

COUNTY OF MENDOCINO

STATE OF CALIFORNIA

FY 2023-24

Proposed Budget

June 6, 2023

Chief Executive Officer: Darcie Antle
and Executive Office Fiscal Team

Picture Courtesy of Visit Mendocino

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**FY 2023-24 Proposed Budget Public Hearing
June 6, 2023
Presentation Schedule**

Tuesday – June 6th

Executive Office Budget Overview

Information Technology-Update

Sheriff's Office-Update

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Office of Emergency Services

Prevention, Recovery, Resilience, and Mitigation

Contracts and Grants

Planning and Building Services

Introduction

This Fiscal Year (FY) 2023-24 Proposed Budget Report and attachments contain the FY 2022-23 projected fund balance, as estimated by Departments for the FY 2022-23 3rd Quarter Report on May 9th, 2023, and a Summary of Adjustments recommended by the Chief Executive Officer (CEO). Also included is the FY 2023-24 Proposed Budget Summary, which contains the Executive Office and Auditors Office projected revenue figures, the CEO's recommended adjustments, and a variety of other updates. At the end of the Budget Hearings to be held on June 6, 2023, it is requested that the Board of Supervisors adopt the CEO's recommendations included in this document. The CEO and Auditor-Controller will make any revisions directed by the Board of Supervisors to the Proposed Budget, and the FY 2023-24 budget will be presented for formal adoption on June 20, 2023.

Budget Process Overview

Government Code § 29062 requires the Board of Supervisors to approve an Adopted Budget on or before June 30th of each year. In January, the Board of Supervisors directed staff to prepare a budget for the Board of Supervisors to adopt in June. This process included two public workshops to allow the Board of Supervisors additional input into the budget process prior to the development of the Proposed Budget. Once the Board of Supervisors considers the Proposed Budget and directs any changes, the budget will be presented for formal adoption by the Board of Supervisors on June 20th, which will provide the legal spending authority to the County for the new fiscal year. When the Auditor-Controller closes the books on the 2022-23 fiscal year and reports the final fund balance and reserve adjustments, the CEO will bring forward any additional adjustments that may be required as part of the FY 2023-24 1st Quarter review, if available.

A recap of Mendocino County's Budget Process for the FY 2023-24 Proposed Budget: On March 9th, budget instructions for FY 2023-24 were issued by the Executive Office Fiscal Unit and distributed to County Departments at a Budget Kick-off Meeting. In this budget cycle, many General Fund departments and offices prepared a Zero Base Budget (ZBB) projection. This method produced a budget proposal for core-level services and helped to identify deficiencies in the budget. Most Departments operate at a loss and require infusions of discretionary general fund dollars in order to maintain services. Primarily property tax, sales tax, and transient occupancy tax finance these infusions of revenue, referred to as NCC. The pool from which the County provides these monies are limited, and is annually adopted in the County's budget as Budget Unit 1000, known as Non-Departmental Revenue. An update on these funds is represented in Exhibit A of this document. Departments were instructed to submit a balanced budget. The instructions included a process to request additional funding necessary to maintain current levels of service and a process to request funding for new expenses. Departments were required to provide detailed information related to requests for fixed assets, facility modifications, and additional staffing requests. This initially resulted in requests for funding of approximately \$94 million, which was approximately \$20 million greater than the discretionary revenue projections.

FY 2023-24 Budget Development Calendar Board Related Dates in **Bold**

- **January 10, 2023 – Resolution 23-002 regarding budgetary authority**
- February 2023 – Departments submit 2nd Quarter Mid-Year Projections
- February 2023 – Departments submit Facility Modification and Fixed Assets Requests to Facilities and Fleet
- March 9, 2023 – FY 2023-24 Department Budget Kick Off Meeting
- **March 14, 2023 – FY 2022-23 Mid-Year (2nd Quarter) Budget Report & FY 2023-24 Budget Planning Workshop**
- March - April 2023 – Deadlines for Departmental submissions, budget & grant narrative submissions; Executive Office Budget Conferences
- April 5, April 6, and April 7, 2023 – Department Budget Conferences
- **April 25, 2023 – Fee Hearing and Budget Workshop**
- **May 9, 2023 – FY 2022-23 3rd Quarter Report & FY 2023-24 Budget Planning Workshop**
- May 26, 2023 – CEO Recommendations for draft Proposed Budget Published
- **June 6, 2023 – Final Budget Hearings for FY 2023-24**
- **June 20, 2023 – Final Budget Adopted for FY 2023-24**

Budget conferences with each department were held during the month of April. Executive Office Fiscal Unit, Auditor-Controller's Office staff, and the Budget Ad Hoc Supervisors, met with representatives from each Department to review their budget requests, discuss their unique needs and concerns, and to review impacts and/or requests for additional funding. Many Department Heads were proactive, and together with direction from the Board of Supervisors, were able to identify a number of solutions to ultimately prepare a balanced FY 2023-24 budget.

Upon the conclusion of the budget conferences, the Executive Office Fiscal Unit continued to analyze requests for additional funding by comparing requests to prior year funding levels, requesting additional meetings with Department staff to develop a better understanding of their critical operational needs, and working with the Auditor-Controller's Office and Facilities & Fleet Division on requests for vehicles, equipment, and facility modifications. After considering each Department request and based on the FY 2022-23 3rd Quarter projections for General Fund balance available for financing in FY 2023-24, a list of proposed funding level changes was developed and are included in this report and its attachments. The adjustments entitled "FY 23-24 CEO Recommended Budget Adjustments to Departments Submitted NCC General Fund Budget Units (Attachment B), and FY 23-24 CEO Recommended Budget Adjustments to Departments Submitted Non-General Fund Budget Units (Attachment C)" are based on impact statements, what each department entered in MUNIS, and recommendations from the CEO Fiscal Team.

The Proposed Budget presented for the Board of Supervisor's consideration is a balanced budget, as required by California Government Code § 29009, based on all currently available information. The budget is balanced in accordance with State code and built on Non-Departmental revenue projections of \$94,912,521. Every year the County works to produce a budget that is balanced between the needs of the community and the revenue reality that is presented. All decisions and policies are solely the responsibility of the Board of Supervisors. The Chief Executive Officer serves as the administrative officer designated by the Board of Supervisors to advise and administer Board of Supervisors' direction in fulfilling the requirements of GC § 29009.

Total proposed Budget Unit 1000 (Non-departmental Revenue) available as of May 24, 2023, is \$94,921,521 with special fund allocations of: \$2,457,863 to Debt Service, \$3,997,422 to Transportation, \$1,464,282 to Library, \$166,648 to IT Reserve, \$4,880,000 to Fire Agencies, \$400,000 to Disaster Recovery, and \$145,443 to Water Agency, leaving \$81,403,863 for allocation to General Fund Departments for their Net County Cost (NCC) assignment. **As stated in Attachment A, the total proposed Net County Cost for General Fund Departments is \$82,229,705.** To balance the budget, it is recommended that \$500,000 be appropriated from the General Reserve, \$325,844 be appropriated from the TEETER reserve, and the appropriation of \$4,474,333 one-time funds.

During the budget workshops, the Board discussed continuing issues around deferred maintenance, American Disabilities Act (ADA) compliance, carbon reduction, energy use, the jail expansion project, jail staffing upon completion, the health plan, roads, funding for employee compensation, and parks. A holistic approach to the County operations will need to be taken to prepare the County for Fiscal Year 2024-25.

Strategic Plan 2022-2027

The Board of Supervisors, in May 2022, adopted the County's first Strategic Plan in over 30 years. The plan will help guide the critical decisions the Mendocino County Board of Supervisors will face over the next five years to improve the quality of life for county residents. County leadership engaged in conversations with over 1,000 county residents, to explore the challenges the county faces and identify solutions that will result in a more effective county government organization, a thriving economy, and a county that is safe, healthy, resilient, and prepared for future uncertainties. The County is grateful to so many constituents who voiced their opinions about what's important to them, their families, and the county's future.

The County has identified ambitious goals with specific objectives that will enable achievable, and positive results. Accomplishing these goals will depend on allocating sufficient County staff to implement key tasks; designating resources via the budget process within the context of the County's mandated funding commitments; close collaboration with community members, businesses, nonprofits, and local government organizations; and finally, the Board of Supervisors' commitment and leadership.

Strategic Priorities

The strategic plan consists of 17 goals under these 4 priority areas:

- An Effective County Government Organization
- A Safe and Healthy County
- A Thriving Economy
- A Prepared and Resilient County



These priorities and goals are supported by specific actionable objectives for County staff to implement. The first priority of an effective County organization, is critical to the implementation of the other three priorities. A strong internal organization, with a healthy culture, participative leadership, clear communication channels, and departments fully staffed with qualified individuals, will make it possible for the County to achieve results in the additional three priority areas.

Priorities, Goals & Objectives

An Effective County Government Organization

- Define clear roles, responsibilities, and processes for government leadership
- Create a thriving organizational culture
- Implement new approaches to demonstrate our commitment to Diversity, Equity, and Inclusion (DEI)
- Improve operational efficiency by streamlining processes and implementing technology-based solutions
- Increase transparency in government operations to build trust with employees, communities, and partners
- Assure financial sustainability of the County

A Safe and Healthy County

- Provide a person-centered approach to help under-resourced individuals and families thrive
- Deliver culturally relevant public health services that focus on prevention and are guided by social determinants of health
- Increase access to behavioral health services
- Help people feel safe in their communities
- Implement practices that support a sustainable environment and responsible stewardship of natural resources

A Thriving Economy

- Support a vibrant economy
- Support increased housing stock at a range of affordability levels
- Ensure that affordable and reliable broadband communications is available to all County residents

A Prepared and Resilient County

- Increase disaster/emergency preparedness and resiliency
- Ensure access to rural fire protection and emergency medical services
- Improve and maintain transportation and road systems/access routes

In prior budget cycles, the Board of Supervisors identified budget goals and priorities as focus areas in the development and implementation of the County budget. The County's adoption of a Strategic Plan in May of 2022 has led to a change in the approach to how priorities are defined. The guidelines, goals, and priorities used in prior reports can be found in at this link:

[Fiscal Year 2022-23 Budget Goals and Priorities](#)

Executive Summary

Fiscal Year 2023-24 will be a challenging year as staff seek new ways to reduce costs while maintaining core services. Several factors will affect decisions on how to right-size the budget and remain a Prepared & Resilient County. Several items of concern are:

Roads

The size and condition of the County's roads have a need greater than monies in the Road Fund. New revenue is needed to maintain the roads within the County.

Public Safety

The California Constitution places public safety as the priority in county governments. The County must find additional new revenue to continue to support core, mandated services. Recruitment has been problematic in the current workforce environment.

Property Conditions

Deferred maintenance and function of the County's facilities is a concern. The facility conditions assessment and the space utilization analysis is ongoing and will come back with information that can be used to prioritize resources. These assessments will help in deciding what properties can be surplus.

Americans with Disability Act (ADA)

The need for compliance with the ADA and new revenues needed to fully meet the requirements in the County's facilities.

Boards and Commissions

Review of existing boards and commissions to determine if they are required in State statute.

Jail Expansion Project

The jail expansion project is moving forward. When completed, staffing the new jail and new funding will be needed for the expanded jail's staffing and maintenance.

The proposed Fiscal Year 2023-24 budget is balanced with one-time funds and the use of County reserves. To balance the budget, it is recommended that \$500,000 of the General reserve be appropriated for staffing, training, and support of property tax assessment. Another \$325,844 from the TEETER reserve is recommended to be appropriated due to the projected impact the TEETER Fund will have on the 2023-24 General Fund. If there is carry forward available from the 2022-23 year-end close, priority should be given to replenishing these reserves, and any further carry forward should be prioritized to public safety vehicles.

Recent research has found that 1991 Realignment funds may be used to cover the costs of the maintenance of effort (MOE), reducing the impact to the General Fund. Continued innovative ideas to help balance the budget include a partial holiday in the IT internal service fund, deferring those costs till they can be replenished.

Below is a summary list of outside agencies and community partners receiving County funding in the FY 2022-23 budget:

- Allocate \$25,000 to support the Mendocino County Arts Council;
- Allocate \$265,381 as the Business Improvement District (BID) match funding;
- Allocate \$4,200,000 of Measure P, Essential Services Transactions and Use Tax, to county fire services;
- Allocate \$680,000 of Camping TOT, to county fire services;
- Allocate \$408,633 of County Proposition 172 sales tax funding to county fire services;

Summary of Changes in the FY 2023-24 Proposed Budget (From FY 2022-23)

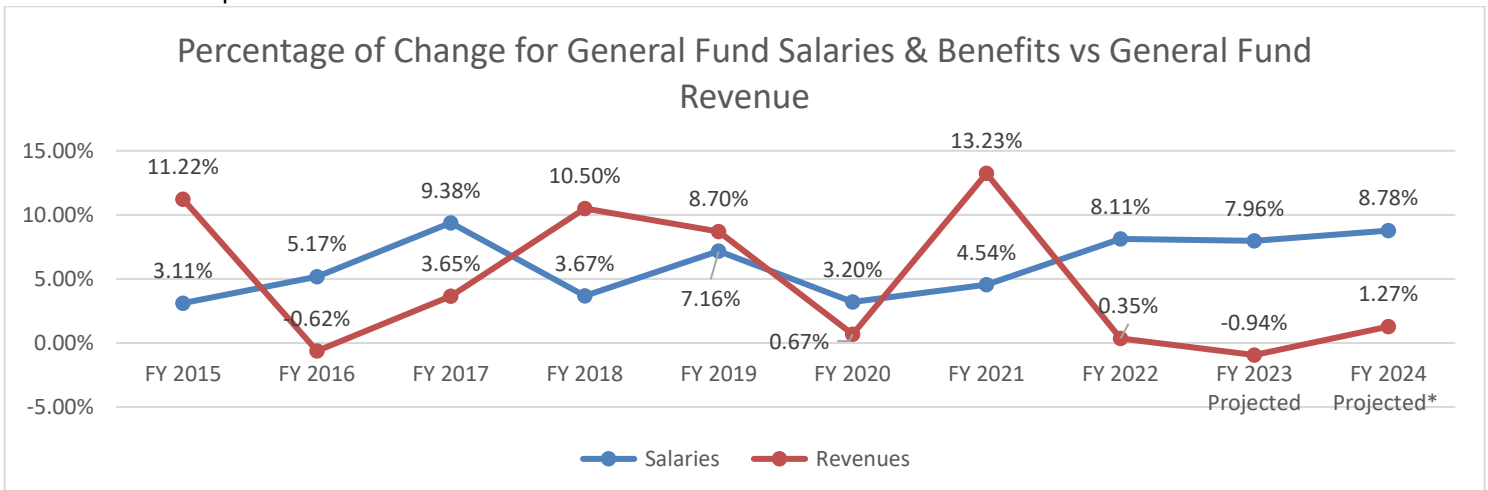
Salary and Benefits

FY 2022-23, the County entered into 1-year agreements with all eight bargaining units. A 2% Cost-of-living-adjustment (COLA), a \$3,000 one-time stipend payment, and no increase to health plan premiums were incorporated into the agreements. These 1-year agreements expire in calendar year 2023 and bargaining unit negotiations have begun with some bargaining units at the time of publication of this report.

BU 1000 Discretionary Revenue

The projections for BU 1000 revenues, for FY 2023-24, are \$320,000 greater than revenues adopted for FY 2022-23. Details of the Non-Departmental revenues can be found on the attached Exhibit A.

Budget Unit 1000 includes operating transfers of General Fund dollars to other funds. The FY 2023-24 Proposed Budget includes operating transfers to the Department of Transportation, Library, Debt Service Fund, IT Reserve, Disaster Recovery, Fire Agencies, and Water Agency. These operating transfers are further detailed in Attachment G and other various charts included in this report.



Legislative Update

State Budget Update

Governor Gavin Newsom released his May Revision to the 2023-24 budget on May 12th, which outlined his proposal to ameliorate a \$31.5 billion estimated deficit. California, and the nation, face considerable economic headwinds – ranging from increasing interest rates to inflationary pressures to recent bank failures.

The Administration's deficit projection assumes that \$42 billion in additional revenue receipts will materialize by October – that this revenue was delayed after California issued an extension for state tax returns for those affected by the onslaught

of atmospheric river storms in early 2023. Anything less than \$42 billion in new revenue receipts will add to the \$31.5 billion shortfall.

Despite the deficit and uncertainty, Governor Newsom has pledged to make the following multiyear investments:

- **Climate** – maintaining \$2.7 billion in a multiyear wildfire and forest and resilience package and adding \$290 million for a flood risk package. The May Revision also includes an additional \$1.1 billion in General Fund shifts across climate resilience programs that would be bond eligible.
- **K-12 Education and Higher Education** – fully funding an 8.22 percent cost-of-living adjustment with an equity multiplier to help accelerate learning gains and close opportunity gaps. Continues to fully fund the first and second years of expanded eligibility for Transitional Kindergarten and fully funds the Universal School Meals program, which provides two meals to students each day.
- **Healthcare** – maintaining funding to expand full-scope Medi-Cal eligibility to all income-eligible Californians, regardless of citizenship status. It also maintains \$8 billion in behavioral health investments and implements the California Food Assistance Program expansion for income-eligible individuals aged 55-years or older by October 2025.
- **Housing and Homelessness** – continued investment in the Administration’s emphasis on local accountability for all jurisdictions to build their fair share of housing units. The May Revision also maintains \$3.4 billion in funding proposed for homelessness programs.
- **Infrastructure** – includes proposals to streamline project approval and completion to maximize federal infrastructure spending authority and expedite the implementation of projects.

Several revisions and proposals warrant close attention from counties, including:

- Increasing funding to implement the Community Assistance, Recovery, and Empowerment (CARE) Act – a total of \$291 million General Fund for ongoing costs, including \$150 million to county behavioral health agencies and \$15 million one-time to Los Angeles County for early implementation.
- \$150 million in General Fund support to the Distressed Hospital Loan Program to support public and not-for-profit hospitals in significant financial distress.
- Restoration of \$49.8 million General Fund proposed for reduction in the Governor’s Budget to public health workforce training and development programs.
- Increasing funding of \$159.5 million General Fund for county administration costs for CalFresh, reflecting a multiyear effort to revise this budgeting methodology.
- Maintaining \$1 billion for Homeless Housing, Assistance and Prevention Program in 2023-24 and restates commitment to develop accountability framework with the Legislature.
- \$150 million one-time General Fund augmentation for the Rapid Response Program to continue humanitarian efforts at the border in partnership with local providers.
- Addition of \$290 million in flood protection investments for a total of \$492 million.
- An additional \$1.1 billion in “General Fund shifts” across climate resilience programs that could be included in a future bond.

The May Revision provided several updates on Federal investments. The Infrastructure Investment and Jobs Act (IIJA) provides funding for airports, bridges, broadband, clean energy, public transportation, roads, etc. As of May 2023, California has received about \$48.6 billion from the IIJA in formula and competitive funding. Similarly, the Inflation Reduction Act (IRA) provides funding for pollutant reduction investments, clean energy equipment upgrades, disaster response and resilience, and agriculture sustainability projects. As of May 2023, California has received \$465 million through the IRA in formula and competitive funding to the state, local governments, tribes, and households.

2023-24 May Revision
General Fund Budget Summary*
(\$ in millions)

	2022-23	2023-24
Prior Year Balance	\$55,462	\$24,119
Revenues and Transfers	205,129	209,054
Total Resources Available	\$260,591	\$233,173
Non-Proposition 98 Expenditures	158,357	145,733
Proposition 98 Expenditures	78,115	78,368
Total Expenditures	\$236,472	\$224,101
Fund Balance	\$24,119	\$9,072
Reserve for Liquidation of Encumbrances	5,272	5,272
Special Fund for Economic Uncertainties	18,847	3,800
Public School System Stabilization Account	9,936	10,684
Safety Net Reserve	900	450
Budget Stabilization Account/Rainy Day Fund	22,252	22,252

Departments and Offices

BU 1930 Teeter Plan

The Teeter Fund runs most of the year with a deficit cash balance and, therefore, incurs an interest “expense” instead of interest “revenue”. The County’s goal for the Teeter Plan is to always first cover any current year interest expense and any current year property tax delinquency, with the redemption revenues collected throughout the current year. After that, any excess revenues can be added to the General Fund as fund balance available. The Auditor-Controller’s 2023-24 projection for the Teeter Fund is to impact the general fund at approximately \$500,000.

Debt Mitigation & Elimination – Reserves & Contingencies

The total proposed County budget is over \$420 million, creating an operating budget of over \$35 million per month. The County’s General Fund Reserve is still less than the one month of operational costs (awaiting this information from the Auditor’s office).

The proposed budget does not include a recommended dollar amount to fund the General Fund Reserve this year. The Reserve level is below the minimum amount allowed by Board of Supervisors’ Policy #32. The policy sets the General Fund Reserve level at 6.35% of prior year General Fund appropriations. This Reserve is the County’s primary protection against an economic downturn or significant emergency.

The Proposed Budget does not include a \$250,000 recommendation for consideration to allocate funding for contingencies as required by Board of Supervisors’ Policy #32. Contingencies are used for unexpected expenses that arise during the year. Contingencies would be the first source of additional funding tapped before an emergency or economic disaster required the use of the General Reserve.

Agriculture/Weights & Measures

The AWM Department continues to work on recruiting and staffing up for operational capacity and efficiency. There is collaboration between the Department and the Executive Office on recruitment for a licensed Agricultural Commissioner/Sealer of Weights & Measures, and in the meantime, there is partnership in an MOU for Commissioner/Sealer services with Sonoma County, which runs through October 2023. The Department continues to evolve and reconcile state regulatory mandates and programs to realign invoicing and state reporting for programs and services. Current efforts seek to maximize staff time in billable programs supported by state grants and contracts, as well as picking up more grant funding for noxious weed eradication programs for FY 23-24. The Civil Service commission approved a new position allocation for the department in a Supervising Agricultural and Standards Specialist (Weights and Measures), which replaces one of five

inspector position allocations and builds a promotional capacity into inspection staff within the Department's ranks. This diversifies the organizational structure and division of supervision and programmatic oversight across Agricultural and Weights and Measures programs. The Department is striving for fiscal responsibility and accountability as they prioritize funded and mandated work supported by state agency grant agreements and general fund supported program work toward their Maintenance of Effort (MOE) for Unclaimed Gas Tax Revenue. They will continue to advocate for ongoing general fund support for MOE with Food and Agricultural Code (FAC) and will work to build capacity in budgets for mandates through updating equipment necessary to fulfill this work.

Assessors

The Assessor's Office was able to process and send out over 4,000 supplemental and 2,000 escape assessment letters in calendar year 2023, the revenues generated from these supplementals letters are projected to be over \$500,000. Staff remains diligent in working with the County's Information Services department and the Aumentum Team to further the build out of the Property System. They were successful in importing and building out all soils for the Williamson Act in the last Fiscal Year. As the division completes their backlog of change of ownership, the next phase will be to focus on the continuous correction of supplementals and escapes. Once the next phase is completed, staff will begin canvassing unpermitted structures that are not currently on the tax roll. Money has also been identified and allocated to the Assessor's Office in the amount of \$40,000 to offset the annual cost to run and implement Aumentum.

Clerk-Recorder

The Clerk-Recorder's Office has encountered a significant decrease, of 25%, in the documents recorded for Fiscal Year 22-23. These documents include but are not limited to, Deeds, Deeds of Trusts, Reconveyance, Substitution of Trustees, Affidavits as well as all Vital Certificates. The average decrease statewide is 37%. This led to a \$80,000 decrease in projected revenues. In Fiscal Year 23-24, the Clerk-Recorder's Office will be working to implement e-Recording, which would allow staff to record documents through a secured server and return the documents electronically. Funds have been allocated from the Recorder's Modernization Fund to cover the cost of implementing this new service.

Elections

The Elections Division will be very busy in Fiscal Year 23-24, with the Presidential Primary set for March of 2024. In preparation for the upcoming elections, staff has received and reviewed several proposals for a new printing vendor. With the prices of paper going up due to inflation, cost to have an election have increased significantly for Mendocino County's Ballots and Sample Ballots, which has also affected local municipalities and special district election costs. Fiscal Year 22-23 had a successful Statewide General Election with 52.2% of registered voters submitting their ballots.

Cannabis Program

Since the inception of the Cannabis Program (now Department) in 2017, the Program has been managed under multiple departments starting in the Department of Agriculture and then moving to Planning and Building Services in 2019. In each of these instances, the Cannabis Program's budget has been incorporated into the respective departments' budget which, in many cases, has challenged the ability to clearly determine the revenue and expenses associated with the Program's operation. Toward the end of the 2020-2021 Fiscal Year the County made the decision to turn the Cannabis Program into a stand-alone department.

The budget projections made by the Department for the 2023-24 Fiscal Year estimate \$215,000 in fee revenue. This is based upon the existing projects and projections of upcoming projects in 2023-24.

County Counsel

County Counsel's child welfare/dependency team of three dedicated attorneys continue to provide extensive daily legal support, training and representation to Family & Children's Services in and out of the courtroom. County Counsel has continued to defend numerous litigation matters, drafted legal opinions, ordinance and resolutions as well as provided extensive contract and specialized Public Records Act review for all county departments. County Counsel has continued to represent the Public Conservator, Public Guardian and Public Administrator in weekly conservatorship, AOT, LPS and probate matters. County Counsel has also successfully defended the County in administrative appeals regarding County enforcement and continue to do so.

Cultural Services Agency

Mendocino County Library (MCL)

By fiscal year 23/24, the MCL will have completed its five-year strategic plan and will begin implementation. Some of the capital improvement steps include the Willits Branch Roof Replacement, Alternative Energy Panels and Battery back-up Project; if awarded the grant in September, the Fort Bragg Branch expansion project; and working towards the Ukiah Branch Feasibility Study.

MCL will continue to advocate for and provide patrons with unmet connectivity needs by participating in the Federal Communications Commission Emergency Connectivity program by providing hotspots and Chromebooks for checkout. Additionally, MCL is taking advantage of free online learning platforms provided by the California State Library to assist the public in learning job skills. These many platforms include LinkedIn Learning, VetNow, Job & Career Accelerator, and much more.

This year MCL has two branches (Ukiah and Coast Community) that are participating in the statewide Lunch at the Library program, which partners with school districts that provide meals, and library staff who provide fun and educational activities to the children participating.

To improve our outreach to and materials for the Spanish Speaking population, the collection and program budget will include a new floating collection for all branches of Spanish language books, regular print and large-type books, and audiobooks. Staff are also considering innovative ways to increase visibility of library services to the community, such as bus ads.

Mendocino County Museum

In the upcoming year, the Museum requesting an additional \$15,000 for extra-help to support revenue generating programs and tours. The Museum aims to increase school tour attendance next year from 800 to 1,400 students. The Museum also plans to expand programs, such as *Stone Stories* that were well attended last year, by offering multiple opportunities to attend to increase access.

The Museum will design a variety of programs to complement two traveling exhibits, *Her Side of the Story: Tales of Pioneer Women* and *Black Mariners of the Black Pacific* on loan from Exhibit Envoy. The Museum will supplement both exhibits with objects and archives from our own collection.

Staff will implement two priority collections care goals recommended by the Collections Assessment Program (CAP). In addition to addressing short-term collections care projects, staff will also search for and apply for an energy reduction grant to upgrade museum lighting, a long-term collections stewardship goal.

Clerk of the Board

The Clerk of the Boards office has continued to use all available resources to not only increase department efficiency, but to increase government transparency for all Mendocino County constituents. Some of these efforts include streamlining of outdated/slow internal procedures, expedited records execution, collaboration with other departments, webpage improvements, and the implementation of technological solutions like SendAgenda.

As of May 12, 2023, our office has processed over 90 appointments/reappointments to Boards and Commissions and more than 500 Agenda Items so far this calendar year.

Contracts Unit

Contract Numbers

The Contract Unit works directly with departments Countywide to execute contracts and amendments to ensure alignment with County policy. In Fiscal Year 2022-23, the Contract Unit administered review processes for over 1,500 contract items.

This total includes contract items for contracts active during Fiscal Year 2022-23 as well as for contracts that will be active in Fiscal Year 2023-24.

Fiscal Year 2022-23, Active Contracts	
Expense:	
Contracts	896
Amendments	330
Revenue:	
Contracts	128
Amendments	36
Other:	
Exceptions to Bid	261
Total Items:	1651

Fiscal Year 2023-24, Contracts Routed	
Expense:	
Contracts	78
Amendments	6
Revenue:	
Contracts	1
Amendments	0
Total Items:	85

Trainings

The Contract Unit provided over twenty individual or group trainings to staff during Fiscal Year 2022-23. These trainings were related directly to County processes for contract review, approval, and execution. Trainings will continue in Fiscal Year 2023-24 but will be expanded to include best practices for contract/amendment layout and for drafting Scopes of Work and Payment Terms.

Improvements and Goals

The County currently uses Cobblestone software for all processes related to contract execution. While Cobblestone has already allowed for greater efficiency as opposed to routing contracts for review manually, the Contract Unit is working with other Executive Office staff, County Counsel, the General Services Agency, and IT with the goal of further improving the County's contract review processes. These improvements include exploration of Cobblestone features potentially being underutilized.

Improvements, either already in process or being explored for implementation, include:

- Consolidation of County Contract Boilerplate and Amendment Templates to allow direct generation in Cobblestone
- Updates to Workflows to streamline review processes
- Changes to the contract amendment routing process for efficiency and ease of tracking
- Possible integration of Cobblestone with other County software systems (DocuSign, Amplifund, Munis) for greater efficiency

Grants Division

On November 16, 2021, the Board of Supervisors during the first quarter budget update discussed and requested the Executive Office to bring back a plan to maximize the County's efforts in grant writing. On March 1, 2022, the Prevention, Recovery, Resiliency, and Mitigation (PRRM) staff presented to the Board the creation of a Grants Division where the Board also approved the creation of a new budget unit. Staff is working on the discovery phase of implementing the grants management software Amplifund with five departments who volunteered to test the software as a pilot program before it is launched to all departments. Next fiscal year staff intends to begin monthly trainings and launch the software to all county departments. Attached is the implementation timeline.

Grants Division Implementation Timeline

Amplifund Implementation			
Software Kickoff	100%	2/23/2023	2/23/2023
Software Discovery	30%	3/15/2023	7/1/2023
Pilot Draft Forms and Guidelines	25%	4/6/2023	7/1/2023
Existing Reporting from Pilot Staff	100%	3/13/2023	4/1/2023
Pilot Data Migration	20%	4/1/2023	6/1/2023
Performance Planning Functionality	0%	4/1/2023	6/1/2023
Business Process Review	0%	4/1/2023	7/1/2023
Integration with Cobblestone Software/ Munis	25%	6/1/2023	12/1/2023
Training to Pilot Staff	25%	3/15/2023	6/30/2023
Inputting of Existing Grants	0%	6/1/2023	8/1/2023
Integration of Submission Portals	10%	4/1/2023	12/1/2023
Phased Rollout for County in 3 phases	0%	8/1/2023	12/31/2023
Presentation to Department Head Meeting	0%	6/1/2023	11/1/2023
Monthly Trainings to Department Staff	0%	8/12/2023	12/31/2023
Software Infrastructure			
Forms and Guides uploaded to MCNET	25%	6/1/2023	8/1/2023
Grant Reporting both Internally and external	0%	6/3/2023	6/15/2023
Scheduling of Tasks for Pilot Departments	0%	6/15/2023	8/18/2023
Time tracking / Coding	0%	4/1/2023	12/31/2023

Farm Advisor

UCCE programs operate through a partnership of county government and UCANR, with support from the USDA and external funding sources. University of California Cooperative Extension's mission is "to enhance the quality of life and the environmental and economic well-being of the citizens of California through research and education." In Mendocino County the mission is achieved by providing University of California academics that extend research-based information in plant and animal agriculture, natural resource management, nutrition and consumer sciences, community, youth, and human development.

Livestock & Natural Resources

- We plan to recruit ranchers to test the newly developed California Rancher Sustainability Assessment (CRSA) program so we can refine it and release it as a general tool accessible through the internet. The CSRA helps identify areas of their ranch management for improvement to make them more sustainable. The satellite forage production assessment will continue at the three rancher locations. We expect to complete this project by the end of 2024.
- Plan to offer our very popular sheep shearing school in 2024.

Viticulture

- Continue/Complete funded research projects within Mendocino County

- Maintain a cordial and helpful relationship with grape commodity groups.
- Increase the number of seminars for grower education and outreach from FY 22-23

Forestry

- Continue to build the forestry program to meet the needs of under-represented community members and continue to build relationships with private landowners, local community partners, local government, and Tribal communities and host outreach and education programs on forest and natural resource management.
- Continue to research the impacts of prescribed fire and wildfires on forests and natural resources to better understand post-fire forest restoration needs.

Integrated Pest Management

- North Coast IPM Advisor is working with UC Specialist and Integrated Vineyard Systems Advisor testing the efficacy of both organic and conventional products for control of Virginia Creeper leafhoppers in Mendocino County. Will continue to trap for the Brown Marmorated Stink Bug (BMBS) in our county pear orchards in addition to deploying the nonviable BMSB egg masses to continue monitoring for parasitism.
- Offering monthly Pest Control Advisor (PCA) breakfasts for licensed PCAs in Mendocino County.

Public Health

Mendocino County Environmental Health continues to play a critical role in safeguarding public health and the environment by regulating consumer protection, land use, and hazardous materials. On a yearly basis, EH conducts inspections of food facilities, retail stores, public swimming pools, body art facilities, and underground fuel tank systems to ensure compliance with health and safety regulations. EH also reviews and approves land use permits to ensure that new developments are built in accordance with State & County laws and regulations, as well as conducting food born investigations. Additionally, EH provides hazardous materials management services, such as overseeing the safe storage and handling of hazardous materials and responding to hazardous material spills and releases with the Redwood Empire Hazardous Incident Team, REHIT program which coordinates with all Fire Departments in responding to county wide emergency situations involving hazardous materials. Through its work, EH serves as a vital partner in protecting the health and well-being of Mendocino County residents and the environment. The inability to replace staff who have been lost to neighboring counties is a current challenge in Fiscal Year 2023-2024. The department will be seeking a fee increase in Fiscal Year 2023-2024 in order to ensure full cost recovery as directed by the Board of Supervisors.

Behavioral Health & Recovery Services Substance Use Disorders Treatment

Substance Use Disorders Treatment (SUDT) assist individuals who have substance use disorders to create and maintain a healthy and balanced lifestyle, free of alcohol and other drug use. The treatment approach is client centered, trauma informed, and strength based, empowering individuals to determine unique solutions that fit their unique set of life circumstances.

In FY 23-24, SUDT services will provide primary prevention activities to youth and community members, Narcan distribution, outreach and education campaigns, groups counseling, individual counseling, intensive outpatient treatment, perinatal outpatient treatment, assessment, treatment planning, crisis, collateral, case management, recovery support services, residential, and discharge planning. The program will continue to recruit with a goal to fill all vacancies. SUDT will continue to apply for grants and other funding sources to enhance and establish additional programs and supports.

Behavioral Health & Recovery Services Specialty Mental Health Services

Specialty Mental Health Services provides, arranges, and pays for all medically necessary covered specialty mental health services to Medi-Cal beneficiaries who meet medical necessity and access criteria for specialty mental health services.

In FY 23-24, Specialty Mental Health will provide a wide range of prevention, early intervention, and treatment services. Services provided shall include outreach and education campaigns, therapy, case management, rehabilitation, linkage, crisis intervention and stabilization, residential treatment, intensive care coordination, intensive home-based services, therapeutic foster care, therapeutic behavioral services, medication support services, crisis residential treatment, and psychiatric hospitalization. The program will continue to recruit with a goal to fill all vacancies. Specialty Mental Health will continue to apply for grants and other funding sources to enhance and establish additional programs and supports.

The Public Conservator serves as the Lanterman-Petris-Short conservator of the person and estate for Mendocino County residents who are gravely disabled as the result of a mental health condition. The LPS conservator is responsible for directing the placement and mental health treatment for clients.

In FY 23-24, Public Conservator will provide LPS conservatorship oversight and continue to direct mental health treatment and placement for conserved clients.

Behavioral Health & Recovery Services Mental Health Services Act

Mental Health Services Act (MHSA) provides a wide range of prevention, early intervention, and treatments services that support the continuum of mental health services. MHSA is comprised of five focus areas which are Community Services and Supports (CSS), Prevention and Early Intervention (PEI), Workforce Education and Training (WET), Innovation (INN), and Capital Facilities and Technology Needs (CFTN). Each component has targeted funding and requirements for expenditures.

In FY 23-24, MHSA programs will focus on prevention, early intervention, treatment and continuity of care for specialty mental health services. MHSA programs will provide client focused recovery, and work to improve access for underserved groups. MHSA programs strive to promote cultural competency, individual, and family-driven services, and are wellness, recovery, and resilience-focused.

Measure B

The voters of Mendocino County passed Measure B on November 7, 2017, for the purpose of improving residents' lives and the public's safety by strategically evaluating and enhancing resources for mental health treatment. An 11 member politically independent "Mental Health Treatment Act" Citizen's Oversight Committee has been created to review the independent annual audit of expenditures and performance management plan for compliance. The Committee shall also provide recommendations to the Board of Supervisors. The Committee is comprised of citizens and County leadership.

The creation of the Mental Health Treatment Fund is entirely dedicated to fund improved services, treatment, and facilities for persons with mental health conditions into which 100% of the revenue shall be deposited. For a period of five (5) years, a maximum of 75% of the revenue deposited into the Fund may be used for facilities with no less than 25% dedicated to services and treatment; thereafter, 100% of all revenue deposited into the Fund shall be used for ongoing operations, services, and treatment. The Board directed that all Measure B funds must be approved by the Board of Supervisors before allocation.

In FY 2023-24, the Mental Health Treatment Act Citizens Oversight Committee will work with Nacht & Lewis and AECOM on the construction of a psychiatric health facility, continue to provide the Board of Supervisors with recommendations, post and evaluate request for proposal(s) for potential substance projects, and will review the independent audit of expenditures and performance management plan.

Programs and Projects Related to Homelessness

The Department of Social Services has engaged in a number of activities focused on the Board's priority to address issues related to homelessness in Mendocino County. Of note, staff continue to provide facilitation and support to the Mendocino County Homeless Services Continuum of Care, including the implementation of a countywide Strategic Plan to Address Homelessness in Mendocino County. The Board of Supervisors voted to endorse this Strategic Plan on August 18, 2020, and reviewed an update to the plan on May 9, 2023.

The overarching goals for the County the next five years related to homelessness include:

1. Invest in developing and supporting new and creative housing inventory for people experiencing and at-risk-of homelessness.
2. Build a robust and collaborative response network for those experiencing housing instability in order to prevent homelessness.
3. Intensify efforts to eliminate homelessness in households with children.

4. Provide support to existing and well-functioning homelessness projects, while demanding a superior level of performance.

Under Board direction, the Social Services Department continues to serve as the Administrative Entity and Collaborative Applicant for several large multi-year grants that will provide funding for services and capital projects for the homeless. These funding sources include the Homeless Housing, Assistance and Prevention (HHAP) program; the Family Homelessness Challenge Grant; and a new funding source through the CalAIM initiative called Housing and Homelessness Incentive Program (HHIP.)

In addition to these new funding sources, the Department of Social Services continues to accept, facilitate, and implement ongoing homelessness-related allocations from the California Department of Social Services. These programs include:

1. Home Safe – This program is targeted to elderly residents in need of housing support to gain housing or stay housed.
2. Homeless Disability Assistance Program (HDAP) – This program is targeted to persons with disabilities who are homeless or at-risk of homelessness, and who not yet successfully enrolled in relevant Social Security benefit programs.
3. CalWorks Housing Support Program – This program is targeted to households with children, eligible for CalWorks, and at-risk of or experiencing homelessness.
4. Temporary and Permanent Housing Assistance – This program provides limited motel stays and direct financial assistance (through security deposits and one-time housing needs) to households with children experiencing homelessness.
5. Bringing Families Home – This new program provides housing guidance and financial assistance to families involved with child welfare services and experiencing housing instability. The program is incorporated into the Front Door for Families project.

In November, 2020, the County purchased the Best Western Inn in Ukiah in response to new opportunities for housing through Project Homekey. The building re-opened as Live Oak Apartments in April, 2021, and is currently providing housing and support services to 46 households experiencing or at-risk of homelessness. This project prioritizes households that include children, seniors, veterans, and those experiencing complex health conditions. 58 adults and 32 children are current residents of the project.

Additional new capital projects that emphasize housing for those experiencing homelessness include the Plateau in Fort Bragg and Orr Creek Commons Phase 2. Both of these new projects opened in the fall of 2022. Combined, these projects have added an additional 39 units for households experiencing homelessness.

Planning and Building Services

The Department of Planning and Building Services (Department) continues to provide our core services in the four primary functional service areas of: planning, building, code enforcement, and administrative services. In addition, the Department continues to manage the County's Community Development Block Grant (CDBG) Program including a Business Revolving Loan Fund, as well as pursuing other grants that benefit the community related to planning and building.

The Building Code was updated in January 2023, which has imposed new requirements upon development within the County. The updated regulations also included the adoption of several appendices which provide some flexibility for certain types of development, such as tiny homes. The Building Division has begun use of Bluebeam software for electronic plan-check and looks forward to continuing to improve the usage of this technology in the coming years. In addition, the Department will be implementing the CalAPP solar grant, which will establish automated plan-check and permit issuance for eligible rooftop solar installations. The Building Division will be bringing forward an update to the Class K Ordinance during FY 2023-24 to address structures greater than 2,000 square feet in size, as previously directed by the Board of Supervisors.

The Planning Division remains busy with continued work on the update to the Inland Zoning Code and Division of Land Regulations, which was conducted through award of the LEAP Grant. The Planning Division is targeting adoption of these

updated regulations by mid-year of FY 2023-24. In November 2022, the Planning Division was awarded \$2,177,399 grant from the California Coastal Commission to complete a comprehensive update of the County's Local Coastal Program, including associated technical studies and public outreach. The grant and update process will run for three years with a termination date of December 31, 2026. The Planning Division will have their hands full over the next three years as they work on completing this advanced planning work. The proposed FY 2023-24 budget reflects the several anticipated contracts for technical studies to complete this work and includes County matching funds from the Department's General Plan maintenance fund (a designated reserve). Much of the Department's time will be spent on Grant funded projects through the next several fiscal years.

Due to the high investigation volume of public-initiated complaints, and with the known resources available, over the last several months the Code Enforcement Division has re-assessed its functions and capabilities with consideration to the climate for cannabis enforcement, the current overall workload of the Division, and the previously adopted Board of Supervisors-directed priorities. The Division redesignated the Cannabis and Traditional/Non-Cannabis units into geographically based "North Sector" and "South Sector" units, utilizing Highway 20 as the primary divider. This resulted in cannabis and traditional complaints being spread out across both units, supports consistent and efficient enforcement efforts across the Division, while preventing valuable enforcement knowledge from being siloed. The proposed FY 2023-24 budget seeks funding to fill a currently vacant Supervising Code Enforcement Officer position to ensure adequate organizational structure for the Division upon the return of the Division Manager.

Community Development Block Grants (CDBG)

Current awards include:

1. Micro-enterprise Technical Assistance grant - \$250,000
2. Non-Housing Abatement Project (Covelo Clean-Up) - \$500,000
3. Disaster Recovery Multi-Housing Grant (Acorn Valley Plaza) - \$6,591,778

In fiscal year 2022/23, the Department successfully fulfilled and closed out two prior CDBG Grants:

- Micro-enterprise grant (500K)
- COVID Recovery, CV1 Micro-Business Assistance Small Grant Program (293K).

Under the CV1 Grant (293K), the Department assisted in funding:

1. 325 Innovations- entrepreneur on electric vehicle repairs and maintenance manuals, including on the job training.
2. Good Vybz- tie dye garments and mobile food trailer on N. Hwy 101 in Laytonville
3. Indigenous- tribal tattoos on S. Hwy 101 in Hopland
4. Journey into Wellness- Nurse coaching for health and wellness
5. Killa Teas- mobile tea truck and waffle dogs in Ukiah
6. My California Food Truck- mobile food truck, specializing in Mexican dishes
7. The Tide Community Radio- Radio and community news in Gualala
8. Walnut Grove Café- Small café inside the Round Valley Public Library

The Department has also provided Economic Development Business Loans to 3 businesses, under a Program Income based Revolving Loan Fund (500K):

1. Happy Rides- \$105,000
2. Cold Creek Compost- \$180,000
3. Geiger's Hopland Market- \$180,000

PBS is reviewing the possible use of additional Program Income funds with HCD. An option to increase the Business Loans, or to use for other qualified activities fitting the CDBG objectives.

Economic Development Budget Unit (PM – 1810)

This budget unit is 100% General Fund.

The Economic Development budget unit is administered by Planning and Building Services (PBS) under direction from the Executive Office. PBS handles the contracts and fiscal activity of this unit.

The goal is to enable economic development activities and opportunities for the benefit of the County and its residents. PBS provides support for all budgeted economic development activities, such as:

- Broadband Development (Tyrrell)
- Economic Development Services through local partners (EDFC, West BDC)
- Economic Development Coordinator (West BDC)
- Secured a consultant to assist with ED grant opportunities (CDS)
- Support Tourism through the Business Improvement District (BID) and match (MCTC).

Office of Emergency Services

Through its role as the primary local coordination agency for emergencies and disasters affecting residents, public infrastructure, and government operations, the Mendocino County Office of Emergency Services (OES) has taken a leading role in the response to the Winter Storms Disasters of winter 2022-2023. OES worked collaboratively with County departments, Operational Area (OA) partners, and State and Federal agencies to coordinate response activities within and across the County. OES organized and facilitated daily calls with relevant departments and OA partners for the duration of both the December-January and February-March storm emergencies. OES worked closely with the Disaster Recovery team to track damages and took a leading role in mapping the damages to facilitate efficient damage assessments with State and Federal partner agencies.

Concurrently, OES worked diligently with the Information Services Division, General Services Department, and PRRM Division to implement broad modernizations of the facilities and equipment in the new Emergency Operations Center. These grant-funded upgrades and modernizations were accompanied by a thorough review and streamlining of OES operating procedures and processes to significantly enhance the County's ability to quickly and efficiently respond to emergencies and disasters in the County operational area. A vital aspect of this modernization process has been the reintroduction of a robust and regular training and exercise program administered by OES. OES looks forward to building upon this momentum going into the next fiscal year and further upgrading its capacities and effectiveness by employing a continuous improvement model that will make Mendocino County more prepared and resilient.

In the 2022-23 fiscal year, OES has had the opportunity to participate in and administer the following exercises and training:

- Tsunami Alerting Exercise - On March 29, 2023, OES participated in the National Weather Service Communications Exercise along with Humboldt and Del Norte Counties. This exercise tested the Tsunami Communications Systems—specifically the Emergency Alert System (EAS).
- Tsunami Tabletop Exercise - OES led a Tsunami Tabletop exercise as well as our annual communications exercise with the Mendocino County Auxiliary Communications Services (MACS). The tabletop exercise was an internal tabletop exercise designed to discuss Emergency Operations Center (EOC) activities in the event of a tsunami. Emergency Operations Center staff discussed a simulated distance source tsunami event and how the county would respond to such an event.
- CalOES Communications Exercise - This exercise was held to test the state's ability to communicate with local agencies in the event of a Tsunami.
- National Tsunami Warning Centers Tsunami Communications Exercise- This exercise tested the National Tsunami Warning Centers' ability to communicate the existence of a tsunami to state and local agencies and discuss different phases of a distant source tsunami.
-

CalDART Statewide Exercise- CalDART is a Non-profit that has a statewide network of local Disaster Airlift Response Teams (DARTs) to improve California's disaster resilience in the face of earthquakes, floods, mudslides, and other events which may impair regional surface transportation. This exercise simulated the delivery of virtual disaster supplies to disaster responders at local airports around the state.

Prevention, Recovery, Resiliency, and Mitigation (PRRM) Division

PRRM has been heavily involved in the ongoing disaster recovery operations related to a pair of presidentially declared major disasters.

DR-4683 primarily impacted the coastal regions of the County and the Creekside Cabins RV Park in Willits in December 2022 and January 2023. PRRM conducted joint preliminary damage assessments (JPDA) with the Federal Emergency Management

Agency (FEMA), The California Governor's Office of Emergency Services (CalOES), and the US Small Business Administration (SBA) to assess and confirm damages with the goal of getting the County added to the Presidential Major Disaster Declaration and getting approved for the FEMA Individual and Public Assistance programs. These efforts were successful and PRRM coordinated and provided an onsite managerial presence at a pair of Disaster Recovery Centers (DRC) where residents could access Individual Assistance in the Cities of Point Arena and Willits. Individual Assistance concluded on March 16, 2023, but Public Assistance recovery projects are ongoing.

DR-4699 primarily impacted the northern portions of the County, from Willits north to the border with Humboldt County in February and March 2023. PRRM again led a JPDA with FEMA, CalOES, and SBA and was ultimately approved for the FEMA Individual Assistance program. DRC Operations are scheduled to commence at locations in Willits and North County beginning on May 15th and run until the June 5th registration deadline.

As the fire season approaches, PRRM will shift focus to disaster preparedness and deepening cooperation with the County Office of Emergency Services (OES) while continuing to streamline existing processes to assist disaster survivors. Long-term, the division will refocus on mitigation and resiliency projects while continuing to take the lead on disaster recovery activities.

As winter storm recovery operations wind down, PRRM will resume working directly with the community partners, such as Municipal Advisory Councils, to strengthen collaboration and identify unmet needs that will continue building resiliency for all County residents. The Division looks forward to conducting a series of community listening sessions in the most vulnerable areas of the County to gather input directly from the community on unmet needs that will inform plans for future mitigation and resiliency projects. This information, in conjunction with information collected via the recovery survey in 2022, will be used to update the County Recovery and Resiliency Plan. PRRM will also be dedicating additional time in the coming fiscal year to project implementation and project management as previously funded grant opportunities and projects begin to break ground.

County Roads

The Chief Executive Officer and the Mendocino County Department of Transportation (MCDOT) recommend allowing \$5,246,749 of Senate Bill 1 (SB 1) Road maintenance and Rehabilitation Account (RMRA) funding to be utilized in Fiscal year 2023/24 for corrective maintenance pursuant to the Board of Supervisors' ongoing commitment to improving the County's Pavement Condition Index (PCI) pursuant to the January 8, 2109, MCDOT "20 Year Plan". The California State Association of Counties does anticipate RMRA funding will grow over the 20-year projections for SB 1 made when the bill passed in 2016, and the County expects to see increase revenue in future years for corrective maintenance.

Land Improvement

Funding in the amount of \$600,000 is being allocated for development of the bid documents for approximately 36 remaining Trash Capture Devices in the Ukiah area. This is to be included in the operating transfer from BU 2910 as ARPA funding. The total estimated project cost is \$3 million over 10 years.

Funding in the amount of \$200,000 is being allocated for the preliminary portion of the construction of the Trash Capture Devices in the Ukiah area. This is part of the ARPA grant funding.

There will be a one-time fund carry over in the amount of \$14,000 that will be allocated to purchase a large new plotter as the plotter Land Improvement currently has, will no longer be supported for updates and maintenance.

Funding in the amount of \$65,000 is being allocated for the Mendocino County Resource Conservation District by instruction from the Board of Supervisors. This is part of the PG&E settlement money through the Executive Office.

Funding in the amount of \$30,000 is being allocated for ¼ FTE for a Code Enforcement Officer to handle the numerous encroachment violations affecting the County roads.

Little River Airport

Funding in the amount of \$86,725 is being allocated to Little River Airport for the new ongoing costs of the Airport Operation Specialist.

Funding in the amount of \$125,000 is being allocated to update the Plans, Specifications, and Estimate for the Taxiway Reconstruction project. These updates are necessary to comply with FAA requirement.

There will be a one-time fund carry over from FY 22/23 in the amount of \$213,648 that will be allocated to Little River Airport for the first of two years of local match of the Taxiway Reconstruction project. Anticipated total projects costs are \$7,769,000, with \$427,295 in local match split between two fiscal years. All other project costs are anticipated to be funded by Federal and State grants.

Funding in the amount of \$150,000 is being allocated for pavement rehabilitation of the runway apron. This is expected to be 90% reimbursable through an FAA grant.

Round Valley Airport

Additional funding in the amount of \$9,316 is being allocated for expenses related to developing the Airport Capital Improvement Plan.

Funding in the amount of \$230,000 is being allocated for the Airport Layout Plan Update and Pavement Management Plan. This will be 90% reimbursable through an FAA grant.

Water Agency

Funding in the amount of \$115,443 is being allocated to the Water Agency for the Russian River Watershed Association, Inland Water and Power Commission, and Ukiah Valley Basin Groundwater Sustainability Agency annual memberships. These memberships are paid by additional funding allocations each budget year. The entities provide valuable services and inter-agency collaboration for the Water Agency.

Public Safety

Juvenile Hall

Juvenile Hall continues the staffing model of a 20-bed maximum capacity facility in response to lower populations and Board of State and Community Corrections (BSCC) requirements. Juvenile Hall was able to fully resume in-person youth programming in FY 2022-23 and anticipate being able to expand programming in several areas in the coming year. We have experienced some reduced services by one provider due to staffing issues, but Juvenile Hall is working with them to address the issue. Probation continues to evaluate the Juvenile Hall's ability to maximize the utilization of non-general fund revenue sources whenever possible FY 2022-23 brought a new set of challenges for Mendocino County with the passage of SB 823 and the resulting closure of the Division of Juvenile Justice (DJJ). As of July 1, 2021, DJJ ceased accepting new admissions, now requiring us to house these higher-level youth, potentially for much longer periods of time than is customary for local halls. Juvenile Hall continues the implementation of plans to meet the requirements resulting from SB 823. An integral part of our implementation plans, however, is of significant concern for the County; this is our plan to partner with other county juvenile halls for housing of certain youth, such as those requiring specialized services which Juvenile Hall is unable to provide locally. The state-wide trend of staffing challenges is affecting not only Mendocino County, but juvenile halls throughout the state. These staffing issues have led many, including Sonoma County who is our primary contracted hall, to suspend the acceptance of any out-of-county juveniles. The State's plan for several Juvenile Halls to be designated as a "hub" to provide housing for certain youth (i.e., Mental Health, Sex Offender, etc.), did not materialize, further impacting counties abilities to house certain offenders in specialized facilities. Probation is actively working with CPOC (Chief Probation Officers of California) and State agencies to develop strategies to address these housing issues and to evaluate the fiscal impacts to the County.

Probation

Probation continues to be impacted by the elimination of adult fees, which has resulted in significant revenue reductions for the department. The backfill provided by the state is significantly lower than the lost revenue. Mendocino County Probation continues to have staffing challenges. Staffing issues have become more prevalent throughout the State. Probation continues to work with Human Resources to address this issue. FY23-24 will have several significant projects and programs either expanding or commencing. The first is the Pretrial Release Program expansion. This program became fully implemented in FY22-23 in collaboration with the Courts. This program has become much larger in a shorter amount of time than originally anticipated, and the department plans to further expand it. Probation expects the acquisition and installation of the pretrial modular building to be completed this year. Staffing will continue to increase to meet the County's desire for a robust program. Pretrial is partially funded by the courts for both one-time and on-going funds. Funding has been identified for the additional costs of the modular building. Additional staffing funds have been approved by the Community Corrections

Partnership to cover partial costs. Remaining funds are requested as part of our FY23-24 budget. Probation will also be completing the acquisition and begin the implementation of our new case management system to replace our existing system which is no longer supported. Probation will also be implementing a Dual Jurisdiction System in collaboration with Social Services upon plan approval by the Courts. This will provide a more coordinated and integrated service delivery by the child welfare and juvenile justice systems.

Public Defender

Our office continues to defend the vast majority of criminal and juvenile cases in the county, as well as the various conservatorship and contempt proceedings. The Public Defender has had increases in the number of serious cases with life sentence exposure, juvenile filings, and conservatorship cases. The Public Defender usually averages between 5,000 and 6,000 cases a year. In order to represent our clients and to engage in holistic defense, which requires greater involvement of case or social workers, the Public Devender has pursued grant funding aggressively.

The Public Defender does anticipate more work in the juvenile cases that are no longer sent to the Division of Juvenile Justice and who are to be housed locally. At this time, the Public Defender has no estimate of how many individuals might be involved or what the costs might be. The Public Defender is continuing to experience the added work from various resentencing statutes that have been passed by the Legislature.

The Public Defender is excited to have added a Case Worker to our staff who, although a temporary addition to our office by means of a grant, has made available to our clients many resources that have made a great impact in their ability to achieve and maintain more productive lives. The Public Defender has also applied for and obtained increase training funding from grants, allowing us to train more lawyers in death penalty and juvenile cases.

Sheriff's Office

To help decrease expenses in the FY 22-23 generally funded budget, the Sheriff's Office requested and utilized alternate funding (ARPA funds) for critical operating expenses such as replacement of patrol vehicles, technology infrastructure and facility related projects. The Sheriff's vehicle fleet is aging rapidly and vehicle replacement has been in a state of catch up for the past several years.

Despite recent purchases, many patrol vehicles are still operating with high mileage. Delayed purchase, delivery and upfitting of new patrol vehicles over the past several years has contributed to vehicle replacement being prioritized in the budget again in FY 2023-24.

During the past fiscal year, the Sheriff's Office has stepped up efforts to evaluate and implement practices that will aid in reducing operational expenses. This includes utilizing software technology to aid in responding to requests for crime statistics and other information available to the public that would normally require a significant amount of staff time to produce. In addition to saving time and salary expense, the use of technology in response to public requests improves transparency.

Other operational efficiencies include using Community Services Officers in lieu of sworn staff to respond to non-investigatory calls for service, such as school outreach, road closures, civil services, and other duties not requiring sworn response. Sheriff's Office will also continue to hire new Field and Corrections Deputies to help reduce overtime expenses, recruit already employed Corrections Deputies to transition to field assignment positions, and pursue local training courses certified by Peace Officers Standards and Training (POST) whenever possible. This not only reduces overtime, but also helps reduce travel related costs for legislatively mandated trainings. Implemented efficiencies will in turn have a positive outcome on budget expenditures.

Hiring incentives for law enforcement are becoming increasingly common nationwide, as the number of qualified applicants interested in pursuing a career in law enforcement diminishes. Funding continues to be pursued so that MCSO can compete with the hiring incentives other local agencies are offering, retain staff and increase available personnel to better serve the public.

Employee contract increases over the past few years have significantly improved the Sheriff Office's ability to retain quality personnel and recruit personnel for vacant positions. These increased MOU costs continue to have a domino effect on salary-related expenses in the FY 2023-24 budget, as well as the costs associated with providing emergency services for Public

Safety Power Shutoffs (PSPSs), weather response, and wildfires.

Each fiscal year during budget preparation, the Sheriff's Office performs a comprehensive inventory of all contractual services. The FY 2023-24 reflects a lean budget in this area. Inflation continues to be a barrier to realizing any savings in the budget. The impact of inflation is still being felt Countywide.

Jail

The Sheriff's Office continues to develop and implement efficiencies within the Corrections division whenever possible. These include the strict review of overtime needs and training by Sheriff's Office personnel. Reduction of overtime has been a challenge, due to a shortage in personnel (attributing factors still being COVID 19 and inability to hire qualified candidates). To help reduce overtime and training costs, Sheriff's Office personnel continue to work towards having mandated training courses certified by Standards in Training for Corrections (STC) for presentation here locally. This change will help reduce expensive travel related costs for legislatively mandated training.

The continued use of Sheriff's Services Technicians for duties such as data entry and report compiling in lieu of sworn officers is more cost efficient and provides greater capacity for sworn staff to focus on more critical responsibilities in the Jail.

Continued training of existing staff has allowed successful interventions, thus providing a safer facility with true care and control for those housed within. This in turn is reducing liability exposure to Mendocino County. In the past fiscal year, there have again been a handful of life-saving incidents which were due to the training, awareness, and dedication of correctional staff. These life saving incidents involved suicide awareness/prevention and the use of Naloxone. Currently, the Sheriff's Office is working towards the opening of the new Jail expansion unit, which will be more suited to meet the needs of medically and mentally ill incarcerated persons.

Emergency Medical Services

The County has designated the Local EMS Agency (LEMSA) to administer the County EMS system, including provide medical control and management. The LEMSAs are organized under Sonoma County Department of Health Services, where its Coastal Valleys EMS Agency has EMS administrative and regulatory oversight responsibilities for both Mendocino and Sonoma EMS systems. Starting next fiscal year, the role of the EMS Liaison for Mendocino County will slowly shift from Social Services to the Executive Office.

Below are the PG&E settlement funds update:

Coastal Valley EMS	Total Obligations	Expensed as of 03.31.2023	Unspent Obligated Funds	Contract Expiration Date
Gemini Core Integration Platform - Monthly Service / 5 years	120,000	14,000	106,000	Continuing
Image Trend / 5 years	271,978	-	271,978	Contract not yet executed
Pulse Point	62,500	-	62,500	Contract not yet executed
Albion Fire	20,000	-	20,000	06/30/23
Comptche Volunteer Fire Department, Inc.	20,000	16,845	3,155	06/30/23
Hopland Fire	20,000	19,923	77	06/30/22
Leggett Fire	20,000	-	20,000	06/30/22
Little Lake Fire	20,000	19,640	360	06/30/22
Whale Gulch	20,000	-	20,000	12/31/23
Covelo Fire	31,300	27,080	4,220	06/30/23
Adventist Health	38,515	38,456	59	12/31/22
Coast Life Support District	87,077	84,708	2,369	06/30/23
Training & Education Center	183,535	-	183,535	Request to reallocate pending
Peraton	16,466	-	16,466	Contract not yet executed
EMT/Paramedic Scholarships	100,000	-	100,000	Contract not yet executed
JPA	1,000,000	-	1,000,000	Contract not yet executed
			1,810,719	
Fire Agency Funding (Split between 22 Agencies)	Total Obligations	Expensed as of 03.31.2023	Unspent Obligated Funds	Contract Expiration Date
Albion Fire	45,455	-	45,455	12/31/22
Brooktrails Township	45,455	-	45,455	12/31/22
Covelo Fire	45,455	34,679	10,775	12/31/22
Elk Fire	45,455	-	45,455	12/31/22
Fort Bragg Fire Protection Authority	45,455	44,839	615	12/31/22
Long Valley Fire/Laytonville Fire	45,455	45,289	165	12/31/22
Leggett Fire	45,455	-	45,455	12/31/22
Little Lake Fire	45,455	45,380	75	12/31/22
Potter Valley CSD	45,455	44,552	902	12/31/22
Redwood Coast Fire Protection District	45,455	-	45,455	12/31/22
Redwood Valley Calpella Fire	45,455	42,150	3,304	12/31/22
Ukiah Valley Fire	45,455	-	45,455	12/31/23
Westport	45,455	12,456	32,999	12/31/23
Whale Gulch	45,455	45,379	76	12/31/23
			321,639	

Economic/Business Development by West Company

Economic Indicators

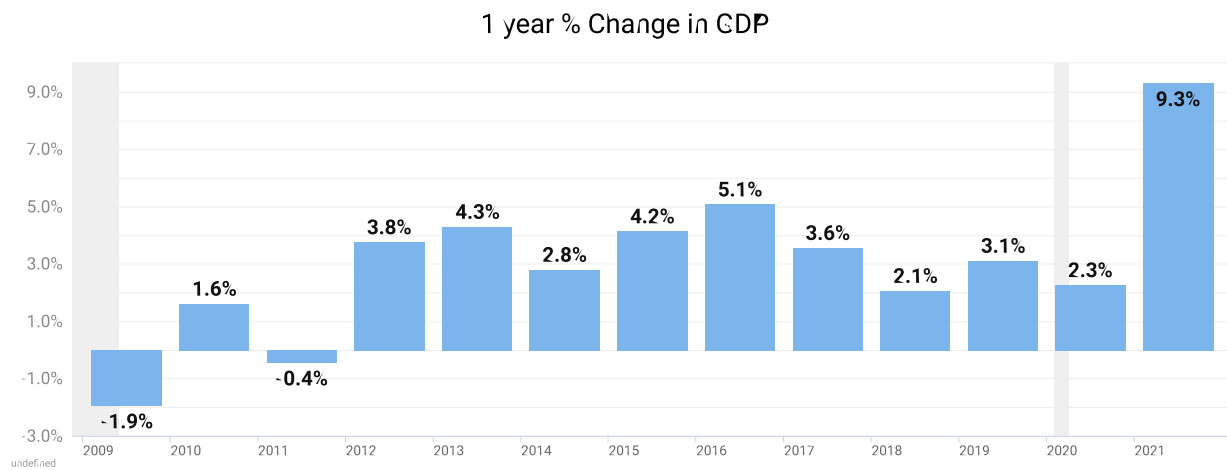
Mendocino County's economy is slowly recovering from the COVID-19 pandemic induced contraction, global supply chain disruptions, inflationary pressures. Indicators of this on-going, non-linear economic recovery include:

- Employment in Mendocino County increased 3.4% over the year ending 2022-Q4. Exceeding 3.0% in Sonoma County, and 3.0% average for the 4-County Redwood Coast Region (Lake, Mendocino, Humboldt, and Del Norte County)¹;
- Wage trends in Mendocino County also improved – average annual wages per worker increased 2.9% over the preceding 4-quarters²;
- Mendocino County population contracted slightly from 91,623 in 2021 to 91,241 in 2022²;

Gross Domestic Product (GDP) is the total value of goods and services produced by a region. In 2021, nominal GDP in Mendocino County expanded 9.3%. This follows growth of 2.3% in 2020. As of 2021, total GDP in Mendocino County was \$3,731,904,000.

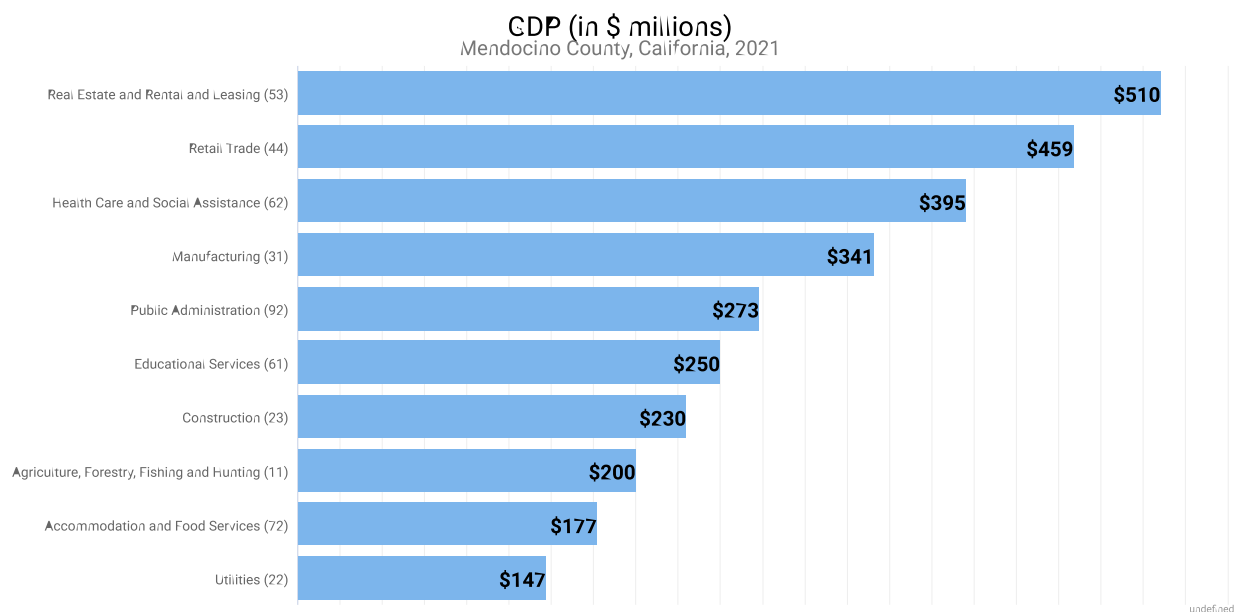
¹ Jobs EQ. 2023. Mendocino County Economic Overview.

² Go-Biz. 2023. Community & Place-based Data Tool.



Gross Domestic Product data are provided by the Bureau of Economic Analysis, imputed by Chmura where necessary, updated through 2021.

Of the sectors in Mendocino County, Real Estate and Rental and Leasing contributed the largest portion of GDP in 2021, \$510,253,000. The next-largest contributions came from Retail Trade (\$458,656,000); Health Care and Social Assistance (\$395,143,000); and Manufacturing (\$340,775,000).



Gross Domestic Product data are provided by the Bureau of Economic Analysis, imputed by Chmura where necessary, updated through 2021.

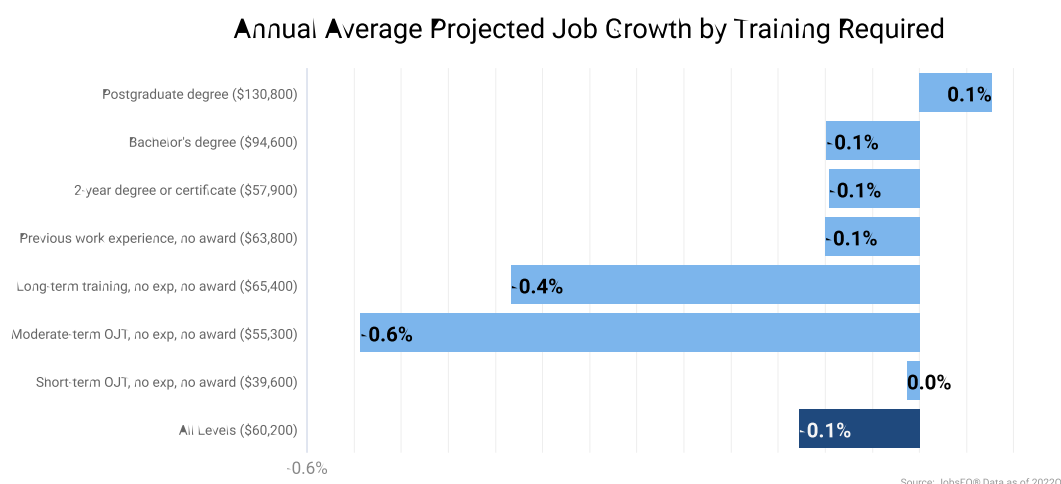
Even with the positive trends noted above significant challenges remain, which will require long-term, strategic collective action to resolve including:

- Unemployment rate increased from 4.6% to 5.2% between February 2022 and 2023¹ and was higher than the national rate of 3.9% in February 2023.
- Cost of living in Mendocino County is 17.2% higher than the national average¹;
- Average earned annual wages in the County were 29% below the national average (\$48,725) (Mendocino) vs. \$68,838 (national average);
- Both homeowner and rental vacancies in the County are less than 2%

The strain for local business challenge is primarily hiring qualified workers remain noteworthy. Relatively low educational attainment levels in the County contribute to this issue. While 56.4% of County residents have achieved some college education or higher, 19.1% have completed a Bachelor's degree or higher. The data suggests the current available workforce may have limited ability to provide employers with the higher skill-level needed in modern industries increasingly dependent on innovation and technology.

The county's disproportionately low rate of millennials (25-39) and an unusually high rate of population approaching retirement or in retirement (55+), coupled with very limited access to high-speed internet, further limit the supply of new workers and entrepreneurs. The well-known shortage of housing—specifically workforce housing—remains a contributing factor to stagnant workforce development. Without intervention on these issues, the County is likely to continue to experience challenging economic conditions.

Expected growth rates for occupations vary by the education and training required. While all employment in Mendocino County, California is projected to contract 0.1% over the next ten years, occupations typically requiring a postgraduate degree are expected to grow 0.1% per year, those requiring a bachelor's degree are forecast to contract 0.1% per year, and occupations typically needing a 2-year degree or certificate are expected to contract 0.1% per year.



Employment by occupation data are estimates as of 2022Q4. Education levels of occupations are based on BLS assignments. Forecast employment growth uses national projections from the Bureau of Labor Statistics adapted for regional growth patterns.

The largest sectors in Mendocino County in 2022 are Health Care and Social Assistance, employing 5,889 workers. The next largest sectors are Retail Trade (4700 workers), and Accommodation and Food services (3,825 workers). Sectors in Mendocino County with the highest average wages per worker are Utilities (\$139,206), Management of Companies and Enterprises (\$96,421), and Mining, Quarrying, and Oil and Gas Extraction (\$69,606). Regional sectors with the best job growth (or most moderate job losses) over the last 5 years are Public Administration (+335 jobs), Agriculture, Forestry, Fishing and Hunting (+323), and Construction (+217).

Over the next 5 years, employment in Mendocino County, California is projected to expand by 421 jobs². The fastest growing sector in the region is expected to be Arts, Entertainment, and Recreation with a +1.8% year-over-year rate of growth. The strongest forecast by number of jobs over this period is expected for Health Care and Social Assistance (+429 jobs), Accommodation and Food Services (+281), and Agriculture, Forestry, Fishing and Hunting (+73).

Economic Development Capacity

Covid specific State and Federal funding may diminish in the coming year, to be replaced by more strategic grant opportunities that emphasize essential economic recovery elements including: regional collaboration, infrastructure, coastal resiliency, and an acute focus on equitable economic opportunity. Securing these new economic recovery dollars will be highly competitive so well-coordinated action could improve county outcomes.

Specific State and Federal economic recovery and resiliency funding opportunities currently active and/or expected in the coming year include:

- Community Economic Resilience Fund, State of California³
- Coastal Conservancy Resilience Funding, State of California⁴
- Infrastructure Investment and Jobs Act, Federal⁵

In June 2022, Mendocino County Board of Supervisors approved a 12-month, \$175,000 economic development capacity building, business recruitment and retention, and workforce development services contract with West Business Development Center. This strategic investment provides the County a focused team to support re-establishing the County's economic development capacity, pursue funding opportunities, and work to address on-going economic recovery challenges.

Outcomes of this County investment include leading, developing, supporting, securing and applying for multiple six-figure grant awards including:

SECURED: \$4.4M secured for County-based economic development

- **\$1M** Noyo Ocean Science Center site business planning grant, Economic Development Administration (EDA), *June 2023*
- **\$210K** SMEDD program grant from EDA for continuation *Sept 2023*
- **\$200K** COVID Grant extension for related Economic Projects *Dec 2023*
- **\$5M** (CERF) Community Economic Resiliency Fund Aug 2022
 - \$2M went to Mendocino County organization North Coast Opportunities *Jan 2023*
- **\$1M**, City of Fort Bragg, Wave Powered Desalination Pilot Project, Department of Water Resources, *Jan 2023*

PENDING: \$5.7 M in additional grant proposals have been submitted including:

- CERF Pilot Implementation Grant \$3.4 million
- Rep. Huffman Community Project Grant \$ 650K
- Sen. Feinstein SEA Cal grant \$ 850K
- I-hub innovation Grant \$1M

The grant award accomplishments and county-wide interest and momentum in economic development is the result of our increased engagement with public and private sector, economic development organizations including:

- **Key Employers:** Mature and emerging employers are faced with ongoing obstacles even as the pandemic challenges begin to wane. They include but not limited to: Affordable, market-rate housing, permitting complexity; excessive fees, qualified, trained workforce. These are the stakeholder who can help prioritization.
- **City Jurisdictions:** Cities are faced with the same challenges as the county when it comes to economic growth. Low tax revenue, limited housing, limited broadband. Building long standing tighter partnerships to achieve prosperity for all in Mendocino County will bring continuity of planning and bring in larger grant opportunities for all.

² Jobs EQ. 2023. Mendocino County Economic Overview.

³ <https://opr.ca.gov/economic-development/just-transition/cerf.html>

⁴ <https://scc.ca.gov/grants/>

⁵ <https://www.whitehouse.gov/build/>

- **Provider Ecosystem:** Many non-profit organizations make important contributions to growing the economy. Infrastructure, housing, finance, business assistance, education, workforce training. They can provide leadership, expertise and capacity building support.

Maintaining engagement with regional collaboratives will be critical for the County to secure on going funding streams that will support economic growth including:

- **Community Economic Resilience Fund (CERF)** purpose is to build equitable and sustainable economies across California's diverse regions and foster long-term economic resilience in the overall transition to a carbon-neutral economy. Enables competitive bidding for \$500 Million grants.
- **Sonoma-Mendocino Economic Development District (SMEDD)** unites the counties of Mendocino and Sonoma in creating a joint economic development strategy for the two-county region. Developed in collaboration with input from local partners and community members, the multi-year strategy aims to uncover untapped economic potential in the region and to secure a robust and stable regional economy. Enables access to future EDA funding.

Conclusion


This report presents key economic development indicators that suggest while the County economy continues to recover from the 2020-2022 COVID-19 pandemic, additional stressors from global supply chain disruptions, inflationary pressures, and winter storm disasters continue to cause drag on the regional economy. In addition, long-term demographic, education, housing and cost-of-living pressures, combined with locally unique economic trends (sales tax revenue declines) suggest continued investment in economic recovery and resiliency will be critical to setting the County on a different trajectory.

The County's recent investment into economic development capacity building has already yielded significant positive results including \$4.4M in economic development related grant awards, with \$5.7M yet to be awarded. In addition, public and private sector engagement with County-wide economic development planning has increased, setting the stage for positioning the County to benefit from State and Federal economic development planning and funding programs occurring at the mega-regional scale. Continued investment into these strategic activities will be critical to maintaining this nascent momentum.

Labor Update/Position Changes

Labor Update - HR

Mendocino County has eight (8) bargaining units representing various groups of County employees. The term of each agreement varies. The table below lists the status of each agreement, the term, and number of County employee members as of April 29, 2023.

<div style="text-align: center;"> County of Mendocino  Status of Labor Contracts as of April 29, 2023 </div>				
Bargaining Unit	Employee Count*	Contract Status	Contract Start Date	Contract End Date
Confidential	29	Current	7/1/2022	6/30/2023
Department Heads	11	Current	9/1/2022	8/31/2023
DSA	120	Current	7/1/2022	6/30/2023
Management	66	Current	10/1/2022	9/30/2023
MCLEMA	11	Current	7/1/2022	6/30/2023
MCPAA	24	Current	7/1/2022	6/30/2023
MCPEA	39	Current	10/1/2022	9/30/2023
SEIU	767	Current	7/1/2022	6/30/2023
Unrepresented**	57	Current	9/1/2022	8/31/2023
* Does Not Include Extra Help				
**Tied to Department Heads Bargaining Group				

Acronym Definitions:

DSA:..... Deputy Sheriffs Association
MCLEMA: Mendocino County Law Enforcement Management Association
MCPAA:Mendocino County Public Attorneys Association
MCPEA:Mendocino County Probation Employees Association
SEIU:..... Service Employees' International Union, Local 1021

Position Allocation Table Changes

The recommendations for FY 2023-24 include addition of 20.2 FTE positions and deletion of 16.0 FTE positions; additions include 3.0 FTE for Mental Health, 1.0 FTE for Animal Care, and 0.2 FTE for General Services to bring a current position to 1.0

FTE; budget unit transfers of 37.0 FTE positions. These changes are part of the Recommended Actions listed on Page 41, and would be incorporated in the adoption of the Master Position Allocation Table on June 20, 2023.

Below is a summary of the CEO recommended FY 2023-24 Position Allocation Table changes for General Fund departments; please refer to Attachment D for a complete list of Proposed Position Allocation Table changes.

Budget Unit	Department	Classification	Pos. #	Funding Source	Action	FTE
Add/Delete						4.20
1120	Assessor	Staff Assistant II	72	General Fund	Delete Position	(1.00)
1120	Assessor	Staff Assistant III	TBD	General Fund	Add Position	1.00
1120	Assessor	Staff Assistant II	3946	General Fund	Delete Position	(1.00)
1120	Assessor	Staff Assistant III	TBD	General Fund	Add Position	1.00
1120	Assessor	Staff Assistant II	4293	General Fund	Delete Position	(1.00)
1120	Assessor	Staff Assistant III	TBD	General Fund	Add Position	1.00
1140	Payroll Administration	Accountant-Auditor II-Conf	4526	General Fund	Delete Position	(1.00)
1140	Payroll Administration	Administrative Analyst II	TBD	General Fund	Add Position	1.00
1320	Human Resources	Human Resources Analyst II	4103	General Fund	Delete Position	(1.00)
1320	Human Resources	Sr. Human Resources Analyst	TBD	General Fund	Add Position	1.00
1410	County Clerk-Election	Staff Assistant II	123	General Fund	Delete Position	(1.00)
1410	County Clerk-Election	Staff Assistant III	TBD	General Fund	Add Position	1.00
1410	County Clerk-Election	Staff Assistant II	4294	General Fund	Delete Position	(1.00)
1410	County Clerk-Election	Staff Assistant III	TBD	General Fund	Add Position	1.00
1610	Buildings & Grounds	Custodian	3500	General Fund	Add Position	0.20
1941	Clerk Recorder	Staff Assistant II	4403	General Fund	Delete Position	(1.00)
1941	Clerk Recorder	Staff Assistant III	TBD	General Fund	Add Position	1.00
2860	Animal Care	Veterinarian	TBD	General Fund	Add Position	1.00
4025	Employee Wellness	Human Resources Technician	4006	Health Benefits	Delete Position	(1.00)
4025	Employee Wellness	Human Resources Analyst II	TBD	Health Benefits	Add Position	1.00
4050	Mental Health	Staff Services Administrator	TBD	Realignment/Grant	Add Position	1.00

4051	Mental Health Svcs Acct	Staff Assistant III	4097	MHSA	Delete Position	(1.00)
4051	Mental Health Svcs Acct	Staff Services Administrator	TBD	MHSA	Add Position	1.00
4051	Mental Health Svcs Acct	Sr. Program Specialist	TBD	MHSA	Add Position	2.00
5010	Social Services	Staff Assistant III	822	Realignment/Grant	Delete Position	(1.00)
5010	Social Services	Administrative Assistant	TBD	Realignment/Grant	Add Position	1.00
5010	Social Services	Health Program Eligibility Worker	3825	Realignment/Grant	Delete Position	(1.00)
5010	Social Services	Community Health Services Specialist II	TBD	Realignment/Grant	Add Position	1.00
5010	Social Services	Account Specialist II	3269	Realignment/Grant	Delete Position	(1.00)
5010	Social Services	Program Administrator	TBD	Realignment/Grant	Add Position	1.00
5010	Social Services	Eligibility Specialist II	800	Realignment/Grant	Delete Position	(1.00)
5010	Social Services	Eligibility Specialist III	TBD	Realignment/Grant	Add Position	1.00
5010	Social Services	Eligibility Specialist II	2234	Realignment/Grant	Delete Position	(1.00)
5010	Social Services	Eligibility Specialist III	TBD	Realignment/Grant	Add Position	1.00
5010	Social Services	Legal Secretary II	4351	Realignment/Grant	Delete Position	(1.00)
5010	Social Services	Sr. Department Analyst	TBD	Realignment/Grant	Add Position	1.00
Budget Unit Transfer						-
2910	Disaster Recovery	Disaster Recovery Unit Nurse Manager	4381	Non-General Fund	Budget Unit Transfer Out	(1.00)
4010	Public Health	Disaster Recovery Unit Nurse Manager	4381	General Fund	Budget Unit Transfer In	1.00
4012	Alcohol/Other Drug Program	Program Administrator	4492	General Fund	Budget Unit Transfer Out	(1.00)
4051	MHSA	Program Administrator	4492	MHSA	Budget Unit Transfer In	1.00

Mendocino County

Industry Employment & Labor Force
March 2022 Benchmark

Data Not Seasonally Adjusted

	Mar 22	Jan 23	Feb 23 Revised	Mar 23 Prelim	Percent Change Month Year	
Civilian Labor Force (1)	37,360	36,910	37,360	37,620	0.7%	0.7%
Civilian Employment	35,720	34,900	35,370	35,620	0.7%	-0.3%
Civilian Unemployment	1,640	2,010	1,990	1,990	0.0%	21.3%
Civilian Unemployment Rate	4.4%	5.4%	5.3%	5.3%		
(CA Unemployment Rate)	4.5%	4.6%	4.8%	4.8%		
(U.S. Unemployment Rate)	3.8%	3.9%	3.9%	3.6%		
Total Wage and Salary (2)	32,070	31,810	32,220	32,540	1.0%	1.5%
Total Farm	1,760	1,920	2,030	2,140	5.4%	21.6%
Total Nonfarm	30,310	29,890	30,190	30,400	0.7%	0.3%
Total Private	23,660	23,180	23,470	23,580	0.5%	-0.3%
Goods Producing	4,070	4,050	4,140	4,150	0.2%	2.0%
Mining, Logging and Construction	1,500	1,500	1,530	1,540	0.7%	2.7%
Mining and Logging	170	170	150	140	-6.7%	-17.6%
Construction	1,330	1,330	1,380	1,400	1.4%	5.3%
Manufacturing	2,570	2,550	2,600	2,620	0.8%	1.9%
Durable Goods	1,210	1,230	1,250	1,260	0.8%	4.1%
Non-Durable Goods	1,370	1,320	1,350	1,360	0.7%	-0.7%
Service-Providing	26,240	25,840	26,060	26,250	0.7%	0.0%
Private Service Providing	19,590	19,130	19,330	19,430	0.5%	-0.8%
Trade, Transportation, and Utilities	6,080	5,920	5,920	5,930	0.2%	-2.5%
Wholesale Trade	780	670	680	690	1.5%	-11.5%
Retail Trade	4,540	4,480	4,490	4,480	-0.2%	-1.3%
Transportation, Warehousing and Utilities	760	770	760	760	0.0%	0.0%
Information	200	210	210	210	0.0%	5.0%
Financial Activities	1,010	970	980	990	1.0%	-2.0%
Professional and Business Services	1,820	1,820	1,840	1,850	0.5%	1.6%
Private Education and Health Services	5,950	5,840	5,890	5,900	0.2%	-0.8%
Leisure and Hospitality	3,930	3,740	3,850	3,910	1.6%	-0.5%
Other Services	620	640	650	650	0.0%	4.8%
Government	6,650	6,710	6,730	6,820	1.3%	2.6%
Federal Government	250	250	260	260	0.0%	4.0%
Total State and Local Government	6,390	6,450	6,470	6,560	1.4%	2.7%
State Government	590	580	580	630	8.6%	6.8%
Local Government	5,810	5,870	5,890	5,930	0.7%	2.1%

Notes:

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Randy Weaver 916-931-9791 or Cara Welch 916-227-0298

These data, as well as other labor market data, are available via the Internet at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

General Services

Energy Conservation

In 2001, the County of Mendocino adopted upon adopted an Energy Conservation Policy that included mandatory and discretionary energy conservation measures. Subsequent to this 2001 Policy, in 2006, the Board of Supervisors Adopted the Sustainable Practices Policy (which was amended in 2009 and most recently in 2022). The policy intent is as follows:

- Institute practices that reduce waste by increasing efficiency and effectiveness; and
- Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable, and purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, and use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free.
- Incorporate environmental considerations including recycled-content and recovered Organic Waste product use into purchasing practices and procurement.

In keeping with the various policies adopted by the Board and current industry standards regarding energy conservation, the General Services Agency, at the direction of the Chief Executive Officer, has shared information regarding energy conservation with County departments and operations and encouraging implementation of various emergency conservation measures based on policy and best practices.

Facilities

The General Services Agency is responsible for the maintenance of the County's public safety microwave communication sites throughout the County. The General Services Agency staff meet weekly with stakeholders from the various County operations on the various projects and operations associated with the County's Microwave system. Additionally, General Services Agency and IT staff meet regularly regarding the cost of ownership model, including the phased in approach associated with a fee structure for third party occupants of the County's owned microwave structures. Staff will be providing the Board with an update on the progress associated with the strategic planning associated with the microwave system. Both County IT and the General Services Agency have several capital projects associated with strengthening and hardening the County's microwave system and have made tremendous progress towards resiliency at each site.

Fleet

At this time, the Mendocino County fleet consists of approximately Three hundred Seventy-Six (376) "passenger-type" vehicles, excluding heavy equipment. This includes special (low) use vehicles such as a tow truck, boom trucks, and specialty law enforcement vehicles. The Sheriff's department has the largest fleet of assigned vehicles with one hundred twenty (120), the Department of Social Services has fifty-five (55), and DOT has seventy-four (74) assigned vehicles. Under the Board's direction, the General Services Agency is analyzing and assessing the usage and mileage of each vehicle in an attempt to reduce the total number of fleet vehicles with emphasis on surplus the oldest highest mileage vehicles and reallocation of the underutilized newer more economical vehicles. The General Services Agency has been working to reduce the County's Garage pool fleet; to date, the pool has been reduced by 50% (vehicles either surplus or reallocated).

The Board's direction to reduce Greenhouse Gasses (GHG) is expressed in the General Plan and the Ukiah Valley Area Plan. The County currently has prioritized purchase of alternative energy vehicles. At this time, there are twenty five (25) hybrid vehicles in the fleet.

Central Services

The General Services Agency, Central Services Division has been working on emphasizing cost recovery for all services in areas where State and/or Federal funding sources are available. Additionally, the department has placed an emphasis on data gathering and reporting, including: Fleet statistics (miles driven, age of fleet, fuel consumption), facility operational costs, utility use and costs, purchasing trends, and other operational metrics that support the County's overall internal support operations.

The General Services Agency is working with County Information Technology to implement the use of the Cost Accounting Management System (CAMS) which is an automated, modular Cost and Project Accounting System designed and developed for Public Works and Road Departments in the General Services Agency/Facilities operations. CAMS is an enterprise software

system that will allow the General Services Agency to track all facilities (buildings, yards, shops, shelters, lots, etc.) and occupancy/cost data. CAMS also includes integrated work order tracking associated with the facilities, and the costs associated with completion of the work orders. The system also includes workflow management tools such as mobile app and web functionality. This integrated system will enhance the County's ability to track facility equipment (boilers, elevators, generators, HVAC) with full work order history, cost tracking, preventive maintenance scheduling and automated work order creation, along with a full reimbursable support for billing and integration with Accounts Receivable. CAMS was originally acquired in late 2014, only partial implementation was successful. Although the complete implementation process will be labor intensive; CAMS will increase efficiencies with reporting, invoicing, tracking expenditures and revenues. The General Services Agency estimates the CAMS program to be fully functional and implemented in January 2024.

Per Board direction, the General Services Agency is analyzing various real property strategies in order to reduce the County's owned real property obligations. These include: Transfer of ownership of the Boonville Veterans' property, relocating the District Attorney operations from the current Ukiah Courthouse, and discussions associated with the final disposition, demolition and/or development of the current courthouse site. Additionally, based on the direction of the Board and the results of the Facility Condition Analysis presented in March of 2023, the General Services Agency is working on alternate ownership models for the Covelo Community Services District facility (formerly Covelo Justice Center). Additionally, County staff have been working to identify appropriate alternate space for the County's Family Center in Ukiah (currently located on Cherry Street).

Capital Improvements

Notable projects in development or completed in Fiscal Year 2022-23 include the parking improvements and upgrades to the fiberoptic links in preparation for the Jail Expansion Project, a new more efficient cooling system for the Administration Center server room, security fencing for the Covelo Airport, the Fallen Peace Officer's Memorial at the Sheriff's Office along with numerous maintenance, emergency and hazard reduction projects.

In addition to the Jail Expansion Project, several other major projects are out to bid or under contract and due to complete in the 2023-24 fiscal year or shortly thereafter including: The Fort Bragg Justice Center HVAC upgrade, the new 911 Communications facility near Probation in Ukiah, the re-roof for the Agriculture/Farm Advisor building, demolition of the existing building on Whitmore Lane for the new Psychiatric Health Facility (PHF) and the Pre-Trail Release Program facility within the Jail perimeter. Simultaneously, design and development continue for the PHF and several grant related projects including a new roof and a pilot solar/battery back-up system at the Willits Library, Electric Vehicle Charging Stations at the Yokayo and Administration Centers and parks improvements at Bower and Mill Creek Parks.

The General Services Agency is working on restructuring resource allocations associated with capital project management in order to focus on the County's core mandated services and operational needs. This approach will include utilizing third party project and construction management services when outside funding sources are being utilized.

FY 2023-24 Recommendations:

The Executive Office received numerous requests for facility modifications and enhancements from departments for Fiscal Year 2023-24. Full appropriation several Grant funded, and debt financed projects are included in the recommended budget. Department requested projects will be prioritized and completed as resources allow.

Capital Improvement Plan

The Capital Improvement Plan (CIP) is a 5-year planning document which provides the Board of Supervisors with insight into the County's facility needs. It is used to identify and prioritize the County's short and long-term capital needs and serves as a strategic planning tool. As reported to the Board, the General Services Agency is in the process of creating a new five-year CIP based on the current assessment of facility conditions. The current DRAFT CIP focuses on County-owned infrastructure under the control of the Board of Supervisors and summarizes the County's overall capital projects and associated funding recommendations during the upcoming five-year period. It is primarily based on historical building data and staff understanding of current facility conditions. Projects listed have been prioritized according to health, safety, and welfare, as well as by operational needs of Departments.

Having completed a space needs evaluation and a facility conditions assessment that were presented to the Board during

fiscal year 2022-23, GSA is working toward a full update to the County's Capital Improvement Plan based on these current documents and will include up to date funding models and five year Capital Improvement spending plans associated with each of the County's owned real properties, and will provide a new baseline for future CIP updates.

Fiscal Year 2022-23 Key Completed Projects:

CI #	Project	Description	Final Cost
973	Priority Roof Ukiah Veterans Hall Roof Coating	Repair of flat roof portion of the Ukiah Veterans Hall Roof	\$6,714
046	Priority Roof Point Arena Air Force Base	Re-coat of the Point Arena Airforce Base Microwave Repeater Site Building	\$123,640
040	Demolish Fire Damaged Modular	Removal and remediation of the fire damaged Probation Modular at the Admin Center	\$63,279
951	Point Arena Microwave Upgrade - Communications	Relocation and upgrades to the Microwave Communications site at the Point Arena Air Force Base	\$650,028
039	Jail Building II HVAC unit 3 Replacement	HVAC unit replacement at the Jail Building 2	\$63,876
970	Off Site Parking Improvements prior to Jail Expansion Project	Parking improvements around General Services and Facilities to replace parking that will be displaced by the new Jail Building	\$525,535
048	DOT HVAC Replacement	HVAC unit replacement for the Ukiah Transportation engineering department	\$58,593
044	Campus West Fiber Optic Extensions to Sheriff's Office and GSA	Build-out of the fiber optic data network to General Services and Sheriff's Department buildings to replace the obsolete line that will be displaced by the new Jail	\$441,153
045	Public Health Rooms 189, 192 & 193 Water Damage Repairs	Remediation and repairs of water damage in the Ukiah Public Health building	\$79,568
054	Sheriff's Office Steps & walk	Replacement of the hazardous concrete walkways and step at to the Jail Transportation office	\$21,565
047	Round Valley Airport Security Fencing	Installation of chain link fencing to better secure the Covelo Airport	\$149,443
017	Underground Storage Tank Wells & Monitoring Covelo & Willits Road Yards	Monitoring and reporting requirements for Water Resource Board	\$19,894
038	County Facility Condition, Space Needs Assessment & ADA Transition Plan	County wide building assessments	\$175,725
057	Yokayo Center Fencing & Children's Patio Enclosure	Installation of chain link fencing to secure emergency generators	\$49,433
023	Redwood Valley Substation Water Damage Repairs	Remediation and repairs of water damage in Redwood Valley Building 68	\$51,184

056	Avila 7B HVAC Replacement	Replacement of failed HVAC unit	\$38,895
065	Probation & Juvenile Hall Proximity Card Readers	Department requested HIRSCH control installation on entry doors	\$66,244

Total Cost of projects competed in FY 2022-23: \$2,584,769

FY 2023-24 Proposed Projects:

2023-2024 Proposed Unanticipated Project Funding	Needed per CIP	Budgeted Carry Forward	Funding Source
Small Deferred Maintenance Projects	\$100,000.00	\$50,000.00	General Fund
Unanticipated Capital Projects	\$200,000.00	\$150,000.00	General Fund
Parking lot maintenance & rebuild - Various locations	\$120,000.00	\$120,000.00	General Fund
County Wide Tree Removal Program	\$50,000.00	\$72,104.00	General Fund
Painting and Exterior Maintenance - Various locations	\$120,000.00	\$50,000.00	General Fund
Flooring and Interior Maintenance - Various locations	\$50,000.00	-	General Fund
Roof Repairs - Various locations	\$200,000.00	\$202,453.00	General Fund
HVAC System Upgrades & Replacement	\$300,000.00	\$300,000.00	General Fund
Hazardous Electrical Panel Replacement (Zinsco Panels)	\$50,000.00	\$30,000.00	General Fund
ADA Improvements - ADA Only Projects	\$50,000.00	\$50,000.00	General Fund
Underground Storage Tanks Monitoring and Wells Covelo & Willits Yards	\$30,000.00	\$32,757.00	General Fund
Unanticipated Capital Projects Totals	\$1,270,000.00	\$1,057,314.00	
2022-23 Projects in Progress – Carry Forward	Proposed Budget	Updated Budget	Funding Source
New Shelter to Relocate 911 & MCSO Communications & Servers	\$4,102,597.00	\$4,102,597.00	CDBG & General Fund
Admin Center Server Room Cooling and Fire Suppression	\$215,000.00	\$305,919.00	General Fund
Redwood Valley Substation Water Damage Repairs	\$56,000.00	\$51,184.00	Risk & ARPA
Sanhedrin Repeater Site Tower & Shelter Replacement	\$554,087.00	\$554,087.00	CDBG & PG&E & General Fund
Sanel Mountain Microwave Site Hardening	\$160,000.00	\$335,620.00	CDBG & PG&E
Sanhedrin Underground Power Line Evaluation and Testing	\$163,000.00	\$163,000.00	PG&E
Parks Hazard Mitigation - Remaining from Bower Park Trees	\$97,000.00	\$97,000.00	PG&E

Administration Center Roof and HVAC Replacement Phase 3	\$142,941.00	\$2,650,000.00	Bond Financing & General Fund
County Facility Condition, Space Needs Assessment & ADA Transition Plan	\$200,000.00	\$175,725.00	General Fund
Fort Bragg Justice Center HVAC Replacement	\$400,000.00	\$1,706,374.00	Bond Financing & Courts & General Fund
Pre-Trial Release Program Facility	\$335,000.00	\$550,000.00	Probation Grant & General Fund
Juvenile Hall Secure Track Changes & Facilities Grant projects	\$25,000.00	\$25,000.00	Probation Grant
Museum Mold Remediation	\$40,000.00	\$40,000.00	General Fund
Museum ADA Entry and Restrooms	\$175,000.00	\$175,000.00	General Fund
Seal and Paint Jail Building II Exterior Block	\$200,000.00	\$200,000.00	General Fund
Information Technology Small Conference Room Doors	\$15,000.00	\$15,000.00	General Fund
Mendocino County Sheriff Office - Remove Modular	\$25,000.00	\$25,000.00	General Fund
Mendocino County Sheriff Office - Fallen Officers Monument Site Work	\$62,000.00	\$62,000.00	ARPA
Probation Card Readers	\$40,000.00	\$70,000.00	ARPA
Funded Project Totals	\$7,007,625.00	\$11,303,506.00	
Transportation Transfer In Projects			
DOT - Video Security Ft. Bragg Yard - Building 9 *CF	\$30,000.00	\$30,000.00	Transportation
DOT - Video Security Booneville Yard - Building 1 *CF	\$30,000.00	\$30,000.00	Transportation
Total Transportation	\$60,000.00	\$60,000.00	
Public Health Transfer In Projects			
Emergency Preparedness Trailer PH Nursing Admin	\$124,000.00	\$124,000.00	Public Health
Total Public Health	\$124,000.00	\$124,000.00	
Social Services Transfer In Projects			
Hirsch Card Readers for Avila Gates	\$30,000.00	\$30,000.00	Social Services
Fiber Cable from Fort Bragg Justice Center to Avila Data Room	\$20,000.00	\$20,000.00	Social Services
Avila Center Electric Strikes at Interview Booths	\$26,000.00	\$26,000.00	Social Services
Avila Center 7B HVAC System Replacement	\$100,000.00	\$100,000.00	Social Services
Yokayo Center Fencing & Children's Patio Enclosure	\$100,000.00	\$100,000.00	Social Services
Children & Family Services Roof Recoating	\$80,000.00	\$80,000.00	Social Services
Veterans Services Landscaping	\$30,000.00	\$30,000.00	Social Services
Children & Family Services Interior Painting	\$15,000.00	\$15,000.00	Social Services

WISC Shower and Laundry Room	\$90,000.00	\$90,000.00	Social Services
HHSA Unanticipated Capital Projects - Various Locations	\$40,000.00	\$40,000.00	Social Services
Total Social Services OTI	\$531,000.00	\$531,000.00	
New Projects	Anticipated Budget	Funding Source	
HMPG Generators for Critical Facilities	\$ 830,000.00	HMPG & General Fund	
Electric Vehicle Charging Stations Administration Center & Yokayo	\$ 820,000.00	CEC Grant & General Fund	
Mill Creek Park Vault Toilets - Parks Grant	\$ 496,892.00	Per Capita Grant & General Fund	
Willits Library Roof, Solar and Back-up Power Grant Project	\$ 494,080.00	State Library Grant & Library	
Agriculture Roof Replacement	\$ 300,000.00	Bond Financing	
Total New Projects	\$ 2,940,972.00		

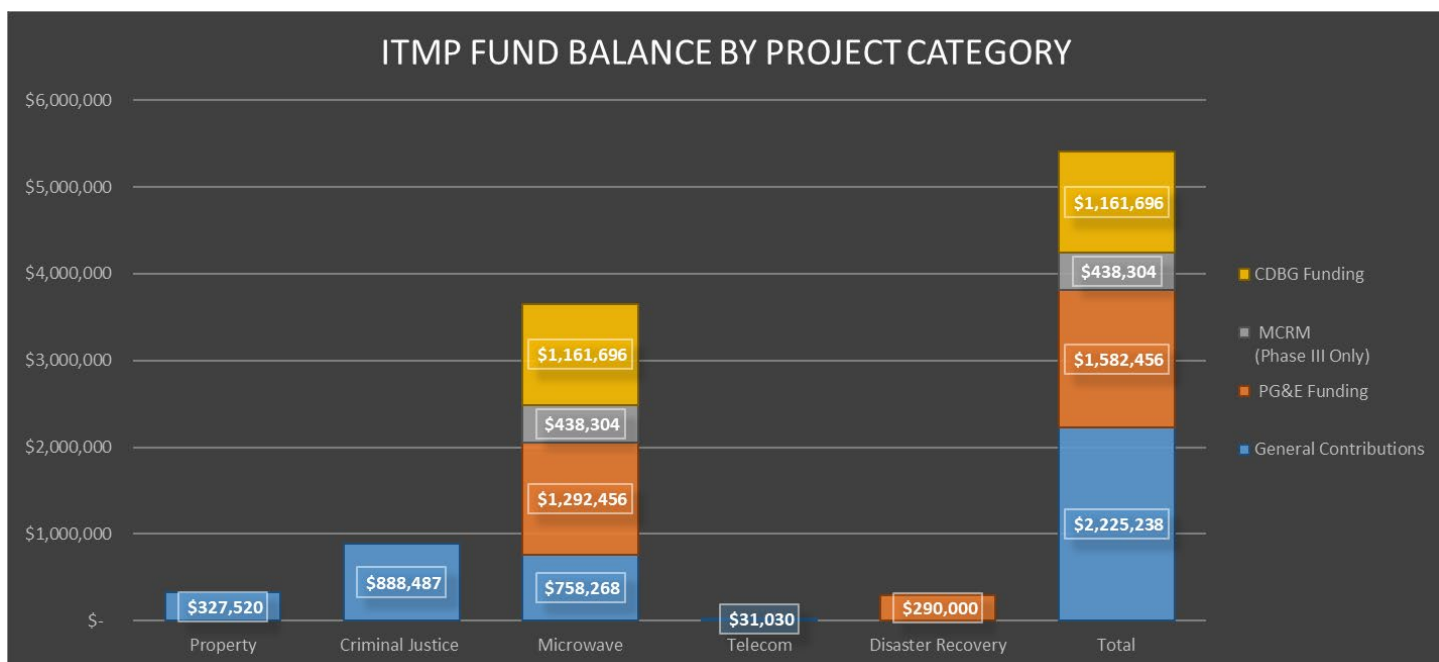
The projections listed in the tables above are a draft work in progress as of April 2023.

CEO - Information Technology

The Technology Reserve was established in FY 2000-01 to provide one-time funding commitments for major technology initiatives and computer replacements. Three major programs make up the Technology Reserve. These programs include the Information Technology Master Plan (ITMP), outlining major County IT initiatives including Network and Application Infrastructure, Operations, Security, and Best Practices, the Enterprise Internal Service Fund (ISF) comprised of annual recurring expenses and equipment replacement based on the replacement cycles for County Enterprise systems, and the Public Safety Microwave/Radio Communications Cost Recovery (MCRM) which accounts for the annual cost share of departments and agencies utilizing the Radio communication system.

Information Technology Master Plan (ITMP)

The County's 2018-2023 Information Technology Master Plan (ITMP) identifies 99 initiatives with a potential initial investment of \$20.7 million over five years. ITMP initiatives include sections for Best Practices, Departmental Applications and Systems, Gov 2.0 and Smart Counties, IT Infrastructure, IT Operations, IT Security, GIS, Telecommunications, and IT Staffing. Available funding toward existing initiatives includes County allocations, PG&E Disaster Settlement Fund, and anticipated CDBG Mitigation and Resilience grant funding awarded for the Microwave Phase III project.



Property Tax Software System/Aumentum

On April 14th, County staff was able to issue all pending Supplemental, Correction, and Escape notices. Bills are expected to be sent approximately 30 days after notices were issued, on or shortly after May 15th. Payment for those supplemental tax bills will be due 30 days after bill date, on or around June 15th. This is a significant milestone in the use of our Property Tax system, representing major efforts from all offices involved. The intent is to work out a plan to issue these bills monthly moving forward. At the time of this report, IT does not know either the FY 22/23 or the FY 23/24 budget impact.

The \$100,000 budget allocated for Aumentum support included in Letter of Authorization 202 has been fully expended in FY 22/23. CEO – IT Division staff is closely monitoring the \$250,000 budget allocated for Aumentum support included in Letter of Authorization 203 and will communicate additional funding needs if needed for FY 23/24.

Public Safety Communications – Phase 1b and III

Microwave Phase 1b is a project to replace and upgrade Mendocino County’s obsolete radio repeaters at the remaining repeater sites to improve public safety communications and disaster recovery capability. The project was allocated \$500,000

from the PG&E Disaster Settlement Fund. Spend to date totals \$257,544. Microwave Phase 1b is expected to be completed by August 2023.

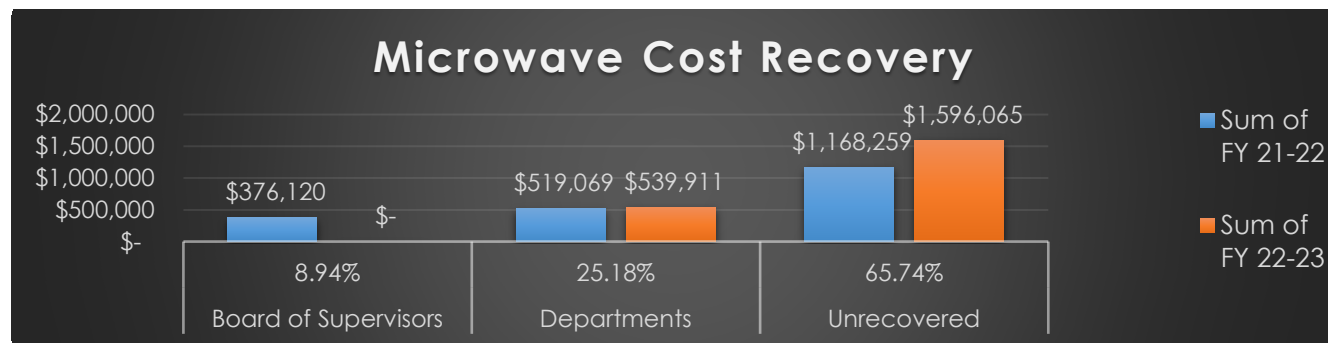
Microwave Phase III is a project to replace Mendocino County’s aging public safety microwave radio communications systems while improving the available bandwidth across the microwave system. The project is funded through the CDBG Mitigation and Resilience grant (\$1,161,696), PG&E Disaster Settlement Fund (\$900,000), and by County match (\$438,304). Work has already begun on the radio frequency coordination and engineering portion of the project (\$25k) as it has no environmental impact.

Microwave Cost Recovery (MCRM)

The Microwave Cost Recovery model identifies total cost of ownership for the Public Safety Microwave/Radio Communications System and allocates costs to the agencies utilizing this system.

Initial cost recovery in FY 2021-22 included County Department allocations and an annual commitment approved by the Board of Supervisors to include annual cost recovery difference and allocations for volunteer fire districts. FY 2023/24 recovery does not include Board allocation nor allocations for External Agencies. Total recovered to date is approximately 34% with the remaining 66% being unrecovered.

On April 11th, 2023, the Board of Supervisors directed the CEO – IT Division to create a plan for the billing of external agencies utilizing the Microwave radio system. An update was provided on April 25th stating that the CEO – IT Division would return to the Board with additional findings and information for moving forward.



Enterprise Internal Service Fund (ISF)

Ongoing upkeep and maintenance of County applications and supporting infrastructure is critical to the effective operation of County Departments and functions. In 2021 The Information Technology Division, in consultation with the Auditor and County Budget Team, developed an internal service fund (ISF) for countywide enterprise systems to properly allocate costs to departments and recover costs for maintaining and upgrading these systems. The ISF also addresses ongoing funding commitment needs for several initiatives identified in the ITMP by establishing sustainable funding based on recommended replacement/upgrade cycles.

Allocations for all departments in FY 2023-24 include: wide area network, licensing and annual maintenance, software, network equipment, data center equipment, cybersecurity improvements, audiovisual equipment, computer replacement and voice over IP (VOIP) telecommunications.

Program	SOY Fund Balance	Current FY Revenue	Current FY Expenditures	Enterprise ISF Available Fund Balance
AV Equipment	\$ (29,909)	\$ (31,586)	\$ 6,187	\$ (55,308)
Software Licensing	\$ 6,328	\$ (1,136,229)	\$ 596,140	\$ (533,761)
Network Equipment	\$ (413,637)	\$ (422,109)	\$ 53,605	\$ (782,142)
Systems Equipment & Support	\$ (223,270)	\$ (383,830)	\$ 132,897	\$ (474,202)
PC Replacement	\$ (136,359)	\$ (487,928)	\$ 378,881	\$ (245,407)
WAN (Internet, Fiber, etc.)	\$ 2,673	\$ (98,331)	\$ 55,713	\$ (39,946)
VOIP	\$ -	\$ (65,605)	\$ 44,439	\$ (21,166)
Total	\$ (794,175)	\$ (2,625,618)	\$ 1,267,862	\$ (2,151,931)

Finance System Upgrades and Improvements

There are currently several initiatives underway to improve the capabilities of the County's Finance System to allow for more efficient budget management, employee resources, process improvements, and reporting. FY 2022-23 budget includes contract commitments in the amount of \$129,990 (ClientFirst Consulting) and \$138,345 (Tyler) for third party services required for enterprise system improvements. Estimated additional funding needed for future improvements over the next three fiscal years total \$1.2 million and will be broken down on an annual basis in the enterprise internal service fund budget allocations.

Finance System upgrades and improvements include, but are not limited to the following items:

- Purchasing and Invoicing improvements
- People Management

- Payroll and Timekeeping improvements
- Salary budgeting
- Process review and improvements

In December of 2022, the Munis Employee Self Service (ESS) companion to the Munis Enterprise Resource Planning applications was implemented County wide. ESS is a tool that allows employees to view and update important information concerning their employment at the County of Mendocino. Employees can see their check stubs, address information, W-2 tax forms, information concerning their dependents, and emergency contacts. Additionally, employees can now view and edit Direct Deposit information from ESS.

Cybersecurity

The world of cybersecurity changes every day. To stay current with security best practices and secure County systems, the CEO-IT Division has identified key areas of focus for FY 2023-24. These areas of focus include improved backup and resiliency, robust disaster recovery tools, and cyber threat detection. Approximately \$800,000 in existing Enterprise funds have been allocated toward these focus areas.

Chief Executive Officer's Proposed Budget Actions & Recommendations

Listed below is an overview of recommendations and actions, presented for Board of Supervisors consideration in keeping with the priority direction the Board has provided during the FY 2023-24 Budget Workshops:

CEO Recommended Actions on the Proposed Budget:

The Executive Office recommends that the Board of Supervisors take action as follows:

Approve the FY 2023-24 Chief Executive Officer's Proposed Budget for the County of Mendocino, including:

- Direct the appropriation of \$1,256,056 of unspent, PG&E Disaster Settlement Funds;
- Direct the appropriation of \$3,218,277 of American Rescue Plan Act (ARPA) set aside;
- Direct the Auditor-Controller to appropriate up to \$325,844 from the FBR Additional Teeter Reserve, for General Fund use;
- Allocate up to \$500,000 from the General Reserve, to fund staffing, training, and support for property tax assessments;
- Approve the adjustments detailed in the CEO Recommended Budget Adjustments to Departments Submitted, as outlined in Attachment B-General Fund and Attachment C Non-General Fund;
- Approve Attachment H, for late arriving adjustments to budgets;
- Approve the FY 2023-24 Department Funding Requests (Attachment A, adjusted for Attachment H) directing the Auditor-Controller to return to the Board of Supervisors on June 20, 2023, with a formal resolution adopting the FY 2023-24 Mendocino County Budget based on the above direction;
- Approve amendments to the Position Allocation Table as listed in Attachment D, directing Human Resources to return to the Board of Supervisors on June 20, 2023, with an updated Position Allocation Table;
- Approve the funded fixed assets/vehicles, structural improvements, and projects as listed in Attachment F;
- Fiscal Year 2021-22 Carry Forward funding to be prioritized to pay the 2020-21 Health Plan deficit;
- Fiscal Year 2022-23 Carry Forward funding to be prioritized to replenish the use of General Reserve, the TEETER Reserve, and public safety vehicles, in this order;
- Accept the Fiscal Year 2023-24 Proposed Budget Report;