



COUNTY OF MENDOCINO

STATE OF CALIFORNIA

FY 2018-2019
1ST QUARTER REPORT & ADJUSTMENTS

Chief Executive Officer: Carmel J. Angelo
Auditor – Controller: Lloyd Weer

NOVEMBER 13, 2018

Fall Vineyard
Courtesy of Visit Mendocino

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INTRODUCTION

With this document, we begin the Budget Reporting process to the Board of Supervisors for Fiscal Year (FY) 2018-19. The First Quarter Report covers the first quarter of the budget year, from July 1, 2018 through September 30, 2018, and provides detailed information projecting how the County budget status is likely to end on June 30, 2019. As with quarterly reports presented to the Board of Supervisors in the past, this report examines the Net County Cost (NCC) projections of departments across the County system. The NCC for a department is identified by taking the annual expenditures of a department and subtracting the annual revenues derived by that department. Most departments can not operate without infusions of discretionary general fund dollars to be able to maintain services. These infusions of revenue, referred to as NCC, are financed primarily by property tax, sales tax, and transient occupancy tax revenues. The pool from which the County provides these monies is limited and is annually adopted in the County's budget as Budget Unit 1000.

California Government Code § 29009 requires the County to produce a balanced budget and the quarterly reporting is an important step in the process of fulfilling this legal requirement of the County's financial management. Every year we hope to produce a budget that is balanced between the needs of our community and the revenue reality that is presented to us. All decisions and policy in this matter are solely the responsibility of the Board of Supervisors. The Chief Executive Officer serves as the Administrative Officer designated by the Board to advise and administer Board direction in fulfilling the requirements of GC § 29009.

Budget Goals & Priorities: During the last few budget cycles, the Board identified goals of: Fiscal Stability, Financial Sustainability, and Organizational Development. The Board further directed several ways to meet those goals.

- Fiscal Stability
 - Debt mitigation and elimination are a priority
- Financial Sustainability
 - Maintain the reserve policy
 - One-time revenue will not be used for on-going expenses
- Organizational Development
 - Investing in the Organization's future through the Leadership Initiative, succession planning, and recruitment and retention practices
 - Identify and measure departmental performance metrics, including the balancing of location-based provision of County services

Further, the Board established the following FY 2018-19 Budget Priorities:

- Investment in Roads
- Economic/Business Development
 - Broadband
 - Permit Fee Waiver Program
 - Support New Housing Development
 - Grant Writer Program
- Support for Emergency Services
- Homeless Issues
- Support Community Partners

Finally, at the April 24, 2018, FY 2018-19 Budget Workshop, the Board expanded on the priorities with the following directives:

- Use one-time revenue for one-time expenses
- All expenditures of Measure B Funds must be approved by the Board
- Human Resources and County Counsel will explore the use of interns and volunteers
- Comprehensive evaluation of the County's vehicle fleet condition prior to purchasing additional vehicles
- Greater detail provided to the Board regarding facility modifications and improvements prior to approval

- Exploration of the use of solar at County facilities
- Greater evaluation of the proposed IT upgrades for a cost savings analysis
- Development of property acquisition options around the new courthouse
- Development of property liquidation options for the Willits Justice Center and Ukiah Courthouse
- Pursuit of grant funding to generate additional County revenue
- Auditor to reflect Proposition 172 funds in the BU 1000 series table
- Executive Office to provide additional information regarding the development of a Cultural Services Agency
- Departments must create efficiencies prior to pursuing full cost recovery (June 5, 2018)
- Executive Office develop options for an updated EMS model
- Treasurer – Tax Collector to review County online payment fee structure

The Executive Office continues to focus on these goals and priorities in the administration of the Budget for FY 2018-19.

EXECUTIVE SUMMARY

Moving forward this fiscal year, we are following the Board of Supervisors' fiscal management goals and directives, focusing on fiscal stability, financial sustainability and organizational development. The County continues to see signs of a stable economy. The projected slight increase in discretionary revenue is similar to the growth we experienced last year. However we believe the areas of the County affected by wildfires will take years to recover. We do not anticipate seeing significant overall revenue increases any time soon, in fact we are well past the average length of a post-recession recovery, and the County must be prepared for the next recession when it comes. Because the general cost of providing the County's core services continues to rise, including the cost of benefits and pensions, we must remain cautious in our approach to spending, and look for innovative methods of providing core services that will benefit the citizens of Mendocino County, now and into the future. FY 2018-19 will be a year focused on disaster recovery, emergency preparedness, economic development and identifying innovative ways to invest in our greatest asset, our employees.

The progress in improving the County's fiscal health over the past several years is something to be proud of, however, much work remains to strengthen the County's position, performance and accountability, and prepare us for the future. This budget provides the foundation to work from as we strive to improve the Mendocino County we know and love.

The final carry forward amount for FY 2017-18 is \$4,463,408. \$498,218 was allocated by the Board at budget adoption resulting in \$3,965,190 available as fund balance to be allocated at 1st Quarter.

In previous years, the carry forward amounts were: FY 2016-17 was \$6,404,171, FY 2015-16 was \$8,827,145, FY 2014-15 was \$11,734,766 and FY 2013-14 was \$8,850,853. This compares to FY 2012-13's actual carry forward of \$6,798,242, FY 2011-12's actual carry forward of \$2,976,286, and FY 2010-11's actual carry forward of (\$500,833). We rely on departments to provide accurate quarterly budget information which is the basis of developing the County's budget. We are aware that numerous factors can affect this preliminary estimate of our year-end outcome including unanticipated expenses, under-realized or over-realized revenues, vacancy factors, as well as other unforeseen circumstances. The Executive Office launched Budget Manager Training Sessions to provide departments with tools and best management practices when developing and managing their respective budgets. This year, the majority of the projected carry forward is much closer to the budgeted amounts due to the Executive Office, the Auditor's Office and the Departments' careful estimation of expenditures and revenues and thoughtful oversight of the budget. As budget training continues, the goal is to continue to improve estimation of future expenditures and revenues. While the County has a carry forward from FY 17-18, the department requests, deferred and emerging expenses totaling \$15,257,293 described in the Close Out section is greater than the available funding. The County will continue to experience increases in operating costs with the biggest impacts expected to be deferred maintenance and salary and benefit related costs. The 1st Quarter Report provides an overview of the current budget and recommended budget adjustments and use of carry forward.

STATE AND FEDERAL WATCH LIST

State Watch List

- November 6th – Gubernatorial Election
- November 30th – Adjournment at midnight of the 2017-18 legislative session
- December 3rd – 2019-2020 Regular Session convenes for Organization Session
- January 1st – Statutes take effect
- January – Governor's Proposed Budget
- January – February – Bills introduced in the legislature
- February – Legislative Analyst Office publishes the FY 2019-2020 budget analysis and revenue forecast

Federal Watch List

- October – Start of Federal FY 2019
- December 7th – Continuing resolution expires for remaining appropriation bills for FY 2019
- January 3rd – 117th United States Congress convenes
- February 1st – Deadline for the President to submit FY 2020 Budget
- February – FY 2020 Congressional budget processes begins

LOCAL ECONOMY

Labor Market and Employment Data

Instead of looking at monthly fluctuations in employment over the course of the quarter, this section compares July of 2017 employment data to July of 2018 employment data. Due to the seasonal fluctuations in employment, month to month comparisons are likely not a good indicator of economic conditions and instead, this report compares last year to this year. It is important to note that July is likely to be the highest employment month of the year due to the seasonal nature of both tourism and natural resource-based industries.

The Labor Market Information System data shows employment growth between July 2017 and July 2018 in Mendocino County's economy. While there was minor reduction of 120 people in the total civilian labor force, civilian unemployment (a segment of the total civilian labor force) declined by 310.

Total non-farm employment increased by 1%. The largest growth was seen in construction which had an increase of 9% (120 jobs) between July 2017 and July 2018. This was expected as Mendocino County continues recovery and rebuilding efforts related to the October 2017 Redwood Complex Fire. Education and Health Services also saw an increase of 120 jobs, but as the industry has significantly higher employment numbers, this only constituted a 2% increase. Manufacturing saw a minor increase of 1% (30 jobs) which is small but important as manufacturing is an important component of a healthy economy. Another industry with growth was Professional & Business Services which grew by 4% (70 jobs).

Mendocino County saw a 5% (70 jobs) decrease in farm employment between July 2017 and July 2018. A decrease in farm employment may signify a decrease in agriculture production in the 2018 year. That said, it could also signify that more farms are using out-of-area contract labor companies that do not show a Mendocino County address. While we have no hard data at this time, we have heard from a number of wine grape growers that smoke taint is an issue for some. Many vineyards located in the greater Ukiah Valley, Redwood Valley, and Potter Valley have indicated that they are having trouble selling their grapes because of smoke taint from the fires. There were no other industries that showed significant contraction in their workforce between July 2017 and July 2018.

Source: EDFC FY 2018-19 1st Quarter Economic Report

Real Estate Trends

Real Estate trends are mixed. Between August 2017 and August 2018, the average price of residential properties for sale was \$864,846, but the average price of properties sold was \$491,230. This supports claims that large rural parcels are sitting on the market, whereas single family residences are moving quickly and are in high demand. The average sale price in August 2018 (\$535,000) was higher than August of 2017 (\$447,000), however, the fluctuations over the course of the year do not show a specific upward trend. The highest average sale price over the course of the year was in December of 2017, with an average sale price of \$557,000. There is speculation that this peak in the market was related to displaced households from both the Redwood Valley and Santa Rosa fires of October 2017.

Between August 2017 and August 2018, the number of properties on the market went from 325 to 415 which is a 20% increase in homes for sale. While the increase in housing may be seen by some as a positive trend, there is a significant concern that larger parcels are flooding the market and not selling. There is also concern, though no current data is available, that wages are not keeping pace with housing prices.

Source: EDFC FY 2018-19 1st Quarter Economic Report

Business Attraction Retention and Expansion

There has been a significant increase in requests for microenterprise technical assistance (139 clients) over the past quarter. While we cannot know for sure the catalyst, there appears to be a relaxation from the concern of wildfire for those who live in the county seeking to start business here. This coupled with a strong belief that ancillary businesses will do well in the next few years as the demand for cannabis and canna-businesses grows. Tourist centered businesses continue to rise. While Fort Bragg has seen the greatest gains in tourism centered business, there is significant expansion in areas of Laytonville, and Anderson Valley.

"Travel and recreation remained a relatively central sector to the Mendocino County economy, consistently accounting for roughly 11 to 12 percent of total county employment during the study period. This contribution increased notably, in both absolute and relative terms, between 2015 and 2016" - The Rural County Representatives of California (RCRC) Mendocino Economic report

With the latest legal changes to Human Resources, including minimum wage increase and restrictions on independent contractor hires, we are seeing an already difficult workforce situation become even more challenging. In many cases, employers struggling to find skilled talent are reevaluating and redesigning their hiring practices.

Source: West Business Development Center

Discretionary Revenues

At the 1st Quarter Update there is a limited amount of information regarding discretionary revenues. The bulk of discretionary revenue is property tax and the first distribution of property tax revenue is not scheduled until December 2018. More detailed information on all revenues from Budget Unit 1000 will be available as a part of the mid-year report. Based on FY 2017-18 actuals in BU 1000 the Auditor anticipates an increase in BU 1000 at mid-year.

FY 2017-18 CLOSE OUT

As you are aware, the Board adopted the FY 2017-18 budget in a one-step process by holding budget Hearings and approving the final budget in June. Due to this timeline the Budget was adopted prior to the final close out of the previous fiscal year. The County Auditor utilizes a 60-day accrual period and closes the previous year's books on August 31st. When the Board adopted the budget in June the final numbers for FY 2017-18 were estimated based on each Department's 3rd Quarter projections. These projections included an estimated General Fund balance carryover of \$498,218. When the books were closed the final fund balance was \$4,463,408, which was \$3,965,190 more than projected. This change was due in large part to additional discretionary revenue and savings from various budget units. It is important to note that significant effort is required to maximize savings to the General Fund at year end. Some departments were over budget due to increases in salaries and benefits as a result of labor agreements.

The savings from departments and increased revenue, were able to offset departments coming in over budget in the aggregate.

This additional funding is recommended to be appropriated based on the Board of Supervisor's Budget Goals and Priorities. During the budget workshops and hearings, the Board discussed emerging issues around deferred maintenance and the Capital Improvements Plan, IT Master Plan/IT modernization, Jail Expansion Project and disaster recovery. The 1st Quarter recommendations are based on the critical funding needs.

The 1st Quarter recommendations include utilizing \$1 million for the required SB 844 – Jail Expansion match that was approved by the Board on July 10, 2018, ensuring we meet our obligation and have sufficient cash flow for the project. Further, it is recommended that \$1.5 million be allocated towards Capital Projects. This includes \$100,000 for critical public safety infrastructure needs including repairs to the County's Microwave System; \$200,000 to standardize generator power connections for the Emergency Operations Center, 911 Dispatch and other critical facilities; \$200,000 to replenish Facilities CIP reserves expended on unanticipated emergency/priority projects related to recent fires; and \$1 million for critical infrastructure projects for phase II of the Administration Building Roof and HVAC Project. In addition, \$1 million is recommended to fund critical end of life IT infrastructure projects identified in the IT Master Plan. The Executive Office is also recommending \$45,000 be allocated for the annual Recorded system software licensing and maintenance fee which was not accounted for in the Budget preparation process (the invoice was paid in July 2018). The remaining \$420,190 would be placed in Fund Balance for use at mid-year to address over-time and extra help costs for public safety.

In addition to budget adjustments related to allocating carry forward, the Executive Office is also recommending various department correction adjustments that do not require additional general fund dollars. All of the recommended adjustments are included in **Attachment A and B** and the carry forward use is summarized in the chart below. The recommended adjustments would bring the total County Budget from \$279,897,412 to \$286,195,452 for all funds.

CEO Priority	Department	Program/Project/Need	Requested Amount	Recommended Amount
1	Jail	SB 844 - Jail Expansion	1,000,000	1,000,000
2	Capital Projects (CIP)	Microwave Station Power Lines	100,000	100,000
3	Capital Projects (CIP)	EOC Generator Connections	200,000	200,000
4	Capital Projects (CIP)	Unanticipated CIP	200,000	200,000
5	Capital Projects (CIP)	Admin Bldg Roof Phase II	2,500,000	1,000,000
6	Executive Office / IS	IT Master Plan	4,700,000	1,000,000
7	Recorder Modernization	County Recorder System	49,000	45,000
8	Fund Balance	Unexpected Mid-Year Adjustments	0	420,190
	Total of all carryforward requests:		8,749,000	
	Total of all carryforward recommendations:			3,965,190
		FY2017-18 Carryforward balance*:		4,463,408
		Allocated Carryforward at FY18/19 budget adoption		498,218
		NET (recommendations - carryforward balance):		0

Summary of General Fund Departments by Budget Unit:

This summary provides information on General Fund budget unit projections for the 1st Quarter of FY 2018-19. The 1st Quarter of FY 2018-19 covers the period beginning July 1, 2018 and ending September 30, 2018. There are seven pay periods included in the First Quarter which sets the spending benchmark for the 1000 series at 26.9% for the quarter. Executive Office staff reviewed each budget unit's total expenditures by line item series for First Quarter. The 1000 line item series totals were compared to the benchmark level of 26.9% (7 pay periods in 1st Quarter/26 pay periods total for FY 2018-19). This close monitoring of the 1000 series is to track the County's progress in meeting the Board's 10% vacancy factor for General Fund Departments adopted at budget. As of September 30, 2018, the General Fund 1000 series expended year to date is 27.1%.

The Executive Office requested that each department provide a brief update indicating whether they were on track with their budget, and to provide budget related concerns for the 1st Quarter Report. The following narratives focus on the departments projecting to be significantly over budget.

BU 1000 – Non-Departmental Revenue: The budget unit is currently tracking with no significant fluctuations in revenue at this point in the fiscal year. Additional information on individual revenues will be available at mid-year. There are several adjustments recommended to the budget unit, but they are exclusively related to the additional fund balance realized at the end of FY 2017-18.

BU 1110 – Auditor-Controller: Projected to be **\$53,051 over budget**. The 1000 series is projected to come in over budget, due to the Auditor-Controller vacancy rate being lower than the 10% vacancy rate factor applied across all general fund departments applied to the FY 2018-19 adopted budget.

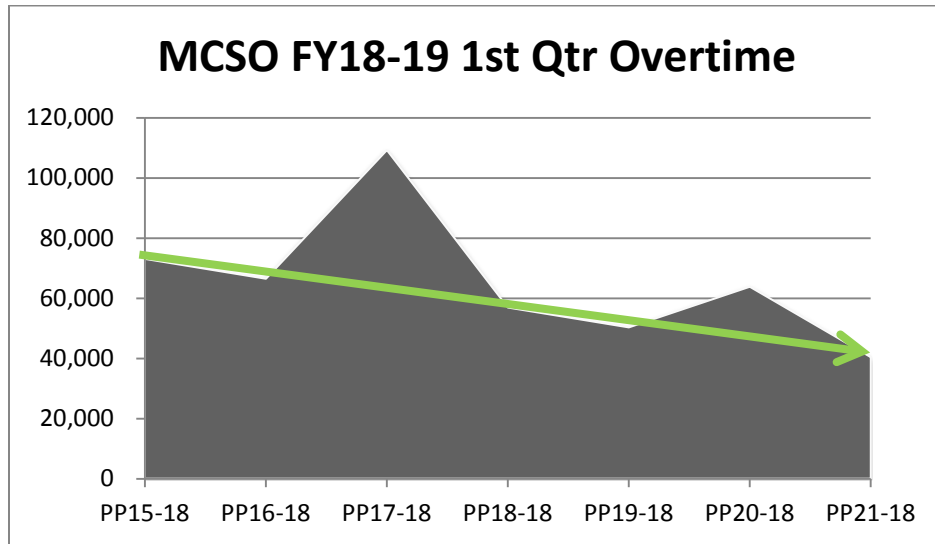
BU 1320 – Human Resources: Projected to be **\$101,026 over budget**. Although the final budget included a 10% vacancy factor, Human Resources does not have current vacancies in any general fund positions. In addition, the department had to use extra help for testing and to update the employee information database. The department is projecting to be over budget in the 1000 series by \$83,850 at this time. In addition, the Board approved an amendment to the Koff study agreement resulting in the department projecting to be over budget in the 2000 series by approximately \$17,176.

BU 2080 Public Defender: Projected to be **\$281,055 over budget**. The Public Defender's office has been recruiting to fill all vacancies within their office and will not meet the 10% vacancy factor. Actual series amounts with full staff will be estimated at \$681,980 per quarter showing an increase in the 1000 series above the adopted budget amount by \$281,055.

BU 2085 – Alternate Defender: Projected to be **\$130,694 over budget**. The Alternate Defender is projecting to be \$122,694 over in the 1000 series and is not achieving the 10% vacancy rate factor applied to general fund departments in the FY 2018-19 adopted budget. Major cases have resulted in a part-time attorney being converted to a full-time employee increasing salary and expenditures for an extended duration. In addition unanticipated professional services expense related to a juvenile case is estimated to come in over budget by \$8,000 in the 2000 series.

BU 2310 – Sheriff-Coroner: Projected to be **\$2,090,180 over budget**. The Sheriff's Office is projecting to be \$2,078,253 over budget in the 1000 series. The projections are based on a 0% percent vacancy rate and assuming over-time and extra help at the current rate through the end of the fiscal year. As of 9/30/18, the Sheriff's Office is holding a 10% vacancy rate. It should be noted at the end of first quarter salaries and benefits for regular employees are on trend to come in under budget. The overtime and extra help is being monitored closely and will be addressed at mid-year. Some of the overtime expense can be attributed to the Mendocino Complex Fire. The Executive Office anticipates the need to augment the overtime at mid-year, however it would be pre-mature to appropriate additional general fund at this time, until we have a better outlook regarding the Sheriff's staffing levels. The Executive Office

anticipates by year end the Sheriff will be over in the 1000 series by \$1.3 million due to over-time and extra help. As the department hires, the Executive Office expects regular salaries to be used and over-time and extra help reduced.



The Executive Office is working closely with the Sheriff's Office to effectively analyze the 90 different payroll codes and improve salary projections. It should be noted that over-time is trending downward as the Department hires additional deputies.

BU 2510 – Jail and Rehabilitation Center: Projected to be **\$779,342 over budget**. The Jail is projecting to be \$735,177 over budget in the 1000 series. As of 9/30/18, the Jail is holding an estimated 12% vacancy rate. It should be noted at the end of first quarter salaries and benefits for regular employees are on trend to come in at budget. The overtime and extra help is being monitored closely and will be address at mid-year. Some of the overtime expense can be attributed to the Mendocino Complex Fire. The Executive Office anticipates the need to augment the overtime at mid-year, however it would be pre-mature to appropriate additional general fund at this time, until we have a better outlook regarding the Jail's staffing levels to quantify salary savings that may be achieved to offset some of the over-time and extra help expenses. The Executive Office anticipates the Jail will be over in the 1000 series by \$633,253 due to over-time and extra help this fiscal year.

The following narratives focus on departments that are projecting to be over-budget or have unknown or fluctuating factors that require close monitoring this fiscal year.

BU 2250 – Juvenile Hall: Projected to be **\$29,770 over budget**. \$28,020 is primary due to the increase in overtime expenses to meet Title 15 staff requirements due to vacant positions. The Department anticipates a \$6,342 reduction in revenue with the transition of food preparation to the Sheriff's Office. The total adopted budget for Juvenile Hall in FY 2018-19 is \$2,218,121.

BU 2560 – Probation: Projected to be **\$36,434 over budget**. The overage is due to a drop in projected revenue because claimable expenses are down for some state programs like SB 678 and Youth Offender Block Grant.

BU 2710 – Agriculture: Projected to be **\$8,804 over budget**. The Agriculture Department is projecting an overage in the 1000 series, attributed to filling the vacant Assistant Agricultural Commissioner position. It should be noted the department has requested a budget adjustments between BU 2710 and BU 2810 due to cannabis employees being incorrectly charged to BU 2710. More information on State revenues with in BU 2710 will be available at mid-year.

BU 2810 – Cannabis Management: Projected to be **on budget**. It should be noted the department has requested a budget adjustments between BU 2710 and BU 2810 due to cannabis employees being incorrectly charged to BU 2710. The deadline to apply for a cannabis cultivation permit is December 31, 2018, which will affect the revenue to BU 2810. The Executive Office in conjunction with the department will be monitoring closely the revenues related to cannabis fees within BU 2810 and will report any issues at mid-year.

HUMAN RESOURCES UPDATE

Recruitment Summary: Between July 1, 2018 and September 30, 2018, Human Resources received 149 staffing requests, conducted 89 recruitments, received and screened 1,172 applications, conducted 30 examinations, and prepared 98 referrals. During this time period, the County hired 48 new employees and had 62 employment terminations.

Terminations			
7/1/18 through 9/30/18			
Dept	Separation Reason	Dept	Separation Reason
2090-CS	Resignation - New Job	5010-SS	Retirement
2510-JA	Resignation - New Job	2310-SO	Retirement
2550-JH	Resignation - New Job	2550-JH	Resignation - New Job
1120-AS	Resignation - Moving	5010-SS	Termination - Probation
2510-JA	Retirement	2070-DA	Resignation - Personal
7110-MU	Resignation - Personal	2851-PB	Termination - Job Ended
2310-SO	Retirement	1941-CR	Resignation - Other
4012-DD	Resignation - No Reason	1010-CB	Resignation - New Job
5010-SS	Retirement	2550-JH	Retirement
1610-BG	Resignation - Moving	2310-SO	Dismissal
5010-SS	Retirement	5010-SS	Termination - Probation
1120-AS	Resignation - Moving	1130-TC	Dismissal
6110-LB	Resignation - Personal	2550-JH	Layoff Due to Budget Cuts
3010-RO	Resignation - Moving	5010-SS	Retirement
1110-AC	Retirement	5010-SS	Resignation - New Job
5010-SS	Resignation - Other	2560-PR	Resignation - New Job
2560-PR	Resignation - New Job	1110-AC	Retirement
1610-BG	Dismissal	2550-JH	Layoff Due to Budget Cuts
2080-PD	Termination - Probation	1610-BG	Resignation - No Reason
5010-SS	Resignation - New Job	2550-JH	Layoff Due to Budget Cuts
1020-EO	Termination - Job Ended	6110-LB	Termination - Job Ended
1110-AC	Termination - Job Ended	2550-JH	Resignation - New Job
5010-SS	Termination - Job Ended	2550-JH	Layoff Due to Budget Cuts
4050-MH	Resignation - Family Obligation	2550-JH	Resignation - Personal
4012-DD	Resignation - Other	1610-BG	Dismissal
4080-CH	Resignation - Other	5010-SS	Retirement
3010-RO	Resignation - Family Obligation	1160-GS	Termination - Probation
5010-SS	Resignation - Illness/Injury	6110-LB	Resignation - New Job
2080-PD	Dismissal	2710-AG	Resignation - Personal
5010-SS	Termination - Probation	2550-JH	Layoff Due to Budget Cuts
5010-SS	Resignation - Illness/Injury	5010-SS	Termination - Job Ended

New Hires			
7/1/18 through 9/30/18			
Title	Dept	Title	Dept
Program Manager	2310-SO	Staff Assistant II Extra Help	2851-PB
Agricultural Measurement Standards Specialist I	2710-AG	Health Program Eligibility Worker Extra Help	0418-UN
Account Specialist II	2090-CS	Staff Assistant III	2851-PB
Staff Assistant I Extra Help	7110-MU	Corrections Deputy 10% Extra Help	2510-JA
Health Program Eligibility Worker	0418-UN	Chief Deputy District Attorney	2070-DA
Administrative Analyst II	1020-EO	Corrections Deputy	2510-JA
Deputy District Attorney I	2070-DA	Revenue Recovery Specialist	2012-CD
Deputy District Attorney I	2070-DA	Public Safety Dispatcher	2310-SO
Deputy Sheriff Coroner II	2310-SO	Library Assistant Extra Help	6110-LB
Social Worker III	5010-SS	Library Assistant	6110-LB
Nutritionist	0418-UN	Public Safety Dispatcher Extra Help	2310-SO
Library Technician Extra Help	6110-LB	Senior Community Health Worker	4080-CH
Juvenile Corrections Officer Extra Help	2550-JH	Deputy Sheriff Coroner I	2310-SO
Library Assistant Extra Help	6110-LB	Employment and Training Worker I	5010-SS
Library Assistant Extra Help	6110-LB	Revenue Recovery Specialist	1130-TC
Social Worker IV-A	5010-SS	Road Maintenance Worker I	3010-RO
Social Worker III	5010-SS	Director Planning and Building	2851-PB
Staff Assistant III	5010-SS	Agricultural Measurement Standards Specialist I Extra Help	2810-CN
Animal Facility Attendant Extra Help	2860-AN	Work Experience Trainee Extra Help	2310-SO
Deputy District Attorney III	2070-DA	Public Defender	2080-PD
Legal Secretary I	2080-PD	Deputy District Attorney I	2070-DA
Road Maintenance Worker I	3010-RO	Program Administrator	7110-MU
Account Specialist II	1110-AC	Account Specialist III	1110-AC
Senior Department Analyst	4010-PH	Account Specialist II	5010-SS

County-Wide Training Program: There were a total of 156 training seats filled by County employees between July 1, 2018 and September 30, 2018. The classes included: Emotional Intelligence, Presentation Skills/Public Speaking, Health Benefits Training, Introduction to Excel and Intermediate Excel. In the upcoming quarter, Human Resources will continue offering Technical Skills, Professional Development, Supervisor classes in addition to offering monthly online Wellness webinars.

Class	Number of Participants	Trainer
Health Benefits Training- Fort Bragg	17	Human Resources Department
Health Benefits Training – Ukiah	43	Human Resources Department
Introduction to Excel	25	Mendocino College
Intermediate Excel	26	Mendocino College
Business Presentation & Public Speaking	20	Mendocino College
Emotional Intelligence	25	Mendocino College

County of Mendocino



Status of Labor Contracts

As of October 31, 2018

Bargaining Unit	Employee Count 10/31/18*	Contract Status	Contract Start Date	Contract End Date
Confidential	24	Current	9/1/2017	6/30/2019
Department Heads	15	Current	9/1/2017	8/31/2019
DSA	142	Current	7/1/2017	6/30/2019
Management	56	Current	10/1/2017	9/30/2019
MCLEMA	10	Current	7/1/2017	6/30/2019
MCPAA	28	In Negotiations	1/1/2017	12/31/2018
MCPEA	38	Current	10/1/2017	9/30/2019
SEIU	766	Current	7/1/2017	6/30/2019
Unrepresented**	38	Current	9/1/2017	8/31/2019

* Does Not Include Extra Help

**Tied to Department Heads Bargaining Group

FIRST QUARTER RECOMMENDATIONS

Adjustments

All of the recommended adjustments are included in the **Attachment A (department corrections and adjustments) and B (carry forward adjustments)**. The recommended adjustments would bring the total County budgeted appropriations from **\$279,897,412** to **\$286,195,452** for all funds and includes \$2,332,850 in revenue for total revenue of \$273,173,372 for all funds

Use of Carry Forward

A total of **\$3,965,190** from the FY 2017-18 carry forward is recommended to be appropriated to FY 2018-19 as one-time funding as presented in **Attachment B**.

Recommended Actions:

1. Accept the Fiscal Year 2018-19 First Quarter Report as presented.
2. Approve the 1st Quarter Department Budget Corrections and Adjustments Corrections (Attachment A)
3. Approve the CEO Recommendations for Carryforward Fund Balance from FY17-18 (Attachment B)