



JUNE 4, 2024

CEO PROPOSED BUDGET FY 24-25

DARCIE ANTLE
CHIEF EXECUTIVE OFFICER
County of Mendocino

Table of Contents

Introduction	3
Budget Process Overview	3
Strategic Plan 2022-2027	5
Strategic Priorities	5
Priorities, Goals & Objectives	6
FY 2024-25 Proposed Budget Summary	7
State Budget Update	12
Department Updates by Functional Area	16
General Government	16
Public Protection	34
Public Assistance	37
Health and Sanitation	39
Public Ways and Facilities	40
Education	41
Recreation and Culture	42
Chief Executive Officer's Proposed Budget Actions & Recommendations	43
Glossary of Terms	44

Exhibits

BU 1000 Non-Departmental Revenue Projections	Exhibit A
FY2024-25 Budget Workshop Presentation 4.9.24	Exhibit B
FY2024-25 Budget Workshop Presentation 4.23.24	Exhibit C
FY2024-25 Budget Workshop Presentation 5.7.24	Exhibit D
Budget Deficit Turnaround Plan-Updated	Exhibit E

Attachments

FY 2024-25 Department Funding Requests – General Fund Net County Cost (NCC) Summary Table	Attachment A
FY 2024-25 CEO Recommended Budget Adjustments to Dept. Submitted NCC – General Fund Budget Unit	Attachment B
FY 2024-25 CEO Recommended Budget Adjustments to Dept. Submitted – Non-General Fund Budget Units	Attachment C
Position Allocation Table Changes – Additions/Deletions/Transfers	Attachment D
Position Allocation Table Changes – Delete Vacant Unfunded Frozen	Attachment E
Capital Improvement Plan (CIP) Worksheet	Attachment F
FY 2024-25 Fixed Assets & Structural Improvements	Attachment G
FY 2024-25 Proposed Budget Operating Transfers	Attachment H
Proposed Budget Details (Schedules 1-8, 10-15)	See Fund Summaries
Proposed Budget Details (Schedules 9)	See BU Detail by Department

Introduction

This Fiscal Year (FY) 2024-25 Proposed Budget Report and attachments contain the FY 2023-24 projected fund balance, as estimated by Departments for the FY 2023-24 3rd Quarter Report on May 7th, 2024, and a Summary of Adjustments recommended by the Chief Executive Officer (CEO). Also included is the FY 2024-25 Proposed Budget Summary, which contains the Executive Office and Auditors Office projected revenue figures, the CEO's recommended adjustments, and other updates. At the end of the Budget Hearings to be held on June 4-5th, 2024, 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 2024-25 budget will be presented for formal adoption on June 25, 2024.

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 25th, which will provide the legal spending authority to the County for the new fiscal year. When the Auditor-Controller closes the books on the 2023-24 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 2024-25 1st Quarter review.

A recap of Mendocino County's Budget Process for the FY 2024-25 Proposed Budget: In March, budget instructions for FY 2024-25 were issued by the Executive Office Fiscal Unit and distributed to County Departments at a Budget Kick-off Meeting. In this budget cycle, General Fund departments were asked to prepare 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 is 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. Budget 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 \$96.2 million, which was approximately \$17 million greater than the discretionary revenue projections.

FY 2024-25 Budget Development Calendar Board Related Dates in **Bold**

- **January 23, 2024 – Resolution 24-013 regarding budgetary authority**
- December 2023 – Departments submit Facility Modification and Fixed Assets Requests to Facilities and Fleet
- February 2024 – Departments submit 2nd Quarter Mid-Year Projections
- March 9, 2024 – FY 2024-25 Department Budget Kick Off Meeting
- **March 21, 2024 – FY 2023-24 Mid-Year (2nd Quarter) Budget Report & FY 2024-25 Budget Planning Workshop**
- March - April 2024 – Deadlines for Departmental submissions, budget & grant narrative submissions; Executive Office Budget Conferences
- April 2024 – Department Budget Conferences
- **April 9, 2024 – Budget Workshop**
- **April 23, 2024 – Fee Hearing and Budget Workshop**
- **May 7, 2024 – FY 2023-24 3rd Quarter Report & FY 2024-25 Budget Planning Workshop**
- May 24, 2024 – CEO Recommendations for draft Proposed Budget Published
- **June 4-5, 2024 – Final Budget Hearings for FY 2024-25**
- **June 25, 2024 – Final Budget Adopted for FY 2024-25**

Budget conferences with each department were held during the month of April. The Executive Office, 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 solutions to support the preparation of a balanced FY 2024-25 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. After considering each Department requests and based on the FY 2023-24 3rd Quarter projections for General Fund balance available for financing in FY 2024-25, a list of proposed funding level changes was developed and are included in this report and its attachments. The adjustments entitled "FY 24-25 CEO Recommended Budget Adjustments to Departments Submitted NCC General Fund Budget Units (Attachment B), and FY 24-25 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 \$99,918,073, which includes Operating Transfers in and Reserve adjustments. 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 June 4, 2024, is \$99,918,073 with special fund allocations of: \$171,505 to Water Agency, \$4,171,820 to Transportation, \$2,009,647 to Library, \$4,505,000 to Fire Agencies/Fire Safe Council, and \$2,656,494 to Debt Service (COPs), leaving \$86,403,607 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 \$86,403,607.** Consistent with prior Board accepted recommendations to balance the budget, it is recommended that \$3,298,283 be appropriated from the County Retirement Reserve, \$1,000,000 from the Mental Health Audit Reserve, and the additional appropriation of \$2,775,349 one-time funds, which includes ARPA, PG&E Settlement funds, and adjustments to forecasted expenditures.

During the budget workshops, the Board discussed continuing issues around Environmental Health fees, Investment considerations, and fiscal reporting and sustainability.

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.

Additional information regarding public input provided and the complete plan is found on the Mendocino County website: [Mendocino County Strategic Plan 2022 - 2027 | Mendocino County, CA](#)

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.

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 2024-25 Budget Goals and Priorities](#)

FY 2024-25 Proposed Budget Summary

Salary and Benefits

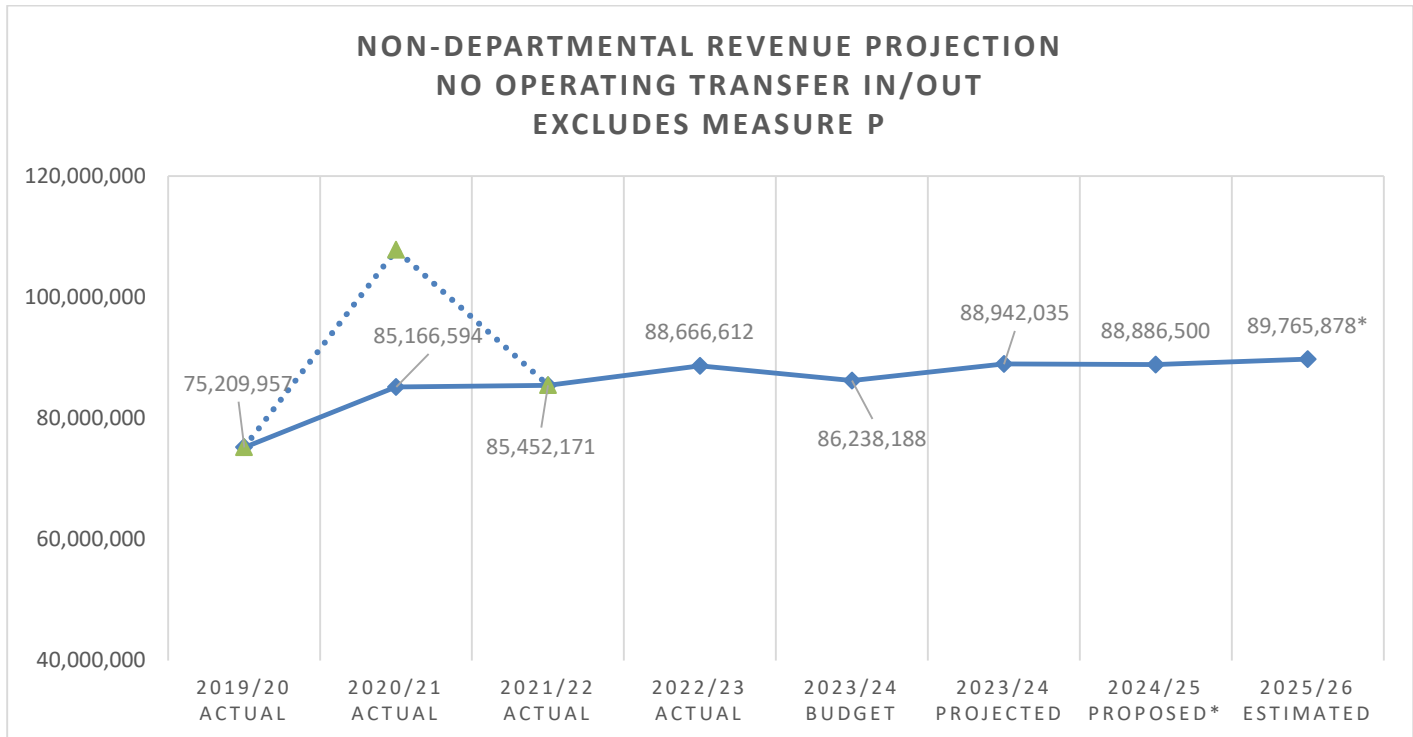
In Fiscal Year 2023-24, the Board of Supervisors entered into 2- and 3-year agreements with bargaining units, with In-House Support Services (IHSS) outstanding at the time of publication of this report. These agreements have an aggregate impact on the County budget of \$4,158,610 in Fiscal Year 2024-25. Projected impact to the County budget in Fiscal Year 2025-26 is \$4,040,595. The 2- and 3-year agreements expire in calendar year 2025 and 2026, respectively.

Budget Unit 1000 Discretionary Revenue

The projections for BU 1000 revenues, for FY 2024-25, are \$55,535 lower than revenues projected for FY 2023-24. Details of the non-departmental revenues can be found in the attached Exhibit A.

Budget Unit 1000 includes operating transfers of General Fund dollars to other funds. The FY 2024-25 Proposed Budget includes operating transfers to the Department of Transportation, Library, Debt Service Fund, Fire Agencies, and Water Agency. These operating transfers are further detailed in Attachment G and other various charts included in this report.

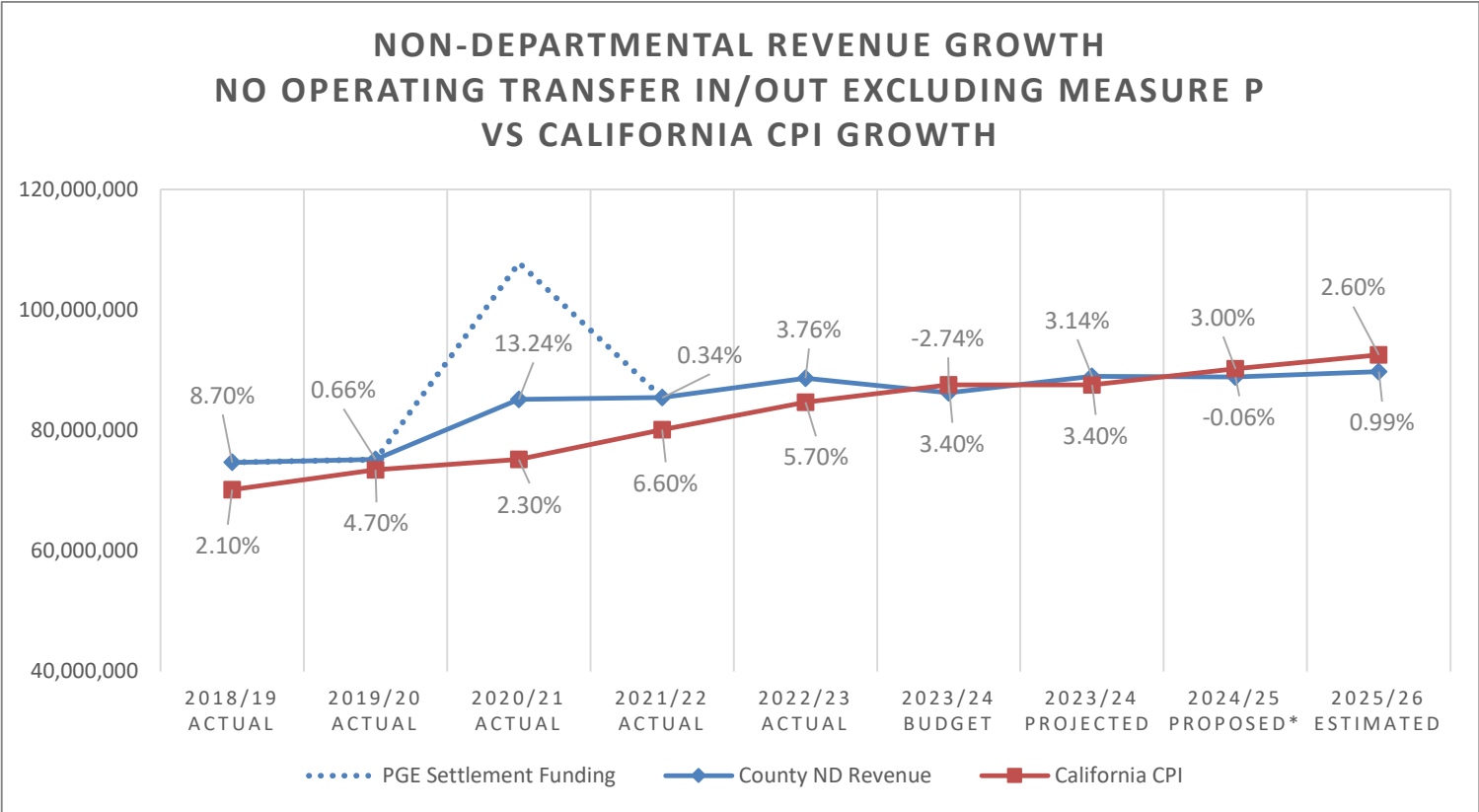
The below revenue projection graph excludes operating transfers in and out, and Measure P revenue.



*\$89,765,878 estimated for 2025-26 is based on the 0.95% average percent increase year-to-year from 2021-22.

**Spike in 2020-21 Revenue represents one-time PG&E settlement funds

Adjusting our graph for historical CPI rates in California using FY 2017-18 as base results in the following comparison.



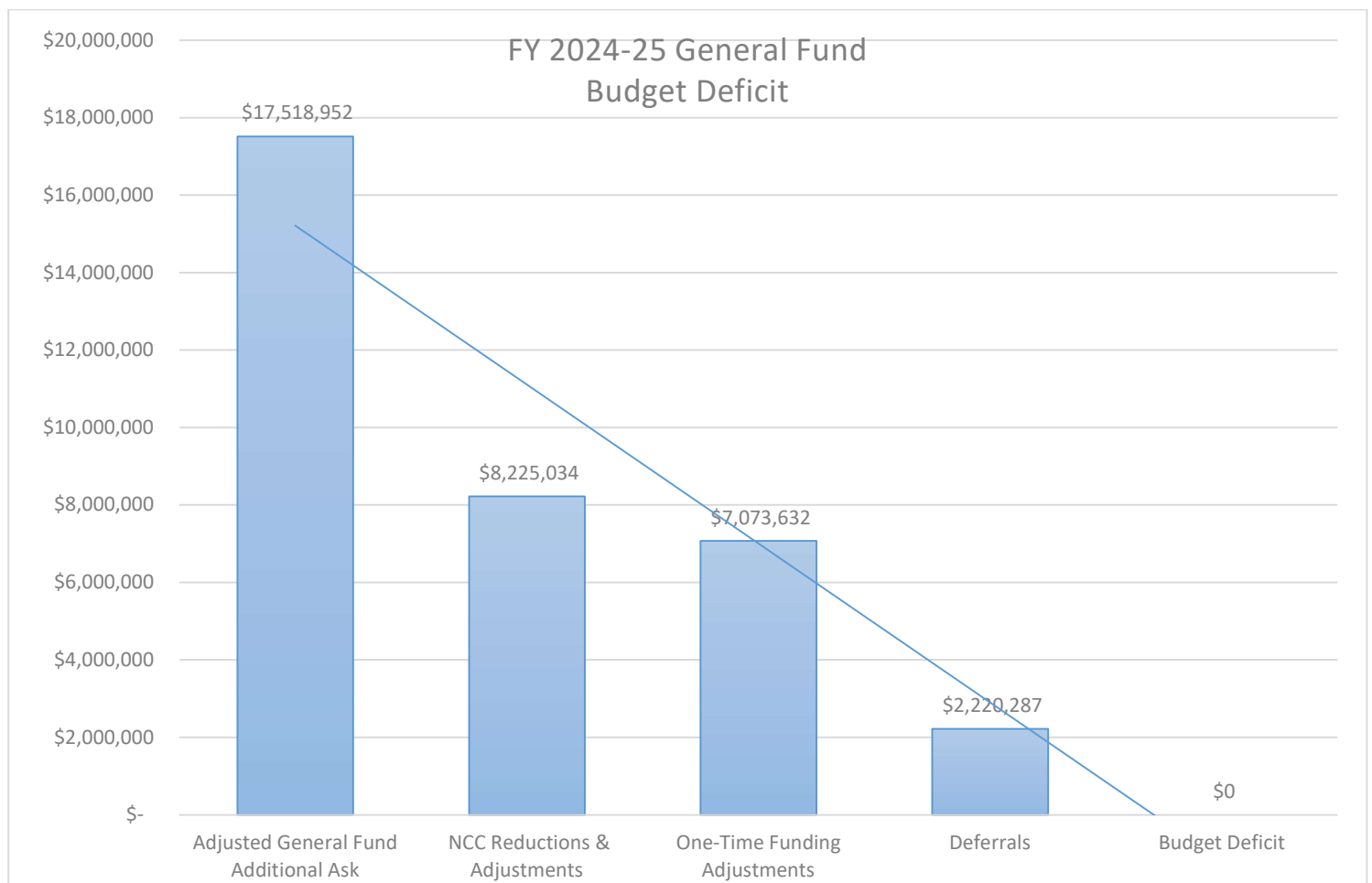
*Adjusted values based on California Fiscal Year Average CPI data from State of California Department of Finance [Inflation | Department of Finance \(ca.gov\)](#).

**CONSUMER PRICE INDICES FOR ALL URBAN CONSUMERS (CPI-U)
State Fiscal Year Averages**

Fiscal Year	CALIFORNIA	CALIFORNIA % Change	MENDOCINO COUNTY % Change
2018-19	276.749	4.7	0.66
2019-20	283.236	2.3	13.24
2020-21	289.759	2.3	0.34
2021-22	308.851	6.6	3.76
2022-23	326.336	5.7	-2.74
2023-24	337.358	3.4	3.14
2024-25	347.535	3	-0.06
2025-26	356.555	2.6	0.99
2026-27	366.241	2.7	-

[Inflation | Department of Finance \(ca.gov\)](#) – Mendocino County data added for comparison.

General Fund Budget Deficit



NCC Reductions and Adjustments

NCC Reductions & Adjustments are included in Attachment B - FY 2024-25 CEO Recommended Budget Adjustments to Dept. Submitted NCC – General Fund Budget Unit

NCC Reductions and Adjustments

- Additional Requests-Submitted \$1,065,701
- Unfunded Vacancies \$2,425,653
- ARPA Offset \$633,000
- Department Adjustment \$(323,654)
- 2000 Series Reductions \$906,758
- Additional Requests \$(3,472)
- Health Adjustment \$731,015
- DSS Adjustment \$2,450,233
- Designated Reserve Offset \$399,805
- Water – ND Adjustment \$(60,005)
- **Total** **\$8,225,034**

One-Time Funding Adjustments

- Retirement Reserve \$3,298,283
- CalFire Contract Adjustment \$300,000
- PG&E Settlement \$1,200,000
- Mental Health Audit Reserve \$1,000,000
- ARPA \$1,275,349
- **Total** **\$7,073,632**

Deferrals

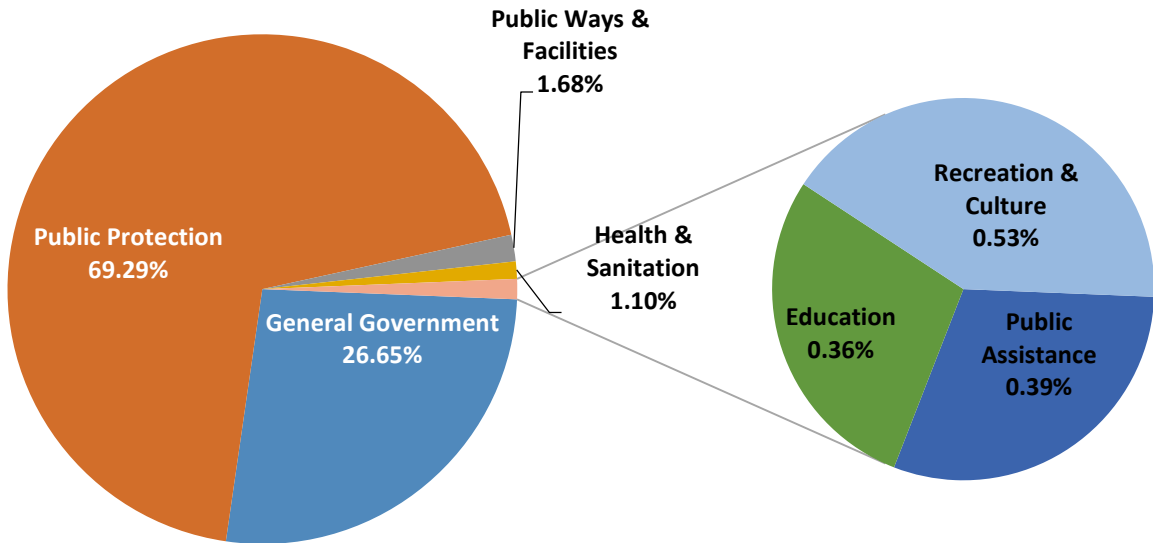
- Information Technology Service Fund (ITSF) Deferral \$895,580
- Information Technology Service Fund (ITSF) Deferral - ND Adjustment \$299,327
- Capital Improvement Deferral \$257,941
- Disaster Recovery Deferral - ND Adjustment \$400,000
- Microwave Cost Recovery Model (MCRM) Deferral \$367,439
- **Total** **\$2,220,287**

2024-25 Functional Area Ratios

\$82,891,889 (95.94%) of County General Funding in the CEO Proposed Budget is allocated between Departments and Offices within Public Protection and General Government functional areas. The remaining \$3,511,717 (4.06%) is allocated between the remaining functional areas; Public Ways & Facilities, Health & Sanitation, Education, Recreation & Culture, and Public Assistance, all of which receive majority funding from other sources than General Fund.

24-25 General Fund CEO Proposed

**Excludes ND*



FY 24-25 General Fund CEO Proposed by Functional Area - Excludes ND

Functional Area	24-25 Total CEO Proposed	% of Total
General Government	\$ 23,026,500	26.65%
Public Protection	\$ 59,865,389	69.29%
Public Ways & Facilities	\$ 1,450,121	1.68%
Health & Sanitation	\$ 950,357	1.10%
Public Assistance	\$ 336,282	0.39%
Education	\$ 314,957	0.36%
Recreation & Culture	\$ 460,000	0.53%
	\$ 86,403,606	100%

<div>General Government</div> <div><ul style="list-style-type: none">• Assessor Clerk Recorder• Auditor• Board of Supervisors• County Counsel• Executive Office• Human Resources• Tax Collector</div>	<div>Public Protection</div> <div><ul style="list-style-type: none">• Agriculture• Animal Care and Control• Cannabis• Child Support• District Attorney• Planning and Building• Probation• Public/Alternate Defender• Sheriff - Coroner</div>	<div>Public Way & Facilities</div> <div><ul style="list-style-type: none">• Department of Transportation</div>	<div>Health & Sanitation</div> <div><ul style="list-style-type: none">• Behavioral Health• Public Health• Solid Waste (DOT)</div>	
		<div>Public Assistance</div> <div><ul style="list-style-type: none">• Social Services</div>	<div>Education</div> <div><ul style="list-style-type: none">• Farm Advisor• Library</div>	<div>Recreation & Culture</div> <div><ul style="list-style-type: none">• Museum</div>

Budget Deficit Plan

Below is a summary of the Completed, Active, and Upcoming Budget Deficit Plan Initiatives as detailed in Exhibit E - Budget Deficit Turnaround Plan-Updated. Significant progress has been made since the presentation of the Budget Deficit plan, as evidenced by the list of completed initiatives. -Active and Upcoming initiatives represent additional opportunities for expense reductions and revenue growth into the 2024-25 Fiscal Year.

Completed Initiatives

1. Full Cost plan allocation charge to Social Services
2. Removal of General Fund dollars from Social Services departments
3. Closure of Fort Bragg Animal Shelter
4. Leverage Nuisance Abatement fund
5. Management Training/Roundtable
6. CDBG grants to grants division
7. Relinquish Mariposa Park
8. Garage RFP (Negotiate, Contract, Labor meet and confer, Review Admin costs, Reduce facilities)
9. Limited reduction in Boards and Commissions
10. Mental health audit reserve
11. Telecom audit
12. Voluntary Separation Agreement
13. County Counsel model
14. Public Defender model
15. Use of Retirement Reserve
16. Hiring Freeze on all nonpublic safety positions
17. Software licensing review

Active Initiatives

1. TOT, Cannabis Tax audit
2. Property Tax system review
3. Garage management model
4. Reorganization of GSA
5. Consolidate PBS and EH services in Fort Bragg to Avila Center
6. Property Tax auctions
7. Relocate Air Quality Management District to a county owned facility or other, to reduce county facility footprint and earn rental income.
8. Property tax system evaluations

Upcoming Initiatives

1. Business License process review (ordinance review)
2. Reorganization of code enforcement into compliance division offering services to departments
3. Revised MOU with UC Farm Advisor
4. Improve collection rate of unpaid fees
5. Power purchase agreement
6. Evaluate Board support for Retirement investment recommendations
7. Research and evaluate county investment portfolios

Budget Year +1

The Executive Office Fiscal Team is recommending research and adoption into a Budget Year +1 budgeting model starting in Fiscal Year 2024-25, marking a significant shift in the fiscal planning approach. During Budget preparation in Fiscal Year 2024-25, the County would budget for Fiscal Years 2025-27 compared to a single Fiscal Year 2025-26. This move extends our budgeting horizon by incorporating an additional future year into our planning process. By adopting this model, the team aims to enhance financial stability and strategic planning. The Budget Year +1 model facilitates more accurate forecasting, allowing us to anticipate and mitigate potential fiscal challenges well in advance. This proactive approach also promotes more efficient allocation of resources, ensuring that we can sustain critical services and infrastructure projects without disruption.

The extended budgeting timeline also fosters greater transparency and accountability in our financial management. Stakeholders, including the public and County departments, will benefit from a clearer understanding of long-term fiscal priorities and commitments. This model encourages more thorough and inclusive discussions about budget priorities, aligning financial decisions with the County's strategic goals and community needs.

State Budget Update

On May 10, 2024, the Governor released his May Revision for budget year 2024-25. The Governor now projects budget year General Fund expenditures of \$201 billion, available resources of \$215 billion (prior year balance, revenues, and transfers), and \$3.4 billion in the Special Fund for Economic Uncertainties (SFEU), the state's general budget reserve.

Across the prior year, current year, and budget year, Big Three revenues (personal income, corporate, and sales taxes) decreased by approximately \$10.5 billion as compared to the Governor's January Budget proposal. After accounting for transfers and adjustments, the additional budget shortfall identified in the May Revision is \$7 billion and when combined with January estimates, and the Early Action Budget Package adopted in April (Chapter 9, Statutes of 2024 (AB 106)), the total remaining budget problem is projected to be \$27.6 billion.

Governor's Budget	\$37.9 Billion
Shortfall Since Governors' Budget	\$7.0 Billion
Early Action Budget Package	-\$17.3 Billion
Remaining Budget Problem	\$27.6 Billion

The budget shortfall continues to be driven by corrections in revenue estimates from the 2022-23 Budget Act related to personal income tax underperformance, recent inflationary trends and dampened economic indicators. The May Revision reflects a revision in Big Three revenue (personal income, corporate, and sales taxes) estimates across the 2022-23 through 2025-26 fiscal years of a negative \$165.1 billion.

**2023-24 and 2024-25
General Fund Summary
(Dollars in Millions)**

	January Budget		May Revision	
	2023-24	2024-25	2023-24	2024-25
Prior Year Balance	\$ 42,078	\$ 8,029	\$ 46,260	\$ 9,726
Revenues and Transfers	196,859	214,699	189,354	205,249
Total Resources	238,937	222,728	235,614	214,975
Non-Proposition 98 Exp.	155,337	131,824	153,450	124,368
Proposition 98 Exp.	75,571	76,894	72,438	76,606
Total Expenditures	230,908	208,718	225,888	200,974
Fund Balance	8,029	14,010	9,726	14,001
Encumbrances	10,569	10,569	10,569	10,569
Special Fund for Economic Uncertainties	(2,540)	3,441	(843)	3,432
Safety Net Reserve	900	-	900	-
Public School System Stabilization Account	5,730	3,852	2,590	-
Budget Stabilization Account	\$ 23,132.00	\$ 11,106.00	\$ 22,555.00	\$ 19,429.00

**Governor's Budget and May Revision Proposed Solutions
(In Billions)**

Governor's Budget Solutions	
Reserves	13.1
Reductions	8.5
Revenues/Borrowing	5.7
Delays	5.1
Fund Shifts	3.4
Deferrals	2.1
Governor's Budget Total	\$37.9
Additional May Revision Solutions	
Reserves (Shift Use of Reserves to 2025-26)	-8.9
Reductions	10.7
Revenues/Borrowing	2
Delays	0.5
Fund Shifts	3.9
May Revision Total*	\$8.2
Total Solutions	\$46.1

*The May Revision total solutions are \$1.2 billion above the increased shortfall identified since the Governor's January Budget (\$7 billion) due to erosions in proposed solutions and other technical changes.

K-14 Education

- The May Revision continues to assume the funding maneuver proposed in the Governor's January Budget and proposes \$8.8 billion in the 2022-23 fiscal year to be recorded in the out-years for the state's budgetary and financial reporting purposes outside of Proposition 98.
- The May Revision increases the withdrawals from the Public School System Stabilization Account from the Governor's January budget and utilizes the entire reserve.

Higher Education

- The May Revision reduces funding by \$510 million General Fund in 2024-25 and ongoing for the Middle-Class Scholarship. Combined with a technical adjustment, \$100 million General Fund ongoing would remain for the program.

Health

- The May Revision expands the scope of the Managed Care Organization (MCO) tax to achieve additional General Fund savings of \$689.9 million in 2024-25, \$950 million in 2025-26, and \$1.3 billion in 2026-27. The May Revision also eliminates the targeted rate increases and investments proposed in the Governor's January Budget.
- The May Revision reduces Healthcare Workforce General Fund expenditures of \$300.9 million in 2023-24, \$302.7 million in 2024-25, \$216 million in 2025-26, \$19 million in 2026-27, and \$16 million in 2027-28 for various health workforce initiatives adopted in the 2022 Budget Act.
- The May Revision reduces General Fund expenditures of \$450.7 million for the Behavioral Health Continuum Infrastructure Program (BHCIP) in 2024-25 and reduces General Fund expenditures of \$132.5 million in 2024-25 and \$207.5 million in 2025-26 for Behavioral Health Bridge Housing (BHBH).

Human Services

- The May Revision makes additional cuts to services for families in the CalWORKs program, including eliminating \$126.6 million in total funding for mental health and substance use disorder treatment and reducing the CalWORKs Home Visiting Program by \$47.1 million ongoing.
- The May Revision indefinitely pauses the planned expansion of over 200,000 new subsidized childcare slots, limiting the expansion to approximately 119,000 slots.
- The May Revision eliminates the In-Home Supportive Services (IHSS) Medi-Cal benefit for undocumented individuals of all ages.

Natural Resources and Environmental Protection

- The May Revision proposes to reduce \$500 million General Fund one-time in 2025-26 supporting water storage facilities.
- The May Revision proposes to revert \$45 million General Fund one-time in 2023-24 and reduce \$20 million General Fund ongoing starting in 2024-25 by accelerating the sunset date for the Habitat Conservation Fund (HCF). (HCF guarantees \$30 million annually for 30 years obtained by transferring monies from various funds and is currently scheduled to sunset in 2030.)
- The May Revision proposes to reduce \$136 million General Fund in 2023-24 (\$268.5 million over four years) for Department of Toxic Substance Control's Cleanup in Vulnerable Communities Initiative Program. In addition, the May Revision proposes to shift \$65 million (\$107.5 million over three years) for this program to the Greenhouse Gas Reduction Fund.

Energy and Transportation

- The May Revision shifts \$1.7 billion in 2024-25 (and \$3.6 billion over five years) from the General Fund to the Greenhouse Gas Reduction Fund for various climate programs. This includes an additional \$555.1 million fund shift for transit programs, for a total of \$1.3 billion.

Housing and Homelessness

- The May Revision sweeps the remaining balances from several programs, including the Multifamily Housing Program (MHP) and the Foreclosure Intervention Housing Preservation Program (FHIPP), in addition to maintaining \$1.2 billion in cuts to affordable housing funding from the Governor's January Budget. At the same time, the May Revision adds \$500 million in state supplement Low-Income Housing Tax Credits, which support affordable housing productions.
- The May Revision does not include funding for a sixth round the of Homeless Housing and Assistance Program (HHAP). In addition, it cuts \$260 million in supplemental HHAP funding which had previously been slated for delay only.

General Government

- The May Revision includes a proposal to suspend the use of Net Operating Loss deductions and limit the amount of most business tax credits any taxpayer could claim beginning in 2025-26. Revenue increases are estimated at \$900 million in 2024-25 and \$5.5 billion in future years. The Administration proposes language triggering the suspension removal if revenues improve in the 2025-26 May Revision.
- The May Revision proposes \$250 million in 2024-25 and \$1.25 billion in 2025-26 for the Middle Mile Broadband Initiative (MMBI) with provisional language allowing up to \$500 million additional General Fund in 2024-25. The May Revision modifies this proposal and instead adds provisional language to allow the Director of Finance to augment MMBI's budget by up to \$1.5 billion upon notification to the Joint Legislative Budget Committee.

Workforce and Labor

- The May Revision includes an across-the-board reduction to state operations by approximately 7.95 percent beginning in 2024-25 to nearly all department budgets. This reduction includes personnel, operating costs, and contracting. The Department of Finance indicates that it will work with agencies and departments in the Fall on these reductions.

Corrections, Public Safety, and the Judiciary

- The May Revision includes a proposed ongoing reduction of \$80.6 million General Fund reflecting the deactivation of 46 housing units across 13 prisons, totaling approximately 4,600 beds.
- The May Revision proposes to reduce the funding for the Adult Reentry Grant, including reverting \$54.1 million in 2023-24 and converting a delay of \$57 million proposed in the Governor's January Budget to a reduction.
- The May Revision includes an ongoing reduction of \$97 million for trial court operations, consistent with the 7.95 percent statewide reduction to state operations.

Other

- The May Revision does not include any investments identified in the 2022 Budget Act as part of a trigger for inclusion of expenditures at the 2024 May Revision if General Fund Resources were available.
- The May Revision includes funding in various departments for implementation of recently chaptered legislation.

Department Updates by Functional Area

General Government

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 2024-25 projection for the Teeter Fund is a net revenue of \$1,500,000 to the General Fund.

Debt Mitigation & Elimination – Reserves & Contingencies

The total proposed County budget is over \$580 million, creating an operating budget of over \$48 million per month. The County’s General Fund Reserve is currently \$10 million.

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.

General Services

Energy Conservation

In 2001, the County of Mendocino 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 (Mendocino County Policy #44), 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 (GSA), at the direction of the Chief Executive Officer, has shared information regarding County department energy conservation, operations and the implementation of various emergency conservation measures based on policy and best practices. Beginning in July of 2023 the Facilities division implemented standard building temperature time frames in 21 County buildings via the County’s remote HVAC digital control system. Currently of the 21 County buildings with remote control capabilities, 16 are set to maintain a temperature band of approximately 68-72°F Monday through Friday during working hours only. Since implementation, Facilities has seen an approximate 10% drop in County wide electrical usage and a 27% drop in County wide gas utility usage from year-over-year overall utility consumption.

The General Services Agency has received competitive proposals from Energy Saving Contracting companies (ESCOs) and is in negotiations with Ameresco to begin evaluating County facilities for energy saving measures with implementation to take place following approval.

GSA intends to develop new projects with energy saving measures that can be shown to result in energy savings that exceed the cost of the improvements.

Facilities

The Facilities division is responsible for providing an accessible, efficient, safe, clean, and comfortable working environment for all employees and public who use our buildings and properties. Under this charge, the Facilities division maintains the landscaping at 35 properties as well as the safety and functionality of eight park and recreation areas between Willits, Fort Bragg, Hopland, and Ukiah as well as provides all the necessary preventative and corrective maintenance for the 93 County owned, 31 leased, and 14 co-owned buildings throughout the County. The Facilities division also maintains the vital structural and power needs for the public safety microwave communication sites throughout the County. Additionally, Facilities 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. The Facilities division staff also supports the County mission by coordinating major contracted repairs, assisting departments with minor moves and office customizations, as well as performing small projects in house such as minor structural repairs and minor remodels.

Currently the Facilities division is being asked to reduce its overall 2000 series budget by approximately 5% to accommodate the necessity to lower overall projected General Fund expenditures in the upcoming year. This overall reduction in the budget will have significant impacts to the operation and capabilities of the Facilities division this next fiscal year. Staff services will be reduced to non-housing facilities as focus will be primarily on fire, life, and safety necessities. Routine preventative maintenance will be impacted, further shortening the life of the building's vital equipment, and increasing the overall cost of the Capital Improvement Plan (CIP). The Facilities division's ability to provide moving services, operational equipment assembly, operational project support, and beautification services would all be affected as well.

Fleet

Currently, the Mendocino County fleet consists of approximately 297 "passenger-type" vehicles, excluding heavy equipment. This includes special (low) use vehicles such as a tow truck, boom trucks, and specialty law enforcement vehicles. Under the Board's direction, the Fleet division 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 sale for the oldest, highest mileage vehicles and reallocation of the underutilized, newer, more economical vehicles. To date the Fleet division has installed 125 advanced Telematics devices into non-public safety vehicles with the intention to install the remaining 12 in the eligible vehicles prior to the end of the current fiscal year to provide better, more visible data to the Board focusing on departmental vehicle usage, fuel economy, and trip characteristics. The Fleet division continues to work to reduce the County's Garage pool fleet; to date, the pool has been reduced (by reallocation or surplus) to eight passenger vehicles including three plug in hybrids, and two traditional hybrid vehicles.

Since its presentation to the Board in March 2022, the implementation of the County-wide Enterprise Fleet Management Program has been aggressively pursued by the Fleet division. In December 2022 the Facilities division started the process of leasing the County's first three Enterprise vehicles. Since then, Fleet has recommended that all non-specialty vehicle requests be considered for the Enterprise Fleet Management leasing program. The program requires less up-front capital for the acquisition of new vehicles and allows for the County's fleet to be modernized while building equity through the timely sale and replacement of the leased vehicles.

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. Currently, there are 24 hybrid vehicles and one zero emission vehicle in the fleet.

Central Services

A focus has been placed on statistical data gathering and increased transparent reporting specific to facility operational costs, facility utility consumption and costs, fleet vehicle miles driven, fleet average age, fleet overall fuel consumption, and purchasing that support the County's overall internal operations and success.

Central Services and Facilities have partnered with Information Technology (IT) to develop a Request for Proposal for a web based computerized maintenance management software solutions (CMMS). Facilities identified the need for a CMMS to track, manage, and maintain all assets maintained by the County, including properties, buildings, structures, rural parks, playgrounds, various landscaping, facility maintenance of buildings, offices, amenities, fire suppression systems, hydrants, wells, and backflow prevention stations.

The goal is to reduce staff time and save money by implementing a software solution that will facilitate daily property operations and project management, including Accounts Payable expense tracking, Accounts Receivable billing, energy consumption tracking, lease, and building tracking. The ideal program will provide consolidation and reduce redundant and isolated spreadsheets, while migrating to newer technology; and reduce the current labor-intensive reporting, both internal and external.

Per Board direction, Central Services is analyzing various real property strategies in order to reduce the County's owned real property obligations and right-size its footprint. 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. In order to better utilize space, some County departmental operations have relocated into the Willits Justice Center from the Willits Integrated Services Center (WISC). This has allowed the County to lease a portion of the WISC to the California Department of Forestry and Fire Protection (CAL FIRE) providing them with expanded operational space.

Additionally, based on the direction of the Board and the results of the Facility Condition Analysis presented in March of 2023, Central Services is working on alternate ownership models for the Covelo Community Services District facility (formerly Covelo Justice Center) and various County parks.

In late 2023, the Board took action to abandon Mariposa Swimming Hole and declare it as surplus land. Staff is actively working to remove Mariposa Swimming Hole from its real property portfolio.

Central Services continues to complete reviews of Request for Proposals County-wide to ensure compliance with County Policy No 1. In addition, Central Services provides training and guidance on the competitive bidding process to County departments and offices.

Procurement/Surplus

The Central Services purchasing team conducts its procurement process in a competitive, open, fair manner, and environment. To safeguard this principle, all parties involved in the procurement process are required to abide by the policies and procedures adopted by the County. Bidding opportunities are available on the Mendocino County website and on Planet Bids. The purchasing team offers quarterly departmental procurement training as well as individual staff training upon request. The purchasing team continues to work to add new trainings and update educational material.

The purchasing team also maintains County surplus inventories and oversees the public surplus sales of County assets. Surplus assets, which still have value to the County, may be repurposed by other departments. By

reutilizing surplus equipment, departments save money while helping to reduce waste. Items which no longer serve a useful purpose for the County are made available for purchase to the public via public auction. In the past fiscal year, approximately sixty-five (65) sales have been completed using the Public Surplus website. Central Services is looking into additional ways to utilize surplus assets, including allowable donations and new avenues of surplus sales. Keeping assets that are no longer needed out of the landfill will reduce County waste, save time, and money.

Capital Projects

During Fiscal Year 2023-24 the County received bids and broke ground for the new Jail Mental Health wing, including the necessary agreement with the Bureau of State and Community Corrections (BSCC) for the State share of the funding.

The contract for the demolition of the skilled nursing facility on South State Street at Whitmore Lane to clear the way for the new Psychiatric Health Facility at that location was completed in September. Bids will be received in late June 2024 for the new construction, which is expected to begin in August 2024 and complete by October 2025.

The combined budget for these two important Capital Projects is \$65,000,000.

Capital Improvements

Other major projects completed include the Fort Bragg Justice Center HVAC system replacement and the new roof for the Agriculture – Farm Advisor building. Construction is in progress for the 911 Communications Equipment Shelter with completion planned for October 2024 and several security and communications projects for the Probation Department as well as a number of repair and replacement projects.

Several other major grant funded projects are moving through design to be completed during Fiscal Year 2024-25 including Bower Park improvements, electric vehicle charging stations, microwave communications site hardening, permanent restrooms at Mill Creek Park, new generators at critical facilities, and a new roof along with solar and battery emergency back-up power for the Willits Library.

Overall, the Facilities Capital Improvement team completed 15 Capital Improvement projects with a total cost of \$2,687,000 and are in progress on 19 additional projects with project budgets totaling \$11,125,000.

Fiscal Year 2024-25 Facility Modification Recommendations:

Facilities received and responded to numerous requests for facility modifications and enhancements from departments for Fiscal Year 2024-25. Department requested projects will be prioritized and completed as resources allow.

Capital Improvement Plan

The Facilities Capital Improvement team continues to analyze and develop priorities for improvements to and/or replacement of building systems that are beyond or reaching the end of their useful life and provide input on considerations appropriate to support departments with major facility needs.

Fiscal Year 23-24 Key Completed Projects

CI #	Project	Description	Final Cost
CI069	Public Health Emergency Preparedness Modular Removal	Disposal of water damaged modular building	\$23,657
CI055	Fort Bragg Veterans Hall Electrical & HVAC System Replacement	Replace obsolete meter and panels	\$78,607
CI060	Parks Fire Fuel Hazard Mitigation - Mill Creek and Low Gap	Fire Fuel Reduction at County Parks	\$87,580
CI083	Board Chambers Podium ADA Compliance	Complete accessibility improvements for chambers podium	\$11,661
CI064	Remove abandoned Modular at Sheriff's	Disposal of unused modular building	\$27,202
CI084	Avila Center Electric Strikes at Interview Booths	Provide remote operation of interview room doors	\$14,960
CI063	Sheriff's Office Fallen Officer Memorial	Sitework and Installation of the Fallen Officer's Memorial	\$101,414
CI969	Fiber Cable from Fort Bragg Justice Center to Avila Data Room	Replaces microwave connection with a fiber optic line at Avila Center	\$15,959
CI090	Administration Center HVAC Unit 20 Replacement	Replacement of failed unit	\$16,008
CI082	Avila 7C HVAC Unit Replacement	Replacement of failed unit	\$42,119
CI049	Fort Bragg Justice Center HVAC Replacement	Full replacement of gas boiler system with electric heat pump system	\$1,693,703
CI068	Video Security at Boonville Road Yard	Video system for loss prevention at Transportation road yard	\$37,144
CI080	Willits Integrated Services Center Water Damage Repairs		\$54,147
CI076	Agriculture-Farm Advisor Roof Replacement	Emergency replacement of leaking Agriculture – Farm Advisor roof	\$423,664
CI093	Spanish Mountain Propane Tank Anchorage	Provide seismic strapping for critical facility propane tank	\$25,802
CI087	Probation Building 26 Proximity Card Readers	Installation of security access control hardware for Probation building	\$59,267
CI097	Relocate Data Cabinet for Probation Pre-Trial Release Program	Move of the building data cabinet from a public use restroom	\$60,429
CI091	Animal Shelter Water Damage Remediation and Repairs	Remediation and repairs for water damage	\$38,108
Total Cost of projects competed in FY 2023-24			\$2,811,434


FY 2024-25 Proposed Projects

2024-25 Proposed Unanticipated Project Funding	Budgeted Carry Forward		Funding Source
Small Deferred Maintenance Projects	\$50,000		General Fund
Unanticipated Capital Projects	\$0		General Fund
Parking lot maintenance & rebuild - Various locations	\$0		General Fund
County Wide Tree Removal Program	\$50,000		General Fund
Painting and Exterior Maintenance - Various locations	\$0		General Fund
Flooring and Interior Maintenance - Various locations	\$0		General Fund
Roof Repairs - Various locations	\$0		General Fund
HVAC System Upgrades & Replacement	\$100,000		General Fund
Hazardous Electrical Panel Replacement (Zinsco Panels)	\$0		General Fund
ADA Improvements - ADA Only Projects	\$30,000		General Fund
Unanticipated Capital Projects Totals	\$230,000		
2023-24 Projects in Progress – Carry Forward	Proposed Budget	Updated Budget	Funding Source
New Shelter to Relocate 911 & MCSO Communications & Servers	\$4,102,597	\$4,102,597	CDBG & GF
Sanhedrin Repeater Site Tower & Shelter Replacement	\$554,087	\$554,087	CDBG & GF
Sanel Mountain Microwave Site Hardening	\$335,620	\$335,620	CDBG & PG&E
Sanhedrin Underground Power Line Evaluation and Testing	\$163,000	\$163,000	PG&E
Campus Fiber Replacement Admin to 911 Bunker	\$100,000	\$35,000	General Fund
Video Security Fort Bragg Road Yard	\$30,000	\$30,000	Transportation
Electric Vehicle Charging Stations Administration Center & Yokayo	\$824,982	\$824,982	CEC Grant
Mill Creek Park Vault Toilets - Parks Grant	\$496,892	\$496,892	Parks Grant
HGMP Generators for Critical Facilities	\$830,000	\$830,000	HGMP Grant
Facility Improvements for Jail Expansion	\$75,000	\$75,000	General Fund
Willits Library Roof, Solar and Back-up Power Project	\$494,080	\$0	Library Grant
Bower Park Improvements	\$2,200,000	\$2,200,000	Parks Grant
Replace Damaged Juvenile Hall Basketball Court	\$135,000	\$135,000	Probation Grants
Juvenile Hall Sallyport Gate Repairs	\$24,000	\$35,000	Social Services
Agriculture - Farm Advisor Main Entry Repairs	\$200,000	\$200,000	General Fund
Evidence Storage Facility Relocation	\$250,000	\$250,000	General Fund
Museum Water Damage Repairs	\$40,000	\$0	General Fund
Seal and Paint Jail Building II Exterior Block	\$200,000	\$200,000	General Fund
Museum ADA Entry and Restrooms	\$175,000	\$50,000	General Fund
Admin Center Roof Replacement Project Southeast Phase 3	\$142,491	\$50,000	General Fund
Funded Project Totals	\$11,035,258	\$14,335,258	
New Projects	Anticipated Budget		Funding Source
Juvenile Hall Intake Counter	\$40,000		Probation Grant
Juvenile Hall Fencing Upgrades	\$40,000		Probation Grant
Juvenile Hall Full Panel Building Generator	\$369,223		Probation Grant
Total New Projects	\$449,223		

The projections listed in the tables above are a draft work in progress as of May 2024.

Human Resources

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 May 11, 2024.

County of Mendocino				
				
Status of Labor Contracts as of May 11, 2024				
Bargaining Unit	Employee Count*	Contract Status	Contract Start	Contract End Date
Confidential	23	Current	7/1/2023	6/30/2026
Department Head	7	Current	9/1/2023	8/31/2025
DSA	145	Current	7/1/2023	6/30/2026
Management	64	Current	10/1/2023	9/30/2026
MCLEMA	11	Current	7/1/2023	6/30/2026
MCPAA	22	Current	7/1/2023	6/30/2025
MCPEA	47	Current	7/1/2023	6/30/2026
SEIU	790	Current	7/1/2023	6/30/2026
Unrepresented	49			
* Does Not Include Extra Help				

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

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.

The IT Master Plan is currently under revision and is anticipated to be presented as a rolling 3-year Master Plan during the 2024-25 Fiscal Year. This updated plan will include strategic priorities, goals, and initiatives to guide County IT infrastructure into the future.

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. Microwave Phase 1b was completed in January of 2024.

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). Project completion date is expected at the end of calendar year 2024.

Enterprise Internal Service Fund (ITSF)

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 2024-25 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.

Consistent with the CEO Budget Deficit Turnaround Plan, significant effort was made to audit County telecom and software licensing infrastructure. Both initiatives have been completed in 2024 with the intention to maintain regular audits annually. The telecom audit estimates a savings of \$200,000 per year, while software licensing savings are realized through the allocations to departments through the ITSF.

Cannabis Program

For Fiscal Year 2024-25, the Department anticipates an overall decrease in approximately \$200K in overall operational costs with an annual operational projection of \$1.3 million. Annual fee revenues associated with the Cannabis Cultivation Business License (“CCBL”) program are estimated at approximately \$371K. It is expected that one-time, grant-reimbursable costs will remain in FY 2024-25 for an additional \$355K in revenue, and then are anticipated to drop off for future years. The Department is expecting a General Fund Net County Cost (NCC) of \$560K.

County Counsel

County Counsel provides legal advice to the Board of Supervisors, County Officials, County Departments, and the Civil Grand Jury. Additionally, County Counsel defends and manages civil litigation and proceedings concerning the County. 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 drafts legal opinions, ordinances and resolutions as well as provides extensive contract and specialized Public Records Act review for all county departments. County Counsel also represents County Behavioral Health, 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 code enforcement.

Contracts Unit

The Contract Unit works directly with departments Countywide to execute contracts and amendments to ensure alignment with County policy.

Contract Review Times

The Contract Unit administers review processes for all County contracts through Cobblestone, an electronic contract review software platform. Specific reviewers/approvers are determined by the Mendocino County Purchasing, Leasing and Contracting Policy (Policy No. 1). For contracts with a begin date of July 1, 2023, or later, the average review time as processed through the County’s Contract Management Solution, Cobblestone, was approximately **twelve (12) business days**. This timeframe is from the day the Department Head electronically approves execution of the contract to the day the contract is released from Cobblestone with County Counsel, Risk, and Executive Office signatures. It does not include any additional time required for departmental processes either before or after routing through Cobblestone (e.g., RFP administration, contract negotiation, vendor pre-approval and signing, or the time required to submit a contract to the Board of Supervisors for approval).

Contract Numbers

In Fiscal Year 2023-24, the Contract Unit administered review processes for over 1,400 contract items. This total includes items for contracts with effective dates during Fiscal Year 2023-24 (or earlier) as well as for contracts that will be active in Fiscal Year 2024-25.

Contract Items with FY 2023-24 (or Earlier) Effective Dates [Report Generated 5-23-24]	
Expense:	
Contracts	722
Amendments	307
Revenue:	
Contracts	103
Amendments	22
Other:	
Exceptions to Bid	162
Total Items:	1316

Trainings

The Contract Unit regularly provides individual or group trainings to staff. Individual trainings are usually reserved for new employees or staff unfamiliar with the County's contracting process, while larger group trainings address changes, improvements, or specific areas of concern related to Cobblestone or contract drafting and approval. During Fiscal Year 2023-24, the Contract Unit provided over ten individual or group trainings on various topics. Trainings will continue in Fiscal Year 2024-25.

Improvements and Goals

The Contract Unit's ongoing goal is to find areas for improved efficiency. With that goal in mind, the Contract Unit will continue to work with other Executive Office staff, County Counsel, the General Services Agency, and IT to further improve the County's contract review processes. Potential improvements currently being explored include:

- Changes to the contract amendment routing process for greater efficiency and ease of tracking.
- Possible integration of Cobblestone with DocuSign to reduce the time needed for vendors to review and sign their contracts.
- Discussions with the Budget Team about the feasibility of implementing a Vendor Portal through Cobblestone which would allow RFP processes and responses to be tracked more easily and linked directly to resulting contract records.

Office of Emergency Services

In fiscal year 23-24, OES focused on strengthening working relationships with many of our Operational Area partners. OES regularly attended meetings of Volunteer Organizations Active in Disasters (VOAD), Fire Chiefs Association, Fire Safe Councils, and other community groups.

OES conducted several listening sessions throughout the county as part of the Prepare California campaign. These listening sessions were intended to give citizens of various communities a chance to list their greatest concerns and needs when it comes to prevention and preparedness for disasters. With these concerns identified, county staff is better prepared to look for grant funding so that these concerns can be turned into actionable solutions. A Department of Water Resources grant opportunity was discovered and applied for, to address flooding, one of these identified needs.

In October, OES conducted an exercise with an activation of the Emergency Operations Center (EOC) for an earthquake and subsequent fire. Designated county staff were summoned to fill their assigned roles for this simulated disaster.

Areas for improvement were identified and EOC section-specific trainings were developed and presented to individual sections of the EOC Organizational Chart.

OES managed several grant programs, including the Emergency Management Performance Grant (EMPG), The Homeland Security Grant Program (HSGP), the High Frequency Radio Communications Grant, and the CALFIRE Evacuation Planning Grant.

OES implemented a new evacuation mapping software, Genasys Protect. OES personnel, along with MCSO dispatch supervisors, received training on the use of the software and it went live on the MendoReady.org website in March.

On 3/29/24, OES conducted an Operational Area phone call to address concerns and needs of county partners as related to an impending winter storm.

Completed Training

- G205 Recovery from Disasters – May 14 - 17
- Homeland Security Exercise Evaluation Program (HSEEP) – April 15 -18
- ICS 300 Intermediate ICS for Expanding Incidents - March 4 - 6
- ICS 400 Advanced ICS - March 7 - 8
- MGT 383- Emergency Operations Plans for Rural Jurisdictions – February 21 – 22
- Management 403 Underserved Populations Preparedness Planning for Rural Response Feb 7 - 8
- G611 - EOC Section Intermediate: Finance and Administration – January 10 -12
- G611 - EOC Section Intermediate: Management - January 16 – 17
- National Emergency Management Science of Disaster – December 11 – 13
- National Emergency Management Planning: Emergency Operations – December 14 - 15

Training/ Exercise Involvement

Hosted:

- EOC Section Specific Training:
 - Finance – February 13, 2024
 - Logistics – April 22, 2024
 - Planning – May 30, 2024
 - Management
- Regional Tsunami Communications Exercise – March 27, 2024
- EOC Activation Exercise – October 19, 2023

Attended

- Statewide Tsunami Communications Exercise – March 27, 2024
- Managing Megafire Webinar – August 23, 2023
- #SummerReady Webinar: Extreme Heat Impacts on Mental Health – August 15, 2023

Meetings

Hosted:

- Pre-Fire Season Coordination Meeting – May 23, 2024
- Winter Weather Operational Area Coordination Meeting – January 22, 2024
- Pre-Fire Season Coordination Meeting – August 17, 2023

Attended:

- PG&E Potter Valley Project EAP Seminar – May 1, 2024
- City of Ukiah Pre-Fire Season Meeting – April 29, 2024
- Operational Area Emergency Management Seminar – November 29, 2023
- Regional Disaster Preparedness Seminar – September 18, 2023
- Prep CA Leggett Meeting - September 18, 2023
- Prep CA Covelo Meeting – September 16, 2023
- Prep CA Meeting Anderson Valley – September 13, 2023
- Prep CA Meeting Willits – September 6, 2023

- Prep CA Meeting Calpella – August 31, 2023
- Prep CA Meeting Ukiah – August 30, 2023
- Prep CA Meeting Caspar – August 26, 2023
- Prep CA Meeting Hopland – August 17, 2023

Public Outreach Tabling Events

- Laytonville Resource Fair – May 19, 2024
- Pumpkin Festival - October 14, 2023
- Comptche Community Meeting – September 14, 2023
- Redwood Empire Fair - August 3-6, 2023

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

In fiscal year 23-24, PRRM has focused on training, community preparedness outreach, and deepening coordination with the County Office of Emergency Services (OES). The lack of major disasters/emergencies has allowed PRRM staff to be proactive in supporting the work of OES in updating County plans and working more closely with the Grants division plans and begin project implementation and project management as previously funded grant opportunities and projects begin to break ground in FY24-25.

During fiscal year 23-24, PRRM, working closely with the OES and Grants divisions, organized a series of Prepare California listening sessions in the communities of Boonville, Calpella-Redwood Valley, Caspar, Hopland, Leggett, Ukiah, and Willits. Additional community feedback was gathered at meetings of the Comptche Preparedness group and the Gualala Municipal Advisory Council. The Prepare California meetings serve as a forum for County residents to communicate their preparedness and resilience needs to the County. Input from these meetings is being used by PRRM, OES, Grants, and Economic Development to match future mitigation and resiliency projects with suitable grant funding. This information, in conjunction with information collected via the wildfire recovery survey in 2022, is being used to plan for future resiliency projects across the County. PRRM has also worked closely with the Grants division to make necessary adjustments to previously awarded grant projects that will begin implementation in fiscal year 24-25.

As the fire season approaches, PRRM has shifted focus to disaster preparedness and the implementation of preparedness, resiliency, and mitigation projects. PRRM staff have been involved in ongoing efforts to update the Multijurisdictional Hazard Mitigation Plan, The Community Wildfire Protection Plan, and the Emergency Operations Plan. In the long term, the division will refocus on mitigation and resiliency projects while continuing to support OES and take the lead on any post-disaster recovery activities.

Emergency Medical Services (EMS)

LEMSA Update

The County has contracted with Coastal Valleys since 1993 to be the local emergency medical services agency (LEMSA). However, the County is exploring other LEMSAs options to maximize EMS funding due to contract increases. After preliminary meetings with the three LEMSAs serving northern California—Sierra-Sac Valley, North Coast, and NorCal—staff finds that the cost to join with any of those three LEMSAs would be a significant cost reduction for the County. Those cost estimates average from \$40,000 to \$50,000—with potential additional costs if the County wants a full time EMS coordinator dedicated to Mendocino. Coastal Valleys contract amount for FY23-24 and for fiscal years ending 2026-27 are below.

FISCAL YEAR	CONTRACT AMOUNT	INCREASE FROM PREVIOUS YEAR
2023-24	\$364,780	6.24%
2024-25	\$414,836	13.72%
2025-26	\$448,023	8.00%
2026-27	\$483,865	8.00%

The board approved allocating \$250,000 from the PGE&E settlement funds for a JPA legal consultant. The Executive Office staff held an initial meeting with the contracted legal consultant Hooper, Lundy & Bookman and continues to work

stakeholders on the feasibility of the project. Starting FY24-25, Coastal Valleys' contract scope specifically stated that the County will have to pay extra for work relating to the JPA.

Mendocino County EMS System Participation

5 ground ALS ambulance transport providers: ALS ground transport agency providers staff anywhere from one to five ambulances throughout the day depending on deployment location and call volume. Medstar provides the most unit and resource hours in the system.



Private providers: Adventist Health Mendocino Coast and Medstar Ambulance of Mendocino County
Public provider: Coast Life Support District, Laytonville Fire Department, and Ukiah Valley Fire Authority

Life West and American Medical Response are permitted to support Inter-Facility Transfers (IFT's) and our mutual aid program. They are not primary 911 service providers participating in the current emergency dispatch plan.



3 ground BLS ambulance transport providers:
Anderson Valley Fire Department, Covelo Fire Department, Elk Fire Department

EMS Aircraft Providers:
Global Medical Response



REACH – One helicopter stationed in Willits locally (REACH 18). One helicopter in Santa Rosa (SOCO1) and one stationed in Lake County (REACH 6) that also directly serve into Mendocino County.

CALSTAR – one helicopter stationed in Ukiah (CALSTAR4)



Dispatch Centers:
Howard Forest ECC – CAL FIRE -designated Fire and EMS consolidated Emergency

Medical Dispatch Center for Mendocino County.

REDCOM – Disaster support Dispatch Center for Mendocino County

EMS Licensure and Certification under Coastal Valleys:

This includes data for both Mendocino and Sonoma Counties. EMTs and paramedics work between the two counties. Certified EMTs and Licensed Paramedics are on a two-year renewal cycle.

372 Initial EMTs
1146 Renewing EMTs
Total EMT Count: 1518



24 Initial Flight Paramedics
24 Flight Paramedic renewals
Total Flight Paramedic Count: 24

119 Initial Paramedics

Economic Development

Economic Development Division was formed in the fall of 2023. Since that time the division has worked with private sector businesses to provide technical support and participate in regional organizations and initiatives supporting long-term economic development and funding.

TECHNICAL ASSISTANCE & BUSINESS LIAISON

The Economic Development Division provides technical assistance to potential and current local business owners. Staff assist with the permitting process, access to funding, and business planning. From January 2024, we provided 36 hours of technical assistance and business liaison services to four potential new businesses.

MICRO-ENTERPRISE BUSINESS ASSISTANCE

Since October of 2023, the Economic Development Division has been managing the Community Development Block Grant (CDBG) grant contract with West Business Center for Micro-Enterprise Business Technical assistance. Through this grant, they have provided the following to our local business community in 2023 and the first quarter of 2024:

- 300 Hours of 1:1 business consulting, serving 112 unique clients
- 77 Hours of first-time (ascertain readiness meetings), serving 60 unique clients
- Created 60 service plans for 58 unique clients

SMEDD (Sonoma Mendocino Economic Development District)

Part of the role of the Economic Development Division is to provide administrative support to SMEDD (Sonoma Mendocino Economic Development Division), our regional Joint Powers Authority with Sonoma County as designated by the EDA. SMEDD board members representing Mendocino County are Tim Karas, Mary Anne Petrillo, and Paul Garza. The primary objectives of SMEDD: support economic resilience in the region and become more responsive and nimbler in the face of an uncertain future.

The SMEDD team has completed the Comprehensive Economic Development Strategy project updates for 2024. Staff interviewed project stakeholders and summarized project developments for a majority of the 50 projects in Mendocino County for the SMEDD CEDS Update Report to the EDA.

Division staff participated in organizing the SMEDD Biomass Utilization Symposium which “brought together industry, academia, Tribes, government and community-based organizations to explore the opportunities and challenges of implementing forest biomass utilization projects for fire safety, forest health, renewable energy, and wood products, and supporting the appropriate growth of sustainable, stewardship-based, rural economic development.”

The symposium took place May 2nd and 3rd with over 120 attendees, coming from as far as Canada. The first day comprised of field tours to project sites working with forest biomass. The second day was held at UC Extension Hopland’s Shippey Hall and comprised of speakers and panelists from all different areas within the biomass field. A copy of the agenda is attached to this report.

CA JOBS FIRST (formerly CERF)

California Jobs First formerly CERF (Community Economic Resiliency Fund), is a state-wide initiative designed to promote sustainable and equitable recovery from the economic distress of COVID-19. Funding is allocated by region.

Mendocino County is part of Redwood Region RISE, comprised of Del Norte, Humboldt, Lake, Mendocino Counties, and Tribal Lands. Staff are part of the voting member block, which will participate in the selection of projects submitted for investment and development in our region. Also, division staff is a part of the Finance Working Group, whose goal is to bring forward other funding opportunities to project stakeholders.

In late April division staff attended the two day in-person gathering in Loleta, Humboldt County. This was the first in-person meeting with the other voting block members. The voting block members will be defining the scoring criteria for voting, as well as voting on projects to award funding. Division staff volunteered to join the Ad-Hoc Committee formed to create

meeting and organizational structure for the voting block member group.

UPDATED WEB PRESENCE AND BUSINESS RESOURCE

Staff has redesigned and expanded the Economic Development Division web presence. Before the redesign, the economic development page was a single page with limited information. The Economic Development Division now has several pages that have specific resources and information, such as starting your business, finding financing, and resources for finding employees. Link to the webpage below.

<https://www.mendocinocounty.gov/government/economic-development>

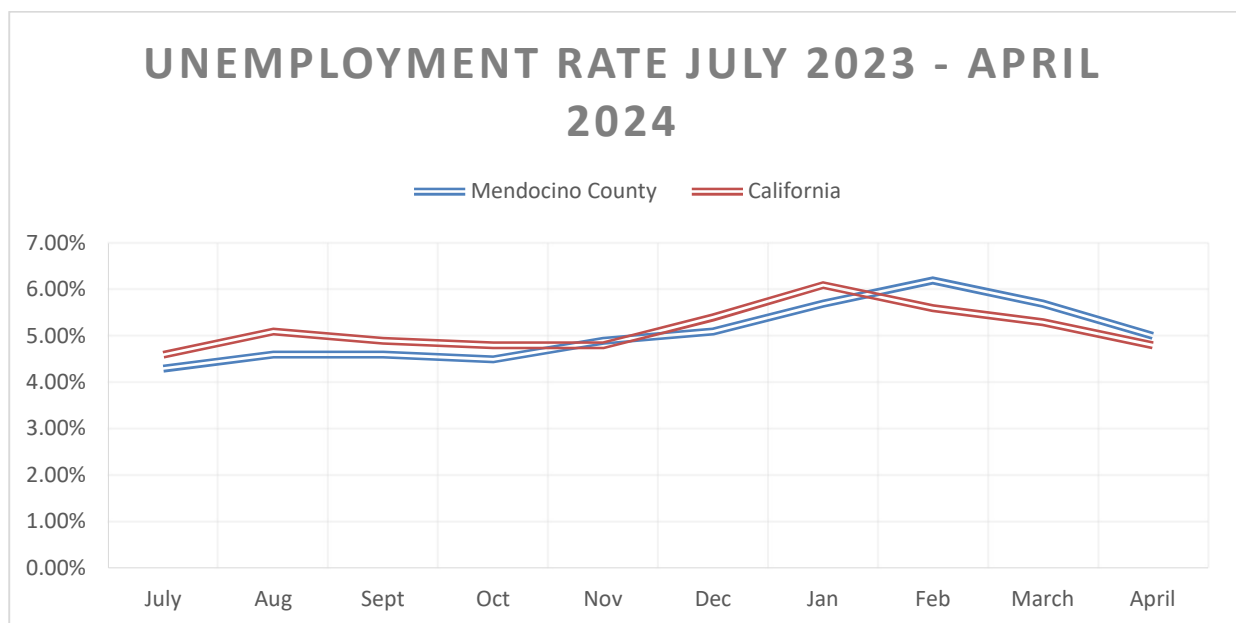
The goal is for this site to be an active online resource for current information and events relating to economic development in Mendocino County

Economic Summary

The economy of Mendocino County, like California, continues to be impacted by inflation, high fuel costs and relatively stagnant labor markets as illustrated by the charts below.

Unemployment rates track closely to California as a whole. A spike in unemployment occurred during the winter months. The labor market is slowly recovering, although unemployment is still higher in April 2024 at 5% than July of 2023 at 4.3%.

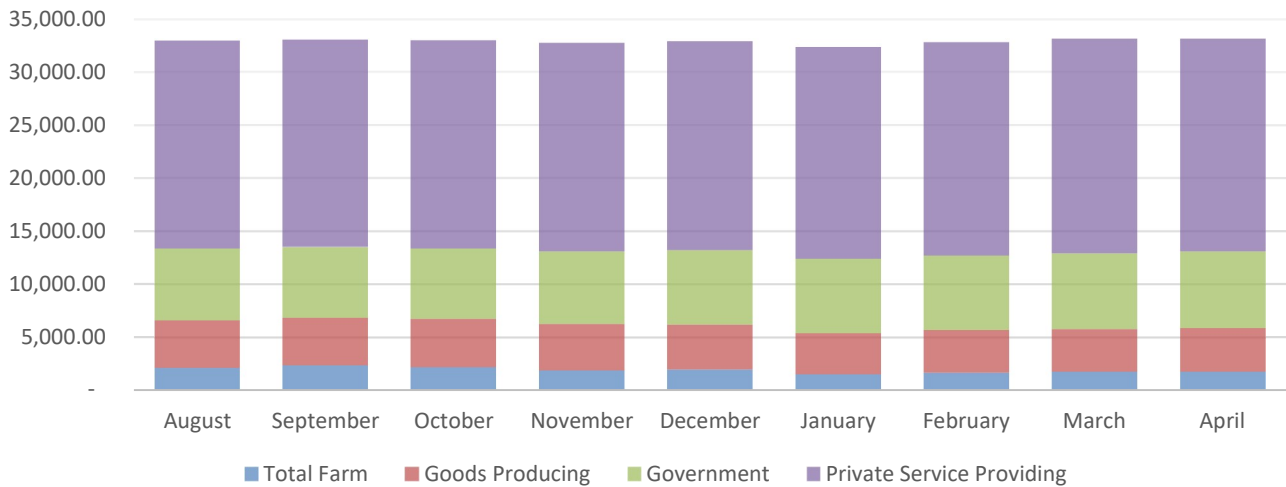
Economic Indicators



*CA EDD

The unemployment rate for Mendocino County, California was 5% as of April 2024. The regional unemployment rate was the same as the California rate of 4.8%. One year earlier, in April 2023, the unemployment rate in Mendocino County, California was 4.3%. Unemployment has increased by .5% in the last year.

TOTAL JOBS MENDOCINO COUNTY AUG 2023 - APRIL 2024



*CA EDD

As of April 2024, the total number of jobs for Mendocino County, California was 33,130, with a total labor force of 37,320 and 1,870 unemployed individuals.

Grants Division

In fiscal year 2023-2024, the Grants Unit has submitted or is currently in the process of applying for ten grants totaling \$63,502,132 on behalf of Mendocino County. Notably, the Federal Emergency Management Agency (FEMA) and the California Governor's Office of Emergency Services (CalOES) have already awarded Mendocino County \$345,200.29 for the update of the Mendocino County Multi-Jurisdictional Hazard Mitigation Plan.

Effective County Government Organization

- I. **Amplifund Implementation.** The County has introduced a new web-based grant management software, Amplifund, aimed at streamlining grant administrative tasks and ensuring adherence to regulatory guidelines. This innovative tool offers numerous benefits to the staff, including increased efficiency and compliance with regulatory standards. Two sets of departmental trainings were held, between December and March. While the official department training for Amplifund concluded in March, the Grants Unit and IT remain available to provide support. Both strongly encourage staff members to also take advantage of the available training videos and learning materials to facilitate self-directed learning in the system and ensure maximum utilization of its capabilities.
- II. **Staff Training.** The Executive Office fosters a culture of collaboration and a knowledge-sharing environment, enabling staff to share their expertise with coworkers. The Grants Unit organized the following seminars for staff:
 - a) Introduction to Marketing and Design: 11/13/23
 - b) Fundamentals of Project Management: 11/21/23
 - c) The Foundations of Grant Management: 12/4/23 & 12/8/23
 - d) Unveiling the Amplifund Advantage: 12/15/23
 - e) Amplifund System Training: 1/12/24 – 2/16/24, 2/21/24 - 3/20/24

A Safe and Healthy County

- I. **EPA Water TA Webinar.** The Grants Unit organized an informational webinar focused on Mendocino County in coordination with the EPA in April. The webinar highlighted the EPA's Water Technical Assistance ([WaterTA](#)) program, which provides hands-on support to communities for assessing their water needs, identifying solutions, and applying for federal funding to address water challenges. The Grants Unit invited local governments, utilities, tribal entities, and non-governmental organizations to join the discussion to explore how federal aid can help address the challenges faced in providing our community with safe, reliable, and clean drinking water, wastewater, and stormwater services.

A Thriving Economy

I. New Grant Applications:

- a) **\$163,195.33 – County-led Microenterprise Technical Assistance Program, Community Development Block Grant (CDBG).** This initiative is designed to provide technical support and guidance to small-scale businesses, known as microenterprises. The program will be implemented by County staff working within the Executive Office. This program strives to empower entrepreneurs by equipping them with the knowledge, tools, and resources required to launch, manage, and expand their businesses successfully. The main objective of this program is to help micro businesses overcome the various barriers they face, especially those related to governmental regulations, permits, licenses, zoning, and other areas where business and government intersect. Microbusinesses often need more expertise and resources to navigate the complex rules and regulations of starting and operating a business. This is where an in-house County Microenterprise Technical Assistance Program comes in, providing the knowledge and guidance needed to navigate these often-confusing systems. This PI only application was submitted by staff on May 3, 2024.
- b) **\$317,608 – Mill Creek Park ADA Bathroom Upgrade, Community Development Block Grant (CDBG).** During March, staff continued development of the Community Development Block Grant (CDBG) application for the Mill Creek Park ADA bathroom upgrade project (\$317,608). CDBG funds would be used to replace one of the existing portable plastic toilets located at the northwest end of Mill Creek Park with a permanent structure and to establish an ADA-accessible parking space at the restroom. With board direction provided on February 27, staff was developing plans to submit the County's application to HCD for \$317,608 for the 2023 NOFA, which opened on March 1. As HCD requires shovel-ready projects at the time of submission, staff were working with GSA to secure final plans for the project and with LACO to finalize the necessary NEPA before the application window closed on April 30. Unfortunately, HCD staff informed interested applicants that the NOFA closed on March 15 for new projects as funds were exhausted. Staff will complete ongoing activities to bring this project as an eligible project to the Board for the 2024 CDBG NOFA, expected to open in late July 2024.
- c) **Catalyst Fund, California Jobs First.** The Grants Unit worked with DCEO Tony Rakes to submit a project idea for additional low-level design broadband planning in Mendocino County to Redwood Region Rise for their inventory of California Jobs First-aligned projects in November. Redwood Region Rise is soliciting proposed projects in the region that can be brought forward for \$14 million Catalyst funding from the State of California. Staff engages with the monthly Redwood Region Rise HRTC meetings.

II. Active Grants *(managed in collaboration with other departments):*

- a) Mendocino County Microenterprise Technical Assistance, Community Development Block Grant (CDBG), 10/22-10/25, \$250,000.
- b) Round Valley Community Clean Up Program, Community Development Block Grant (CDBG), 10/22- 8/25, \$500,000.
- c) Mendocino County Business Assistance Loan Program (PI) Fund, Community Development Block Grant (CDBG), 4/21-6/24, \$500,000 (\$763,278.05 amendment pending signature).

A Prepared and Resilient County

I. New Grant Applications:

- a) **\$328,570 - Multi-Jurisdiction Hazard Mitigation Plan, CalOES.** The project will result in a FEMA approved update of the County's Multi-Jurisdiction Hazard Mitigation Plan which was last approved in 2021 and is due for update in 2026. The Grants Unit received notice on April 16 that FEMA had approved the Hazard Mitigation Grant Program funds for Mendocino County's application for the Mendocino County Multi-Jurisdiction Hazard Mitigation Plan Update. FEMA approved the requested project (\$246,615.90) and management costs (\$16,379.09). CalOES also approved state funding (\$82,205.30) for the project match, for a total project award of \$345,200.29. *(Awarded)*
- b) **\$400,000 – Multi-Jurisdiction Hazard Mitigation Plan (MJHMP) Update Project, Community Development Block Grant (CDBG) Mitigation-Planning and Public Services (MIT-PPS).** Submitted March 15 as backup funding when FEMA's funding approval was still pending for the mandatory update of the Mendocino County Multi-Jurisdiction Hazard Mitigation Plan (MJHMP), which was last approved by FEMA in 2021 and is due for an update by 2026. With the FEMA approval of funding on April 16, 2024, the MJHMP project update became fully funded, and the County withdrew its application for this project.

- c) **\$1,102,781 - Wildfire Prevention Grant Program, CalFire.** The Grants Unit worked with the Prevention, Recovery, Resiliency, & Mitigation (PRRM) team to develop a \$1.25 million CalFire Wildfire Prevention Grant Program application submitted on January 10, 2024. If awarded, this evacuation safety improvements project proposes safer evacuation routes and improved fire safety for communities along Old River Road and in the Branscomb Road corridor, improved evacuation planning throughout the County with an update to the Mendocino County Evacuation Plan, and vital County-led outreach and education activities throughout the year.
- d) **\$289,387 - Flood Emergency Response Grant Program, Department of Water Resources.** The Department of Water Resources (DWR) informed Grants Unit staff that the pre-proposal submitted in December for the Statewide Flood Emergency Response Grant Program was selected to move forward. Staff worked with the Prevention, Recovery, Resiliency, & Mitigation (PRRM) team to modify the scope and budget of the project based on the feedback received from DWR. The proposal was submitted May 2. If the proposed project is fully funded by DWR (\$289,387), it will include a local flood emergency plan, updated maps, and emergency communication equipment for the Emergency Operations Center (EOC). Additionally, four flood fight containers will be placed strategically throughout the county. This funding will enable improved planning and county response capabilities during climate hazards that could impact infrastructure, including landslides caused by excessive rainfall, flooding, and severe storms.
- e) **\$10,000,000 - Community Wildfire Defense Grant, USDA Forest Service.** In October, the Grants Unit worked with DOT and Facilities to submit a \$10 million USDA Forest Service Community Wildfire Defense Grant Application. If awarded this five-year project, would implement aggressive vegetation management and hazardous tree removal throughout the County while building staff capacity through planning and capital equipment purchases. *(Not Awarded)*
- f) **\$994,300 – Regional Climate Collaborative, Strategic Growth Council.** The County submitted a pre-proposal to the Strategic Growth Council Regional Climate Collaboratives grant program on 9/6. The proposal would fund the creation of a Mendocino County Climate Collaborative to unify county-wide climate efforts under one deciding body of public, nonprofit, and academic partners. Committed to finding sustainable and equitable solutions to climate change, the Collaborative would aim to leverage local voices and foster healthy, more resilient communities. The project would provide the necessary framework to facilitate climate projects and programming throughout Mendocino County. While the County—along with various community groups and local agencies—already prioritizes climate resiliency and has pursued numerous projects over the years, this project will fill the gap for implementing and tracking projects on a county-wide scale. This project did not make it beyond preproposal.
- g) **\$50,383,900 – NOAA Climate Resilient Regional Challenge.** The County joined a multi-county collaborative led by the Sonoma Mendocino Economic Development District (SMEDD) to submit a Letter of Intent to the NOAA Climate Resilience Regional Challenge on August 29, 2023, for the California North Coast Regional Resiliency Collaborative Project. Targets climate impacts posed by warming waters, rising seas, drought, and increased flooding through protection, restoration, and propagation of kelp forests, building economic resilience and supporting a just transition to a new climate reality, mitigation of estuarine flooding through enhanced ecosystem services and adaptation of critical harbor infrastructure and public access to rising seas, inspiring future generations of coastal stewards and facilitating cultural access for Tribal members. This project was not invited to submit a full proposal by NOAA.

II. **Active Grants** *(managed in collaboration with other departments):*

- a) Mendocino County Community Wildfire Protection Plan, CDBG MIT PPS, 8/22-6/25, \$160,000.
- b) Fire-Hazard Abatement Ordinance Implementation Planning and Capacity Building, CDBG MIT PPS, 1/23-6/25, \$295,000 *(rescoping project)*.
- c) Mendocino County General Plan Safety Element Integration of the MultiHazard Mitigation Plan, CDBG MIT PPS, 12/22-6/25, \$41,457 *(closing out)*.
- d) Mendocino County Hazard Mitigation Plan Update, CDBG 17 MIT PPS, 12/22-6/25, \$62,500 *(closing out)*.
- e) Emergency Warning Siren Feasibility and Installation Project, Phase 1, Hazard Mitigation Grant Program (HMGP) 4407, FEMA/CalOES, 9/21-12/24, \$96,020.
- f) Critical Generators Mitigation Project, Phase 1, Hazard Mitigation Grant Program (HMGP) 4458, FEMA/CalOES, 7/22-3/25, \$80,285.
- g) Orr Springs Road Fuels Reduction, Phase 1, Hazard Mitigation Grant Program (HMGP) 4558, FEMA/CalOES, 11/22-1/25, \$135,974.40.

- h) Mendocino County Grants Capacity Building, Prepare CA Jumpstart, CalOES, 7/22-7/27 \$992,000.
- i) Mendocino County Fuels Reduction and Community Preparedness, Cal Fire California Climate Investments (CCI) Wildfire Prevention (FP) Grants, CalFire, 9/22-3/26 \$1,894,185.
- j) 911 Switching Equipment, CDBG 17 MIT RIP, 10/22-2/26, \$3,732,597
- k) Microwave and Radio Communications Systems Upgrade, CDBG 17 MIT RIP, 8/23-2/26, \$1,150,823.
- l) Microwave Facilities Hardening, CDBG 17 MIT RIP, 7/22-6/25, \$509,707.
- m) Redwood Complex Ignition-Resistant Construction, Phase 2, Hazard Mitigation Grant Program (HMGP) 4354, FEMA/CalOES, 11/22-3/26, \$2,218,277.25.

Other/Additional Information

- I. **Cannabis Department Assistance.** The Grants Unit assisted the Cannabis Department with their Local Equity Entrepreneur Program (LEEP) Grant program audit, equity eligibility audit, and budget amendments. The Grants Unit also provided significant assistance with the Cannabis Department's Local Jurisdiction Assistance Program (LJAGP) Grant biannual report, program audit, program manual updates and budget amendments.
- II. **Participation in CA Jobs First.** The Grants Unit attended the Redwood Region RISE In-Person Gathering that took place on April 29-30. Redwood Region RISE is dedicated to the development of a 10-year vision aimed at creating sustainable job opportunities in Tribal Lands across Del Norte, Humboldt, Lake, and Mendocino Counties, through the California Jobs First initiative. The goal of the meeting was to collectively identify and develop action-oriented sector and cross-cutting strategies that establish the foundation for the solicitation and administration of resources in the region. Additionally, the event included regional project workshops to further foster collaboration among stakeholders.

Public Protection

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. Commencing in FY 2022-23 Mendocino County, began the process of implementing various facility changes due to 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 component of our implementation is to partner with other county juvenile halls for housing of certain youth, such as those requiring specialized services which Mendocino County Juvenile Hall is unable to provide locally. We have established these agreements with several counties and plan to continue to expand our network of out-of-county partners. We also continue SB 823 implementation through various facility improvement projects, including enhanced security; youth services and programming; living unit and resource room improvements; etc. These improvements are funded through the various grants and one-time funding provided by the state for SB 823 implementation purposes. The state-wide trend of staffing challenges continues to affect not only Mendocino County, but juvenile halls throughout the state. Probation continues to evaluate the Juvenile Hall's ability to maximize the utilization of non-general fund revenue sources whenever possible, as well as exploring other sources of potential revenue. Part of this strategy is to enter into agreements with other counties to provide detention services at a daily rate when our Juvenile Hall has excess capacity. We have entered into an agreement with Lake County and are working to finalize agreements with two additional counties. FY24-25 will also see the implementation of CalAIM (California Advancing and Innovating Medi-Cal) requirements in coordination Social Services potentially allowing for coordination with Behavioral Health and Public Health.

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. FY24-5 will also see additional cuts to revenue from other state funding streams such as Prop 172, SB 678, and realignment funding due to state deficits. 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 anticipated the expansion of the Pretrial Release Program to include the acquisition and installation of a modular building within the jail perimeter. This project was terminated as the cost for the project became prohibitive. The project was modified to include the improvement

of facilities occupied by the PTR unit as well as other equipment and resources to enhance the PTR program. All enhancements are funded by one-time funds provided by the Courts with on-going funds. Additional staffing funds have been approved by the Community Corrections Partnership to cover partial costs. Remaining funds are requested as part of our FY24-25 budget. Probation completed the acquisition and began the implementation of our new case management system to replace our existing system which is no longer supported. Full implementation of the system is planned to be completed in FY24-25. In FY23-24 Mendocino County became a Dual Jurisdiction County with the execution of an MOU between Probation and Social Services which created a more coordinated and integrated service delivery by the child welfare and juvenile justice systems. In FY21-22 Probation entered into a Prop 64 Cohort 2 grant agreement with the BSCC for a Restorative Youth Justice Court in coordination with a local Community-Based Organization (CBO). This grant expires at the end of October 2024. Probation will be transitioning this program to a Probation Department funded program utilizing state allocated juvenile program funding sources.

Public Defender

The 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 Defender 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, Deputy Public Defender, and a Legal Assistant to our staff who, although temporary additions 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.

Sheriff's Office

To help decrease expenses to the General Fund in FY 2024-25, the Mendocino County Sheriff's Office (MCSO) requested a rollover of unexpended ARPA funding designated for patrol vehicles in FY 2023-24. The Sheriff's vehicle fleet is aging rapidly and although some patrol vehicles were purchased and received in FY 2022-23, vehicle replacement has been challenging due to extremely low patrol-rated supply and very high demand from public agencies nationwide. For this reason, vehicle appropriations are still a priority in the Sheriff's budget.

During the past fiscal year, MCSO has continued to fine-tune the use of Community Services Officer (CSO) positions. These positions have greatly assisted Deputy Sheriff-Coroners by taking on some of the non-sworn required duties, freeing deputies up to focus more on calls for service and other issues requiring sworn response. The CSO positions have also created a bridge for recruiting new patrol and corrections deputies. Given sufficient public exposure and training within our community, these incumbents will theoretically be able to gain experience needed to successfully apply for Deputy-In-Training and Corrections positions.

Hiring incentives for law enforcement have become common nationwide, as the number of qualified applicants interested in pursuing a career in law enforcement continues to diminish. MCSO continues to pursue funding to remain competitive with incentives other local agencies are offering, retain staff, and increase available personnel to better serve the public. Over the past several years, the Sheriff's Office applied for and was granted funding to help offset bonus pay incentives for Resident Deputies. Another grant proposal covering incentive pay and overtime (as well as flock camera technology) is already in the works. To reduce the impact on the General Fund, MCSO will continue to pursue funding for deputies who agree to reside in rural areas of the County.

Employee contract increases over the past few years continue to have a positive impact on the Sheriff Office's ability to retain quality personnel and recruit personnel for vacant positions. MOU costs have a domino effect on salary-related expenses, and this adds another degree of difficulty to projecting these costs in the FY 2024-25 budget, as well as costs associated with providing emergency services for wildfires, weather response and Public Safety Power Shutoffs (PSPSs).

Each fiscal year during budget preparation, the Sheriff's Office performs a comprehensive inventory of all contractual services. The FY 2024-25 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. Overtime needs and training are strictly reviewed by Sheriff's Office Command Staff. Over the past year, the Jail has been able to recruit and hire additional correctional deputies and this is offsetting the amount of overtime that would otherwise be required to meet mandatory staffing levels. To further help reduce overtime and training costs, Sheriff's Office personnel continue to work towards procuring mandated certified training courses for presentation here locally. The ability for our correctional deputies to attend local training courses also aids in reducing travel-related costs to meet legislatively mandated training requirements.

The utilization 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 critical responsibilities in the Jail. Sheriff's Services Technicians also gain on the job experience with Jail operations that can be useful in helping to build a career path to deputy positions.

To improve safety and deter contraband in the Jail, a canine specializing in the detection of drugs was recently purchased. In the past fiscal year, there have again been a handful of life-saving incidents which had positive outcomes due to the training, awareness, and dedication of Corrections staff. These lifesaving incidents involved suicide awareness/prevention and the administration of Naloxone. The combination of well-trained Corrections staff and a canine program in the Jail will provide a safer facility with true care and control for those housed within. This in turn will reduce potential exposure to liability for Mendocino County.

Inflation has had a direct impact on the Jail's budget, as expenses related to food, medical and household expenses have increased significantly over the past several years. This has made it challenging to reduce or cut expenses in the Jail without impacting the level of care provided daily. Long-term contracts with medical and food service providers have assisted in stabilizing the costs associated with these services.

The Jail's Inmate Welfare Program continues to partner with Behavioral Health, other County departments and community partners to develop strategies that will aid in reducing recidivism and create a path for successful re-entry into the community. A variety of programs are offered in the Jail, such as vocational, educational and substance use disorder treatment programs, to name a few.

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.

Agriculture

The Department continues to seek to maximize staff time in billable programs supported by state grants and contracts. The Department continues to strive 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.

Planning and Building Services

The Department of Planning and Building Services (Department) continues to provide our core services in the three primary functional service areas of: planning, building, and code enforcement. In addition, the Department continues pursuing grants that benefit the community related to planning and building.

The Building Code was updated in January 2023, imposing 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.

The Department implemented SolarApp Plus which allows for automated plan-check and permit issuance for eligible rooftop solar installations. In September 2023, the Building Division amended the Class K Ordinance for structures greater than 2,000 square feet in size.

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 the award of the LEAP Grant. The Planning Division is targeting adoption of these updated regulations by mid-year of FY 2024-2025.

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 be fully engaged over the next three years as they work on completing this advanced planning work. The proposed FY 2024-25 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.

The Code Enforcement Division has taken action to balance the high volume of public-initiated complaints with the known resources available. Over the last several months the Code Enforcement Division has reassessed its capabilities with cannabis enforcement, the current overall workload of the Division, and the updated Board of Supervisors-directed priorities from December 2023. 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.

While the bulk of the Community Development Block Grant (CDBG) program has been moved to the Executive Office, Planning and Building Services maintains the Disaster Recovery Multi-Family Housing Program.

DR-MHP utilizes CDBG-DR funds to assist communities with affordable rental housing needs.

Current awards include:

1. Disaster Recovery Multi-Housing Grant (Acorn Valley Plaza) - \$6,591,778

This project is set for completion and lease-up by August 31, 2024

The Department is presently developing new and improved processes with a focus on efficiency and customer experience, including assistance from a process management expert from the County's Executive Office. The Department's strategy starts with comprehensive metrics, which are available on our website. As improvements are made, successes and opportunities for improvement are reflected in those metrics, such as examining the overall processing time or the total number of applications currently in our inventory.

Public Assistance

Programs and Projects Related to Homelessness

The Department of Social Services continues to engage 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.

Highlighted Projects:

Project Homekey - 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. www.projecthomekeymendocino.org

Front Door for Families – In early 2023, the Department of Social Services launched the Front Door for Families project, with the support of a Family Homelessness Challenge Grant. Focusing exclusively on households with children experiencing or at-risk-of homelessness, the Front Door for Families project has provided housing guidance, and limited direct financial support, to well over 250 households experiencing housing instability. As a one-stop-shop for families struggling with housing, the project furthers the County's Strategic Plan Goal IIA – A Safe and Healthy County.

Organizational and Fiscal Resources:

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 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 have 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 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.

Health and Sanitation

Public Health

Public Health continues to navigate the Post-Pandemic world, playing a critical role in safeguarding our community through our Emergency Preparedness, Communicable Disease, MCAH, WIC, and Immunization activities. As we look towards the upcoming fiscal year, the department has consolidated the fiscal and administrative teams of Public Health and Behavioral Health and Recovery Services, this allows for reduced redundancies, cost savings, and a reinvestment of those savings into our programs. As a whole, the financial forecasting for the State shows signs of significant challenges to come. To brace ourselves for the projected budget deficit, PH continues to diligently seek out and apply for grants, assess procedures to ensure efficiency, and implement an Electronic Health Record to enhance client care and maximize revenue through Medi-Cal billing.

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 24-25, 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. SUDT continues to adapt to the changing needs of the community and will continue to seek out and apply for grants to fund enhanced outreach efforts.

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 24-25, 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 the 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 24-25, 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 24-25, 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 24-25, the Mental Health Treatment Act Citizens Oversight Committee will work with the developer awarded through the General Services Agency's Request for Proposals on the construction of a psychiatric health facility, with the plan of breaking ground in early Fall. The committee will continue to provide the Board of Supervisors with recommendations, post and evaluate requests for proposal(s) for potential substance projects and will review the independent audit of expenditures and performance management plan.

Public Ways and Facilities

Department of Transportation

County Roads

The Chief Executive Officer and the Mendocino County Department of Transportation (MCDOT) recommend allowing \$5,413,423 of Senate Bill 1 (SB 1) Road maintenance and Rehabilitation Account (RMRA) funding to be utilized in Fiscal year 2024-25 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 (CSAC) anticipates RMRA funding will increase beyond the 20-year projections for SB 1 made when the bill passed in 2016, so the County expects to see increased revenue in future years for corrective maintenance.

Land Improvement

Funding in the amount of \$300,000 is 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 \$612,000 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 \$14,000 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 \$25,500 is being allocated for 1/5 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. There is \$3,500,000 allocated for the first half of construction of the Taxiway A reconstruction. This is 90% reimbursable through an FAA grant. The project has been delayed for a few years because of unavailability of FAA funds. 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 \$171,505 is being allocated to the Water Agency for the Russian River Watershed Association, Ukiah Valley Basin Groundwater Sustainability Agency annual memberships, and Inland Water and Power Commission participation. These memberships are paid by additional funding allocations each budget year. The entities provide valuable services and inter-agency collaboration for the Water Agency.

Education

Mendocino County Library

In fiscal year 24-25, the Library is planning to fund the completion of the Willits Branch Roof Replacement, Alternative Energy Panels and Battery Backup Project, the Ukiah Branch feasibility study to provide the best alternatives to enlarge the branch, the architectural design for the refresh/remodel of the Willits Branch interior, and new Toshiba all-in-one copiers for three of our smaller branches. These items and projects will be funded by the Library's capital investment budget unit 1715 as well as a Building Forward grant from the California State Library.

The Library operating budget unit 6110 fiscal year 24-25 includes additional funds for salaries and benefits due to possible salary increases which may result from reclassifications. Additionally, two part-time positions are being added to provide needed coverage at branches. There are expected decreases in broadband internet due to the E-Rate discount program and decreased county Enterprise technical services fund expenses. The A-87 expenses are increased, as well as contracts and software expenses.

The Library has expanded its services by launching the Library by Mail program to provide books and items for check out to be shipped to and from patrons' residences at no cost for those who are homebound. We are also providing county-wide programs such as technology training and Lunch at the Library. In the summer of 2024, the Library expanded the Lunch at the Library program from two branches to five branches. The Library partners with school districts that provide meals, and library staff provide fun and educational activities for the children participating.

Each branch has a selection of seeds for its "Seed Library," and in fiscal year 24-25, there is funding for all the branches to coordinate and have more equitable seed selections at each location. We have also increased the programming budget to allow for a greater selection of exciting Summer Reading Program events. Additionally, there will be more funding for staff to attend training and conferences to bring back new ideas and enthusiasm to Mendocino County Library.

Farm Advisor

Mission and Collaboration:

The University of California Cooperative Extension (UCCE) in Mendocino County operates through a partnership of county government, UC ANR, and support from the USDA and external funding sources. UC Agriculture and Natural Resources connects UC research in agriculture, natural resources, economic growth, nutrition, and youth development with local communities to improve the lives of all Californians. This mission is achieved by providing University of California academics and education specialists who extend research-based information in plant and animal agriculture, natural resource management, nutrition, consumer sciences, community, youth, and human development. UCCE Mendocino County continues to offer key community resources with the Master Gardener and 4-H Programs.

Key Developments in 2023-2024

New Leadership: Matthew Barnes appointed as County Director and Dr. Laura Elisa Garza Diaz as Water Quality, Quantity, and Climate Control Advisor.

Upcoming Roles: Cultural Burning and Indigenous Land Stewardship Advisor, 4-H Youth Development Advisor, Livestock & Natural Resources Advisor

Program Highlights

Livestock & Natural Resources

- Current Status: John Harper, current advisor is emeritus, with approved recruitment for replacement in FY 2024/2025.
- Future Status: Offering the popular sheep shearing school in 2025.

Forestry

Michael Jones PhD: Forestry Advisor

- Ongoing Research: Focus on forest health issues, sustainable forest management, and climate change.
- Community Engagement: Develop outreach programs for landowners and managers, hire a new Community Education Specialist, and build relationships with under-represented communities and local partners.
- Prescribed Burning: Continue research and education on the use of prescribed burning as a management tool.

Viticulture

Christopher Chen PhD: Integrated Vineyard Systems Advisor

- Educational Resources: Continue offering resources and events for grape growers, support for commodity groups.
- Collaborative research on pest, disease, and climate-related pressures on wine grape production.
- Online Access: Extension resources available on the UCCE North Coast Viticulture website.

Water Quality, Quantity, and Climate Control

Dr. Laura Elisa Garza Diaz: Water Quality, Quantity, and Climate Control Advisor

- Groundwater Management: Develop a Water Well Monitoring Program for the Ukiah Valley Basin.
- Technical Expertise: Support updates to the Mendocino County Coastal Groundwater Study and lead the climate advisor role for the Drought Resilience Plan.
- Education and Outreach: Collaborate on water resources and policy master classes, deliver seminars, and expand outreach at events like Pear and Grape Day.

Diversified Agriculture

Dr. Clebson Gomes Goncalves: Diversified Agriculture Advisor

- The Diversified Agriculture program provides education and outreach.
- Maintain and enhance the economic, social, and environmental sustainability of diversified agriculture.

Meet the growing demands and contribute to the success of farms in Mendocino County.

Recreation and Culture

Mendocino County Museum

In the upcoming year, the Museum will leave the Museum Technician position vacant and instead use extra-help to maintain daily operations, resulting in \$66,000 in savings in salaries and benefits. The Museum is now operating under the Executive Office which will result in additional savings.

The Museum will be offering a monthly “*fresh look*” at permanent exhibits through interpretation, programming, and the introduction of collections recently digitized or previously in storage. Two traveling exhibits are planned: A loaned collection of prints from the San Francisco Center of the Book will represent 13 years of printmaking made possible by the Roots of Motive Power through use of the beloved Buffalo Springfield Steam roller. In the Spring, the Museum will host, Take Me to the Water: Histories of the Black Pacific reveals the deep and historic connections between people of African descent and the Pacific Ocean, on loan from Exhibit Envoy.

Tours will continue to be popular and can bring in additional revenue. The popular behind-the-scenes tour will feature new collections and will continue to be an attraction. The Museum will offer seasonal hours to entice new audiences and support tourism during the summer months.

The Museum will continue to partner with the greater Mendocino County community and the Friends of the Mendocino County Museum while exploring the feasibility of and moving towards a transfer to non-profit management which may save the County additional funds in the future.

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 2024-25 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 2024-25 Chief Executive Officer's Proposed Budget for the County of Mendocino, including:

- 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 the FY 2024-25 Department Funding Requests (Attachment A) directing the Auditor-Controller to return to the Board of Supervisors on June 25, 2024, with a formal resolution adopting the FY 2024-25 Mendocino County Budget based on the above direction;
- Approve amendments to the Position Allocation Table as listed in Attachment D and Attachment E, directing Human Resources to return to the Board of Supervisors on June 25, 2024, with an updated Position Allocation Table;
- Approve the funded fixed assets/vehicles, structural improvements, and projects as listed in Attachment G;
- Approve Fiscal Year 2023-24 Carry Forward funding prioritized to reduce dependence of one-time funding for FY 2024-25
- Approve creation of Designated Reserve for Capital Improvements for Facilities leased by non-County agencies
- Approve use of \$3,298,283 in Designated Retirement Reserve for Fiscal Year 2024-25 Budget
- Approve use of \$1,000,000 in Designated Mental Health Audit Reserve for Fiscal Year 2024-25 Budget
- Accept the Fiscal Year 2024-25 Proposed Budget Report;

General Fund - The primary operating fund of a government, used to finance most typical services such as public safety, administration, and public works.

Budget Deficit - The amount by which government expenditures exceed revenue over a specific period of time, leading to a shortfall that must be financed through borrowing or the use of reserve funds.

Non-Departmental Revenues - Revenues that are not directly generated by specific county departments but are collected at a county-wide level, such as general sales taxes, property taxes, and certain grants.

Net County Cost (NCC) - The total cost to the county for providing services after accounting for all revenues except for General Fund support. It represents the impact to the General Fund.

One-Time Funds - Funds that are not expected to recur on a regular basis, used typically for non-recurring expenditures. Examples include windfalls from legal settlements or one-off state or federal grants.

Operating Transfers In/Out - Transfers of money between different government funds as recorded in financial statements. Transfers in are added to a fund, while transfers out are deducted.

Actuals - The term used to describe the real financial figures recorded during a specified accounting period. Actuals represent the true amounts of revenue received or expenditures made, as opposed to budgeted figures or forecasts.

Property Tax In-Lieu of VLF (Vehicle License Fee) - Revenue received from the state as a replacement for vehicle license fees that local governments previously collected directly.

Sales Tax Revenue - Income earned by the government from sales tax, which is imposed on the sale of goods and services. It is a percentage of the price paid by the consumer at the point of sale.

Transient Occupancy Tax (TOT) - A tax charged to travelers when they rent accommodations in a hotel, inn, motel, vacation rental, etc., for a period of less than 30 days.

Measure P - A sales tax measure that was approved in November 2022 and introduced a 0.25% sales tax increase to fund fire prevention and emergency services across Mendocino County.

Teeter Plan - A method of property tax allocation that allows counties to receive the total amount of property taxes levied regardless of the actual collection rate, with the county assuming the risk for delinquent accounts.

Fiscal Sustainability - The ability to sustain current spending, tax, and other fiscal policies over the long term without risking fiscal crisis.

Fiscal Year (FY) - A one-year period used by governments for accounting and budget purposes, which varies between countries. In Mendocino County, the Fiscal Year is July 1st through June 30th.

Adjusted Budget - Refers to the budget amount that has been modified from the original approved budget to reflect changes such as additional allocations, reductions, or other adjustments during the fiscal year.

YTD (Year-to-Date) - The period starting from the beginning of the current fiscal year up to the current date, used for tracking financial progress and performance against the annual budget.

Projected Deficit - An estimate of the amount by which expenses are expected to exceed revenues by the end of the fiscal year based on current and forecasted operations.

Supplemental Roll Tax - Additional property taxes levied due to changes in property value not accounted for in the original tax roll, often resulting from construction or property sales.

Penalty & Cost on Delinquent Tax - Fees and charges applied to tax amounts that are paid late, intended to encourage timely payment of taxes.

Property Transfer Tax - A tax imposed by local governments on the transfer of property from one owner to another, based on the property's sale price.

Revenue Forecast - The estimated amount of money that will be received from various sources during a specified fiscal period. This is a critical component for budget planning and adjustments.

Capital Improvement Projects (CIP) - Long-term investment projects undertaken by the government to build, maintain, or improve its infrastructure assets, such as roads, bridges, schools, and government buildings.