



The CEO Report

August 21, 2018

Human Resources Update

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Disaster Preparedness

Human Resources is working with the Office of Emergency Services to continue improving the processes to notifying Disaster Services Workers.

Leadership

The Mendocino County's Executive Leadership Team (MCELT) will be providing a two day High Performance Organization (HPO) Training on September 17 and 18, 2018. MCELT members will be the trainers. MCELT is looking forward to offering this training and there are 35 County employees planning to attend. It is MCELT's hope that this will be the first of many trainings, with the goal of providing this opportunity to all County employees.

Vacancy List

Human Resources is continuing to work on a revision to the Vacancy Report that includes additional information as requested by the Board of Supervisors. The new report will be included in the next CEO report.

Information Technology Master Plan Update

County IT has prioritized a list of critical replacement needs and has moved forward with individual projects. The detailed update is attached to this report. Weekly meetings regarding the development of the IT Master Plan and the progress of the priority projects will continue. The Executive Office is working on financing options and hopes to have more information to present at the First Quarter Budget Report.

On August 28, 2018, a discussion regarding budget scenarios previously prepared will take place as well as a Department Applications Workshop. The workshop will assist with reviewing all departmental initiatives and priorities. Updated Department initiatives will be sent to the project leads for comment in September, 2018, followed by a final draft of the IT Master Plan in October, 2018. Finalization of the plan should occur in October with a presentation being given to the Board of Supervisors at the November 6, 2018 Board meeting.

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Cobblestone Contract Administration Implementation

The County's contract management software system, Cobblestone Systems – Contract Insight Enterprise Edition, has been configured by Executive Office staff. As the test department, the Sheriff's Office contract staff has received both testing and training within the system.



www.cobblestonesystems.com

On August 2 and 3, 2018, an introduction to the Cobblestone System was presented to the following departments: Agriculture, County Counsel, Executive Office- Recovery, Human Resources and Planning and Building Services. Following the introduction, staff met on August 10, 2018, to begin training within the system. Training for departments will continue for 2-3 more weeks, at which point a new group of departments will be invited to receive an introduction to the system and begin training. All County departments will be phased into the system and full implementation is anticipated by December 31, 2018.

Cultural Services Agency Update

The Cultural Services Agency (CSA) is diligently working to consolidate the Library, Museum and Parks. A new category has been added to on the County's Website for the CSA. The CSA encourages everyone to check out the new page at www.mendocinocounty.org/government/executive-office/parks

The Library has finished up the Summer Reading Program and it has been one of their most successful programs with over 1,000 sign ups.

A new Branch Librarian has been hired for the Ukiah Branch Library. The Library was able to hire from within as the Ukiah Teen Librarian, Melissa Carr, has been promoted to Branch Librarian.

All libraries are continuing their wonderful programming and on September 14, 2018, the Willits Branch Library will host a special Back to School Program for families with stories and school supplies. All Mendocino County Libraries will be celebrating National Library Card Sign-Up Month in September.

The County Museum and Parks Program is pleased to announce it has offered the position of Program Administrator to Megan Dukett and we look forward to her joining the team in September. Megan brings a wealth of experience in History, Museums and Parks.

The County Museum will be taking down the exhibit, Art Remembered Celebrating 45 years of Art at the Museum, and will be prepping the exhibit space for our next scheduled exhibit which will be in coordination with the Out of the Ashes Community Art Project. This is a community project that was started by local artists, fire survivors and others. Events focused on remembering, storytelling and documenting are planned in October for the anniversary of the fires. The County Museum will be one of the community locations to display the local art in remembrance of the October Fires. Submittal of artwork is open to anyone. The Ukiah Library is also hosting a storytelling program for survivors to come and document their story in conjunction with this community program. The Ukiah Daily Journal recently published an article regarding this program, which can be viewed at:

www.ukiahdailyjournal.com/article/NP/20180506/FEATURES/180509928

More information will be shared with the Board of Supervisors as the event dates near.



For more information, visit the Cultural Services Agency's website at:

www.mendocinocounty.org/government/executive-office/parks

Request for Proposal/Request for Qualifications Update (RFP/RFQ) Update

All RFPs/RFQs currently in the evaluation process:

- RFP# 04-18 Office Supplies (Executive Office/Central Services)
- RFQ# 10-18 Copy Paper (Executive Office/Central Services)
- RFP# 15-18 Sheriff Pursuit Vehicle Build Services (Executive Office/Central Services)
- RFP# 26-18 Alarm Monitoring Services (Executive Office/Facilities and Fleet)



All RFPs/RFQs currently in the contract negotiations phase:

- RFP# DR-18-03 Disaster Recovery Technical Support (Executive Office/Recovery)
- RFP# DR-18-05 Disaster Recovery Project Management (Executive Office/Recovery)

EMS RFP Update

Mendocino County Executive Office & HHSA staff have been working with the Coastal Valley EMS Agency to finalize an RFP for the Exclusive Operating Area Provider for Emergency Ambulance Services. A final draft of the RFP is currently with the State for approval prior to its release. Anticipated time frames for the RFP are as follows:

Event	Date
Release RFP	Week of 8/20/18
Proposers Conference – Mandatory	10/9/2018
Deadline for Written Questions (by 4:00 p.m.)	10/17/2018
Letter of Intent Due (may be scanned and submitted via email attachment to rauja@mendocinocounty.org)	11/2/2018
Proposals Due (by 4:00 p.m.)	11/30/2018
Notice of Intent to Award	2/1/2019
Last Day to Appeal	2/18/2019
Approval of Contract by Board of Supervisors	4/23/2019
Implementation	7/1/2019

County Counsel Legal Opinion Regarding City of Willits' Resolution Relating to Psychiatric Facility Location



Stay plugged in and up-to-date with the latest Mendocino County News by visiting www.mendocinocounty.org.

On August 7, 2018, the Board gave County Counsel direction to prepare a legal opinion regarding the City of Willits' resolution relating to the potential location of a County psychiatric facility within the City. Willits' resolution acknowledged that the County was immune to City zoning laws but contended that the State would not issue a license for certain types of treatment facilities unless the County complied with local zoning. The City's resolution asked the County to acknowledge that issuance of a State license would require compliance with the City's zoning laws.

After consultation with the Board Chair and the Chief Executive Officer, it is the opinion of County Counsel that a legal opinion on this issue is premature at this time. Because there is not a proposal for any particular type of facility, it is uncertain which licensing regulations would apply to this project. Any analysis would, therefore, be based on speculation. Moreover, any initial conversation with the City may moot or significantly alter the issues requiring legal analysis.

Cannabis Business Tax Litigation Update (Johnson, et al. v. County of Mendocino)

On August 8, 2018, the Court of Appeal issued its opinion upholding the County's cannabis business tax in the case of Johnson et al. v. County of Mendocino. Howard Jarvis Taxpayers Association filed an amicus brief in this matter after their lawsuit against the City of Ukiah over a similar issue was dismissed on procedural grounds. The Court of Appeal held that the tax was properly submitted to the voters as a general tax and that the advisory measure did not alter the vote requirements. This opinion is certified for publication, and is therefore expected to provide precedent, resolving any future similar challenges.

Budget Update

Although the Board of Supervisors passed a balanced budget for fiscal year (FY) 2018-19 on June 19, 2018, the budget team is ramping up their efforts to improve the budget process for FY 2019-20 and ensuring good financial stewardship in FY 2018-19 by implementing the following departmental budget administration and management practices and reporting methodologies.

Budget Management trainings will be held once per month for department budget staff.

- Topics will include; Budget Management 101, Budget Metrics, Monitoring 1000 series, Budget development practices, Quarterly Reporting, just to name a few.

A Metric Dashboard has been created for each department to report on their progress each month to the Budget Team including such metrics as:

- Adopted Budget to Actuals (detail vs summary)
- Vacancy rate with department projected savings to the end of fiscal year
- Three efficiencies from each department/division (this allows for sharing of best practices)
- Grant funding opportunities explored/awarded during the month
- Other metrics will be added during the year such as Contract management and administration reporting.

Budget Instructions prepared for the County departments budget staff are being reviewed for clarity and developed further to include screen shots of various Munis report examples to improve education and consistent reporting throughout the organization.

All required budget forms will be reviewed for necessity, efficiency and duplication.

Budget update reports will be presented to the Board of Supervisors every other month in addition to the regular quarterly and mid-year reports. The next Budget update reports will be October 16, 2018, and December 18, 2018, with the first quarter report being presented on November 6, 2018.

As we close out of the FY 2017-18 budget year, we are left with no fund contribution to contingencies or to reserves, no small part due to the 2017 Redwood Complex Fire disaster. The Executive Office is looking to move forward cautiously into FY 2018-19 in order to meet the budget goals and priorities set by the Board of Supervisors. The Mendocino Complex Fire has most certainly added additional challenges to meeting the budget goals. For example, the Sheriff's department has expended 45% of their budgeted overtime, working long hours to support the first responders while also performing their regularly assigned duties. Also of note HHSA, who due to the numerous fires in the state, was required to fully staff the Mendocino County Evacuee shelter without the assistance of the American Red Cross which typically takes over such duties. Both agencies are star examples of the stellar efforts to keep our community safe during the largest wildfire in California's history while also highlighting the economic hardship that the County will need to recover from over the course of several years.



*Check out Mendocino County's Career Page, powered by NEOGOV.
www.governmentjobs.com/careers/mendocinoca*

Animal Shelter Update

Disaster Statistics:

There were a total of 69 animals received and cared for at Animal Care Services due to displaced fire victims from July 27, 2018 through August 15, 2018: 33 cats, 32 dogs, three birds and one lizard. The Shelter is continuing to care for three dogs and three cats.



To view pictures and bios of the Animal Shelter's wonderful adoptable cats and dogs, visit www.mendoanimalshelter.com

There were a total of 35 large animals received and cared for at the Redwood Riders Arena located at 8300 East Road, Redwood Valley, due to displaced fire victims from July 27, 2018, through August 15, 2018: 13 horses, 15 goats, two cows, four chickens and one tortoise. The Shelter is continuing to care for one horse, two pigs and two goats.

A total of (104) animals were received and cared for during this time period.

Transfers:

Approximately 22 Mendocino County Animal Care Services animals were transferred out to other established partnering animal rescue organizations during the above time period. The transfers assisted the Animal Shelter very much in gaining the much needed kennel space during the disaster. The transfers made it much easier to accommodate the displaced fire victim pet animals.

Fire Funding Agreements

The Fire Funding Allocation Agreements for the FY 2018-19 were mailed out to 18 of the 21 agencies for signature on Thursday, August 16, 2018. The agreements for the remaining three agencies are scheduled for consideration by the Mendocino County Board of Supervisors during the August 21, 2018 Board meeting. Payment to all agencies is anticipated to occur by September 30, 2018.

Upcoming Board Meetings

Regular Meeting	August 21, 2018
Regular Meeting	September 11, 2018
Standing Committee Meeting	September 24, 2018
Regular Meeting	September 25, 2018

Dates of Interest

County Holiday	September 3, 2018
RCRC Annual Meeting	September 19-21, 2018

Boards and Commissions Vacancies*

Board Name	Position
Assessment Appeals Board	Various

* Anticipated vacancies

Please note: Anticipated vacancies include expiring terms; the incumbent of the expiring term may apply for reappointment and/or may continue to serve in their capacity until replaced. California Government Code requires public noticing for all expiring terms regardless of the incumbent's intention to apply for reappointment.

August						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

-  Regular Board Meeting
-  Standing Committee Meeting
-  County Holiday
-  RCRC Annual Meeting

Attachments

1. Information Technology Master Plan Update
2. Ongoing list of Boards and Commissions vacancies

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Information Technology Master Plan Update

Assessment & Improvement of Cannabis Processes – Permit/Lic TRAKIT & Tax (Aumentum)

- Contract with ClientFirst finalized
- Initial meetings with departments held June 27, 2018 through June 29, 2018
- Additional department meetings scheduled for August 2018

County Network Upgrade (Core Switch)

- Design complete
- RFQ 23-18 issued and closed
- PO issued June 19, 2018
- Most equipment received, pending remaining items
- Installation began August 2018

County Dell SAN & Disk Space Expansion

- RFQ 13-18 issued and awarded
- PO issued May 3, 2018
- Equipment received

Technology Support for the EOC

- Initial needs assessment complete
- Project manager has identified priorities
- Initial equipment orders placed and received
- Phase I of County network installation complete
- Phase II needs assessment in process

Property Backup System (IBM)

- RFQ 11-18 issued and awarded
- PO issued May 17, 2018
- Equipment received
- Installation scheduled to begin end of August 2018

Sheriff's Office Network Switch Upgrades

- Design complete
- RFQ 20-18 issued and awarded
- PO issued June 6, 2018
- Equipment received
- Installation and configuration complete
- Project complete

Sheriff's Office Aegis Server Replacement

- RFQ 06-18 issued and awarded
- PO issued April 21, 2018
- Equipment received
- Installation and configuration complete
- Project Complete

Sheriff's Office Structured Connectivity System & Cabling Bid

- Initial site visit held April 24, 2018



VACANCY NOTICE

MENDOCINO COUNTY
BOARD OF SUPERVISORS
501 LOW GAP ROAD, ROOM 1010
UKIAH, CA 95482

CARRE BROWN
First District

JOHN MCCOWEN
Second District

GEORGEANNE CROSKEY
Third District

DAN GJERDE
Fourth District

DAN HAMBURG
Fifth District

CARMEL J. ANGELO
Chief Executive Officer/Clerk of the Board

KATHARINE L. ELLIOTT
County Counsel

Date Posted: August 15, 2018

NOTICE IS HEREBY GIVEN that there are vacancies on the following Board(s) and/or Commission(s):

Assessment Appeals Board (2)

-- Various --

Please note:

Anticipated vacancies include expiring terms: the incumbent of the expiring term may apply for reappointment and/or may continue to serve in their capacity until replaced. California Government Code requires public noticing for all expiring terms regardless of the incumbent's intention to apply for reappointment.

If you are interested in serving on this Board, contact your Supervisor, or the Clerk of the Board of Supervisors, at 501 Low Gap Road, Room 1010, Ukiah, CA 95482 (707) 463-4441.

LAST DATE FOR FILING: September 4, 2018, or until filled.

CARMEL J. ANGELO
Clerk of the Board of Supervisors

By: _____
Deputy

PLEASE KEEP POSTED THROUGH: September 5, 2018.



VACANCIES

**MENDOCINO COUNTY
BOARD OF SUPERVISORS**
501 LOW GAP ROAD, ROOM 1010
UKIAH, CA 95482

CARRE BROWN
First District

JOHN MCCOWEN
Second District

GEORGEANNE CROSKEY
Third District

DAN GJERDE
Fourth District

DAN HAMBURG
Fifth District

CARMEL ANGELO
Chief Executive Officer/Clerk of the Board

KATHARINE L. ELLIOTT
County Counsel

**APPOINTMENTS TO BOARDS AND COMMISSIONS
AUGUST 15, 2018**

The Board of Supervisors is actively seeking candidates to fill the following vacancies. Please consult with the Executive Office or visit www.mendocinocounty.org/government/board-of-supervisors/boards-and-commissions for information on specific categorical areas and District vacancies.

BOARD/ COMMISSION	POSITION CATEGORY	SEATS OPEN
(a) Airport Land Use Commission	(Various)	(2)
(b) Air Quality Management District Hearing Board	(Various)	(4)
(c) Animal Care and Control Appeals and Advisory Board	(Various)	(3)
(d) Assessment Appeals Board	(Alternate)	(1)
(e) Behavioral Health Advisory Board	(Various)	(2)
(f) Cemetery District of the Redwoods	(Various)	(2)
(g) Child Care Planning Council	(Various)	(5)
(h) Civil Service Commission	(District 1 Member)	(1)
(i) Community Development Commission	(Tenant Commissioner (Coastal))	(1)
(j) Fish Rock Cemetery District	(Trustee)	(1)
(k) Gualala Municipal Advisory Council (GMAC)	(Alternate)	(1)
(l) Health and Human Services Agency Advisory Board (HHSA)	(Various)	(8)
(m) Hopland Cemetery District	(Various)	(3)
(n) Hopland Municipal Advisory Council	(Alternate)	(1)
(o) In-Home Supportive Services (IHSS) Advisory Committee	(Various)	(7)
(p) Little River Airport Advisory Committee	(Various)	(10)
(q) Mendocino County Business Improvement District	(Inland Area Representative)	(1)
(r) Mendocino County Fish and Game	(Member at Large (Coastal))	(1)
(s) Mendocino Historical Review Board	(Member)	(1)
(t) Mendocino - Little River Cemetery District	(Trustee)	(1)
(u) Museum Advisory Board	(Various)	(3)
(v) Policy Council on Children and Youth (PCCY)	(Various)	(12)
(w) Sonoma Mendocino Economic Development District	(Director)	(1)
(x) Westport Municipal Advisory Council	(Member)	(1)