



# COUNTY OF MENDOCINO

STATE OF CALIFORNIA

## **FY 2019-20** **MID-YEAR REPORT & ADJUSTMENTS**

MARCH 10, 2020



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**Exhibits**

BU 1000 Non-Departmental Revenue Forecast..... Exhibit A

FY 2019-20 Mid-Year Adjustment Resolution..... Exhibit B

FY 2019-20 Mid-Year IT Master Plan Update..... Exhibit C

**Attachments**

FY 2019-20 2<sup>nd</sup> Quarter Budget Net Zero Adjustments .....Attachment A

FY 2019-20 2<sup>nd</sup> Quarter Funding Needs..... Attachment B

FY 2019-20 2<sup>nd</sup> Quarter Fixed Asset Request.....Attachment C

## INTRODUCTION

### Purpose

With this document, we begin the Mid-Year Budget Reporting process to the Board of Supervisors for Fiscal Year (FY) 2019-20. The Mid-Year Report covers the first two quarters of the budget year, from July 1, 2019 through December 31, 2019, and provides detailed information projecting how the County budget status is likely to end on June 30, 2020. As with mid-year 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 operate at a loss and require 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. An update on these funds is represented in **Exhibit A** of this document, showing a revenue increase of \$500,000 and departmental funding needs, mid-year, for \$350,239 (see attachment B).

California Government Code § 29009 requires the County to produce a balanced budget and the Mid-Year Report 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 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.

#### Budget Guidelines

- Maintain current levels of service
- Invest in County infrastructure
- Focus on financial sustainability and identify cost savings whenever possible

#### Goals & Priorities

- **Fiscal Stability**
  - Debt mitigation and elimination
  - New Jail Additional Costs Unknown
  - Overall Facilities improvements – Roofs
  - ADA Transition Plan
  - Facility Energy Efficiency Projects
  - Information Technology Infrastructure
- **Financial Sustainability**
  - Maintain the reserve policy
  - One-time revenue will not be used for on-going expenses
  - Cannabis Program Sustainability
  - Juvenile Hall/Probation Sustainability
- **Organizational Development**
  - Investing in the Organization's future through the Leadership Initiative, succession planning, and recruitment/retention practices.
  - Identify and measure departmental performance metrics, including the balancing of location-based provision of county services.
  - Operational Efficiencies
  - Employee Salaries

- KOFF Study
- Criminal Justice staffing for new mandated transparency reporting
  - (SO, DA, PD, PR, JH, JA)
- IT Master Plan
- Facility Preventative Maintenance
- **Investment in Roads**
- **Economic/Business Development**
  - Support New Housing Development
  - Broadband
  - Grant Writer Program
  - Use of Solar
  - Electric Vehicle Replacement
- **Support for Emergency Services**
  - Staffing support for Local Emergency Medical Services
  - Explore Emergency Medical Services Joint Powers Authority
- **Disaster Recovery and Resiliency**
  - Emergency Preparedness
  - Emergency Access Routes
- **Local Homeless Issues**
  - Implementation of Marbut Report
- **Support Community Partners**
  - Fire Districts
  - Fire Safe Awareness/Forest Management
  - Potter Valley Water Project
  - Climate Action Committee
  - County Service Area 3
  - Other Special Districts/Agencies
  - 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 2019-20.

## Budget Calendar

Date	Event
March 2, 2020	3 <sup>rd</sup> Quarter reporting instructions transmitted
March 9, 2020	Budget Kick – Off Meeting
March 10, 2020	Mid-Year Report and Budget Workshop
March 12, 2020	Munis Budget Training*-Bring Budgets
March 13, 2020	Munis Budget Training
March 12-21, 2020	Budget Entered Into Munis
March 20, 2020	3 <sup>rd</sup> Quarter Budget Projection Report Due
March 25, 2020	Narrative Template Distributed
March 30, 2020	Completed Proposed Budget, Facility Modifications, Vehicle Request, & Fixed Asset forms due to EO
April 2-3 2020	Budget Conferences
April 8-9 2020	Budget Conferences
April 20, 2020	Fee Hearing
April 30, 2020	3/4 Quarter year CAFR report due
May 5, 2020	AM: 3 <sup>rd</sup> Quarter report presented to BOS & PM: Budget Workshop
May 8, 2020	Narratives Due
June 9-10, 2020	Final Budget Public Hearing
June 23, 2020	Resolution for Approval on Final 2020-21 Budget
June 23, 2020	Final Budget Adoption

## EXECUTIVE SUMMARY

### Overview

We are following the Board of Supervisors' fiscal management goals and directives, focusing on fiscal stability, financial sustainability, disaster recovery and organizational development. Mendocino County experienced its first PG&E's Public Safety Power Shut Off (PSPS) event in Fiscal Year (FY) 2019-20. We believe there is still cause for caution in projecting revenues into the future, mainly due to the unknown legislative climate and, 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.

Long-term fiscal stability remains a priority for the County. The General Fund and other major funds require continual attention to maintain stable, healthy fund balance. The first step in the annual budget preparation process is to assess the needs of the most valuable County's resources, the employees, who make Mendocino County function on a daily basis and through disasters. As of December 31, 2019 the County had not had enough experience with the salary increases implemented through the eight successful bargaining unit negotiations.

The general cost of providing the County's core services continues to rise, including the cost of salaries, benefits and pensions, public safety, the unknown impacts of continuations of PG&E PSPS; as a result we must remain cautious in our approach to spending and look for innovative methods in providing core services, and options to increase revenue now and into the future. FY 2019-20 is a year focused on emergency preparedness including upgrades to the public safety communication towers and systems, deferred maintenance, economic development and identifying ways to continue the investment the Board of Supervisors made in our greatest asset, our employees.

The County's fiscal health requires building resiliency into the budget for support of our employees, strategic communication infrastructure, strengthening readiness and emergency preparedness.

### CEO Budget Team Update

The Executive Office (CEO) Budget Team relies on departments to provide accurate quarterly budget information, which is the basis of developing this Mid-Year Report. 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, disasters and PSPS events.

In FY 2018-19, the CEO Budget Team began a proactive campaign to create an environment of greater financial stewardship throughout the county, representing the care, conservancy, planning, attention, upkeep, and management of our financial resources and choices beginning at the individual level. These efforts continue throughout the FY 2019-20 budget cycle.

Other efforts to this end are more formal, such as conducting regular monthly budget monitoring, forecasting, and various other budget related trainings. The CEO Budget Team has also collaborated with other county Departments, such as the Fleet & Facilities Division and Auditor-Controller's Office, to jointly host more specialized trainings. While difficult to measure, the budget team is confident that this initiative is on the way to fulfilling its goal based on feedback from several Departments.

- # of Training Topics Covered ..... 5
- Total Training Sessions Provided..... 26
- Total Seats Filled / Persons Trained \* ..... 137

*\* Includes individuals who attended multiple training topics*

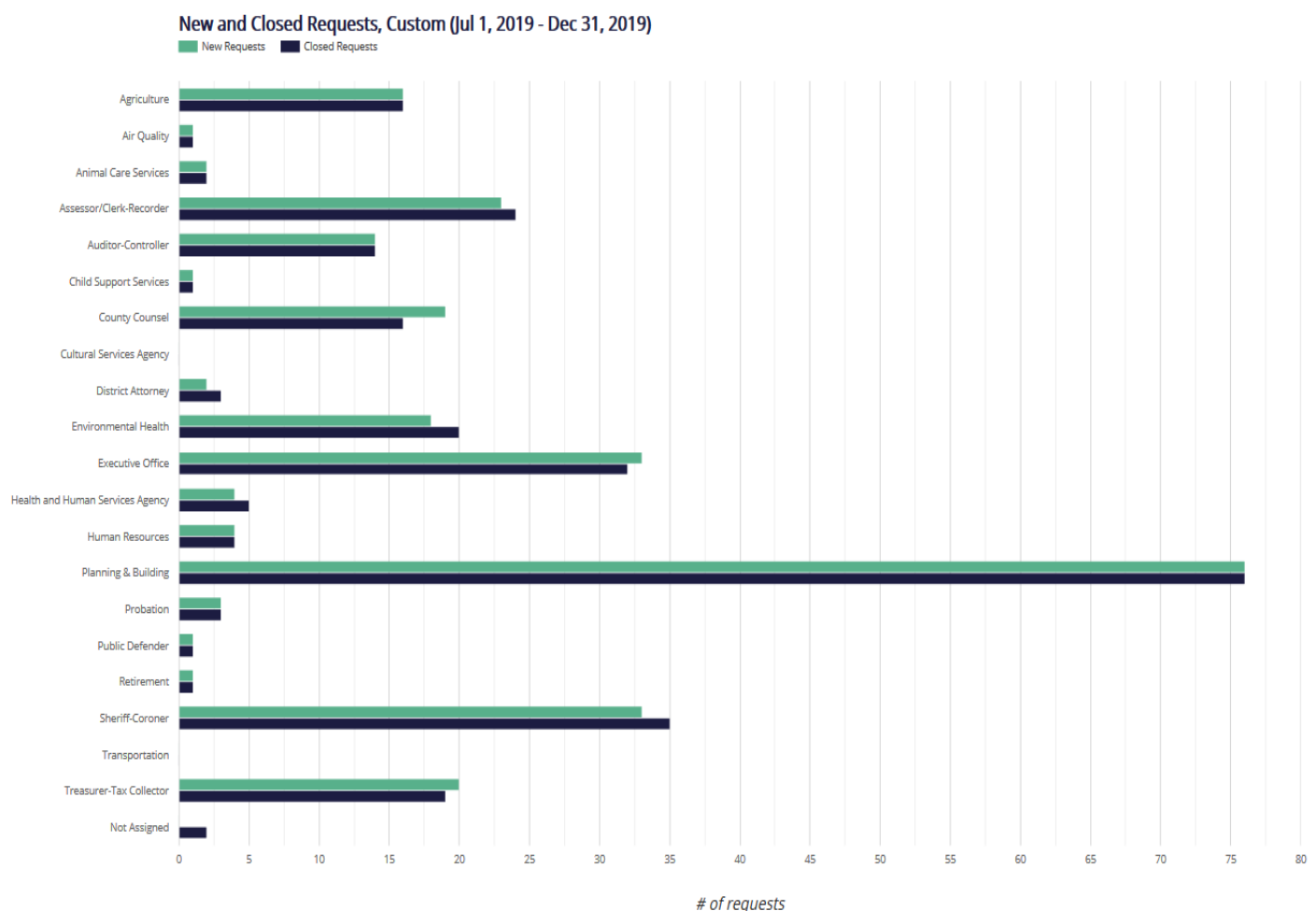
The CEO Budget Team works regularly with the Auditor's Office and the other departments to develop and report various metrics and key performance indicators. It is the hope that these metrics provide a level of transparency for the public to evaluate the county's activities. The metrics presented throughout this report, are also available on the OpenGov portal that can be accessed on the County of Mendocino website, <https://www.mendocinocounty.org/government/executive-office/past-county-budgets>

To begin to report on the County's Financials, the CEO Budget Team works closely with the Auditor-Controller's Office to prepare. As subject matter experts, the CEO Budget Team looks to the Auditor-Controller throughout the year for numerous projections and estimates for future revenues and expenses.

## Public Records Act Requests

The California Public Records Act declares that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in the state because it gives the public an opportunity to monitor the functioning of their government. It is the county's goal to provide the public with timely access to its public records.

The County of Mendocino uses a software solution called NextRequest to facilitate a public records act request. In most cases request are fulfilled within 10 days, unless an extension is utilized in accordance with State law. The public can review previous requests and responsive documents, or submit new request for public documents. County departments receive hundreds of requests each year with varying levels of work required to respond. The following chart provides the Board of Supervisors with information on which departments received requests this fiscal year.



## Non-Departmental Revenues – BU 1000

After an analysis of Budget Unit 1000 – Non-Departmental Revenue, is projected to come in under budget by \$500,000. A detailed revenue breakdown for BU1000 revenue forecasts are provided in *Exhibit A*.

## Teeter Plan Update

The Teeter Fund, per the Auditor-Controller's Office is projecting to come in on budget.

## Mid-Year Department Needs

<b>Financial Sustainability</b>	<b>\$ 25,000</b>
• Inland Water and Power Commission-Potter Valley Project Relicensing	\$ 25,000
	<b>\$ 16,893</b>
• Publications and Online Research needs for County Council	\$ 16,893
	<b>\$ 308,346</b>
• Sheriff Office Administration Electrical - Upgrade	\$ 233,346
• Goodin, MacBride, Squeri & Day Agreement - CPUC	\$ 75,000
<i>Total Estimated Annual Cost:</i>	<b>\$ 350,239</b>

## Measure B – Mental Health Treatment Act (BU 4052) Update

The Mental Health Treatment Act Citizen's Oversight Committee and the Board of Supervisors approved the architectural services agreement with Nacht & Lewis for a three-phased approach for the design and construction of Crisis Residential Treatment Facility (CRT), Psychiatric Health Facility (PHF), and Crisis Stabilization Unit (CSU). In February 2020, County staff and Nacht & Lewis had a project kick-off meeting. Work has begun for the development of CRT at the County's Orchard Ave property with the intent of meeting timelines, for opening, set by the California Health Facilities Finance Authority (CHFFA), which would allow the County to utilize \$500,000 in state funds for this project.

On February 18, 2020, interviews were conducted for the Administrative Project Manager position for Measure B. Alyson Bailey was hired as the new Project Manager and started on February 24, 2020.

Work is underway at the County of Mendocino Regional Behavioral Health Training facility in Redwood Valley. The Mental Health Treatment Act Citizen's Oversight Committee anticipates the building will be available for trainings by the end of March 2020.

The Measure B Fund Balance as of February 5, 2020 is: \$13,563,851



**Recruitment Summary**

Between July 1, 2019 and December 31, 2019 Human Resources received 281 staffing requests, conducted 160 recruitments, received and screened 1,993 applications, conducted 27 examinations, and prepared 151 certifications. During this period, the County hired 89 new employees and had 87 employment terminations.

As of December 31, 2019, there were 304 total vacant positions (269 funded 39 unfunded), 157 of which we were actively recruiting. The majority of vacancies were in Health and Human Services Agency, Sheriffs' Office, and Department of Transportation, which are three of our largest departments. The countywide vacancy rate at mid-year was 11.4% based on positions being actively recruited

**Leadership Initiative**

The Mendocino County Executive Leadership Team (MCELT) meets monthly to address cross-organizational issues that have significant long-term impacts. MCELT is responsible for developing, implementing and maintaining policies and programs that align with the Leadership Philosophy.

Mendocino County's Executive Leadership Team (MCELT) held its third High Performance Organization (HPO) Academy in August 2019. MCELT members work in teams of two to present nine topics covering a number of leadership and HPO topics to the attendees. Over 120 employees from various departments have participated in the full HPO training. The next HPO training will be March 25-26, 2020. MCELT also met and prioritized the components of HPO Leadership 2.0 including increasing communication through a regular newsletter, providing a shorter, introductory HPO training lasting a half-day, and expanding the number of employee-trainers to share the effort.

Over the past few years County employees, participating in leadership identified several areas of opportunity for improvement and formed seven project teams: communication; recruitment/retention; operational processes; customer service; performance plans, and employee engagement. These teams have developed short-term and long-term goals. Significant accomplishments by midyear include the second Employee Engagement Survey, the customer service video now showing in the Low Gap Administration building lobby. The economic development team completed its tasks and disbanded. The teams' upcoming goals are to finalize the customer service toolkit, distribute the Onboarding Guide developed by the employee engagement team, and analyze the results of the employee survey to drive new goals.

The Executive Office hosts a quarterly expanded leadership meeting where department heads and all staff involved in leadership activities participate. Each meeting includes a presentation on relevant leadership topics such as developing functional teams, career planning, and high performance organizations. Meeting attendance continues to grow as more employees participate in the work of leadership.

The Leadership Book Club meets monthly to discuss a book relative to high performance public service work. Over the past six months, the book club has completed two additional books, (most recently Brené Brown's Dare to Lead) with approximately 40 employees participating in activities.

**Health & Wellness**

728 County employees and their covered dependents participated in on-site health screenings in 2019. 582 employees completed all three requirements for the wellness incentive program, which qualifies them for discounts in 2020 on their health care premiums.

## County-Wide Health Plan

The County provides health benefits to its employees and their dependents. The County Employee Health Plan is self-insured and is administered by the Human Resources Department.

The plan provides medical, dental, vision, prescription drugs, basic life, accidental death and dismemberment insurance (AD&D) and an Employee Assistance and Wellness Program. The Plan is 75% funded by the County and 25% by employee contributions.

Over the last 6 years:

- 2014- 3% increase
- 2015- no increase
- 2016- no increase
- 2017- no increase
- 2018- no increase
- 2019- no increase

In 2017 and 2018 calendar years, the County and employees received a three-month premium holiday.

For the last 6 months of the 2019 calendar year, the medical and prescription drugs paid claims were \$6,982,848, a significant increase from the past year's utilization. In the entire 2019 calendar year, the total medical and prescription drugs paid claims were \$12,018,856.

Past six (6) years of medical and prescription drugs paid claims are the following:

- 2014: \$10,148,643
- 2015: \$8,170,625
- 2016: \$9,875,025
- 2017: \$10,005,357
- 2018: \$11,263,737
- 2019: \$12,018,856

The number of employees participating in the Health Plan has been stable over the years.

Significant factors contributing to 2019 year-end utilization:

- Three large claimants from September to December had \$1,742,220 in medical and prescription drugs paid claims
- Three large claimants represented over 14% of the entire County medical and prescription drugs paid claims
- Three large claimants are diagnosed with ongoing claims in 2020

The dental and vision plans both performed well in 2019. The dental plan received a 2% rate increase in 2020 under the Municipal Dental Pool (MDP) and Delta Dental arrangement. The vision plan has a rate pass in 2020 from Vision Service Plan (VSP) with benefit enhancements. The VSP rates are guaranteed through 2023.

Basic Life and AD&D coverages will be offered from Hartford Insurance Company in 2020.

The County is proposing a 3% renewal increase to the Health Plan premium in the 2020 calendar year effective the first full pay period after the March 10, 2020 Board of Supervisors meeting (should the Board of Supervisors authorize the increase). The 3% increase is to account for the following:

- Possible ongoing large claimant expenses
- Medical and prescription drugs inflationary cost increase
- Administrative expenses such as Delta Health Systems and Anthem PPO network fees
- Health Plan reserve and meet the Board directed reserve requirement

The below table shows the estimated cost to the County and employee after the proposed 3% increase to the Health Plan premiums.

	2019	2020	Increase
County Cost	\$ 9,939,483	\$ 10,187,970	\$ 248,487
Employee Cost	3,313,161	3,395,990	82,829
	\$ 13,252,644	\$ 13,583,960	\$ 331,316

## County-Wide Training Program

There were 159 training seats filled by County employees between July 1, 2019 and December 31, 2019. The classes included: Business Presentation Skills, Improving Communication, Emotional Intelligence, Attitude in the Workplace, Business Writing Skills, Introduction to PowerPoint, Advanced PowerPoint, Introduction to Word, Intermediate Word, Advanced Word, Introduction to Excel, Intermediate Excel, Advanced Excel, Introduction to Publisher, Intermediate Publisher and Advanced Publisher.

## COUNTY FINANCIAL OUTLOOK

### Summary

In Fiscal Year (FY) 2018-19, the Auditor-Controller was able to project additional discretionary revenue at each quarter. This fiscal year the County is not seeing that continued trend at the end of 2<sup>nd</sup> quarter.

As noted, in more detail within this report, the economy is stable but showing little growth. As we end 2<sup>nd</sup> quarter all Koff and COLA's for FY 2019-20 have been implemented; however, there has not been enough experience with the increase and a study of the compaction issues have not been fully realized.

At Mid-Year FY 2019-20 the Budget team notes, while most departments are doing well and are managing their 2000 series (operational expenses), several smaller departments are in need of additional funds.

### County Employee Labor Contracts Update

The County completed formal negotiations with all Mendocino County bargaining units in 2019. All contracts are in effect until 2022. All bargaining units received market adjustments and a 3% COLA for each year of the contract. The market information was a result of the Koff Total Compensation Study completed in the spring of 2019.

## STATE AND FEDERAL BUDGET UPDATE

### State Budget

On Thursday, January 10, 2020, Governor Gavin Newsom held a budget press conference introducing the proposed 2020-21 State budget. The Governor emphasized the continuing strength of the California economy, the robust state budget reserves, and the significant challenges facing the state, especially wildfires, homelessness, and the inequality of opportunity. The proposed 2020-21 budget totals \$222 billion in total state funds, consisting of \$153 billion from the General Fund, \$63.76 billion in Special Fund spending, and \$5.36 billion in Selected Bond Fund spending, resulting in an overall increase of \$7.4 billion over the 2019-20 State Budget Package. With a projected \$5.6 billion surplus, the proposal continues to invest for a rainy day (as constitutionally required), while also addressing urgent crises.

## Key Issues for Counties

Governor Newsom's 2020-21 proposed Budget incorporates several proposals that warrant close attention for counties, including:

- A \$12.5 billion investment over five years for climate resilience, partially funded by a proposed climate bond, to fund initiatives related to forest health, Community Power Resiliency (formerly PSPS), home hardening, and a climate revolving fund that would provide low-interest loans for waste diversion, low-carbon transportation, and sustainable agriculture.
- A new Access to Housing and Services Fund, as announced earlier this week, with an initial state investment of \$750 million, which will pay rent for individuals facing homelessness, support new dwelling units, and help stabilize board and care facilities and homes.
- A reduction in probation term lengths for both felony and misdemeanants to two years, matched with an investment in more intensive supervision and services for misdemeanor probationers.
- \$695 million, growing to \$1.4 billion in the out-years, for preventative health care, over a third of which will be aimed at the unsheltered homeless population.

## Homelessness

The Governor's January budget proposal calls for the creation of the California Access to Housing and Services Fund. If appropriated by the Legislature, the fund will include an initial \$750 million, one-time General Fund investment. The fund will be administered by the State Department of Social Services to pay rent for individuals facing homelessness, support regions to bring on more dwelling units, and to help stabilize board and care facilities/homes. While previous state emergency aid funding has been allocated to counties, cities, or Continuums of Care, these funds are proposed to be allocated directly to service providers.

The Governor's January budget proposal includes \$695 million (\$348 million General Fund), including federal funds, aimed at transforming Medi-Cal to boost preventative care that brings down the cost of health care. Funding for the proposal would increase to \$1.4 billion in 2021-22 and 2022-23. The proposal is expected to address challenges faced by chronically unsheltered populations—providing funding for tenancy support services, housing navigation services, recuperative care, and could include targeted rental assistance, if housing insecurity is tied to inappropriately high utilization of costly health care services.

The Governor's January budget proposal calls for the creation of the Behavioral Health Task Force comprised of county representatives, and other relevant stakeholders, to review existing policies and programs and coordinate system changes to prevent and respond to the impacts of mental illness and substance abuse in California. The Administration will also work to reform the Mental Health Services Act (Proposition 63) with the goal of better focusing on people with mental illness who are also experiencing homelessness, are involved in the criminal justice system, and for early intervention of children.

## Agriculture, Environment and Nature Resources

The Governor's January budget proposal invests \$12.5 billion collectively over the next five years in three major priority areas, including a climate resiliency bond, ongoing investments from the state's cap and trade program, and a new climate catalyst fund, which will provide low interest loans for climate-related projects. With the ever-present threat of catastrophic wildfire, the Governor's proposed budget expands investments to CAL Fire, the Governor's Office of Emergency Services (Cal OES) and to local agencies to prepare for ongoing threats.

## *Cannabis Regulatory Structure*

The Governor's 2020-21 proposed Budget proposes to restructure the state regulatory functions for commercial cannabis activities. Currently, there are three main licensing agencies: Department of Consumer Affairs (Bureau of Cannabis Control), the Department of Food and Agriculture (CalCannabis), and the Department of Public Health (Manufactured Cannabis Safety Branch). The Governor proposes to consolidate the functions into one single agency, to be named the Department of Cannabis Control. This move is expected to create a single point of contact for



licensees and counties/cities, which are required to sanction cannabis activities in their respective municipality. The Newsom Administration is expected to submit further details, likely around the May Revision, on how the restructure will be conducted. The Administration wishes to have the new single-entity Department by 2021.

## **Probation**

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The Governor's January budget proposal includes significant new investments and reforms for adult probation supervision and programs. This includes:

- \$60 million General Fund annually for three years and \$30 million General Fund in 2023-24, to provide additional supervision and services for misdemeanor probationers.
- A reduction in probation terms to two years for both felony and misdemeanor probationers and an opportunity for earned discharge for probationers.
- \$11 million General Fund ongoing to augment the \$113.8 million General Fund base for the Community Corrections Performance Incentive Grant program (SB 678). This augmentation allows each county to receive their highest ever payment under the last three years of the program and is intended to stabilize the grant program going forward.
- \$13.8 million General Fund for the temporary increase in the average daily population of offenders on Post-Release Community Supervision as a result of the implementation of Proposition 57. This is a decrease of \$1 million compared to the amount provided in 2019-20.

## **Health and Human Services**

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### *Medi-Cal California Healthier For All (Formerly CalAIM)*

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Governor Newsom is investing in his ambitious proposal to streamline and improve the state's Medi-Cal program with the Medi-Cal California Healthier for All initiative. He proposes investing a total of \$695 million (\$348 million General Fund) in 2020-21, and \$1.4 billion total in 2021-22 and 2022-23. The Governor anticipates reducing these investments in implementation to \$790 million in 2023-24, and will present an updated request for funding to support the state's implementation operations, estimated at \$40 million (\$20 million General Fund) for now. For counties, the proposed budget includes General Fund investments to assist in Medi-Cal California Healthier For All payment reform, system integration, and data sharing and collection efforts. The Governor's January budget proposal earmarks \$45.1 million 2020-21 and \$42 million in 2021-22 for county behavioral health systems. Please note that the Governor also ties the California Healthier For All initiative to his efforts to combat homelessness, including the proposal to sustain Whole Person Care and provide new housing and social services benefits to those enrolled in managed care plans.

### *Medi-Cal County Administration*

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The Governor's January budget proposal provides an increase of \$67.7 (\$23.7 million General Fund) for Medi-Cal county administration over the 2019-20 funding level. This increase results from an adjustment based on the growth in the California Consumer Price Index. The 2018-19 budget established the new Medi-Cal County Administration methodology that includes this annual adjustment based on the California Consumer Price Index.

### *In-Home Supportive Services*

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The Governor's January budget proposal contains no changes to the structure of the new county In-Home Supportive Services (IHSS) Maintenance of Effort (MOE) that was negotiated last year and included in the budget trailer bill SB 80 (Chapter 27, Statutes of 2019). For 2020-21, the Governor's January budget proposal includes \$14.9 billion for IHSS, of which \$5.2 billion is from the General Fund. This is a 16 percent increase in General Fund costs over the 2019-20 costs. The budget proposal estimates that average monthly caseload will increase by 4.5 percent over the prior year projection to a total of 586,000 recipients in 2020-21. This also reflects \$1.1 billion (\$523.8 million General Fund) for the state minimum wage increases.

## Housing

The Governor stated his commitment to build on housing investments made in the 2019 Budget Act and on pursuing policy changes that support housing production. The Governor's January budget proposal continues to fund a \$500 million annual expansion of state affordable housing tax credits authorized last year. The proposal also appropriates \$10 million annually over the next three years to support efforts to increase housing production by continuing to provide assistance to local governments through the Department of Housing and Community Development.

## Broadband

The Governor's 2020-21 proposed Budget outlines the Administration's strategy for increasing digital connectivity throughout the state. This strategy, "Broadband for All," is comprised of four components: mapping the state of connectivity; investing new resources; optimizing use of existing resources; and, coordinating government entities to prioritize connectivity across policies. The Governor's 2020-21 proposed Budget tasks the California Public Utilities Commission with leading the effort to map the state's connectivity, and based on that data, the Administration proposes to leverage existing funding programs, such as the Teleconnect Fund and the California Advanced Services Fund, to deploy needed broadband. Additionally, the Administration intends to coordinate government entities to prioritize the inclusion of high-speed Internet when developing other unrelated state projects when possible. The Governor's 2020-21 proposed Budget includes \$51.4 million Proposition 98 funding for the K-12 High-Speed Network Broadband Infrastructure Improvement Grant Program to improve local educational agency broadband connectivity to ensure schools can administer computer-based assessments.

## Federal Budget Update

On February 11, 2020, the Trump administration released its proposed 2021 budget request. The budget proposal calls for \$4.8 trillion in spending with increased spending on the military and significant cuts to domestic programs and civilian agencies. The proposed budget request includes \$20 billion in agency program reductions and \$28 billion in program eliminations. Some of these funding eliminations include cuts to safety net programs, student loan initiatives, Medicaid, federal housing, food stamps, disability insurance, environmental Protection Agency and environmental initiatives. We can expect that fall 2020 will include difficult budget negotiations and possible utilization of continuing resolutions to fund the government should the President and Congress not meet an agreement by October 1, 2020.

## Conclusion/Next Steps

Mendocino County Executive Office staff will continue to work with its state lobbyists and monitor federal legislative and budget developments to stay informed of proposed changes. Certain budget items inevitably have a big effect on Mendocino County and its residents, and others are less felt. County staff is committed to keeping a firm hold on information resources to be able to allow the Board to act proactively when needed.

## FY 2019-20 PRIORITIES UPDATES

### 2020 Economic Outlook

The most recent metrics available to assess the economic status of Mendocino County show that Mendocino's economy has been on an upward trend due to low unemployment and an increase in construction, healthcare and cannabis industries. However, there is a major shift from manufacturing production and agriculture employment to service-based employment. This could be a concern, as top high wage industries are education/health services, manufacturing and low wage industries tend to be leisure/hospitality, and retail trades. Taxable sales have increased steadily and there has been an overall gain in Total Industry Employment. It is possible to conclude that the local economy is stable but not strong. Vulnerability to economic downturns and especially to natural disasters such as fires and earthquakes, are on the horizon. Mendocino County is not keeping up with workforce trends that require connectivity for remote workers, a multigenerational workforce and upskilling workers. Data can be found in the most recent assessment: the Mendocino County 2018-19 Economic Assessment.

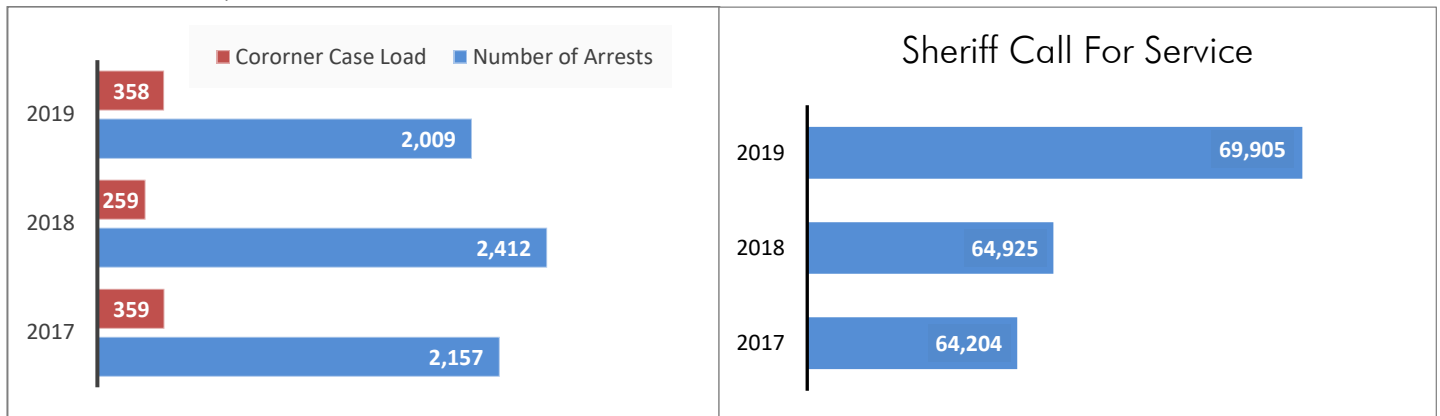
## **Mendocino County Sheriff's Office (MCSO)**

At Mid-Year the Sheriff's Office Field Services Budget is projected to have a budget deficit of \$792,375 dollars, for FY 2019-20. Sheriff's Office staff continues to work to reduce the overall budget deficit, through a number of budget efficiencies that have been implemented this fiscal year, and last fiscal year. The Sheriff's Office goal is to maintain the highest levels of service possible to the Mendocino County community; and continue to find ways through these budget efficiencies, to reduce overall costs to the County's General Fund. These cost saving methods include:

- Reorganizing the Professional Standards Bureau (PSB) to assist with background and employment processing. This has significantly reduced the length of time for each applicant application and background process, increased the speed in hiring new personnel, and almost completely eliminated the need to contract with outside (contracted) investigators; which has resulted in significant savings to the County.
- Sheriff's Office staff has continued their focus on the hiring of new Field and Corrections Deputy's to fill open sworn positions. Maintaining a full work force, helps the Sheriff's Office control overtime costs, work related injuries, and job stress and burnout.
- Last year, and this year, the Sheriff's Office has expanded its Deputy-In-Training Recruitment Program, selecting current Corrections Deputies, for training as Field Deputies. This strategy of selecting local, already proven, already employed, internal candidates has increased the likelihood of success in completing the vigorous Basic Academy and FTO process, and helped with the long-term retention of personnel. These efficiencies have reduced overall costs in developing and training personnel and helped to significantly reduce the high costs associated with personnel who once hired, cannot successfully complete the field-training program.
- Last fiscal year, the Sheriff's Office transitioned Academy basic training from the College of the Redwoods to Santa Rosa Junior College. This change eliminates housing and meal costs for the Police Academy training.
- Last year, after a competitive bid process, Sheriff's Office changed vendors for patrol car builds. Although this will not change the overall amount the Sheriff's Office spends for patrol units each fiscal year, it will provide for more timely replacement units for the same cost. By updating vehicles regularly, within the factory warranty period, the Sheriff's Office decreases annual maintenance costs.
- This last year, the Sheriff's Office Dispatch Center remained fully staffed, which reduced overtime and training expenses. The Sheriff's Office continues to review staffing patterns and is researching options to increase efficiencies and maximize possible savings within the Dispatch Center.
- Last year, the Sheriff provided direction to the sector commanders regarding the removal of the four hours of overtime associated with 12-hour shifts. This change has resulted in a reduction of overtime hours.
- Last year the Sheriff's Management team met with the Deputy Sheriff's Association regarding strict adherence to the language regarding shift differential pay, and clear direction was given to sector commanders to reduce differential pay to adhere with MOU language. This change has resulted in a reduction in the shift differential pay.
- Last year, all commanders were given direction to schedule mandated training (Range, Defensive Tactics and Driving) for mid-level Sergeant Supervisors during their regularly scheduled work weeks, to reduce overtime expense.
- Last year, one Deputy Sheriff was moved to the Coast Sector to assist with coverage for the Bailiff - Court Security position. This move has reduced overtime expenses to cover the coast Court Security Detail.
- This year, two additional extra help part-time Court Bailiff's were recruited and trained. These personnel additions have resulted in a salary and overtime savings, and allowed full-time Sworn Deputy personnel to be utilized for other assignments.
  - Last year, the Sheriff's Office Fiscal Manager took another position within the County. This position was eliminated within the FY 2019-20 budget, and those responsibilities were merged with the Professional Standards Bureau manager, creating a Business Services Officer position. This change has reduced overall salary expense, and merged the Fiscal and PSB functions allowing closer coordination of hiring practices, fiscal operations and budgetary oversight.
  - Close monitoring of Sheriff Office overtime and personnel training costs is continuing. To help reduce overtime and training costs, Sheriff's Office personnel continue to work to have mandated training

courses certified by POST and STC for presentation here locally. This change reduces expensive travel related costs for legislatively mandated training.

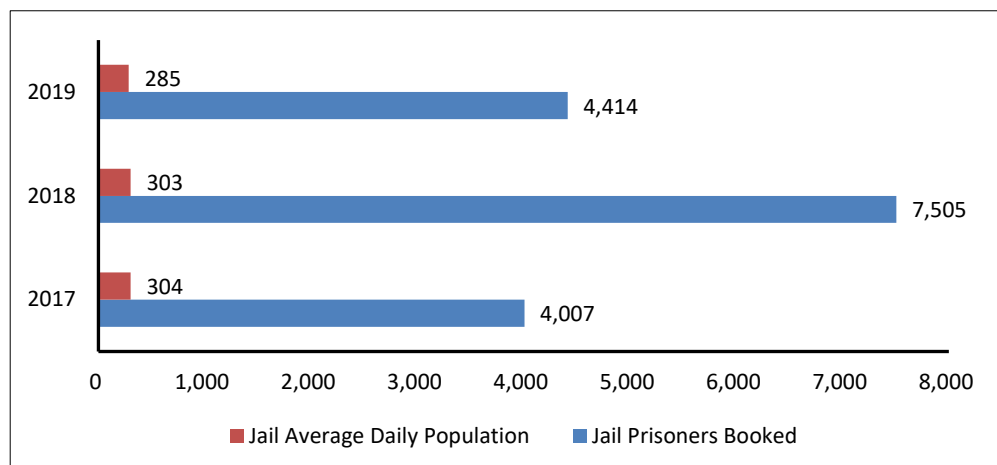
- o Purchases within the 2000 series are being monitored and re-examined closely prior to authorization to determine if alternative solutions, recycling of older supplies and equipment or deferral could occur, prior to expending funds. This work by Sheriff's office personnel has significantly decreased expenditures within the 2000 series.



## County Jail

At mid-year the Sheriff's Office Corrections Budget is projected to have a budget deficit of \$677,422 dollars, for FY 2019-20. Sheriff's Office staff continues to work to reduce the overall budget deficit, through a number of budget efficiencies that have been implemented this fiscal year, and last fiscal. Some of these cost saving methods include:

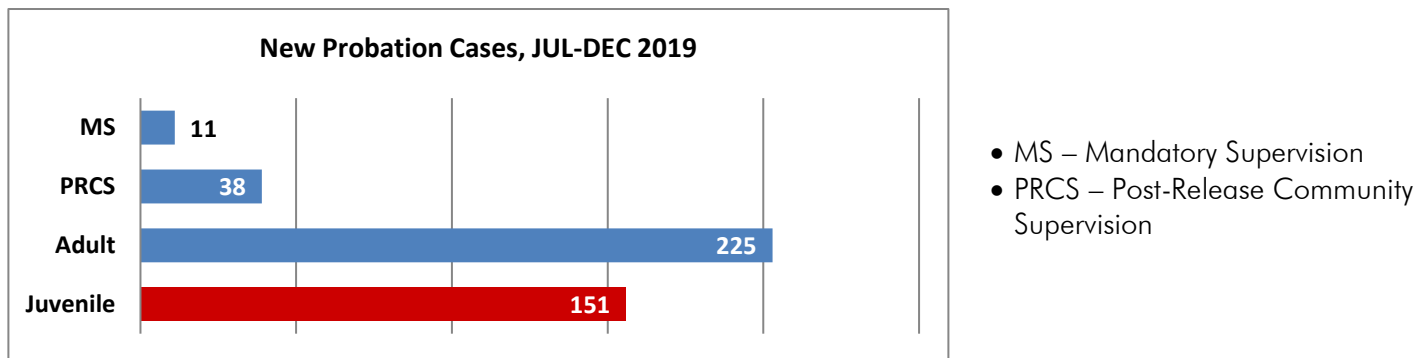
- Last year, the Sheriff's Office Corrections staff has assumed the cooking and deliveries of meals to Juvenile Hall. This program has been fully implemented and is progressing well.
- Last year, the Sheriff's Corrections staff added a Lieutenant to the Corrections Administration Division. This has enhanced efficiencies in the operation of the jail and allows more management focus, on individual areas of responsibility, expense and overtime costs.
- The Sheriff's Corrections staff is closely monitoring the inmate clothing and laundry services to ensure streamline processes and accurate ordering as well as managing inventory to maximize the use of funds.
- The Sheriff's Office has made recruitment and hiring of correctional personnel a priority, to help reduce overtime, work related injuries and job burn out. This change has led to increased retention amongst personnel, and the development of a corrections-to-field career path for personnel.
- The Sheriff's Corrections staff continues to work with the public Defender and Courts to increase to usage of video for Court hearings. Staff believes this change would be a significant cost saving initiative within the Corrections budget. Staff continues to research funding alternatives and facility improvements that can help facilitate future general fund savings in this area.



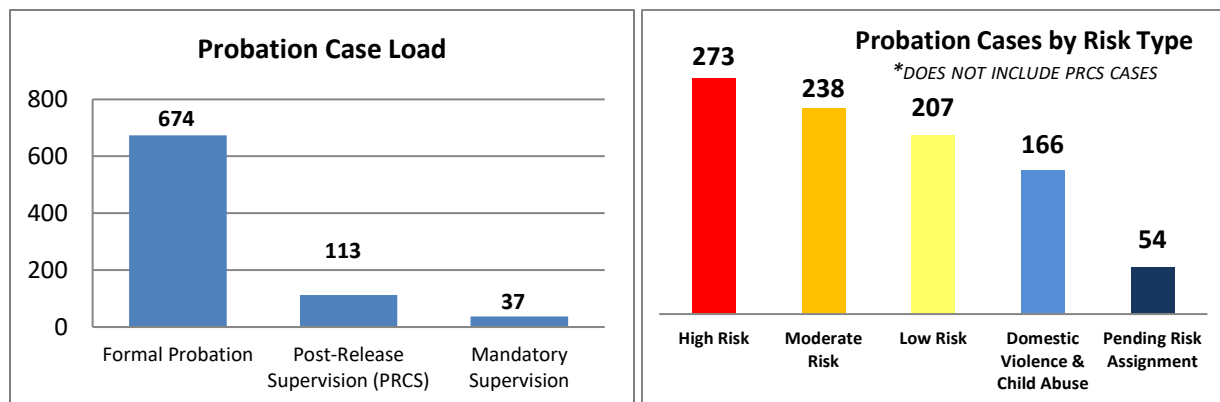


## Probation

Probation has made progress towards stabilization of positions. Probation had one vacant position at the end of December, which Probation does not plan to fill this year. In the first half of the year, Probation had one resignation of a permanent, full-time DPO and has hired three permanent, full-time DPOs. At this time, the Probation department is fully staffed on budgeted DPO positions. One DPO has been on extended leave since the first quarter, which requires coverage of one full caseload by other officers; this person is expected to return in the 4th quarter. One Legal Secretary transferred to another County department on January 25, 2020. The department used this opportunity to reevaluate assignments in the clerical unit and reallocate duties. With this restructuring, the Department will be reassigning an existing Staff Assistant II position to support the administrative staff and replace the vacated Legal Secretary with another Staff Assistant II position to overall department reception and support. Recruitment is in progress for the replacement SA II position, which is anticipated to be filled by the end of the 3rd quarter.



The significant reduction in the Probation Department's budget for FY18-19 was continued into FY19-20. This has limited the positions the department is able to fill. The Department continues to evaluate required staffing levels in relation to their ability to meet court and statutory mandated duties. The department continues to work closely with HR and the Executive Office to ensure we are able to meet our mandates through staffing levels.



During the first half of the year, Probation commenced work on updating the County's Comprehensive Multi-Agency Juvenile Justice Plan, which will incorporate several new programs and services for youth within our community, both as preventative and rehabilitative in approach. Some of the programs to be incorporated into this plan include GREAT (Gang Resistance Education and Training), Youth IMPACT, and Anger Management.

## Juvenile Hall

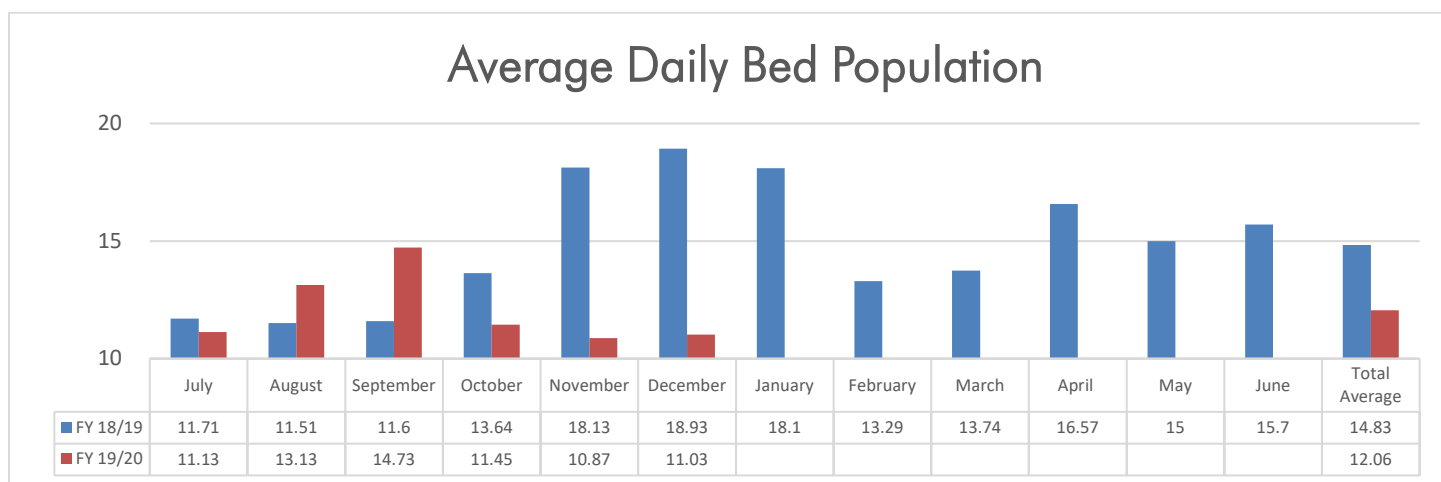
Juvenile Hall continues to maintain a maximum Hall capacity of 20 in order to meet allocated budget and to be responsive to the average daily population. The Jail continues to provide all food for the Hall; this process has transitioned very well and has resulted in significant operational cost savings.

During the first half of the year, there were three terminations of permanent, full-time employees, including two Supervising Juvenile Corrections Officers. The Department also had three extra help employees terminate during this period. One JCO was promoted to Supervising JCO; three permanent, full-time JCOs were hired; and, two extra help JCOs were hired. At the end of the first half of the year, there were three employees out on long-term leave, leaving significant gaps in shift coverage that required filling by extra help (when available), JCO, SJCO and DPO overtime to cover. Permanent, full-time staffing is down two (1-SJCO, 1-JCO). The SJCO position will be filled on February 9, 2020, however, the Department will be down one additional JCO position as a resignation occurs on February 8, 2020. The Department is currently in the process of recruiting for the JCO positions and hope to have them filled prior to the end of the fiscal year. The Department continues to build extra help staffing in order to provide the most cost effective means of covering vacant shifts due to training, vacations, absences, etc.

During the first half of the year, Juvenile Hall implemented new programming and services, including Behavioral Incentive System, which includes the new juvenile recreation center; Aikido; and Boy's Council. Other programming and services planned for the remainder of the year include, Yoga, restarting the Garden Project, and, expanding mental health/counseling services. Another priority project in process for Juvenile Hall is full implementation of the Lexipol Policies & Procedures, which supports compliance with revised Title 15 regulations which the Hall is subject to.

#### During the first six months of FY2019-20:

- The monthly average Juvenile Hall population has ranged from 10.87 to 14.73
  - The population gender ratio was approximately 80% male and 20% female
- A total of 95 admissions to Juvenile Hall, average 15.8 admissions per month
  - Of the 95 admissions, gender ratio was approximately 64% male and 36% female
- The average stay in days per juvenile was 17 days



## IT Master Plan

The County has embarked upon a Five year Information Technology (IT) Master Plan, which was adopted by the Board of Supervisors in November 2018. The IT Master Plan identified 99 initiatives with a potential investment of \$20.7 million over five years. The Executive Office provided the Board of Supervisors with regular updates on high priority projects, as well as requesting that funds be allocated in IT Reserve in FYs 2017-18, 2018-19 and 2019-20 in order to address the critical infrastructure needs.

Preliminary findings in FY 2017-18 identified 13 priority/mission critical projects and the Board approved the transfer of \$670,364 from existing IT Reserves to fund those projects in FY 17-18. Of the 13 priority/mission critical projects: 11 have been completed and two were deferred to FY 2018-19 due to funding. Completed projects totaled \$584,600 and deferred projects totaled \$60,000, bringing the priority project totals 4% under budget.

In November 2018, the Board allocated \$1 million to IT Master Plan Projects. Funding has been allocated to 17 initiatives and 22 projects. Of the 22 projects identified: seven have been completed, two were funded through

MCSO operating budget and one project was cancelled. FY 2018-19 project expenses totaled \$411,530 and the remaining allocated balance of \$588,470 carried forward to FY 2019-20 as project work continued for the remaining 12 projects.

In FY 2019-20 budget adoption, the Board allocated \$508,825 to IT Master Plan projects. At First Quarter, the Board allocated an additional \$2,250,000 and approved a reallocation of \$318,482 IT Reserve carry-forward to IT Master Plan projects, and placed an additional \$1,500,285 in reserves dedicated to Microwave. Funding has been allocated to 18 initiatives and 20 projects including:

- Radio and Network Bid Development
- Computer Replacement
- Office Software Upgrades
- Wireless Network Phase II
- Radio Spare Parts
- Video Conferencing
- Cost Recovery – Public Safety Microwave Radio Communications Network
- Records and Data Retention – Email Retention
- Tyler Content Manager User Training
- Munis Gap Analysis
- Aumentum – Property Tax System Replacement Project (additional funding)
- Cannabis Reporting
- Microwave Phase 1 Repeater Replacement
- Pt Arena Radar Ring Expansion
- Multi-Jurisdictional Radio Operations
- Artificial Intelligence Based Security Monitoring
- Staff Security Awareness Training

\$1,975,500 of the \$2,250,000 in funding that the Board allocated to IT Master Plan projects during FY 2019-20 First Quarter was for Public Safety Microwave Radio Communications projects.

The Board also placed an additional \$1,500,285 in reserves dedicated to Microwave. Information Services Division staff will be coming back to the Board requesting approval to utilize those funds.

### ***Significant Capital Project Updates:***

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#### ***Microwave Update***

On October 22, 2019, Information Services Division staff brought to the Board of Supervisors a Radio Network Assessment and Needs presentation to demonstrate the current state of the Public Safety Microwave Radio Communications Network. At that time, the Board of Supervisors directed staff to draft a total cost of ownership model for Microwave and Radio Communications.

On November 19, 2019, Information Services Division staff presented the Board of Supervisors with the cost of ownership model for the Public Safety Microwave Radio Communications Network. The Network serves County Sheriff, Countywide EMS and ambulance services, countywide fire departments, County Department of Transportation and various state and federal agencies. The Board of Supervisors directed staff to: conduct a final review and analysis of cost inputs to increase the accuracy of the cost model; utilize the cost allocation methodology outlined above to present to the Board a final cost allocation model and recommended charge back and invoice amounts for County Departments and external agencies respectively; and develop a plan to communicate potential cost allocations and rationale for doing so with County Departments, external agencies and other interested parties with an implementation goal of July 1, 2020.

## *Property Tax Software System Project Update*

In June 2013, the Board adopted the County's 2013-17 CIP, which included the replacement of the countywide property tax software system due to being obsolete and represented a significant risk of catastrophic failure. In 2013, the County initiated the Request for Proposal (RFP) process. In June 2015, the Board approved the agreement with Thomson Reuters/Aumentum for the acquisition of countywide property tax system in the amount of \$1,701,429. At that time, staff noted that there would be ongoing maintenance obligations associated with the software system and the project would begin no sooner than the first quarter of 2016. The Board had previously authorized funding allocations totaling \$1,000,000 in the IT Reserve in the prior two fiscal years and \$701,429 in FY 15-16 to fund the contract. In March 2017, the Board approved an amendment to agreement with Thomson Reuters/Aumentum for \$83,240 for the acquisition of countywide property tax system – addition of the Cannabis related tax and licensing collection program.

With the adoption of the IT Master Plan, \$68,433 in funds were allocated in FY 2018-19 to the Property Tax Software System Project. The IT Master Plan included a need for an Aumentum Implementation Assessment. This assessment identified the additional items requiring funding, such as: third party services, vendor travel, hardware and licensed software and ongoing maintenance costs. An additional \$350,000 in FY 2019-20 was allocated to the Property Tax Software System Project.

In November 2019, the Information Services Division received notification that Harris Computer Systems purchased Thomson Reuters and that there would be no changes to the implementation plan. In order to move forward with project implementation, Information Services Division staff are purchasing Dell servers and Compellent storage enhancements utilizing previously allocated funds.

### *IT Master Plan Fiscal Overview*

Below is a summary of the IT Master Plan Fiscal Overview, illustrating the estimated costs per Fiscal Year (amounts are updated based upon the current state of the IT Master Plan projects and funding to date). Please also refer to *Exhibit C* of this document for an updated Five Year IT Master Plan budget including project detail.

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2023-24	FY 2024-25	Total
Infrastructure	\$2,630,018	\$4,667,600	\$4,656,300	\$1,877,800	\$759,800	\$14,601,518
Application	430,000	1,409,385	1,287,600	1,180,000	1,995,000	6,301,985
<b>Total</b>	<b>\$3,060,018</b>	<b>\$6,086,985</b>	<b>\$5,943,900</b>	<b>\$3,057,800</b>	<b>\$2,754,800</b>	<b>\$20,903,503</b>

## **Fire Recovery**

### *Over Excavation Remediation Mission*

The County has finally received a Notice of Obligation and Payment from CalOES to reimburse the County for its cost to oversee the over excavation remediation process. This project took place from April to July 2018 after County staff had received numerous complaints from property owners who had participated in the private property debris removal program that was managed by US Army Corps of Engineers. The remediation process was necessary to replace over-excavated soils with engineered fill on over 80 jointly identified over excavated properties.

The County submitted all supporting documentations to CalOES in November 2018. The reimbursement of \$56,229 covers 88 hours of overtime, mileage costs for nearly 600 miles, and two contracts for geotechnical review and project management. Although initially informed in 2018 that regular time will be reimbursed, the County will not be reimbursed for over 1,200 hours of regular time per California Disaster Assistance Act guidelines.



### *Residence Emergency Disaster Assistance*

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The County received the Golden State Finance Authority's Residence Emergency Disaster Assistance grant funds in mid-2018 to assist county residents who have lost their homes or have experienced financial loss that impairs their ability to maintain housing in the 2017 Redwood Complex disaster area. Three percent of the \$254,854 went to North Coast Opportunities to administer the grant. The remaining grant funds were distributed to 118 families--both homeowners and renters who lost their homes in the 2017 fire. Other than FEMA's rental assistance program, this was the only other grant program available to assist renters. Below are the breakdown of the checks issued and their purpose.

- 27 Building Materials/ Construction
- 1 Engineer Plans
- 37 Permanent and Temporary power pole installation
- 5 Septic Restoration
- 3 Water Tank Replacement
- 44 Rent for two months or up to \$2,500
- 11 Mortgage Payments
- 1 Partial Manufactured Home Cost

### *Community Evacuation Planning Pilot Project*

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The County submitted a grant application of \$100,000 to PG&E's Resilient Communities Grant Program to develop a pilot program in which community groups can work directly with local emergency personnel to develop community-specific evacuation plans through a workshop format. The application was denied; however, PG&E awarded the County a donation of \$50,000 for the project through its Better Together Giving Program. The County will be looking for ways to use this donation as match to leverage more grant funding for the project.

### *Hazardous Tree Removal*

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As of midyear, Mendocino County Resource Conservation District (MCRCD), who is the subcontractor for this project, fell 210 hazardous trees from 32 properties in the Redwood Complex Fire footprint. This project is estimated to complete on time with a surplus budget. The County is working on requesting a scope of work adjustment with CAL FIRE to abate additional hazardous trees that are threatening private infrastructure such as well pump, houses, electrical service lines, and water storage tanks. Currently, the grant only allows for removal of trees threatening building pads or permanent structure. This project is 100% funded by CAL FIRE's Fire Prevention Grant Program.

### *Activities Next Quarter*

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In the next fiscal quarter, Disaster Recovery will initiate the Ukiah Valley Fire Fuels Reduction and Fire Fuel Break Project, which will create shaded fuel breaks, road clearing for fuel reduction, and provide curbside chipping services; apply for USDA's Community Facilities Program, which will cover 35% of the cost for the County's Administration Center generators; continue working with West Business Development Center and Economic Development and Financing Corporation to develop an economic recovery and resiliency plan; and initiate the construction phase of the Redwood Valley Water District Infrastructure Retrofit Project.

All awarded grant projects have been budgeted for FY 2019-20. The department will request a change in allocation if grant applications are awarded during the next two quarters.

## Recovery Grants

FY 19-20 Grant Projects Awarded and Active	Grant Program	Grant Award	Local Match
Redwood Valley Water District Infrastructure Retrofit - Phase I	Hazard Mitigation Grant Program	494,554	164,851
Road to Recovery: Redwood Complex Fire Restoration – Implementation	Watershed Restoration & Delta Water Quality and Ecosystem Restoration	656,902	-
Road to Recovery: Redwood Complex Fire Restoration – Planning	Watershed Restoration & Delta Water Quality and Ecosystem Restoration	88,382	-
Redwood Complex Fire Recovery: Hazardous Tree Removal	CAL FIRE Fire Prevention Grant Program	1,001,450	-
Disaster Recovery and Economic Resilience Planning	Economic Development Administration Disaster Supplemental	397,180	104,000
Ukiah Valley Fire Fuels Reduction and Fire Fuel Break	CAL FIRE Fire Prevention Grant Program	1,652,200	-
Mendocino County Community Evacuation Planning Pilot Project	PG&E Better Together Giving Program	50,000	-
FY 2019 Public Safety Power Shutoff (PSPS) Resiliency Allocation	FY 2019 Public Safety Power Shutoff (PSPS) Resiliency Allocation	372,962	-
General Plan Safety Element Update	Hazard Mitigation Grant Program	124,372	41,457
Update Hazard Mitigation Plan	Hazard Mitigation Grant Program	187,500	62,500
Match for Redwood Valley Water District Infrastructure Project	State general fund, through Department of Water Resources	1,900,000	-
Redwood Valley Water District Infrastructure Retrofit - Phase II	Hazard Mitigation Grant Program	5,496,689	1,832,230
<b>Total</b>		<b>\$12,422,191</b>	<b>\$2,205,038</b>
Pending Grant Applications/Waiting for Award Decision	Grant Program	Requested	Local Match
Back-up Generators	USDA Community Facilities Program	TBD	TBD
Generators	Hazard Mitigation Grant Program	802,500	267,500
Fire Cameras Early Warning System	Hazard Mitigation Grant Program	182,886	60,961
Defensible Space Assistance Program	Hazard Mitigation Grant Program	341,602	116,640
Early Warning Sirens	Hazard Mitigation Grant Program	505,707	168,570
Staffing for Planning & Building Services	Hazard Mitigation Grant Program	206,250	68,750
Ignition Resistant Construction	Hazard Mitigation Grant Program	2,250,000	750,000
<b>Total</b>		<b>\$ 4,288,945</b>	<b>\$ 1,432,421</b>

## Redwood Valley County Water District Infrastructure Project

Mendocino County, pursuant to the Memorandum of Agreement with the Redwood Valley County Water District, is administering State and Federal grants to preform water system upgrades in those areas burned in the 2017 Redwood Valley Fire. The County shall administer the overall fiscal and project management while engineering & construction project management, design and quality control are defined work tasks under the engineering consultant contract with Brelje & Race Consulting Engineers (BRCE). The BRCE agreement was approved by the Board of Supervisors on January 8, 2019, for a maximum cost of approximately \$1.2 million. Reimbursement for 100% of costs is expected.

The project is broken into two phases:

- Phase I – Planning, Engineering, & Design
  - BRCE develops , in collaboration with Mendocino and Redwood Valley
- Phase II – Primary Construction
  - Expected to begin in early 2020

Schedule for some design services have been delayed as a result of complications with Right of Way access to private property. Construction is planned to begin early 2020 and be completed in 2021 at cost of approximately \$6.25 million. Costs to the county are expected to be reimbursed at 100%. As with the engineering consultant contract; the construction contract will be administered by the County using grant funds or district funds as necessary.

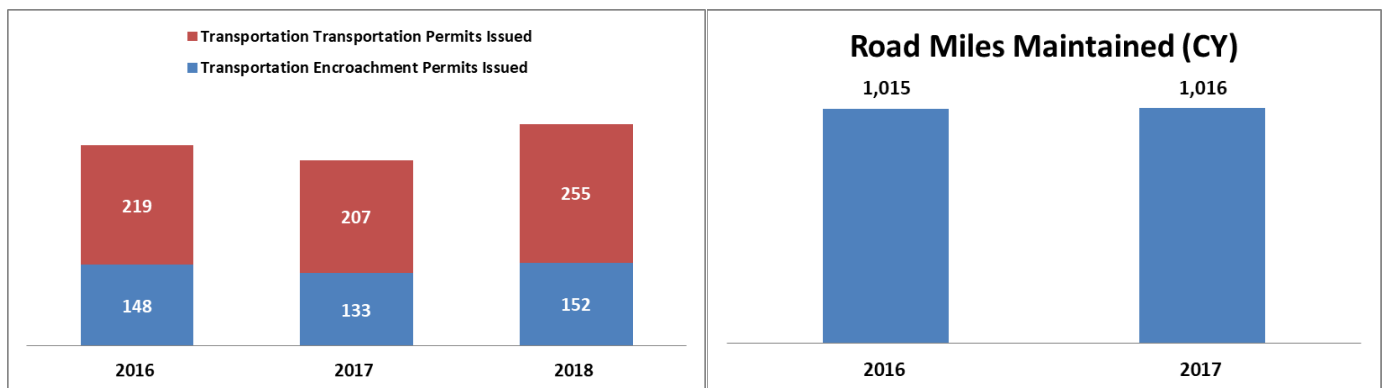
## Roads & Transportation

Mendocino County is responding to four declared disasters – Storm Damage on Federal Highway Roads in 2016, two full Federal Emergency Management Agency Storm Damage events in January 2017, and most impactful, the October 2017 and August 2018 fires, and the February 2019 flood.

The Mendocino County Department of Transportation (MCDOT) staff has been performing site reviews with staff from the California Emergency Management Agency (Cal EMA) and the Federal Emergency Management Agency (FEMA). It will cost approximately \$8.3 million to restore the most critical “B” (protective measures) and “C” (permanent repair) list sites this year. Reimbursement is expected to be somewhere in the range of 75% to 93.75%.

Mendocino County’s Federal Highway Administration Agency (FHWA) eligible “on system” roads have approximately nine storm-related damage sites, and the process of notification and application is ongoing. These nine sites (three from 2016) have an estimated repair cost of approximately \$3.5 million. Reimbursement of 88.53% is expected.

Fire damage includes sub surface and surface repairs, culvert replacement, guardrail replacement, and hazardous tree removal in public right of way. The estimated amount of total damage to the County Maintained Road System is approximately \$17.1 million, with a +/- \$1.7 million local share. MCDOT office staff is working very hard to ensure that Mendocino County receives all the emergency funds needed.



## Capital Improvement Projects (CIP)

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The County's Capital Improvement Plan (CIP) includes sections for Roads & Bridges, County Fleet, Capitalized IT Maintenance & Upgrades, and Capital Projects. Each section includes example projects and estimated five-year expenses for the General Fund and non-General Fund. In recent years, the County has balanced the CIP needs with other priorities while utilizing a "pay as you go" model. Construction costs have begun increasing dramatically, first due to the strong economy and now most likely due to the regional reconstruction efforts from recent wildfires. This escalation of costs affects all the County's facilities-related needs. Facility Capital Projects are organized in categories that include the following:

- Roof Replacements & Repairs: The County continues to have multiple facilities with urgent needs related to roof replacement and repair. Identified roofing projects primarily affecting the General Fund include the Administration Center, Sheriff's Office, Courthouse Annex, and the Point Arena Veterans Hall.
  - The CIP estimated annual General Fund expense at \$1,380,000 annually
- Capital Facilities Maintenance: Represents many types of projects that are to be expected on a regular, recurring basis and are necessary to maximize useful effective life of a facility. Examples include HVAC replacement, parking lot maintenance, exterior and interior painting, maintenance to the microwave system infrastructure, hazardous tree mitigation, etc.
  - Estimated General Fund expense for maintenance is \$1,100,000 annually
- Major Projects/Capital Improvements: Examples include the Tax Collector Remodel, Sheriff Substation in Redwood Valley, and the Jail Expansion.
  - Estimated General Fund expense is \$500,000 annually
- Fire-Life-Safety/Modernization of Ageing Facilities: Represents ADA improvements, changes for consistency with the building code as building configurations and occupancies change.
  - Estimated General Fund expense is \$350,000 annually
- Energy Efficiency Retrofitting & Upgrades: Replacement of inefficient/broken HVAC units, building weatherization, infrastructure for electric vehicles, etc.
  - Estimated General Fund expense is \$335,000 annually

### *911 Communications Equipment Building*

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The Board has committed funding for the design of a secure new communications building, so that emergency response communication equipment can be moved into a permanent and secure structure. The needs assessment process is underway; this will allow for design and a cost estimate. A funding request will be brought to the Board in the future to allow for construction.

### *Sheriff's Office Electrical Panel Replacement*

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The Sheriff's Office complex (Administration Center, parts of the jail) has an obsolete main electrical panel. Parts to repair or modify this infrastructure are no longer available. As a result, minor repairs and routine electrical modifications are difficult and risk extensive down time. Funding in the amount of \$234,000 is recommended for the design and orderly replacement of this critical piece of infrastructure and include provision for the connection of a backup generator in the future.

### *Roofing Updates*

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The current fiscal year saw the completion of roof replacements on the Main Jail and the Jail Programs/Emergency Operations Center (EOC) building.

Phase II of the Administration Center roof replacement will be put out to bid soon, with the roof replacement expected to begin this summer.



## *Redwood Valley Property Improvement Update*

In August of 2019, the County closed on the purchase of the former Jehovah's Witness Church at 8207 East Road in Redwood Valley. Facilities Staff has been working with the Mental Health Treatment Act Citizen's Oversight Committee to complete initial improvements that will allow the Training Center to open for use this spring. Staff are also working with the Mental Health Treatment Act Citizen's Oversight Committee and the Sheriff's Office to develop longer-range plans for full utilization of this property, including plans for a new Sheriff's Office substation at the site.

## *Crisis Residential Treatment Facility Update*

Facilities Staff is involved in the early stages of the planning and design process for the procurement and development of the first Crisis Residential Treatment Facility, including plans for a new Sheriff's Office substation at the site.

## *New Jail Facility*

The first section of Mendocino County's current jail facility was built in 1985, with a rated capacity of 86. The core of the original facility was masonry, but the four housing wings were linear style pre-fabricated (semi-permanent) metal structures. Over the subsequent years as the need for more beds increased, 34 cells were turned into triple bunks in 1987. In 1991, an additional housing unit was built to replace older housing units and bring the jail to its current Board Rated Capacity (BRC) of 295. The current Average Daily Population (ADP) of the facility is 303.

The design of the existing jail is inadequate, and does not provide the correct quantity and type of beds needed in today's correctional environment. It also lacks adequate space for programs such as educational, substance abuse and mental health treatment. There is insufficient space for medical exams and no accommodations for mental health services. While there is currently a dental exam room in the facility, it is remote from housing and inappropriately designed for maximum security inmates. The facility lacks respiratory isolation cells and safety cells.

In 2017, the County applied for and received a \$25 million funding commitment from the State to construct a new special needs housing unit and visitor center. The County has committed a local match of \$2.5 million toward completion of this project. To this point, The County's architectural firm, Nacht & Lewis, has completed the initial design work and submitted to the state for approval to complete the construction drawings. The County has secured a construction management Contract with Vanir Construction Management who will provide constructability review and estimates during final design, market the project to the construction community, and ultimately oversee the building contractor when bids have been received. This timeline for construction of this new building will have it operational in 2023.

## *Status of FY 2018-19 Capital Improvement Projects*

### **BU 1710 COMPLETED PROJECTS FOR FY 2019-20**

Proj #	Project Name	Dept.	FY Budget	Final Cost/EST	Year to Date
<b>COMPLETED</b>					
929	Ukiah Library - New Circulation Desk	CSA	\$3,385	\$66,298	\$3,385
943	Fort Bragg Justice Center Generator Replacement	Courts	\$1,669	\$45,634	\$1,669
900	Willits Justice Center - Willits PD Counter ADA	F&F	\$20,000	\$24,717	\$ 20,688
866	Yokayo Front Canopy Renovations	HHSA	\$430,000	\$1,196,577	\$538,587
965	Emergency Power for BOS Policy Room	IS	\$12,000	\$18,217	\$14,541
761	Fort Bragg Avila Center Installation of Existing Generator	HHSA	\$22,111	\$152,771	\$17,059
926	Willits Justice Center Elevator Pit Seal & pump	F&F	\$8,192	\$7,560	\$7,560
954	Main Jail Roof Replacement	Sheriff	\$775,000	\$978,112	\$973,325
955	EOC Sheriff Programs Roof Replacement	Sheriff	\$360,000	\$500,796	\$482,348
963	EOC & Sheriff's Office Electronic Locks	EOC	\$42,224	\$42,224	\$42,224

831	HHSA - Ft. Bragg Avila Gates and Play Area Fence (from CI 885)	HHSA	\$52,000	\$66,020	\$60,150
964	North Yokayo HVAC Unit 9 Replacement	HHSA	-	\$19,281	\$19,281
966	Museum Classroom HVAC Unit Replacement	CSA	-	\$36,750	\$36,750
983	Jail Building II HVAC Unit 4 Replacement	Sheriff	-	\$23,876	\$23,876
988	911 Emergency Cooling		\$50,000	\$81,550	\$81,550
962	Avila Center Modular Building Fire Alarm System	HHSA	-	\$9,092	\$9,092
IN PROGRESS					
967	DOT Soils Lab and Break Room Water Damage Repairs	Risk	\$80,000	\$50,122	\$50,122
985	911 Uninterrupted Power Supply System Replacement	Sheriff	\$100,000	\$80,175	\$4,550
989	Boonville DOT Shop Roof Repairs	DOT	\$10,000	\$6,956	-
987	Willits Library HVAC, Balance and Controls	CSA	\$110,000	\$76,638	\$2,188
990	Courthouse Annex HVAC Unit 1	Public Defender	-	\$20,200	\$450
991	Administration Center Unit 22 PBS Lobby	F&F	-	\$13,669	\$919
982	Ukiah Courthouse ADA Restroom Settlement	CoCo	\$100,000	\$158,418	\$25,000
928	Treasurer-Tax Collector Security Enhancements	Treas	\$275,000	\$296,929	\$15
952	Generator Interconnect Projects 6 locations	EOC	\$170,000	\$165,358	\$44,328
953	EOC Carpet and Interior Improvements	EOC	\$30,000	\$57,980	\$8,359
994	Remote Generator Monitoring System	F&F	\$20,000	\$20,000	\$2,086
940	Remodel CFS File Room E-14 into a Childcare Room	HHSA	\$30,000	\$23,678	\$1,058
956	WISC Mold Remediation at south offices of Building 62	HHSA	\$30,000	\$34,142	\$1,991
780	Admin Center Roof Replacement Project Southeast Phase 2 & 3	F&F	2,187,751	\$1,779,200	\$3,838
984	Covelo Road Yard UST Monitoring and Wells	DOT	\$50,000	\$8,111	\$8,111
992	Point Arena Tree Removal - AFB & Veterans Hall	F&F	\$40,000	\$40,000	\$270
957	Juvenile Hall Security Improvements (Paint, Panic, Cameras, Privacy Screening)	Probation	\$47,000	\$45,000	\$21,376
968	Underground Storage Tank Wells & Monitoring Ft. Bragg & Willits Road Yards	DOT	\$50,000	\$86,506	\$20,337
971	Back-Up Power Projects for Administration Center	F&F	\$76,000	\$76,000	\$6,500
986	Structured Network Cabling for Sheriff's Offices	IS	\$223,250	\$225,000	-
980	Refresh APS Break Room V-2 South Yokayo	HHSA	\$8,000	\$18,318	\$309
984	Covelo Road Yard UST Monitoring and Wells	DOT	\$50,000	\$50,000	\$8,111
961	Mental Health Rooms 381 & 383 Water Damage Repair	HHSA	\$25,000	\$40,000	\$2,837
950	San Hedrin Power Line Evaluation and Repairs	F&F	\$130,000	\$130,000	\$7,560
PLANNED FOR CURRENT FISCAL YEAR START					
970	Off Site Parking Improvements prior to Jail Expansion Project	F&F	\$300,000	\$300,000	-
993	Sealing, Waterproofing & Painting at San Hedrin & Spanish Mtn Repeater Sites	IS	\$200,000	\$150,000	-
997	Admin Center Server Room Cooling Temperature Monitoring System	IS	\$15,000	\$15,000	-
998	Planning & Design to Relocate 911 & MCSO Communications & Servers	IS	\$175,000	\$175,000	-
979	Child Support Main Floor Carpet and Abatement	CSS	\$78,000	\$78,000	-
958	Children's' Services Ceiling Insulation Encapsulation (Evaluate & Design)	HHSA	\$30,000	\$30,000	-
854	DOT - Video Security System - Laytonville	DOT	\$30,000	\$30,000	-
852	DOT - Video Security System - Point Arena	DOT	\$25,000	\$20,000	-

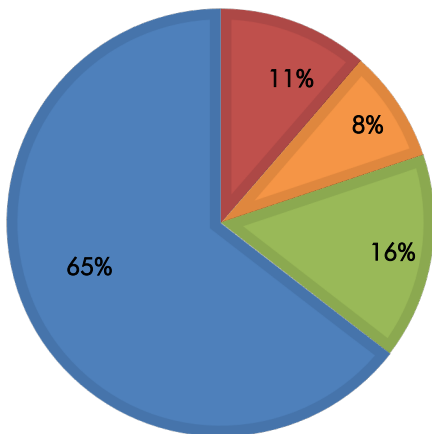
## COUNTY VEHICLE FLEET ANALYSIS

At this time, the County fleet consists of approximately 378 "passenger-type" vehicles, excluding heavy equipment and special (low) use vehicles, such as a tow truck, a boom truck, special purpose law enforcement vehicles, etc.

The fleet includes 50 hybrid/electric vehicles. 39% of the fleet vehicles are trucks, 34% SUVs, 19% sedans, and 8% vans.

The average age of vehicles in the fleet is 8 years old, with an average fuel economy of 15.29 MPG. The Sheriff's Office has the largest fleet of assigned vehicles, with approximately 107; the Department of Transportation has the second largest fleet of assigned vehicles, with 73. HHSA has 55. The County garage manages and maintains the County fleet with the exception of the Department of Transportation vehicles which are managed and maintained by DOT.

ACTIVE VEHICLES TOTAL MILES DRIVEN  
PER MONTH MINIMUM 500 MILES



Total Miles Driven per Month: 170 and less			
# of Vehicles:	32	Average Miles:	85

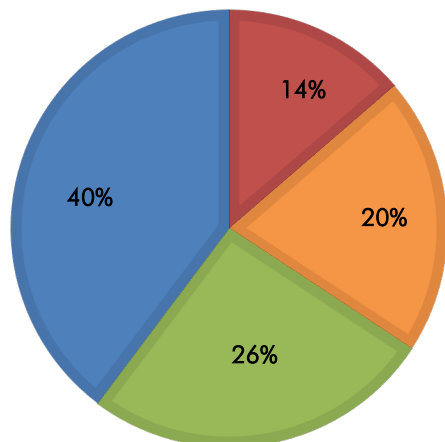
Total Miles Driven per Month: 171 - 330			
# of Vehicles:	34	Average Miles:	259

Total Miles Driven per Month: 331 - 499			
# of Vehicles:	44	Average Miles:	407

Total Miles Driven per Month: 500 and more			
# of Vehicles:	182	Average Miles:	1182

*Total Vehicles: 318*

ACTIVE DOT VEHICLES TOTAL MILES  
DRIVEN PER MONTH MINIMUM 500 MILES



Total Miles Driven per Month: 170 and less			
# of Vehicles:	10	Average Miles:	119

Total Miles Driven per Month: 171 - 330			
# of Vehicles:	15	Average Miles:	376

Total Miles Driven per Month: 331 - 499			
# of Vehicles:	19	Average Miles:	425

Total Miles Driven per Month: 500 and more			
# of Vehicles:	29	Average Miles:	887

*Total Vehicles: 73 DOT Fleet*

## MID-YEAR (2<sup>ND</sup> QUARTER) REVIEW BY BUDGET UNIT

### Summary of General Fund Departments Projections by Budget Unit

This summary provides information on General Fund budget unit projections for end of year (EOY) of FY 2019-20 and only includes those departments that are projected to come in over their NCC assignment.

#### *BU 1210 – County Counsel*

County Counsel anticipates being over budget by \$91,893. Due to legal representation in the CPUC proceedings

#### *BU 1610 – Facilities*

At the end of the 2<sup>nd</sup> Quarter, the division had unbudgeted expenses for the PSPS rental generators and parks needs assessment, as well under realized departmental reimbursement that attributed to increase in expense. The division was unable to absorb the 6% reduction to their 2000 series. The total projected over budget for this department is \$116,955.

#### *BU 2080 – Public Defender*

At the end of the 2<sup>nd</sup> Quarter, the department has expended just under 50% of their 1000 series budget. However, with a new labor agreement coupled with increases to salaries, the department is projecting to be over budget by \$107,777 in the 1000 series at the end of the fiscal year.

#### *BU 2086 – Conflict Defender*

The Conflict Defender is projecting to be \$114,600 over budget due to legal fees for representation of defendants that are in conflict with the Public and Alternate Defenders office.

#### *BU 2310 – Sheriff-Coroner*

At mid-year, the Sheriff's Office now projects their budget will be \$792,375 dollars over budget. Please see the Sheriff Office's narrative under Priority Updates section on page 13-15 for more details.

#### *BU 2510 – County Jail*

At mid-year, the County Jail now projects their budget will be \$677,422 dollars over budget. Please see the County Jail narrative under Priority Updates section on page 15 for more details.

#### *BU 2550 – Juvenile Hall*

Juvenile Hall is projecting to be over budget by \$128,620 due to the increase in staff salaries, as well as the 6% reduction to the 2000 series that was implemented at FY 2019-20 Budget Adoption.

#### *BU 2560 – Probation*

The Probation department is projecting to be over budget by \$166,485, due to the staff salaries increase. The department is also projecting a 10% reduction in revenue that will be offset by the reduction of reimbursable expenses.

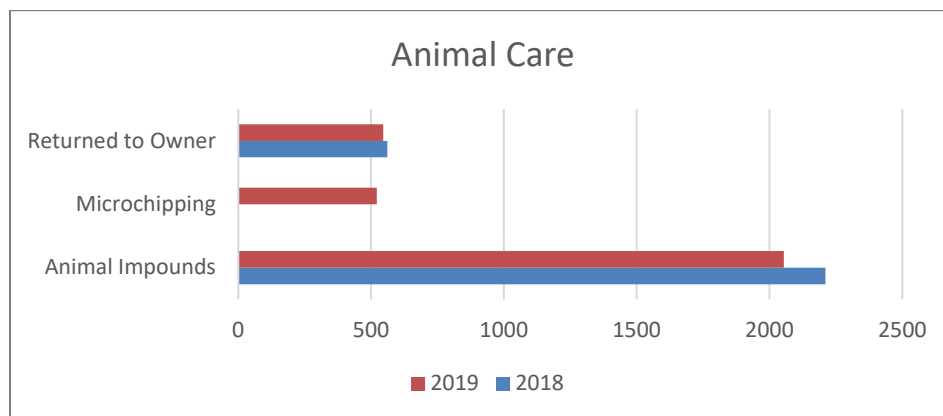
#### *BU 2830 – Emergency Services*

Emergency Services was awarded a grant in the amount of \$270,000 in Fiscal Year 2016-17. These grant funds will be utilized in the upgrades needed to the County's communication towers.

## BU 2860 – Animal Care

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Animal Care is projecting to be over budget by \$230,767. This projection is due to a decrease in revenue, from pending contracts with local cities, Ukiah, Willits and Fort Bragg for services provided potential revenues of \$300,000.



## **Recommended Budget Adjustments**

Refer Attachment A, B, and C

## **CEO Recommended Actions**

1. Accept the FY 2019-20 Mid-Year Budget Report as presented
2. Accept Adjustments as described in Attachments A, B & C
3. Adopt Resolution Amending the current FY 2019-20 Adopted Budget