COUNTY OF MENDOCINO
Facilities and Fleet Division
Executive Office

DARCIE ANTLE
Chief Executive Officer
Clerk of the Board
Purchasing Agent

851 Low Gap Road
Ukiah, CA 95482
Email: facilities@mendocinocounty.gov
Office: (707) 234-6068

MEMORANDUM

County of Mendocino
Facilities and Fleet – Recruitment Request
BOS Meeting 02.24.2026

To: Board of Supervisors
From: Jeff Determan, Fleet and Facilities Maintenance Superintendent

Facilities has received the formal resignation notification from one of our seven Building Maintenance Mechanics whose last workday is anticipated to be February 13, 2026. This loss will have a significant impact on the Facilities division, amplified by the rapidly approaching addition of two new County properties (Jail expansion and PHF) that will require additional maintenance attention. Facilities and Fleet is requesting to hire one Building Maintenance Mechanic to replace the outgoing staff member, per the County's Strategic Hiring Process. Facilities is currently in the recruitment process for the replacement of one additional Building Maintenance Mechanic that was approved for hiring by the Board on February 3, 2026.

Facilities has been operating at our assigned Building Maintenance Mechanic allotment for several years. Of the eight positions currently allotted to maintain the 90 owned County buildings, one staff member is permanently assigned to the Fort Bragg and coastal areas, and one staff member is assigned full time to the Jail complex. The remaining six positions cover all other County facilities in Ukiah, Boonville, Hopland, Willits, Covelo, nine remote repeater sites, and any other as needed request from County staff to include assisting in moves, furniture assembly, waste disposal, office remodels, and individual staff accommodations. Additionally, this last calendar year this team completed 2,696 maintenance work orders and responded to 110 after hours emergency call outs.

During the FY 25-26 Budget adoption the Facilities division was allocated $3,534,028 to fund salaries and all benefits under the 1000 series. However, based on current staffing levels we will require an estimated $3,648,213 to fully fund salaries and current (member chosen) benefits under the 1000 series. The $114,185 shortfall is due to an applied attrition projection of 6% for the year. Per Board resolution 25-078 signed on May 6th 2025 the following five (5) positions were removed: Facilities and Fleet Division Manager, Facilities Project Specialist II, Grounds Maintenance Technician III, Auto Mechanic III, and Auto Services Technician. The removal of these positions did surpass the goal of a 6 percent adjustment in staffing for Facilities and Fleet.

As of the end of pay period 21–25, the division has realized $17,123 in savings within the 1000 series due to various unfunded staffing leaves, not covered by the 1610 budget unit (LWOP and Workers Comp). To help contribute to 1000 series shortfall, at Q1 budget adjustments, the Facilities Division reduced the scope of its approved bathroom facility modification project, lowering the budget from

$79,931 to $20,000. This adjustment provides an estimated General Fund savings of $59,931. A Q1 budget adjustment request (BG-865802) has been submitted to formally apply this budget reduction.

Recognizing that Facilities and Fleet is 1) Projecting to be at or under budget for Fiscal Year 2025-26, and 2) loss of staffing in this position could directly impact the services Facilities and Fleet provides to the County, Facilities and Fleet is requesting to hire one Building Maintenance Mechanic to replace the outgoing staff member, per the County's Strategic Hiring Process. No new position allocations will be required.

Facilities and Fleet
Numbers include allocated salaries and benefits amount that includes the assigned 6% Attrition. End of Year (EOY) budget is an estimate based on current Year-to-Date actuals.

- Adopted Budget: $5,474,688
- Salaries and Benefits: $3,534,028
- Salary savings from Vacancies: N/A
- EOY Budget savings - no hires: $33,000
- Approx. FY25-26 cost of 1 hire: N/A (Already funded position)