Emergency Operations Center and county departments to protect life and property. On March 31, California Department of Transportation (Caltrans) engineers have completed initial assessments and determined that under close supervision, travel will be possible in the remaining northbound lane. The situation continues to be dynamic and will be closely monitored by Caltrans until they can put stabilization measures into place.

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Legistar File Number: RES 24-064

County Administrative Officer. This emergency proclamation shall expire sixty days after issuance unless confirmed and extended by the governing body of the County of Monterey.

OTHER AGENCY INVOLVEMENT:

Numerous County departments and other agencies have participated in the response to the emergency including the Department of Emergency Management, Sheriff’s Office, County Administrative Office, Public Works, Facilities, and Parks Department, County Counsel, the California Department of Transportation (Caltrans), the California Highway Patrol (CHP), California State Parks, Big Sur Fire, and Mid-Coast Fire.

FINANCING:

Financial impact to the General Fund currently is unknown.

BOARD OF SUPERVISORS’ STRATEGIC INITIATIVES:

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Kelsey Scanlon, Director of Department of Emergency Management, x1902

DocuSigned by:  
*Kelsey Scanlon*  
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 DocuSigned by:  
*Nick Chiulos*  
 910D1286CA694A8...

Approved by: Nick Chiulos, Chief Assistant County Administrative Officer, x5145

Attachments:

- A: Proclamation of Local Emergency, dated March 31, 2024
- B: Draft Resolution Ratifying the Proclamation of a Local Emergency

## Data Use and Services Agreement

This Data Use and Services Agreement (the “Agreement”) is made as of April 12, 2024, by and between the **University of Pittsburgh – Of the Commonwealth System of Higher Education**, with an office located at The Offices at Baum, 4<sup>th</sup> Floor, 5607 Baum Boulevard, Pittsburgh, PA 15206-3701 (“University”), and the County of Monterey. The University and the County of Monterey shall be referred to individually as a “Party” or collectively as the “Parties.”

WHEREAS, the National Retail Data Monitor (“NRDM”) is a public health surveillance tool which was created by the University’s Real-time Outbreak and Disease Surveillance Laboratory (“RODS Laboratory”), which collects and analyzes over-the-counter drug sales to identify disease outbreaks, either naturally occurring or as a result of bioterrorism;

WHEREAS, the RODS Laboratory provides services regarding the NRDM, which enable public health departments to access and analyze relevant data for the purpose of public health surveillance (“Services”); and

WHEREAS, the County of Monterey through its Health Department has implemented a public health surveillance system within its jurisdiction and utilizes the NRDM data (the “Project”) in order to protect the public health, and wishes to appoint the University as its agent for collection of such data.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, and intending to be legally bound hereby, the Parties agree as follows:

1. Definitions.

- (a) “OTC Data” shall mean over-the-counter sales data provided by retailers to the RODS Laboratory’s National Retail Data Monitor, in aggregate form and de-identified, limited to retailers located within the County of Monterey Health Department’s jurisdiction.
- (b) “Authorized User” shall mean employees of public health agencies within the jurisdiction of the County of Monterey Health Department who have (i) received written approval from authorized representatives of both the County of Monterey Health Department and the University; (ii) executed an Authorized User Agreement in the form attached hereto as Exhibit A, Authorized User Agreement; and (iii) have received a password to access the OTC Data.
- (c) “Confidential Information” shall mean all OTC Data and all other written or orally disclosed information or electronically exchanged information of any Party provided to any other Party, directly or indirectly, pursuant to the Project which is clearly designated in writing as “Confidential,” or, in the case of oral disclosure, is reduced to writing and identified in writing as “Confidential” within ten days of such oral disclosure, with the exception of any information that: (i) was in the recipient Party’s lawful possession prior to disclosure by the owner Party; or (ii)

is lawfully received by a Party without restriction regarding use or confidentiality from an independent third party who is in lawful possession of said information; or (iii) is now or hereafter becomes generally available to the public through no action, inaction, or fault of any Party hereto receiving the Confidential Information of the other Party.

2. Access to OTC Data. Access to the OTC Data is provided to County of Monterey Health Department employees for the sole purpose of the Project for public health surveillance and evaluation. Access to the OTC Data will be provided to Authorized Users in the County of Monterey Health Department's jurisdiction to enable them to review aggregate and spatially displayed data. The County of Monterey Health Department shall be responsible for proposing the Authorized Users who are given passwords to access the OTC Data, subject to the review and acceptance of such proposed Authorized Users by the University. The County of Monterey Health Department shall direct its public health officials for whom it wishes to grant access to the OTC Data to complete an Authorized User Agreement in the form attached hereto as Exhibit A and submit it to the RODS Laboratory at the address or facsimile number stated in Section 15, Notice, for approval.
3. Payment for Services. In consideration of the Services provided, and in order to maintain the NRDM to permit use by the County of Monterey pursuant to this Agreement, the County of Monterey agrees to pay to the University an annual fee of One Thousand Five Hundred Nineteen Dollars and Thirty-Two Cents (\$1,519.32). The County shall certify the invoice, either in the requested amount or in such other amount as the County approved in conformity with this Agreement and shall promptly submit such invoice to the County Auditor-Controller for payment. The County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.
4. Rights in OTC Data and Software. Ownership of the OTC Data remains vested in third party data providers, and the OTC Data is subject to third party confidentiality agreements. County of Monterey Health Department understands and agrees that, without prior written permission of an authorized representative of the University, the OTC Data may not be: (i) disclosed to any third party, (ii) used for any purpose other than public health surveillance and evaluation; (iii) copied, downloaded, or retransmitted. The University shall retain ownership of all RODS software, and use by the County of Monterey shall be pursuant to the terms of the GNU License for Open Source Software.
5. Management of OTC Data. OTC Data may not be used by County of Monterey Health Department for any other research projects or commercial use without the prior written consent of an authorized representative of the University. The County of Monterey represents and warrants that the OTC Data will be used only for public health surveillance and for no other purpose and that the OTC Data will not be published in any form.
6. No Distribution or Transfer of Data. No copies or derivatives of the OTC Data shall be made except as necessary for the purpose authorized in this Agreement. The County of Monterey shall keep an accurate written account of all such copies and derivative files, which shall be furnished to the RODS Laboratory upon request. Upon termination of this Agreement or at the request of the RODS Laboratory, the OTC Data shall be destroyed at the County of Monterey's expense, and any derivative files and copies shall be destroyed.

7. Support Services. Support for the Services shall consist solely of an online user manual providing instructions on use of the system, help in verifying possible outbreaks indicated by greater-than-expected increases in OTC sales via the NRDM online ticket report system (<https://internal.rods.pitt.edu/jira/secure/Dashboard.jspa>) requiring username and password, notification of system downtime via email, and thirty (30) days' notice of changes to the user manual. The RODS Laboratory will provide assistance in interpreting the OTC Data on a reasonable best effort basis.
8. Term. The term of this Agreement shall begin on April 12, 2024, and shall end on April 11, 2025. Provided that the Contract is renewed in writing, and the County of Monterey agrees to continue to pay for Services, this Agreement may be renewed in one (1) year increments, at a revised service fee, unless this Agreement is terminated in accordance with Section 9 hereof prior to the end of the then current term.
9. Termination. Either Party may terminate this Agreement without cause upon sixty (60) days prior written notice to the other Party. In such event, Sections 4, 6, 13 and 14 shall survive the termination of this Agreement and the annual fee paid to the University pursuant to Section 3 shall be prorated for the year in which the Agreement is terminated.
10. Regulatory Compliance. The County of Monterey shall take such actions as are necessary to comply with all applicable federal, state or local statutes or regulations related to the OTC Data. Such actions shall be completed within the times specified for compliance within such statute or regulation. The University shall have the right at all times to review and inspect the steps taken and procedures implemented by County of Monterey Health Department to assure the anonymity of the OTC Data and the compliance with all such requirements and the terms of this Agreement.
11. University's Disclaimer of Warranties. THE UNIVERSITY OF PITTSBURGH DISCLAIMS ALL WARRANTIES WITH RESPECT TO RODS, THE OTC DATA AND THE NRDM, WHETHER WRITTEN, ORAL, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, ANY WARRANTY OF DATA ACCURACY, COMPLETENESS, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
12. Audits. The RODS Laboratory shall be permitted to perform reasonable audits to ensure that appropriate controls have been established so that data management and use is consistent with the terms of this Agreement. Based upon such audits, the RODS Laboratory may require the County of Monterey Health Department to modify its practices to comply with any of the RODS Laboratory's requested changes.
13. Confidential Information.
  - (a) Each Party shall hold all Confidential Information of the other Parties in strict confidence and shall not disclose any Confidential Information to any person or entity except as authorized by this Agreement or as required by law.

- (b) Each Party shall use the Confidential Information of the other Parties only for the purpose of performing the public health surveillance functions of the Project and for no other purposes whatsoever. No Party shall release any Confidential Information of any other Party without the express written consent of the other Parties.
  - (c) Each Party shall strictly limit access to the relevant portions of the Confidential Information of the other Parties to such of its employees as delineated herein who have a need to know such portions of the Confidential Information regarding the Project.
  - (d) No Party shall make copies of any Confidential Information of the other Parties, except for its internal use regarding the Project.
  - (e) Each Party shall return or destroy all originals and copies of the Confidential Information (and derivatives thereof) immediately upon request of an owner Party.
  - (f) The nonuse and confidentiality limitations and all other restrictions set forth herein shall be binding upon the subsidiary and affiliated entities of the Parties hereto. Each Party hereto shall take such necessary actions to ensure the compliance herewith by any such subsidiary and affiliated entities.
14. Hold Harmless. Each Party to this Agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No Party to this Agreement shall be responsible for the acts and/or omissions of entities or individuals not a party to this Agreement.
15. Notice. Any notice or communication pursuant to this Agreement shall be sufficiently made or given if sent by certified or registered mail, postage prepaid, or by overnight courier, with proof of delivery by receipt, addressed to the address below or as either party shall designate by written notice to the other party.

In the case of University:

University of Pittsburgh  
RODS Laboratory, Department of Biomedical Informatics  
The Offices at Baum, 4<sup>th</sup> Floor  
5607 Baum Boulevard  
Pittsburgh, PA 15206-3701  
Attention: Maria Bond, Program Manager  
National Retail Data Monitor  
Telephone: (412) 624-7583  
Facsimile: (412) 648-9118  
E-mail: bond@pitt.edu

In the case of the County of Monterey:

County of Monterey Health Department  
Public Health Bureau-Accounts Payable  
1270 Natividad Road  
Salinas, CA. 93906  
(831)755-4500  
412-phfiscal@co.monterey.ca

County of Monterey  
1270 Natividad Road  
Salinas, CA. 93906  
Attention: Diksha Ramnani  
Telephone: (831)755-4553  
E-mail: ramnanid@co.monterey.ca.us

16. Publication. The Parties acknowledge that the NRDM is a service and research project of the University. Notwithstanding any other terms contained in this Agreement, the University shall have the right to publish the results of its research involving the NRDM, provided that such publications contain only aggregate, de-identified data and do not identify the County of Monterey without prior consent.
17. Governing Law. This Agreement shall be governed by and construed in accordance with the internal laws of the Commonwealth of Pennsylvania.

[remainder of page intentionally left blank]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representative as of the date first above written.

COUNTY OF MONTEREY

Approve as to Form

By:   
Title: County Counsel

Date: 3/11/2024 | 11:47 AM PDT

By: \_\_\_\_\_

Name: Elsa Mendoza Jimenez  
Title: Director of Health Services

Date: \_\_\_\_\_

Approve as to Fiscal Provisions

By:   
Title: Auditor/Controller

3/12/2024 | 7:05 AM PDT

UNIVERSITY OF PITTSBURGH – OF THE  
COMMONWEALTH SYSTEM OF HIGHER  
EDUCATION

By: Rob A. Rutenbar/NLB

Name: Rob A. Rutenbar  
Title: Senior Vice Chancellor for Research

Date: 02/29/2024

**EXHIBIT A****AUTHORIZED USER AGREEMENT****University of Pittsburgh Real-time Outbreak Disease Surveillance System - National Retail Data Monitor**

1. The County of Monterey (“Authorized User”) will receive upon the execution of this Agreement a password-protected account for access to the National Retail Data Monitor (NRDM) to view aggregate sales data of over-the-counter (“OTC”) medications for city/county/state of County of Monterey in the state of California. Authorized User has represented that he/she is authorized by the appropriate state/regional public health authority to review public health information for this state/region.
2. The Authorized User agrees that this password will not be shared with anyone.
3. Access to the OTC Data is provided to Authorized User for the sole purpose of public health surveillance.
4. The OTC Data are provided to the University of Pittsburgh under Confidentiality Agreements with third party data providers. The Authorized User understands and agrees that the OTC Data may not be disclosed to any other third party, or used for any purpose other than public health surveillance, without the prior written permission of the University of Pittsburgh.
5. Any breach of the terms of this Agreement by Authorized User will result in the immediate termination of Authorized User’s account. The University retains the right to take legal action, including seeking an injunction to prevent Authorized User’s breach of this Agreement.
6. The Authorized User may not use the name or marks of the University of Pittsburgh or participating retailers in any press release or publicity without the prior written permission of the University and/or participating retailers. The RODS or NRDM systems, including interface screens, may not be used in any publicity without prior written approval of the University of Pittsburgh.
7. NO WARRANTIES OF ANY KIND ARE MADE BY UNIVERSITY OR THE ENTITIES SUPPLYING THE OTC DATA WITH RESPECT TO THE OTC DATA OR ANY USE THEREOF, AND UNIVERSITY AND THE DATA PROVIDERS HEREBY DISCLAIM THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT. Neither University nor the data providers shall be liable for any claims, losses or damages of any kind arising from Authorized User’s use of the OTC Data. It is understood that no patent, copyright, trademark or other proprietary right or license is granted by this Agreement, and ownership of all rights, title and interests in and to the OTC Data remain vested in the entities that supplied such data.

Diksha Ramnani

Authorized User Signature	Title	Date
Monterey County Health Department Public Health Bureau	Monterey	
Health Department Name	County	
1270 Natividad Road	Salinas CA 93906	
Address	City/State	
(831)755-4553	ramnanid@co.monterey.ca.us	
Phone Number	Fax Number	E-mail Address

Approved by authorized representative of Health Department:

Signature	Name	Title	Date
Elsa Mendoza Jimenez	Director of Health Services		

Scan signed agreement & send to Maria Bond, Program Manager, NRDM [bond@pitt.edu](mailto:bond@pitt.edu), or fax to 412-648-9118.



# County of Monterey

**Item No.**

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

**Legistar File Number: A 24-121**

**April 02, 2024**

**Introduced:** 3/13/2024

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** BoS Agreement

- a. Approve and authorize the Director of Health Services or designee to execute a non-standard Agreement with the University of Pittsburgh of the Commonwealth System of Higher Education to provide access to the National Retail Data Monitor (NRDM), a public health surveillance tool created by the University of Pittsburg that collects and analyzes over-the-counter drug sales to identify disease outbreaks, effective April 12, 2024, to April 11, 2025, for a total Agreement amount of \$1,520; and
- b. Approve a non-standard Agreement as recommended by the Director of Health Services; and
- c. Approve and authorize the Director of Health Services or designee to sign up to three future amendments where the combined amendments do not exceed 10% (\$152) of the original amount and do not significantly change the scope, total not to exceed a maximum of \$1672.

### RECOMMENDATION:

It is recommended that the County of Monterey Board of Supervisors:

- a. Approve and authorize the Director of Health Services or designee to execute a non-standard Agreement with the University of Pittsburgh of the Commonwealth System of Higher Education to provide access to the National Retail Data Monitor (NRDM), a public health surveillance tool created by the University of Pittsburg that collects and analyzes over-the-counter drug sales to identify disease outbreaks, effective April 11, 2024, to April 11, 225, for a total Agreement amount of \$1,520; and
- b. Approve a non-standard Agreement as recommended by the Director of Health Services; and
- c. Approve and authorize the Director of Health Services or designee to sign up to three future amendments where the combined amendments do not exceed 10% (\$152) of the original amount and do not significantly change the scope, total not to exceed a maximum of \$1672.

### SUMMARY DISCUSSION:

The National Retail Data Monitor (NRDM) collects and analyzes de-identified sales data of select over-the-counter products from national and large regional retail pharmacies. The data is used to provide situational awareness and aid in identifying infectious disease outbreaks in the community.

The University of Pittsburg offers annual subscription access to NRDM data from 33 contributing retail stores in Monterey County at the current rate of \$46.04 per store. Access to the NRDM platform and data will be limited to staff in the Public Health Epidemiology & Surveillance Unit to support infectious disease outbreak investigation and surveillance activities.

This work supports the County of Monterey Health Department 2018-2024 Strategic Plan goals:

2. Enhance public health and safety through prevention, and 4. Engage Health Department workforce and improve operational functions to meet current and developing population health needs. It also

Legistar File Number: A 24-121

supports four of the ten essential public health services, specifically: 2. Investigate, diagnose, and address health problems and hazards affecting the population, and 7. Assure an effective system that enables equitable access to the individual services and care needed to be healthy, and 9. Improve and innovate public health functions through ongoing evaluation, research, and continuous quality improvement, and 10. Build and maintain a strong organizational infrastructure of public health.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel has reviewed and approved this Agreement as to legal form. Auditor-Controller has reviewed and approved this Agreement as to fiscal provisions.

FINANCING:

Appropriations for this agreement are included in the Health Department’s (HEA003-8124) FY2023-2024 adopted budget and the proposed FY2024-2025 budget. The agreement is funded 100% by a California Department of Public Health Epidemiology and Laboratory Capacity grant in FY2023-2024, FY2024-2025, and FY2025-2026.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Check the related Board of Supervisors Strategic Initiatives:

Economic Development:

- Through collaboration, strengthen economic development to ensure a diversified and healthy economy.

Administration:

- Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.

Health & Human Services:

- Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for healthy choices and healthy environments in collaboration with communities.

Infrastructure:

- Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.

Public Safety:

- Create a safe environment for people to achieve their potential, leading businesses and communities to thrive and grow by reducing violent crimes as well as crimes in general.

Prepared by: Patricia Velarde, Management Analyst II, 796-1377

Approved by:

DocuSigned by:  
  
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Date: 3/19/2024 | 1:35 PM PDT

Elsa Mendoza Jimenez, Director of Health Services, 755-4526

*Legistar File Number: A 24-121*

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Attachments:  
Board Report  
Agreement



COUNTY ADMINISTRATIVE OFFICE  
COUNTY OF MONTEREY

# MEMORANDUM

DATE: March 29, 2024

TO: Board of Supervisors

CC: Sonia M. De La Rosa, County Administrative Officer  
Debbie Paolinelli, Assistant County Administrative Officer  
Ezequiel Vega, Assistant County Administrative Officer

FROM: Nicholas E. Chiulos, Chief Assistant County Administrative Officer

SUBJECT: Draft Strategic Goals and Key Objectives

DocuSigned by:  
  
2036C2A69272478...

The draft County of Monterey strategic goals and key objective topics summary document is the product of a public Board of Supervisors/County department head workshop conducted on March 7, 2024. The purpose of the workshop was to collaboratively develop an updated draft set of broad strategic goals and measurable key objectives to ensure progress toward meeting those goals. A copy is enclosed in preliminary, summary fashion to help provide a general framework for Board discussion/direction as part of the April 2, 2024 Budget Workshop.

Staff continues to work with the department heads to refine and finalize detail with regard to the draft key objectives. At a later date, staff will schedule a future presentation on the strategic goals and detailed key objectives for Board consideration, direction and approval.

# DRAFT STRATEGIC GOALS AND KEY OBJECTIVE TOPICS SUMMARY

## Goal 1

### Well-Being and Quality of Life

**Description:** Create safe and healthy communities where all people can thrive.

#### Key Objective Topic Areas

Housing:

Permit streamlining; affordable housing; farmworker housing

Community Engagement/Services/Programs:

Community engagement; youth programs; County Park accessibility; expanded wi-fi; dashboard for community feedback

Financial Strategies:

Mental Health Rehabilitation Facility; expanded safety net healthcare; and satellite animal shelters

## Goal 2

### Sustainable Infrastructure Now and in the Future

**Description:** Provide for the maintenance, replacement, sustainability and resilience of infrastructure required for living, working, recreating in and visiting Monterey County

#### Key Objective Topic Areas

Master Planning and Funding Strategies

Community beautification; County Facilities Master Plan; funding to leverage grant opportunities

Water and Sewer Systems:

Expand Chualar sewage treatment systems; resolve San Lucas potable water; additional water storage

Infrastructure:

Community streetlighting; county road maintenance

Broadband and Communication:

Expand broadband; expand digital skills and learning; promote transparency and civic engagement

Other:

Environmental and green space protection

## Goal 3

### Safe and Resilient Communities

**Description:** Provide for public safety, disaster planning and response.

#### Key Objective Topic Areas

Disaster Planning and Emergency Response:

Expand public safety radio systems; provide disaster recovery facility; Disaster Service Worker training; reduce wildfire and flood risk

Justice:

Public safety investments; justice centers; programs for recently incarcerated

Other:

Broadway Family Connection Project

## Goal 4

### Diverse and Thriving Economy

**Description:** Attract and retain businesses that will improve the well-being of County residents.

#### Key Objective Topic Areas

Partnerships:

Youth/school programs to train workforce; expand access to public utilities for economic development; Enhanced Infrastructure Financing Districts; Agricultural Commissioner satellite office in South County

## Goal 5

### Dynamic Organization and Employer of Choice

**Description:** Employees feel valued and proactively engaged by an organization that is a great place to work, is financially healthy, and continuously improves.

#### Key Objective Topic Areas

Recruitment

Improve overall recruitment and retention process; address military and veteran recruitment and retention

Succession Planning and Employee Resources

Down payment assistance programs; organizational succession plan; opportunities for childcare in County facilities

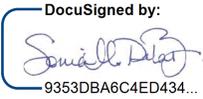


COUNTY ADMINISTRATIVE OFFICE  
COUNTY OF MONTEREY

# MEMORANDUM

**DATE:** March 28, 2024

**TO:** Board of Supervisors

**FROM:** Sonia M. De La Rosa, County Administrative Officer 

**SUBJECT:** Options to Enhance the County's Financial Condition in FY 2024-25 and Future Fiscal Years

On March 12, 2024, the County Administrative Office (CAO) presented the countywide financial forecast to the Board of Supervisors (Board). The forecast indicated continued growth in discretionary revenues. However, the growth is not sufficient to keep up with the increased costs of doing business.

As indicated during the March 12<sup>th</sup> Board Meeting, all ongoing discretionary revenue has been allocated to departments; therefore, the Board directed staff to identify and research options to enhance revenues or reduce expenditures to address the forecasted deficits in FYs 2024-25 through 2026-27. The revenue enhancement options are detailed below, and implementation will likely necessitate hiring a consultant to help the County maneuver the requirements for every option to identify the most practical approach for the Board's consideration.

## Revenue Enhancement Options

### **Transaction ("Sales") Tax Rate Increase per Revenue & Taxation Code ("R&T" section 7285, et seq.)**

Sales tax is the additional amount paid based on a percentage of the selling price of goods and services purchased. This tax is collected and sent to the state and local governments.

- **Process:** An increase in the unincorporated sales tax rate requires a ballot measure to be brought to voters. The measure could request the voters to approve a general district tax (R&T, section 7285) which would require a majority vote or a special tax (R&T, section 7285.5) which would require approval by two thirds vote. If approved as a general tax, revenues could be for general government purposes, but if approved as a special tax, the funds would be restricted for the specific purpose stated in the ballot measure. If successful, revenue will likely be available in the fourth quarter of FY 2024-25.
- The existing unincorporated sales tax rate is 7.75%, which is one of the lowest in the region. Of this total, 7.25% represents the minimum amount charged at the state level and 0.50% is a district tax. District taxes are imposed under the Transactions and Use Tax Law (R&T, section 7285, et seq.) and are added to the statewide base tax rate of 7.25%. Local taxes are imposed under the Bradley-Burns Uniform Local Sales and Use Tax Law. Local taxes are imposed in every city and county in California at a uniform rate of 1.25%, which is a component of the statewide base sales and use tax rate (7.25%).
- The distribution of the 7.25% tax receipts are as follows:
  - 3.94% to the State's General Fund
  - 0.50% to the Local Public Safety Fund to support local criminal justice activities
  - 0.50% to Local Revenue Fund to support local health and social services programs (1991 Realignment)
  - 1.06% to Local Revenue Fund 2011

- 0.25% to local transportation funds
- 1.00% to county operations
- The distribution of district taxes of 0.50% for the County are as follows:
  - 0.125% to the Monterey-Salinas Transit special district.
  - 0.375% to the Monterey Transportation Safety Transactions and Use Tax
- Timing: A ballot measure could be presented to the voters as early as the November 2024 general election if a ballot measure is fully reviewed and approved by the Board and submitted to Monterey County Elections by August 9, 2024.
- Once approved by the voters, the Board would have to consider an ordinance to implement the increased sales tax rate. If adopted, the ordinance is not operative until the first day of a calendar quarter, or prior to the first day of the first calendar quarter, commencing more than 110 days after the adoption of the ordinance (R&T, section 7265).
- Once approved, county staff must coordinate with the California Department of Tax and Fee Administration. (R&T, section 7270).
- Financial Impact: This option could yield an increase of an estimated \$3.1 million for an increase of 0.25% (8% rate) or \$12.4 million for a 1% increase (8.75% rate). If approved, the County will also have to pay the state and administrative fee of up to \$175,000 to implement the new sales tax for the County.

### **Establish a New Utility User Tax**

The County does not currently have a utility user tax (UUT). This tax is an “excise” or “privilege” tax imposed on a person using utility services. A county may levy a UUT on the consumption of electricity, gas, water, sewer, telephone, telegraph, and cable television services in the unincorporated area.

- Process: Establishing a new UUT requires a ballot measure to be presented to the voters for approval and a change in the County Code through the adoption of an ordinance and required time to institute the tax after approval.
- Timing: A measure could be presented to the voters as early as the November 2024 general election if a ballot measure is fully reviewed and approved by the Board and submitted to the elections department by August 9, 2024. The measure could request the voters to approve a general tax which would require a majority vote or a special tax which would require approval by two thirds vote. If approved as a general tax, revenues could be for general government purposes, but if approved as a special tax, the funds would be restricted for the specific purpose stated in the ballot measure. Revenue will likely be available in the fourth quarter of FY 2024-25 or first quarter of FY 2025-26.
- Once approved by the voters, the Board would have to consider an ordinance to implement the tax.
- Financial Impact: Estimating the financial impact will require hiring a consultant to analyze the potential financial impact as this will depend on the specific areas of the ordinance that will be amended. The Treasurer’s Office would require added resources to develop and administer the collection of this new tax.

### **Increase the Existing Transient Occupancy Tax**

Transient Occupancy Tax (TOT) is a tax imposed under the authority of R&T, section 7280. The tax is levied as a percentage of the rent charged to transient guests in hotels/motels, including properties rented through short-term rental services like Airbnb.

- Process: This would require a measure to be approved by the voters. If this approach is followed, the County’s TOT ordinance will have to also be updated.
- Timing: A measure could be presented to the voters as early as the November 2024 general election if a ballot measure is fully reviewed and approved by the Board and submitted to the elections department by August 9, 2024. The County’s existing TOT is a general tax. Staff would recommend any measure presented to the voters continues as a general tax, revenues could be for

general government purposes, but if approved as a special tax, the funds would be restricted for the specific purpose stated in the ballot measure. Revenue will likely be available in the fourth quarter of FY 2024-25 or first quarter of FY 2025-26.

- Once approved by the voters, the Board would have to consider an ordinance to amend Chapter 5.40 of the Monterey County Code.
- Financial Impact: The current rate is 10.5%. If the County were to increase the rate by 0.25% it could bring additional \$608,000 annually, if increased by 2% it could bring an added \$4.8 million annually. This amount represents the County's share of the increase (65.81%) as the current policy would redirect 25% to the Road Fund and 9.19% to the development set aside.

### **Amend contribution policy to Development Set-Aside**

The County's Development Set-Aside (DSA) is a program established by the Board of Supervisors which promotes economic development, tourism, filmmaking, and cultural arts activities that strengthen the County's economic base. On an annual basis, to fund this program, the Board considers whether to provide a share of its TOT to four community organizations: The Monterey County Convention and Visitors Bureau (MCCVB), the Arts Council for Monterey County, the Monterey County Film Commission, and the Monterey County Business Council (MCBC). These organizations submit annual marketing plans outlining specific programs and tasks in support of economic development. If the Board decides to fund the program, the County enters into annual agreements with these agencies to implement the plans.

TOT is a county general tax, currently set at 10.5%, on hotel room revenues at all short-term stay hotels and accommodation rentals. On an annual basis for numerous years, the Board allocated a percentage of the **growth** to three organizations (MCCVB, the Arts Council and the Film Commission); however, in recent years the Board has annually allocated the contribution to three of the organizations based on a percentage of the County's TOT from the prior audited fiscal year. The percentages for the MCCVB, the Arts Council and the Film Commission have been 6%, 1.98% and .95%, respectively. MCBC has received a flat amount of \$100,000. However, in difficult budget years, the County has capped or lowered its contributions to these organizations.

- Process: In this budget year, the Board can decide to hold the contribution levels at the same levels as the revenue provided in FY 2023-24 (capped at \$2.8 million), return to the original practice of allocating only a percentage of the growth, or decide to use the tax for other purposes.
- Timing: This could be approved as part of the budget hearings and the revenue will be available immediately on July 1, 2024.
- Financial Impact: If the Board decided to maintain the level of funding in FY 2024-25 the same as in FY 2023-24 (with the cap), the County could have approximately \$720,000 more funds to provide services in the community. The Board can alternatively decide to only allocate a percentage of the growth and to provide services in the community.

### **Decrease Expenditures**

#### **Suspend or lower the supplemental unfunded accrued liability contribution program**

The supplemental accrued liability program was established by the Board in June of 2021. Under this program a policy was established to help address the growing unfunded accrued liability (UAL) for the County's pension plan. The County contracts with the California Public Employees' Retirement System (CalPERS) to provide retirement benefits for permanent county employees, and each year, the County receives actuarial valuation reports, which identify the employer contribution rates for the following year, as well as the UAL. The UAL has grown significantly due to changes in wages, reduced earnings, changes in demographics, and policy changes enacted by the CalPERS Board, such as reductions to the assumed discount rate and shorter amortization schedules for these liabilities. The latest actuarial report for the valuation dated June 30, 2022, estimates the UAL for the County plan at \$947.5 million.

Under the County's existing plan and policy, the target is to bring the pension plan funded status to 100% of the Actuarial Accrued Liability related to the County's pension plans with the goal to accumulate

sufficient assets to fund all projected benefit payments. The UAL supplemental plan has accumulated over \$100 million since its inception. If the plan is suspended and the resources for this plan are allocated to other ongoing expenditures, the County would consider reinstatement of the program as part of the review of the year end fund balance.

- **Process:** The Board can decide to implement by directing staff to suspend or lower the supplemental unfunded accrued liability contribution by a majority to vote during the budget process or during any regularly scheduled Board meeting.
- **Timing:** This could happen as part of the budget hearings for FY 2024-25.
- **Financial Impact:** If the Board approves this change, \$10.9 million in discretionary funds would be available for ongoing services as of July 1, 2024. This would result in a suspension or lowering of the supplemental unfunded accrued liability contribution to be revisited at year-end.

### **One-time Funding Options**

#### **Redirect funds from the Compensated Absences Assignment**

The compensated absences assignment was established by the Board to provide funding to the County when ongoing revenues are insufficient to cover the costs of accrued benefits payable to employees separating from the County.

- **Process:** The Board can make this decision by directing staff to use a portion of these one-time funds for a different purpose.
- **Timing:** This could happen as part of the budget hearings for FY 2024-25.
- **Financial Impact:** The compensated absences assignment has \$12.7 million available. The payments for compensated absences (payouts or employees leaving employment with the County) in FY 2023 are estimated at \$5.9 million. Similar amounts could be payable on an annual basis depending on employee turnover.

#### **Conclusion**

Implementation of any of these options will require further research and Board consideration, but this memo provides the major points to consider as the County moves forward with its FY 2024-25 budget process. As part of this process, the County Administrative Office will be presenting a balanced recommended budget in late May 2024 which could incorporate any of these potential solutions if feasible.

In addition, development of the Recommended Budget is a collaborative effort between the County Administrative Office and all departments, with overall direction provided by the Board. If some options in this report are implemented, they will require coordination with various internal and external stakeholders.

Please contact me if you have any questions.



# County of Monterey

**Item No.**

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

**Legistar File Number: 24-246**

April 02, 2024

**Introduced:** 3/22/2024

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** General Agenda Item

- a. Receive an update on budget development as part of the Board of Supervisors' Fiscal Year 2024-25 Budget Workshop; and
- b. Provide direction to staff.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

- a. Receive an update on budget development as part of the Board of Supervisors' Fiscal Year 2024-25 Budget Workshop; and
- b. Provide direction to staff.

**SUMMARY/DISCUSSION:**

On March 12, 2024, the County Administrative Office (CAO) presented the countywide financial forecast to the Board of Supervisors (Board). The forecast indicates continued growth in discretionary revenues. However, revenue growth is not sufficient to keep up with increased costs of doing business. Rising pension contributions, increased salaries, increased employee health insurance costs, higher workers' compensation and general liability program expenditures, and formulaic increases in general fund subsidies lead to an estimated funding gap of \$26.3 million next fiscal year, \$37.3 million in FY 2025-26, and \$40.3 million by FY 2026-27.

Since the forecast, departments have submitted their requested budgets for next fiscal year, including initial "baseline" plans of operations if increased County contributions are not available. Staff in the County Administrative Office are analyzing the baseline budgets to better understand each department's operational needs and implications to services. These preliminary baseline budgets identify staffing-related funding gaps for continuing 39 positions, including 9 filled positions and 30 vacancies. Departments submitted augmentation requests totaling \$21.9 million to address funding gaps and, in some cases, to add new staff or enhance programs.

As indicated during the March 12, 2024, Board's meeting, all ongoing discretionary revenue has been allocated to departments so there is no ongoing revenue to fund these requests. During the April 2, 2024, Board budget workshop, the Board will receive information and perspectives on the developing budget for next fiscal year, including presentations from Department Heads. Direction provided in the workshop will be incorporated into the Recommended Budget scheduled to be presented for consideration during the annual budget hearings commencing on May 29, 2024.

**OTHER AGENCY INVOLVEMENT:**

Development of the Recommended Budget is a collaborative effort between the County

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Administrative Office and all County departments, with overall direction provided by the Board of Supervisors. This workshop was preceded by a budget workshop with Department Heads on March 22, 2024.

FINANCING:

Receipt of this report do not specifically impact the budget. However, feedback received in the workshop will help shape the overall approach in developing the budget for next fiscal year.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The budget workshop supports the Board's strategic initiative to promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency. An important objective of this strategic initiative is achieving a balanced budget that sustains core services and efficiently allocates resources. The annual budget workshop helps fulfill this objective.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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Attachments: Budget Workshop Presentation